



AGENDA

CITY OF SEASIDE
CITY COUNCIL/SUCCESSOR
AGENCY TO THE
REDEVELOPMENT AGENCY

REGULAR MEETING
440 HARCOURT AVE (COUNCIL CHAMBER)
Thursday, March 20, 2025
5:00 PM

NOTICE: *The City Council will hold its public meetings in person, with a virtual option for public participation based on availability. The City of Seaside utilizes Zoom tele-conferencing technology for virtual public participation; however, we make no representation or warranty of any kind, regarding the adequacy, reliability, or availability of the use of this platform in this manner. Participation by members of public through this means is at their own risk.*

1. To view this meeting: Please click on the following link to the City of Seaside YouTube Channel: <https://www.youtube.com/c/CityofSeasideCalifornia>
2. To view or participate this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link: <https://ci-seaside-ca-us.zoom.us/j/81936832059>
WEBINAR ID: 819 3683 2059
3. To listen or participate by phone: Please call (669) 900-9128
Enter the **WEBINAR ID:** 819 3683 2059 when prompted. There is no participate code – press the pound sign # after the recording prompts you.
4. To make 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 2:00 p.m. on the day of the meeting.

During the Meeting: When the Chair calls for public comment, members of the public participating in person and wishing to address the City Council may approach the podium when the Chair calls for public comment.

When the Chair calls for public comment, members of the public participating on Zoom and wishing to address the City Council can queue to speak with the "Raise Hand" feature. On the Zoom application, click the "Raise Hand" button. On the phone, press *9 to "Raise Hand"; press *6 to unmute.

5. In accordance with the City's Remote Meeting Participation Policy for Public Comment: The City of Seaside reserves the right to refuse, limit, and/or revoke use of video conferencing technology and the option for virtual public participation. Granting use of the virtual participation in no way constitutes an endorsement of any person or group to display hateful conduct, including sending or posting hateful images, making violent threats, or targeting others with hateful or abusive speech. The City may remove any participant that violates its agreement or applicable policy with proper notice as outlined in the conditions of use/meeting access.

1. CALL TO ORDER

2. ROLL CALL – ESTABLISHMENT OF QUORUM

Ian N. Oglesby	Mayor/Chair
David R. Pacheco	Mayor Pro Tem/Vice Chair
Alexis Garcia-Arrazola	Council/Agency Member
Rita Burks	Council/Agency Member
Alex Miller	Council/Agency 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 City Council on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Public Comments for "Presentations" on this agenda are also taken at this time; 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 CITY NEWS BROADCAST OF UPCOMING CITYWIDE EVENTS AND COMMUNITY ANNOUNCEMENTS

7. PRESENTATIONS

A. RECEIVE A PRESENTATION FROM VILLAGE PROJECT INC. ON THE 2024 COMMUNITY SOCIAL SERVICES GRANT PROGRAM

B. RECEIVE A PRESENTATION FROM EVERYONE'S HARVEST SEASIDE CERTIFIED FARMER'S MARKET (HESTER PARKER, EXECUTIVE DIRECTOR)

C. ECONOMIC DEVELOPMENT UPDATE (ECONOMIC DEVELOPMENT DIRECTOR JOSE BAZUA)

D. RECEIVE A PRESENTATION ON DAYLIGHTING LAW AND ENFORCEMENT (POLICE CHIEF NICK BORGES)

8. CONSENT AGENDA

A. APPROVE MINUTES FROM FEBRUARY 20, 2025, AND MARCH 6, 2025, REGULAR MEETINGS AND FEBRUARY 21, 2025, SPECIAL MEETING

RECOMMENDATION: Approve minutes as presented in the agenda packet.

B. ACCEPT AND FILE THE CASH AND INVESTMENTS REPORT FOR THE CITY OF SEASIDE AND THE SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF SEASIDE FOR THE QUARTER ENDING DECEMBER 31, 2024

RECOMMENDATION: Review City of Seaside and the Successor Agency to the Redevelopment Agency of the City of Seaside Cash and Investment Report for the quarter ending December 31, 2024.

C. APPROVE APPOINTMENTS TO CITY COMMISSIONS

RECOMMENDATION: Accept the appointments of Forest Kinard (Environmental), Chance Freeman (Homeless), and Gonzalo Quintero Alcaraz (Planning) as recommended by the Mayor.

D. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A COLLECTION AGREEMENT WITH HOMEAWAY.COM, INC FOR THE COLLECTION OF TRANSIENT OCCUPANCY TAX ON SHORT-TERM RENTALS

RECOMMENDATION: Adopt a resolution authorizing the City Manager to execute a Tax Collection Agreement with HomeAway.com, Inc., at no cost to the City, for the collection of the City's Transient Occupancy Tax on short-term rentals, where the host (owner or primary tenant) uses a hosting platform provided by HomeAway.com, Inc. and its subsidiaries.

E. ADOPT A RESOLUTION ACCEPTING THE 2024 GENERAL PLAN ANNUAL PROGRESS REPORT (APR) AND AUTHORIZING SUBMITTAL OF THE REPORT TO THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

RECOMMENDATION: Adopt a resolution accepting the 2024 General Plan Annual Progress Report and authorizing submittal of the report to the Governor's Office of Land Use and Climate Innovation (formerly the Office of Planning and Research) and the California Department of Housing and Community Development (HCD).

F. ADOPT A RESOLUTION AUTHORIZING A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WEST COAST CODE CONSULTANTS INC. IN THE AMOUNT OF \$235,482.09 TO PROVIDE BUILDING AND SAFETY SERVICES TO THE BUILDING AND CODE ENFORCEMENT SERVICES DEPARTMENT

RECOMMENDATION: Adopt a resolution authorizing the City Manager to execute a second amendment to the professional services agreement with West Coast Code Consultants, Inc. (WC3) for \$235,482.09 for Building and Safety Services.

G. ADOPT A RESOLUTION ACCEPTING THE 2024 HOUSING ELEMENT ANNUAL PROGRESS REPORT (APR) AND AUTHORIZING SUBMITTAL OF THE REPORT TO THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) AND THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION

RECOMMENDATION: Adopt a resolution accepting the 2024 Housing Element Annual Progress Report and authorizing submittal of the report to the California Department of Housing and Community Development (HCD) and the Governor's Office of Land Use and Climate Innovation (formerly the Office of Planning and Research).

9. BUSINESS ITEMS

A. RECEIVE REPORT REGARDING FIREARMS SALES IN A RETAIL LOCATION IN THE CITY OF SEASIDE AND PROVIDE DIRECTION TO STAFF

RECOMMENDATION: Receive the Report and provide direction to staff as appropriate.

B. RECEIVE REPORT REGARDING INCREASING STIPENDS FOR CITY COUNCIL MEMBERS AND PROVIDE DIRECTION TO STAFF

RECOMMENDATION: Receive report and provide direction to staff.

C. RECEIVE REPORT REGARDING SHORT TERM RENTAL FUNDING AND PROVIDE DIRECTION TO STAFF

RECOMMENDATION: Receive report and provide direction to staff.

D. RECEIVE REPORT REGARDING FUNDING FOR SNIP BUS AND PROVIDE DIRECTION TO STAFF

RECOMMENDATION: Approve 6 months of funding for SNIP bus services within the City of Seaside.

E. ADOPT A RESOLUTION ACCEPTING THE ANNUAL MID-YEAR FINANCIAL REPORT AND ADOPTING PROPOSED CHANGES TO THE BUDGET OF THE CITY OF SEASIDE FOR THE FISCAL YEAR 2024-2025

RECOMMENDATION: Adopt a resolution approving the Annual Mid-Year

Financial Report for the Fiscal Year 2024-2025 and authorize the proposed adjustments to the City of Seaside's budget for the same fiscal year.

10. COUNCIL MEMBER REQUESTS

A. NEW COUNCIL MEMBER REQUESTS

B. FOLLOW UP ON PREVIOUS REQUESTS

1. Requesting a presentation from PG&E regarding their community outreach in the region (Garcia-Arrazola)

11. CITY ATTORNEY, CITY MANAGER, CITY COUNCIL AND MAYOR 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 and report on committee assignments.

12. CLOSED SESSION

Pursuant to Government Code Section 54956 et seq., the City Council and Successor Agency to Redevelopment Agency may adjourn to a Closed Session to consider specific matters dealing with litigation, certain personnel matters, property negotiations or to confer with the City Attorney. Public comments on these items are taken after being read by the City Attorney. For the public record, please state your name.

A. PURSUANT TO GOVERNMENT CODE 54957.6 - CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Greg McDanel, City Manager; Samantha Sahkrani, Human Resources Director/Risk Manager

Employee Organizations: Seaside Police Officers' Association, Seaside Firefighters' Association, Seaside Public Safety Managers' Association, Seaside City Employees Association, Seaside Managers Employee Association, Non-Represented Non-Exempt Confidential Employees, Non-Represented Exempt Confidential Employees, Executive Employees, Unclassified Exempt Employees, and Unclassified Non-Exempt Employees

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957

Title: City Attorney

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE 54956.8

Property: The Property Commonly Referred to As Campus Town
(Property bounded by Highway 1/1st Avenue, 7th Avenue, Lightfighter/Colonel Durham Street, and Gigling)
Agency Negotiators: City Manager, et. al
Negotiating Parties: KBB Seaside Venture, et. al. and City of Seaside
Under Negotiation: Price, terms of payment or both

D. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS PURSUANT TO GOVERNMENT CODE 54956.8

Property: 956 & 962 Hilby Avenue, Seaside, CA 93955
Agency Negotiator: City Manager, City Attorney, et. al.
Negotiating Parties: Stepping Stone Outreach Inc. and City of Seaside
Under Negotiation: Price, terms of payment, or both

E. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE 54956.9 (D)(2)

Two Matters of Potential Litigation

13. ADJOURNMENT

Next Regularly Scheduled Meeting:
April 3, 2025
5:00 p.m.

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/ SUCCESSOR
AGENCY TO THE
REDEVELOPMENT AGENCY

SPECIAL MEETING
440 HARCOURT AVE
Friday, February 21, 2025
9:00 AM

1. CALL TO ORDER

Mayor/Chair Oglesby called the meeting to order at 9:00 a.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM

PRESENT: Burks, Garcia-Arrazola (arrived @ ..), Miller, Oglesby, Pacheco
ABSENT: None

3. PUBLIC COMMENT

None

4. STRATEGIC PLANNING STUDY SESSION

The strategic planning session was facilitated by Michelle Slade, C4 Consulting. The Council reaffirmed its top 5 priorities as 1. Effective, Accessible Governance; 2. Vibrant Local Economy; 3. Diverse & Inclusive Community; 4. Enhanced Physical Infrastructure & Abundant Water Supply; 5. Community Safety & Quality of Life.

PUBLIC COMMENT: Robert Daniel, Lynda Cunningham, Karla Lobo

5. ADJOURNMENT

With no further business, the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Dominique L. Davis, City Clerk

Ian N. Oglesby, Mayor



DRAFT MINUTES

CITY OF SEASIDE
CITY COUNCIL/ SUCCESSOR
AGENCY TO THE
REDEVELOPMENT AGENCY

REGULAR MEETING
440 HARCOURT AVE
Thursday, March 6, 2025
5:00 PM

1. CALL TO ORDER

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

2. ROLL CALL – ESTABLISHMENT OF QUORUM

PRESENT: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

ABSENT: None

3. INVOCATION AND PLEDGE OF ALLEGIANCE

A moment of silence was held for invocation. The pledge was led by Council/Agency Member Garcia-Arrazola.

4. REVIEW OF AGENDA

No changes.

5. PUBLIC COMMENT

Tiffinie Meyer, Peter Kaiser, Karla Lobo, Ann Marie Pagan, Ray Riordan, Dianne Nielson, Lora James,

6. PUBLIC AGENCY COMMUNICATIONS

A. SEASIDE CITY NEWS BROADCAST OF UPCOMING CITYWIDE EVENTS AND COMMUNITY ANNOUNCEMENTS

The following events were announced:

- Movies in the Park at Laguna Grande Park on March 21st at 6 PM. For more information, call (831) 899-6700.
- Nominations for the Seaside Stars Awards open on March 1st! Visit bit.ly/seasidestars and fill out the form. The deadline for entries is March 31st. For more information or questions, call 831-899-6800.
- The Oldemeyer Center is hosting a St. Patrick's Day Dance on March 20, 2025—Doors open at 10:45 AM, with a delicious lunch served at 11:30 AM, followed by non-stop dancing starting at 12:30 PM. Enjoy live music performed by Bag-O-Trix. Tickets are just \$4 for lunch and dancing, or \$2 if you're just going to dance. For more details, call 831-899-6809.
- In Seaside, recycling right is more important than ever. But many residents unknowingly engage in a practice called wish-cycling—placing non-recyclable items in the recycling bin, hoping they'll be processed. The City of Seaside is encouraging residents to use the "What Goes Where" app, which helps you

quickly determine where each item belongs. For more details, visit whatgoeswhere.info and help make a difference!

- The City of Seaside Public Works and Engineering Department is excited to announce the completion of major paving projects on Olympia Street and Terrace Avenue. For more updates on city projects, stay tuned or visit the City of Seaside's official website.
- The City of Seaside has officially modernized its solicitation process, making it easier than ever for vendors and businesses to submit bids and proposals through PlanetBids! Set up your account today by visiting the City of Seaside PlanetBids Vendor Portal! For more information, visit the Bids & Contracts page of the City's Website.
- The City of Seaside is excited to announce the 2025 Junior Lifeguard Program at the Pattullo Swim Center! This two-week session runs from 9 AM to 1 PM on March 17th through 21st and March 24th through 28th, located at 1148 Wheeler Street, Seaside. Before the session begins, there's a required Swim Test on March 13th at 7 PM. For more information, call 831-899-6815, or visit www.ci.seaside.ca.us to register today!
- The 2025 MPUSD Upcycled Prom Closet at the Oldemeyer Center on March 8, 2025, from 11 AM to 1 PM, For more details, call (831) 645-1204.
- The Friends of Seaside Parks Association (FOSPA) is hosting several workdays all over the city this Spring, and you're invited to be part of the action! Join FOSPA on Saturday, March 15th at Mescal Neil Park, and again on March 22nd at Beta Park. For more information, including future workdays and locations, visit FriendsOfSeasideParks.org.

7. PRESENTATIONS

A. RECEIVE A PRESENTATION FROM PALENKE ARTS ON THE 2024 COMMUNITY SOCIAL SERVICES GRANT PROGRAM (JUAN SANCHEZ, PALENKE ARTS EXECUTIVE DIRECTOR/FOUNDER)

Presented by Juan Sanchez, Jocelyne Resendiz-Nieto and Palenke Board Chairperson Dr. Manuel Nunez. The presentation reviewed the programs offered, teen center location and programming, a review of community events held/participation in 2024, partnerships. Plans for the future include teen paid internships, securing a permanent location, and hiring a Director of Operations and Community Engagement Coordinator.

B. RECEIVE A PRESENTATION FROM COMMUNITY PARTNERSHIP FOR YOUTH ("CPY") ON THE 2024 COMMUNITY SOCIAL SERVICES GRANT PROGRAM

Presented by CPY staff: Ray Adams, Ben Carter, Anthony Carter, Jorge Torres. The presentation reviewed the 2024-2025 statistics for the afterschool mentor/tutor program, summer intersession, and life skills/job preparation.

C. RECEIVE A PRESENTATION FROM THE FAMILY AND COMMUNITY SUPPORT PROGRAM (FAMILY & COMMUNITY SUPPORT PRACTITIONER DERRICK ELDER)

The presentation reviewed the services provided and an overview of the number of calls and referrals that program processed, opportunities and challenges, collaboration and public awareness, its role as the Homeless Commission liaisons and introduction of the team members.

8. CONSENT AGENDA

Items pulled: 8H

On motion by Mayor Pro Tem/Vice Chair Pacheco and second by Council/Agency Member Garcia-Arrazola and carried by the following vote, the City Council/Successor Agency moved to approve the consent agenda.

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

A. APPROVE A PROCLAMATION RECOGNIZING APRIL 6-12, 2025, AS NATIONAL CRIME VICTIMS' RIGHTS WEEK

ACTION: APPROVED

B. APPROVE A MAYOR'S YOUTH FUND CONTRIBUTION REQUEST OF \$3,000.00 FROM KINDNESS ROCKS 831 TO ASSIST WITH THE COST ASSOCIATED WITH THEIR ANNUAL EASTER EGG HUNT

ACTION: APPROVED

C. APPROVE CO-SPONSORSHIP AND WAIVE ALL FEES RELATED TO THE ACTION COUNCIL - BUILDING HEALTHY COMMUNITIES JUNETEENTH JUBILEE CELEBRATION AT LAGUNA GRANDE PARK AND SEASIDE CITY HALL LAWN ON JUNE 14, 2025, IN THE AMOUNT OF \$4,949.00

ACTION: APPROVED

D. APPROVE CO-SPONSORSHIP OF SUSTAINABLE SEASIDE'S 2025 SUSTAINABLE SEASIDE EARTH DAY CELEBRATION AND ELECTRIC VEHICLE TEST DRIVE/DEMO FAIR AT SEASIDE CITY HALL LAWN ON APRIL 27, 2025, IN THE AMOUNT OF \$3,421.00

ACTION: APPROVED

- E. ADOPT A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE CITYWIDE CDBG ADA CURB RAMP PROJECT AND AWARDING A CONSTRUCTION AGREEMENT TO JMS CEMENT CONTRACTORS INC. FOR AN AMOUNT NOT TO EXCEED \$224,000.00 AND TOTAL PROJECT CONSTRUCTION COST INCLUDING CONTINGENCY OF \$244,000.00**

ACTION: ADOPTED RESO #25-33

- F. ADOPT A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH WALLACE GROUP FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR AN AMOUNT NOT TO EXCEED \$94,639.00 FOR THE CITYWIDE CDBG ADA CURB RAMP PROJECT**

ACTION: ADOPTED RESO #25-34

- G. ADOPT A RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH GRACE CARROLL CONSULTING FOR COMPREHENSIVE EVALUATION SERVICES FOR THE CITY'S SAFE NEIGHBORHOODS AND SCHOOLS "PROP 47" GRANT**

ACTION: ADOPTED RESO #25-35

- H. ADOPT A RESOLUTION PRIORITIZING SEASIDE'S WATER ALLOCATION WITHIN THE CALIFORNIA AMERICAN WATER COMPANY SERVICE AREA**

Economic & Community Development Planning Manager, Andy Myrick, responded to questions from the Council.

PUBLIC COMMENT: unnamed speaker

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: ADOPTED RESO #25-36

- I. ADOPT A RESOLUTION AUTHORIZING A MAINTENANCE AND RIGHT OF ENTRY AGREEMENT WITH ASCENT SEASIDE, LLC. FOR STORMWATER CONTROL AT SEAGROVE APARTMENTS**

ACTION: ADOPTED RESO #25-37

J. ADOPT A RESOLUTION AUTHORIZING A FENCE MAINTENANCE AGREEMENT WITH ASCENT SEASIDE, LLC FOR A FENCE LOCATED IN THE PUBLIC ALLEY RIGHT OF WAY ADJACENT TO THE SEAGROVE APARTMENTS

ACTION: ADOPTED RESO #25-38

K. ADOPT A RESOLUTION APPROVING TWO STORM DRAINAGE EASEMENTS FOR CAMPUS TOWN PROJECT

ACTION: ADOPTED RESO #25-39

9. PUBLIC HEARING

A. INTRODUCTION OF AN ORDINANCE AMENDING TITLE 2 OF THE SEASIDE MUNICIPAL CODE FOR THE PURPOSE OF CORRECTING TYPOS, MISNUMBERED CODE SECTIONS, SENTENCE STRUCTURE, MISSING DEFINITIONS, CLARIFICATIONS AND PROPOSED TEXT AMENDMENTS. IN ACCORDANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES THE PROPOSED AMENDMENTS ARE EXEMPT PER 15061(b)(3) (SECOND READING, ROLL CALL VOTE)

The presentation reviewed the proposed changes to chapters 2.02, 2.04, 2.06 and 2.14. At the first hearing, there were amendments to 2.14.

After the first hearing, comments were received regarding changes that were not initially proposed. Staff recommended that the Council move forward with amendments to chapters 2.02, 2.04, and 2.06 and postpone any amendments to chapter 2.14 until further considerations can be incorporated.

PUBLIC COMMENT: Karla Lobo, Lora James, Ann Marie Pagan

On motion by Council/Agency Member Miller and second by Council/Agency Member Garcia-Arrazola and carried by the following vote, the City Council/Successor Agency moved to adopt the ordinance amendments for Title 2, Chapters 2.02, 2.04, and 2.06, and to postpone any amendments to Chapter 2.14; and bring back Chapter 2.14 at a later time with updates to the code of conduct.

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: ADOPTED ORD #2032

10. BUSINESS ITEMS

A. APPROVE FIVE-YEAR LEASE AGREEMENT WITH FRIENDS OF SEASIDE PARKS (FOSPA) AND THE CITY OF SEASIDE FOR A PORTION OF CAPRA PARK

City Attorney Sheri Damon provided a presentation that reviewed a summary of the lease: Initial term of five (5) years for \$1/year; each lease renewal is subject to City Council approval; Develop, operate, and maintain a community pollinator and vegetable garden and habitat with educational tours and events that include community public access; Authorizes FOSPA to submit a grant for the pollinator/urban garden project (so long as no additional City contribution); School tours and field trips will be conducted by registered and background-checked employees and volunteers; Continue to ensure and allow public access and public use.

PUBLIC COMMENT: Karla Lobo

On motion by Council/Agency Member Garcia-Arrazola and second by Mayor Pro Tem/Vice Chair Pacheco and carried by the following vote, the City Council/Successor Agency moved to approve the 5-year lease agreement with FOSPA for a portion of Capra Park.

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: ADOPTED RESO #25-40

B. CONSIDER A POTENTIAL PARTNERSHIP WITH MONTEREY BAY FOOTBALL CLUB (COUNCIL MEMBER MILLER)

Council/Agency Member Miller provided a proposal for partnership with Monterey Bay Football Club. Club President Mike DiGiulio also provided context to the Council and responded to questions from the Council.

PUBLIC COMMENT: Shari Hastey, Ann Marie Pagan, Lora James, Ramona Oleta-Reed, Karla Lobo, Pastor Ronald Britt

On motion by Mayor Pro Tem/Vice Chair Pacheco and second by Council/Agency Member Miller and carried by the following vote, the City Council/Successor Agency moved to approve raising the flag at the Oldemeyer Center on the opening day, and MBFC game days; lighting the sign on Canyon Del Rey Blvd in Blue on game days,

place game schedule and highlights on the city's website, and directed the City Manager to look into other low cost considerations for partnership.

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

11. COUNCIL MEMBER REQUESTS

A. NEW COUNCIL MEMBER REQUESTS

1. Presentation from PG&E regarding their community outreach in the region (Garcia-Arrazola).

B. FOLLOW UP ON PREVIOUS REQUESTS

The Council agreed to add the following items to a future agenda for considerations:

1. Increase the amount of monthly stipends for City Council members (Pacheco)
2. Receive a report on the "Day-lighting" enforcement (Garcia-Arrazola)
3. Limiting/moratorium on new gun shops in Seaside (Oglesby)
4. Short-term rental funds distribution (Burks)
5. SNIP Bus funding for the next 6 months (Burks)

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

Reports provided.

13. CLOSED SESSION

PUBLIC COMMENT: None

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957

Title: City Attorney

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE 54956.8

Property: The Property Commonly Referred to As Campus Town
(Property bounded by Highway 1/1st Avenue, 7th Avenue, Lightfighter/Colonel Durham Street, and Gigling)

Agency Negotiators: City Manager, et. al

Negotiating Parties: KBB Seaside Venture, et. al. and City of Seaside

Under Negotiation: Price, terms of payment or both

C. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS PURSUANT TO GOVERNMENT CODE 54956.8

Property: 956 & 962 Hilby Avenue, Seaside, CA 93955

Agency Negotiators: City Manager, City Attorney.

Negotiating Parties: Stepping Stone Outreach, Inc. and City of Seaside

Under Negotiation: Price, terms of payment, or both

D. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE 54956.9 (d)(2)

Two Matters of Potential Litigation

14. ADJOURNMENT

With no further business, the meeting adjourned at 10:05 p.m.

Respectfully submitted,

Dominique L. Davis, City Clerk

Ian N. Oglesby, Mayor



DRAFT MINUTES

CITY OF SEASIDE
CITY COUNCIL/ SUCCESSOR
AGENCY TO THE
REDEVELOPMENT AGENCY

REGULAR MEETING
440 HARCOURT AVE
Thursday, February 20, 2025
5:00 PM

1. CALL TO ORDER

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

2. ROLL CALL – ESTABLISHMENT OF QUORUM

PRESENT: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

ABSENT: None

3. INVOCATION AND PLEDGE OF ALLEGIANCE

A moment of silence was held for invocation. The pledge was led by Mayor Pro Tem/Vice Chair Pacheco.

4. REVIEW OF AGENDA

Item 7B was removed from the agenda.

5. PUBLIC COMMENT

Ann Marie Pagan, Yvonne Thomas, Jenny, Dr. Bettye Lusk, Karla Lobo, Peter Kaiser, Lynda Cunningham, Joe Cubbage, Miriam Smith, Angelia Martin

6. PUBLIC AGENCY COMMUNICATIONS

A. SEASIDE CITY NEWS BROADCAST OF UPCOMING CITYWIDE EVENTS AND COMMUNITY ANNOUNCEMENTS

Incoming City Manager Greg McDanel introduced himself to the community. Mr. McDanel will begin in the position on March 17, 2025.

The following events were announced:

- The Seaside Youth Center is offering a FREE program for students in grades 5 through 12! Come join us Monday through Thursday, from 2 PM to 6:30 PM, Friday from 2 PM to 8 PM, and Saturdays from 10 AM to 4 PM. For more information, give us a call at (831) 899-6820.
- Girls on the Run - Twice a week for 10 weeks, girls will have fun, make new friends, increase their physical activity levels, and gain important life skills. Trained and caring coaches guide 3rd-5th grade girls through interactive lessons and movement activities, leading up to an exciting 5K event on May 17th. Join the Seaside Rec GOTR Team for girls in grades 3-5! Meetings will be held Tuesdays and Thursdays from 5:00 PM to 6:30 PM at Seaside Middle School,

starting March 3rd. Use discount code SEASIDE25 when registering. For more info and to sign up, visit www.gotrcentralcoast.org.

- Everyone's Harvest, in partnership with Farms Together, is offering FREE boxes of produce at the Seaside Farmer's Market every Thursday! All area residents with lower socio-economic status are welcome to participate, but, don't forget to bring proof of MediCal, EBT, or WIC in order to do so. Please note that the NEW time for produce box distribution is 5 PM to 7 PM.
- The City of Seaside is excited to announce the 2025 Junior Lifeguard Program at the Pattullo Swim Center! This two-week session runs from 9 AM to 1 PM on March 17th through 21st and March 24th through 28th, located at 1148 Wheeler Street, Seaside. Before the session begins, there's a required Swim Test on March 13th at 7 PM. To pass, participants must swim 25 yards freestyle, 10 yards underwater, and tread water for 1 minute. For more information, call 831-899-6815, or visit www.ci.seaside.ca.us to register today!
- This Spring, the Walter Lee Avery Gallery presents this year's Youth Art Competition! The Registration Deadline is February 26th, so, visit bit.ly/2025yart to be sure your skills and talents are featured in this year's event!
- The City of Seaside's Engineering and Public Works Department is pleased to announce several bid opportunities for upcoming projects. These include: An on-call Civil Engineering and Surveying contract, A Public Works Infrastructure Data Asset Collection Services contract, And the Citywide CDBG ADA Curb Ramp Project. For more information and to submit your bids, please visit the 'Bids & Contracts' page on the City's official website.
- Attention Seaside residents and businesses: The Building and Permit counter at City Hall will be closed on Fridays. Our new business hours will be Monday through Thursday, 8 AM to 5 PM. We appreciate your understanding as we continue to serve you efficiently. Please plan accordingly for your permitting and building service needs. For more information, visit our website or contact the Building Department at (831) 899-6733.
- The Seaside Police Department is proud to present the Interaction of the Month Award for January 2025 to an outstanding team who went above and beyond to ensure our community's safety and understanding of new parking regulations.
- On January 1st, 2025, the Daylighting Law went into effect, prohibiting vehicles from parking within 20 feet of an intersection with a crosswalk, painted or not. While this law had a significant impact, there was a need for clearer communication about restricted areas. Taking initiative, a dedicated team from the Seaside Police Department decided to request permission from City Council to begin painting red curbs in high-traffic areas throughout the city to help mark the new restricted parking zones. Throughout January, they worked hard, painting numerous areas to improve street visibility and educate the community. In March, the team will present a plan to the Traffic Advisory Committee to receive feedback on additional areas that need attention. Their proactive actions will make our streets safer and more easily understood by the public.
- For their dedication and teamwork, we are honored to present Parking Compliance Specialists Klotz and DeLeon, Vehicle Abatement Officer Montes, and Animal Control Officer Kjellgren with the Seaside Police Department's Interaction

of the Month Award for January 2025. Congratulations, and thank you for your commitment to our community!

- The Friends of Seaside Parks Association (FOSPA) is hosting several workdays all over the city this Spring, and you're invited to be part of the action! Join us on Saturday, February 22nd at Farallones Park, and again on March 1st at Highland Otis Park for a day of community service and outdoor fun! For more information, including future workdays and locations, visit FriendsOfSeasideParks.org.
- The Village Project is excited to introduce Gardening Service – This program offers free garden services to elderly and disabled individuals, with dedicated young people in your community helping to create accessible and vibrant outdoor spaces. Services include: Garden maintenance: weeding, trimming, and mowing. Clearing pathways for better mobility. Lawn care and leaf collection. Gardening Service strives work together to create a garden that brings comfort, beauty, and joy to your life. While services are completely free, donations are always appreciated to help fund supplies and keep this wonderful community program running strong. To schedule your FREE garden care, call us today at (831) 392-1500.

7. PRESENTATIONS

A. SEASIDE YOUTH RESOURCE CENTER PRESENTATION (TED BLACK, YOUTH CENTER SUPERVISOR)

The presentation reviewed the one-stop referral program that assist youth, ages 10-24; and reviewed the services, statistics on referrals, diversions and youth employment, program data, areas of service and the activities that are offered.

B. RECEIVE A PRESENTATION FROM PALENKE ARTS ON THE 2024 COMMUNITY SOCIAL SERVICES GRANT PROGRAM (JUAN SANCHEZ, PALENKE ARTS EXECUTIVE DIRECTOR/FOUNDER)

This item was removed from the agenda.

8. CONSENT AGENDA

PUBLIC COMMENT: None

On motion by Mayor Pro Tem/Vice Chair Pacheco and second by Council/Agency Member Miller, and carried by the following vote, the City Council/Successor Agency moved to approve the consent agenda as presented.

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

A. APPROVE MINUTES FROM FEBRUARY 6, 2025, SPECIAL AND REGULAR MEETING

ACTION: APPROVED

B. APPROVE AND FILE CITY CHECKS

ACTION: APPROVED

C. APPROVE AND FILE SUCCESSOR AGENCY CHECKS

ACTION: APPROVED

D. APPROVE A PROCLAMATION RECOGNIZING FEBRUARY AS AFRICAN-AMERICAN ("BLACK") HISTORY MONTH

ACTION: APPROVED

E. APPROVE A PROCLAMATION RECOGNIZING FEBRUARY AS AMERICAN HEART MONTH

ACTION: APPROVED

F. APPROVE A PROCLAMATION RECOGNIZING THE COMMENCEMENT OF RAMADAN FROM FEBRUARY 28 TO MARCH 29, 2025

ACTION: APPROVED

G. APPROVE A PROCLAMATION RECOGNIZING MARCH AS IRISH-AMERICAN HERITAGE MONTH

ACTION: APPROVED

H. APPROVE A PROCLAMATION RECOGNIZING MARCH AS WOMEN'S HISTORY MONTH

ACTION: APPROVED

I. APPROVE A MAYOR'S YOUTH FUND CONTRIBUTION REQUEST OF \$3,000.00 FROM THE WAHINE PROJECT TO ASSIST WITH THE COST ASSOCIATED WITH THEIR SKATEBOARDING FESTIVAL EVENT ON MARCH 2, 2025, AT CUTINO PARK

ACTION: APPROVED

J. APPROVE FEE WAIVER FROM CALIFORNIA STATE UNIVERSITY MONTEREY BAY'S DEPARTMENT OF SOCIAL WORK FOR THE USE OF THE LAGUNA GRANDE HALL AND KITCHEN FOR THEIR MASTER OF SOCIAL WORK (MSW) GRADUATE STUDENT SCHOLARSHIP TRAINING ON APRIL 25, 2025 IN THE AMOUNT OF \$262.63

ACTION: APPROVED

- K. APPROVE A FEE WAIVER REQUEST FROM PALENKE ARTS ORGANIZATION TO USE LAGUNA GRANDE HALL AND KITCHEN TO HOLD THEIR PLAY PRODUCTION "PARADISE BLUE" ON MARCH 15, 2025 IN THE AMOUNT OF \$787.50**

ACTION: APPROVED

- L. APPROVE THE MAYOR'S ATTENDANCE AT THE NATIONAL LEAGUE OF CITIES CONFERENCE AND LEGISLATIVE MEETINGS IN WASHINGTON, D.C., MARCH 8-13, 2025**

ACTION: APPROVED

- M. ADOPT A RESOLUTION APPROVING DRAFT DEEDS FOR TRANSFERS OF FORMER FORT ORD PROPERTY TO MARINA COAST WATER DISTRICT IN ACCORDANCE WITH THE 2010 LAND TRANSFER AND WATER SERVICE AGREEMENT**

ACTION: ADOPTED RESO #25-24

- N. REVIEW AND TAKE ACTION ON TRAFFIC ADVISORY COMMITTEE RECOMMENDATION FOR RED CURB ON WANDA AVENUE**

ACTION: APPROVED

- O. ADOPT A RESOLUTION AMENDING THE LOAN AGREEMENT BETWEEN THE SEASIDE MUNICIPAL WATER SYSTEM (SMWS) AND THE CITY OF SEASIDE (CITY) TRANSFERRING 337 AF OF RECYCLED WATER TO THE CITY, AND REDUCING THE LOAN PRINCIPAL, AND AUTHORIZE THE CITY'S FINANCE DIRECTOR TO MAKE ALL NECESSARY FINANCIAL ADJUSTMENTS**

ACTION: ADOPTED RESO #25-25

- P. ADOPT A RESOLUTION APPROVING AN AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT WITH CALIFORNIA PREMIER RESTORATION FOR ON-CALL PROPERTY CLEAN-UP SERVICES FOR AN AMOUNT NOT TO EXCEED \$146,717.26**

ACTION: ADOPTED RESO #25-26

- Q. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT WITH THE VILLAGE PROJECT INC. AS A NON-GOVERNMENTAL ORGANIZATION PARTNER OF THE PROPOSITION 47 GRANT PROGRAM**

ACTION: ADOPTED RESO #25-27

R. ADOPT A RESOLUTION AUTHORIZING ACCEPTANCE OF EASEMENT DEEDS ON COE AVENUE (BEHIND 1735 AND 1745 MILITARY AVENUE) FOR TRAFFIC SAFETY IMPROVEMENTS

ACTION: ADOPTED RESO #25-28

S. ADOPT A RESOLUTION AWARDED A NOT-TO-EXCEED MAINTENANCE CONTRACT TO THE TWO (2) LOW BIDDERS BEAR ELECTRICAL SOLUTIONS, LLC., AND ST. FRANCIS ELECTRIC, LLC. WITH AN ANNUAL FUNDING LIMIT OF \$1,000,000.00 AND DIRECTING THE PUBLIC WORKS DIRECTOR TO AUTHORIZE INDIVIDUAL WORK ORDERS

ACTION: ADOPTED RESO #25-29

T. ADOPT A RESOLUTION AWARDED A CONSTRUCTION CONTRACT TO SYNERGY BUILDERS, INC. IN AN AMOUNT NOT TO EXCEED \$448,385.00 (INCLUDES A 20% CONSTRUCTION CONTINGENCY) FOR THE CONSTRUCTION OF THE FIRE STATION NO.1 KITCHEN RENOVATION PROJECT AND APPROPRIATING \$140,161.00 FROM THE GENERAL FUND TO THE PROJECT

ACTION: ADOPTED RESO #25-30

U. ADOPT A RESOLUTION REJECTING ALL BIDS FOR THE DEMOLITION OF THE FORT ORD MILITARY RESERVATION PROPERTY DECONSTRUCTION AND DEMOLITION PROJECT - PHASE 1B (FORMER FORT ORD MILITARY RESERVATION - BURGER KING SITE) PROJECT AND AUTHORIZE RE-DESIGN AND SOLICITATION OF AN EXPANDED PROJECT

ACTION: ADOPTED RESO #25-31

9. PUBLIC HEARING

A. INTRODUCTION OF AN ORDINANCE AMENDING TITLE 2 OF THE SEASIDE MUNICIPAL CODE FOR THE PURPOSE OF CORRECTING TYPOS, MISNUMBERED CODE SECTIONS, SENTENCE STRUCTURE, MISSING DEFINITIONS, CLARIFICATIONS AND PROPOSED TEXT AMENDMENTS. IN ACCORDANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) GUIDELINES THE PROPOSED AMENDMENTS ARE EXEMPT PER 15061(b)(3) (FIRST READING, ROLL CALL VOTE)

Title 2 of the Seaside Municipal Code establishes the framework for the city's administrative operations, personnel management, commissions, and regulatory procedures. Recent amendments have been made to ensure clarity, efficiency, and legal compliance. Below is a summary of key changes:

1. City Council (Chapter 2.02)
Clarified procedural rules for closed sessions

Clarified retained powers of the City Council to contract and investigate

2. City Manager (Chapter 2.04)

Enhanced provisions for interim appointments during the City Manager's absence.

Clarifies the City Manager may be placed on Administrative Leave by the City Council

Clarifies the relationship between the City Manager's employment contract and the code provisions

Clarifies that the City Manager's powers are not exclusive

Reflects the actual practice of the City with respect to administrative investigations

Provides for action by the City Council when it is determined a conflict of interest exists

Introduced clearer guidelines on administrative investigations and oversight

3. City Attorney (Chapter 2.06)

Amendments to harmonize with state law

Codifies that the City Attorney may access files to discharge duties on any legal matter

Codifies the existing rights to contract by the City Attorney granted by Resolution 20-87

Explicitly gives the Council the right to designate additional duties/powers by Resolution

Technical amendment reflecting the existing staffing

4. Boards and Commissions (Chapter 2.14)

Revised terms of service for commission members.

Established a standardized process for appointments and removals.

Required periodic reporting to the City Council for greater oversight.

PUBLIC COMMENT: Shanda LeBeouf, Bobby Maxwell, Ann Marie Pagan, Karla Lobo, Joe Cubbage

On motion by Mayor Pro Tem/Vice Chair Pacheco and second by Council/Agency Member Garcia-Arrazola, and carried by the following roll call vote, the City Council/Successor Agency moved to conduct the first meeting with the following amendments to the proposed text changes:

2.14.230 Compatibility of office. *An appointed commissioner will automatically be placed on an excused leave of absence when they become a qualified candidate for the office of city council until the time that the general election is certified by the city council.*

2.14.XXX Filling of vacancies. *An appointed commissioner will automatically be placed on an excused leave of absence when they become a qualified candidate for the office of city council until the time that the general election is certified by the city council.*

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

10. BUSINESS ITEMS

A. DISCUSSION OF POTENTIAL USES OF ADDITIONAL WATER ALLOCATION WITHIN THE BOUNDARIES OF THE MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

PUBLIC COMMENT: Joe Cubbage, Karla Lobo

On motion by Mayor Pro Tem/Vice Chair Pacheco and second Council/Agency Member Garcia-Arrazola and carried by the following vote, the City Council/Successor Agency moved to add 2 AF of water to the West Broadway Urban Village allocation, and to modify the ordinance to enable the processing of applications prior to water permit approval; develop rubrics to also consider affordable housing categories at the administrative level; removing the "floor" and tying the amount of water to the score (with higher scores being eligible for more water); and several clean up items including updating the categories, eliminating fees for ADU water, and align appeals process with process for other permit types.

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

B. APPROVE AMENDMENTS TO THE RESOLUTION REGARDING THE DESIGNATION AS A SANCTUARY CITY

PUBLIC COMMENT: Joe Cubbage, Lora James, Karla Lobo, Eloise Shim, Peter Kaiser

On motion by Council/Agency Member Garcia-Arrazola and second by Council/Agency Member Burks and carried by the following vote, the City Council/Successor Agency moved to approve the consent agenda.

RESULT: 5-0-0-0

AYES: Burks, Garcia-Arrazola, Miller, Oglesby, Pacheco

NOES: None

ABSTAIN: None

ABSENT: None

ACTION: ADOPTED RESO #25-32

11. COUNCIL MEMBER REQUESTS

A. NEW COUNCIL MEMBER REQUESTS

B. FOLLOW UP ON PREVIOUS REQUESTS

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

Reports provided.

13. CLOSED SESSION

A. PURSUANT TO GOVERNMENT CODE 54957.6 - CONFERENCE WITH LABOR NEGOTIATORS

No report.

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE 54956.8

No report.

C. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE 54956.9 (d)(2)

No report.

14. ADJOURNMENT

With no further business, the meeting adjourned at 9:29 p.m.

Respectfully submitted,

Dominique L. Davis, City Clerk

Ian N. Oglesby, Mayor



CITY OF SEASIDE STAFF REPORT

Item No.: 8.B.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Corryn Bennett, Accountant II

DATE: March 20, 2025

**SUBJECT: ACCEPT AND FILE THE CASH AND INVESTMENTS REPORT FOR
THE CITY OF SEASIDE AND THE SUCCESSOR AGENCY OF THE
REDEVELOPMENT AGENCY OF THE CITY OF SEASIDE FOR THE
QUARTER ENDING DECEMBER 31, 2024**

RECOMMENDATION

Review City of Seaside and the Successor Agency to the Redevelopment Agency of the City of Seaside Cash and Investment Report for the quarter ending December 31, 2024.

BACKGROUND

Section 53646 of the California State Government code requires the fiscal officer to prepare a quarterly report detailing the City's and the Agency's cash and investments. The City of Seaside's and the Successor Agency's Investment Policy requires a quarterly report. This report covers the Fiscal Year 2024-2025 2nd quarter beginning October 1, 2024 and ending December 31, 2024.

The December 31, 2024 report shows that approximately 98.4% of the portfolio is City of Seaside funds and 1.62% is Successor Agency Funds. 46% of the funds are invested in the Local Agency Investment Fund with the State of California.

FISCAL IMPACT

None.

ATTACHMENTS

1. LAIF Program Description
 2. LAIF Quarterly Apportionment Rates
 3. PMIA-LAIF_perform
 4. exhibit A, B, C - 1Q quarter ended 12-31-2024
-

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager



LOCAL AGENCY INVESTMENT FUND

Program Description

The Local Agency Investment Fund (LAIF), a voluntary program created by statute, began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer Fiona Ma's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office professional investment staff at no additional cost to the taxpayer.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chair, or her designated representative, appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district or municipal corporation of this state. The term of each appointment is two years or at the pleasure of the Treasurer.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an internal audit process.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,362 participants and \$26.7 billion at the end of December 2019.



California State Treasurer
Fiona Ma, CPA



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LOCAL AGENCY INVESTMENT FUND

Quarterly Apportionment Rates

	March	June	September	December
1977	5.68	5.78	5.84	6.45
1978	6.97	7.35	7.86	8.32
1979	8.81	9.10	9.26	10.06
1980	11.11	11.54	10.01	10.47
1981	11.23	11.68	12.40	11.91
1982	11.82	11.99	11.74	10.71
1983	9.87	9.64	10.04	10.18
1984	10.32	10.88	11.53	11.41
1985	10.32	9.98	9.54	9.43
1986	9.09	8.39	7.81	7.48
1987	7.24	7.21	7.54	7.97
1988	8.01	7.87	8.20	8.45
1989	8.76	9.13	8.87	8.68
1990	8.52	8.50	8.39	8.27
1991	7.97	7.38	7.00	6.52
1992	5.87	5.45	4.97	4.67
1993	4.64	4.51	4.44	4.36
1994	4.25	4.45	4.96	5.37
1995	5.76	5.98	5.89	5.76
1996	5.62	5.52	5.57	5.58
1997	5.56	5.63	5.68	5.71
1998	5.70	5.66	5.64	5.46
1999	5.19	5.08	5.21	5.49
2000	5.80	6.18	6.47	6.52
2001	6.16	5.32	4.47	3.52
2002	2.96	2.75	2.63	2.31
2003	1.98	1.77	1.63	1.56
2004	1.47	1.44	1.67	2.00
2005	2.38	2.85	3.18	3.63
2006	4.03	4.53	4.93	5.11
2007	5.17	5.23	5.24	4.96
2008	4.18	3.11	2.77	2.54
2009	1.91	1.51	0.90	0.60
2010	0.56	0.56	0.51	0.46
2011	0.51	0.48	0.38	0.38
2012	0.38	0.36	0.35	0.32
2013	0.28	0.24	0.26	0.26
2014	0.23	0.22	0.24	0.25
2015	0.26	0.28	0.32	0.37
2016	0.46	0.55	0.60	0.68
2017	0.78	0.92	1.07	1.20
2018	1.51	1.90	2.16	2.40
2019	2.55	2.57	2.45	2.29

	March	June	September	December
2020	2.03	1.47*	0.84	0.63
2021	0.44	0.33	0.24	0.23
2022	0.32	0.75	1.35	2.07
2023	2.74	3.15*	3.59	4.00
2024	4.30	4.55	4.71	4.62

*Revised per State Controller's Office

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PMIA/LAIF Performance Report as of 03/05/25



Quarterly Performance Quarter Ended 12/31/24

LAIF Apportionment Rate ⁽²⁾ :	4.62
LAIF Earnings Ratio ⁽²⁾ :	0.00012664187216722
LAIF Administrative Cost ^{(1)*} :	0.28
LAIF Fair Value Factor ⁽¹⁾ :	0.999621985
PMIA Daily ⁽¹⁾ :	4.40
PMIA Quarter to Date ⁽¹⁾ :	4.48
PMIA Average Life ⁽¹⁾ :	252

PMIA Average Monthly Effective Yields⁽¹⁾

February	4.333
January	4.366
December	4.434
November	4.477
October	4.518
September	4.575

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 1/31/25 \$162.9 billion

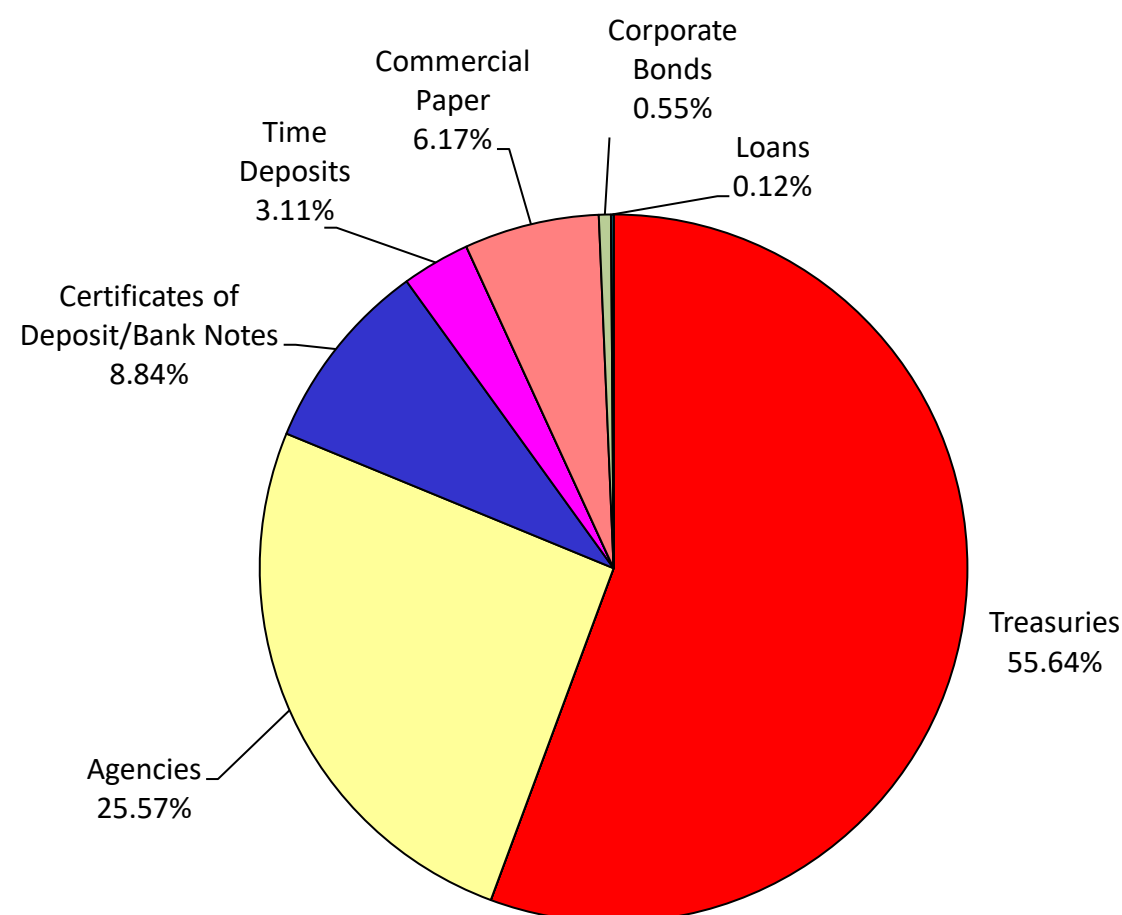


Chart does not include \$1,213,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

**CITY OF SEASIDE and THE SUCCESSOR AGENCY
SUMMARY OF POOLED CASH AND INVESTMENTS
AS OF DECEMBER 31, 2024**

DESCRIPTION	INSTITUTION	VALUATION	AMOUNT
LAIF - City Funds	State Treasurer	Market	\$ 23,512,828.22
General Checking	BMO	Market	\$ 14,555,547.67
Money Market	BMO	Market	\$ 4,651,911.18
Safe Keeping	BMO	Market	\$ 3,164,456.93
2022 Lease Escrow Account	Webster Bank	Market	\$ 10,151.47
PARS Retirement Account	US Bank	Market	\$ 23,186.44
PARS 115 Trust	PARS	Market	\$ 4,166,453.77
York Tail Claims	Bank of America	Market	\$ 29,629.80
Bond 2018 Cutino Reserve account	US Bank	Market	\$ 16,561.68
Bond 2018 Measure X Reserve account	US Bank	Market	\$ 0.89
Bond 2014 Reserve account	US Bank	Market	\$ 43.19
Bond 2006 Reserve & Installment accounts	US Bank	Market	\$ 434,406.52
Pension Obligation Bond Program Reserve account	Wells Fargo Bank	Market	\$ 851,144.38
Total			\$ 51,416,322.14

I hereby certify that sufficient investment liquidity and anticipated revenues are available to meet the City's and the Agency's anticipated expenditure requirements for the next six months.
(California Code Section 53646)

Investments in this report meet the requirements of the City of Seaside's and the Successor Agency's Investment Policy.

Respectfully submitted,

Daniel Meewis
Interim City Manager

**CITY OF SEASIDE and THE SUCCESSOR AGENCY
SUMMARY OF POOLED CASH AND INVESTMENTS
AS OF DECEMBER 31, 2024**

	Yield	Book Value	% of Total	Market Value
<u>Investments</u>				
State Treasurer LAIF - City Account	2.49%	23,512,828.22	45.90%	23,512,828.22
<u>Checking Account</u>				
BMO - General Checking	0.00%	14,555,547.67	28.41%	14,555,547.67
BMO - Money Market	1.94%	4,651,911.18	9.08%	4,651,911.18
BMO - Safe Keeping	3.22%	2,978,000.00	5.81%	3,164,456.93
Webster Bank - 2022 Lease	0.03%	10,151.47	0.02%	10,151.47
PARS Retirement Account	1.82%	23,186.44	0.05%	23,186.44
PARS 115 Trust	6.66%	4,166,453.77	8.13%	4,166,453.77
Bank of America-York Checking	0.00%	29,629.80	0.06%	29,629.80
<u>US Bank - Cutino Revenue 2018 Bonds</u>				
Installment Payment, Reserve	0.00%	16,561.68	0.03%	16,561.68
<u>US Bank - Measure X Revenue 2018 Bonds</u>				
Installment Payment, Reserve	0.00%	0.89	0.00%	0.89
<u>US Bank - Redevelopment Agency Merged Area Refunding 2014 Bonds</u>				
Installment Payment, Reserve	2.22%	43.19	0.00%	43.19
<u>US Bank - Golf Course 2006 Bonds</u>				
Installment Payment, Reserve	0.00%	434,406.52	0.85%	434,406.52
<u>Wells Fargo Bank</u>				
Pension Obligation Bond Program Reserve Account	2.29%	851,144.38	1.66%	851,144.38
Total Cash and Investments		51,229,865.21	100.00%	51,416,322.14

**CITY OF SEASIDE and THE SUCCESSOR AGENCY
CASH AND INVESTMENT ACTIVITY REPORT FOR THE PERIOD
OCTOBER 1, 2024 THROUGH DECEMBER 31, 2024**

<u>INSTITUTION</u>	<u>ACCOUNT STATUS</u>	<u>BEGINNING BALANCE</u>	<u>DEPOSITED</u>	<u>EXPENDED or TRANSFERRED</u>	<u>INTEREST EARNED</u>	<u>ENDING BALANCE</u>
INVESTMENTS						
LAIF - City	OPEN	\$ 25,213,819.08	-	2,000,000.00	299,009.14	\$ 23,512,828.22
CHECKING ACCOUNT						
BMO - General Checking	OPEN	\$ 15,311,401.54	16,997,188.91	17,753,042.78		\$ 14,555,547.67
BMO - Payroll Checking	OPEN	\$ -	7,769,159.67	7,769,159.67		\$ -
BMO - Money Market	OPEN	\$ 4,607,551.06	-	-	44,360.12	\$ 4,651,911.18
BMO - Athens Tail Claims	OPEN	\$ -	12,771.00	12,771.00	-	\$ -
BMO - Safe Keeping	OPEN	\$ 2,976,000.00	498,000.00	542,928.89	46,928.89	\$ 2,978,000.00
Webster Bank - 2022 Lease	OPEN	\$ 10,150.19	-	-	1.28	\$ 10,151.47
PARS Retirement Account	OPEN	\$ 22,683.08	17,160.00	16,863.12	206.48	\$ 23,186.44
PARS 115 Trust	OPEN	\$ 4,218,080.86	-	185,734.25	134,107.16	\$ 4,166,453.77
Bank of America York Tail Claims	OPEN	\$ 29,629.80	-	-	-	\$ 29,629.80
<i>BOND RESERVE ACCOUNT - HELD BY TRUSTEES</i>						
Bond 2018 Cutino Accounts - Reserve, Interest	OPEN	\$ 94,495.12	-	77,934.39	0.95	\$ 16,561.68
Bond 2018 Meas X Accounts - Reserve, Interest	OPEN	\$ 186,075.01	-	186,075.01	0.89	\$ 0.89
Bond 2014 Accounts - Reserve, Interest	OPEN	\$ 42.72	33.43	33.43	0.47	\$ 43.19
Bond 2006 Accounts - Reserve, Installment	OPEN	\$ 339,465.43	94,936.55	-	4.54	\$ 434,406.52
Wells F Pension Obligation Bond Prog-Reserve Acct.	OPEN	\$ 861,916.63	20,427.90	40,855.80	9,655.65	\$ 851,144.38
		\$ 53,871,310.52	25,409,677.46	28,585,398.34	534,275.57	\$ 51,229,865.21

**CITY OF SEASIDE and THE SUCCESSOR AGENCY
SUMMARY OF SECURITIES HELD
AS OF DECEMBER 31, 2024**

Asset Type	CUSIP / ISIN	Security Description	Issue Date	Maturity Date	Market Value (\$)	Par Value (\$ / Unit)
Certificates of Deposit	00832KBR9	AFFINITY FED CRED UNION CERTIFICATE OF DEPOSIT M 10/31/24 5.800% D 11/01/23	10/31/2024	10/31/2024	\$ 248,188.48	\$ 248,000.00
Certificates of Deposit	01664MAG1	ALL IN FEDERAL CREDIT UN CERTIFICATE OF DEPOSIT M 04/30/25 5.600% D 10/31/23	4/30/2025	4/30/2025	\$ 249,755.84	\$ 248,000.00
Certificates of Deposit	01882MAG7	ALLIANT CREDIT UNION/IL CERTIFICATE OF DEPOSIT M 11/16/26 5.500% D 11/15/23	11/16/2026	11/16/2026	\$ 256,791.60	\$ 248,000.00
Certificates of Deposit	09644EAQ5	BLUPEAK CREDIT UNION CERTIFICATE OF DEPOSIT M 11/01/24 5.750% D 11/03/23	11/1/2024	11/1/2024	\$ 248,183.52	\$ 248,000.00
Certificates of Deposit	108622PH8	BRIDGEWATER BK BLOOM MN CERTIFICATE OF DEPOSIT M 08/03/26 5.150% D 11/03/23	8/3/2026	8/3/2026	\$ 253,971.84	\$ 248,000.00
Certificates of Deposit	16141BAT8	CHARTWAY FED CREDIT UN CERTIFICATE OF DEPOSIT SERIES CD M 11/03/27 5.200% D 11/03/23	11/3/2027	11/3/2027	\$ 258,505.28	\$ 248,000.00
Certificates of Deposit	32026U2T2	FIRST FOUNDATION BANK CERTIFICATE OF DEPOSIT M 10/31/25 5.400% D 10/31/23	10/31/2025	10/31/2025	\$ 251,739.84	\$ 248,000.00
Certificates of Deposit	42728JAB7	HERITAGE USA FEDERAL CU CERTIFICATE OF DEPOSIT M 05/01/26 5.450% D 11/01/23	5/1/2026	5/1/2026	\$ 254,162.80	\$ 248,000.00
Certificates of Deposit	8562854D0	STATE BANK OF INDIA CERTIFICATE OF DEPOSIT M 10/30/28 5.000% D 10/30/23	10/30/2028	10/30/2028	\$ 261,652.40	\$ 248,000.00
Certificates of Deposit	913065AD0	UNITED TELETECH FIN FCU CERTIFICATE OF DEPOSIT M 11/08/27 5.100% D 11/08/23	11/8/2027	11/8/2027	\$ 257,848.08	\$ 248,000.00
Certificates of Deposit	949764HA5	WELLS FARGO BANK NA CERTIFICATE OF DEPOSIT M 04/30/25 5.500% D 10/31/23	4/30/2025	4/30/2025	\$ 249,612.00	\$ 248,000.00
Certificates of Deposit	98138MCA6	WORKERS FED CREDIT UNION CERTIFICATE OF DEPOSIT SERIES CD M 10/30/28 5.200% D 10/30/23	10/30/2028	10/30/2028	\$ 263,760.40	\$ 248,000.00
Total					\$ 3,054,172.08	\$ 2,976,000.00



CITY OF SEASIDE STAFF REPORT

Item No.: 8.C.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Dominique Davis, City Clerk

DATE: March 20, 2025

SUBJECT: APPROVE APPOINTMENTS TO CITY COMMISSIONS

RECOMMENDATION

Accept the appointments of Forest Kinard (Environmental), Chance Freeman (Homeless), and Gonzalo Quintero Alcaraz (Planning) as recommended by the Mayor.

BACKGROUND

The Mayor appoint members to the City's Boards, Commissions and Committees, which serve as advisory boards to the City Council. The purpose of the advisory boards is to supplement the City Council's skills and abilities to help guide the organization toward its mission. They also serve as an important link between the City Council and the Community by providing direct involvement in policy-making and communication of vital information.

The Mayor makes appointments to these advisory boards, while the City Manager designates Department Heads or other staff members to serve as staff liaisons that regularly attend meetings and provide technical support.

The Mayor has made the following appointments:

APPLICANT	ADVISORY BODY
Forest Kinard	Environmental Commission
Chance Freeman	Homeless Commission
Gonzalo Quintero Alcaraz	Planning Commission

FISCAL IMPACT

None

ATTACHMENTS

1. Chance Freeman
 2. Forrest Kinard
 3. Gonzalo Quintero Alcaraz
-

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager

Maricela Ramos - Online Form Submittal: Application for Appointment to a City Board/Commission/Committee

From: <noreply@civicplus.com>
To: <cityclerk@ci.seaside.ca.us>
Date: 11/12/2024 9:15 PM
Subject: Online Form Submittal: Application for Appointment to a City Board/Commission/Committee

Application for Appointment to a City Board/Commission/Committee

I'd like to serve on: Homeless Commission

Name Chance Freeman

[REDACTED]

[REDACTED]

City Seaside

State CA

Zip Code 93955

[REDACTED]

Alternate Phone Number *Field not completed.*

Please list your background, education, experience, and special skills:

2004-2006: Attended Wolf Creek Job Corps; attained High School Diploma and Pre-Apprenticeship certification in Carpentry.

2007-2011: Served in United States Air Force; F-22 Armament Systems Technician.

2011: First completer of the Paget Center for Homeless Veterans in Capitola (2011).

2012: Completed the Veterans Transition Center Coming Home Program.

2012: Volunteered for the Monterey County Veteran Stand Down; assisting homeless Veterans with VA benefits, legal matters, food, clothing, shelter, peer support and housing resources.

2013: Attained FCC Amateur Radio License.

2013-2024: Volunteer annually for the Big Sur International Marathon.

2014-2019: Certified as a Facilitator for Wellness Recovery Action Plan; Facilitated Peer support groups for Veterans, Patients with co-occurring mental illnesses, patients in

substance abuse recovery and patients pending bariatric surgery.

2014-2017: Certified as Advanced Level Facilitator for Wellness Recovery Action Plan; Trained peers to become Certified Facilitators.

2015-2018: Volunteer emergency communications technician for CAL-Fire; assisting at the Soberanes, Airport and Tassajara fire Incidents.

Are you willing to file Statements of Economic Interest (Form 700)?

Yes

Are you able to attend meetings during business hours? (Most Boards and Commissions meet after 5 pm)

Yes

Comments:

As a Seaside resident, a Veteran of the United States Armed Forces and a Peer Supporter with a history of homelessness and unstable housing, I have lived experience as a consumer of local services that assist with providing care and security for the unhoused community of Monterey County. It is thanks to these resources I have been stably housed for the past 10 years.

I wish to pay it forward and help others as others have helped me in my life's journey. I have a great deal of gratitude for the programs that continue to provide assistance, compassion for the men women and children that received them, understanding that there is more we can do and the drive to help make them happen.

It would be an honor to serve on the Homeless Commission for the City of Seaside and learn more about how to be an effective leader of change within our community.

Thank you humbly for your consideration.

Electronic Signature Agreement

I agree.

Electronic Signature

Chance J Freeman

Date

11/12/2024

Dear Applicant: As an employer with an Affirmative Action Program, we comply with Federal and State government record keeping, reports and other legal

requirements. The completion of this data is voluntary and in no way affects your application to participate on any City Board, Commission or Committee. All data is kept in a separate confidential file by the Affirmative Action Office.

Name	Field not completed.
------	----------------------

Ethnic Origin	Field not completed.
---------------	----------------------

Email not displaying correctly? [View it in your browser.](#)

Maricela Ramos - Online Form Submittal: Application for Appointment to a City Board/Commission/Committee

From: <noreply@civicplus.com>
To: <cityclerk@ci.seaside.ca.us>
Date: 10/18/2023 2:46 PM
Subject: Online Form Submittal: Application for Appointment to a City Board/Commission/Committee

Application for Appointment to a City Board/Commission/Committee

I'd like to serve on: Environmental Commission

Name Forrest Kinard

[REDACTED]

[REDACTED]

City Seaside

State CA

Zip Code 93955

[REDACTED]

Alternate Phone Number *Field not completed.*

Please list your background, education, experience, and special skills:

I am a military veteran who has lived in the Monterey area for the last 8 years. I got out of the military in 2018 and because a Security Guard at DLI in Monterey. While working, I graduated from CSUMB in 2022 with a Bachelor's in Marine Science. I am trying to transition from my current role to a field more focused on marine or environmental aspects. I do not have much practical experience in environmental policy, however; I would like the opportunity to apply my analytical skills and problem solving to try to aid the City of Seaside in any environmental matters while learning more about the government or policy side of issues.

Are you willing to file Statements of Economic Interest (Form 700)? Yes

Are you able to attend meetings during business hours? (Most Boards and Yes

Commissions meet after 5
pm)

Comments: *Field not completed.*

Electronic Signature Agreement I agree.

Electronic Signature Forrest H. Kinard

Date 10/18/2023

Dear Applicant: As an employer with an Affirmative Action Program, we comply with Federal and State government record keeping, reports and other legal requirements. The completion of this data is voluntary and in no way affects your application to participate on any City Board, Commission or Committee. All data is kept in a separate confidential file by the Affirmative Action Office.

Name Forrest Kinard



Email not displaying correctly? [View it in your browser.](#)

Maricela Ramos - Online Form Submittal: Application for Appointment to a City Board/Commission/Committee

From: <noreply@civicplus.com>
To: <cityclerk@ci.seaside.ca.us>
Date: 2/26/2025 11:43 AM
Subject: Online Form Submittal: Application for Appointment to a City Board/Commission/Committee

Application for Appointment to a City Board/Commission/Committee

I'd like to serve on: Planning Commission

Name Gonzalo Quintero Alcaraz

City Seaside

State California

Zip Code 93955

Alternate Phone Number *Field not completed.*

Please list your background, education, experience, and special skills: 30 years as a Representative for The Carpenter's Union Local 605

Are you willing to file Statements of Economic Interest (Form 700)? No

Are you able to attend meetings during business hours? (Most Boards and Commissions meet after 5 pm) Yes

Comments: *Field not completed.*

Electronic Signature Agreement I agree.

Electronic Signature Gonzalo Alcaraz

Date

2/26/2025

Dear Applicant: As an employer with an Affirmative Action Program, we comply with Federal and State government record keeping, reports and other legal requirements. The completion of this data is voluntary and in no way affects your application to participate on any City Board, Commission or Committee. All data is kept in a separate confidential file by the Affirmative Action Office.

Name

Gonzalo Quintero Alcaraz



Email not displaying correctly? [View it in your browser.](#)



CITY OF SEASIDE STAFF REPORT

Item No.: 8.D.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Haroon Noori, Administrative Analyst II

DATE: March 20, 2025

**SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO
ENTER INTO A COLLECTION AGREEMENT WITH
HOMEAWAY.COM, INC FOR THE COLLECTION OF TRANSIENT
OCCUPANCY TAX ON SHORT-TERM RENTALS**

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute a Tax Collection Agreement with HomeAway.com, Inc., at no cost to the City, for the collection of the City's Transient Occupancy Tax on short-term rentals, where the host (owner or primary tenant) uses a hosting platform provided by HomeAway.com, Inc. and its subsidiaries.

BACKGROUND

On July 7, 2019, the City executed a Voluntary Collection Agreement (VCA) with Airbnb, effective August 1, 2019. Under this Agreement, AirBnB collects taxes due from rentals made through its platform and remits them to the City directly. Other operators of Short-Term Rentals must submit payment individually. Since the agreement, Airbnb has remitted Transient Occupancy Tax (TOT) to the City on behalf of its Short-term Rental hosts using its hosting platform.

In an effort to expand the TOT taxable base to increase overall TOT revenues, City staff engaged HomeAway regarding its interest in entering into a VCA on behalf of the hosts using its service. Homeaway operates under the business name of its subsidiary VRBO.

Through coordination with the City Attorney's Office, Finance, and Risk Management Departments, City staff negotiated and finalized a VCA with HomeAway's legal counsel on February 21, 2025. HomeAway will start collecting TOT effective May 1, 2025 if the City Council approves the VCA on March 20, 2025.

DISCUSSION

HomeAway is a corporation which provides an internet platform through which third parties desiring to rent out accommodations (hosts) and third parties desiring to book accommodations (guests) have the opportunity to locate each other, communicate, negotiate, and book a transaction pursuant to an agreement between the hosts and guests. For the purposes of this VCA, HomeAway agrees to act as a limited collection and remittance agent of the hosts to the extent such hosts offer or rent accommodations to guests in Seaside via the HomeAway platforms that are subject to the City's TOT. HomeAway assumes all responsibilities for the collection and remittance of the TOT pursuant to Chapter 3.24 of the Seaside Municipal Code for applicable transactions on its platforms in the City, starting on the effective date of the VCA once finalized.

Staff estimates the TOT revenue from Airbnb hosts currently accounts for more than 90% of all short-term rental revenue received by the City. While Airbnb likely represents a majority of hosts in the City, staff believes entering into this VCA with HomeAway will capture a large portion of any remaining TOT shortfall where individual hosts have collected but failed to remit TOT to the City. Since VRBO is a subsidiary of HomeAway, the City would have tax collection agreements involving three of the major hosting platforms with listings in the City. In addition to improving compliance, this contract would reduce the amount of staff effort needed to pursue collection of these funds as well.

ENVIRONMENTAL ANALYSIS

CEQA: Not a Project, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

FISCAL IMPACT

The exact fiscal impact of this VCA is currently unknown. Annual TOT from short-term rentals was approximately \$1,076,009 in Fiscal Year (FY) 2023-2024. It is expected that revenue will increase due to HomeAway collecting and remitting funds for all of their platform hosts, eliminating the opportunity of non-compliance by hosts.

ATTACHMENTS

1. Resolution
2. Seaside-HomeAway STR TOT Voluntary Collection Agreement

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager

RESOLUTION NO. 25-
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE
AUTHORIZING THE CITY MANAGER TO ENTER INTO A VOLUNTARY
COLLECTION AGREEMENT WITH HOMEAWAY.COM, INC. FOR THE
COLLECTION OF TRANSIENT OCCUPANCY TAX ON SHORT-TERM
RENTALS

WHEREAS, the City of Seaside (City) regulates Short-term Rentals (STR) pursuant to Seaside Municipal Code (SMC) Section 17.52.251 and requires STR owners and hosts to collect and remit Transient Occupancy Tax (TOT) to the City pursuant to SMC Chapter 3.24; and

WHEREAS, the City desires to enter into a Voluntary Collection Agreement with HomeAway.com, Inc.; and

WHEREAS, this action will assist the City in capturing a large portion of any remaining TOT shortfall where individual hosts have collected but failed to remit TOT to the City; and

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Seaside that the City Manager is hereby authorized to execute a Voluntary Collection Agreement, marked "Exhibit A" and made a part hereof, with HomeAway.com, Inc., for the collection of the City's Transient Occupancy Tax on short-term rentals, where the owner or host uses a hosting platform provided by HomeAway.com, Inc. and its subsidiaries

APPROVED AND ADOPTED by the City Council of the City of Seaside at a regular meeting duly held on the 20th day of March 2025 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

APPROVED TO FORM:

Sheri Damon, City Attorney

Attachment:
Exhibit "A" – HomeAway.com Inc Voluntary Collection Agreement

VOLUNTARY COLLECTION AGREEMENT

THIS VOLUNTARY COLLECTION AGREEMENT ("Agreement") is dated _____, 2025 and is between HOMEAWAY.COM, INC., a Delaware corporation ("HomeAway"), and the City of Seaside, California (the "City"). Each party may be referred to individually as a "Party" and collectively as the "Parties."

HomeAway and its subsidiaries operate an internet-based platform that allows homeowners ("Homeowners") to advertise the availability of their properties to travelers ("Guests") seeking accommodations through Vrbo.com and localized Vrbo websites operating worldwide ("HomeAway Platform").

HomeAway and the City enter into this Agreement voluntarily in order to facilitate the collection and remittance of the City's Transient Occupancy Tax imposed under Chapter 3.24 of the City's Municipal Code (the "Tax") by Homeowners and Guests on the HomeAway Platform for occupancy of accommodations located in the City of Seaside in accordance with this Agreement as follows:

1. With respect to any transaction between a Homeowner and a Guest booked on and for which payment is completed on the HomeAway Platform for accommodations for which the Tax is due ("Booking Transaction"), and during the period in which this Agreement is in effect (as defined below), and solely pursuant to the terms and conditions of this Agreement, HomeAway agrees to collect and remit the Tax.

2. The Tax shall be collected and remitted at the applicable rates by HomeAway based upon the entire amount charged by the Homeowner in connection with the Booking Transaction, including but not limited to the following fees charged by a Homeowner: rental fee, booking fee, cleaning fee, property damage fee, and any other use-related fee; but excluding refundable damage deposits. Tax shall not be collected on the Traveler Service Fee ("TSF") charged by HomeAway to Guests. HomeAway shall file returns on the form and by the due dates described in the Code or as agreed between the parties in writing. For the avoidance of doubt, it is understood and agreed by the Parties, that HomeAway will file returns and remit any Tax collected, based on the date the stay commences and not the date of the booking transaction.

3. HomeAway agrees to commence collecting the Tax starting on May 1, 2025 (the "Effective Date") and remitting any Tax collected in accordance with Paragraph 2. For the avoidance of doubt, this Agreement to collect shall not extend to any period or transaction booked prior to the Effective Date or after the termination of this Agreement, or to any user's transaction completed through any means, method or platform other than the HomeAway Platform.

4. The City agrees to confirm its jurisdictional boundaries with HomeAway's third-party tax content provider within 90-days of the Effective Date. The content provider is Vertex and boundaries can be verified by emailing gis@vertexinc.com. If the City fails to confirm the boundaries, the City agrees to accept the boundaries as determined by HomeAway.

5. On a prospective basis upon the Effective Date of this Agreement, and during any period in which this Agreement is in effect, in accordance with the terms of this Agreement, HomeAway agrees contractually to assume liability for any failure to report, collect, and/or remit the correct amount of the Tax for any Booking Transaction, including, but not limited to, penalties and interest, lawfully and properly imposed in compliance with law. Nothing contained herein nor any action taken pursuant to this Agreement, including but not limited to the collection or remittance of the Tax, shall impair, restrict, or prevent HomeAway from asserting that any Tax and/or penalties, interest, fines, or other amounts assessed against it were not due or are the subject of a claim for refund under applicable law, or from enforcing any and all rights accorded to it pursuant to law.

6. During any period in which this Agreement is in effect, and without waiving any audit rights provided to the City, with respect to any transaction for which the Tax is due and paid pursuant to this Agreement, the City agrees to audit HomeAway in the manner provided in the Code, except that: (a) HomeAway will not be required on the basis of this Agreement to disclose the Homeowner or Guest name at issue; (b) the City shall not, directly or indirectly, audit any individual Guest or Homeowner relating to such transactions; and (c) if there are errors in the jurisdictional boundaries, HomeAway will provide the URL of the property listing after the City updates the boundaries with HomeAway's third-party content provider in accordance with Paragraph 4. HomeAway will provide the property address associated with each Booking Transaction in response to a valid information document request formally issued by the City as part of an audit of HomeAway's books and records pursuant to Section 3.24.100 of the City's Municipal Code. The City shall complete any audit of HomeAway's books and records within the time period permitted under the applicable statute of limitations, including any waivers mutually agreed to by HomeAway and the City. Nothing in this paragraph prevents the City from auditing an individual who (or entity that) happens to be a Homeowner based upon transactions that the City learns of independently.

7. Upon the City's request in connection with an audit, HomeAway shall submit all applicable transaction data based on reservation ID, or other type of transaction ID, as maintained by HomeAway in its ordinary course of business. The Parties agree that HomeAway is not required, on the basis of this Agreement, to produce any Homeowner or Guest name relating to any transaction in connection with an audit or otherwise, except pursuant to a lawfully issued subpoena.

8. During any period in which this Agreement is in effect, and on the condition that HomeAway is in compliance with its obligations under this Agreement, and solely with respect to Booking Transactions, said Homeowner shall not be required to individually register with the City to collect, remit and report the Tax. However, nothing in this Agreement shall relieve Guests or Homeowners from any responsibilities with respect to the Tax, including, without limitation, any obligation to register with the City or to collect, remit, and report the Tax for transactions completed through any other means, method, device, or platform, or restrict the City from investigating or enforcing any provision of applicable law against any such person or entity for any occupancy arranged directly or indirectly through any other means.

9. The City agrees, for the purpose of facilitating this Agreement, that it shall not make any assessment, supplemental assessment, or claim for the Tax as to HomeAway for any period prior

to the Effective Date of this Agreement; and it releases and discharges any claims against HomeAway (and its present or former: successors, direct or indirect members, parents, subsidiaries, affiliates, agents, legal representatives, insurers, employees, officers, directors and shareholders) from any and all past, present, or future assessments, causes of action, claims, demands, expenses, damages, or losses, of whatever kind or nature, known or unknown, asserted or unasserted, in law or equity, whether statutory or common law, which existed, accrued, or arose related to the Tax for the period preceding the Effective Date of this Agreement.

10. Unless required by law or court order, any and all tax returns, data, records, documents or information, including property address information , provided to the City in connection with this Agreement, including but not limited to any audit, shall be deemed confidential and shall not be shared with any third party, including but not limited to any other governmental agency or any other jurisdiction.

11. This Agreement is solely for the purpose of facilitating the administration and collection of the Tax due for Booking Transactions. It is expressly understood and agreed by the Parties that neither Party has made any concessions regarding the merits of its respective positions nor the merits of the other Party's positions with respect to the collection of the Tax addressed in this Agreement.

12. The City agrees to work with HomeAway to answer any questions received from Homeowners and the public about HomeAway's tax collection and remittance process under this Agreement. If requested by the City, HomeAway will provide information to the City to be used by the City to answer questions from Homeowners, travelers and others.

13. No modification of this Agreement shall be effective unless in writing and signed by both parties.

14. This Agreement may be terminated by HomeAway or the City upon 30 days' written notification to the other Party. Any termination under this Paragraph shall not affect the duty of HomeAway to remit to the City any Tax collected from Guests up through and including the effective date of termination of this Agreement, even if not remitted by HomeAway to the City as of the date of termination.

15. This Agreement, its construction and any and all disputes arising out of or relating to it, shall be interpreted in accordance with the substantive laws of the State of California without regard to its conflict of law principles.

16. This Agreement contains the entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior negotiations, agreements, and understandings with respect thereto.

17. This Agreement is not binding until executed by HomeAway and the City. The Parties represent and warrant that they each have the legal authority to enter this Agreement, that the person executing the Agreement on behalf of either Party is authorized to do so, and that the Agreement shall be binding and enforceable when duly executed and delivered by each Party.

18. This Agreement is executed in two (2) counterparts, each of which shall be deemed an original, and all counterparts individually or together shall constitute one and the same Agreement. Further, the reproduction of an original signature by electronic means shall be deemed to be an original signature.

19. This Agreement has been jointly prepared by the Parties hereto, and shall not be construed more strictly against either Party.

20. Except as otherwise required by state or federal law or order of a tribunal of competent jurisdiction, the Parties agree that each shall treat as confidential all information furnished to it by the other Party under this Agreement, including but not limited to the existence and terms of this Agreement; *provided, however*, that a Party may disclose the confidential information of the other Party to those of its employees, consultants (including professional advisers) and affiliates that require access to such confidential information in order to permit such Party to exercise its rights and perform its obligations hereunder. Nothing in this Agreement shall prevent the disclosure by a Party or its employees, contractors, or affiliates of an item of confidential information that is made public by the disclosing party or released from confidential treatment by written consent of the disclosing Party.

21. Neither Party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other Party which consent shall not be unreasonably withheld. Notwithstanding the foregoing, HomeAway may assign this Agreement in its entirety without the City's consent in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets provided the assignee has agreed to be bound by all of the terms of this Agreement and all Tax and all other sums due at the time of the attempted assignment have been paid in full. Any attempt by a Party to assign its rights or obligations under this Agreement in breach of this section shall be void and of no effect. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the Parties, their respective successors, and permitted assigns.

22. All notices under this Agreement shall be in writing and shall be deemed to have been given upon: (i) personal delivery; (ii) the third business day after first class mailing, postage prepaid; or (iii) the second business day after sending by overnight mail, by facsimile with telephonic confirmation of receipt, or by email. Notices shall be addressed to the attention of the following persons, provided each Party may modify the authorized recipients by providing written notice to the other Party:

To HomeAway: HomeAway.com, Inc.
Attn: Stephanie Gilfeather
1111 Expedia Group Way West
Seattle, WA 98119
Email: sgilfeather@expediagroup.com

With a copy to: HomeAway.com, Inc.
Attn: Christy Vernor
11920 Alterra Pkwy
Austin, TX 78758

Email: cvernor@expediagroup.com

To the City:

City of Seaside, California
Attn: Daniel Meewis, Interim City Manager
440 Harcourt Ave, Seaside, CA 93955
Email: DMeewis@ci.seaside.ca.us

With a copy to:

cityattorney@ci.seaside.ca.us

CITY OF SEASIDE, CALIFORNIA

By: _____

_____ day of _____, 2025

HOMEAWAY.COM, INC., a Delaware
corporation

By: _____

Stephanie Gilfeather

_____ day of _____, 2025



CITY OF SEASIDE STAFF REPORT

Item No.: 8.E.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Andrew Myrick, Economic Development & Community Planning Manager
Haroon Noori, Administrative Analyst II

DATE: March 20, 2025

SUBJECT: ADOPT A RESOLUTION ACCEPTING THE 2024 GENERAL PLAN ANNUAL PROGRESS REPORT (APR) AND AUTHORIZING SUBMITTAL OF THE REPORT TO THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

RECOMMENDATION

Adopt a resolution accepting the 2024 General Plan Annual Progress Report and authorizing submittal of the report to the Governor's Office of Land Use and Climate Innovation (formerly the Office of Planning and Research) and the California Department of Housing and Community Development (HCD).

BACKGROUND

Government Code § 65400 requires all cities in California to submit an annual report to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD), outlining the progress made toward implementing the General Plan. Effective July 1, 2024, the OPR was renamed the Governor's Office of Land Use and Climate Innovation (LCI). California law requires such reports to help ensure that the general plan is effective for, among other things, orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the General Plan.

DISCUSSION

The City's current General Plan was last comprehensively updated on May 16, 2024. The Housing Element was certified by HCD on March 27, 2024. The General Plan is comprised of the eight State-mandated elements, and four additional optional chapters (i.e., Economic Development, Community Facilities and Infrastructure, Implementation).

The attached draft annual progress report (Attachment 1) provides an overview of the City's implementation of the General Plan during Calendar Year 2024.

ENVIRONMENTAL REVIEW

This annual report is exempt from the requirements of the California Environmental Quality Act (CEQA) as it is not a "project" as defined in CEQA Guidelines Section 15378(b)(5).

FISCAL IMPACT

There is no fiscal impact associated with City Council review and City submission of this annual report to HCD and LCI.

ATTACHMENTS

1. Resolution - 2024 GP APR
2. Attachment 1 - Seaside General Plan APR CY2024
3. Exhibit 1 - General Plan Implementation Plan Progress
4. Exhibit 2 - 2024 Housing Element APR

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**ACCEPTING THE 2024 GENERAL PLAN ANNUAL PROGRESS REPORT AND
AUTHORIZING SUBMITTAL OF THE REPORT TO THE GOVERNOR'S OFFICE OF
LAND USE AND CLIMATE INNOVATION (LCI) AND THE CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)**

WHEREAS, the State of California requires cities to have an adopted General Plan to provide guidance on land use decisions; and

WHEREAS, the City's current General Plan was last comprehensively updated on May 16, 2024 and the Housing Element was certified by HCD on March 27, 2024; and

WHEREAS, all jurisdictions are required to provide LCI and HCD with separate General Plan and Housing Element Annual Progress Reports (APRs) by April 1 each year, per Government Code Sections 65400 and 65700; and

WHEREAS, the General Plan APR submitted to LCI should outline the status of the General Plan and progress in its implementation over the previous year's 12-month reporting period; and

WHEREAS, the City has prepared its Annual Progress Report attached hereto and incorporated herein by this reference as Exhibit "A," in accordance with the Guidelines adopted by OPR.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Seaside, does hereby declare as follows:

Section 1. The City of Seaside has completed the 2024 Annual Progress Report as required by California Government Code Section 65400.

Section 2. That the 2024 Annual Progress Report, as set forth in Exhibit "A," is found to be consistent with the suggested content by the State Guidelines and is hereby accepted.

Section 3. That the City Manager or his designee is hereby authorized and directed to submit the 2024 Annual Progress Report to LCI and HCD.

APPROVED AND ADOPTED by the City Council of the City of Seaside at a regular meeting duly held on the 20th day of March 2025 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

APPROVED TO FORM:

Sheri Damon, City Attorney

Attachment:

Exhibit "A" – 2024 General Plan Annual Progress Report

**ATTACHMENT A
CITY OF SEASIDE GENERAL PLAN ANNUAL PROGRESS REPORT
FOR CALENDAR YEAR 2024**

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I. INTRODUCTION

Government Code § 65400 requires annual reporting regarding implementation of the City's General Plan. The report is due to the Governor's Office of Planning and Research (QPR) by April 1. The Annual Progress Report (APR) includes the status of the general plan, progress on its implementation, progress on meeting the City's share of Regional Housing Needs Assessment (RHNA), and the degree to which the approved general plan elements comply with California law.

II. LEGISLATIVE BODY REVIEW

The Calendar Year 2024 APR is currently scheduled for City Council consideration on March 20, 2025.

III. UPDATES TO THE GENERAL PLAN

The City's current General Plan was last comprehensively updated on May 16, 2024. The Housing Element was certified by HCD on March 27, 2024. The City's updated General Plan including the Housing Element can be found on www.ci.seaside.ca.us/269/Seaside-General-Plan.

IV. PROGRESS OF GENERAL PLAN IMPLEMENTATION MEASURES

Each General Plan section contains implementation measures to achieve the goals and policies of the General Plan. A summary of all General Plan Implementation Measures is included in Exhibit 1, which outlines each implementation measure, indicates the responsible department, and describes the status of that measure.

V. PRIORITIES FOR LAND USE DECISION-MAKING

The priorities for land use decision-making, established by the City, are identified under the Program and Department Priority columns within the General Plan Implementation Measures in Exhibit 1.

VI. HOUSING ELEMENT ANNUAL PROGRESS REPORT

Each Housing Element program, or action, is listed in Exhibit 2, followed by a statement regarding the status of the program at the end of reporting year. As indicated in Exhibit 2, the

ATTACHMENT A

City continued to implement housing programs and projects to ensure the housing needs of residents were addressed while complying with all state and federal requirements. During 2024, HCD certified the City's Housing Element to accommodate the 2023-2031 planning period and the 6th RHNA cycle. Any sites identified in this report or rezoned will reflect in this and future progress reports. Additionally, the City did not have any sites subject to no net loss requirements. There are 34 properties in the sites inventory identified or rezoned to accommodate shortfall-housing need for the 6th cycle planning period. The City continues to facilitate affordable housing developments, including diverse housing types such as accessory dwelling units, and live work spaces to enhance accessibility and affordability for the community at large.

VII. COMPLIANCE WITH OPR'S GENERAL PLAN GUIDELINES

The General Plan is comprised of the eight State-mandated elements, and four additional optional chapters (i.e., Economic Development, Healthy & Sustainable Community, Community Facilities & Infrastructure, and Implementation).

VIII. AMENDMENTS TO GOALS, POLICIES, OBJECTIVES, AND STANDARDS

The City's current General Plan was last comprehensively updated on May 16, 2024. The Housing Element was certified by HCD on March 27, 2024. The City's updated General Plan including the Housing Element can be found on www.seaside2040.com.

IX. SUMMARY OF IMPLEMENTATION OF GENERAL PLAN

a. Amendment of Goals, Policies, Objectives, and Standards

On December 19, 2024 the City Council approved a Zoning Ordinance Amendment (ZOA-24-02) to allow residential and mixed-use projects in the Commercial Mixed Use Zoning District (CMX) and a zoning map amendment to change the zoning of one property in the Site Inventory from Community Commercial to CMX. This achieved compliance with the Housing Element requirement that the City complete a rezoning of the Sites Inventory by the end of 2024 to implement the proposed Land Use policy, making housing allowed by-right rather than through a discretionary permit process.

b. General Plan Amendments Approved During Prior Calendar Year

On May 16, 2024, the City of Seaside City Council approved General Plan Amendment GPA-24-01 which repealed and replaced the entirety of the General Plan, excluding the Housing Element, with a new General Plan, entitled Seaside 2040. This satisfied the Housing Element requirement that a rezoning of the Sites Inventory be complete by the end of 2024 to implement the proposed Land Use policy, making housing allowed by-right rather than requiring a discretionary process.

c. Major Development Applications Approved

On January 10, 2024, the Planning Commission approved a request (AR-23-16) from KB Bakewell, for design review associated with a new 21-unit multifamily residential building located at 1620 Broadway Avenue. Subsequently, on March 7, 2024 the City Council approved an affordable housing agreement that deed restricted all 21 units for qualified very-low income households. This site is part of the Housing Element sites inventory.

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
Table 20: Land Use and Urban Design Programs					
LUD 1. Specific Plan Consistency	Following adoption of the General Plan, review the existing, adopted Specific Plans and make changes to ensure consistency with the General Plan.	High	Short	Planning	Specific Plans are still under review
LUD 2. Neighborhood conservation	To preserve Seaside's existing residential neighborhoods, the City should take the following steps to foster change within each neighborhood. • Residential zoning and objective design standards: Review and update residential zoning standards to ensure new development complements existing neighborhoods through objective design standards. • Residential parking programs: Publicize the existing residential parking permit program to manage on-street and off-street parking.	High	Short	Planning	Zoning Ordinance Update to implement General Plan is being developed
LUD 3. Business Improvement Districts	Facilitate the formation of Business Improvement Associations (BIA), Business Improvement Districts (BID), or similar to unite business owners into area branding, marketing, on-going maintenance, and beautification efforts.	Medium	Ongoing	Planning, Community and Economic Development	Ongoing beautification efforts on Broadway Ave: recurring trash pick up, powerwashing and light and tree maintenance.
LUD 4. Specific Plans	Create and implement Specific Plans to bridge the policies of the General Plan with the standards of the zoning code for subareas of the city. Plans should address key opportunities for the area and include the following: • The location, phasing, and amount of designated land uses, including parks and recreational uses • Objective urban design standards • Circulation network, including a comprehensive and connected trails plan • Open space and sensitive habitat • Demand for new infrastructure and utility services • An implementation program for public and private development Plans should include a broad community engagement process tailored to surrounding neighbors, property owners, businesses, tenants, and other key community members and stakeholders. New Specific Plans should be created for Seaside East, Main Gate and Fremont Boulevard.	Medium	Long	Community and Economic Development	Plans to amend WBUV Specific Plan and begin effort for a Main Gate Specific Plan once a developer is selected
LUD 5. West Broadway Urban Village Specific Plan.	Modify development standards in the West Broadway Urban Village Specific Plan to help spur catalytic projects and development.	High	Short	Planning, Community and Economic Development	In process to update the Zoning Ordinance from completed 2040 General Plan.
LUD 6. Development review	As feasible, streamline the development review and update process for projects that conform with the goals and policies of the General Plan to ensure that development applications are implemented in a timely manner. This may include ministerial review for projects that fall within the building height and intensity limits. Zoning code updates should address this development review process.	High	Short	Planning, Community and Economic Development	In process to update the Zoning Ordinance from completed 2040 General Plan.
LUD 7. Development fees	Develop city-wide or area-wide development impact fees for infrastructure, community benefits, and long-range planning. As part of this process, complete the following activities: • Review and modify existing fees. • Work collaboratively with developers to establish a common set of development impact fees for infrastructure, parks and recreation, transportation, affordable housing, and others as needed.	High	Medium	Planning, Community and Economic Development	Established a need for a fee study and have discussed adding a budget line item to move the study forward
LUD 8. Development fact sheets	Create and promote a series of one-page fact sheets about permitting, zoning, building, and development requirements and questions. Incorporate sustainability practices related to building construction, site design, and renovation into materials.	Medium	Ongoing	Planning, Community and Economic Development	Staff is developing one page sheets to educate applicants and streamline the process for various permit types.

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
LUD 9. Infill housing incentive program	Establish an infill housing incentive program. Potential incentives may include an expedited building permit process, impact fee waivers or other incentives.	Medium	Long	Planning, Community and Economic	Purchased two properties for infill development: 705 Broadway Ave. and 1591-1599 Del Monte Blvd.
LUD 10. General Plan Reviews	Review the General Plan on a five-year cycle, including a review of individual elements and community programs. Periodically revise the General Plan and respond to individual Plan Amendment petitions.	High	Short	Planning, Community and Economic	Latest General Plan was approved by City Council May 2024.
LUD 11. Resident Handbook	Prepare a handbook of information about neighborhood and civic organizations addressing subjects like disaster preparedness, neighborhood beautification, and a "how-to" communicate with City departments.	Medium	Short	All City Departments	Pending
LUD 12. Development review for childcare	Streamline processing and permit regulation, to the extent possible, to promote and support the development of childcare facilities and family childcare homes. Review zoning regulations regarding home-based early childhood education facilities for areas that can be streamlined. Ensure consistency with State Code.	High	Short	Planning, Community and Economic Development	In process to update the Zoning Ordinance from completed 2040 General Plan.
LUD 13. Community liaison	Create a community liaison position to encourage community participation and support community engagement efforts, including addressing inclusion, cultural responsiveness, and selection of planning spaces.	Medium	Medium	Planning	Pending
LUD 14. Land use monitoring	Establish a monitoring and reporting system for land use development in the city. Land use monitoring should include metrics, such as number of new housing units, affordable housing units, commercial square footage, and natural and undeveloped areas on former Fort Ord lands, among others.	High	Short	Planning	Pending
LUD 15. Define and develop missing middle housing	Conduct an analysis of employee inflow/outflow, median housing prices, median area incomes, other demographic/housing variables, and urban form to define appropriate missing middle housing types for Seaside. Encourage the development of appropriate missing middle housing types through zoning standards, development review procedures, and appropriately structured fees that encourage missing middle units.	High	Short	Community and Economic Development	Have been exploring partnerships in order to address missing middle.

Table 21: Economic Development Programs

ED 1. Business retention and expansion program	Create a business retention and expansion program that includes a longitudinal study of local businesses, hiring practices, workforce, and workforce means.	High	Short	Community and Economic Development	Staff needs to enlist professional services for a thorough workforce analysis. Most businesses in Seaside are family operated with 1-4 employees.
ED 2. Comprehensive branding and marketing plan	Work with the business community to develop a Comprehensive Branding Plan that includes a new, unique logo for Seaside with accompanying fonts and other visual themes that highlight Seaside's various attributes.	High	Short	Community and Economic Development	This is an ongoing project. Staff will be creating a program for three sectors: restaurants, the auto dealerships, and yearly events
ED 3. Comprehensive marketing plan	Work with the business community to develop a Comprehensive Marketing Plan that includes 1) a target list of businesses for attraction and expansion; 2) policies, actions, and marketing strategies; and 3) benchmarks to measure progress in implementation. The marketing strategies should highlight value propositions for doing business in Seaside.	High	Short	Community and Economic Development	Staff has drafted a marketing brochure to help attract businesses and materials that highlight the City.
ED 4. Marketing and support service coordination	Align efforts with regional and local partners to provide marketing services that support Seaside businesses.	Medium	Ongoing	Community and Economic Development	Staff has been working with the tourism board and chamber of commerce so local businesses and the hospitality industry tap into the tourism industry.
ED 5. Marketing and placemaking programs	Develop marketing and beautification strategies to raise awareness of areas targeted for revitalization.	High	Ongoing	Planning, Community and Economic	Ave. and Fremont Blvd. As new sites such as Campus Town and Main Gate are developed, staff will work with the developers to attract new businesses.

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
ED 6. Broadway Avenue Improvement Plan	Market the Broadway Avenue Improvement Plan to developers and businesses generally conducive to a pedestrian-oriented Downtown area, such as a mix of local and regional-serving retail, local serving office uses, and cafes/ restaurants.	High	Short	Community and Economic Development	Staff continues to work with interested parties and highlight Broadway Avenue improvements.
ED 7. Base industry marketing program	Develop a marketing program to attract economic base industries in high regional demand with anticipated low susceptibility to seasonality or downturns including expanding innovative technology firms in Silicon Valley. Track emerging technologies with the potential for expansion and location in Seaside as part of this program.	Medium	Short	Community and Economic Development	Staff continues to work with regional partners like Monterey DART (Drone, Automation, and Robotics Technologies) to learn about emerging technologies, share workforce development opportunities and be aware of site selection activities.
ED 8. Restaurant marketing campaign	Work with restaurant owners to develop marketing strategies that highlight Seaside's unique restaurants.	Medium	Ongoing	Community and Economic Development	Staff has been working with local restaurants to identify the best marketing strategy. A consultant will be brought on board to provide media services to restaurants. The local tourism board has assisted various restaurants by providing professional photography and videography. These restaurants have been featured on the local tourism board's social media and website.
ED 9. Start-up/spinoff marketing program	Work in coordination with the Monterey Bay Economic Partnership and regional institutions of higher learning to develop marketing strategies to attract and expand emerging start-ups and spinoffs in innovative industries, such as agriculture technology, applied robotics, computer hardware, software, and data services.	High	Short	Community and Economic Development	Staff continues to partner with MBEP staff and regional institutions to learn about emerging technologies and career opportunities.
ED10. Bureau of Land Management and State Parks marketing program	Work in coordination with appropriate city agencies and private developers to develop a marketing and branding program that highlights northern Seaside, including the Campus Town Specific Plan, as a site to potential visitors.	Medium	Long	Community and Economic Development	Staff will work with the selected developer for the Main Gate property and with Campus Town developer to highlight the new developments in the City and attract more visitors
ED 11. Economic Development Strategic Plan	Create an Economic Development Strategic Plan to maintain a favorable business climate and address changes in economic trends.	High	Short	Community and Economic Development	Staff will work develop a strong Economic Development Strategic Plan with the assistance of a consultant
ED 12. Cultural attractions and events	Work with local and regional organizations to establish and promote a multiplicity of cultural attractions and events in the community linked to the City's Historic Context Statement (Action C 7).	High	Ongoing	Community and Economic Development	Staff continues to work with See Monterey (tourism board) and Monterey Chamber of Commerce in order to promote Seaside events and promote cultural attractions
ED 13. Film production	Coordinate with the Monterey Film Commission, the California Film Commission, CSUMB, and local K-12 schools to market sites in Seaside for film production.	Low	Ongoing	Community and Economic Development	Staff has developed a list of all City owned parcels to assist this effort
ED 14. Coastal signage program	Adopt a public access/directional and interpretive sign program in accordance with Local Coastal Plan policies PAR-CZ 1.1.C. and PAR-LG 1.1.B.i. that provides residents and visitors with informational signs identifying the location of the Monterey Bay and California Coastal Trail alignments within Seaside.	Medium	Short	Planning, Public Works	Pending
ED 15. Commercial recreational facility	Attract the development of a large- scale commercial recreational facility to serve residents and tourists.	Medium	Medium	Community and Economic Development	The City is exploring a partnership with Monterey Bay FC and will work with the selected developer of the Main Gate parcel and identify if a commercial recreational facility is feasible on that site
ED 16. Shovel-ready inventory	Consult with private property owners and identify City-owned parcels (including those in the Long-Range Property Management Plan) to create a current list of parcels suitable and ready for development.	High	Short	Planning, Community and Economic	Staff has developed a list of all City owned parcels.

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
ED 17. Infrastructure and utility provision for shovel-ready sites	Provide shovel-ready sites with necessary infrastructure and utility services to ensure efficient development.	Medium	Ongoing	Planning, Public Works	Public Works supporting Campus Town, Main Gate, Enclave, and Broadway and Del Monte Improvements
ED 18. Market shovel-ready properties	Establish a marketing program to advertise shovel-ready opportunity sites to the development community.	High	Short	Community and Economic Development	As properties become ready, properties will be advertised and requests for proposals will be developed if required
ED 19. Enhanced Infrastructure Financing Districts & Community Revitalization Investment Authorities	Continue to support development of an Enhanced Infrastructure Financing District(s), Community Revitalization Investment Authorities, and other financing opportunities as they arise to support the funding of long-term, more costly infrastructure improvements and associated revitalization efforts.	Medium	Ongoing	Community and Economic Development	Staff will be enlisting the services of a consultant to support the effort of an Enhanced Infrastructure Financing District
ED 20. Enhanced economic development utilities rate	Work with the California Public Utilities Commission, PG&E, Central Coast Community Energy, and other utility companies to establish an Enhanced Economic Development Utility Rate and accompanying program that provides discounted utility rates to attract, expand, and retain qualifying businesses.	Low	Medium	Community and Economic Development	Continue to work with utility companies to develop a program to attract, retain and expand qualifying businesses.
ED 21. Advanced and sustainable industry workforce training	Coordinate with applicable entities to identify or create training and placement programs in targeted industries including advanced manufacturing, applied robotics, agriculture technology, cannabis testing and research, computer hardware, software, data services, legal services, telecommunications, and other fields.	High	Medium	Community and Economic Development	Staff has identified partners such as Cal Coast SBDC to assist with this effort. The department also maintains contact with the County of Monterey's Economic Development team in order to pursue targeted industries.
ED 22. Provide information for financing assistance to businesses	Develop and advertise programs that assist firms proposing substantial new job creation to access SBA and State and local development funds.	High	Ongoing	Community and Economic Development	Staff needs to identify funding to implement this task however the Monterey County Workforce Development Board provides various resources for members of the community to develop their skills.
ED 23. Workforce training	Conduct an inventory of workforce training needs of businesses in Seaside and coordinate with regional partners, and other regional institutions of higher learning to identify or create suitable training programs, and help coordinate training resources in the County.	Medium	Medium	Community and Economic Development	Staff has identified a few sectors that lack employees, however a more detailed survey will need to be done. Once completed, staff will coordinate with the Monterey County Workforce Development Board and other education partners to leverage all available resources and opportunities.
ED 24. Public-private partnerships	Support the use of public-private partnerships to foster job growth and vocational training, including partnerships used or planned by major public entities in Seaside such as with CSUMB, Hartnell College, Cabrillo College, Monterey Peninsula College, and the US Defense Department.	Medium	Ongoing	Community and Economic Development	Staff has been working with the Chamber of Commerce to gain insights. Monterey Peninsula College has been a great partner and are looking to expand in Seaside. The City also partnered with CSUMB to provide paid internships to students in the fall of 2024.

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
ED 25. Regional institutes of higher learning/City of Seaside Economic Strategic Plan	Coordinate with CSUMB and other regional institutes of higher learning to develop a joint Economic Development Strategic Plan focused on enhancing "town-gown" relationships and coordinating planning efforts as part of the Economic Development Strategic Plan. Ensure that the joint Strategic Plan addresses the following: • Partnerships between the City, the CSUMB Institute for Innovation and Economic Development, and the UCSC Center for Innovation and Entrepreneurial Development to support entrepreneurship and to bring emerging spinoffs and startups to Seaside; • Partnerships between the City and appropriate technology transfer offices of regional institutes of higher learning to support transfer of knowledge and technology to emerging spinoffs and start-ups; • Measures the City may take to facilitate the formation of emerging spinoffs and start-ups, such as assistance navigating the City's permit process, expedited project review, and assistance in finding appropriate locations/spaces in Seaside; and • Internships and apprentice programs to connect students from regional institutes of higher learning with full-time employment opportunities in Seaside.	Low	Ongoing	Planning	Pending

Table 22: Mobility Programs

M 1. Vision Zero Action Plan	Prepare a Vision Zero Action Plan that sets forth goals and targets to reduce car crash deaths and collisions, including active transportation and street design strategies, safe routes to school, and multi-modal transit initiatives. The plan should also include an analysis of unsafe pedestrian and cycling areas, provisions for sidewalk safety, and bike parking standards.	High	Medium	Public Works, Police, Fire, City Attorney	Public Works: in-progress
M 2. Bicycle Master Plan consistency	Revise the Bicycle Master Plan and make changes to ensure consistency with the General Plan.	High	Medium	Planning, Public Works	Public Works: City adopted TAMC's Bicycle Master Plan
M 3. Parking standards consistency	Revise the Zoning Ordinance requirements for off-street parking to ensure consistency with the General Plan.	High	Short	Planning	To be included in Zoning Ordinance Update
M 4. Pedestrian Master Plan	Develop a citywide Pedestrian Master Plan or incorporate a pedestrian element into the Bicycle Master Plan update (i.e., would become a Bicycle & Pedestrian Master Plan) to identify recommended improvements in each of the Pedestrian Improvement Focus Areas.	High	Short	Planning, Public Works	Pending
M 5. Transportation impact criteria	Revise the Seaside transportation significance criteria for projects subject to CEQA, including adoption of a vehicle miles travelled (VMT) threshold.	High	Short	Public Works	Public Works: this should be Planning
M 6. Transportation Impact Fee and Nexus Study	Conduct a nexus study as a basis for a transportation impact fee (TIF) program update.	High	Short	Planning, Public Works	Pending
M 7. Dedicate City staff for Complete Streets and Safe Routes to School projects	Allocate additional staff resources to manage, implement and pursue funding for Complete Street projects, including the submittal of grant applications for bikeway, pedestrian and Safe Routes to School (SRTS) funding.	High	Ongoing	Public Works	Public Works: Being implemented by staff per need

Table 23: Conservation, Park, and Open Space Programs

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
C 1. Tree Preservation Ordinance	Adopt an ordinance specifically addressing the preservation of oak trees. At a minimum, this ordinance shall include restrictions for the removal of oaks of a certain size, permit requirements for removing oaks of the size defined, and specifications for relocation or replacement of oaks removed.	High	Short	Planning	Pending
C 2. Habitat Management Plan	Continue to partner with local, regional, and federal agencies to implement the programs outlined by the HCP and HMP.	High	Ongoing	Planning	Pending
C 3. Seaside Habitat Management Plan	As funding becomes available, develop a Seaside Habitat Management Plan that outlines the habitat management protection measures not already addressed in the Fort Ord HMP and HCP to protect habitat and species specific to Seaside and for areas outside the Plan Area of the FORA HCP. The Seaside Habitat Management Plan should include roles and responsibilities and identify funding or financing mechanisms to implement the plan. The Seaside Habitat Management Plan should be consistent with the Fort Ord HMP and HCP.	Medium	Medium	Planning	Pending
C 4. Fort Ord Regional Habitat Cooperative	Be a cooperative member of the Fort Ord Regional Habitat Cooperative (Joint Powers Authority), and coordinate with FORA and the other cooperating members to finalize the HCP Plan and Implementing Agreement.	High	Short	Planning	Pending
C 5. Dark Sky Lighting Ordinance	Prepare a Dark Sky Ordinance to regulate outdoor lighting through the adoption of comprehensive citywide outdoor lighting standards.	Medium	Medium	Planning	Pending
C 6. Archaeological Sensitivity Map	Develop a Cultural Resource Sensitivity Map based upon field and literature surveys identifying the locations of known cultural resources and areas of archaeological sensitivity within the City and its Sphere of Influence.	High	Short	Art and History Commission, Planning	Pending
C 7. Historic Context Statement	Prepare a historic context statement to form the basis of evaluating significance and integrity of historic resources.	High	Short	Art and History Commission, Planning	Pending
C 8. Historic Resource Survey	Use the Historic Context Statement to guide, establish, and maintain an historic resource survey for Seaside	High	Ongoing	Planning, Art and History Commission	Pending
C 9. Siltation Program	Seaside, in consultation with the Natural Resources Conservation Service, shall develop a program that will provide, to every landowner, occupant, and other appropriate entities information concerning vegetation preservation and other best management practices that would prevent siltation of waterways in or downstream of the former Fort Ord.	High	Short	Planning, Public Works	Pending
C 10. Update Zoning Code	Update the zoning code and requirements for all new land use development applications to establish standards that further the health and diversity of Seaside's urban forest. Updates should include tree planting guidelines, accommodation of trees during infrastructure design for projects, and preservation of mature trees where possible.	Medium	Short	Planning,	To be included in Zoning Ordinance Update.
PO 1. Wayfinding program	Implement a wayfinding and signage program to improve visibility to key City parks, the National Monument, Seaside Beach, and the State Dunes Beach.	Medium	Short	Public Works, Planning, Recreation Services	Public Works: activities not funded
PO 2. Joint use with MPUSD	Maintain existing joint use agreements with MPUSD to allow residents greater park access.	High	Short	Public Works, Planning, Recreation Services	Public Works: COMPLETE
PO 3. Joint use with CSUMB	Strive to establish a formal joint use agreement with CSUMB allowing Seaside residents to use campus sports and recreation facilities.	Medium	Short	Public Works, Planning, Recreation Services	Pending
PO 4. Joint use with US Army	Strive to establish a formal joint use agreement with the US Army allowing Seaside residents to use publicly-accessible parks and open spaces.	Medium	Short	Public Works, Planning, Recreation Services	Pending

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
PO 5. Seaside history	Create a short history of Seaside and its peoples for distribution to schools, visitors and interested businesses.	High	Short	Arts and History Commission	
PO 6. Maintenance plan	Develop a park maintenance plan that specifies the types of maintenance required for each park and timing of such work.	High	Short	Public Works	Public Works: in-progress
Table 24: Healthy and Sustainable Communities Programs					
HSC 1. Health resources inventory	Develop an inventory of health resources in the City in cooperation with the Monterey County Department of Public Health and the Blue Zones project..	Medium	Short	Planning	Pending
HSC 2. Healthy food choices	Develop a plan to attract more healthy food choices to the residents of the city. The plan should strategically consider location and expansion of new and existing businesses to promote access to healthy food choices throughout the city.	Medium	Long	Planning	Pending
HSC 3. Greenhouse gas inventory	Prepare a revised greenhouse gas inventory on regular 3-year cycles.	Medium	Ongoing	Planning, Engineering	Engineering - no comment, assist Planning as requested
HSC 4. Climate Action and Adaptation Plan	Prepare a Climate Action and Adaptation Plan that establishes greenhouse gas reduction targets in alignment with State targets. Specify energy, water, transportation, and other actions necessary to meet those targets. Identify Seaside's most significant potential climate change risks and vulnerabilities in order to create a framework for decision makers to build a more resilient and sustainable community. Include an adaptation strategy and regular plan maintenance as addressed in the Health and Sustainable Community Element. Special focus should be provided related to sea level rise and coastal flooding, drought, extreme heat, and wildfire risk.	High	Ongoing	Planning, Engineering	Engineering - no comment, assist Planning as requested
HSC 6. Zoning and implementation ordinances	Regularly review and update zoning and building codes to enable innovative sustainability measures, including implementation of the following: • Greywater capture and reuse systems • On-site bioretention-based stormwater facilities • Wind generation on residential and commercial buildings • Electric vehicle infrastructure requirements • Establish green building performance standards • Design standards that promote healthy food and activity choices, including sidewalks, safe routes to schools, and access to parks and open space.	High	Ongoing	Planning, Building and Code Enforcement	To be included in Zoning Ordinance Update
HSC 7. Educational materials	Produce a City resource guide for commercial and residential solar and wind installation, including information on state and local regulations, incentives, and other third-party programs.	Medium	Ongoing	Planning, Building and Code Enforcement	Pending
HSC 8. Central Coast Community Energy	Annually review the progress of the Central Coast Community Energy region-wide collaborative partnership progress in funding renewable energy projects and reducing carbon-based emissions.	High	Ongoing	Planning, Engineering	Engineering - applies activities as relates to projects
HSC 9. Information campaign about early childhood education	Promote significant benefits of quality early childhood education to community members, employers, businesses and developers through social marketing campaigns.	Medium	Ongoing	Planning, Community and Economic Development	Pending
HSC 10. Licensed childcare providers	Work with local institutions of higher education and the Child Care Resource & Referral agency to coordinate and expand professional development pathways for residents to become licensed childcare providers.	Medium	Short	Planning, Community and Economic	City partner Cal Coast SBDC is providing resources and incentives to those wanting to start at at home daycare facility
HSC 11. Child care needs assessment	The City will work with local institutions, including the Monterey County Health Department and Monterey Unified School District, to assess child care needs and will work with local organizations and institutions, where feasible, to implement programs to address childcare shortfalls.	High	Ongoing	Planning, Community and Economic Development	Pending

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
HSC 12. Enrichment programs	Partner with local institutions, including the Monterey Peninsula Unified School District and Monterey County Free Libraries, and other public and private organizations to maintain and enhance existing extended learning opportunities through after-school enrichment programs, summer boost programs, school breaks, and weekends for all children.	High	Short	Planning, Community and Economic Development	The City continues to expand program offerings to include school break camps and other organizations such as Palenke Arts provide after school enrichment services
HSC 13. Siltation program	Develop a program preventing siltation of waterways focused on former Fort Ord lands.	High	Short	Public Works, Planning	Ongoing
Table 25: Utility Infrastructure					
CFI 1. Plan consistency	Following adoption of the General Plan, review the existing, adopted Specific Plans, and the Local Coastal Plan (LCP) and the LCP Implementation Plan, and make changes to ensure consistency with the General Plan.	High	Short	Planning, City Attorney	Specific Plans and LCP are under review
CFI 2. City ordinances	Update the existing City code and ordinances to reflect current requirements and GP policies for water, sewer, and storm drainage requirements and policies.	High	Short	Planning, Public Works	Public Works: in-progress
CFI 3. Water System Master Plan and Rate Study	Revise the Water System Master Plan based on current requirements and policy for Seaside Muni, CalAm, and Marina Coast	Medium	Ongoing	Seaside Municipal Water Supply	Public Works: in-progress
CFI 4. Water allocation process	Take a leadership role in the development of a unified water allocation process for all local agencies, including: • Support regional efforts to develop new water supplies for Cal-Am and MCWD to ensure water supply for both existing and proposed uses within the City. • Work with regional partners (Cal-Am, MCWD, MRWPCA, and/or MPWMD) to ensure new water supplies are obtained for SMWS to meet its long- term needs. • Establish priorities for water allocation in order to catalyze investment in key areas of the City, such as Downtown (West Broadway Urban Village Specific Plan area) and Fremont Boulevard	High	Short	Public Works, SMWS, Planning	Public Works: in-progress
CFI 6. MRSWMP participation	Continue to participate in the Monterey Regional Stormwater Management Program (MRSWMP).	Medium	Ongoing	Public Works	Public Works: on-going
CFI 7. Stormwater development standards	Develop a guidance document to clarify stormwater requirements specific to the Coastal Zone, the former Fort Ord, and any requirements which the City may have over- and-above the MRSWMP requirements. Identify opportunities that result in water being "credited" back to the City.	High	Short	Public Works	Public Works: on-going
CFI 8. Stormwater Master Plan	Update the 2013 Draft Stormwater Master Plan to reflect current and upcoming permit requirements and resulting capital expenditures.	High	Ongoing	Public Works	Public Works: in-progress
CFI 9. Stormwater Utility Fee	Implement a Stormwater Utility Fee.	Medium	Short	Public Works	Public Works: in-progress
CFI 11. Maintenance schedule	Create a routine maintenance schedule for infrastructure.	High	Short	Public Works	Public Works: in-progress
Table 26: Safety Element Programs					
S 1. California Building Codes	As new versions of the California Building Standards Code (CCR Title 24, published triennially) are released, adopt and enforce the most recent codes. Specifically, to minimize damage from earthquakes and other geologic activity, implement the most recent State and seismic requirements for structural design of new development and redevelopment.	Medium	Ongoing	Public Works, Building and Code	Ongoing

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
S 3. Flood inundation map	Partner with the USGS to develop a flood inundation map to identify areas prone to localized flooding in Seaside.	Medium	Short	Public Works, Planning	Ongoing
S 4. Fire Code	Adopt the most recent Uniform Fire Code provisions and appropriate amendments.	Medium	Ongoing	Fire, Building and Code Enforcement	Ongoing
S 5. Fire preventative measures	Develop fire prevention measures in wildland-urban interface areas to reduce wildfire hazards, in cooperation with Fort Ord jurisdictions and the surrounding communities' fire protection agencies.	Medium	Ongoing	Fire, Planning	Pending
S 6. Remediation of hazardous and toxic materials	Work closely with regional and federal partners on former Fort Ord remediation. Perform timely reviews of the implementation progress and maintain a public record of property locations which contain hazardous materials, including a timetable for and the extent of remediation to be expected.	High	Ongoing	Planning	Ongoing
S 7. Hazardous materials management	For the use of former Fort Ord lands, the City shall assess the use of hazardous materials as part of its environmental review and/or include approval, and development of a hazardous management and disposal plan as a condition of project, subject to review by the County Environmental Health Department.	High	Ongoing	Building and Code Enforcement, Fire	Ongoing
S 8. Emergency Preparedness Plan	Prepare an Emergency Preparedness Plan for disaster planning and guidance in responding to emergencies.	High	Ongoing	Fire	Ongoing (current plan adopted November 7 2024)
S 9. Emergency response training sessions	Hold annual training sessions for staff and the public to educate all residents and businesses about emergency response procedures, evacuation routes, and locations of critical facilities.	Medium	Ongoing	Fire	Ongoing
S 10. Critical facilities inventory	Establish a critical facilities inventory and establish guidelines for operations of such facilities during emergencies.	High	Short	Fire, Police	Ongoing

Table 27: Noise Programs

N 1. Requirement for acoustical studies	Amend development application requires so that prior to accepting development applications as complete, projects complete acoustical studies prepared by qualified professionals for all new development that is: • Proposed in the City's jurisdiction that could result in noise environments above Zone A of Table 19, (normally acceptable noise ranges), including any proposed development located within a 60dBA CNEL or higher noise contour, as shown in Figure 61, Future Noise Contours. • Proposed in the Fort Ord Planning Area that could result in noise environments above noise range I (normally acceptable ranges), as shown in Table 20. Acoustical studies shall identify mitigation measures that would be required to comply with the noise guidelines in Table 19 and Table 20 to ensure that existing or proposed uses will not be adversely affected.	High	Ongoing	Planning	To be included in Zoning Ordinance Amendment
N 2. Update the City's Noise Ordinance	Provide development standards and project design guidelines that include a variety of mitigation measures that can be applied to meet City standards. Additionally, the City shall update the City's Noise Ordinance for application in the former Fort Ord, including adopting land use compatibility criteria for exterior community noise, shown in Table 4.5-3 of the FORA Base Reuse Plan Conservation Element; and incorporating the performance standards shown in Table 4.5-4 of the FORA Base Reuse Plan Conservation Element to control noise from non-transportation sources, including construction noise.	High	Short	Planning	To be included in Zoning Ordinance Amendment

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
N 3. Construction noise limits	Review the hours of allowed construction activity to ensure they effectively lead to compliance within the limits (maximum noise levels, hours and days of allowed activity) established in the City's noise regulations (Title 24 California Code of Regulations, Zoning Ordinance, and Chapter 21A of the Municipal Code).	Medium	Ongoing	Planning	To be included in Zoning Ordinance Amendment
N 4. Reduce motor vehicle noise	The City should coordinate with Caltrans to evaluate the exposure of existing and future residences in Seaside to noise generated by motor vehicle activity on State Route 1 and Canyon Del Rey Boulevard/State Route 218. As appropriate and feasible to protect residents from excessive traffic noise, the City should encourage the construction of aesthetically pleasing sound barriers on Caltrans facilities.	Medium	Ongoing	Planning, Caltrans	Pending
N 5. Reduce rail noise	If TAMC initiates passenger rail service in Seaside, the City should coordinate with TAMC to encourage the designation of "quiet zones" along the rail corridor adjacent to land uses that are sensitive and/or the installation of aesthetically pleasing sound barriers to reduce the exposure of nearby residences to rail noise. In addition, the City should coordinate with TAMC to encourage the design and use of trains that reduce groundborne vibration.	Medium	Ongoing	Planning, TAMC	Passenger Rail Service not yet proposed

Table 28: Mobility Physical Improvements

M 2. High-Priority Crossing Improvements	Install intersection-specific crossing improvements to reduce the rate of collisions at the following intersections: • Hilby Avenue & Fremont Boulevard: Install pedestrian crossing enhancements to reduce the rate of pedestrian collisions. • Del Monte Avenue & Canyon del Rey Boulevard: Install high-visibility bicycle lane or sharrow treatments to reduce the rate of bicycle collisions.	High	Short	Public Works	Public Works: in-progress
M 3. Noche Buena Safe Routes to School & Traffic Calming Improvements	Plan, design, and install pedestrian improvements along the Noche Buena Avenue corridor that connects Seaside High School with Del Rey Woods Elementary School. Include traffic calming measures on segments not served by MST JAZZ service (north of Playa Avenue and south of Hilby Avenue). Initial planning could occur as part of the Pedestrian Master Plan (see Mobility Programs), or sooner as a standalone project.	High	Short	Public Works	Ongoing
M 4. East Broadway Complete Streets	Construct "complete street" improvements on Broadway Avenue, between Fremont and General Jim Boulevards, as identified in the 2040 General Plan Mobility Element to include: • Reduce motor vehicle lanes to one through lane per direction to allow for bicycle lanes and wider sidewalks. • Widen sidewalks to 15 feet between Fremont Blvd & Noche Buena Ave. • Provide bulbouts at most crosswalks to reduce crossing distances. • Provide transit stop amenities at MST JAZZ stops located on East Broadway.	High	Short	Public Works	Public Works: in-progress
M 5. Fremont Boulevard Complete Streets Corridor	Construct street improvements on Fremont Boulevard, as identified in the Seaside 2040 Mobility Element to include: • Install bicycle lanes in both directions. • Reduce to one southbound through lane for motor vehicles to allow for a reduction in pedestrian crossing distances, wider bicycle lanes. • Coordinate signals to reduce delays to all travel modes. • Provide transit stop amenities at MST JAZZ stops. Consider the provision of transit signal pre-emption, and bus queue-jump lanes at some locations, to reduce delays to MST JAZZ service on Fremont Boulevard.	High	Ongoing	Planning, Engineering	Ongoing

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
M 6. LaSalle Avenue Safe Routes to School & Traffic Calming Improvements	Plan, design and install pedestrian improvements along the LaSalle Avenue, from Del Monte Boulevard to Old Terrace Elementary School. Initial planning could occur as part of the Pedestrian Master Plan (see Mobility Programs).	High	Medium	Public Works	Public Works: partial completion
M 7. FORTAG Trail. Construct the FORTAG trail	Add wayfinding, viewing platforms, seating, and other amenities. Seaside reserves the right to modify portions of the trail within city boundaries. Connect the FORTAG trail to the circulation network of the city, including but not limited to Broadway Avenue, Hilby Avenue, San Pablo Avenue, Eucalyptus Road, Campus Town, Main Gate, and under Highway 1.	High	Medium	Public Works	Public Works: this is a TAMC project
M 8. Coastal Access Pedestrian Improvement Focus Area Design	Pursue funding for, and construct pedestrian improvements between Oldemeyer Center and the coastline.	Low	Medium	Public Works, Caltrans	Pending
M 9. Bicycle Boulevards	Design, pursue funding for, and construct bicycle boulevards to connect Seaside neighborhoods and schools as identified in the Mobility Element.	Low	Medium	Public Works	Pending
M 10. Del Monte Boulevard Complete Streets Corridor	North of Broadway: reduce to one northbound through lane for motor vehicles (concurrent with elimination of one southbound lane on Fremont Boulevard) to allow for bicycle lanes (without requiring removal of on- street parking), and reduced pedestrian distances. Coordinate signals for southbound travel.	Low	Medium	Public Works	Pending
M 11. Seaside East: Complete Streets Network & Pedestrian Improvement Focus Area improvements.	Construct the complete street improvements to serve Seaside East concurrent with, and primarily funded by, new development in Seaside East.	Low	Ongoing	Community and Economic Development, Public Works	This is an ongoing effort. Water availability and the meter moratorium continue to be barriers to develop land
M 12. Campus Town Complete Streets Network & Pedestrian Improvement Focus Area	Construct the complete street improvements to serve Campus Town, concurrent with, and primarily funded by, new development.	High	Ongoing	Community and Economic Development, Public Works	Pending
M 13. Seaside Transit Station	Continue to support efforts aimed at providing regional rail or bus rapid transit (BRT) service that would include the planned Seaside Transit Station on Del Monte Boulevard at the western end of Broadway Avenue.	High	Medium to Long	Public Works, TAMC	Pending
M 14. Citywide Bikeway Network Completion	Complete installation of the entire planned citywide network of Class II bicycle lane, Class III-E Bicycle Boulevard and Class IV Exclusive Bikeway segments by 2030.	High	Medium to Long	Public Works	Pending
M 15. Highway 1 – Redesign of Franklin Boulevard	Continue to pursue the planned, but unfunded, redesign of the Highway 1 interchange with Franklin Boulevard.	Medium	Long	Public Works, Caltrans	Public Works: CalTrans is lead (this should be Fremont Blvd not Franklin)
M 16. Roundabouts	Consider installation of roundabouts to reduce speeds on General Jim Moore Boulevard and at other locations as shown on the 2040 Roadway Network map, subject to available funding.	Low	Long	Public Works	Public Works: in-progress

**CITY OF SEASIDE GENERAL PLAN IMPLEMENTATION MEASURES
PROGRAM STATUS THROUGH DECEMBER 2024**

PROGRAM	IMPLEMENTATION TASK DESCRIPTION	PRIORITY	TIME FRAME	RESPONSIBILITY	STATUS
M 17. New Highway 1 Interchange to/from Monterey Road	Collaborate with Caltrans and TAMC to pursue implementation of the proposed additional Highway 1 interchange to/from Monterey Road, subject to available funding.	Low	Long	Public Works, TAMC, Caltrans	Public Works: CalTrans is lead (M17 & M15 this is the same area, consider combining)
M 18. Visibility Improvement of Crosswalks.	Improve safety at crosswalks where paint has faded	Medium	Ongoing	Public Works	Public Works: on-going
Table 29: Parks, Open Space, and Conservation Physical Improvements					
PO 1. Seaside East Regional Park	Build approximately 50 acres of commercial recreational open space and parks in Seaside East.	High	Medium	Public Works	Public Works: on-going
PO 2. FORTAG. Connect the FORTAG trail	Add wayfinding, viewing platforms, seating, and other amenities. Connect the FORTAG trail to the circulation network and consider place making opportunities.	High	Medium	TAMC	
PO 3. Parks in Existing Seaside Neighborhoods	Create new parks within existing Seaside Neighborhoods as funds and opportunities are available	Medium	Long	Public Works	Pending
PO 4. Parks in existing Seaside neighborhoods	Create new parks within existing Seaside neighborhoods, as identified in the West Broadway Urban Village Specific Plan, the Parks Master Plan, and north of East Broadway (as funds are available).	High	Long	Public Works	Pending
Table 30: Infrastructure Physical Improvements					
CFI 1. Capital improvement projects	Implement capital improvement projects identified in the Water System Master Plan.	Medium	Ongoing	Public Works	Public Works: in-progress
CFI 2. Water supply	Modify the SMWS system to allow new supplies developed in conjunction with regional partners (Cal-Am, MCWD, MRWPCA, and/or MPWMD) to be transmitted and connected to the SMWS system.	High	Short	Public Works	Public Works: in-progress
CFI 3. Short-term (priority) storm drainage projects	Implement near- term capital improvement projects identified in the Stormwater Master Plan.	High	Short	Public Works	Public Works: in-progress
CFI 4. Long-term storm drainage projects	Implement medium- and long-term capital improvement projects identified in the Stormwater Master Plan.	Medium	Medium/ Long	Public Works	Public Works: in-progress

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	12/15/2023 - 12/15/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		8
Total Units		8

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	0	6
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	22	8	0
Mobile/Manufactured Home	0	0	0
Total	22	8	6

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	8	8
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	1
Number of Proposed Units in All Applications Received:	21
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	0	0
Discretionary	1	21

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	21
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	28
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A

Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes
1					2	3	4	5							6	7	8	9	10		11	12	13
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVE D Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below								21	0	0	0	0	0	0	21	0	0						
	12631003000	1620 Broadway Ave		AR-23-16	5+	R	1/10/2024	21							21			NONE	Yes	N/A	Approved	Discretionary	

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

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Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2023-12/14/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	86	-	-	-	-	-	-	-	-	-	-	-	86
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	55	-	-	-	-	-	-	-	-	-	-	-	55
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	156	-	-	-	-	-	-	-	-	-	-	-	156
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Above Moderate		319	44	-	8	-	-	-	-	-	-	-	52	267
Total RHNA		616												
Total Units			44	-	8	-	-	-	-	-	-	-	52	564
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5										6	7	
		Extremely low-Income Need		2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		43		-	-	-	-	-	-	-	-	-	-	43

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C																	
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law																	
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Seaside
Reporting Year	2024 (Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 21: Fair Housing Services	Continue to provide CDBG funding to continue ECHO's work in Seaside. Refer households experiencing housing instability or crisis to appropriate agencies and resources.	Annually	Ongoing. The City provides CDBG funding to ECHO annually to continue their fair housing services in Seaside.
Program 21: Fair Housing Services	Ensure ECHO's in-person outreach efforts consider the characteristics of the special needs populations (lower income, Hispanic, elderly, persons with disabilities, language spoken) and their location (Census Tracts 137) by: - Ensuring in-person outreach is done in CT 137 - Making outreach materials available in Spanish Reviewing outreach effectiveness quarterly.	Starting Q1 2024	Ongoing. City staff continues to monitor ECHO's outreach efforts in the City. The City is also considering enhancing ECHO's outreach efforts by making ECHO's outreach at various public locations.
Program 21: Fair Housing Services	Update City website to provide bilingual information regarding fair housing rights and resources. Ensure website contains a summary of the Fair Employment and Housing Act (FEHA) and lists the protected characteristics outlined in this law.	Q1 2024	Ongoing. The City makes availabl ECHO's bilingual outreach materials regading fair housing rights and resources. City staff intends to update the website to contains summary of the Fair Employment and Housing Act (FEHA) and the protected characteristics outlined in this law.
Program 21: Fair Housing Services	Update the Zoning Code to comply with State housing law.	By end of 2024	Partially Completed. Zoning Ordinance Amendment to allow residential by-right in Commercial Mixed Use District and rezone of Sites Inventory Parcel Zoned Community Commercial to Commerical Mixed Use approved by Council in December 2024.
Program 21: Fair Housing Services	Ensure ECHO includes outreach and education of the protected characteristics under FEHA as well as the State's new Source of Income Protection (SB 329 and SB 222), defining public assistance including HCVs as legitimate source of income for housing.	2023-2031	This program is ongoing.
Program 5: Adequate Sites for RHNA and By-Right Approval	Develop new housing opportunities throughout the City by supporting the Seaside Housing Collaborative and identifying additional potential development partners and sites.	Annually	Ongoing. City staff continues to host monthly Board Meeting with the SHC Directors. City Staff worked on identifying potential development sites from a list of the City Owned parcels. Staff narrowed the list to two (2) viable sites and is currently working on drafting documentation to partner with potential developers to acquire and ultimately build affordable housing units.
Program 9: Accessory Dwelling Units	Facilitate the development of 112 ADUs over eight years. Advertise the availability of Pre approved ADU plans. Provide water rights for deed restricted ADUs.	2023-2031	24 ADUs were finaled in 2024. Pre-Approved ADU Plans are posted on the City's website. City Council allocated an additional three acre-feet of water for ADUs on March 6, 2025.
Program 9: Accessory Dwelling Units	Implement CalHome ADU Loan program	2024	Ongoing. The City is exploring funding resources including CalHome for ADU's
Program 11: Housing Choice Voucher Program Program 21: Fair Housing Outreach and Education	Landlord outreach to expand the location of participating voucher properties and increase mobility of households to tracts closer to transit by: • Educating existing landlords in CT 135 and attract new property owners outside of CT 135. • Host landlord fairs in city community centers and listening sessions in partnership with other Housing CBOs. Develop outreach and education materials to combat source-of-income stigma via targeted outreach campaign.	By the end of 2024	Housing Department Staff conducted meetings with local landlords on Housing Choice Vouchers (Section 8). City Staff is working on outreach and educational materials to combat source of income stigma.
Program 9: Accessory Dwelling Units	Inform ADU applicants that ADU units are subject to SB 329 and SB 222- rental unit cannot be denied based on source of incomeby posting information on the City website and the ADU application.	Begin Q1 2024	Pending.

Program 10: Homebuyer Assistance	Build generational wealth by supporting homeownership opportunities. - Continue supporting ECHO First Time Homebuyer Counseling services in Seaside. - In 2024, evaluate continued support for ECHO or similar service providers during the Consolidated Plan process. - Identify and pursue funding sourced from HCD and HUD, as well as partnerships with non-profits and lenders to provide homebuyer assistance. Pursue available grant funding resources in 2024 to reinstate the Homebuyer Assistance Program and include information about the program in the planned targeted outreach events in CT 137 if funding is awarded. If funding is awarded, begin implementation within one year or according to grant agreement.	Annually	Housing Department Staff works on continued community education on available Cal HFA programs, including first time homebuyers loans through collaboratin with Cal HFA. City Staff is pursuing available funding from both Federal and State programs with the goal to reinstate a local Homebuyers Assistance Program.
AFFH Actions: Community Development	Invest in improvements in low-income, racially segregated communities, especially Census tract 137, by - Prioritizing basic infrastructure improvements (e.g., water, sewer) - Targeting acquisition and rehabilitation to vacant and blighted properties in this tract Prioritize capital improvement projects in this census Tract 137.	2023-2031	This program is ongoing. The City continues to provide CDBG funding to different public facilities and infrastructure projects in LMI tracts annually.
AFFH Actions: Community Development	Complete the following planned improvement projects with components within Census Tract 137: 1. Fremont Center Medians - Design phase underway, construction phase estimated to start in the Fall of 2024 2. Broadway Ave Corridor Improvements - Design phase underway, construction phase estimated to start in the late-Fall of 2025 3. FOG Program Development - Citywide program. Development of a FOG program with staff training to inspect food service establishments for compliance with FOG regulations. Program Development estimated to be completed in April 2024 4. Stormwater Master Plan Update - Citywide project. Project underway, estimated completion date is May 2024. 5. Bike-Safe Grate Upgrades - Citywide project. Design phase underway, construction phase estimated to start in the Summer of 2024 6. Street Sign Upgrades - Citywide project. Upgrades to take place between April-June 2024.	2023-2031	Ongoing.
AFFH Actions: Community Development	Conduct proactive community engagement; continue to educate the community about health and safety codes via increased outreach, especially in Census Tract 137.	Begin Q1 2024	Ongoing.
AFFH Actions: Community Development	Implement the City’s CalHome ADU Loan Program. Ensure program outreach is conducted in Census Tract 137.	By Q3 2024	City received a \$1,000,000 CalHome ADU Loan in 2020 to issue ten (10) \$100K loans to low-income homeowners for the creation of ten (10) ADU's that would be rented to low-income homeowners. The grant had to be fully expended by June 2024. Ultimately, one applicant was identified, qualified and the Housing Department closed out the CalHOME ADU Loan Program, supporting the City of Seaside's goal to create affordable housing opportunities. The City of Seaside is one of two agencies, in the State of California, to successfully build a ADU/JADU under the HCD CalHOME ADU Loan Program. City Staff will continue to monitor this program to ensure compliance to State mandated CalHOME guidelines.
AFFH Actions: Community Development	Recruit residents from CT 137 to serve on boards, committees, task forces and other local government decision-making bodies.	Begin Q1 2024	Due to delays caused by loss of City Staff and Staff Turnover, updates have been delayed. City Staff will work with key departments to developan advertisement and recruitment campaign
AFFH Actions: Broadway Avenue Complete Streets Project	Begin construction/complete Broadway Avenue Complete Streets Projects. Implement non-infrastructure programming designed to increase the shift to active transportation modes and long-term behavior change.	Anticipated construction starting in FY25/26	Pending.

AFFH Actions: Supportive Services for Special Needs	The City of Seaside provides various youth programs and is continually evaluating opportunities to expand. Programs include: - CHAMP Program, administered by the Seaside Police Department provides mentorship to Seaside Youth - Youth Employment Program, administered by the Seaside Recreation Department, provides youth ages 15-18 with first time paid job experience during the summer in conjunction with resume and job search support. - Police Youth Diversion Program, administered by the Seaside Police Department and Monterey Peninsula Unified School District prevents youth from entering the justice system by providing them with positive alternatives and counseling. - VIP Program, administered by the Recreation Department, provides teens with an opportunity to gain work experience and skills while earning community service hours. - Workshops: The Seaside Recreation Department hosts monthly workshops for local teens. Topics include but are not limited to Financial Health, Youth Employment Opportunities, and Job Readiness. The City will: - Continue to engage in bilingual outreach and provide program materials in English and Spanish. - Identify ways to target outreach with community partners and school sites.	By Q1 2024	The City's CHAMP youth cadet program has 10 youth from the community. Youth Employment In 2024, 10 youths were hired and continued to work throughout the year in roles across Facilities, Teen Centers, After-School Programs, and Sports Programs. Participants went through a four-week orientation which focused on job skills, job search strategies, filling out applications, writing resumes and cover letters, and interview preparation. This experience has provided financial support for the interns, benefiting their home life, school, and sports activities. Diversion In 2024, we received 13 diversions, where 12 have graduated and one is pending. Graduating from the diversion program requires completing an eight-week mentoring program held at the Seaside Youth Resource Center VIP Program In 2024, 15 students participated in the program. After completing 40+ hours, they earned a trip to Six Flags California. At 15, they can apply for the city of Seaside's Youth Employment Program, making the VIP Program a great stepping-stone for future career opportunities. Workshops In 2024, held by the Seaside Youth Resource Center, workshops including the following topics--Mental Health Awareness, Eating Health with the Blue Zones Project, Gateway Drug Prevention, Social Media, Bullying Prevention and Leadership Development. These monthly workshops benefited between 20-25 youth.
AFFH Actions: Digital Divide	Taking action to close the digital divide by considering the needs of residents in Census Tract 137 if funding becomes available for the Seaside Broadband Master Plan. If funding becomes available, Seaside Broadband Master Plan outreach process to include active outreach to CT 137.	Pursue funding annually	This program is ongoing. The City continues to pursue funding
AFFH Actions: Tenant Protection and Anti-Displacement	Ensure existing residents in Census Tract 137 can remain and benefit as the neighborhood improves by: - Creating a listing of affordable units available Citywide and posting in the City website - Including portal for providers to report vacancies - Include information on City's website on County resources Inform residents of online registry during targeted outreach events (by ECHO and during Parks Master Plan development).	Begin listing in Q2 2024 and update on an ongoing basis. Utilize registry to notify residents as part of outreach strategy.	Due to delays caused by loss of City Staff and Staff Turnover, meetings and updates have been delayed. City Staff continues to partner with ECHO to support residents in need of assistance.
AFFH Actions: Tenant Protection and Anti-Displacement	Provide Housing Authority of the County of Monterey (HACM) Mon with updates on vacancies.	Begin listing in Q2 2024 and update on an ongoing basis. Utilize registry to notify residents as part of outreach strategy.	Due to delays caused by loss of City Staff and Staff Turnover, updates have been delayed.
AFFH Actions: Tenant Protection and Anti-Displacement	Help residents transition to their new homes when displacement cannot be prevented providing with link to the Monterey County Housing Authority's Rental Registry. Partner with nonprofits that serve underserved residents within the City to share information on fair housing and tenant rights. The City will create a fair housing informational flyer including Fair Housing Rights and resources available to distribute to local non-profits. Promote the Housing Authority of Monterey County's Emergency Housing Voucher Program, and other Housing Choice Voucher Programs, to tenants at-risk of displacement. Educational flyers will be in English and Spanish.	Provide link to HAMC by Q2 2023 Create and distribute flyer by July 2024. Update annually.	City Staff continues to be a resource to residents of Seaside by providing guidance and direction to available Monterey County Housing
AFFH Actions: Tenant Protection and Anti-Displacement	Educate development community and tenants about first right of refusal requirements per the City's Inclusionary Housing policy by: - Posting this information on the City's fair housing webpage - Include this information on informational flyer to be shared with nonprofit partners	Update website by Q1 2024 Create and distribute flyer by July 2024	Due to delays caused by loss of City Staff and Staff Turnover, updates have been delayed.
AFFH Actions: Tenant Protection and Anti-Displacement	Establish procedures to implement SB 330, including replacement requirements	By the end of 2024	Staff is aware of the requirements of SB 330. Projects which are consistent with the General Plan do not require Rezones. No residential units (affordable or otherwise) have been proposed for removal.
AFFH Actions: Tenant Protection and Anti-Displacement	Collaborate with non-profits to pursue acquisition/rehabilitation of affordable housing beyond those at-risk.	2023-2031	This program is ongoing.

Program 26: Anti-Displacement Strategy	Adopt a multi-pronged anti-displacement strategy to work to relieve displacement pressures caused by the increasing income gap and increasing housing costs in the City. The strategy will include measures that encourage affordable housing production, work to preserve existing affordable housing, and protect current residents from displacement in rapidly changing portions of the city, particularly in Census Tracts 137 and 140.	Targeted outreach 2024-2025. Adopt Strategy by the end of 2025	This program is ongoing.
Program 14: Preservation of Publicly Assisted Low Income Housing	In 2021, the City created an affordable housing development non-profit called Seaside Housing Collaborative whose mission is to conceptualize, plan, entitle, construct, acquire, sell or lease affordable housing up to and including workforce housing within the City of Seaside. - Monitor Units at Risk: The City will keep in regular contact with the five projects with affordable units to monitor any change in status or intent to maintain the projects as affordable housing. The City will also ensure that no affordable rental unit is allowed to convert to a condominium without meeting the requirements of the City’s adopted condominium conversion ordinance in Chapter 17.42 of the Zoning Ordinance. - Provide Tenant Education: If any of these projects files a Notice of Intent to opt out of affordability covenants, the City will work with tenants to inform them of their rights under federal and State regulations, including receiving proper noticing. New State law requires noticing the tenants three years, one year, and six months ahead of conversion. - Work with Potential Priority Purchasers: Work with Seaside Housing Collaborative to pursue acquisition/rehabilitation opportunities.	Annually	The SHC is an independent 501c3, though it currently (as of May 2024) relies on City Staff and Resources for its operations. Meetings are held monthly on the third Wednesday of each month at 10:00 AM in the Black Horse room at the Oldemeyer Center. Through collaboration with local landlords and community involvement, the SHC provides information and direction on identifying opportunities for affordable housing opportunities. Ongoing. City staff continues to host monthly Board Meeting with the SHC Directors. City Staff worked on identifying potential development sites from a list of the City Owned parcels. Staff narrowed the list to two (2) viable sites and is currently working on drafting documentation to partner with potential developers to acquire and ultimately build affordable housing units.
AFFH Actions: Economic Development	Increased housing and jobs opportunities through the West Broadway Urban Village Specific Plan (WBUVSP), which encourages higher density and mixed-use redevelopment, in CT 140. Ensure existing businesses in CT 140/WBUVSP area benefit from redevelopment by: - Annually conduct on-site multi-lingual outreach to small businesses. About two to three times a month, a dedicated outreach staff member makes on-site visits to educate small business owners regarding potential financing and access to low-cost capital - Annually organize Community Business Meetings on an occasional basis, sometimes based on a specific topic and sometimes just to obtain feedback. - Increase the visibility of the Economic Development staff located within the West Broadway Urban Village. The City is presently researching potential providers of technical assistance to small businesses.	2023-2031	Staff has provided outreach to small businesses by doing business visits. During the visits staff has shared information for free training workshops from local partners (CalCoast SBDC, Monterey County Business Council, SCORE Central Coast and SeeMonterey) to enhance their marketing efforts, how to create a business plan, gain access to low-cost capital, and other similar topics. Staff is also multi-lingual and is able to interact with a larger number of businesses. Staff identified a partner to provide direct technical assistance, however the selected partner was acquired by another entity. Staff will formalize an agreement in 2025 with the entity to provide technical assistance.

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Seaside	
Reporting Period	2024	31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.			TOTAL UNITS ⁺	The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the chcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺		
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units			6	6					City purchased a multi-dwelling property consisting of 6-units that have been designated as low-income affordable
Mobilehome Park Preservation									
Total Units by Income			6	6					

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2																
Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2																
For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).																
Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	<u>Date Converted</u>	<u>Notes</u>
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0	0	

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Period	6th Cycle	12/15/2023 - 12/15/2031

element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Seaside	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2024 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For Monterey County jurisdictions, please format the APN's as follows:999-999-999-999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved								Units (Beds/Student Capacity) Granted
1				2	3	4								5
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Local Early Action Planning (LEAP) Reporting

(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity’s application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$150,000.00		Total award amount is auto-populated based on amounts entered in rows 15-26.		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
6th Cycle Housing Element Update	\$150,000.00	\$150,000.00	Completed	Local General Fund	



CITY OF SEASIDE STAFF REPORT

Item No.: 8.F.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Adolfo Gonzalez, Project Manager

DATE: March 20, 2025

SUBJECT: ADOPT A RESOLUTION AUTHORIZING A SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WEST COAST CODE CONSULTANTS INC. IN THE AMOUNT OF \$235,482.09 TO PROVIDE BUILDING AND SAFETY SERVICES TO THE BUILDING AND CODE ENFORCEMENT SERVICES DEPARTMENT

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute a second amendment to the professional services agreement with West Coast Code Consultants, Inc. (WC3) for \$235,482.09 for Building and Safety Services.

BACKGROUND

In March 2024, the City executed a Professional Services Agreement with West Coast Code Consultants Inc. (WC3) to provide specialized services for the Building and Code Enforcement Department. These services are for, but not limited to, plan checks, building code standards, architecture, structural engineering, fire safety, accessibility (CASP - Certified Access Specialist), energy efficiency, mechanical systems, electrical systems, and plumbing.

In addition, WC3 provides critical support such as an onsite contracted Chief Building Official. Initially, the agreement was executed with a budget of \$100,000 for specialized plan check services. On September 5, 2024, the City Council approved the first contract amendment, increasing the agreement by \$209,271.87 to accommodate reimbursable plan check fees associated with the Grand Hyatt Seaside Resort, bringing the total contract amount to \$309,271.87.

Due to ongoing services and demands, the current resources are insufficient and additional funds are necessary to cover past, current, and future costs. The City currently owes WC3 \$85,482.09 in past-due invoices, and an additional \$150,000.00 is needed to ensure continuous service delivery through the end of Fiscal Year 2024-2025. The additional funding requirement brings the second contract amendment amount to a total of \$235,482.09, for a final total contract amount of \$544,753.96.

FISCAL IMPACT

There is currently \$56,017.91 available in Account 100-7210-2073 (Subcontracted Work). Additionally, the Building and Code Enforcement Department has identified salary savings of \$180,000 for the Chief Building Official vacancy. A mid-year budget adjustment request to increase funding in Account 100-7210-2073 will be submitted on March 20, 2025.

ATTACHMENTS

1. Resolution WC3 2nd Amendment 2025-03-20
2. CCO 2nd Amendment
3. CCO 1st Amendment
4. AG 2024-047 Professional Service Agreement for Building and Safety Services - West Coast Code Consultants, Inc_1 (SIGNED)

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager

RESOLUTION NO. 24-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

ADOPTING 4LEAF, INC., CSG CONSULTANTS, SHUMS CODA ASSOCIATES, TRB+ASSOCIATES AND WEST COAST CODE CONSULTANTS TO PROVIDE ON-CALL BUILDING AND SAFETY SERVICES

WHEREAS, In March 2024, the City entered into a Professional Services Agreement with West Coast Code Consultants, Inc., for \$100,000.00, to provide specialized comprehensive building and safety services to the Building and Code Enforcement Department.

WHEREAS, Specialized comprehensive plan check services requires staff with specialized knowledge and expertise in various areas of design and construction related to building code standards. These areas include but are not limited to architectural, structural, fire-safety, accessibility/CASp (Certified Access Specialist), energy, mechanical, electrical and plumbing.

WHEREAS, West Coast Code Consultants, Inc. is providing critical support such as an onsite contracted Chief Building Official.

WHEREAS, On September 5, 2024, the City Council approved the first contract amendment, increasing the agreement by \$209,271.87 to accommodate reimbursable plan check fees associated with the Grand Hyatt Seaside Resort, bringing the total contract amount to \$309,271.87.

WHEREAS, Due to ongoing services and demands, the current resources are insufficient and additional funds are necessary to cover past, current, and future costs.

WHEREAS, The City currently owes WC3 \$85,482.09 for services rendered and an additional \$150,000.00 is needed to ensure continuous service delivery through the end of Fiscal Year 2024-2025.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Seaside does hereby approve the City Manager to execute a second amendment to the professional services agreement with West Coast Code Consultants, Inc., in the amount of \$235,482.09 to continue to provide specialized comprehensive building and safety services for a total contract amount of \$544,753.96

PASSED AND ADOPTED at a regular City Council meeting of the City Council of the City of Seaside duly held on the 20th day of March 2025, 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

APPROVED TO FORM:

Sheri L. Damon, City Attorney

CONTRACT AMENDMENT #2
PROFESSIONAL SERVICES
City of Seaside

Date: March 20, 2025

Change Requested by: X CITY Consultant

Contract Date

March 1, 2024

Project Name

BUILDING AND SAFETY SERVICES

To (Consultant): West Coast Consultants, Inc., 417 Grand Ave, Suite 201, South San Francisco, CA 94080

You are directed to make the following changes to the Contract Documents or amend the following described work not included in the contract documents for this project.

The purpose of this addendum is to provide additional professional services related to the project named above. The contract terms and conditions shall not be modified except for as stated herein.

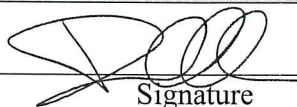
MODIFY the following text in Section V. "PAYMENT"

The AGENCY agrees to pay CONSULTANT monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed \$235,482.09 (Two hundred thirty five thousand four hundred eighty two dollars and nine cents.) for the total term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT.

Original Contract Amount	Previous CCO Total (Not including this CCO)	This CCO Total	Revised Contract Amount
\$100,000.00	\$209,271.87	\$235,482.09	\$544,753.96
Original Contract Time	Original Completion Date	CCO Days To Date (Including This CCO)	Revised Completion Date
12 months	March 1, 2024	0	June 30, 2025

CONTRACT AMENDMENT #2
PROFESSIONAL SERVICES
City of Seaside

SUBMITTED BY:		
 Signature	Adolfo Gonzalez Project Manager	3/14/25 Date
CITY APPROVAL BY:		
	Greg McDanel City Manager	
Signature	Name and Title	Date

CONSULTANT ACCEPTANCE BY:		
 Signature	Donald Zhao West Coast Code Consultants, Inc.	3/14/25 Date
	Name and Title	

**CONTRACT AMENDMENT #1
PROFESSIONAL SERVICES
City of Seaside**

Date: September 5, 2024

Change Requested by: X CITY Consultant

Contract Date

Project Name

March 1, 2024

BUILDING AND SAFETY SERVICES

To (Consultant): West Coast Consultants, Inc., 417 Grand Ave, Suite 201, South San Francisco, CA 94080

You are directed to make the following changes to the Contract Documents or amend the following described work not included in the contract documents for this project.

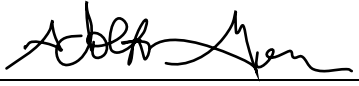
The purpose of this addendum is to provide additional professional services related to the project named above. The contract terms and conditions shall not be modified except for as stated herein.

MODIFY the following text in Section V. "PAYMENT"

The AGENCY agrees to pay CONSULTANT monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed \$209,271.87 (Two hundred nine thousand two hundred seventy one dollars and eighty seven cents.) for the total term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT.

Original Contract Amount	Previous CCO Total (Not including this CCO)	This CCO Total	Revised Contract Amount
\$100,000.00	\$0.00	\$209,271.87	\$309,271.87
Original Contract Time	Original Completion Date	CCO Days To Date (Including This CCO)	Revised Completion Date
12 months	March 1, 2024	0	April 30, 2025

CONTRACT AMENDMENT #1
PROFESSIONAL SERVICES
City of Seaside

SUBMITTED BY:		
	Adolfo Gonzalez Project Manager	08/30/2024
Signature	Name and Title	Date
CITY APPROVAL BY:		
	Craig Malin City Manager	
Signature	Name and Title	Date

CONSULTANT ACCEPTANCE BY:		
	Donal Zho West Coast Code Consultants, Inc.	8/30/24
Signature	Name and Title	Date



CITY OF SEASIDE PROFESSIONAL SERVICE AGREEMENT FOR BUILDING & SAFETY SERVICES

This PROFESSIONAL SERVICE AGREEMENT (PSA) FOR BUILDING AND SAFETY SERVICES ("AGREEMENT"), is made and effective as of March 01, 2024 between the City of Seaside ("AGENCY"), a municipal corporation and West Coast Code Consultants, Inc. ("CONSULTANT"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on March 01, 2024 and shall remain and continue in effect until tasks described herein are completed, but in no event later than one (1) year with the option to extended for two (2), six month terms OR unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. CONSULTANT shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing.

III. PERFORMANCE

CONSULTANT shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this AGREEMENT.

IV. AGENCY MANAGEMENT

Agency's Chief Building Official shall represent AGENCY in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by CONSULTANT, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to CONSULTANT. Agency's Manager shall be authorized to act on AGENCY's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section V hereof.

V. PAYMENT

- A. The AGENCY agrees to pay CONSULTANT monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed One Hundred Thousand Dollars (\$100,000.00) for the total term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT.
- B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the Agency Manager. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by Agency Manager and CONSULTANT at the time AGENCY's written authorization is given to CONSULTANT for the performance of said services.
- C. CONSULTANT will submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the AGENCY disputes any of CONSULTANT's fees it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefore.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The AGENCY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the CONSULTANT at least ten (10) days prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If the AGENCY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.
- B. In the event this AGREEMENT is terminated pursuant to this Section, the AGENCY shall pay to CONSULTANT the actual value of the work performed up to the time of termination, provided that the work

performed is of value to the AGENCY. Upon termination of the AGREEMENT pursuant to this Section, the CONSULTANT will submit an invoice to the AGENCY pursuant to Section V.

VII. DEFAULT OF CONSULTANT

- A. The CONSULTANT's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this AGREEMENT, AGENCY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises out of causes beyond the CONSULTANT's control, and without fault or negligence of the CONSULTANT, it shall not be considered a default.
- B. If the Agency Manager or his/her designee determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this AGREEMENT, he/she shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time or fails to present the AGENCY with a written plan for the cure of the default, the AGENCY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

- A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AGENCY that relate to the performance of services under this AGREEMENT. CONSULTANT shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. CONSULTANT shall provide free access to the representatives of AGENCY or its designees at reasonable times to such books and records; shall give AGENCY the right to examine and audit said books and records; shall permit AGENCY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this AGREEMENT. Such records, together with

supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

- B. Upon completion of, or in the event of termination or suspension of this Agreement, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, computer discs, and reports prepared by the Contractor under this Agreement shall become the sole property of City and may be used, reused, or otherwise disposed of by City without the permission of Contractor. With respect to computer files, Contractor shall make available to City, at City's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnity

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless AGENCY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or sub consultants (or any agency or individual that CONSULTANT shall bear the legal liability thereof) in the performance of services under this AGREEMENT. CONSULTANT's duty to indemnify and hold harmless AGENCY shall not extend to the AGENCY's sole or active negligence.

B. Duty to defend

In the event the AGENCY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by AGENCY, CONSULTANT shall defend the AGENCY at CONSULTANT's cost or at AGENCY's option, to reimburse AGENCY for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by CONSULTANT's negligent acts, errors or omissions. Payment by AGENCY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and AGENCY, as to whether liability arises from the sole or active negligence of the AGENCY or its officers, employees, or agents, CONSULTANT will be obligated to pay for AGENCY's defense until such time as a final judgment has been entered adjudicating the AGENCY

as solely or actively negligent. CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit C attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

- A. CONSULTANT is and shall at all times remain as to the AGENCY a wholly independent consultant and/or independent contractor. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither AGENCY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the AGENCY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against AGENCY, or bind AGENCY in any manner.
- B. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Except for the fees paid to CONSULTANT as provided in the AGREEMENT, AGENCY shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for AGENCY. AGENCY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The AGENCY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the AGENCY in connection with the award, terms or implementation of this AGREEMENT, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the AGENCY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the AGENCY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of AGENCY, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this AGREEMENT.

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

- A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without AGENCY's prior written authorization. CONSULTANT, its officers, employees, agents, or sub consultants, shall not without written authorization from the Agency Manager or unless requested by the Agency Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this AGREEMENT or relating to any project or property located within the AGENCY. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives AGENCY notice of such court order or subpoena.
- B. CONSULTANT shall promptly notify AGENCY should CONSULTANT, its officers, employees, agents, or sub consultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this AGREEMENT and the work performed there under or with respect to any project or property located within the AGENCY, unless the AGENCY is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless CONSULTANT is prohibited by law

from informing the AGENCY of such Discovery. AGENCY retains the right, but has no obligation, to represent CONSULTANT and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless AGENCY is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to CONSULTANT in such proceeding, CONSULTANT agrees to cooperate fully with AGENCY and to provide the opportunity to review any response to discovery requests provided by CONSULTANT. However, AGENCY's right to review any such response does not imply or mean the right by AGENCY to control, direct, or rewrite said response.

XVI. NOTICES

Any notices which either party may desire to give to the other party under this AGREEMENT must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To AGENCY:	City of Seaside Romeo Herrera, Chief Building Official 440 Harcourt Avenue Seaside, CA 93955
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To CONSULTANT:	West Coast Code Consultants, Inc. Donald Zhao, Vice President, Regional Manager 417 Grand Avenue, Suite 201 South San Francisco, CA 94080
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XVII. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the AGENCY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. West Coast Code Consultants, Inc., may use assistants, under his/her direct supervision, to perform some of the services under this AGREEMENT. CONSULTANT shall provide AGENCY fourteen (14) day's notice prior to the departure of Donald Zhao from CONSULTANT's employ. Should he/she leave CONSULTANT's employ, the AGENCY shall have the option to immediately terminate this AGREEMENT, within three (3) days of the close of said notice period. Upon termination of this Agreement, CONSULTANT's sole

compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the CONSULTANT. Before retaining or contracting with any CONSULTANT for any services under this AGREEMENT, CONSULTANT shall provide AGENCY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such sub-consultant which shall include an indemnity provision similar to the one provided herein and identifying AGENCY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from AGENCY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

XIX. GOVERNING LAW

The AGENCY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court with jurisdiction over the AGENCY.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

CONSULTANT is bound by the contents of AGENCY's Request for Proposal, Exhibit "D" hereto and incorporated herein by this reference, and the contents of the proposal submitted by the CONSULTANT, Exhibit "E" hereto. In the event of conflict, the requirements of AGENCY's Request for Proposals and this AGREEMENT shall take precedence over those contained in the CONSULTANT's

proposals. The incorporation of the CONSULTANT's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this AGREEMENT or the relationship between CONSULTANT and/or AGENCY, unless expressly agreed to in writing.

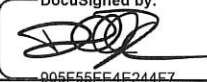
XXII. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

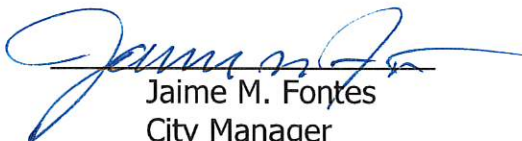
IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

CONSULTANT

DocuSigned by:

By: 

005F55FE4E244F7...
Donald Zhao
Vice President
West Coast Code Consultants, Inc.


Jaime M. Fontes
City Manager
City of Seaside

Attachments:	Exhibit A	Tasks to Be Performed
	Exhibit B	Payment Schedule
	Exhibit C	Insurance Requirements
	Exhibit D	Request for Proposal
	Exhibit E	Consultant's Proposal

EXHIBIT A

TASKS TO BE PERFORMED

The ultimate scope of the services and list of deliverables will be determined when such services are requested on a task-by-task/project level basis.

- Building and Safety Services in-house staffing for office coverage, residential and commercial plan checks, related to California Building, Residential, Electrical, Plumbing, Mechanical, Green Building Standards and Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements).
- Residential and commercial building inspections.
- Third party commercial and residential Plan Check for California Building, Residential, Electrical, Plumbing, Mechanical Green Building Standards and Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements).
- Contract Building Inspection Services (combination) short or long-term assignments.
- Certified Accessibility Specialist availability.
- Contract Code Enforcement Services
- Senior Combination Building Inspectors
- Certified and experienced Permit Technicians

EXHIBIT B

PAYMENT AND RATE SCHEDULE

CONSULTANT will submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the AGENCY disputes any of CONSULTANT's fees it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefore.

Proposed Fee Schedule

WC³ proposes the following rates based on a percentage of the plan review fees collected by the City of Seaside. A listing of hourly rates additionally depicts rates proposed for all field inspection, miscellaneous and personnel assigned to this project.

WC³ Proposed Fee and Rate Schedule	
<i>*Additional notes and details included on the subsequent page.</i>	
FIXED FEE / CONTRACT RATES	
Comprehensive Plan Review	65% of Plan Review Fees
Structural Only Plan Review	40% of Plan Review Fees
Revisions, Deferred Submittals, RFI's etc.	As Per Hourly Rates Below
Minimum Plan Review for Fixed Fee Projects	\$280 (2-Hour Minimum Rate)
Expedited Plan Review	150% of Contract Rates
Electronic Plan Review / Auto Coordination	No Additional Cost
HOURLY RATES*	
Certified Accessibility Specialist Plan Reviewer / Inspector	\$155.00 / Hour
Plan Review Structural Engineer (Registered SE)	\$155.00 / Hour
Plan Review Engineer (Registered PE)	\$150.00 / Hour
Building Plans Examiner	\$140.00 / Hour
Fire Plans Examiner	\$145.00 / Hour
ICC Certified Senior Building Inspector	\$140.00 / Hour
ICC Certified Building Inspector III	\$130.00 / Hour
ICC Certified Building Inspector II (Commercial)	\$120.00 / Hour
ICC Certified Building Inspector I (Residential)	\$110.00 / Hour
Permit Technician / Administrative Support	\$90.00 / Hour
Expedited Plan Review	150% of Hourly Rates
PREVAILING WAGE HOURLY RATES**	
Prevailing Wage Rate of Inspectors	\$184.00 / Hour
MISCELLANEOUS SERVICES	
Reimbursable Expenses	At Cost + 10%
Courier / Delivery Expenses	No Additional Cost
Mileage Expenses	IRS Standard Rate
Trip Fee	Staff Hourly Rate + IRS Standard Rate***

Continued on next page...

Proposed Fee Schedule

(Continued)

* **Annual Hourly Rate Adjustment** - WC³'s proposed hourly rates are applicable through June 30, 2024. Hourly rates are subject to an annual increase based on a minimum 3% cost-of-living, the Engineering News Record's (ENR) Construction Cost Index (CCI), or the Consumer Price Index - Urban (CPI-U); whichever is greater.

Fixed Fee Plan Review Services - Plan check services include an initial review, second review and minor third review (if needed) for approval of the plans. Any additional time required beyond the third plan review will be billed on an hourly basis, with prior approval by the City.

Preliminary, Revisions and Deferred Submittals - Preliminary plan reviews, review of revisions after a project has been approved, review of shop drawings, and review of deferred submittals, etc. will be completed on an hourly basis with a minimum charge of 2-hours and a mutually acceptable not-to-exceed amount.

Expedited Plan Review - Expedited plan review may be accommodated upon request with 24 hours notice. This service will be accommodated for both percentage based and fixed fee/contract rate packages, as well as for hourly rate contracts and services.

Electronic Plan Review - Electronic plan review services will be performed for percentage based plan review services facilitated off-site at WC³ office locations, as well for hourly plan review projects associated with in-house City services. WC³ will automatically coordinate all processes.

** **Prevailing Wage Assignments** - Proposed hourly rates for Inspection Services are not applicable to prevailing wage assignments. Any prevailing wage assignment rates submitted to the jurisdiction will comply with State of California's Department of Industrial Relations (DIR) regulations.

On-Site, In-House or Inspection Services - On site or in-house services (plan review, permit technician, CBO services) will be provided in eight (8) hour segments. An eight (8) hour minimum is required for all requested inspection services.

Overtime - On-site, in-house or inspection services more than forty (40) hours a week, overtime work, holiday work, weekend work, etc. will be invoiced as follows:

- **Overtime** – One hundred fifty percent (150%) of regular rates. Overtime is defined as working more than forty (40) hours a week, more than eight (8) hours a day or more than six (6) consecutive days in a week.
- **Double Overtime** – Two hundred percent (200%) of regular rates. Double overtime is defined as working more than twelve (12) hours a day or working more than eight (8) hours on the seventh consecutive day of work.
- **Holidays and Weekends** – Two hundred percent (200%) of regular rates.

Reimbursable Expenses - Reimbursable expenses (i.e. specialized equipment rental or printing costs) will be authorized prior to charge and billed at actual cost + 10% mark up.

Courier / Delivery Expenses - Should the need arise, WC³ will use our established shipping service to pick up documents for courier/delivery to and from our WC³ office(s) at no additional cost.

Mileage Expenses - When applicable, reimbursements for mileage are for the use of personal automobiles within the City's limits, typically Building Inspectors. Reimbursements for mileage are applicable to the staff hourly rate plus the Internal Revenue Service's (IRS) standard mileage rate.

*** **Trip Fee** - A trip fee will be applicable each way for all on-site consultations required for plan review, staff augmentation, or inspections. Trip fee expenses are applicable to the staff hourly rate plus the Internal Revenue Service's (IRS) standard mileage rate.

Invoicing Procedures - At the beginning of each month, WC³ will furnish an invoice and a statement of the work performed for compensation during the preceding month. Such statement will also include a detailed record, if applicable, of the month's actual reimbursable and mileage expenditures.

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of AGENCY, and prior to commencement of Work, CONSULTANT shall obtain, provide and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and in a form satisfactory to AGENCY.

Note: Verify minimum limit for each coverage with Risk Manager.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Note: May need to delete workers' compensation and employer's liability insurance requirements for certain sole proprietorships, partnerships, or corporations without employees.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

CONSULTANT shall submit to AGENCY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of AGENCY, its officers, agents, employees and volunteers.

Note: If the required limits for general liability, auto and employer's liability are \$1 million or less, the following paragraph may be omitted.

Umbrella or excess liability insurance. [Optional depending on limits required]. CONSULTANT shall obtain and maintain an umbrella or excess liability insurance policy with limits that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrence of effective dates with primary policies;
- Policies shall "follow form" to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

Other provisions or requirements

Proof of insurance. CONSULTANT shall provide certificates of insurance to AGENCY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with AGENCY at all times during the term of this contract. AGENCY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or sub consultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by AGENCY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of AGENCY before the AGENCY's own insurance or self-insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, AGENCY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by AGENCY will be promptly reimbursed by CONSULTANT or AGENCY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, AGENCY may cancel this AGREEMENT.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against AGENCY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against AGENCY, and shall require similar written express waivers and insurance clauses from each of its sub consultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the AGENCY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the AGENCY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the AGENCY requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the AGENCY.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to AGENCY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that AGENCY and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to AGENCY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy (ies) shall not contain any cross-liability exclusions.

Pass through clause. CONSULTANT agrees to ensure that its sub consultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to AGENCY for review.

Agency's right to revise specifications. The AGENCY reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the AGENCY and CONSULTANT may renegotiate CONSULTANT's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by AGENCY. AGENCY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by AGENCY.

Timely notice of claims. CONSULTANT shall give AGENCY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

EXHIBIT D
REQUEST FOR PROPOSAL

**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL
ON-CALL CONSULTANTS - BUILDING SERVICES
DECEMBER 28, 2023**

The City of Seaside, hereinafter (City) is requesting proposals from qualified Building and Safety (Consultant) firms in response to this Request for Qualifications (RFQ) to provide professional services and staff augmentation to support the following:

- On-call consulting services for the Building Division;
- On-call Building Services related activities (i.e. counter staffing, permit issuance);
- Building and Safety related activities

The selected Consultant will be responsible for providing staff augmentation services in various areas of the Building Department. The City of Seaside intends to create an “On Call” list to provide Building and Safety augmentation services. Consultants will be selected based on the responses to this RFQ.

I. BACKGROUND

The City of Seaside is located approximately 115 miles south of San Francisco and 73 miles south of San Jose. The City of Seaside encompasses a total area of approximately nine square miles. Seaside is the largest city on the Monterey Peninsula with 33,878 residents. A large part of the City of Seaside's area, 6.44 square miles, lies within the former Fort Ord military base. From time to time, the City of Seaside may contract with outside consultants to augment staffing. This RFQ is intended to augment staffing for the Building Department.

II. PROPOSED SCOPE OF WORK

The City is seeking to develop a list of qualified “On-Call” Consultants to provide building and safety review support to support processing of various development applications and/or plans or to complete the preparation and processing of environmental documents required for compliance with the California Environmental Quality Act (CEQA) or building and safety related activities. The list of projects may include, but is not limited to:

Building and Safety Services Related:

- Building and Safety Services in-house staffing for office coverage, residential and commercial plan checks, related to California Building, Residential, Electrical, Plumbing, Mechanical, Green Building Standards and Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements).
- Residential and commercial building inspections.
- Third party commercial and residential Plan Check for California Building, Residential, Electrical, Plumbing, Mechanical Green Building Standards and Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements).
- Contract Building Inspection Services (combination) short or long-term assignments.

Request for Qualifications
Building & Safety Services Staff Augmentation

- Certified Access Specialist (CAsp) availability.
- Contract Code Enforcement Services
- Senior Combination Building Inspector
- Certified and experienced Permit Technician

The selected Consultants will be on an “On-Call”, “As Needed” basis for a one (1) year period with an option to extend for one (1) year and a second option to extend for one (1) year, for a total three (3) year term.

The ultimate scope of the services and list of deliverables will be determined when such services are requested on a task-by-task/project level basis. A separate fee proposal will be required for each task/project requested including hourly rates and fixed fees. Consultants need not be capable of providing all of the listed services to receive a contract. State clearly the portion of the Scope of Services that the Consultant intends to provide.

It is anticipated that during the two (2) year term that the City will award a Task Order to an “On-Call” consultant who has/have best met requested task-by-task/project level qualifications and with whom the City has successfully completed negotiations regarding billing rates and fees. The actual contract amount is not to exceed \$1,000,000 (one million dollars) and the amount of work may vary depending on the consultants’ qualifications and the amount of work needed by the City.

The ideal candidate has a good working knowledge of the following documents:

1. State Water Resources Control Board (SWRCB) Water Quality Order No. 2013-0001-DWQ National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000004
2. City of Seaside Municipal Code
3. ALL of 2022 California Building Codes and documentation required to be provided/submitted to the Building Department as a project progresses from one phase into the next, including but not limited to Energy forms, special reports, field plan changes, as an example.

Attachment A contains a copy of the Standard Consultant Agreement, which includes standard terms and conditions and insurance requirements applicable to the performance of this work.

III. FORM AND CONTENT OF PROPOSAL

Proposals should clearly state respondent's qualifications. In reviewing the proposals, the City of Seaside considers the quality of the proposal to be reflective of the potential quality of the work the Consultant is able to perform. The ability of the Consultant to clearly and concisely convey information will be considered in the review process. Consultants are encouraged not to submit lengthy and overly wordy proposals.

The SOQ must be concise (maximum 15 pages) and include, at a minimum, the following information:

- A) A brief description of the consultant's firm, including the year the firm was established, type of organization (partnership, corporation, etc.), and a statement of the firm's qualifications for performing the subject consulting services.
- B) A summary of the qualifications and experience of each member proposed to provide professional services.
- C) A project summary list with descriptions of the proposed team's experience working for public entities.
- D) A list of references of relevant clients, including a contact person with their current telephone number and email address.

All proposing firms must be professionally engaged in Building and Code Enforcement with experience in the public sector for a minimum of ten (10) years. At a minimum, Consultants must employ qualified individuals who are licensed and/or otherwise qualified in the following disciplines:

- 1. Contract Building Inspection Services
- 2. Permit Issuance
- 3. Code Enforcement
- 4. Third party commercial and residential Plan Check for California Building, Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements).

IV. QUESTIONS AND ADDENDA

Please direct any questions you may have regarding this RFQ, including any request for the City of Seaside to issue a formal written clarification or correction of a discrepancy or an omission in this RFQ, **via email** to:

Romeo Herrera,
Chief Building Official
831-899-6733
rherrera@ci.seaside.ca.us

**Request for Qualifications
Building & Safety Services Staff Augmentation**

Any request for a formal written clarification or correction of a discrepancy or an omission in this RFQ must be received by the City of Seaside at least three (3) business days prior to the proposal due date. Any City of Seaside response to such a request will be made in the form of an addendum to this RFQ and will be sent by e-mail to all parties to whom this RFQ has been issued prior to the proposal due date. All addenda shall become part of this RFQ.

All correspondence from the City of Seaside for this RFQ will be by either email or regular mail. In order to ensure that all interested Consultants are notified of such clarifications or corrections, please provide your email and contact information to Mr. Herrera at the email address listed above if your firm intends to submit a Proposal.

V. SUBMITTAL OF PROPOSALS

Please submit three (3) hard copies and one (1) electronic copy in PDF format of your Proposal, identified on the outside of the envelope as "**Proposal for Professional Services**" to arrive at the City of Seaside's offices not later than 4:30 p.m. Pacific Time on Friday, January 19, 2024 addressed as follows:

Mr. Romeo Herrera
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
(831) 899-6733

Proposals received by the City of Seaside after this deadline will not be accepted. Emailed submissions are acceptable but cannot contain zipped files or files larger than 5 Mbytes.

All material submitted in accordance with this RFQ becomes property of the City of Seaside and will not be returned.

VI. EVALUATION PROCESS

Agency staff will review each SOQ for completeness and content. Each SOQ will be evaluated based upon the relevant qualifications and experience of the consultant. Staff may conduct interviews if necessary. References will also be verified. The SOQ review will focus upon the following criteria and assigned points:

1. *Organization:* Does the firm offer the breadth and quality of services required for the types of services listed in the Scope of Work? - 20 points
2. *Staff:* Do the qualifications of key personnel to be assigned to the anticipated projects coincide with tasks listed in the Scope of Work? Do assigned personnel have requisite education, experience, and professional qualifications?- 20 points

Request for Qualifications
Building & Safety Services Staff Augmentation

3. *Experience:* Has the firm demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein? - 20 points
4. *Professional Standing:* Are the firm's references from past clients and associates favorable? Are deliverables submitted on time and within budget? - 10 Points
5. *Proposal:* Organization, presentation, and content of proposal. Conformance to the specified proposal format. - 15 Points
6. *Responsiveness.* Ability to perform services at City of Seaside City Hall at a fair and reasonable cost. Ability to respond to request for service in a timely manner. – 15 points

Proposals will be ranked on the basis of qualifications. The City of Seaside may conduct interviews with some or all of the firms who submit proposals, or it may complete its evaluation based on the proposals alone. If interviews are conducted, firms selected for interview will be contacted at that time to arrange the date and time for their interview.

VII. SELECTION PROCESS

Based on staff recommendation, City Council will consider approval of consultant(s). The City Council may approve selected firms or choose to determine that no SOQ proposal exhibits adequate qualifications.

Upon the selection by the City Council, consultant(s) may or may not be called upon by the City of Seaside to provide services.

VIII. SCHEDULE

The anticipated schedule for award of this project is as follows:

Release of RFQ	December 28, 2023
Receipt of Proposals	January 19, 2024
Review/Rate Proposals	January 22-23, 2024
Interview Consultant(s), if necessary	January 25-26, 2024
Council approval of On-Call List	February 15, 2024
Start of Contract	February 28, 2024

IX. ACCEPTANCE OR REJECTION OF PROPOSAL

The City of Seaside reserves the right to accept or reject any and all proposals. The City of Seaside also reserves the right to waive any informality or irregularity in any Qualifications. Additionally, the City of Seaside may, for any reason, decide not to award an agreement as a result of this RFQ or cancel the RFQ process. The City of Seaside shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal. The City of Seaside will make a recommendation to the City Council regarding the selection of Consultant

based upon an evaluation of the proposals. The City of Seaside reserves the right to negotiate project deliverables and associated costs.

X. GENERAL DESCRIPTION OF PROPOSED AGREEMENT

Upon conclusion of the RFQ process, the City of Seaside will establish a list of Consultants with which the City may enter into negotiations for the assignments described. The selected Consultant shall enter into contract negotiations with the City of Seaside in substantial conformity with the selected proposal and the form of the Consultant Agreement, which is contained in Attachment A.

XI. INSURANCE REQUIREMENTS

The selected Consultant, at Consultant's sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain all of the insurance requirements, as outlined in Attachment B.

All policies, endorsements, certificates, and/or binders shall be subject to approval by the City of Seaside as to form and content. The selected Consultant agrees to provide the City of Seaside with a copy of said policies, certificates and/or endorsements.

The selected Consultant shall satisfy these insurance requirements prior to approval of the Agreement. Please address any issues with respect to insurance requirements in your response to the corresponding question in the RFQ.

XII. EXAMINATION OF PROPOSED MATERIAL

The submission of a proposal shall be deemed a representation and certification by the Consultant that they have investigated all aspects of the RFQ, that they are aware of the applicable facts pertaining to the RFQ process, its procedures and requirements, and that they have read and understood the RFQ. No request for modification of the statement shall be considered after its submission on grounds that the Consultant was not fully informed as to any facts or condition.

XIII. PUBLIC NATURE OF PROPOSAL MATERIAL

Responses to this RFQ become the exclusive property of the City of Seaside. At such time as the City Manager recommends a Consultant to the City Council all proposals received in response to this RFQ become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Consultant as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary." The City of Seaside shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

**Request for Qualifications
Building & Safety Services Staff Augmentation**

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the City of Seaside may not be in a position to establish that the information that a Consultant submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret,” or “Proprietary,” the City of Seaside will provide the Consultant who submitted the information with reasonable notice to allow the Consultant to seek protection from disclosure by a court of competent jurisdiction.

XIV. DISQUALIFICATION

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- A. Evidence of collusion, directly or indirectly, by Consultants in regard to the amount, terms, or conditions of this proposal;
- B. Any attempt to improperly influence any member of the selection staff;
- C. Existence of any lawsuit, unresolved contractual claim or dispute between Consultant and the City of Seaside;
- D. Evidence of incorrect information submitted as part of the proposal;
- E. Evidence of Consultant’s inability to successfully complete the responsibilities and obligations of the proposal; and
- F. Consultant’s default under any agreement, which results in termination of the Agreement.

XV. NON-CONFORMING PROPOSAL

A proposal shall be prepared and submitted in accordance with the provisions of these RFQ instructions and specifications. Any alteration, omission, addition, variance, or limitation of form or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City of Seaside.

XVI. PROHIBITION OF GIFTS

City of Seaside officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with the City of Seaside, or proposing to do business with the City of Seaside. The offering of any illegal gift shall be grounds to disqualify a Consultant. To avoid even the appearance of impropriety, Consultants should not offer any gifts or souvenirs, even of minimal value, to City of Seaside officers or employees. The Consultant shall be subject to the City of Seaside’s prohibition.

XVII. NON-DISCRIMINATION/NON-PREFERENTIAL TREATMENT

The successful Consultant shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of Seaside contracts.

XVIII. ADDITIONAL TERMS AND CONDITIONS

The following additional terms and conditions are applicable to this RFQ process:

- A. It is anticipated that the award of the Agreement resulting from the RFQ shall include terms and conditions similar to those referenced in the City of Seaside's Standard Consultant Agreement, attached. Exceptions proposed by the Consultant, if any, to the terms and conditions included in the City of Seaside's Standard Consultant Agreement should be included in the proposal. The City of Seaside reserves the right to consider any proposal exceptions during its evaluation of the acceptability of a proposal.
- B. This RFQ does not commit the City of Seaside to pay any costs incurred in the submission of the proposal or in making any necessary studies or analysis in preparation of submission of the proposal.
- C. The City of Seaside reserves the right without limitation to:
 - 1. Enter into an agreement with another Consultant in the event that the originally selected Consultant defaults or fails to execute an agreement with the City of Seaside;
 - 2. Modify and re-issue the RFQ;
 - 3. Take action regarding the RFQ as may be deemed to be in the best interest of the City of Seaside.
- D. The City of Seaside reserves the right to verify any information provided during the RFQ process. The City of Seaside may contact references listed or any other person known to have contracted with Consultant.
- E. An agreement shall not be binding or valid with the City of Seaside unless and until it is executed by authorized representatives of the City of Seaside and of the Consultant.
- F. While it is the intent of the City of Seaside to proceed with this project, this solicitation does not obligate the City of Seaside to enter into an Agreement. The City of Seaside retains the right to cancel this RFQ at any time should the project be cancelled, the City of Seaside loses the required funding, or it is deemed in the best interest of the City of Seaside. No obligation either expressed or implied, exists on the part of the City of Seaside to make an award or to pay any cost incurred in the preparation or submission of an RFQ.
- G. Failure to execute the agreement within the time frame identified above shall be sufficient cause for voiding the award.

Request for Qualifications
Building & Safety Services Staff Augmentation

- H. Failure to comply with other requirements within the set time shall constitute failure to execute the Agreement. If the selected respondent refuses or fails to execute the Agreement, the City of Seaside may award the contract to the next qualified highest ranked Respondent.

XIX. ATTACHMENTS

Attachment A – Sample Agreement

Attachment B – Insurance Requirements

EXHIBIT E
CONSULTANT'S PROPOSAL



Attn: Mr. Romeo Herrera
Chief Building Official
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955
rherrera@ci.seaside.ca.us

STATEMENT OF QUALIFICATIONS

Proposal Prepared for: City of Seaside, CA
Submitted by: Friday, January 19, 2024 @ 4:30 pm

On-Call Consultants Building Services

West Coast Code Consultants, Inc.
South San Francisco Regional Office
417 Grand Avenue, Suite 201
South San Francisco, CA 94080

CALIFORNIA | UTAH | WASHINGTON | NEVADA | IDAHO

Teaming with Your Community to Make a Difference

Photo Credit: <https://www.ci.seaside.ca.us>

PROJECT CONTACT:

Donald Zhao, PE, MCP, CBO
Vice President, Regional Manager
417 Grand Avenue, Suite 201
South San Francisco, CA 94080
P: (650) 754-6353
C: (925) 997-4322
E: Donald@WC-3.com



West Coast Code Consultants, Inc.



West Coast Code Consultants, Inc.

Cover Letter

January 19, 2024

Mr. Romeo Herrera
Chief Building Official
City of Seaside
440 Harcourt Avenue
Seaside, CA 93955

RE: Request for Qualifications - On-Call Consultants Building Services

Attn: Mr. Romeo Herrera,

West Coast Code Consultants, Inc. (WC³) is thrilled to present our statement of qualifications to the City of Seaside, California City. We are offering our services to provide On-Call Consultants Building Services as necessary in support of the City.

WC³ has a proven track record of providing reliable support and excellent service for providing complete Building and Safety Services throughout California. We are confident in our ability to provide these important services to your City.

Our team of professionals includes licensed civil engineers, structural engineers, fire protection engineers, land surveyors, ICC-certified building officials, fire marshals, plans examiners, building and public works inspectors, permit technicians, and other experts. Our vast experience working on various civil, engineering, architectural, structural, mechanical, electrical, plumbing, solar, fire, and energy projects has provided WC³ with unparalleled knowledge of local codes and ordinances, State Codes, Federal Codes, and Standards.

Our combined experience, knowledge, and customer service are key to our performance. We are fully capable of meeting the staff augmentation, third-party plan check, building inspection, code enforcement and permitting needs for your projects. Our prime strategies for serving your agency are as follows:

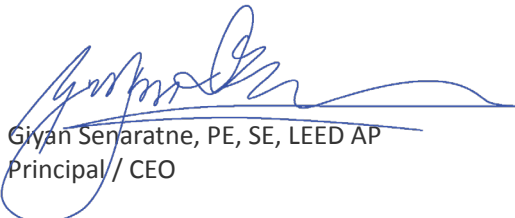
- ▶ Provide accurate and responsive plan review, inspection, code enforcement, and permitting services to ensure compliance with applicable codes and standards.
- ▶ Provide the highest level of customer service and perform plan reviews and inspections that meet or beat standard turnaround times.
- ▶ Balance the need to ensure conformance to standards and regulations with the need for predictability, uniformity, and efficiency.

We thank you for your consideration and look forward to an opportunity of working together. We are confident in our ability to meet the needs of the City of Seaside and eager to deliver professional, thorough service with our diverse, experienced team. If you have any questions or require further information, please feel free to contact me, or our Vice President and Regional Manager, Mr. Donald Zhao, at anytime. He can be reached at:

Donald Zhao, PE, MCP, CBO - Vice President/Regional Manager
West Coast Code Consultants, Inc. | South San Francisco Regional Office

417 Grand Avenue, Ste. 201 | South San Francisco, CA 94080 | P: (650) 754-6353 | E: Donald@WC-3.com

Sincerely,



Giyan Senaratne, PE, SE, LEED AP
Principal / CEO

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WEST COAST CODE CONSULTANTS, INC.

Donald Zhao, PE, MCP, CBO | **P:** (650) 754-6353 | **E:** Donald@WC-3.com
417 Grand Avenue, Suite 201, South San Francisco, CA 94080 | **www.WC-3.com**

Photo Credit: <https://www.ci.seaside.ca.us>

Company Information

Firm Overview

West Coast Code Consultants, Inc. (WC³) is a code compliance consulting firm, specializing in comprehensive plan review, inspection and staff augmentation services. Founded by Giyan Senaratne in 2006, WC³ is not a subsidiary of any other firm. The company has experienced steady growth over the past 17 years and has evolved from a small central team in California to an industry leader throughout the United States. WC³ serves clients with 11 office locations in six states and over 125 employees. Shall a contract be awarded to our firm, our South San Francisco Regional Office will primarily service the City of Seaside contract. No sub-contractors or sub-consultants will be utilized to perform the work.

Regional / Client Manager

Donald Zhao, PE, MCP, CBO - Vice President
P: (650) 754-6353 | Donald@WC-3.com

Plan Review Manager

H. Zahra Fattah
P: (925) 275-1700 | Zahra@WC-3.com

Building Inspection Manager

H. Joe Rossbach, MCP, CBO
P: (650) 754-6353 | JoeR@WC-3.com

Staff	Entity	Federal ID/Tax ID
125	S-Corp	204707579

Corporate Office

5000 Executive Parkway, Suite 510
San Ramon, CA 94583
P: (925) 275-1700 | F: (925) 275-0600

South San Francisco Regional Office

417 Grand Avenue, Suite 201
South San Francisco, CA 94080
P: (650) 754-6353 | F: (925) 275-0600

Recognition & Accomplishments

- ICC Preferred Education Provider (#1129)
- AIA Education Provider (#38839994)
- 2022, 2014 & 2010 ICC Chapter Industry Awards for Excellence
- 2021, 2019 & 2015 ICC Chapter Education Awards
- 2019 ICC Chapter Permit Tech of the Year
- 2021 Plumbing Essentials Handbook Author
- 2021 & 2018 IBC Handbook Co-Author
- 2018 IEBC Handbook Author
- 2018 IRC Plan Review Course Developer
- 2018 IBC Structural/Non-Structural Plan Review Course Developer



COMMUNICATION

Good communication is a top priority in providing good service. WC³ staff members assigned to the City of Seaside projects will be responsive and easy to contact by email and/or phone.



ON-TIME PLAN REVIEW

Our qualified team performs a variety of timely reviews, including:

Residential Developments
Commercial Occupancies
Tenant Improvements
Institutional Facilities
Essential Service Buildings
Medical Labs & Facilities
Public Works & More



QUALIFIED

WC³ has been providing building department services and more for over a decade. Each team member working on the City of Seaside projects will have obtained all requisite certifications and licensing.



Highlights



Qualifications and Experience

General and Special Skills

WC³ has been serving local jurisdictions with complete plan review, inspection, staff augmentation and other comprehensive services for almost 17 years. The company was founded on a commitment to supporting municipalities with exceptional service, code expertise and creative problem-solving. The same guiding philosophy continues to serve our clients to this day and WC³ continues to thrive with the ability to adapt to each client's needs. Whether it's a 40-story high-rise, or a complex mixed-use commercial and residential occupancy, we've assisted coastal and inland cities throughout California with all types of projects—both large and small. Our team of highly qualified professionals is licensed, certified and understands all aspects of code. We strive to meet aggressive turnaround times to keep projects on schedule and always address questions and concerns in a polite and friendly manner.

When in-house teams are understaffed, require specific expertise on complex projects, or feel overwhelmed with a long list of projects, WC³ is available to handle all technical aspects or project overflow for your community. We serve in matters to help fulfill obligations and can join in on phone calls or meetings with city officials, employees or applicants. In many instances, our employees have served jurisdictions in a variety of roles, including administrative or front counter support, permit technicians, or to provide interim building official or third-party plan check services. We strive for complete satisfaction and our remarkable employees are always ready to assist.

WC³ is recognized as an industry leader with a team who maintains a high level of skill and experience. Through our WC³ Academy, we are often invited to host live instructor training, as well as online, on-demand training courses in building safety and fire prevention for field and technical staff, nationally. We remain a leader in meeting ever-changing industry standards and our employees are continually challenged to enhance their educations and pursue relevant certifications. This combination of experience, knowledge and customer service is the key to our success and helps us provide the very highest quality of service possible.

BUILDING SAFETY | FIRE PREVENTION | ENERGY & POWER PUBLIC WORKS & CIVIL ENGINEERING | WC³ ACADEMY | ePROCESS360

Building/Fire Plan Reviews
Civil/Public Works Plan Review
Code Interpretation
Code Enforcement

Building/Fire/Civil/Energy Inspection
Building Official/Fire Marshal Services
Administrative Services
Staff Augmentation

Code Training/Education
Online Permitting/Municipal
Software Solutions
And More!



Our Team

The WC³ team is comprised of licensed and certified...

Structural Engineers	Certified Accessibility Specialists
Civil Engineers	Certified Plans Examiners
Fire Protection Engineers	Certified Building Inspectors
Certified Fire Marshals	Certified Public Works Inspectors
Certified Building Officials	Certified Fire Inspectors
Certified SWPPP Designers	Certified Permit Technicians

Experience and Expertise to Address the Scope of Services

WC³ strives to adapt to the styles and requirements of the jurisdictional clients we serve. Every community is unique, and our staff is trained to provide individualized support for each of our clients. We are confident in our ability to perform the duties outlined by the City of Seaside. If awarded a contract, WC³ will provide building and safety review support to support processing of various development applications and/or plans or to complete the preparation and processing of environmental documents required for compliance with the California Environmental Quality Act (CEQA) or building and safety related activities. The list of projects may include, but is not limited to:

Building and Safety Services:

- Building and Safety Services in-house staffing for office coverage, residential and commercial plan checks, related to California Building, Residential, Electrical, Plumbing, Mechanical, Green Building Standards and Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements).
- Residential and commercial building inspections.
- Third party commercial and residential Plan Check for California Building, Residential, Electrical, Plumbing, Mechanical Green Building Standards and Energy Codes (including Residential Fire Sprinklers and Disabled Access requirements).
- Contract Building Inspection Services (combination) short or long-term assignments.
- Certified Accessibility Specialist availability.
- Contract Code Enforcement Services
- Senior Combination Building Inspectors
- Certified and experienced Permit Technicians
- WC³ will be on an “On-Call”, “As Needed” basis for a one (1) year period with an option to extend for one (1) year and a second option to extend for one (1) year, for a total three (3) year term.
- WC³ understands that the ultimate scope of the services and list of deliverables will be determined when such services are requested on a task-by-task/project level basis. Separate fee proposals will be provided for each task/project requested including hourly rates and fixed fees. At this time, a rate schedule has not been included along with the submittal of this proposal. However, as previously mentioned, separate fee proposals will be provided for each task or project requested, including hourly rates and fixed fees.

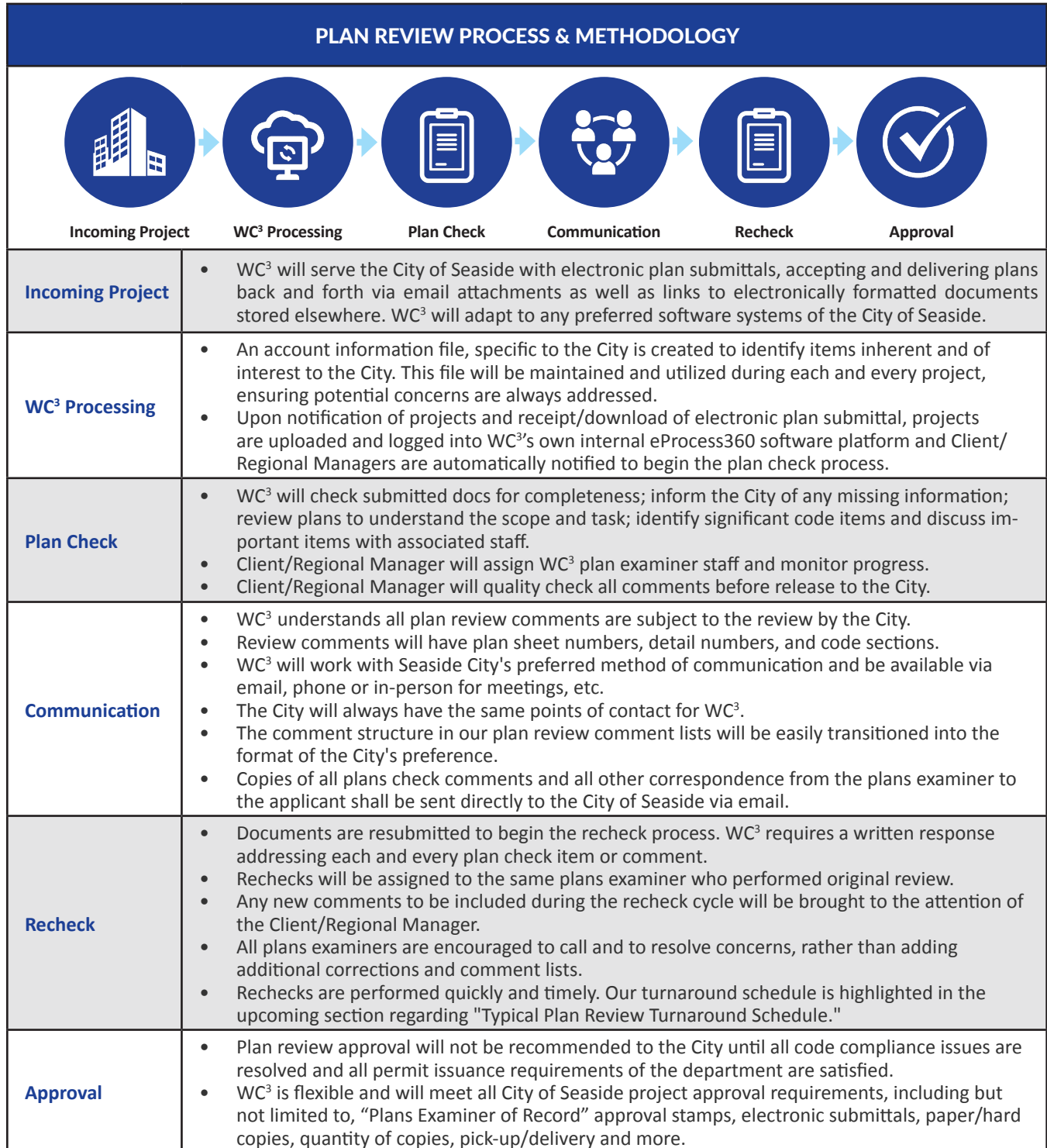
WC³ has a good working knowledge of the following documents:

- 1. State Water Resources Control Board (SWRCB) Water Quality Order No. 2013-0001-DWQ National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000004
- 2. City of Seaside Municipal Code
- 3. ALL of 2022 California Building Codes and documentation required to be provided/submitted to the Building Department as a project progresses from one phase into the next, including but not limited to Energy forms, special reports, field plan changes, as an example.

Qualifications and Experience

(Continued)

WC³ will work in a seamless and timely manner for all proposed services according to the City of Seaside's preferred procedures. An outline to WC³'s general process and methodologies associated with plan checking can be viewed below.



Qualifications and Experience

(Continued)

TYPICAL PLAN REVIEW TURNAROUND SCHEDULE

WC³ comprehensive plan reviews are performed in a prompt and expeditious manner to meet our jurisdictional clients' needs. WC³ is able to commit to performing plan review deliverables within timeline expectations that meet or beat industry standards. When workloads get tight, WC³ is able to take advantage of schedule availability in additional Regional Offices and benefit from the knowledge and expertise shared across multiple disciplines. All turnaround times are specified from the day they are received in our office(s) and for extraordinarily complex projects, WC³ will immediately contact the City of Seaside and agree on an appropriate response time prior to starting the review.

	INITIAL (Business Days)	RECHECK (Business Days)	EXPEDITED (Business Days)	RECHECK (Business Days)
New Construction, Additions & Remodels	10	5	5	5
New Construction Multi-Family	15-20	5-10	5-10	5-10
Commercial Projects (Small)	10	5	5	5
Commercial Projects (Large/Complex)*	15-20	5-10	5-10	5-10

** Typical turnaround times for large/complex projects is 15-20 days for first reviews and 5-10 days for re-checks.
The City will be contacted and an appropriate response time will be negotiated on a case by case basis.*

EXPEDITED APPROACH TO PLAN REVIEW SERVICES

Expedited or accelerated plan review can be accommodated upon request at anytime from the City of Seaside. The expedited plan review process is a means to accelerate initial plan reviews by experienced plans examiners, and when it comes to expedited plan review services, WC³'s typical plan review process is extremely easy to adapt. Clients simply need to submit projects according to standard protocols with a note highlighting that a project is to be expedited. In this case, the quality of WC³'s expedited plan review services do not change. WC³ will allocate additional staffing as necessary, and as available, in order to meet the City's expedited deadlines. WC³ shall provide initial comments, including corrections to be made to the construction documents, within an expedited turnaround time of five (5) business days from the date the submittal was received by our team. Subsequent reviews following initial expedited reviews may also be expedited at each client's discretion; however subsequent reviews are typically completed in a timely manner and will be reviewed in the order in which they are received.

TYPICAL INSPECTION TURNAROUND SCHEDULE

Inspections shall be performed during the City of Seaside's regular business hours. Our inspection services include a commitment to making inspectors available for standard, routine inspection needs associated with projects. Standard turnaround for inspection requests will be scheduled accordingly with 48-hour advance notice and when the schedule allows, WC³ will make every effort to accommodate emergency or same-day inspection requests. Additionally, when special needs arise, inspectors can also be made available for after-hour, weekend and holiday inspections as well.

INSPECTION PERIOD	REQUEST LEAD TIME FOR INSPECTION
Short Term / Standard Inspections	48 Hours Advance Notice
Long Term Assignment Inspections	1 Months Advance Notice
Emergency/Same Day Inspections	Accommodated as Schedule Allows

Additional Efforts to Achieve the City of Seaside Satisfaction

WC³ will provide the City of Seaside the technical expertise they seek through a complete array of plan review, inspection, code enforcement and permitting services. Our portfolio includes projects regarding building, preliminary building, structural, fire & life safety, accessibility, energy, mechanical, plumbing, electrical, solar and other specialty disciplines. Our staff is committed to providing higher standards by delivering building department solutions that exceed client satisfaction and meet time and budget constraints. We believe we are able to meet all the outlined requirements of the RFQ as stated. The following is a list of additional professional aspects specific to this RFQ that we feel the City of Seaside will find advantageous:

- ▶ **International Code Council (ICC) Certified Permit Technicians** - As needed, WC³ can furnish exceptionally qualified personnel to staff and support your front counter operations. Our staff operates as an extension of your team and understands that customer service is paramount in our industry. All of our team members are intimately familiar with the building application and permitting process. Our technicians are acquainted with a vast array of jurisdictional permit tracking programs and will quickly adapt to your departments specific processes and procedures. We work proactively and collaboratively with applicants to help resolve issues and make the permitting process as pleasant as possible for your customers. All candidates will be presented for the City's approval.
- ▶ **International Code Council (ICC) Certified Inspections** - All inspection personnel assigned to your jurisdiction will be able to read, understand and interpret construction documents, prepare and maintain accurate records and reports, communicate clearly both verbally and in writing and work effectively with contractors, the public, and jurisdictional staff. WC³ tailors our inspection services to meet the specific needs of our clients. In addition to maintaining the International Code Council (ICC) certified inspectors and combination inspectors on staff, we also maintain a list of highly qualified and certified personnel to draw upon when we desire to fulfill jurisdictional clients' full time or interim needs. Each inspector assigned to the City of Seaside will be in possession of all required certifications and minimum experience requirements; and the City will have the opportunity to review all candidates prior to task or project assignment.
- ▶ **California Licensed, ICC-Certified Building Plan Review** - WC³ has ten (10) licensed structural engineers and twenty two (22) professional engineers on staff to meet the criteria noted in the RFQ. Many have performed engineering design work in the past, and each has performed hundreds of commercial, residential, institutional/educational, MEP and structural plan reviews throughout their career. Our staff also includes six (6) Master Code Professionals and many members certified by the ICC. Our team operates independently as a third party entity, is properly licensed to practice in the state of California, and has no conflict of interest with regard to any other work performed by our firm for the City.
- ▶ **California Licensed Fire Protection Plan Review** - WC³ is an industry leader in providing plan review services for Fire Prevention and Fire and Life Safety Plan Review. Our diverse team of Fire Protection Engineers, Executive Fire Officers, Certified Fire Protection Specialists, Fire Marshals and Plans Examiners offer clients and extensive range of experience—both formally and on the job. With resources of technical professionals from multiple offices, our team is proficient in all types of construction. Clients count on us to understand the intricacies of fire department access, means of egress, smoke management, fire flow calculations, hazardous materials, fire protection systems, communication systems and more.
- ▶ **California Licensed Engineering Plan Review** - WC³'s engineering plan review service includes California certified professionals and engineers, as well as company best practices to meet each municipality's service requirements. Our team manages projects effectively and efficiently, completing all deliverables with clear comments and communication on time and within budget. We combine quality service to review improvement plans for conformance to approved tentative map, specific plans, and conditions of approval, as well as engineering bond estimates, subdivision maps, hydrology/hydraulic reports, stormwater management, development plans, lot line adjustments, lot mergers, easement plats, and more. Our personalized approach with transparent communication helps streamline the process.

Qualifications and Experience

(Continued)

- ▶ **Certified Accessibility Specialist Plan Review** - WC³'s professional staff of plans examiners has vast experience in providing plan reviews for specialized accessibility projects and is well versed in all construction-related accessibility code and standards. WC³ has provided numerous CASp plan reviews and inspections for many of our California clients and has tremendous expertise in guiding clients through California's accessibility regulations as well as ADA and other applicable laws.
- ▶ **Electronic/Digital Plan Review Capability** - WC³ is very familiar with Electronic/Digital Plan Review technologies and works in a variety of capacities as per jurisdictional clients' specifications and systems. This technologically advanced form of plan review provides WC³ the ability to review, mark-up and transport plans of any size, electronically. At no additional cost to clients, we strongly encourage this service. The electronic count on us to understand the intricacies of fire department access, means of egress, smoke management, fire flow calculations, hazardous materials, fire protection systems, communication systems and more.
- ▶ **Meeting Availability & Technical Advice** - When jurisdictions are understaffed, require specific expertise on complex projects, or feel overwhelmed with particular projects, WC³ is available to handle all technical aspects or project overflow for the City of Seaside. We serve in matters to help fulfill obligations and with reasonable notice are more than happy to join in on phone calls or attend special meetings at the City to help facilitate the approval process. Team members are available to discuss projects with designers, construction teams, City employees and/or applicants. We strive for complete client satisfaction and whether it's through telephone, email, web conference, fax or in person, WC³ team members are always ready to assist.
- ▶ **Emergency Services** - Teaming with Your Community to Make a Difference. This phrase has served as the guiding mission of WC³ for over 17 years. As we navigate challenging times, emergencies, disasters or pandemics, WC³ is committed to taking care of our clients and doing our part by continuing to offer the following services:
 - ▶ **Plan Review** - Because of our experience with electronic plan reviews, our staff has the ability work remotely and not miss a beat. With multiple offices located in various regions, we are able to adjust quickly and move plan review projects amongst qualified personnel with similar expertise and provide seamless service to our clients. We are also able to facilitate meetings via teleconference and more, and all phone calls and emails will be responded to within the same quick and friendly manner as usual.
 - ▶ **Inspections & Code Enforcement** - The health and safety of employees and clients is always a top priority for WC³. When circumstance necessitates, we go to great lengths to perform safe, live inspections, while in others we are able to serve clients remotely. In either case, we are committed to helping manage the risk during emergency situations while also helping jurisdiction maintain performance.
 - ▶ **Staff Augmentation** - WC³'s staff augmentation services are a valuable resource when it comes to supporting jurisdictions' needs during emergencies and critical times. Whether live or remote support is needed, we're ready and available to assist with inspection services, building official responsibilities, administrative or permit technician duties, and more!
 - ▶ **eProcess360EDSR** - While an emergency, disaster or pandemic may have an immense impact on all of our lives, WC³ is committed to helping communities maintain day-to-day operations with as few disruptions as possible. Our eProcess360-EDSR is an online permitting solution that helps a jurisdiction work remotely with online applications, document submittals and plan review — serving citizens with peace of mind.
- ▶ **Continuing Education & Training** - WC³ is deeply embedded within the Building Safety industry, with many key staff serving as general members, executive board officers, committee participants, and requested instructors within ICC Chapters and industry associations. We facilitate and encourage all of our personnel to achieve the highest level of experience and certification; and all team members are appropriately licensed, certified and trained with attendance at industry-related training classes, conferences, and seminars. Due to our emphasis on training, WC³ has also created the WC³ Code Academy which provides education, training and online, on-demand resources to our staff and the industry. Please find additional information at www.WC-3.com.

Qualifications and Experience

(Continued)

Project Management Personnel

WC³ has established an experienced project team of individuals that would seamlessly augment the City of Seaside staff. The South San Francisco Regional office will serve as the management center for this project and Mr. Donald Zhao, PE, MCP, CBO will serve as Regional Manager and key WC³ contact for the City. The following includes a brief summary of proposed key contacts. On the subsequent pages, the additional members of the designated team are listed with specific assignment of in an Organization Chart, as well as a Table of Qualifications, displaying all licensing and certifications. Complete resumes of proposed team members can be viewed in the "Appendix - Resumes" on page 16. Photo copies of actual requisite licensing or certifications may be provided upon request.

Donald Zhao, PE, MCP, CBO - Regional Manager, Vice President



We propose the services of Mr. Donald Zhao, PE, MCP, CBO as our main point of contact and Client Manager for the City of Seaside. With over 20 years of experience in the construction industry and many of those years as a code official, Mr. Zhao has proven his mastery of Building Code in its many facets. Donald uses every opportunity to expand his base of knowledge and share it with his team. His utilization of modern collaboration technology, along with a strict standard of quality, has enabled Donald to lead the South San Francisco branch of WC³ into several years of consistent growth. Donald's technique and ambition serve as the foundation and goal for all his employees and set him at the cutting edge of an industry constantly in search of innovation.

Zahra Fattah - Plan Review Manager



Ms. Fattah has a multitude of structural design experience with several years as a design engineer and many years as structural and non-structural plan review engineer. She brings a broad range of experience to any project. As a plan review engineer she has reviewed thousands of projects for jurisdictions throughout California. Types of projects reviewed include single family dwellings, podium type residential complexes, corporate offices, OSHPD Medical facilities and Data Centers. She has provided in-house plan review services in multiple jurisdictions throughout the bay area and currently leads the plan review division at WC³'s San Ramon office. Mrs. Fattah is a long time Bay Area resident and is intimately familiar with the Bay Area built environment.

H. Joe Rossbach, MCP, CBO - Building Inspection Manager

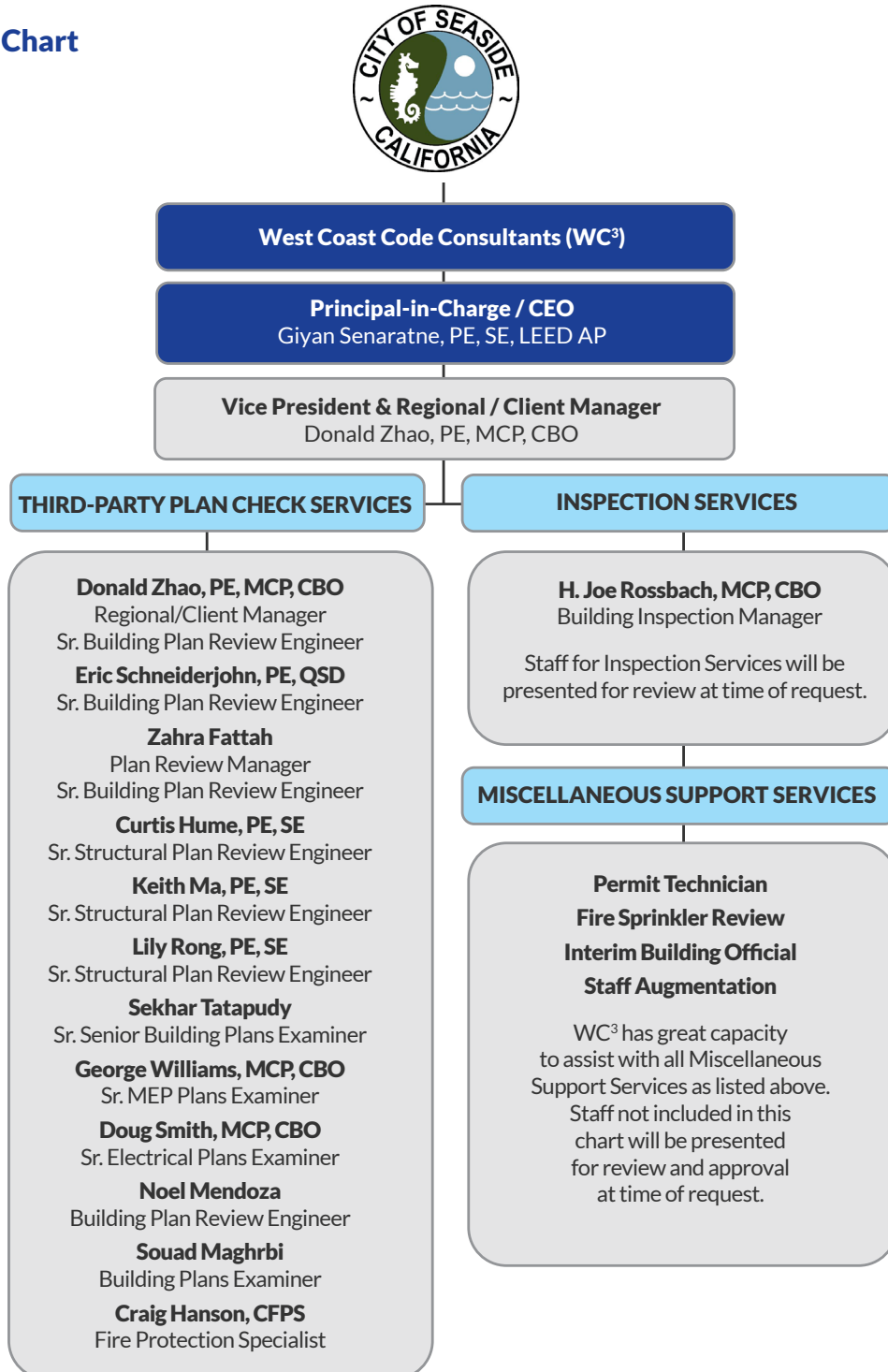


Mr. Rossbach, MCP, CBO, is a master code professional with over 25 years in the construction industry. His experience has enabled him to demonstrate exceptional problem-solving skills. Having worked with numerous customers in the construction industry, he also presents incredible interpersonal skills with strict attention to detail. Exposure to the industry from a variety of positions has assisted Joe in gaining the valuable skills necessary to perform a variety of inspections to ensure code compliance. He brings extensive building and construction inspection experience in multiple disciplines as well as in-depth trade and product knowledge. Joe achieved his chief building official certification through the International Code Council and has completed both the Management and Legal Modules.

Qualifications and Experience

(Continued)

Organization Chart



In addition to the staff members proposed, supplemental certified staff is available for support to the project. These staff members will be presented to the City for review at time of request.

Qualifications and Experience

(Continued)

PLAN REVIEW SERVICES

Giyan Senaratne, PE, SE, LEED AP Principal-in-Charge / CEO San Ramon Corporate Office	- Registered PE: CA 46194 - Registered SE: 4457 - LEED AP Certification	+8 Additional Certifications 32 Years Industry Experience
Donald Zhao, PE, MCP, CBO Vice President Building Plan Review Engineer South San Francisco Regional Office	- Registered PE: CA 79273 - ICC Master Code Professional - ICC Certified Building Official	+30 Additional Certifications 15 Years Industry Experience
Eric Schneiderjohn, PE, MS Building Plan Review Engineer San Ramon Corporate Office	- Registered PE: CA C 87019 - MS in Civil Engineering - ICC Building Plans Examiner	+2 Additional Certifications 10 Years Industry Experience
Zahra Fattah Plan Review Manager San Ramon Corporate Office	- BS in Structural Engineering - BS in Applied Physics	- ICC CA Building Plans Examiner 23 Years Industry Experience
Curtis Hume, PE, SE Structural Plan Review Engineer San Ramon Corporate Office	- Registered PE: CA 38266 - Registered SE: S3134	+3 Additional Licenses in Washington and Arizona 40 Years Industry Experience
Keith Ma, PE, SE Structural Plan Review Engineer San Ramon Corporate Office	- Registered PE: CA 364767 - Registered SE: 5065	14 Years Industry Experience
Lily Rong, PE, SE Structural Plan Review Engineer South San Francisco Regional Office	- Registered PE: CA 76434 - Registered SE: 6469	20+ Years Industry Experience
Sekhar Tatapudy Senior MEP Plans Examiner San Ramon Corporate Office	- Masters of Business Administration - Bachelor of Science Mechanical Engineering	37+ Years Industry Experience 14+ Years Bay Area Plan Check Experience
George Williams, MCP, CBO Senior MEP Plans Examiner Sandy Regional Office	- ICC Master Code Professional - ICC Certified Building Official - ICC Plumbing Code Specialist	- ICC Mechanical Code Specialist + 29 Additional Certifications 21 Years Industry Experience
Doug Smith, MCP, CBO Sr. Electrical Plans Examiner Layton Regional Office	- ICC Master Code Professional - ICC Certified Building Official - Electrical Plans Examiner	+12 Additional Certifications 21 Years Industry Experience
Noel Mendoza Building Plan Review Engineer San Ramon Corporate Office	- Bachelor of Civil Engineering - Engineer in Training Certification	- ICC Building Plans Examiner 8+ Years Industry Experience

Qualifications and Experience

(Continued)

PLAN REVIEW SERVICES (Continued)

Souad Maghrbi Building Plans Examiner San Ramon Corporate Office	• Bachelor of Science in Engineering • ICC CA Building Plans Examiner	• 20+ Years Industry Experience
Craig Hanson Fire Protection Specialist Meridian Satellite Office	• BA: Bachelor of Arts • AS: Applied Science • Fire Protection Specialist	• IFSAC Fire Inspector • Fire & Life Safety Plan Review • 29+ Years Industry Experience

INSPECTION SERVICES

H. Joe Rossbach, MCP, CBO Building Inspection Supervisor Sr. Building Inspector / Plans Examiner South San Francisco Regional Office	• ICC Master Code Professional • ICC Certified Building Official • ICC Commercial Bldg. Inspector	• ICC Building Plans Examiner • 28 Additional Certifications • 31 Years Industry Experience
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Additional staff for Inspection Services will be presented for review at the time of request.

MISCELLANEOUS SUPPORT SERVICES

WC³ has great capacity to assist with Miscellaneous Support Services including, but not limited to: Permit Technician, Fire Sprinkler Review, Interim Building Official, and Staff Augmentation. Staff not included in this chart will be presented for review and approval at time of request.

In addition to the staff members proposed, supplemental certified staff is available for support to the project. These staff members will be presented to the City for review at time of request.



Project Summary

Relevant Project Experience

Our professional team has experience reviewing various construction types and occupancies, including schools, community developments, retail establishments and tenant improvements, as well as more larger-scaled industrial and commercial projects. The following represents a sampling of notable projects displaying WC³'s diverse expertise and experience similar in scope to those identified in the RFQ for the City of Seaside. Throughout each project our team applied a comprehensive understanding of multiple building codes and worked cohesively with design teams to help resolve code issues. All project schedules were adhered to and all project work was completed on time.



MENLO PARK RECREATION CENTER

Occupancy: A-3, B, S
Location: Menlo Park, CA

Year: 2021 - Ongoing
Valuation: \$45 Million

Remodel of the current complex which includes a fitness center, a senior center, the Onetta Harris Community Center, Kelly Park, a pool and a youth center. The new plan is to consolidate the indoor uses into a new 38,268 SF building, with an added library and lots of flexible space. Scope includes full plan review and deferrals.

Chuck Andrews | (650) 330-6704 | chandrews@menlopark.gov



MILLBRAE RECREATION CENTER

Occupancy: A-3
Location: Millbrae, CA

Year: 2020-Ongoing
Valuation: \$45 Million

The scope of work involves full plan review and deferrals. Projects consists of a new 24,193 SF. community center and associated landscaping improvements. The proposed community center is to be a (2) story type III-B structure that is fully sprinklered throughout. The building will include a guest community room with full-service kitchen, lobby, staff area, game room, fitness and wellness studio, and preschool. The second floor will have a senior lounge, art classroom, conference rooms, and additional classrooms.

Val Mandapat | (650) 259-2403 | vmandapat@ci.millbrae.ca.us



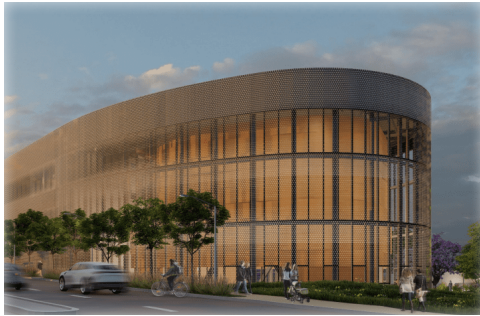
GATEWAY AT MILLBRAE STATION DEVELOPMENT

Occupancy: R-2, S-2, A-3, M
Location: Millbrae, CA

Year: 2020-Ongoing
Valuation: \$188 Million

Gateway at Millbrae Station is a neighborhood-defining community delivering quality spaces for people to live, work, shop, and dine. The transit oriented project located east of the Millbrae Intermodal Station entails a 6-story mixed-use building consisting of retail, lab and office spaces. The site also includes a 2-story parking garage, 400 residential homes and a hotel. WC³ provided various plan review services of the original and revised construction documents and is also providing building inspection services.

Val Mandapat | (650) 259-2403 | vmandapat@ci.millbrae.ca.us



COMMUNITY CIVIC CAMPUS

Occupancy: A-2, A-3, B, S-2

Location: South San Francisco, CA

Year: 2019 - Ongoing

Valuation: \$210 Million

A forward thinking civic presence for the City of South San Francisco that will include multi-functional, multi-user and interactive facilities. Built in three phases the project will include a police facility, library, parks and recreation center, community theater, city council chamber, parking garage and fire station.

Phillip Perry | (650) 829-6670, x6675 | phillip.perry@ssf.net



GATEWAY OF PACIFIC CAMPUS

Occupancy: B, A-3, L, S, H

Location: South San Francisco, CA

Year: 2018 - Ongoing

Valuation: Varies

Gateway of Pacific is a landmark, delivering premier laboratory and office space at the front door to South San Francisco's flourishing biotechnology community. This fully-integrated 2.2M SF (36 acre) campus features 10 distinct and robust buildings within an active, urban-park setting. WC³ has performed a multitude of projects in the civil, fire and life safety, fire systems and building plan review disciplines for this multi-phase development. Ongoing projects continue to this day in all disciplines associated with tenant improvements, research labs, office space and new construction.

Phillip Perry | (650) 829-6670, x6675 | phillip.perry@ssf.net



CODEXIS LAB & OFFICE RENOVATIONS

Occupancy: B

Location: San Carlos, CA

Year: 2018 - Ongoing

Valuation: \$9 Million

Since 2018, WC³ has had the opportunity to perform plan review services and associated inspections for the City of San Carlos and the biotechnology firm, Codexis. Most recently, projects involve the preliminary review, fire life safety review and complete plan review for the new tenant improvements associated with the firm's move to San Carlos' 8-acre Alexandria District for Science and Technology with two 6-story, 265,000 sf warm shell R&D office buildings. Codexis will occupy approximately 50% of the first two floors of Building A with a small space for hazardous storage as well as assembly space.

Christopher Valley | (650) 802-4262 | cvalley@cityofsancarlos.org



YOUTUBE GLOBAL HEADQUARTERS | PHASE 1 & PHASE 2

Occupancy: Varies

Location: San Bruno, CA

Year: 2017-Ongoing

Valuation: Varies

WC³ has performed various projects across a variety of building types and structures for the online video company, YouTube. Project scope for a planned decade-long expansion and redevelopment of the global headquarters with four new buildings will ultimately include two phases. WC³ has performed plan reviews associated with building and fire life safety, as well as review of systems for fire alarms, sprinklers, two-way communication, emergency responder and more.

Darcy Axiaq | (650) 616-7020 | daxiaq@sanbruno.ca.gov

Project Summary

(Continued)



EMERYSTATION WEST AT THE TRANSIT CENTER

Occupancy: L, B, A-3 & S-2

Year: 2014-2020

Location: Emeryville, CA

Valuation: \$64 Million

WC³ was pleased to facilitate all construction document control, plan review, inspection services, in-house staff augmentation, as well as the deferred submittals and plan revisions for exciting new bio-medical facility. EmeryStation West is a new 265,000 square foot, world-class laboratory, medical, office and transit project. WC³ has also been pleased to perform many similar services in association with the interior improvements for leasing tenants.

Victor Gonzales | (510) 596-4310 | vgonzales@emeryville.org



HAYWARD 21ST CENTURY LIBRARY

Occupancy: A, B, M

Year: 2015-2019

Location: City of Hayward, CA

Valuation: Unknown

Project included complete review of the demolition of an existing parking long and site elements to build a future 3-story, type IIA library structure with an atrium. The 57,600+ square foot building features multiple community rooms with a retail shop on the ground floor. WC³ was responsible for building and smoke control plan review.

Omar Noorzad | (510) 583-4313 | omar.noorzad@hayward-ca.gov



FIRE STATION #6

Occupancy: Varies

Year: 2018-2021

Location: City of Hayward, CA

Valuation: \$52 Million

In partnership with Chabot-Las Positas Community College District, the City of Hayward will develop a new regional center for firefighter, paramedic, rescue, and emergency response education and training. WC³ performed complete plan reviews for the nine planned buildings as well as above ground storage tanks. Construction began in 2020 and is expected to be completed in the Fall of 2022.

Omar Noorzad | (510) 583-4313 | omar.noorzad@hayward-ca.gov



CULTURAL ARTS CENTER

Occupancy: A-3

Year: 2021

Location: Dublin, CA

Valuation: \$11.8 Million

This project entails the conversion of old Police Department space of the Civic Center into a Cultural Arts Center. Reviews were performed for the design and improvement of approximately 13,000 SF on the first floor. The space will serve as a multi-use facility that affords cultural, educational and social opportunities for the community and includes an art gallery, a Black Box theater, multi-purpose classrooms, indoor/outdoor art yard, dance studio, and more.

Gregory Shreeve, Sr. | (925) 833-6620 | gregory.shreeve@dublin.ca.gov

References

References

WC³ is dedicated to providing our clients with excellent customer service and has been providing building and fire plan check as well as inspection services to municipalities for more than a decade. Our portfolio is comprised of a variety of intricate projects, serving jurisdictions of all sorts and size. The following partial list highlights clients similar to the City of Seaside, all of whom may be contacted as a reference.

► City of South San Francisco

Erik Rietdorf Perry
Interim Chief Building Official

315 Maple Ave.
South San Francisco, CA 94080
erik.rietdorf@ssf.net
(650) 829-6685

Services: 2014 to Present
Building/Fire Plan Review,
Inspections, Staff Augmentation

► City of Pleasanton

Robert Queirolo, CBO
Chief Building Official

200 Old Bernal Avenue
Pleasanton, CA 94566
rqueirolo@cityofpleasantonca.gov
(925) 931-5310

Services: 2013 to Present
Building/Fire Plan Review, Building/Fire Inspection Services, Front Counter Support

► City of Emeryville

Chadrick Smalley
Community Development Director

1333 Park Ave
Emeryville, CA 94608
csmalley@emeryville.org
(510) 596-4355

Services: 2006 to Present
Building Plan Review, Inspections, Front Counter Support, Code Enforcement

► City of San Bruno

Darcy Axiaq
Chief Building Official

567 El Camino Real
San Bruno, CA 94066
daxiaq@sanbruno.ca.gov
(650) 616-7020

Services: 2014 to Present
On Call Plan Review, Inspections, Staff Augmentation

► City of Cupertino

Sean Hatch, CBO
Chief Building Official

10300 Torre Ave.
Cupertino, CA 95014
seanh@cupertino.org
(408) 777-3231

Services: 2013 to Present
Building Plan Review, Electronic Document Management and Support

► City of Hayward

Omar Noorzad
Building Official

777 B St
Hayward, CA 94541
omar.noorzad@hayward-ca.gov
(510) 583-4313

Services: 2015 to Present
Building Plan Review, Fire Plan Review, Staff Augmentation, Inspections

► City of San Carlos

Christopher Valley, CBO
Chief Building Official

600 Elm St
San Carlos, CA 94070
cvalley@cityofsancarlos.org
(650) 802-4262

Services: 2014 to Present
Building/Fire Plan Review, Development Review, Inspections, Staff Augmentation

► City of Redwood City

Christina McTaggart
Chief Building Official

1017 Middlefield Rd.
Redwood City, CA 94063
cmctaggart@redwoodcity.org
(650) 780-7350

Services: 2011 to Present
Building/Fire Plan Review, Fire Marshal, Fire Inspections

► City of Dublin

Gregory Shreeve
Building Official

100 Civic Plaza
Dublin, CA 94568
gregory.shreeve@dublin.ca.gov
(916) 835-6628

Services: 2013 to Present
Building Plan Review, Staff Augmentation

Appendix - Resumes



Order of Resumes:

Giyen Senaratne	17	Sekhar Tatapudy	24
Donald Zhao	18	George Williams	25
Eric Schneiderjohn	19	Doug Smith	26
Zahra Fattah	20	Noel Mendoza	27
Curtis Hume	21	Souad Maghrbi	28
Keith Ma	22	Craig Hanson	29
Lily Rong	23	Joe Rossbach	30



West Coast Code Consultants, Inc.

EDUCATION

MASTER OF ENGINEERING STRUCTURAL EMPHASIS

San Jose State University

BACHELOR OF SCIENCE CIVIL ENGINEERING

San Jose State University

LICENSES | CERTIFICATIONS

LICENSES

Professional Engineer

California C 46194

Arizona 41242

Structural Engineer

California S 4457

CERTIFICATES

LEED AP

AFFILIATIONS

Structural Engineers

Association of California

Member

American Society of Civil Engineers

Member

East Bay Chapter of ICC

Member

Giyan Senaratne, PE, SE, LEED AP

PRINCIPAL / CEO

Mr. Giyan Senaratne, SE, PE, the owner of WC³, has more than 36 years of experience providing professional building and life safety services to numerous municipalities and government agencies. He is a licensed structural and civil engineer, LEED AP professional, and former Certified Access Specialist (CASP). He has exceptional experience in performing detailed plan reviews for a wide variety of construction types and occupancy groups. This includes simple residential homes, multi-family podium projects, high-rise structures, complex industrial plants, and large-scale power plants. He is actively involved with code development at the State level and is a sought-after educator for code trainings for building officials, design professionals, and contractor organizations.

EXPERIENCE

PRINCIPAL / CEO

West Coast Code Consultants, Inc. / 2006 – Present

Manages all services for the firm. Performs building department services, including plan review, inspection, and staff augmentation services. Facilitates contract management for various client jurisdictions throughout California.

UNIT MANAGER

Linhart Petersen Powers Associates / Bureau Veritas / 2005 – 2006

Provided structural and complete plan review services to local jurisdictions throughout Utah, Arizona, Nevada, and Wyoming. Often provided training with regards to the structural building code requirements for both new and existing buildings to building official, design professional, and contractor organizations.

PRINCIPAL / MINORITY SHAREHOLDER / SENIOR STRUCTURAL ENGINEER

Linhart Petersen Powers Associates / 2004 – 2005

Managed plan review and inspection services for the City of Emeryville. Served as Principal-in-Charge of LP2A operations in Arizona. Reviewed plans for several jurisdictions throughout Utah and Nevada.

SUPERVISING PLAN REVIEW ENGINEER / ASSOCIATE & SENIOR ASSOCIATE

Linhart Petersen Powers Associates / 1995 – 2004

Managed plan review and inspection services for the City of Emeryville. Reviewed residential, commercial, and industrial plans for building code compliance for jurisdictions in California and several other states. Assisted with in-house and over-the-counter plan review as well as Building Official duties on an interim basis.

REGIONAL ENGINEER

International Conference of Building Officials / 1994 – 1995

Reviewed plans of proposed buildings for structural, non-structural, architectural, energy, and accessibility requirements. Provided verbal and written code opinions for conference.

BUILDING OFFICIAL

City of San Mateo, CA / 1993 – 1994

Managed a full range of building services, including public service, plan check, and inspection. Coordinated with numerous City agencies such as planning, fire, police, and public works. Established goals and standards for customer service, quality control, turn-around times, streamlining building processes, and staff cross-training. Drafted and presented ordinances to the City Council. Represented the City in litigation issues. Recommended ADA compliance for City-owned facilities.



West Coast Code Consultants, Inc.

EDUCATION

BACHELOR OF SCIENCE CIVIL ENGINEERING

San Jose State University

LICENSES | CERTIFICATIONS

LICENSES

Professional Engineer
California C 79273

CERTIFICATES

ICC Certified (5300664):

Master Code Professional
Accessibility Plans Examiner/Insp.
Building Inspector
Building Plans Examiner
CA Commercial Mechanical Inspector
CA Commercial Plumbing Inspector
CA Residential Building Inspector
Building Code Official
Building Official
Mechanical Code Official
Plumbing Code Official
Combination Inspector
Commercial Building Inspector
Commercial Combination Inspector
Commercial Electrical Inspector
Commercial Mechanical Inspector
Commercial Plumbing Inspector
Electrical Inspector
Mechanical Inspector
Mechanical Plans Examiner
Plumbing Inspector
Plumbing Plans Examiner
Residential Building Inspector
Residential Combination Inspector
Residential Electrical Inspector
Residential Energy Plans
Examiner/Inspector
Residential Mechanical Inspector
Residential Plans Examiner
Residential Plumbing Inspector
Building Code Specialist
Plumbing Code Specialist
Mechanical Code Specialist
CAL EMA Safety Assessment Program
Evaluator (81869)

Donald Zhao, PE, MCP, CBO

VICE PRESIDENT / SENIOR BUILDING PLAN REVIEW ENGINEER

With over 20 years of experience in the construction industry and 17 of those years as a code official, Mr. Zhao has proven his mastery of Building Code in its many facets. Donald uses every opportunity to expand his base of knowledge and share it with his team. His utilization of modern collaboration technology, along with a strict standard of quality, has enabled Donald to lead the South San Francisco branch of WC³ into six years of consistent growth. His technique and ambition serve as the foundation and goal for all his employees and set him at the cutting edge of an industry constantly in search of innovation. Donald serves the company as a Vice President and Regional Manager, and regularly performs building division duties and plan review services on behalf of client jurisdictions.

EXPERIENCE

VICE PRESIDENT / SENIOR PLAN REVIEW ENGINEER / INSPECTOR

West Coast Code Consultants, Inc. / 2013 – Present

During his tenure with WC³, Donald strives to improve himself and his environment. He has driven the integration of technology into plan review, satisfying the growing need for businesses and jurisdictions to shift to a paperless model. His innovations have fostered a team of plans examiners and inspectors equipped to deal with any obstacle. In the short time since the SF/Peninsula office opened, it has expanded to over three times its original size under Donald's leadership. As a plan review engineer, manager and Vice President, Donald has set the standard for success in leadership and provided his team with the means to achieve greatness. When called upon, he is also able to assist with back up inspection services as necessary.

PUBLIC WORKS / BUILDING PLAN REVIEW ENGINEER / INSPECTOR

City of Half Moon Bay (CSG Consultants) / 2009 – 2013

While working for CSG Consultants, Donald was afforded the opportunity to expand into Civil plan review. He worked within City Hall and in the field to support City employees with administration, inspection, and review. Enhancing accessibility, customer service and permit issuance times for the community, Donald displayed ingenuity overseeing a fee study and transitioning the city from a paper permitting system to electronic software. He was also able to update printed collateral and website communication, significantly improving education initiatives on behalf of the building division. Serving as an interim Code Enforcement Official, he regularly dealt with unpermitted construction, work without permit and nuisance complaints on behalf of the jurisdiction. Ever in pursuit of improvement, Donald capitalized on his city experience and obtained his Professional Engineering license during these years.

PLANS EXAMINER / INSPECTOR

CSG Consultants / 2006 – 2013

Donald began his career in code administration with CSG Consultants directly after college. As a Plans Examiner, Donald was tasked with reviewing plans in the corporate office as well as over the counter within various City building departments. Beginning his jurisdictional experience in San Bruno and Half Moon Bay, Donald developed his plan review style and instincts. During this time, Donald combined his personal construction background with a persistent code study and engineering knowledge to build a solid foundation for his plan review skills. During his time with CSG Donald reached multiple career milestones, including obtaining his Professional Engineering license, completing the requisites to become a Master Code Professional and earning his CBO certification.



West Coast Code Consultants, Inc.

EDUCATION

**MASTER OF SCIENCE
CIVIL ENGINEERING**

San Jose State University

**BACHELOR OF SCIENCE
ENVIRONMENTAL MANAGEMENT**

California Polytechnic State University

LICENSES | CERTIFICATIONS

LICENSES

Professional Civil Engineer
California C 87019

CERTIFICATES

ICC Certified (8276152):

Building Plans Examiner

Other:

Qualified SWPPP Designer (QSD)

Certified Bay Friendly

Qualified Professional

Eric Schneiderjohn, PE

VICE PRESIDENT / SENIOR PLAN REVIEW ENGINEER

Mr. Schneiderjohn is a registered professional engineer in California who has several years of experience performing detailed building plan reviews and ensuring code compliance. He is an International Code Council (ICC) certified Building Plans Examiner and holds a master's degree with an emphasis in structural engineering from San Jose State University. Eric provides unparalleled customer service to several jurisdictions throughout California and has been recognized for working extremely well with applicants, design professionals, and contractors throughout the entire permitting process. He regularly provides on-site and on-call plan review, inspection, and front counter support to jurisdictional clientele and serves WC³ as a Vice President and Senior Plan Review Engineer.

EXPERIENCE

VICE PRESIDENT / SENIOR PLAN REVIEW ENGINEER

West Coast Code Consultants, Inc. / 2017 – Present

Oversees the building and civil plan review services provided by the San Ramon Corporate Office. Responsibilities include the management of administrative, plan review, and inspection staff. Accountable for the complete plan review of projects to ensure designs are safe and in compliance with the adopted building and fire code. Promoted to Vice President in 2023.

PLAN REVIEW ENGINEER

West Coast Code Consultants, Inc. / 2014 – 2017

Performing plan reviews, building department services, managing contract jurisdiction services for various client jurisdictions throughout California, including Cities of Santa Clara, Menlo Park, and Emeryville. Extensive experience overseeing and performing C3 and C6 storm water reviews.

HYDROLOGICAL CONNECTIVITY CREW

United States Forest Service / 2011 – 2012

Determined hydrological connectivity of roads' sediment run-off and their effect on the watershed. Calculated passage using a specific protocol, measured road fill, observed and identified local aquatic life, created forest data base in Excel and GIS.



West Coast Code Consultants, Inc.

EDUCATION

**BACHELOR OF SCIENCE
STRUCTURAL ENGINEERING**
Milwaukee School of Engineering

**BACHELOR OF SCIENCE
APPLIED PHYSICS**
Beloit College

LICENSES | CERTIFICATIONS

CERTIFICATES
ICC Certified (#8158648):
California Building Plans Examiner

AFFILIATIONS

East Bay Chapter of ICC
Member

Zahra Fattah

PLAN REVIEW MANAGER / SENIOR PLAN REVIEW ENGINEER

Ms. Fattah currently serves as the Plan Review Manager for West Coast Code Consultants, Inc. (WC³). Responsible for leading the plan review teams in our California Regional Offices, Zahra oversees a variety of public and private development projects. With a strong background in structural design, she brings a broad range of experience and code knowledge to any project. As a plan review engineer, she has reviewed hundreds of projects for jurisdictions located throughout California, including single family dwellings, podium-style residential complexes, mixed-use commercial properties, corporate structures, tenant improvements, OSHPOD medical facilities, research laboratories and data centers. Zahra has also provided in-house plan review services to multiple local clients.

EXPERIENCE

CLIENT MANAGER / PLAN REVIEW MANAGER / SENIOR PLAN REVIEW ENGINEER

West Coast Code Consultants, Inc. / 2010 – Present

Performs building plan reviews for commercial, industrial, and residential buildings ensuring compliance with multiple building codes (including architectural and structural) as well as minor plumbing, mechanical, and electrical requirements. Provides code interpretations and resolves code issues with permit applicants. Administers client services on behalf of WC³ while overseeing plan review teams, project scope, and anticipated workflow.

PROJECT MANAGER

TEAC Structural Engineers / 2005 – 2010

Assessed project requirements and determined the project schedule and necessary staff required to complete the building plans on time. Maintained coordination between the client, architect, and the in-house design team, as well as the field inspection and construction team. Acted as the primary design engineer on many projects which included retail, hospitality, custom homes, single family production housing, and multi-family housing.

PROJECT ENGINEER

HolmesCulley / 2002 – 2003

Structural engineer responsible for the seismic upgrade of several existing URM buildings, as well as the design of several commercial remodels.

PROJECT ENGINEER

Himmati Engineering / 2000 – 2002

Structural engineer responsible for the seismic upgrade of several existing URM buildings, as well as the design of several commercial remodels.

PROJECT ENGINEER

HolmesCulley / 1998 – 2000

Structural engineer responsible for the seismic upgrade of several existing URM buildings, as well as the design of several commercial remodels.



West Coast Code Consultants, Inc.

EDUCATION

**MBA
BUSINESS ADMINISTRATION**
Santa Clara University

**MASTER OF ENGINEERING
CIVIL ENGINEERING**
University of California, Berkeley

**BACHELOR OF SCIENCE
CIVIL ENGINEERING**
California Polytechnic State University

LICENSES | CERTIFICATIONS

LICENSES
Professional Engineer
California 38266
Washington 49086
Structural Engineer
California 3134

AFFILIATIONS

**Structural Engineers
Association of California**
Member
American Society of Civil Engineers
Member

Curt Hume, PE, SE

SENIOR PLAN REVIEW ENGINEER

Mr. Hume is a licensed structural engineer in the state of California and a professional engineer in California and Washington. He holds two master's degrees in business administration and civil engineering; and has over 40 years of experience in a broad range of structural design and engineering disciplines. With 20 years working as a design engineer and many more as a structural plan review engineer, he brings an in-depth knowledge and experience to any project. Curt has reviewed hundreds of projects and developments for jurisdictions throughout California, Colorado, Utah, and Nevada, including single-family dwellings, podium-type residential complexes, corporate office campuses, public institutions, large industrial and manufacturing facilities, as well as electrical power generating plants.

EXPERIENCE

SENIOR PLAN REVIEW ENGINEER

West Coast Code Consultants / 2010 – Present

Performs plan review for multiple client jurisdictions throughout the western United States. Responsible for the structural review of residential, commercial, and industrial structures to ensure compliance with applicable code and standards. Performs independent calculations to verify project calculations. Composes plan check comment letters for individual projects.

REGIONAL MANAGER / SENIOR PLAN REVIEW ENGINEER

Interwest Consulting Group / 2007 – 2010

Managed the plan review services for the San Francisco Bay Area and East Bay. Performed structural plan reviews for numerous client jurisdictions.

SUPERVISING SENIOR STRUCTURAL ENGINEER

Linhart Petersen Powers Associates / 1999 – 2007

Supervised plan review services for multiple client jurisdictions. Reviewed plans for jurisdictions throughout Northern California.

SENIOR ASSOCIATE / DEPARTMENT HEAD

DES Architects + Engineers, Inc. / 1984 – 1999

Performed design and architectural services as lead structural engineer.

PROJECT STRUCTURAL DESIGNER AND CIVIL ENGINEER

Wildman & Morris, Inc. / 1981 – 1984

PROJECT STRUCTURAL DESIGNER

Schaaf – Jacob – Vinson, Inc. / 1980 – 1981



West Coast Code Consultants, Inc.

EDUCATION

BACHELOR OF SCIENCE CIVIL ENGINEERING

University of California, Berkeley

LICENSES | CERTIFICATIONS

LICENSES

Professional Engineer
California C 64767

Structural Engineer
California S 5065

Keith Ma, PE, SE

SENIOR PLAN REVIEW ENGINEER

Mr. Ma graduated from University of California Berkeley, with a Bachelor of Science in Civil Engineering. He is licensed in California as both a Civil and Structural Engineer and has over 20+ years of structural engineering experience with 15+ years as a design engineer. Over the past several years, Keith has been performing building code administration and serving the industry as a structural plan review engineer. He brings a broad range of experience to any project and has managed, designed, and performed plan reviews on hundreds of projects overseas and throughout the western United States. His portfolio of projects includes work on single family dwellings, large multi-family residential and mixed-use complexes, educational facilities, and institutions, commercial buildings, large government and civic developments, large industrial and manufacturing facilities, hotels, mall expansions, marine structures and more.

EXPERIENCE

SENIOR PLAN REVIEW ENGINEER

West Coast Code Consultants, Inc. / 2018 – Present

Perform structural plan reviews of construction documents associated with projects seeking a building permit. Ensures that designs are safe, complete, and accurate, as well as in compliance with the adopted building codes, ordinances, zoning regulations and standards. Performs other related work as required.

PLAN REVIEW MANAGER / SENIOR PLAN REVIEW ENGINEER

TRB+ Associates, Inc. / 2013 – 2018

Managed and performed plan reviews for client jurisdictions.

SENIOR LEAD STRUCTURAL ENGINEER

AEPC Group / 2010 – 2013

PROJECT MANAGER / PROJECT STRUCTURAL DESIGNER

Fulcrum Structural Engineering / 2009

PROJECT MANAGER / PROJECT STRUCTURAL DESIGNER

BORM Associates, Inc. / 2007 – 2008

PROJECT MANAGER / PROJECT STRUCTURAL DESIGNER

TEAC Structural Engineering / 2005 – 2007

PROJECT STRUCTURAL DESIGNER

Holmes Culley / 2000 – 2005

PROJECT STRUCTURAL DESIGNER

H.J. Brunnier / 1999 – 2000

GRADUATE ENGINEER / SITE ENGINEER

Paul Y. Construction / 2007 – 2008



West Coast Code Consultants, Inc.

EDUCATION

MASTER OF SCIENCE CIVIL ENGINEERING

University of Illinois, Urbana-Champaign

BACHELOR OF ARTS ARCHITECTURE

University of California, Berkeley

LICENSES | CERTIFICATIONS

LICENSES

Professional Engineer
California C 76434

Structural Engineer
California S 6469

Cal FEMA Safety Assessment Program
Disaster Service Worker (70010)

Lily Rong, PE, SE

STRUCTURAL PLAN REVIEW ENGINEER

Ms. Rong is a California licensed structural and civil engineer with several years of design experience. She brings an extensive knowledge and background from the design side of the Architecture, Engineering and Construction (AEC) industry. She is able to knowledgeably apply her structural background to the various multi-disciplinary aspects of building safety and design compliance. Lily holds a Bachelor of Arts in Architecture from the University of California, Berkeley as well as Master of Science in Civil Engineering from the University of Illinois, Urbana-Champaign. She is hard-working, responsible, and extremely organized, and her industry peers can attest that she is easy to work with.

EXPERIENCE

STRUCTURAL PLAN REVIEW ENGINEER

West Coast Code Consultants, Inc. / 2022 – Present

Performs reviews of plans, specifications, and calculations for industrial, commercial, and residential structures. Determines compliance with applicable codes, laws, and regulations. Communicates with architects, engineers, contractors, and owners to discuss projects and ensures conformity in structural design, energy standards, disabled access, and more.

PROJECT MANAGER (Previously Associate)

KPFF Consulting Engineers / 2016 – 2021

Lead structural project teams during project design and construction phases to meet schedule and budget, including creating task flow charts, assign and review technical analysis and calculation work to staff engineers. Managed staff engineers' daily workflow, answered staff engineers' questions, and mentored growth. QAQC'd technical work for accuracy and code-compliance. Direct coordination with architects, MEP engineers, geotechnical engineers, and ownership for project development. Oversaw projects and found solutions for complex design and construction issues. Was the point-contact structural engineer for project during design and construction and attended weekly OAC meetings. Developed, produced, and reviewed project permit submittal documents, including structural plans, details, specifications, and calculation packages. Responded to plan check review comments to obtain project permits.

SENIOR STRUCTURAL ENGINEER PROFESSIONAL

Skidmore, Owings & Merrill / 2011 - 2016

Structural project lead and point-contact during design and construction. Coordinated with architects, owners, and other design consultants for multiple office, commercial, government, and residential mid- to high-rise projects; Provided options to solve complex design and construction issues. Performed gravity, seismic, and wind structural analyses and calculations on numerous new construction projects in concrete, steel, and composite materials. Assisted staff engineers in technical work, assigned and reviewed work and provided direction. Conducted coordination and project management during construction, including management of RFIs, submittals, change orders, site repairs, etc.

FORENSIC ENGINEER

Exponent Failure Analysis, Inc. / 2009 – 2011

JUNIOR PROJECT MANAGER, PROJECT ENGINEER

JR Structural Engineering Inc / 2002 – 2007



West Coast Code Consultants, Inc.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

Humboldt State University

BACHELOR OF SCIENCE MECHANICAL ENGINEERING

MS University

LICENSES | CERTIFICATIONS

CERTIFICATES

EIT Certificate

AFFILIATIONS

P2D Bioscience

Past Vice President
Strategic Planning

Pretzel Logic Software Inc.

Past Co-founder and CFO

Reliance Software Consulting Inc.

Past Co-founder, CEO and CFO

Carlson, Caspers, Vandenburg, Lindquist and Schuman, P.A.

Past Business Consultant

Yasham P2D Life Sciences Pvt. Ltd.

Past CEO

Sekhar Tatapudy

SENIOR PLANS EXAMINER

Mr. Tatapudy has several years of industry experience including performing many years of plan checking in the San Francisco Bay Area. He has a strong background in engineering design as well as many years of operational leadership, management consulting and non-profit leadership experience. This extensive breadth of experience and knowledge makes Sekhar, a versatile and well-rounded employee. He obtains a more holistic perspective on the industry with a strong ability to problem solve and innovate across disciplines, departments, and construction project stakeholders. Sekhar is a naturalized US citizen, having emigrated from India in 1980. He is an exceptional and incomparable asset to the West Coast Code Consultants, Inc. team.

EXPERIENCE

SENIOR PLANS EXAMINER

West Coast Code Consultants, Inc. / 2016 – Present

Responsible for plan check review of construction drawings for mechanical, electrical, Plumbing (MEP) and energy compliance for the cities in the Bay Area including Berkeley, Hayward, Pleasanton, Dublin, Redding, Campbell, and Santa Clara. His experience also includes completing electrical plan reviews for the City of San Jose on numerous large projects including hotels, high rises, medical facilities, office buildings, large stores, parking structures, and industrial projects.

SENIOR PLANS EXAMINER

Shums Coda Associates / 2015 – 2016

Responsible for Plan check review for mechanical, electrical, plumbing (MEP) and energy compliance for the cities in the Bay Area including Santa Clara, Mountain View, Milpitas, and Menlo Park. Completed work at the office of the City of Santa Clara doing MEP and Energy review for three days a week throughout his work period and assisted at the counter as and when needed. Began electrical plan review for San Jose from October 2015 and continued through West Coast Code Consultants, Inc. employment.

SENIOR PLANS EXAMINER

West Coast Code Consultants, Inc. / 2014 – 2015

Completed energy, mechanical, electrical, and plumbing plan check review of electronic and submitted documents, including solar photovoltaic, smoke control, gray water systems and CalGreen Standards for new construction, upgrades, additions, alterations, office buildings, retail, residential developments, parking structures, industrial plants, etc.

PLANS EXAMINER

Kutzmann & Associates / 1989 – 1996

Completed energy, mechanical, electrical, and plumbing plan checking for office, retail, and residential buildings in the cities of Mountain View, Palo Alto, Burlingame, Atherton, San Carlos, Fremont, Petaluma, Menlo Park, San Mateo, and Foster City.

PLAN REVIEW ENGINEER

DES, Inc. / 1988 – 1989

Completed energy, mechanical, electrical, and plumbing plan checking for office, retail, and residential buildings in the cities of Mountain View, San Carlos, Fremont, and Menlo Park.

PLAN CHECK ENGINEER

Technical Analysis Inc. / 1984 – 1986

Completed energy, mechanical, electrical, and plumbing plan checking for office, retail, and residential buildings in the cities of San Jose and Cupertino.



West Coast Code Consultants, Inc.

EDUCATION

MASTER OF SCIENCE CONSTRUCTION MANAGEMENT

Brigham Young University, 2015

BACHELOR OF SCIENCE CONSTRUCTION MANAGEMENT

Weber State University, 2008

LICENSES | CERTIFICATIONS

LICENSES

Combination Inspector

Utah 6048299-5601

CERTIFICATES

ICC Certified (#5264297)

Master Code Professional

Certified Building Official

Commercial Combination Inspector

Residential Combination Inspector

Building Plans Examiner

Plumbing Code Official

Plumbing Plans Examiner

Mechanical Code Official

Mechanical Plans Examiner

Commercial Energy Inspector

Commercial Energy Plans Examiner

Res. Energy Inspector/Plans Examiner

Accessibility Insp./Plans Examiner

Housing Code Official

Property Maintenance & Housing

Inspector

And several more...

AFFILIATIONS

Beehive Chapter of ICC

Past President & Vice President
Member

IAEI Utah Chapter

Member

AWARDS

Utah Chapter ICC

Chapter Service Award, 2016
Education Award, 2019

Eagle Scout - 1998

George Williams, MCP, CBO

LEAD MECHANICAL / PLUMBING PLANS EXAMINER

Mr. Williams has worked on a contract basis for numerous jurisdictions in California, Nevada, Washington, Utah, Wyoming, and North Dakota throughout his extensive career in the industry. His experience includes serving as the contract building official for two municipalities in Utah, as well as the initial start-up of two county building departments in North Dakota – including the adoption of codes, implementation of permitting processes, and the development of policies and procedures. George regularly acts as a Lead Inspector for a number of multi-million-dollar projects for Utah's Division of Facilities and Construction Management (DFCM) performs complex commercial plan reviews for clients located throughout the western United States. Mr. Williams holds numerous International Code Council (ICC) certifications, including Master Code Professional, and was invited to author the ICC's code handbook, *Plumbing Code Essentials: Based on the 2021 International Plumbing Code*. George is responsible for creating and implementing the WC³ Academy and oversees all activities and content associated with the innovative online code training platform.

EXPERIENCE

LEAD MECHANICAL/PLUMBING PLANS EXAMINER / WC³ ACADEMY DIRECTOR

West Coast Code Consultants, Inc. / 2014 – Present

Provides plan reviews and inspections services for a variety of commercial projects. Specializes in several code disciplines including, building, mechanical, plumbing, electrical, accessibility, energy, and green codes. Familiar with both the International and Uniform codes, as plan review and inspection work encompassing numerous municipalities in multiple states. Regularly responsible for overseeing code compliance and inspection of large-scale state-owned buildings; including oversight of special inspection firms.

BUILDING OFFICIAL / INSPECTOR

Forsgren Associates / 2005 – 2014

Developed, maintained, administered, organized, and oversaw building departments for various municipalities. Responsible for all aspects of building department administration, including creating policies and procedures, commercial and residential plan reviews, calculating permit fees, meeting with architects and engineers, performing field inspections, reviewing special inspection reports, interpreting codes and local ordinances, data and document management, and many other diverse tasks. Responsible for managing 2-4 field inspectors on a daily basis. Clients included numerous municipalities in multiple states, school districts, architects, law firms, and private entities.

PUBLICATIONS

Plumbing Code Essentials: Based on the 2021 International Plumbing Code - (2021)

Invited Author/Editor on behalf of the International Code Council (ICC).

Graduate Thesis: (2015) *Assessing the Repercussions of a Mass Departure of Building Inspectors from the Code Professional Industry.* Brigham Young University, Provo, Utah.

Article: (2015) *Construction Challenges Associated with the Sudden Population Growth in the Willison Basin Oil Boom, presented at ASC Annual International Conference, College Station, TX: Associated Schools of Construction.*

Article: (2019) *Understanding the Impacts of the Aging Population of Code Professionals in Utah, presented at ASC Annual International Conference, Denver, CO: Associated Schools of Construction.*



West Coast Code Consultants, Inc.

STANDARDS

**Serves as an STP Member
for the following solar-related
UL Standards:**

UL 1703, UL 1741, UL 2703,
UL 6703, and UL 9540.

LICENSES | CERTIFICATIONS

LICENSES

Building Inspector
Utah 5863079-5601

CERTIFICATES

ICC Certified (#5251921):
Master Code Professional
Certified Building Official
Combination Plans Examiner
Residential Plans Examiner
Accessibility Inspect / Plans Examiner
Commercial Energy Plans Examiner
Mechanical Plans Examiner
Building Plans Examiner
Plumbing Plans Examiner
Combination Inspector
Electrical Plans Examiner
Fire Code Specialist
Fire Plans Examiner
Fire Inspector I & II

AFFILIATIONS

Utah Chapter of IAEE
Current Board Member
Past President
Utah Chapter of ICC
Past Region Coordinator
Bonneville Chapter of ICC
Past President and Secretary
Member

AWARDS

**Al Brown Award for Outstanding
Building Inspector**
Bonneville Chapter ICC
**Tri-County Region Coordinator
Outstanding Service Award**
Utah Chapter ICC

Doug Smith, MCP, CBO

LEAD ELECTRICAL PLANS EXAMINER

Mr. Smith has worked in the building safety industry for over 25 years. He has obtained a variety of International Code Council (ICC) certifications, including Certified Building Official, Master Code Professional, Fire Code Specialist, Combination Building Plans Examiner, Combination Inspector and many more. He is a well-rounded building code professional, with knowledge in all disciplines, but particularly specializes in electrical code requirements. Doug is especially knowledgeable on the topic of solar photovoltaics and battery energy storage systems; and has taught numerous courses for various organizations throughout the United States. He has performed thousands of plan reviews regarding solar PV, as well as small and large-scale energy storage systems, for jurisdictional clients. Doug oversees the Energy Division at WC³ and currently serves as an STP Member on five UL Standards: UL 1703, UL 1741, UL 2703, UL 6703, and UL 9540.

EXPERIENCE

LEAD ELECTRICAL PLANS EXAMINER

West Coast Code Consultants, Inc. / 2013 – Present

Oversees the Energy Division on behalf of WC³. On behalf of client jurisdictions, provides building, electrical, and fire plan review of construction documents and blueprints to ensure conformance with adopted code. Performs various inspections in a variety of disciplines, including building, mechanical, electrical, plumbing, energy and photovoltaic for commercial and residential projects. Provides training on various electrical code and topics to jurisdictions, organizations, and contractor groups.

BUILDING INSPECTOR

Kaysville City / 2005 – 2013

Performed inspections for local commercial and residential projects on behalf of Kaysville City. Worked with contractors and homeowners to obtain building permits and provided customer service and assistance with over counter work.

FRAMER

Michael K. Wright Construction / 1998 - 2005

Worked as part of a construction crew to frame residential and commercial projects.



West Coast Code Consultants, Inc.

EDUCATION

**BACHELOR OF SCIENCE
CIVIL ENGINEERING
STRUCTURAL EMPHASIS**
San Jose State University, 2016

LICENSES | CERTIFICATIONS

LICENSES

Engineer in Training

CERTIFICATES

**ICC Certified (#8818160):
Building Plans Examiner**

Noel Mendoza

LEAD PLAN REVIEW ENGINEER

Noel Mendoza is a civil-structural professional with more than five years of responsible plan review and field inspection experience. He has a great deal of experience working directly with plans, related building, and zoning code, and possesses a strong background in residential and commercial developments. In 2016, Noel received his Bachelor of Science Degree in Civil Engineering with a Structural Emphasis from San Jose State University in San Jose, California. He is certified by the International Code Council (ICC) as a Building Plans Examiner and holds his Engineer in Training certification. Noel is working towards licensure as a Professional Engineer and is expecting to accomplish this goal soon. He is multi-lingual and fluent in both English and Spanish.

EXPERIENCE

PLAN REVIEW ENGINEER

West Coast Code Consultants, Inc. / 2020 – Present

Works independently to review and analyze submitted construction documents and plans for permit application on behalf firm clientele and associated applicants. Examine plans in both digital and paper form according to the specifications and structural calculations to ensure compliance with existing building and adopted codes. Performs work of varying complexity for various projects, including residential and commercial developments for single-family dwellings, multi-family occupancies and more. Work with great attention to detail and effective communication to resolve conflicts in both written and verbal formats.

ASSOCIATE PLAN REVIEW ENGINEER

CSG Consultants / 2016 – 2020

Examined plans (digital and hard copy), specifications and structural calculations for single and multi-family residential or commercial developments to ensure compliance with building codes, regulations, and city ordinances. Performed field inspections for residential and commercial projects during all stages of construction to assure compliance with all building codes and detect deviations from approved plans and specifications. Provided over-the-counter services and plan review to city residents regarding general building code related questions, fees, application inquiries. Resolved conflicts and/or discrepancies between approved plans and actual field conditions, unprecedented findings, and unforeseen circumstances.

ENGINEERING INTERN, PUBLIC WORKS

City of Mountain View, CA / 2015 - 2016

Reviewed and processed plans for private developments affecting City streets and utilities for single and multi-family residences, commercial tenant improvements, and subdivisions. Ensured compliance with codes, ordinances, rules, and regulations. Assisted with the preparation of encroachment permits, including applicable conditions, collection of fees, and review of project and traffic control plans.

QUALITY CONTROL LAB TECHNICIAN

Central Concrete / 2014 - 2015

Assisted engineers with mixing concrete trial batches. Participated in beam shrinkage measurements and processed concrete cylinders.



West Coast Code Consultants, Inc.

EDUCATION

BACHELOR OF SCIENCE ENGINEERING

Al-Baath University

COURSE STUDY COMPUTER SCIENCE

California State University, East Bay

LICENSES | CERTIFICATIONS

CERTIFICATES

ICC Certified:

California Building Plans Examiner

Souad Maghbri

PLAN REVIEW ENGINEER

Mrs. Maghbri is a highly motivated, disciplined, and skilled engineer with a keen eye for plan review. She is extremely detail oriented in the performance of her reviews and facilitating responses to client inquiries. Souad has proven to be an outstanding multitasker in the management of multiple Bay Area client jurisdictions, including the cities of Pleasanton, Dublin, Danville, Walnut Creek, Hayward, Berkeley, and many others. She holds a Bachelor of Science in Engineering and specializes in both residential and non-residential construction with an emphasis in parking structures and garages. Mrs. Maghbri is fluent in English, Arabic, and French. In addition to her skilled reviewing, she is an affable team player with strong leadership skills.

EXPERIENCE

PLAN REVIEW ENGINEER

West Coast Code Consultants, Inc. / 2015 – Present

Thoroughly conducts plan reviews in a timely manner for various construction types including OSHPD3, mixed-use, tenant improvements, and multi-family residences. Oversees the needs and requirements of multiple jurisdictions throughout the Bay Area. Works with and assists other engineers on projects beyond her jurisdictions. Responds and updates jurisdictional staff, applicants, and designers punctually and pleasantly.

STRUCTURAL ENGINEER

JEDCO Engineering & Construction Inc. / 1999 – 2001

Responsible for the structural design of a wide variety of projects including the retrofit of power plants, design of new buildings, and repairs to concrete and earthen dams. Prepared construction documents, including drawings and detailed project specifications for solicited work. Reviewed designs performed by the Technical Services Center, Area offices, and private consultants. Participated in several value engineering studies.

STRUCTURAL ENGINEER

Granada Land Development Inc. / 1995 – 1998

Designed, coordinated, and prepared calculations and construction drawings for multi-story concrete and masonry structures. Excelled in both commercial and residential structures. In addition to reviewing and designing on site observations were carried out during construction.

STRUCTURAL ENGINEER

City of Homs, Syria / 1992 – 1994

Worked as a structural engineer for two of its biggest projects: General Hospital and the building for the tourism ministry in the city. Designed, coordinated, and prepared calculations and construction drawings for the structural design of said projects.



West Coast Code Consultants, Inc.

EDUCATION

BACHELOR OF ARTS

Chapman University Loyola, CA

ASSOCIATE OF APPLIED SCIENCE

Vincennes University, IN

JOURNEYMAN APPRENTICESHIP FIRE SPRINKLER FITTER

South Seattle Community College
West Seattle, WA

LICENSES | CERTIFICATIONS

LICENSES

Journeyman Fire Sprinkler Fitter

CERTIFICATES

National Fire Academy:

NFA Fire & Life Safety Plan Reviews
NFA Health & Safety Officer
NFA Hydraulic Calculations

National Fire Protection Association:

IA AI Fire & Arson Investigator
IFSAC Fire Inspector I
IFSAC Fire Instructor I
Fire Protection Specialist

State of Washington:

Fire Inspector
Hazardous Materials Safety Officer
Hazmat Operations Trainer
Fire Instructor

Other:

FEMA Level III Safety Officer
FEMA ICS Trainer
DoD Fire Inspector
NICET ITM 25

Craig Hanson, CFPS

FIRE PROTECTION SPECIALIST

Mr. Hanson is an experienced fire plans examiner, fire inspector, deputy fire marshal, and military veteran with over 29 years of fire prevention experience. He has a degree in Organizational Leadership and holds certifications through ICC, NICET, the National Fire Academy, IFSAC, AFAA, DOD, and more. He is a NFPA Certified Fire Protection Specialist and has extensive real-life experience in relation to fire protection, construction, and life safety. Experience also includes instructing for the Washington State Fire Academy. Craig serves WC³ as an integral member of the Fire Prevention team and as the firm's local representative for all clientele located in the State of Idaho.

EXPERIENCE

FIRE PROTECTION SPECIALIST / SR FIRE PLANS EXAMINER

West Coast Code Consultants, Inc. / 2019 – Present

Provide comprehensive fire and life safety services to the fire prevention community. Verify projects and facilities are compliant with the provisions outlined with international, state and local codes and standards regarding fire protection plans, specifications and calculations. Interact on a regular basis with fire marshals, building officials and serves as a liaison to all WC³ clients located in Idaho.

FIRE SPRINKLER TECHNICIAN

Vectrus International, Kuwait / 2018 - 2019

FIRE INSPECTOR

DynaCorp International, Kandahar, AF / 2017 - 2018

FIRE PLANS EXAMINER / FIRE INSPECTOR

City of Meridian, ID (Contractor) / 2016 - 2017

DEPUTY FIRE MARSHAL

Kitsap County, WA / 2007 - 2014

FIRE SPRINKLER JOURNEYMAN FITTER

UA Local 699, Seattle, WA / 1994 – 2007

SENIOR OPERATIONS TEAM LEADER

Homeland Response Force Hazmat Team, US Army, Iraq / 1987 - 2013



West Coast Code Consultants, Inc.

EDUCATION

ASSOCIATE OF SCIENCE BUILDING INSPECTION TECHNOLOGY

College of San Mateo, 2018

GENERAL EQUIVALENCY DIPLOMA

New York City Board of Education, 1986

LICENSES | CERTIFICATIONS

CERTIFICATES

ICC Certified (#8411285):

Master Code Professional

Certified Building Official:

Management Module

Legal Module

Commercial Combination Inspector

Residential Combination Inspector

Combination Inspector

Building Inspector

Mechanical Inspector

Electrical Inspector

Plumbing Inspector

Accessibility Plans Examiner/Insp.

Building Plans Examiner

Residential Plans Examiner

Plumbing Plans Examiner

Plumbing Code Specialist

Building Code Specialist

Code Specialist

+ 10 Additional ICC Certificates

SAP Certified:

CAL / OES #85022

FEMA IS-100, IS-200 and IS-700

ADDITIONAL SKILLS

Accela, Blubeam Revu, ProCore,
PlanGrid, Trakit Permit Software,
Tyler Permit Software, MainStar Permit
Software, DigiPlan Software

AFFILIATIONS

California Building Inspectors Group

Current President

Past Vice President, Secretary, and Board
Member

H. Joe Rossbach, MCP, CBO

BUILDING INSPECTION MANAGER / PLANS EXAMINER

Mr. Rossbach is an International Code Council (ICC) certified Master Code Professional and Certified Building Official with over 25 years in the construction industry. Exposure to the industry from a variety of positions has assisted Joe in gaining the valuable skills necessary to perform a variety of inspections and ensure code compliance. With exceptional problem-solving skills, he offers an in-depth knowledge of code, while presenting incredible interpersonal skills with strict attention to detail. Joe's extensive background includes working with the California Energy Commission, Lawrence Berkeley National Laboratory, and numerous other jurisdictional clients, performing building, mechanical, electrical, and plumbing inspections. As an active member of the California Building Inspections Group (CALBIG), Joe is currently serving the organization as President.

EXPERIENCE

BUILDING INSPECTION MANAGER / PLANS EXAMINER

West Coast Code Consultants, Inc. / 2022 – Present

Supervises and manages a team of inspectors who perform field inspections in various disciplines on behalf of various jurisdictional clients throughout California and the Bay Area. Reviews blueprints, construction plans and other documents to determine compliance with building codes and local regulations for multiple residential, commercial, and industrial projects.

BUILDING INSPECTOR / PLANS EXAMINER

West Coast Code Consultants, Inc. / 2017 – 2022

Performs field inspections of residential and commercial construction projects for numerous jurisdictional clients in the building, mechanical, electrical, plumbing and accessibility disciplines. Reviews plans and other construction documents to determine compliance with building codes and local regulations. Communicates with permit technicians, other inspectors, building officials and project owners regarding deficiencies and solutions.

JOURNEYMAN / CARPENTER

1990 – 2017

Acted as foreman/lead carpenter doing high-end remodels in some of the Peninsula's premier neighborhoods. Trusted to act as site manager and provide a clean, safe work environment for subcontractors and homeowners. Followed blueprints and building plans to meet the needs of clients. Constructed, organized, and managed multiple projects to follow all client needs. References available upon request.



CITY OF SEASIDE STAFF REPORT

Item No.: 8.G.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Haroon Noori, Administrative Analyst II
Andrew Myrick, Economic Development & Community Planning Manager

DATE: March 20, 2025

**SUBJECT: ADOPT A RESOLUTION ACCEPTING THE 2024 HOUSING
ELEMENT ANNUAL PROGRESS REPORT (APR) AND
AUTHORIZING SUBMITTAL OF THE REPORT TO THE
CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT (HCD) AND THE GOVERNOR'S OFFICE OF LAND
USE AND CLIMATE INNOVATION**

RECOMMENDATION

Adopt a resolution accepting the 2024 Housing Element Annual Progress Report and authorizing submittal of the report to the California Department of Housing and Community Development (HCD) and the Governor's Office of Land Use and Climate Innovation (formerly the Office of Planning and Research).

BACKGROUND

State planning law (Government Code Section 65400) requires cities to provide a status report on the implementation of their Housing Element each year to the State Department of Housing and Community Development (HCD). The Housing Element APR must also be sent to the Governor's Office of Land Use and Climate Innovation (LCI). The Housing Element APR is prepared using forms and definitions adopted by HCD and includes progress towards meeting the City's Regional Housing Needs Allocation (RHNA) and status of Housing Element actions and programs that occurred during 2024.

HCD establishes specific reporting metrics outlined in the HE APR, changing annually to align with changes in state legislation. The 2024 HE APR consists of the following data tables:

- Table A: Housing Development Applications Submitted
- Table A2: Annual Building Activity Report Summary--New Construction, Entitled, Permits, and Completed Units
- Table B: Regional Housing Needs Allocation Progress
- Table C: Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law
- Table D: Program Implementation
- Table E: Commercial Development Bonus Approved
- Table F: Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites
- Table F2: Above Moderate Income Units Converted to Moderate Income Units
- Table G: Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of
- Table H: Locally Owned Surplus Sites
- Table J: Student housing development for lower income students for which was granted a density bonus
- Table K: Tenant Preference Policy
- (Local Early Action Planning) LEAP Reporting

DISCUSSION

For the sixth cycle Housing Element, the City has been assigned a Regional Housing Needs Allocation of 616 units (86 very low; 55 low; 156 moderate; and 319 above moderate income units). In 2024, the City approved 22 new Accessory Dwelling Units (ADU), issued 8 ADU building permits, and finalized 24 ADU building permits and 6 Single Family Dwelling (SFD) building permits.

Additionally, on January 10, 2024, the Planning Commission approved a request (AR-23-16) from KB Bakewell for design review associated with a new 21-unit multifamily residential building located at 1620 Broadway Avenue. Subsequently, on March 7, 2024 the City Council approved an affordable housing agreement that deed restricted all 21 units for qualified very-low income households. This site is part of the Housing Element sites inventory.

ENVIRONMENTAL REVIEW

This annual report is exempt from the requirements of the California Environmental Quality Act (CEQA) as it is not a "project" as defined in CEQA Guidelines Section 15378(b)(5).

FISCAL IMPACT

There is no fiscal impact associated with City Council review and City submission of this annual report to HCD and LCI.

ATTACHMENTS

1. Resolution - 2024 HE APR
 2. Seaside Housing Element 2024 Annual Progress Report
-

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager

RESOLUTION NO. 25-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**ACCEPTING THE 2024 HOUSING ELEMENT ANNUAL PROGRESS REPORT AND
AUTHORIZING SUBMITTAL OF THE REPORT TO THE CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD) AND
THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION (LCI)**

WHEREAS, the State of California requires cities to have an adopted General Plan to provide guidance on land use decisions; and

WHEREAS, the City's current General Plan was last comprehensively updated on May 16, 2024 and the Housing Element was certified by HCD on March 27, 2024; and

WHEREAS, all jurisdictions are required to provide HCD and LCI with separate General Plan and Housing Element Annual Progress Reports (APRs) by April 1 each year, per Government Code Sections 65400 and 65700; and

WHEREAS, The Housing Element APR is prepared using forms and definitions adopted by HCD and includes progress towards meeting the City's Regional Housing Needs Allocation (RHNA) and status of Housing Element actions and programs that occurred during the reporting period; and

WHEREAS, the City has prepared its Annual Progress Report attached hereto and incorporated herein by this reference as Exhibit "A," in accordance with the Guidelines adopted by HCD.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Seaside, does hereby declare as follows:

Section 1. The City of Seaside has completed the 2024 Annual Progress Report as required by California Government Code Section 65400.

Section 2. That the 2024 Annual Progress Report, as set forth in Exhibit "A," is found to be consistent with the suggested content by the State Guidelines and is hereby accepted.

Section 3. That the City Manager or his designee is hereby authorized and directed to submit the 2024 Annual Progress Report to LCI and HCD.

APPROVED AND ADOPTED by the City Council of the City of Seaside at a regular meeting duly held on the 20th day of March 2025 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

APPROVED TO FORM:

Sheri Damon, City Attorney

Attachment:

Exhibit "A" – 2024 Housing Element Annual Progress Report

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	12/15/2023 - 12/15/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		8
Total Units		8

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	0	6
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	22	8	0
Mobile/Manufactured Home	0	0	0
Total	22	8	6

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	8	8
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	1
Number of Proposed Units in All Applications Received:	21
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	0	0
Discretionary	1	21

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	1
Number of Units in Applications Submitted Requesting a Density Bonus	21
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	28
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A

Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes
1					2	3	4	5							6	7	8	9	10		11	12	13
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total <u>PROPOSED</u> Units by Project	Total <u>APPROVED</u> Units by project	Total <u>DISAPPROVE D</u> Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes ⁺
Summary Row: Start Data Entry Below								21	0	0	0	0	0	0	21	0	0						
	12631003000	1620 Broadway Ave		AR-23-16	5+	R	1/10/2024	21							21			NONE	Yes	N/A	Approved	Discretionary	

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2023-12/14/2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	86	-	-	-	-	-	-	-	-	-	-	-	86
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	55	-	-	-	-	-	-	-	-	-	-	-	55
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	156	-	-	-	-	-	-	-	-	-	-	-	156
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Above Moderate		319	44	-	8	-	-	-	-	-	-	-	52	267
Total RHNA		616												
Total Units			44	-	8	-	-	-	-	-	-	-	52	564
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5										6	7	
		Extremely low-Income Need		2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Units to Date	Total Units Remaining
Extremely Low-Income Units*		43		-	-	-	-	-	-	-	-	-	-	43

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C																	
Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law																	
Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Seaside
Reporting Year	2024 (Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program 21: Fair Housing Services	Continue to provide CDBG funding to continue ECHO's work in Seaside. Refer households experiencing housing instability or crisis to appropriate agencies and resources.	Annually	Ongoing. The City provides CDBG funding to ECHO annually to continue their fair housing services in Seaside.
Program 21: Fair Housing Services	Ensure ECHO's in-person outreach efforts consider the characteristics of the special needs populations (lower income, Hispanic, elderly, persons with disabilities, language spoken) and their location (Census Tracts 137) by: - Ensuring in-person outreach is done in CT 137 - Making outreach materials available in Spanish Reviewing outreach effectiveness quarterly.	Starting Q1 2024	Ongoing. City staff continues to monitor ECHO's outreach efforts in the City. The City is also considering enhancing ECHO's outreach efforts by making ECHO's outreach at various public locations.
Program 21: Fair Housing Services	Update City website to provide bilingual information regarding fair housing rights and resources. Ensure website contains a summary of the Fair Employment and Housing Act (FEHA) and lists the protected characteristics outlined in this law.	Q1 2024	Ongoing. The City makes availabl ECHO's bilingual outreach materials regading fair housing rights and resources. City staff intends to update the website to contains summary of the Fair Employment and Housing Act (FEHA) and the protected characteristics outlined in this law.
Program 21: Fair Housing Services	Update the Zoning Code to comply with State housing law.	By end of 2024	Partially Completed. Zoning Ordinance Amendment to allow residential by-right in Commercial Mixed Use District and rezone of Sites Inventory Parcel Zoned Community Commercial to Commerical Mixed Use approved by Council in December 2024.
Program 21: Fair Housing Services	Ensure ECHO includes outreach and education of the protected characteristics under FEHA as well as the State's new Source of Income Protection (SB 329 and SB 222), defining public assistance including HCVs as legitimate source of income for housing.	2023-2031	This program is ongoing.
Program 5: Adequate Sites for RHNA and By-Right Approval	Develop new housing opportunities throughout the City by supporting the Seaside Housing Collaborative and identifying additional potential development partners and sites.	Annually	Ongoing. City staff continues to host monthly Board Meeting with the SHC Directors. City Staff worked on identifying potential development sites from a list of the City Owned parcels. Staff narrowed the list to two (2) viable sites and is currently working on drafting documentation to partner with potential developers to acquire and ultimately build affordable housing units.
Program 9: Accessory Dwelling Units	Facilitate the development of 112 ADUs over eight years. Advertise the availability of Pre approved ADU plans. Provide water rights for deed restricted ADUs.	2023-2031	24 ADUs were finaled in 2024. Pre-Approved ADU Plans are posted on the City's website. City Council allocated an additional three acre-feet of water for ADUs on March 6, 2025.
Program 9: Accessory Dwelling Units	Implement CalHome ADU Loan program	2024	Ongoing. The City is exploring funding resources including CalHome for ADU's
Program 11: Housing Choice Voucher Program Program 21: Fair Housing Outreach and Education	Landlord outreach to expand the location of participating voucher properties and increase mobility of households to tracts closer to transit by: • Educating existing landlords in CT 135 and attract new property owners outside of CT 135. • Host landlord fairs in city community centers and listening sessions in partnership with other Housing CBOs. Develop outreach and education materials to combat source-of-income stigma via targeted outreach campaign.	By the end of 2024	Housing Department Staff conducted meetings with local landlords on Housing Choice Vouchers (Section 8). City Staff is working on outreach and educational materials to combat source of income stigma.
Program 9: Accessory Dwelling Units	Inform ADU applicants that ADU units are subject to SB 329 and SB 222- rental unit cannot be denied based on source of incomeby posting information on the City website and the ADU application.	Begin Q1 2024	Pending.

Program 10: Homebuyer Assistance	Build generational wealth by supporting homeownership opportunities. - Continue supporting ECHO First Time Homebuyer Counseling services in Seaside. - In 2024, evaluate continued support for ECHO or similar service providers during the Consolidated Plan process. - Identify and pursue funding sourced from HCD and HUD, as well as partnerships with non-profits and lenders to provide homebuyer assistance. Pursue available grant funding resources in 2024 to reinstate the Homebuyer Assistance Program and include information about the program in the planned targeted outreach events in CT 137 if funding is awarded. If funding is awarded, begin implementation within one year or according to grant agreement.	Annually	Housing Department Staff works on continued community education on available Cal HFA programs, including first time homebuyers loans through collaboratin with Cal HFA. City Staff is pursuing available funding from both Federal and State programs with the goal to reinstate a local Homebuyers Assistance Program.
AFFH Actions: Community Development	Invest in improvements in low-income, racially segregated communities, especially Census tract 137, by - Prioritizing basic infrastructure improvements (e.g., water, sewer) - Targeting acquisition and rehabilitation to vacant and blighted properties in this tract Prioritize capital improvement projects in this census Tract 137.	2023-2031	This program is ongoing. The City continues to provide CDBG funding to different public facilities and infrastructure projects in LMI tracts annually.
AFFH Actions: Community Development	Complete the following planned improvement projects with components within Census Tract 137: 1. Fremont Center Medians - Design phase underway, construction phase estimated to start in the Fall of 2024 2. Broadway Ave Corridor Improvements - Design phase underway, construction phase estimated to start in the late-Fall of 2025 3. FOG Program Development - Citywide program. Development of a FOG program with staff training to inspect food service establishments for compliance with FOG regulations. Program Development estimated to be completed in April 2024 4. Stormwater Master Plan Update - Citywide project. Project underway, estimated completion date is May 2024. 5. Bike-Safe Grate Upgrades - Citywide project. Design phase underway, construction phase estimated to start in the Summer of 2024 6. Street Sign Upgrades - Citywide project. Upgrades to take place between April-June 2024.	2023-2031	Ongoing.
AFFH Actions: Community Development	Conduct proactive community engagement; continue to educate the community about health and safety codes via increased outreach, especially in Census Tract 137.	Begin Q1 2024	Ongoing.
AFFH Actions: Community Development	Implement the City’s CalHome ADU Loan Program. Ensure program outreach is conducted in Census Tract 137.	By Q3 2024	City received a \$1,000,000 CalHome ADU Loan in 2020 to issue ten (10) \$100K loans to low-income homeowners for the creation of ten (10) ADU's that would be rented to low-income homeowners. The grant had to be fully expended by June 2024. Ultimately, one applicant was identified, qualified and the Housing Department closed out the CalHOME ADU Loan Program, supporting the City of Seaside's goal to create affordable housing opportunities. The City of Seaside is one of two agencies, in the State of California, to successfully build a ADU/JADU under the HCD CalHOME ADU Loan Program. City Staff will continue to monitor this program to ensure compliance to State mandated CalHOME guidelines.
AFFH Actions: Community Development	Recruit residents from CT 137 to serve on boards, committees, task forces and other local government decision-making bodies.	Begin Q1 2024	Due to delays caused by loss of City Staff and Staff Turnover, updates have been delayed. City Staff will work with key departments to developan advertisement and recruitment campaign
AFFH Actions: Broadway Avenue Complete Streets Project	Begin construction/complete Broadway Avenue Complete Streets Projects. Implement non-infrastructure programming designed to increase the shift to active transportation modes and long-term behavior change.	Anticipated construction starting in FY25/26	Pending.

AFFH Actions: Supportive Services for Special Needs	The City of Seaside provides various youth programs and is continually evaluating opportunities to expand. Programs include: - CHAMP Program, administered by the Seaside Police Department provides mentorship to Seaside Youth - Youth Employment Program, administered by the Seaside Recreation Department, provides youth ages 15-18 with first time paid job experience during the summer in conjunction with resume and job search support. - Police Youth Diversion Program, administered by the Seaside Police Department and Monterey Peninsula Unified School District prevents youth from entering the justice system by providing them with positive alternatives and counseling. - VIP Program, administered by the Recreation Department, provides teens with an opportunity to gain work experience and skills while earning community service hours. - Workshops: The Seaside Recreation Department hosts monthly workshops for local teens. Topics include but are not limited to Financial Health, Youth Employment Opportunities, and Job Readiness. The City will: - Continue to engage in bilingual outreach and provide program materials in English and Spanish. - Identify ways to target outreach with community partners and school sites.	By Q1 2024	The City's CHAMP youth cadet program has 10 youth from the community. Youth Employment In 2024, 10 youths were hired and continued to work throughout the year in roles across Facilities, Teen Centers, After-School Programs, and Sports Programs. Participants went through a four-week orientation which focused on job skills, job search strategies, filling out applications, writing resumes and cover letters, and interview preparation. This experience has provided financial support for the interns, benefiting their home life, school, and sports activities. Diversion In 2024, we received 13 diversions, where 12 have graduated and one is pending. Graduating from the diversion program requires completing an eight-week mentoring program held at the Seaside Youth Resource Center VIP Program In 2024, 15 students participated in the program. After completing 40+ hours, they earned a trip to Six Flags California. At 15, they can apply for the city of Seaside's Youth Employment Program, making the VIP Program a great stepping-stone for future career opportunities. Workshops In 2024, held by the Seaside Youth Resource Center, workshops including the following topics--Mental Health Awareness, Eating Health with the Blue Zones Project, Gateway Drug Prevention, Social Media, Bullying Prevention and Leadership Development. These monthly workshops benefited between 20-25 youth.
AFFH Actions: Digital Divide	Taking action to close the digital divide by considering the needs of residents in Census Tract 137 if funding becomes available for the Seaside Broadband Master Plan. If funding becomes available, Seaside Broadband Master Plan outreach process to include active outreach to CT 137.	Pursue funding annually	This program is ongoing. The City continues to pursue funding
AFFH Actions: Tenant Protection and Anti-Displacement	Ensure existing residents in Census Tract 137 can remain and benefit as the neighborhood improves by: - Creating a listing of affordable units available Citywide and posting in the City website - Including portal for providers to report vacancies - Include information on City's website on County resources Inform residents of online registry during targeted outreach events (by ECHO and during Parks Master Plan development).	Begin listing in Q2 2024 and update on an ongoing basis. Utilize registry to notify residents as part of outreach strategy.	Due to delays caused by loss of City Staff and Staff Turnover, meetings and updates have been delayed. City Staff continues to partner with ECHO to support residents in need of assistance.
AFFH Actions: Tenant Protection and Anti-Displacement	Provide Housing Authority of the County of Monterey (HACM) Mon with updates on vacancies.	Begin listing in Q2 2024 and update on an ongoing basis. Utilize registry to notify residents as part of outreach strategy.	Due to delays caused by loss of City Staff and Staff Turnover, updates have been delayed.
AFFH Actions: Tenant Protection and Anti-Displacement	Help residents transition to their new homes when displacement cannot be prevented providing with link to the Monterey County Housing Authority's Rental Registry. Partner with nonprofits that serve underserved residents within the City to share information on fair housing and tenant rights. The City will create a fair housing informational flyer including Fair Housing Rights and resources available to distribute to local non-profits. Promote the Housing Authority of Monterey County's Emergency Housing Voucher Program, and other Housing Choice Voucher Programs, to tenants at-risk of displacement. Educational flyers will be in English and Spanish.	Provide link to HAMC by Q2 2023 Create and distribute flyer by July 2024. Update annually.	City Staff continues to be a resource to residents of Seaside by providing guidance and direction to available Monterey County Housing
AFFH Actions: Tenant Protection and Anti-Displacement	Educate development community and tenants about first right of refusal requirements per the City's Inclusionary Housing policy by: - Posting this information on the City's fair housing webpage - Include this information on informational flyer to be shared with nonprofit partners	Update website by Q1 2024 Create and distribute flyer by July 2024	Due to delays caused by loss of City Staff and Staff Turnover, updates have been delayed.
AFFH Actions: Tenant Protection and Anti-Displacement	Establish procedures to implement SB 330, including replacement requirements	By the end of 2024	Staff is aware of the requirements of SB 330. Projects which are consistent with the General Plan do not require Rezones. No residential units (affordable or otherwise) have been proposed for removal.
AFFH Actions: Tenant Protection and Anti-Displacement	Collaborate with non-profits to pursue acquisition/rehabilitation of affordable housing beyond those at-risk.	2023-2031	This program is ongoing.

Program 26: Anti-Displacement Strategy	Adopt a multi-pronged anti-displacement strategy to work to relieve displacement pressures caused by the increasing income gap and increasing housing costs in the City. The strategy will include measures that encourage affordable housing production, work to preserve existing affordable housing, and protect current residents from displacement in rapidly changing portions of the city, particularly in Census Tracts 137 and 140.	Targeted outreach 2024-2025. Adopt Strategy by the end of 2025	This program is ongoing.
Program 14: Preservation of Publicly Assisted Low Income Housing	In 2021, the City created an affordable housing development non-profit called Seaside Housing Collaborative whose mission is to conceptualize, plan, entitle, construct, acquire, sell or lease affordable housing up to and including workforce housing within the City of Seaside. - Monitor Units at Risk: The City will keep in regular contact with the five projects with affordable units to monitor any change in status or intent to maintain the projects as affordable housing. The City will also ensure that no affordable rental unit is allowed to convert to a condominium without meeting the requirements of the City’s adopted condominium conversion ordinance in Chapter 17.42 of the Zoning Ordinance. - Provide Tenant Education: If any of these projects files a Notice of Intent to opt out of affordability covenants, the City will work with tenants to inform them of their rights under federal and State regulations, including receiving proper noticing. New State law requires noticing the tenants three years, one year, and six months ahead of conversion. - Work with Potential Priority Purchasers: Work with Seaside Housing Collaborative to pursue acquisition/rehabilitation opportunities.	Annually	The SHC is an independent 501c3, though it currently (as of May 2024) relies on City Staff and Resources for its operations. Meetings are held monthly on the third Wednesday of each month at 10:00 AM in the Black Horse room at the Oldemeyer Center. Through collaboration with local landlords and community involvement, the SHC provides information and direction on identifying opportunities for affordable housing opportunities. Ongoing. City staff continues to host monthly Board Meeting with the SHC Directors. City Staff worked on identifying potential development sites from a list of the City Owned parcels. Staff narrowed the list to two (2) viable sites and is currently working on drafting documentation to partner with potential developers to acquire and ultimately build affordable housing units.
AFFH Actions: Economic Development	Increased housing and jobs opportunities through the West Broadway Urban Village Specific Plan (WBUVSP), which encourages higher density and mixed-use redevelopment, in CT 140. Ensure existing businesses in CT 140/WBUVSP area benefit from redevelopment by: - Annually conduct on-site multi-lingual outreach to small businesses. About two to three times a month, a dedicated outreach staff member makes on-site visits to educate small business owners regarding potential financing and access to low-cost capital - Annually organize Community Business Meetings on an occasional basis, sometimes based on a specific topic and sometimes just to obtain feedback. - Increase the visibility of the Economic Development staff located within the West Broadway Urban Village. The City is presently researching potential providers of technical assistance to small businesses.	2023-2031	Staff has provided outreach to small businesses by doing business visits. During the visits staff has shared information for free training workshops from local partners (CalCoast SBDC, Monterey County Business Council, SCORE Central Coast and SeeMonterey) to enhance their marketing efforts, how to create a business plan, gain access to low-cost capital, and other similar topics. Staff is also multi-lingual and is able to interact with a larger number of businesses. Staff identified a partner to provide direct technical assistance, however the selected partner was acquired by another entity. Staff will formalize an agreement in 2025 with the entity to provide technical assistance.

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Seaside	
Reporting Period	2024	31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.			TOTAL UNITS ⁺	The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the chcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺		
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units			6	6					City purchased a multi-dwelling property consisting of 6-units that have been designated as low-income affordable
Mobilehome Park Preservation									
Total Units by Income			6	6					

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2																
Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2																
For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).																
Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	<u>Date Converted</u>	<u>Notes</u>
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0	0	

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Period	6th Cycle	12/15/2023 - 12/15/2031

element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1				2	3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Seaside	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2024 (Jan. 1 - Dec. 31)		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For Monterey County jurisdictions, please format the APN's as follows:999-999-999-999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved								Units (Beds/Student Capacity) Granted
1				2	3	4								5
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	Seaside	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	12/15/2023 - 12/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

Jurisdiction	Seaside	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Local Early Action Planning (LEAP) Reporting

(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity’s application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$150,000.00		Total award amount is auto-populated based on amounts entered in rows 15-26.		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
6th Cycle Housing Element Update	\$150,000.00	\$150,000.00	Completed	Local General Fund	



CITY OF SEASIDE STAFF REPORT

Item No.: 9.A.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Andrew Myrick, Economic Development & Community Planning Manager

DATE: March 20, 2025

**SUBJECT: RECEIVE REPORT REGARDING FIREARMS SALES IN A RETAIL
LOCATION IN THE CITY OF SEASIDE AND PROVIDE DIRECTION
TO STAFF**

RECOMMENDATION

Receive the Report and provide direction to staff as appropriate.

BACKGROUND

The Seaside Municipal Code at the present time does not have significant restrictions regarding the time, place, or manner of the sales of firearms or ammunition. These types of business characteristics are generally regulated by the Seaside Zoning Ordinance (Title 17). However, there is no reference to guns, ammunition, or firearms in the Zoning Ordinance. As such, from a Zoning perspective, any proposal to sell firearms would be considered a retail use. Obtaining Zoning approvals to sell firearms would therefore be subject to the same rules and regulations as any other retail use, and would be considered a "by-right" use in much of the City's commercial areas.

Although the Municipal Code does not regulate time, place, or manner, it does contain a few limiting provisions. Section 15.24.070.I.1.j requires gun and ammunition stores to have an alarm system. More significantly, Chapter 5.36 provides requirements in place to sell firearms. These requirements do not regulate time, place, or manner, but instead essentially specify that the seller must have three different approvals:

1. They must hold a federal firearms permit;
2. They must comply with all applicable sections of the California Penal Code relating to registration of sales of firearms; and
3. They must obtain a permit authorizing the storage of firearms from the Chief of

Police.

The City of Seaside does not have control over whether a potential seller of firearms is able to comply with State and Federal law. Therefore, if an individual desires to sell firearms within the City of Seaside and the property is zoned for retail uses, the only limiting factors would be the need to install an alarm system and obtain a permit from the Chief of Police.

The most recent Business License for firearms sales that was issued by the City was issued to a seller in 2017. However, that business closed in 2020. Staff is not aware of any existing sellers of firearms within City Limits. However, the City of Monterey currently has five retail sellers of firearms within its city limits. On February 18, 2025, in response to community concerns, the City of Monterey adopted an urgency Ordinance to prohibit the establishment of any new retail sales of firearms and ammo for at least 45 days.

Staff believes that the sale of firearms should be treated differently from the sale of most other goods within the City, and that some of the unique characteristics of the sale of firearms and ammo (particularly the concerns related to security and theft) warrant a more targeted approach towards identifying the appropriate time, place, and manner for such a business. Staff proposes to draft a revised Ordinance to try to identify the appropriate time, place, and manner for such uses. In particular, staff will review whether it would be appropriate to require a discretionary permit (such as a Use Permit) in order to sell firearms, what locations/zoning districts would be appropriate locations for such a use (including identification of sensitive uses and appropriate separation distances), and what operating standards such a business would need to adhere to as a condition of conducting business.

If desired, a urgency moratorium could be brought before the Council for consideration. In the interim, the Police Chief has discretion regarding the approval of permits for the sale of firearms and ammo.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager



CITY OF SEASIDE STAFF REPORT

Item No.: 9.B.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Samantha Alcaraz, Human Resources Director/Risk Manager

DATE: March 20, 2025

**SUBJECT: RECEIVE REPORT REGARDING INCREASING STIPENDS FOR
CITY COUNCIL MEMBERS AND PROVIDE DIRECTION TO STAFF**

RECOMMENDATION

Receive report and provide direction to staff.

BACKGROUND

The City of Seaside is a general law city under California state law. As a general law city, the City Council has the authority to amend an ordinance to increase salaries for the mayor and city council members. The salaries of the Mayor and City Council members have not changed since 1986, almost 38 years (Exhibit A, Ordinance No. 703). Since then, the cost of living alone has increased by more than 300%. Additionally, the City has grown in complexity, along with the hours required to prepare for and attend City Council meetings. Also, the number of other functions and outside committee assignments has increased significantly. The current salary is \$400 per month. This salary is the second lowest among the neighboring cities (Exhibit B, Salary Survey).

The California Legislature recognized this problem in 2023 and adopted Senate Bill 329 (Dodd), which authorized general law city councils to amend their ordinances to make changes to the amount of compensation council members may receive.

The goal of the bill was to address recent inflationary increases, economic realities, and remove barriers to achieving more equitable representation in local government by making it easier for public servants to balance careers and personal obligations. The increase in salaries helps city councils become more diverse because increased

compensation can help individuals from across different income levels receive income from their service to help ensure that they can continue to serve the public, making it easier for members of marginalized communities to serve.

No one runs for city council in order to make money, but the low levels of pay make it much harder to balance their careers and personal obligations with the calling to serve their community. Furthermore, lengthy time commitments and limited pay discourage many, especially low-income residents, single parents, people of color, and young people, from running for public office.

Under Section 36516, the salaries of council members approved by ordinance shall be as follows:

1. An amount equal to 5% for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted; or
2. In cities up to and including 35,000 in population, a monthly salary of \$950.

A council member's monthly salary of \$400 in 1986 increased by 5% annually until 2024, it would be adjusted to \$2,409.05 a month. The amount of \$400 in 1986 is equivalent to \$1,118.56 today.

REQUEST:

Consider the adoption of amending the ordinance to increase the monthly compensation for current and future mayor and council members of the City of Seaside.

FISCAL IMPACT

ATTACHMENTS

1. Ordinance_703
2. Council Salary Survey_2025

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager

ORDINANCE NO. 703

AN ORDINANCE ADDING SECTION 2.02.490 TO THE
SEASIDE MUNICIPAL CODE RELATING TO
COMPENSATION FOR COUNCIL MEMBERS

WHEREAS, Government Code section 36516 adopts a salary
schedule for members of a city council; and

WHEREAS, in cities over 35,000 in population, said
Government Code section sets a monthly salary of four hundred
dollars (\$400) for city council members; and

WHEREAS, pursuant to the official 1980 census, the City of
Seaside has a population of 36,567;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEASIDE DOES
ORDAIN AS FOLLOWS:

Section 1. Section 2.02.490 Added. Section 2.02.490 is
hereby added to the Municipal Code to read as follows:

"2.02.490 Compensation. Each member of the city council shall
receive a salary of four hundred dollars (\$400) per month."

Section 2. All ordinances and parts of ordinances in conflict
herewith are hereby repealed.

Section 3. Within fifteen (15) days after passage, the city
clerk shall cause this ordinance to be published one time in the
Monterey Peninsula Herald. This ordinance shall be in force and
take effect thirty (30) days from and after its passage and
approval.

INTRODUCED this 7th day of August, 1986.

PASSED AND ADOPTED at a regular meeting of the city council
of the City of Seaside duly held on the 21st day of
August 1986, by the following vote:

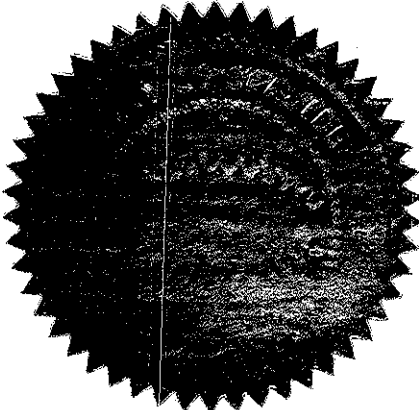
STATE OF CALIFORNIA)

) SS

COUNTY OF MONTEREY)

I, Dee Latimore - City Clerk, of the City of Seaside, State
of California, hereby certify that on the 16th day of
Sept., 19 86, a true copy of the foregoing
Ordinance No. 703 of the City of Seaside was published in
The Herald

16th Witness my hand and the seal of the City of Seaside this
day of Sept., 19 86.



Dee Latimore / tt
Dee Latimore, City Clerk
CITY OF SEASIDE

1 AYES: Councilmember: Houser, Polite, Mayor McClair

2 NOES: Councilmember: Quinn

3 ABSENT: Councilmember: Lively

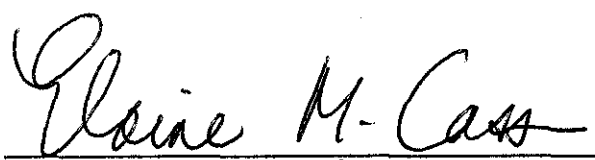
6 SO ORDERED:

8 
9 LANCELOT C. McCLAIR, Mayor

11 ATTEST:

13 
14 D. LATIMORE, City Clerk

16 APPROVED AS TO FORM:

18 
19 ELAINE M. CASS, City Attorney

**City of Seaside
Elected Officials Salary**

2024

Agencies

Comparator Agency	Population	Mayor Salary	Council Salary
City of Santa Cruz	61,501	\$3,420.00	\$1,710.35
City of Salinas	160,000	\$2,549.99	\$2,549.99
City of Gilroy	58,000	\$1,531.92	\$1,021.67
City of Sand City	328	\$1,450.00	\$950.00
Del Rey Oaks	1,611	\$225.00	\$100.00
City of Watsonville	51,000	\$760.00	\$660.00
City of Pacific Grove	15,000	\$700.00	\$420.00
City of Monterey	29,000	\$1,417.50	\$965.26
City of Seaside	31,317	\$400.00	\$400.00
City of Hollister	45,000	\$820.00	\$820.00
City of Marina	22,833	\$2,250.00	\$2,000.00

Average of Comparators **\$986.35**
% City of Seaside Above/Below **-146.59%**

Median of Comparators **\$820.00**
% City of Seaside Above/Below **-105.00%**

Number of Cities

NOTE: All calculations exclude City of Seaside



CITY OF SEASIDE STAFF REPORT

Item No.: 9.C.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Jessica Riley, Finance Director

DATE: March 20, 2025

**SUBJECT: RECEIVE REPORT REGARDING SHORT TERM RENTAL FUNDING
AND PROVIDE DIRECTION TO STAFF**

RECOMMENDATION

Receive report and provide direction to staff.

BACKGROUND

This report provides an update on the allocation and utilization of short-term rental tax revenues collected by the City of Seaside.

Ordinance Reference: Seaside Municipal Code, Section 3.24.130

- **10%** of the Short-term Rental (STR) revenue is used for short-term rental program costs.
- The remaining **50%** of the net STR revenue is allocated to the **City of Seaside Housing Fund** to support affordable housing initiatives, as directed by the City Council.
- The other **50%** is directed toward **community and neighborhood park improvements**, based on recommendations from the Neighborhood Improvement Commission.

Short-term Rental Tax Revenue and Expenditures Summary

- **Initial STR Program Revenue Fiscal Year 2019/20:** The total revenue collected in the first year of the short-term rental program was **\$376,453**.
- **Fiscal Years 2020/21 – 2023/24:** On average, STR tax collections have

amounted to **\$747,928** annually, with **\$1,076,010** collected in FY 2023/24.

Neighborhood Improvement Fund Expenditures

For budgeting and planning purposes, an estimated 50% of the projected short-term rental tax revenue is allocated at the beginning of each fiscal year to the Neighborhood Improvement Commission (NIC) for park and neighborhood improvement projects. Any unexpended funds or variances from actual collections are adjusted through the General Fund at the close of the fiscal year. Surpluses are returned to the General Fund, and deficits must be covered by the General Fund.

The funds allocated to the Neighborhood Improvement Fund have been utilized in the following categories:

- **Capital Improvement Projects (CIP):** 51% of the allocated funds have supported capital improvement projects within the City.
- **Other Neighborhood Improvement Projects:** 25% has been used for smaller, non-CIP neighborhood improvements.
- **Unspent Funds:** 24% of the allocated funds have rolled back into the general fund. Most of the unspent funds were in fiscal year 2021/22.

These allocations reflect the ongoing commitment to improving public spaces and enhancing the quality of life in Seaside's neighborhoods.

Affordable Housing Fund Expenditures

The remaining 50% of short-term rental tax revenue is directed toward the **Affordable Housing Fund**. This fund has been used to support the City's affordable housing program, including:

- **Staff Costs:** Funding has supported the salary of the Affordable Housing Program Manager.
- **Maintenance Costs:** Funds have been used for the ongoing maintenance of affordable housing properties.
- **Consultant Services:** The fund has also supported various consultant services that assist with affordable housing activities in Seaside.

To date, **66%** of the funds allocated to the affordable housing program have been expended. The remaining balance continues to reside in the affordable housing fund and is available for future projects or expenses that support affordable housing within the City of Seaside.

Conclusion

The allocation of short-term rental tax revenue continues to support key initiatives

within the City of Seaside, with significant investments in both affordable housing and neighborhood improvements. The process for managing these funds is in alignment with the Seaside Municipal Code and the direction of the City Council. Regular adjustments based on actual tax revenue ensure that these programs are adequately funded and able to meet the City's goals.

FISCAL IMPACT

The allocation of short-term rental tax revenues has a direct impact on the City's budgeting and resource distribution. The continued funding of the Neighborhood Improvement Fund and Affordable Housing Fund ensures that key community projects and affordable housing initiatives are adequately supported. The funds used for capital improvements, neighborhood enhancements, and affordable housing programs help maintain and improve the City's infrastructure and affordable housing opportunities, contributing to long-term fiscal stability. Any variances between estimated and actual tax revenues are managed through adjustments to the general fund, minimizing the financial impact on other City operations.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager



CITY OF SEASIDE STAFF REPORT

Item No.: 9.D.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Nick Borges, Police Chief
Jessica Riley, Finance Director

DATE: March 20, 2025

**SUBJECT: RECEIVE REPORT REGARDING FUNDING FOR SNIP BUS AND
PROVIDE DIRECTION TO STAFF**

RECOMMENDATION

Approve 6 months of funding for SNIP bus services within the City of Seaside.

BACKGROUND

SNIP Bus continues to provide services at a low cost to Seaside residents to spay and neuter cats and dogs. This service helps reduce overpopulation and animal neglect. Last budget cycle, SNIP was approved for 6 months of service. Funding for that has ceased. Finance projects a possible surplus at mid-year. Our current Police Department budget does not support additional services, and we are requesting another 6 months for services with SNIP Bus. Each SNIP Bus clinic costs \$4,000 for the city to host.

FISCAL IMPACT

\$24,000 in budget surplus to be allocated to the Police Department Veterinary Services account to fund 6 SNIP Bus clinics for the remainder of 2025 calendar year.

ATTACHMENTS

None

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager



CITY OF SEASIDE STAFF REPORT

Item No.: 9.E.

TO: City Council

FROM: Greg McDanel, City Manager

BY: Jessica Riley, Finance Director

DATE: March 20, 2025

**SUBJECT: ADOPT A RESOLUTION ACCEPTING THE ANNUAL MID-YEAR
FINANCIAL REPORT AND ADOPTING PROPOSED CHANGES TO
THE BUDGET OF THE CITY OF SEASIDE FOR THE FISCAL YEAR
2024-2025**

RECOMMENDATION

Adopt a resolution approving the Annual Mid-Year Financial Report for the Fiscal Year 2024-2025 and authorize the proposed adjustments to the City of Seaside's budget for the same fiscal year.

BACKGROUND

This item provides the City Council with an opportunity to review the Annual Operating and Capital Budgets as of mid-year and amend the budget as deemed necessary. The City's Finance Director will provide a presentation summarizing the mid-year financial report which is attached to the agenda item.

FISCAL IMPACT

The City's general fund fiscal year operating budget is projected to produce a surplus of approximately \$2.2 million. Staff are requesting budget revisions of approximately \$1.9 million. Of the requested revisions, \$1.1 million is requested as new appropriations from the general fund, \$291k is requested from existing special revenue funds, \$12k is requested as a new appropriation from the Muni Water enterprise fund, and \$538k is requested to be repurposed from existing general fund appropriations. Furthermore, \$1.1M will be allocated from the fiscal year 2023-34 surplus to the City's streets funds in fiscal year 2025-26.

ATTACHMENTS

1. Resolution Mid Year Budget Changes
 2. Q2 FY 25
-

Reviewed for Submission to the City Council by:



Dan Meewis, Interim City Manager

RESOLUTION NO. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**ACCEPTING THE ANNUAL MID YEAR FINANCIAL REPORT AND ADOPTING
PROPOSED CHANGES TO THE BUDGET OF THE CITY OF SEASIDE FOR THE
FISCAL YEAR 2024-2025**

WHEREAS, The City Council of the City of Seaside reviewed and adopted the 2024-2025 Annual Operating Budget in June of 2024; and

WHEREAS, the City Council conducts an annual mid-year review of the Operating Budget; and

WHEREAS, the City Council of the City of Seaside has conducted the mid-year review and reviewed the proposed changes to the FY 2024-2025 Annual Budget; and

WHEREAS, the City Council is required to approve changes to the 2024-2025 Operating Budget by resolution.

NOW THEREFORE BE IT RESOLVED,

1. The City Council of the City of Seaside accepts the annual Mid-year Financial Report and adopts the proposed modifications to the 2023-2024 Annual Operating Budget, as detailed in the Mid-year Financial Report, attached, which may be modified and incorporated by staff, as authorized.
2. The City Council of the City of Seaside authorizes the City Manager to execute any contracts or contract amendments associated with any of the budget modifications approved by this resolution.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Seaside duly held on the 20th day of March 2025 by the following vote:

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

APPROVED:

Ian N. Oglesby, Mayor

ATTEST:

Dominique L. Davis, City Clerk

APPROVED TO FORM:

Sheri L. Damon, City Attorney

Mid-Year FY 2024-25 Financial Report (Unaudited)



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INTRODUCTION

This is the second quarterly report for Fiscal Year 2024-25, and comprises results for the six month period ending December 31, 2024. While a few other notable funds are reviewed, this report focuses primarily on the City's general fund. General Fund operating revenues and expenditures as compared to previous years and/or budget are presented, and any notable changes or trends in these numbers are explained. The report is presented on a cash basis, which means that revenues are recognized at the time revenues are received and expenditures are recognized at the time payment is processed. The City does not accrue any revenues or expenditures in the first quarter.

The purpose of this report is twofold. First, it ensures that the City is consistently monitoring its revenues and expenditures so that it may proactively respond to unanticipated changes or emerging trends. Second, and equally important, consistent reporting increases the transparency of the City's finances. Quarterly reporting provides the City Council, City Administration, taxpayers and ratepayers with information that demonstrates the City is meeting this standard.

The information in this report is the most accurate and up-to-date information available at the time of publication. It is not meant to be inclusive of all financial and accounting transactions. It is intended only to provide the Council, Management and the public with an overview of the state of the City's general fiscal condition. It should be noted that this report is not an audited financial statement, and the numbers provided herein are preliminary and subject to change as the year progresses. No data on revenues and expenditures is final until the City has completed its annual audit and finalized its Annual Comprehensive Financial Report (ACFR), which is released in the winter of each year for the prior fiscal year.

ECONOMIC OUTLOOK

The economic outlook section of this report provides an overview of key factors influencing the City's financial outlook. With the end of California's COVID-19 State of Emergency in February 2023, the economy has been transitioning into a period of recovery. In response to

persistent inflation, the Federal Reserve raised interest rates midway through 2024, but by the end of the year, it implemented a series of three rate cuts, which appear to have helped achieve a "soft landing" for the economy. However, growth prospects have slowed for fiscal year 2024-25, signaling a more cautious outlook moving forward.

NATIONAL & STATE ECONOMIC OUTLOOK

Hdl (The City's revenue enhancement consultant) reports the national economy grew on average 2.8% through FY23-24, and projects it will flatten in FY 24-25 to 2.6% real growth. FY 25-26 is expected to flatten further to 2.5%

- California's unemployment rate has risen through FY 24-25, but is expected to decrease from 5.3% in FY 24-25 to 5.1% in FY 25-26, remaining slightly higher than the national average despite a year-over-year change similar to the national trend.
- Statewide Sales & Use Tax growth is expected to turn slightly negative in FY 24-25 at -0.8% before increasing further in FY 25-26 at 2.6%.
- California's median existing home price is expected to increase from \$719k in FY 24-25 to \$728k in FY 25-26.

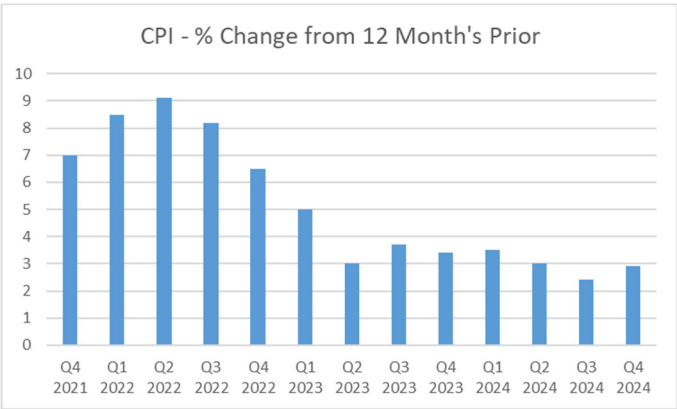
Source: Hdl

The national economic outlook shows resilience despite ongoing challenges. The Federal Reserve's actions to combat inflation through interest rate hikes in early 2024 have begun to take effect, leading to a series of three rate cuts by year-end. While inflation has cooled from its peak, the economy continues to be influenced by global geopolitical tensions and unpredictable fiscal policies, such as tariffs. These external factors contribute to ongoing uncertainty, which may impact both national and local growth projections.

The combination of global unrest and domestic policy decisions continues to create volatility in economic conditions. Although the Federal Reserve remains confident that inflation is easing and the labor market is strong, these external risks could lead to further instability. Consumer spending remains a key driver of

CITY OF SEASIDE

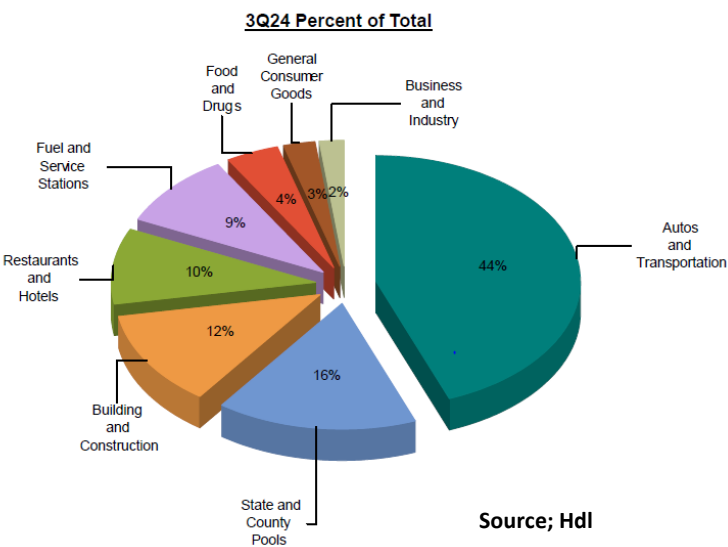
U.S. economic growth, but the broader outlook will depend on how these uncertainties affect household finances, business investment, and overall economic confidence.



Despite growing concerns about the risk of a recession in 2025, many economists remain cautious but optimistic. While geopolitical unrest and restrictive fiscal policies pose challenges, the Federal Reserve’s recent actions have helped stabilize inflation and support resilience. As uncertainties persist, particularly from global factors, the economy’s adaptability provides a reason for cautious optimism, though these developments will need to be closely monitored moving forward.

LOCAL ECONOMIC OUTLOOK

Seaside's economic landscape is adjusting to post-pandemic conditions, with both challenges and opportunities emerging. While the city's unemployment rate remains relatively low at an average annual rate of 3.7% as of December 2024, this is a slight increase from the 2% low in May 2022, reflecting broader national labor market trends. Sales tax receipts for the third quarter of 2024 (July through September) declined by 2.6% compared to the same period in 2023, with a deeper drop of 4.8% after adjusting for reporting anomalies. The automotive sector, which continues to struggle with high interest rates and falling vehicle prices, remains a major contributor to the decline.



In addition to the slowdown in auto sales, Seaside saw reduced fuel-service station receipts, impacted by a global decrease in crude oil prices. The food and drug sector also experienced a downturn, notably in cannabis sales, while construction-related businesses reported weaker demand, reflecting broader challenges in the economy due to high interest rates and limited investment in home repairs and new projects.

A significant shift in Seaside’s economy has been the 12% decline in transient occupancy tax (TOT) collections for the first half of fiscal year 2024-25, compared to the same period in the prior year. This mirrors weaker restaurant performance, especially in fine dining, and is attributed to rising labor costs and fewer customer visits. While some sectors showed growth, such as quick-service restaurants and business-to-business sales, the broader trend of cautious consumer spending continues to impact local businesses.

Looking ahead, Seaside’s sales tax receipts are expected to remain soft, with a projected 1% decline compared to last year. This reflects ongoing consumer caution, particularly in large or discretionary purchases. As the city navigates these challenges, officials will continue to monitor economic developments, including Federal Reserve actions, and remain flexible to adjust strategies as needed through the remainder of fiscal year 2024-25.

GENERAL FUND

FY 2024-25 BUDGET RECAP:

General Fund Changes in Fund Balance:	Operating	Streets	Capital	Total Budget
	FY25	FY25	FY25	FY25
Revenues	\$ 48,208,077	\$ -	\$ -	\$ 48,208,077
Fund Balance	\$ 55,660	\$ 2,407,073	\$ 4,557,231	\$ 7,019,964
Expenditures	(48,242,937)	(2,407,073)	(4,557,231)	(55,207,241)
Adjusted Surplus/(Deficit)	<u>\$ 20,800</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,800</u>

In June of 2024, the City of Seaside City Council adopted the FY 2024-25 annual budget. Despite a projection of a flattening in Revenue growth, with collaborative effort between staff and the City Council to manage cost increases, a surplus budget was adopted including an operating surplus of \$21k. Additionally, \$4.3M of fund balance was provided for capital improvements and \$2.3M of fund balance was provided to support streets operations.

In the first half of the year a few budget adjustments resulted in an additional appropriations from fund balance in the amount of \$56k for operating expenditures and additional appropriations from fund balance in the amount of \$279k for capital improvements.

RESERVES:

The City’s reserve accounts are fully funded in the fiscal year 2024-25 budget at the following amounts:

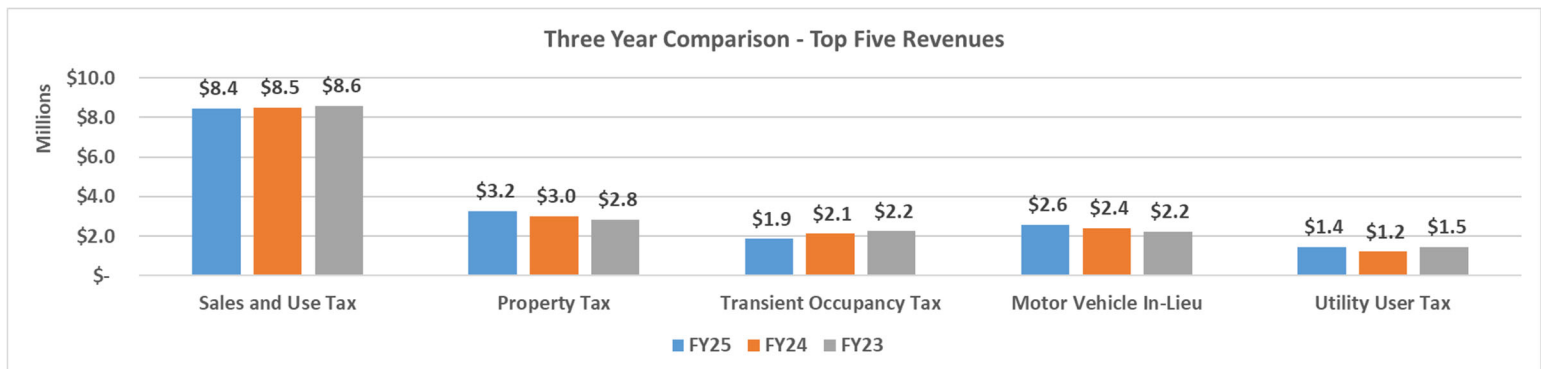
Emergency Reserve - 15%	(7,228,092)
Special Reserve - 10%	(4,610,807)
Capital Reserve - 5%	(2,305,404)
	<u>(14,144,303)</u>

Q2 GENERAL FUND REVENUES:

Total budgeted revenue for FY 2024-25, including one-time sales and transfers, is \$48.2M. Revenues are projected to end the year at \$46.8M, which is \$1.3M below budget and below the \$47.2M revenue received in FY 2023-24.

The following table and chart compares Q2 results for FY25 with Q2 results for FY23 and FY24. As can be seen in the table, revenues through the second quarter totaled \$21.4M which is -1% or \$233k lower than the second quarter of the previous year and mostly unchanged compared to FY23. The \$21.4M equals 44.4% of total budgeted revenue. In comparison, the second quarter of the previous year the City had realized 48% of total budgeted revenue. This indicates that the City's revenues are below target with the budget.

General Fund Revenues:	Budget		Results:	Variances:				Projection	
	Annual	Q2 - 50%	Q2	Year over Year Vs. FY24		Year over Year Vs. FY23		Year-End	Variance vs. Budget
	FY25	FY25	FY25	\$	%	\$	%	FY25	\$
Sales and Use Tax	\$ 20,319,003	\$ 10,159,502	\$ 8,444,599	\$ (61,195)	-1%	\$ (143,667)	-2%	\$ 19,660,421	\$ (658,582)
Property Tax	6,453,606	3,226,803	3,248,899	238,907	8%	409,554	14%	6,743,917	290,311
Transient Occupancy Tax	4,682,854	2,341,427	1,858,436	(257,062)	-12%	(388,209)	-17%	3,777,778	(905,075)
Motor Vehicle In-Lieu	4,933,973	2,466,986	2,555,429	160,296	7%	338,150	15%	5,162,464	228,491
Utility User Tax	3,053,277	1,526,639	1,441,230	230,936	19%	(15,646)	-1%	3,727,072	673,795
Business License Tax	1,135,868	567,934	967,433	(83,861)	-8%	208,998	28%	1,002,086	(133,782)
Franchise Fees	2,126,063	1,063,031	334,089	(251,528)	-43%	(304,158)	-48%	1,999,119	(126,944)
Marijuana Receipts Tax	951,821	475,911	169,408	(100,869)	-37%	(381,086)	-69%	775,199	(176,623)
Miscellaneous-Other Revenue	893,210	446,605	499,915	266,373	114%	(23,351)	-4%	935,680	42,470
Licenses & Permits	1,203,369	601,684	313,826	(293,059)	-48%	(115,897)	-27%	671,435	(531,934)
Fees & Charges	889,575	444,788	363,350	(20,552)	-5%	(19,405)	-5%	788,387	(101,188)
Grant Revenue	142,521	71,261	160,196	(445,371)	-74%	(155,746)	-49%	170,196	27,675
Income from Investments	946,799	473,400	821,010	387,503	89%	581,110	242%	1,041,970	95,170
Other Agency Revenue	327,574	163,537	143,736	23,255	19%	33,701	31%	230,706	(96,867)
Fines & Forfeitures	148,564	74,282	71,400	(26,802)	-27%	(17,289)	-19%	192,438	43,874
Transfer In	-	-	-	-	n/a	-	n/a	-	-
Revenues by Source	\$ 48,208,077	\$ 24,103,788	\$ 21,392,957	\$ (233,030)	-1%	\$ 7,059	0%	\$ 46,878,867	\$ (1,329,210)

DISCUSSION OF SIGNIFICANT REVENUE VARIANCES:

- **Sales and Use Tax:** Sales tax, which started to flatten in fiscal year 2023-24 is continuing a downward trend driving by declines in the auto sales category. Sales and Use tax is projected to end the year below budget by \$658k.
- **Property Tax:** Has increased and is projected to end the year slightly higher than the previous year. This category is also projected to end the year slightly higher than budget by \$290K. Increases in property tax revenue have been supported by changes in ownership, increases in median home prices, and new developments such as the Enclave.
- **Transient Occupancy Tax (TOT):** This category is expected to decline compared to fiscal year 2023-24 and end the fiscal year 2024-25 below budget by \$905k.

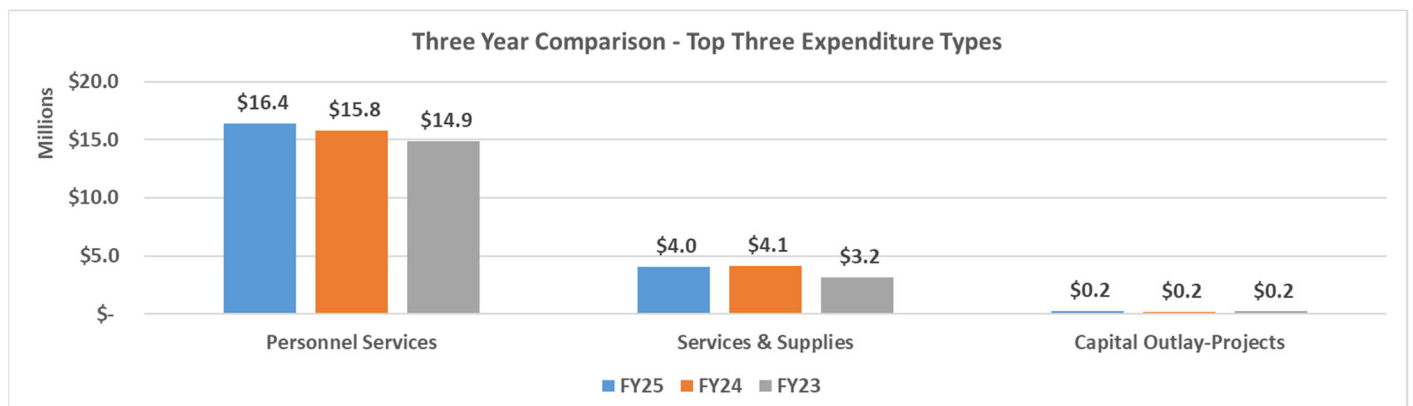
Q2 GENERAL FUND EXPENDITURES:

Total budgeted expenditures for FY 2024-25 including transfers are \$54.8M.

General Fund Expenditures by Type	Budget		Results:	Variances:				Projection	
	Annual	Q2 - 50%	Q2	Year over Year Vs. FY24		Year over Year Vs. FY23		Year-End	Variance vs. Budget
	FY25	FY25	FY25	\$	%	\$	%	FY25	\$
Personnel Services	\$ 34,767,763	\$ 17,383,881	\$ 16,432,732	\$ 623,337	4%	\$ 1,628,422	11%	\$ 33,143,077	\$ 1,624,685
Services & Supplies	9,824,829	4,912,414	4,036,431	(90,660)	-2%	(1,701,293)	-30%	9,112,518	712,311
Capital Outlay-Projects	773,627	386,813	228,243	73,301	47%	(39,947)	-15%	1,049,738	(276,112)
Debt Service	532,514	266,257	263,755	(30,675)	-10%	73,996	39%	524,967	7,548
Internal Service Charge	3,095,134	1,547,567	1,552,389	349,381	n/a	289,148	n/a	3,101,921	(6,787)
Operating Transfers	4,328,829	2,164,414	2,022,414	1,778,012	n/a	1,935,231	n/a	4,044,829	284,000
Capital Transfers	4,307,848	2,153,924	1,557,049	(402,189)	n/a	57,049	n/a	9,588,759	(5,280,910)
Administrative Allocation	(2,825,136)	(1,412,568)	(1,412,568)	(293,368)	n/a	(701,523)	n/a	(2,825,136)	-
Expenditures by Type	\$ 54,805,408	\$ 27,402,704	\$ 24,680,446	\$ 2,007,138	9%	\$ 1,541,083	7%	\$ 57,740,672	\$ (2,935,265)

Expenditures through the second quarter were \$24.6M or 45% of the total fiscal year 2024-25 budget. For comparison, expenditures through the second quarter in the prior year were 44% of the fiscal year 2023-24 budget. This indicates that the City is trending very similar on a year over year basis as compared to the prior year.

EXPENDITURES BY TYPE:



DISCUSSION OF SIGNIFICANT EXPENDITURE VARIANCES BY TYPE:

General Fund Personnel Costs by Department:	Budget:	Projected	Variances:		Primary Cause of Variance:
	Annual	Annual	Annual vs. Budget		
	FY25	FY25	\$	%	
Legislative Body	\$ 51,112	\$ 35,268	\$ (15,844)	-31%	Benefits elections
Administration	802,390	1,000,772	198,382	25%	Promotions and Interim Position
City Clerk	338,562	340,721	2,158	1%	On budget
City Attorney	505,153	439,394	(65,759)	-13%	Partial year vacancy
Human Resources	685,823	643,535	(42,288)	-6%	Vacancies
Finance Department	1,164,374	926,268	(238,106)	-20%	Vacancies
Police Department	13,087,206	13,041,088	(46,118)	0%	On budget
Fire Department	8,610,355	8,633,234	22,879	0%	On budget
Building and Code Enforcement	1,029,412	761,427	(267,984)	-26%	Vacancies
Community Development Administration	122,809	117,432	(5,377)	-4%	On budget
Planning	801,805	430,723	(371,082)	-46%	Vacancies
Economic Development	436,488	446,212	9,725	2%	On budget
Public Works/Engineering	3,047,235	2,700,247	(346,987)	-11%	Vacancies
Recreation	4,085,042	3,527,757	(557,285)	-14%	PT interns
	\$ 34,767,763	\$ 33,044,077	\$ (1,723,685)	-5%	

➤ **Personnel Services**

Personnel Services were similar to results at mid-year in the previous fiscal year. The results were somewhat higher mostly due to cost of living adjustments and increases in pension costs. Total cost was \$16.4M compared to \$15.8M a year earlier. Personnel services are expected to produce the greatest year end variance at \$1.7M. In the first half of the year, 14 positions were recruited and filled. On the other hand, 8 positions terminated for various reasons.

➤ **Services & Supplies**

At the mid-point of the year, Services and supplies were down 2% on a year over year basis and 14% below budget. The majority of the year over year variance is related to consultant services budgets that were not engaged until the second half of the year and reduced spending on department equipment such as computer supplies.

➤ **Capital Outlay – Projects**

Capital outlay and projects were up \$73k due increased cost of equipment for several department.

EXPENDITURES BY DEPARTMENT:

General Fund Expenditures by Department:	Budget		Results:	Variances:				Projection	
	Annual	Q2 - 50%	Q2	Year over Year Vs. FY24		Year over Year Vs. FY23		Year-End	Vaiance vs. Budget
	FY 25	FY 25	FY 25	\$	%	\$	%	FY 25	\$
Legislative Body	\$ 815,855	\$ 407,927.36	\$ 152,496	\$ 46,619	44%	\$ (24,172)	-14%	\$ 600,243	\$ 215,612
Administration	(122,405)	(61,203)	(45,919)	(192,577)	-131%	(436,010)	-112%	99,175	(221,580)
City Clerk	589,212	294,606	247,267	184,829	296%	194,869	372%	624,015	(34,803)
City Attorney	638,555	319,277	159,204	163,278	-4008%	(30,242)	-16%	565,979	72,575
Human Resources	43,768	21,884	(53,040)	(380,802)	-116%	(361,612)	-117%	17,148	26,620
Finance Department	409,852	204,926	65,066	(66,669)	-51%	(27,076)	-29%	180,842	229,010
Police Department	17,410,412	8,705,206	8,699,706	797,785	10%	1,275,680	17%	17,255,672	154,740
Fire Department	11,287,301	5,643,651	5,360,215	300,633	6%	337,372	7%	11,360,015	(72,714)
Building and Code Enforcement	1,532,480	766,240	518,483	(96,011)	-16%	40,614	8%	1,357,225	175,255
Community, Housing & Economic Developr	2,526,242	1,263,121	843,524	94,370	13%	(2,508,217)	-75%	1,904,589	621,653
Public Works/Engineering	19,796,482	9,898,241	12,206,183	7,572,268	163%	8,897,413	269%	18,240,390	1,556,092
Recreation	6,161,796	3,080,898	2,755,742	(188,103)	-6%	410,944	18%	5,436,379	725,418
Expenditures by Department	\$ 61,089,550	\$ 30,544,775	\$ 30,908,928	\$ 8,235,620	27%	\$ 7,769,565	34%	\$ 57,641,672	\$ 3,447,878

As can be seen in the table above, nearly all departments were under budget through the second quarter of the year. The City Manager's budget has a variance of -\$222k due to costs of bringing on an interim City Manager, recruitment costs for the new permanent City Manager, and the creation of the new Assistant City Manager position for Community Services. This variance was offset by a corresponding variance in the Recreation Department due to the elimination of the Recreation Director position. The City Clerk's Office has a variance of -\$35k due to increased contracted services costs for expanding marketing media and for providing spanish translation services during council meetings. The Fire Department has a variance of \$73k due to unexpected overtime costs caused by ongoing vacancies throughout the year.

COUNCIL APPROVED BUDGET AMENDMENTS:

Below is a summary of budget amendments appropriated or committed by the City Council in the first two quarters of the year:

City of Seaside General Fund			FY 2024-25 Running Budget Totals - Budget Amendments		
			As of 2/27/2025		
Operating Budget Amendments		Approval Date	Capital Budget Amendments		Approval Date
Regen Monterey MOU Adjustment	\$ 55,660	7/25/2024	Transfer to Streets	\$ 66,790	8/15/2024
Running total:		\$ 55,660	Fire Station 1 Beam Repair	\$ 72,432	11/21/2024
			Fire Station Kitchen Upgrade	\$ 140,161	2/6/2025
			Transfer Water Credits to the City from SMWS	\$ 6,228,482	2/20/2025
			Running total: \$ 6,507,865		

As may be seen, the City Council has approved \$6.6M in funds through the first two quarters of the year. Operating budget amendments will affect the operating budget/surplus calculation. Capital budget amendments will result in an expenditure of fund balance. The \$6,228,482 amendment was previously reported as part of committed funds for a \$7,522,232 loan to the Seaside Municipal Water System, of which \$6.2 million was transferred from committed funds to an expense in the City budget funded from fund balance in exchange for ownership of a proportionate share of water credits.

GENERAL FUND NET RESULTS:

Overall, the first half of the year showed expenditures of \$24.6M (45% of the annual budget) in comparison with revenues of \$21.4M (44.4% of the annual budget). Projected results are as follows:

General Fund Changes in Fund Balance:	Projected Budget	
	FY 25	
Beginning Fund Balance (Audited)	\$ 41,073,025	
Revenue	46,878,867	Operating Surplus
Operating Expenditures	(44,646,288)	2,232,578
Street Operation Transfers	(2,340,283)	Use of Fund Balance
Capital Expenditures	(9,588,759)	(11,929,042)
Net Revenue	(9,696,464)	
Ending Fund Balance	\$ 31,376,561	

As can be seen, results at the mid-year indicate that the ongoing operations of the City is expected to produce positive financial results for fiscal year 2024-25 with a surplus of \$2.2 million in the operating budget. The total fund balance for the City is expected to be reduced from street related expenditures, capital expenditures, and the acquisition of water credits from the Seaside Municipal Water System.

Other Budget Amendment Requests:

The following is a summary of the budget amendments requested in the City's mid-year budget review report. These adjustments are typically necessary to address contingencies, unforeseen costs, or shifts in priorities that have emerged since the original budget was adopted. The total amount request from the General Fund surplus is \$1.1M and the details of each amendment are listed below.

By Funding Source	Request
General Fund Surplus	\$ 1,066,342
Special Revenue	291,774
Water User fees	11,958
Existing budget	538,358
Total	\$ 1,908,432

Description	Funding Source	Amount
Finance Department - Transfer for Temporary Employee Services for Vacant Positions	Existing Budget	35,000
Correction for Pension Obligation Bond - Additional Allocation for Final Debt Service Payment - Various GF	General Fund Surplus	19,723
Correction for Pension Obligation Bond - Additional Allocation for Final Debt Service Payment - CDBG	Special Revenue	22
Correction for Pension Obligation Bond - Additional Allocation for Final Debt Service Payment - SMWS	Water User Fees	135
Public Agency Retirement Supplemental - Various GF recent retirees	General Fund Surplus	78,000
Building - Consultant Services	Existing Budget	180,000
City Clerk Contract Services - marketing services and spanish translation	General Fund Surplus	25,000
City Manager - Tuition Reimbursement per Employment Agreement	General Fund Surplus	17,000
City Manager - Department Consumables	General Fund Surplus	20,000
City Manager Salaries - Savings from Elimination of Recreation Director Position	Existing Budget	146,544
CDBG - Administrative Costs	General Fund Surplus	34,753
Insurance Fund - PD Flood transfer to Insurance	Special Revenue	270,000
Fire Department - Overtime for Fire Operations	General Fund Surplus	188,944
Fire Department - Uniform Allowance	General Fund Surplus	19,971
Fire Department - Retiree Medical Insurance	General Fund Surplus	16,040
Fire Department - Strike Team Salaries for Los Angeles Deployment	Special Revenue	11,752
Human Resources - Consultant services for labor negotiations	General Fund Surplus	43,000
Human Resources - Personnel Recruitment	General Fund Surplus	10,000
Human Resources - Part-time Employee for Staff Support from 1 Vacant Full-time Position	Existing Budget	10,444
Police Department - Overtime Field Operations	General Fund Surplus	173,586
Police Department - Overtime Police Support	General Fund Surplus	62,560
Police Department - Body Cameras	General Fund Surplus	32,505
Police Department - Calpers Pension Costs for additional over-time	Existing Budget	29,894
Police Department - Administration Part-time support for vacant position	Existing Budget	29,095
Police Department - Field Operations Department Equipment	General Fund Surplus	19,404
Police Department - Transfer for County Emergency Communications	General Fund Surplus	28,424
Public Works Maintenance - Government Buildings Gas & Electric	General Fund Surplus	60,000
Public Works Maintenance - Government Buildings Sewer Service	General Fund Surplus	11,926
Public Works Maintenance - Parks Gas & Electric	General Fund Surplus	12,750
Public Works Maintenance - Irrigation Water, Golf Course Recycled Water - Reimbursed by Golf Course	Existing Budget	107,382
Public Works Maintenance - Irrigation Water, Golf Course Recycled Water	General Fund Surplus	108,115
Public Works Maintenance - Irrigation Water, other City properties	General Fund Surplus	32,807
City-Wide Fleet Lease Payments - Additional Upfitting Costs	General Fund Surplus	51,835
Recreation - STEAM program grant check from chevron	Special Revenue	10,000
Muni Water - Increase Gas & Electric for higher than projected costs	Water User Fees	11,823
Total	\$ 1,908,432	

Other Adjustments to Operating Surplus:

The projected year-end operating surplus of \$2,232,578 is calculated for the City’s general fund for fiscal year 2024-25. When the fiscal year 2024-25 budget was adopted, the City established a policy that fifty percent (50%) of any projected surplus will be committed to the following year’s pavement rehabilitation project or streets operation expenditures. **The amount of the surplus to be allocated for the City’s streets funds in the fiscal year 2025-26 budget is \$1,116,289.**

After adjusting for the Policy transfer of 50% of the projected operating surplus of \$1,116,289 and if the Budget Amendment requests are approved, the remaining operating surplus projected for fiscal year 2024-25 would be \$50k.

Projected Budget Surplus:	
Projected General Fund operating surplus	2,232,578
Subsequent year street allocation	1,116,289
Staff budget requests	1,066,342
Remaining Surplus	49,947

BUDGET OUTLOOK:

The projected Net Position for the City at the end of fiscal year 2024-25 is \$31 million. After accounting for various committed funds, policy reserve requirements, and the City’s street funding policy, and assuming approval of the budget amendment requests, the remaining unassigned fund balance, which represents the City Council’s discretionary funds, is expected to be \$2.5 million. While this is an increase from the \$1.7 million unassigned fund balance initially projected when the current budget was adopted, it remains a relatively limited amount. These funds will be essential in supporting critical street repair costs and capital projects that fall outside the scope of the normal operating budget. Looking ahead, the Finance Department will provide a long-term forecast of the unassigned fund balance at the fiscal year 2025-26 budget development presentation. This forecast will provide further insight into the challenges the City faces and how these challenges balance with the City’s development goals and other key initiatives.

Classifications After Mid Year Budget Adjustments	Projected Results FY2025
Projected Fund Balance	\$ 31,376,561
Unspendable	(7,283,371)
Loan to Muni Water Seaside	(1,293,750)
Pension Trust	(4,000,810)
Emergency Reserve - 15%	(7,228,092)
Special Reserve - 10%	(4,610,807)
Capital Reserve - 5%	(2,305,404)
Streets Policy - 50% Surplus	(1,116,289)
Mid-year Budget Adjustments	(1,066,342)
Unassigned Fund Balance	\$ 2,471,697

Some insights that may be gained at this mid-year budget review:

- Revenues remain strong but have **begun to decline**.
- Sales and Use Tax is **expected to decline** (auto sales in particular).
- Transient Occupancy Tax is **expected to decline**.
- Marijuana Receipts tax **have decreased**.
- Street operations costs are expected to put pressure on the operating budget as previous support from bond funding has been fully expended.
- Personnel **costs are up** but expected to produce a variance due to vacancies throughout departments.

Headwinds:

- While inflation rates have continued lower toward the Federal Reserve's target inflation rate of 2%, it remains to be seen if the risk of recession in 2025 will be mitigated by the recent interest rate cuts.
- PERS unfunded liabilities continue to grow.
- Expenses remain high for construction projects with bids expected to come in higher than originally anticipated.
- The state budget has moved into a deficit, which will impact grants received by the City.
- Geopolitical unrest continues.

OTHER FUNDS

In addition to the General Fund, the budget includes funds from a range of restricted sources as well as business-type activities that are used to provide specific services, including:

WATER FUND:

Water Enterprise Q2 Results	Budget	Results:		Variances:	
	Q2	Q2		Year over Year Vs.	
	FY25	FY25	FY24	\$	%
Operating Revenues	\$ 642,106	\$ 701,073	\$ 716,708	\$ (15,635)	-2%
Expenditures	(561,288)	(480,808)	(502,000)	(21,192)	-4%
Net Revenues	\$ 80,819	220,265	\$ 214,708	\$ 5,557	3%

The Water Enterprise Fund appears to be functioning as designed. The last rate study was approved by Council on October 17, 2019 and the final increase of a five-year rate plan went into effect on January 1, 2023. The trend for fiscal year 2024-25 indicates that revenue is keeping up with projected increases in expenses. A new rate study is currently under way with plans to implement new rates in the Fiscal Year 2024-25 budget.

Year over year, expenditures were somewhat lower in FY 25 as compared to FY24. This is due to reduced personnel costs from staff turnover in water utility maintenance positions. Design work for a new well was programmed for the previous fiscal year, but the project did not get under way. The well design project was rolled forward to the current fiscal year. First quarter results indicate the fund is on track to collect revenues in line with budget and expenditures are within budget as well.

STORM WATER FUND:

The Storm Water fund expenditures in the first quarter were \$597k. Storm Water costs were \$60k higher than the same quarter of the previous year, mainly due to timing of capital Improvement projects. Currently the primary source of funding for the Storm Water fund is the City's General Fund. City staff continues to seek grant funding when available as well.

Requests for additional financial information may be directed to:

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