



## **AGENDA**

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

REGULAR MEETING  
440 HARCOURT AVE (COUNCIL CHAMBER)  
Thursday, February 5, 2026  
5:00 PM

Virtual Participation Guide: <https://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>  
<https://www.youtube.com/c/CityofSeasideCalifornia> | <https://ci-seaside-ca-us.zoom.us/j/81936832059> |

**WEBINAR ID:** 819 3683 2059 | (669) 900-9128

### **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. RECEIVE A PRESENTATION REGARDING THE FUNDING FORECAST FOR CASA DE NOCHE BUENA (ROBIN MCCRAE, CHIEF EXECUTIVE OFFICER, COMMUNITY HUMAN SERVICES)**

#### **B. SEASIDE CITY NEWS BROADCAST AND COMMENTS FROM THE CITY MANAGER**

### **7. PRESENTATIONS**

- A. ANNUAL CRIME REPORT FOR 2025 (POLICE CHIEF NICK BORGES)**
- B. QUARTER 2 STRATEGIC PLAN UPDATE (CITY MANAGER GREG MCDANEL)**

**8. CONSENT AGENDA**

**A. APPROVE MINUTES FROM JANUARY 15, 2026, REGULAR MEETING**

**RECOMMENDATION:** Approve minutes.

**B. APPROVE AND FILE CITY CHECKS**

**RECOMMENDATION:** Approve and file the accounts payable and wired payments made during the period of October 04, 2025 through November 14, 2025, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period October 16, 2025 through November 13, 2025, 2025.

Total Accounts Payable and Payroll for the following periods is:  
October 04, 2025 through October 17, 2025 = \$1,522,691.40  
October 18, 2025 through October 31, 2025 = \$2,162,021.90  
November 01, 2025 through November 14, 2025 = \$2,243,405.77

**C. APPROVE AND FILE SUCCESSOR AGENCY CHECKS**

**RECOMMENDATION:** Approve and file the accounts payable and wired payments made during the period of October 04, 2025 through November 14, 2025, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period from October 16, 2025 through November 13, 2025. Total Accounts Payable and Payroll for the above referenced period is \$5,318.10.

**D. APPROVE APPOINTMENTS TO BOARDS AND COMMISSIONS**

**RECOMMENDATION:** Approve the appointments of Odir Bonilla (C-JOBS), Edgar Mendoza (Planning Commission), Jeremy Hathaway (Environmental Commission), Lora James (Environmental Commission), and Sergio Vasquez (C-JOBS), as recommended by the Mayor.

**E. APPROVE A PROCLAMATION RECOGNIZING RAMADAN FROM FEBRUARY 17 TO MARCH 19, 2026**

**RECOMMENDATION:** Approve proclamation.

**F. ADOPT A RESOLUTION APPROPRIATING FUNDING FOR A THREE-YEAR CONTRACT WITH CHARGEPOINT, INC., IN THE AMOUNT OF \$7,560.00, AND SETTING NEW RATES FOR THE EV CHARGERS IN THE CITY HALL PARKING LOT**

**RECOMMENDATION:** Approve the appropriation of \$7,560.00 for the three-year contract extension with ChargePoint, Inc., and authorize the Finance Director to adjust the budget accordingly, with the cost to be offset by revenue from the EV chargers.

**G. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD TWO PROFESSIONAL SERVICES AGREEMENTS IN THE AMOUNT OF \$250,000.00 EACH FOR ON-CALL PAVEMENT MANAGEMENT SUPPORT DESIGN AND INSPECTION PROFESSIONAL SERVICES FOR PROJECTS TO (1) NICHOLAS CONSULTING ENGINEERS; AND (2) PAVEMENT ENGINEERING INCORPORATED**

**RECOMMENDATION:** Authorize the agreement.

**H. ADOPT A RESOLUTION AUTHORIZING NEW CLASSIFICATIONS AND SALARIES FOR A HUMAN RESOURCES ASSISTANT AND COMMUNICATIONS SPECIALIST, AND UPDATING THE CONFIDENTIAL COMPENSATION PLAN AND POSITION CONTROL LIST**

**RECOMMENDATION:** Authorize the modification to the Position Control List and Confidential Classification Plans.

**I. APPROVE CO-SPONSORSHIP OF SUSTAINABLE SEASIDE'S 2026 SUSTAINABLE SEASIDE EARTH DAY CELEBRATION AT LAGUNA GRANDE PARK, LAKESIDE ENTIRE AND EUCALYPTUS AREA ON APRIL 19, 2026, IN THE AMOUNT OF \$3,679.00**

**RECOMMENDATION:** Approve the co-sponsorship and fee waiver request.

**9. PUBLIC HEARING**

**A. SPECIFIC PLAN AMENDMENT SPA-2025-002: A RESOLUTION TO APPROVE AN AMENDMENT TO THE CAMPUS TOWN SPECIFIC PLAN MODIFYING THE REVIEW PROCESSES AND SUBMITTAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS. THE PROPOSED ACTION IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15061(B)(3) OF THE CEQA GUIDELINES.**

**RECOMMENDATION:** Open the public hearing and approve the attached Amendment.

**B. ZONING ORDINANCE AMENDMENT ZOA-2026-001: AN AMENDMENT TO THE SEASIDE MUNICIPAL CODE TO MODIFY THE DEFINITION OF PUBLIC SAFETY FACILITY TO INCLUDE CONTRACTED PUBLIC SAFETY FACILITIES. THE PROPOSED ACTION IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15061(B)(3) OF THE CEQA GUIDELINES (FIRST READING - ROLL CALL VOTE)**

**RECOMMENDATION:** Open the Public Hearing and introduce the proposed Ordinance for adoption at the Council's next meeting.

**10. BUSINESS ITEMS**

**A. ADOPT A RESOLUTION AWARDED A CONSTRUCTION CONTRACT TO JMS CEMENT FOR AN AMOUNT NOT TO EXCEED \$61,725.00 PLUS A 10%**

**CONTINGENCY FOR CONSTRUCTION AND ASSEMBLY OF THE LINCOLN CUNNINGHAM PARK 5-12 YEAR-OLD PLAYGROUND STRUCTURES, AND PROVIDE AN UPDATE ON THE 2-5 YEAR-OLD PLAYGROUND STRUCTURES**

**RECOMMENDATION:** Award the contract.

**B. REPORT ON COMMERCIAL PROPERTY VACANCIES IN SEASIDE**

**RECOMMENDATION:** Receive report.

**11. COUNCIL MEMBER REQUESTS**

**A. NEW COUNCIL MEMBER REQUESTS**

**B. FOLLOW UP ON PREVIOUS REQUESTS**

1. Request to discuss capacity fees, including the well site on the lot next to Chili's Restaurant (Miller)

**12. 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.*

**13. 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. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE 54957.6**

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. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8**

Property: The property commonly referred to as Main Gate (Property bounded by Lightfighter, Divarty, Second Street, and Highway 1)

Agency Negotiators: City Manager, City Attorney, et. al.  
Negotiating Parties: City of Seaside and City Ventures; KB Bakewell; Montierre Development; or Shea Homes  
Under Negotiation: Price, terms of payment or both

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

Property: Commonly referred to as a portion of Main Gate at Divarty and First Avenue

Agency Negotiators: City Manager, City Attorney, et al.  
Negotiating Parties: Fort Ord Hostel Society, LLC and the City of Seaside  
Under Negotiation: Price, Terms or both

**D. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9 - EXISTING LITIGATION**

Monterey County Superior Court Case No. 24 CV002872  
Case Name: Seaside Highlands Homeowners Association v. City of Seaside, et al.

**E. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9 - EXISTING LITIGATION**

Monterey County Superior Court Case No. 24CV002483  
Case Name: Landwatch and Center for Biological Diversity v. City of Seaside, et al.

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

Two matters of potential litigation

**14. ADJOURNMENT**

Next Regularly Scheduled Meeting:  
February 19, 2026  
5:00 PM

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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

REGULAR MEETING  
440 HARCOURT AVE  
Thursday, January 15, 2026  
5:00 PM

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### **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**

Closed session items 12A and 12B were removed from the agenda.

### **5. PUBLIC COMMENT**

Lynda Cunningham, Ann Marie Pagan, Miriam Smith, Peter Kaiser, Lora James

### **6. PUBLIC AGENCY COMMUNICATIONS**

#### **A. UPDATE FROM CENTRAL COAST COMMUNITY ENERGY (SOPHIA SCHWIRZKE, COMMUNITY RELATIONS MANAGER)**

The presentation reviewed renewable energy progress, battery energy storage systems, supply trend (2022 & 2024), utility scale battery safety, energy storage innovation, new renewable energy projects, community engagement, community programs, member agency programs, community investment, and legislative updates.

#### **B. SEASIDE CITY NEWS BROADCAST OF UPCOMING CITYWIDE EVENTS AND COMMUNITY ANNOUNCEMENTS**

The following events and announcements were made:

- The City of Seaside invites students, families, and community members to attend the First Annual MPUSD HBCU College Expo, Wednesday, February 4th, from 4:00 to 7:00 PM at the Oldemeyer Center. Hosted by the Monterey Peninsula Unified School District, this event is open to the public. The expo brings together representatives from Historically Black Colleges and Universities from across the nation, offering opportunities to learn about admissions, scholarships, academic programs, and campus life. Attendees can

also enjoy special seminars and presentations, and meet Hip-Hop legend Yo-Yo, actor and comedian London Brown, and other special guests. This event is part of "A Day in Monterey: Unity in the Community," celebrating education, opportunity, and togetherness. For more information, visit the MPUSD website or call (877) 427-4100.

- Monday, January 19th, the City of Seaside and the Monterey County Black Caucus invite you to honor the legacy of Dr. Martin Luther King Jr. Join us for MLK Celebration Day, inspired by the 2026 theme: "Mission Possible II: Building Community, Uniting a Nation the Nonviolent Way." We begin at 11:00 a.m. with a community meet-up at the corner of Obama Way and Noche Buena. At 12:00 p.m., we march together—as a comm-UNITY—to the Oldemeyer Center, where a special program will follow. As Dr. King reminded us, "Out of the mountain of despair, a stone of hope." Let's continue building that hope—together. For more information, please email: [MCBlackCaucus@ActionCouncil.org](mailto:MCBlackCaucus@ActionCouncil.org).
- The City of Seaside invites you to take part in the 2026 Tree Giveaway. Be part of raising awareness about the many benefits trees provide—and help increase Seaside's local tree canopy on private properties. Seaside residents with suitable planting conditions can receive one free one-gallon tree, a free bag of fertilizer, and an optional tree watering ring, while supplies last. Apply online at [ci.seaside.ca.us/402/Parks](http://ci.seaside.ca.us/402/Parks), or attend an upcoming event hosted by Friends of Seaside Parks Association, Sustainable Seaside, or California American Water. Select your free tree and fertilizer voucher, then pick up your items at Hana Gardens. Grow green, Seaside—one tree at a time.
- Join FOSPA on Saturday, January 17th at Capra Park AND Martin Park and on the 24th at Farallones Park AND Highland Otis Park for a day of service and outdoor fun! For more information, including future workdays and locations, visit [Friends of Seaside Parks.org](http://FriendsOfSeasideParks.org).
- Seaside Recreation invites you to a night of memories, music, and magic at the Annual Father-Daughter Dance — An Evening with My Gal. Join us Friday, February 6th, 2026, from 6:30 to 8:30 PM, at Laguna Grande Hall inside the Oldemeyer Center. Dress to impress and enjoy a special evening celebrating the bond between fathers and daughters. The first 25 to register will receive a free gift, so don't wait! Admission is \$10 for father and daughter, \$5 for each additional adult, and \$3 for each additional child.
- Thursdays in Seaside means it's time for the Seaside Farmers' Market at Laguna Grande Park. The Winter Market runs from 3 to 6 p.m., with box distribution happening from 4:30 to 6 p.m., or until the boxes run out. So, come after 3 p.m. to pick up a ticket and reserve your spot. Be sure to bring an ID, such as an EBT or MediCal Card, proving low-income status in order to receive your free weekly box.
- As a service this rainy season, the City of Seaside has set up two sandbag filling stations for residents. The first filling station is located at the Seaside Fire Station at 1635 Broadway Avenue, behind the station at the Broadway entrance. The second station is in the empty lot on Canyon Del Rey, between Chili's Restaurant and Laguna Grande Park. Residents may take up to 10 sandbags per household. Due to possible weather conditions and staff

dispatching, city staff may not be available to assist in filling sandbags. For more information, contact the Public Works Department at (831) 899-6835.

- The City of Seaside’s Homeless Commission has released a Request for Proposals for Food Insecurity Program donation funds. The Commission is seeking proposals from nonprofit agencies and organizations currently operating food insecurity programs in the City of Seaside. Eligible organizations are invited to submit funding requests along with implementation proposals. These funds will support efforts to provide food assistance to homeless individuals and families throughout the Seaside community. The full Request for Proposals is available online at [bit.ly/2025FIP](https://bit.ly/2025FIP). Proposals must be submitted by Wednesday, January 28th at 5PM. For questions regarding the RFP, please contact FCS Practitioner Derrick Elder at [delder@ci.seaside.ca.us](mailto:delder@ci.seaside.ca.us).
- Join the City of Seaside’s Older Adults Program for a Community Flea Market! Happening Saturday, February 7th, at the Oldemeyer Center. Shop a wide variety of items including clothing, kitchenware, books, toys, home décor, and more! Whether you’re hunting for a bargain or clearing out your closet, we invite you to join us—or register today as a vendor! For more information or vendor registration, call (831) 899-6809.

## **7. PRESENTATIONS**

### **A. UPDATE ON THE STREET REHABILITATION AND MAINTENANCE PROGRAM (THOMAS KORMAN, PUBLIC WORKS DIRECTOR/CITY ENGINEER AND JOE RIRIE, PAVEMENT MANAGEMENT, INC.)**

The presentation reviewed the pavement basics, management principles, the City’s current pavement system and the proposed 2026 projects.

## **8. CONSENT AGENDA**

Items Pulled: 8N

**PUBLIC COMMENT:** None

*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 MINUTES FROM DECEMBER 18, 2025, REGULAR MEETING**

***ACTION: APPROVED***

**B. APPROVE AND FILE CITY CHECKS**

***ACTION: APPROVED***

**C. APPROVE AND FILE SUCCESSOR AGENCY CHECKS**

***ACTION: APPROVED & FILED***

**D. APPROVE A PROCLAMATION RECOGNIZING FEBRUARY 2026, AS AFRICAN AMERICAN HISTORY MONTH**

***ACTION: PROCLAIMED***

**E. APPROVE A PROCLAMATION RECOGNIZING FEBRUARY 2026, AS AMERICAN HEART MONTH**

***ACTION: PROCLAIMED***

**F. APPROVE ENVIRONMENTAL SERVICES COOPERATIVE AGREEMENT (ESCA) REPORT COVERING ACTIVITIES FROM OCTOBER THROUGH DECEMBER 2025**

***ACTION: APPROVED***

**G. APPROVE CO-SPONSORSHIP AND FEE WAIVER FROM GOLD COAST RODS FOR COSTS ASSOCIATED WITH THEIR FOUR HOT CARS COOL NITES CAR SHOWS ON JUNE 26, 2026, JULY 24, 2026, AUGUST 21, 2026, AND SEPTEMBER 25, 2026**

***ACTION: APPROVED***

**H. ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A FACILITY USE AGREEMENT WITH SEASIDE PONY BASEBALL AND SOFTBALL FOR THEIR 2026 SEASON, AND AUTHORIZE WAIVING THE FEES ASSOCIATED WITH THE USE OF THE SOPER, RUBIO AND CUTINO BASEBALL FIELDS, FOR THE AMOUNT OF \$72,892.00**

***ACTION: ADOPTED RESO #26-01***

**I. ADOPT A RESOLUTION APPROVING AN AMENDMENT INCREASING THE PROFESSIONAL SERVICE AGREEMENT WITH LA SIRENITA TREE**

**SERVICE BY \$2,326.00 FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$27,325.00**

***ACTION: ADOPTED RESO #26-02***

**J. ADOPT A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH GEOSYNTEC CONSULTANTS, INC. FOR SUPPLEMENTAL SOIL SAMPLING SERVICES FOR PRE-DEMOLITION AND POST-DEMOLITION SOIL SAMPLING - PHASES 2A THROUGH 2C FOR AN AMOUNT NOT TO EXCEED \$178,100.00 TO BE PAID FOR BY FORT ORD REUSE AUTHORITY BONDS**

***ACTION: ADOPTED RESO #26-03***

**K. ADOPT A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH VOLER STRATEGIC ADVISORS FOR MEDIA RELATIONS FOR AN AMOUNT NOT TO EXCEED \$30,000.00 FOR THE PERIOD OF JANUARY TO JULY 2026**

***ACTION: ADOPTED RESO #26-04***

**L. ADOPT A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT REGARDING SHARED FACILITIES**

***ACTION: ADOPTED RESO #26-05***

**M. ADOPT A RESOLUTION INCREASING JMS CEMENT CONTRACTORS' AGREEMENT BY \$130,000.00 TO A TOTAL NOT TO EXCEED \$947,965.00 FOR EUCALYPTUS ROAD INFILTRATION UNIT REPAIR PROJECT TO BE PAID FOR BY THE FORT ORD REUSE AUTHORITY FUNDING AGREEMENT**

***ACTION: ADOPTED RESO #26-06***

**N. ADOPT A RESOLUTION AUTHORIZING A REFUND OF CERTAIN DEVELOPMENT IMPACT FEES AND INTEREST TOTALING \$290,386.59 PURSUANT TO GOVERNMENT CODE SECTION 66001 SUBDIVISIONS (d), (e)**

**PUBLIC COMMENT:** Ann Marie Pagan

*On motion by Mayor Pro Tem Pacheco and second by Council/Agency Member Burks and carried by the following vote, the City Council/Successor Agency moved to*

*authorize the refund of certain development impact fees and interest totaling \$290,386.59.*

*RESULT: 5-0-0-0*

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

*NOES: None*

*ABSTAIN: None*

*ABSENT: None*

***ACTION: ADOPTED RESO #26-07***

**O. ADOPT A RESOLUTION APPROVING THE ANNUAL APPOINTMENTS TO LOCAL COMMITTEE ASSIGNMENTS FOR JANUARY 1, 2026, TO DECEMBER 31, 2026**

***ACTION: ADOPTED RESO #26-08***

**9. BUSINESS ITEMS**

**A. DISCUSS THE COMMUNITY SOCIAL SERVICES GRANT PROGRAM**

City Manager Greg McDanel provided a presentation that reviewed the program origins, strategic plan alignment, the award process since FY2020/2021, a funding snapshot that indicated that 43 grants totaling \$2,535,456 have been awarded to 19 community based organizations; program improvement goals, recommended hybrid process, discussion items and potential next steps.

The Council was asked to define priority/eligible program areas; determine the desired number of awards or maximum awards; consider set-asides for new or pilot programs; consider annual scoring matrix; consider staff scoring and recommendations to serve as baseline.

**PUBLIC COMMENT:** Michael Enriquez, Miriam Smith, Lynda Cunningham, Regina Mason, Eloise Shim, Karla Lobo

**B. ADOPT A RESOLUTION APPROVING A BUDGET TRANSFER OF \$250,000.00 OF SHORT-TERM RENTAL REVENUE FUNDS FROM THE LAGUNA GRANDE PARK SYNTHETIC TURF PROJECT TO THE LINCOLN CUNNINGHAM PARK IMPROVEMENT PROJECT**

Assistant City Manager Dan Meewis provided a presentation that reviewed the background of the short-term rental funds and the allocation that was made FY2025/2026 for \$250,000.00 to the Laguna Grande Synthetic Turf Project; a review of the Laguna Grande Park Synthetic Turf Project, Lincoln-Cunningham Park Improvements; the request to reallocate funds, and the strategic plan alignment.

**PUBLIC COMMENT:**

*On motion by Council/Agency Member Miller and second by Mayor Pro Tem/Vice Chair Pacheco and carried by the following vote, the City Council/Successor Agency moved to authorize the budget transfer.*

*RESULT: 5-0-0-0*

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

*NOES: None*

*ABSTAIN: None*

*ABSENT: None*

***ACTION: ADOPTED RESO #26-09***

**10. COUNCIL MEMBER REQUESTS**

**A. NEW COUNCIL MEMBER REQUESTS**

1. Review capacity fees; receive an update on the city owned wells including the property behind Chili's Restaurant (Miller)

**B. FOLLOW UP ON PREVIOUS REQUESTS**

1. Council member Garcia-Arrazola provided context to his request to receive a report on vacant commercial properties in Seaside. The Council agreed to have the item added to a future agenda.
2. Mayor Oglesby provided context to his request to consider adopting a process to determine the true cost of housing affordability in Seaside. The Council agreed to have the item added to a future agenda.

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

Reports provided.

**12. CLOSED SESSION**

City Attorney Sheri Damon read the closed session items, (items 12A and 12D were removed from the agenda), and did not anticipate a report out.

**PUBLIC COMMENT:** Peter Said, Karla Lobo

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

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

This item was removed from the agenda.

**B. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS PURSUANT TO GOVERNMENT CODE SECTION 54956.8**

Property: Commonly referred to as a portion of Main Gate at Divarty and First Avenue  
Agency Negotiators: City Manager, City Attorney, et al.  
Negotiating Parties: Fort Ord Hostel Society, LLC and the City of Seaside  
Under Negotiation: Price, Terms or both

This item was removed from the agenda.

**C. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9 - EXISTING LITIGATION**

Monterey County Superior Court Case No. 24 CV002872  
Case Name: Seaside Highlands Homeowners Association v. City of Seaside, et al.

No report.

**D. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE SECTION 54956.9 - EXISTING LITIGATION**

Monterey County Superior Court Case No. 24CV002483  
Case Name: Landwatch and Center for Biological Diversity v. City of Seaside, et al.

No report.

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

Two matters of potential litigation

This item was removed from the agenda.

**13. ADJOURNMENT**

With no further business, the meeting adjourned in honor of Kenneth Rudisill, at 10:17 p.m.

**Respectfully submitted,**

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**Dominique L. Davis, City Clerk**

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**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:** February 5, 2026

**SUBJECT: APPROVE AND FILE CITY CHECKS**

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**RECOMMENDATION**

Approve and file the accounts payable and wired payments made during the period of October 04, 2025 through November 14, 2025, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period October 16, 2025 through November 13, 2025, 2025.

Total Accounts Payable and Payroll for the following periods is:  
October 04, 2025 through October 17, 2025 = \$1,522,691.40  
October 18, 2025 through October 31, 2025 = \$2,162,021.90  
November 01, 2025 through November 14, 2025 = \$2,243,405.77

**BACKGROUND**

In accordance with Government Code Section 37208, at each City Council meeting, the Council is provided a listing of the payroll and general checks issued since the last report so that the checks can be inspected and confirmed. Each purchase has been reviewed and approved by the department making the purchase at the time of procurement. The invoices have been reviewed by the Finance Department prior to payment to ensure that they conform to the approved budget.

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

A description of the checks and wires exceeding \$10,000.00 is as follows:

- \$57,968.01 to CALIFORNIA-AMERICAN WATER for Multiple City water accounts under Cal-Am Water 08/26/25-09/24/25. Service addresses include city buildings, parks, fire hydrants, irrigation stations, and city affordable housing.
- \$49,260.98 to CALIFORNIA-AMERICAN WATER for Multiple City water accounts under Cal-Am Water 09/25/25-10/23/25. Service addresses include city buildings, parks, fire hydrants, irrigation stations, and city affordable housing.
- \$196,720.06 to KRAEMER ENGINEERING INC. for San Pablo Ave. Traffic Calming Improvements through September 2025.
- \$212,034.26 to KRAEMER ENGINEERING INC. for San Pablo Ave. Traffic Calming Improvements through October 2025.
- \$147,704.20 to WEST COAST CODE CONSULTANTS INC for Professional building plan review services for fiscal year 24-25 and Grand Hyatt Occupant Load Analysis.
- \$29,207.50 to MONTEREY COUNTY DESTINATION MKTG ORG, INC. for Quarter 4 (10/01/2025-12/31/2025) TOT jurisdiction improvement investment.
- \$10,872.88 to HOME DEPOT CREDIT SERVICES for Invoices for various supplies for September and October 2025.
- \$12,350.00 to HOPE SERVICES for Maintenance services for the period of September 2025.
- \$211,559.30 to JMS CEMENT CONTRACTORS INC for Progress payment #1 for professional construction services for Eucalyptus Road infiltration unit repair project.
- \$53,554.29 to JOSEPH A GOITIA for Professional construction services for the Fire Station No. 1 kitchen renovation for the period of August 2025.
- \$204,492.33 to YOSSO GROUP INC for Purchase of playground equipment for Lincoln Cunningham Park.
- \$19,530.51 to INSTRUMENT TECHNOLOGY CORPORATION for Purchase of ground radar antenna and cart kit for utility detection
- \$724,117.55 to AMERICAN INTEGRATED RESOURCES INC for Professional demolition services for Phase 1b Fort Ord Demolition project through 10/09/2025.
- \$14,000.00 to JOHN E ARRIAGA for Fees for professional services for the periods of October-November 2025.
- \$20,000.00 to ATHENS INSURANCE SERVICE, INC for Payment for workers compensation settlement.
- \$14,000.00 to CCCR for Purchase of Police Department golf cart.
- \$50,000.00 to RETAIL STRATEGIES, LLC for Professional economic development consulting and related services.
- \$42,894.62 to MONTEREY CO. CONVENTION & VISITOR'S BUREAU for TID (Tourism Improvement District) remittance for the reporting period of September 2025 for the 13 Seaside motels/hotels.
- \$16,227.00 to MONTEREY COUNTY D.A.'s OFFICE for Completed asset forfeiture seized funds to the District Attorney.

- \$14,796.84 to WALLACE GROUP for September 2025 Invoices for projects: Hilby Traffic Calming improvements, and San Pablo Traffic Calming improvements.
- \$10,079.00 to MONTEREY PENINSULA WATER MGMT DISTRICT for Seaside Basin Watermaster services for the periods of July-September 2025.
- \$79,080.91 to PACIFIC GAS & ELECTRIC for Collective accts for street lights, highway lighting, park lights and city office buildings. Service for the statement period of 09/23/25-10/22/25.
- \$66,796.18 to PACIFIC GAS & ELECTRIC for Collective accts for street lights, highway lighting, park lights and city office buildings. Service for the statement period of 08/22/25-09/22/25.
- \$64,197.12 to U.S. BANK-CALCARD for City of Seaside purchase card transactions for the billing period of September 2025.
- \$12,764.09 to VERMONT SYSTEMS, INC. for Annual subscription of RecTrac recreation software for the period of 10/01/2025-09/30/2026.
- \$12,500.00 to FELIPE DE JESUS OLVERA for Tree trimming services for multiple trees along Eucalyptus Road.
- \$18,725.30 to CDW LLC for Payment for cybersecurity software subscription for the period of 12/11/2025-12/10/2026.
- \$11,648.95 to HARRIS & ASSOCIATES, INC. for Campus Town Phase 2 Demolition services for the period of 08/24/25-09/27/25.
- \$106,997.10 to VILLAGE PROJECT INC. for BSCC-Prop 47 Grant invoices for the period of August 2025.
- \$138,987.30 to DON CHAPIN COMPANY, INC. for September 2025 construction services for the Mingo Storm Drain project, Elm Storm Drain and ADA Ramp project.
- \$15,068.51 to DON CHAPIN COMPANY, INC. for On-call construction services for Mingo CMP Replacement project through 09/30/2025.
- \$17,233.23 to DON CHAPIN COMPANY, INC. for On-call construction services for Mingo CMP Replacement project through 10/31/2025.
- \$39,326.00 to DON CHAPIN COMPANY, INC. for October 2025 construction services for the Fremont/Monterey Rd sidewalk project.
- \$192,716.02 to MARINA COAST WATER DISTRICT for Recycled water meter services for the period of September 2025.
- \$122,999.74 to MARINA COAST WATER DISTRICT for Recycled water meter services for the period of October 2025.
- \$30,802.56 to MONTEREY PENINSULA ENGINEERING for Professional construction services for the Lincoln-Cunningham arterial trails project through July 2025.
- \$77,298.49 to MONTEREY PENINSULA ENGINEERING for Professional construction services for the Lincoln-Cunningham arterial trails project through April 2025 and August 2025.
- \$15,722.28 to TRAFFIC AND PARKING CONTROL CO., INC for Purchase of flashing crosswalk signs for Broadway Avenue.
- \$18,500.00 to BEAR ELECTRICAL SOLUTIONS for Routine traffic signal & response

- maintenance services for the period of October-November 2025.
- \$11,323.81 to COMCAST BUSINESS for CALNET service at 1583 Del Monte (Seaside Creates) for the period of August - September 2025.
  - \$18,604.45 to KIMLEY-HORN AND ASSOCIATES, INC. for Professional services for the Phase 2 Broadway Complete Streets project for the periods of May and August 2025.
  - \$19,892.00 to ERROL L. MONTGOMERY & ASSOCIATES, INC. for Professional services for General Hydrogeologic Consulting for the periods of May, June, and August 2025.
  - \$20,374.50 to ERROL L. MONTGOMERY & ASSOCIATES, INC. for Professional services for General Hydrogeologic Consulting for the period of July-September 2024.
  - \$10,677.08 to HUNTINGTON PUBLIC CAPITAL CORP. for Lease contract payment for the Energy Project at City Hall, City Library, and Fire Department locations for the period ending 10/31/25.
  - \$16,000.00 to VISTA ENVIRONMENTAL CONSULTING, INC. for Campus Town Phase 1B environmental air monitoring for the period of 09/15/25-09/25/2025.
  - \$21,600.00 to VISTA ENVIRONMENTAL CONSULTING, INC. for Campus Town Phase 1B environmental air monitoring for the period of 09/29/25-10/22/2025.
  - \$410,779.36 to BOISE MOBILE EQUIPMENT for Purchase of a Type 3 CalFire Tag-On fire engine with equipment package.
  - \$22,578.56 to ENTERPRISE FM TRUST for Monthly payment for (21) leased City vehicles for the period of October 2025.
  - \$11,584.00 to RRM DESIGN GROUP for Professional architectural and engineering services for the Fire Station 1 kitchen remodel for the periods of Jun 2025-Aug 2025.
  - \$11,506.00 to FMG CUSTOM CONCRETE for Installation of (4) stars for the Walk of Fame on Broadway Ave for the year 2025.

The Net Payroll and Payroll benefits total was \$\$3,504,776.35.

The remaining checks, totaling \$553,089.78, include payments to vendors for operating expenditures.

The check report is available on the City's website here:  
<https://www.ci.seaside.ca.us/194/Check-Draft-Register>

### **FISCAL IMPACT**

There are no additional fiscal impacts.

### **STRATEGIC PRIORITY**

Effective Accessible Governance

**ATTACHMENTS**

None

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 8.C.**

**TO:** Successor Agency to the Redevelopment Agency of the City of Seaside

**FROM:** Greg McDanel, City Manager

**BY:** Corryn Bennett, Accountant II

**DATE:** February 5, 2026

**SUBJECT: APPROVE AND FILE SUCCESSOR AGENCY CHECKS**

---

**RECOMMENDATION**

Approve and file the accounts payable and wired payments made during the period of October 04, 2025 through November 14, 2025, including the payroll and benefits checks, direct deposits, and wired payments related to the pay period from October 16, 2025 through November 13, 2025. Total Accounts Payable and Payroll for the above referenced period is \$5,318.10.

**BACKGROUND**

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

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

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

- No checks exceeded \$10,000.

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

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

**FISCAL IMPACT**

There are no additional fiscal impacts.

**STRATEGIC PRIORITY**

Effective Accessible Governance

**ATTACHMENTS**

None

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 8.D.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Dominique Davis, City Clerk

**DATE:** February 5, 2026

**SUBJECT: APPROVE APPOINTMENTS TO BOARDS AND COMMISSIONS**

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**RECOMMENDATION**

Approve the appointments of Odir Bonilla (C-JOBS), Edgar Mendoza (Planning Commission), Jeremy Hathaway (Environmental Commission), Lora James (Environmental Commission), and Sergio Vasquez (C-JOBS), as recommended by the Mayor.

**BACKGROUND**

The Mayor appoints members to the City’s Boards, Commissions, and Committees, which serve in an advisory capacity to the City Council. These bodies are established to complement the Council’s expertise and support informed decision-making in furtherance of the City’s mission. They also serve as a vital bridge between the City Council and the community by promoting civic engagement, policy input, and the exchange of timely and relevant information.

Appointments are made by the Mayor, while the City Manager designates Department Heads or other staff to serve as liaisons who regularly attend meetings and provide technical and administrative support. Commissioners are appointed to two-year terms and are required to sign and adhere to the City’s Code of Conduct, which has been duly executed and submitted.

The Mayor has made the following appointments:

Odir Bonilla	Commission on Jobs, Opportunities & Businesses in Seaside
Sergio Vasquez	Commission on Jobs, Opportunities & Businesses in Seaside
Jeremy Hathaway	Environmental Commission

Lora James  
Edgar Mendoza

Environmental Commission  
Planning Commission

**FISCAL IMPACT**

None.

**STRATEGIC PRIORITY**

Effective Accessible Governance, Diverse and Inclusive Community

**ATTACHMENTS**

1. Applicant\_Lora James
2. Applicant\_Edgar Mendoza
3. Applicant\_Jeremy Hathaway
4. Applicant\_Odir Bonilla
5. Applicant\_Sergio Vasquez

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager

**Dominique Davis - Online Form Submittal: Application for Appointment to a City Board/Commission/Committee**

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**From:** "noreply@civicplus.com" <noreply@civicplus.com>  
**To:** <cityclerk@ci.seaside.ca.us>  
**Date:** 1/12/2026 12:34 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:	Environmental Commission
Name	Lora James
Email Address	<a href="mailto:lorajames25@gmail.com">lorajames25@gmail.com</a>
Address	1636 Darwin Street
City	93955
State	California
Zip Code	93955
Phone Number	3106001761
Alternate Phone Number	<i>Field not completed.</i>

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

I am an ambitious, results-oriented Global Change Agent with a proven track record across sales, marketing, management, and sustainability, driven by a deep and enduring commitment to Mother Earth, climate action, environmental stewardship, and ocean conservation. My career reflects a deliberate integration of business excellence with purpose—leveraging market leadership, policy engagement, and sustainability strategy to drive meaningful, measurable impact.

I hold a Bachelor of Arts in Political Science from the University of California, Los Angeles, where I developed a strong foundation in public policy, governance, and systems thinking. To further align my professional leadership with environmental responsibility, I earned an exceeds requirements score on my CAPSTONE project while completing a Sustainability Strategies Certification from Stanford Graduate School of Business, focused on designing and implementing initiatives that transform organizations through environmental, social, and economic value creation. I am also completed the

OnePointFive Sustainability Accelerator. These trainings strengthened my ability to embed sustainability into corporate strategy, operations, and culture.

Professionally, I bring more than two decades of leadership experience spanning the private, public, and nonprofit sectors. At Insulet Corporation, I served as a Territory Manager and Interim District Manager, consistently recognized as a top national performer and leader. Beyond commercial success, I played a pivotal role in advancing sustainability and corporate responsibility initiatives. As Sustainability Team Lead, I contributed to Insulet's Global Sustainability Report, focusing on waste reduction, DEI, and corporate social responsibility aligned with the company's three sustainability pillars. I also launched a Global Sustainability Newsletter during Earth Month, elevating environmental awareness and employee engagement companywide.

As a DEI Global Council Leader and Women in Insulet ERG Co-Chair, I managed global programs, led cross-functional teams, and presented sustainability and culture initiatives to executive leadership, including the CEO and VP of HR. These roles strengthened my ability to guide organizations toward inclusive, values-driven decision-making that supports both people and planet.

My work with SNIP Bus Spay & Neuter Imperative Project reflects my dedication to environmental balance, animal welfare, and sustainable communities. I work directly with policymakers, legislators, and government officials to advocate for data-driven ordinances that reduce overpopulation, protect ecosystems, and promote long-term environmental responsibility across California.

Throughout my career—across leadership roles at Medtronic, Novo Nordisk, Sanofi-Aventis, Endo Pharmaceuticals, and Enterprise Rent-A-Car—I have consistently built high-performing teams, negotiated complex stakeholder partnerships, and shortened decision cycles by aligning economic value with ethical responsibility. My ability to communicate complex issues, influence policy, and inspire collaboration enables me to bridge corporate objectives with sustainability outcomes.

My passion for climate change mitigation, environmental protection, and ocean health guides my professional purpose. I am particularly motivated by initiatives that protect biodiversity, promote responsible resource use, and foster climate resilience through education, policy, and corporate accountability.

I seek opportunities where I can apply my leadership, sustainability expertise, and strategic acumen to advance environmental and climate solutions—ensuring a healthier planet for future generations while driving responsible, transformative change. I participated and provided input during multiple meetings for the city of Seaside's Climate Action and Adaptation Plan (CAAP).

These skills have prepared me to serve effectively on the Environmental Commission by bringing practical leadership, policy insight, and a collaborative approach to environmental stewardship. I am committed to working with fellow commissioners, staff, and the community to advance responsible, sustainable solutions that protect our environment and serve the public good.

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:	I bring a rare combination of strategic leadership, policy understanding, sustainability expertise, and community engagement—allowing me to translate environmental priorities into actionable, measurable outcomes. With a deep respect for Mother Earth and a proven ability to collaborate across public, private, and nonprofit sectors, I am prepared to contribute thoughtful solutions, advance climate and environmental initiatives, and help guide responsible stewardship of our land, ocean, and natural resources for current and future generations
Electronic Signature Agreement	I agree.
Electronic Signature	Lora James
Date	1/11/2026

*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	Lora James
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Ethnic Origin



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**Dominique Davis - Online Form Submittal: Application for Appointment to a City Board/Commission/Committee**

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**From:** "noreply@civicplus.com" <noreply@civicplus.com>  
**To:** <cityclerk@ci.seaside.ca.us>  
**Date:** 1/5/2026 11:45 AM  
**Subject:** Online Form Submittal: Application for Appointment to a City Board/Commission/Committee

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## Application for Appointment to a City Board/Commission/Committee

I'd like to serve on: Planning Commission, Commission on Jobs, Opportunities & Businesses in Seaside

Name Edgar Mendoza

Email Address [ria38super@hotmail.com](mailto:ria38super@hotmail.com)

Address 1753 Mendocino ST

City Seaside

State CA

Zip Code 93955

Phone Number [831-261-1916](tel:831-261-1916)

Alternate Phone Number *Field not completed.*

Please list your background, education, experience, and special skills: Mr. Edgar Mendoza | [831-261-1916](tel:831-261-1916) | [ria38super@hotmail.com](mailto:ria38super@hotmail.com)

Manager, DevOps Cloud Services | Naval Postgraduate School, Monterey, CA | 03/2015 - Present

- A dynamic and results-driven professional with extensive experience in IT operations, project management, and supervisory leadership. Proven ability to lead high-performing teams and manage complex projects in fast-paced environments. Demonstrated expertise in cloud infrastructure for Azure and Amazon Web Services (AWS), cybersecurity, and managerial proficiency. Committed to fostering innovation, promoting professional development, and ensuring workplace inclusivity.

- Supervise, manage, and lead all projects in the DevOps Cloud Services team at the Naval Postgraduate School (NPS). Advised Information Technology and Communication Services

(ITACS) managers, directors, and CIO on cloud related and critical infrastructure projects to support the mission of ITACS and NPS. Fostered high ethical standards in meeting the organization's vision, mission, and goals.

- Managed an aligned, engaged, and high-performing team through leading by example and developing and executing a mission-aligned vision for the organization. Served in a project leadership role for the DevOps department projects, either as the project manager or as a coach/mentor for the project. Ensured people assigned to projects are contributing to the project as defined in the project plan and that project milestones are met 95% of the time. This objective is dependent upon clearly defined projects, to include a clearly defined scope, with assignment and tracking of individual time and accomplishments on projects.

- Implemented a cloud first strategy for acquisitions. Financial management, including adoption and oversight of the annual ITACS multi million budget for cloud infrastructure. Completed the AWS contractual transfer from DLT to Navy's EA to include master/payer account and all child accounts. Successfully applied cost savings plans in AWS and Azure to save \$300,000 per year, and thus making room available to onboard more academic workloads in the Cloud. Setup the Azure Enterprise Agreement portal to onboard academic, research, and enterprise projects in Azure and enable IaaS and PaaS solutions in the Cloud. Designed secure, resilient, high-performing, and cost optimized architectures in the cloud in AWS and/or Azure.

- Ensured the DevOps department comprehends NPS, Navy, and DoD directives for alignment. Foster environments of collaboration with NPS organizations as well as our Navy Higher Education IT Consortium to ensure conflicts with policy are addressed to ensure NPS can conduct mission. Oversaw contributions and development of the Annual Accountability Report. Attend related IT conferences, seminars, and group meetings (AWS Summit, IGNITE, etc.) to learn and share experiences and knowledge to improve operations.

- Develop and champion ideas to improve the organization. Fosters an environment of innovation through effective and efficient business methods that save time and resources. Created and maintained a positive, safe work environment to maximize employee potential. Developed others' ability to perform and contribute to the organization by supporting professional development opportunity for each employee; and provide ongoing professional feedback. Ensures the workplace is free from all forms of discrimination and proactively and

expeditiously resolves workplace conflicts. Effectively worked across organizational and command boundaries and ensuring effective use of public funds.

#### Education

California State University Monterey Bay | Seaside, CA  
Bachelor's degree (2005) | Major: Computer Science

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

Yes

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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

Edgar, Mendoza

---

Date

1/5/2026

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*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

Edgar Mendoza

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Ethnic Origin

*Field not completed.*

---

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

**Dominique Davis - Online Form Submittal: Application for Appointment to a City Board/Commission/Committee**

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**From:** <noreply@civicplus.com>  
**To:** <cityclerk@ci.seaside.ca.us>  
**Date:** 4/21/2025 2:29 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, Environmental Commission
Name	Jeremy Hathaway
Email Address	<a href="mailto:jerryberry3970@pm.me">jerryberry3970@pm.me</a>
Address	1757 Havana St
City	Seaside
State	CA
Zip Code	93955
Phone Number	9253300096
Alternate Phone Number	<i>Field not completed.</i>
Please list your background, education, experience, and special skills:	I am a graduate from Humboldt State University, with a bachelor's degree in recreation administration with a minor in scientific diving. I am well-versed academically and professionally in the fields of oceanography, marine conservation and naturalism, and public program management. I currently live in Seaside and work with the County of Monterey Health Department. I am very passionate about health equity, support, and opportunity for our unhoused neighbors, as well as environmental protection to keep our city and bay beautiful for ourselves and future generations. Thank you for your consideration!
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 Jeremy Hathaway

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Date 4/21/2025

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*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 Jeremy Hathaway

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Ethnic Origin [REDACTED]

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

**Dominique Davis - Online Form Submittal: Application for Appointment to a City Board/Commission/Committee**

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**From:** "noreply@civicplus.com" <noreply@civicplus.com>  
**To:** <cityclerk@ci.seaside.ca.us>  
**Date:** 8/22/2025 5:11 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:	Commission on Jobs, Opportunities & Businesses in Seaside
Name	Odir A Bonilla
Email Address	<a href="mailto:odirbonilla@gmail.com">odirbonilla@gmail.com</a>
Address	12 Yerba Buena Ct
City	Seaside,
State	California
Zip Code	93955
Phone Number	8319171851
Alternate Phone Number	<i>Field not completed.</i>
Please list your background, education, experience, and special skills:	business owner
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:	<i>Field not completed.</i>
Electronic Signature Agreement	I agree.
Electronic Signature	Odir A. Bonilla

Date 8/22/2025

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*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 Odir A Bonilla

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Ethnic Origin *Field not completed.*

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**Dominique Davis - Online Form Submittal: Application for Appointment to a City Board/Commission/Committee**

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**From:** "noreply@civicplus.com" <noreply@civicplus.com>  
**To:** <cityclerk@ci.seaside.ca.us>  
**Date:** 9/2/2025 6:16 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:	Community Development Advisory Committee
Name	Sergio adrian vasquez
Email Address	<a href="mailto:servas67.sv@gmail.com">servas67.sv@gmail.com</a>
Address	740 broadway av
City	Seaside
State	California
Zip Code	93955
Phone Number	8316017685
Alternate Phone Number	<i>Field not completed.</i>
Please list your background, education, experience, and special skills:	I am a maintenance supervisor at a country club. I currently own a new restaurant on Broadway. Some special skills I possess are being able to manage multiple projects simultaneously, paying attention to detail, and prioritizing time effectively.
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:	<i>Field not completed.</i>
Electronic Signature Agreement	I agree.

Electronic Signature Sergio A Vasquez Valentin

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Date 9/2/2025

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*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 SERGIO ADRIAN VASQUEZ VALENTIN

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Ethnic Origin



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**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 8.E.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Dominique Davis, City Clerk

**DATE:** February 5, 2026

**SUBJECT: APPROVE A PROCLAMATION RECOGNIZING RAMADAN FROM  
FEBRUARY 17 TO MARCH 19, 2026**

---

**RECOMMENDATION**

Approve proclamation.

**BACKGROUND**

The City of Seaside is proud to recognize and celebrate the cultural, religious, and historical diversity of its community. Ramadan is one of the most significant observances in the Islamic faith and is observed annually by Muslims worldwide through fasting, prayer, reflection, and charitable acts.

Seaside's Muslim community has long contributed to the City's civic, economic, and social vitality. This proclamation continues the City Council's commitment to inclusion, mutual respect, and recognition of faith-based observances that are meaningful to residents and community members.

**DISCUSSION**

Ramadan serves as a time of spiritual renewal and community engagement, emphasizing compassion, service, and gratitude. Issuing this proclamation affirms the City's values of diversity and inclusion while fostering awareness and understanding across the broader community.

**FISCAL IMPACT**

None.

**STRATEGIC PRIORITY**

Effective Accessible Governance

**ATTACHMENTS**

1. Ramadan Proclamation
- 

Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager

# City of Seaside PROCLAMATION



## RAMADAN Commemorative Observance

**WHEREAS**, the City of Seaside is home to a diverse, engaged, and active Muslim community representing many cultural backgrounds; and

**WHEREAS**, Muslims have a long and enduring history in the United States, dating back to the transatlantic slave trade, during which it is estimated that 10 to 15 percent of enslaved African people were Muslim; and

**WHEREAS**, Muslim residents and workers have been essential contributors to the City of Seaside, serving across sectors including healthcare, public safety, education, science, technology, military service, and the service industry, and played a vital role in supporting the community during the COVID-19 pandemic while advancing efforts toward justice, equity, and inclusion; and

**WHEREAS**, the contributions of Seaside's Muslim community continue to enrich the City's open, tolerant, and economically vibrant environment; and

**WHEREAS**, Ramadan in 2026 is observed from sundown on February 17, 2026, and continues for approximately 30 days, concluding at sundown on March 18, 2026; and

**WHEREAS**, Ramadan is a sacred month of fasting, prayer, reflection, generosity, and community building, marking a time of spiritual renewal, gratitude, and service to others; and

**WHEREAS**, Ramadan is one of the Five Pillars of Islam and has been observed for centuries as a central tenet of the Islamic faith; and

**WHEREAS**, the holy month concludes with Eid al-Fitr (Festival of the Breaking of the Fast), a joyful three-day celebration recognizing spiritual growth, compassion, and community connection;

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, Ian N. Oglesby, Mayor of the City of Seaside, on behalf of the City Council, do hereby proclaim the Holy Month of Ramadan, from sundown on February 17 through sundown on March 18, 2026, and encourage all residents to recognize and respect this important observance in the City of Seaside.

---

Ian N. Oglesby, Mayor  
February 2026



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 8.F.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Patrick Grogan, Associate Engineer  
Thomas Korman, Public Works Director/City Engineer

**DATE:** February 5, 2026

**SUBJECT: ADOPT A RESOLUTION APPROPRIATING FUNDING FOR A  
THREE-YEAR CONTRACT WITH CHARGEPOINT, INC., IN THE  
AMOUNT OF \$7,560.00, AND SETTING NEW RATES FOR THE EV  
CHARGERS IN THE CITY HALL PARKING LOT**

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**RECOMMENDATION**

Approve the appropriation of \$7,560.00 for the three-year contract extension with ChargePoint, Inc., and authorize the Finance Director to adjust the budget accordingly, with the cost to be offset by revenue from the EV chargers.

**BACKGROUND**

In 2020, the City constructed the City Hall Solar Canopy Project, including the installation of two electric vehicle (EV) charging stations, which were donated by Chargepoint, Inc., to the City. As part of the project, the City entered into a Master Services and Subscription Agreement with Chargepoint, Inc., for a term of 5 years. The City recently extended it's agreement with Chargepoint, Inc., for a period of three years. The cost of extending the Master Services and Subscription Agreement for three years, taken from account 100-8310-2073, was \$7,560.00. For Fiscal Year 24/25, the City received \$7,047.32 from the EV chargers.

The City currently charges \$0.26 per kilowatt hour (kWh), with no idle fee. A review of EV charging station rates for the surrounding area shows that other charging stations range from \$0.35 per kWh to \$0.76 per kWh when differing rate structures are converted to a kWh basis. Most EV charging locations also have some form of idle charge or hourly charge.

Staff suggest the charging rate be raised to \$0.35 per kWh, and adding an idle charge of \$2.50 per hour once the vehicle is no longer charging.

**FISCAL IMPACT**

\$7,560.00 will be transferred from the General Fund to Public Works/Engineering, Government Buildings, Subcontracted Work (Account 100-8310-2073), which was used to pay the cost of extending the agreement.

Revenue from the Chargepoint EV chargers is collected in revenue account 100-3551. The cost of the contract extension will be covered by revenue generated from the EV charging stations, ensuring no net impact to the City's budget.

**STRATEGIC PRIORITY**

Enhanced Physical Infrastructure & Abundant Water Supply

**ATTACHMENTS**

- 1. Resolution

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE**

**APPROPRIATING FUNDING FOR A THREE-YEAR CONTRACT WITH CHARGEPOINT, INC., IN THE AMOUNT OF \$7,560.00, AND SETTING NEW RATES FOR THE EV CHARGERS IN THE CITY HALL PARKING LOT**

**WHEREAS**, solar energy is an environmentally sustainable, renewable resource capable of providing an alternative source of power for City Hall; and,

**WHEREAS**, in 2020, the City constructed the City Hall Solar Canopy Project, including the installation of two electric vehicle (EV) charging stations; and,

**WHEREAS**, as part of the project, the City entered into a Master Services and Subscription Agreement with Chargepoint, Inc., for a term of 5 years, ending in 2025; and,

**WHEREAS**, the City recently extended it's agreement with Chargepoint, Inc., for a period of three years, in the amount of \$7,560.00, from account 100-8310-2073; and,

**WHEREAS**, \$7,560.00 will be transferred from the General Fund to Account 100-8310-2073, which was used to extending the agreement; and,

**WHEREAS**, the usage rate for the chargers is currently set at \$0.26 per kilowatt hour, the lowest in the surrounding area; and,

**WHEREAS**, the continued use the electric vehicle charging stations is in the best interest of the City.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Seaside does hereby:

1. Authorize the Finance Director to transfer \$7,560.00 from the General Fund to account 100-8310-2073; and

2. Authorizes the Public Works Director, or his designee, to set rates for use of the EV chargers in reasonable proportion to other EV chargers within the City of Seaside and surrounding jurisdictions.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Seaside duly held on the 5th day of February 2026, by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS  
ABSENT: COUNCIL MEMBERS  
ABSTAIN: COUNCIL MEMBERS

APPROVED:

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Ian N. Oglesby, Mayor

ATTEST:

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Dominique L. Davis, City Clerk

APPROVED TO FORM:

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Sheri L. Damon, City Attorney



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 8.G.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Thomas Korman, Public Works Director/City Engineer

**DATE:** February 5, 2026

**SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO AWARD TWO PROFESSIONAL SERVICES AGREEMENTS IN THE AMOUNT OF \$250,000.00 EACH FOR ON-CALL PAVEMENT MANAGEMENT SUPPORT DESIGN AND INSPECTION PROFESSIONAL SERVICES FOR PROJECTS TO (1) NICHOLAS CONSULTING ENGINEERS; AND (2) PAVEMENT ENGINEERING INCORPORATED**

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**RECOMMENDATION**

Authorize the agreement.

**BACKGROUND**

The City has active and pending projects that require technical assistance from Pavement Engineering and inspection firms. Having two firms available allows the City to provide these services in a timely manner.

Individual project task orders will be issued based on the firm's expertise, workload capacity, services to be performed, schedule requirements, and hourly rates submitted in their proposal. All task orders will be issued based on an agreed-upon, written scope of work, implementation schedule, and maximum fee arrangement negotiated on a project-by-project basis.

Selection of the best qualified firms was made in accordance with the City's Purchasing Ordinance. On November 25, 2025, a Request for Proposal was issued and advertised through the City website. In addition, notification emails were sent to firms who expressed interest in providing Geotechnical Engineering Services to the City. Four (4) proposals were received on January 9, 2026. A selection committee, consisting of 4

staff members from the Public Works Engineering department independently evaluated and ranked the proposals. The following firms submitted proposals:

**Firm, Location**

Kimley Horn, Monterey, CA  
Nicholas Consulting Engineers, Richmond, CA  
Pavement Engineering Inc., Concord, CA  
Tiger Eye Engineering, Oakland, CA

The proposed Professional Services Agreements would be managed by the Engineering Division, and would also be made available for use by other City Departments for funded projects. Following a structured evaluation of the proposals, the selection committee determined that Nicholas Consulting Engineers and Pavement Engineering, Inc. were the best qualified firms.

Alternatives

Council could decide not to award these Professional Services Agreements and direct staff to issue requests for proposals for each project individually. However, this alternative is not recommended as there is a significant backlog of funded projects for which outside pavement engineering and inspection firms are needed to augment City staff. Further, having pre-approved, on-call, as-needed firms readily available allow for more efficient and timely delivery of projects as multiple projects can be designed concurrently.

Environmental Determination

The City of Seaside determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA)(CCR, Title 14, Chapter 3 (CEQA Guidelines), Article 20, Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or any reasonably foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

**FISCAL IMPACT**

Fees for Pavement Engineering and Inspection Services will be based on a project-by-project basis directly charged to individual project budgets. Each project is separately

approved and budgeted by the Council. The City is under no obligation to expend any funds under these Professional Services Agreements.

**STRATEGIC PRIORITY**

Effective Accessible Governance, Enhanced Physical Infrastructure & Abundant Water Supply

**ATTACHMENTS**

- 1. Resolution

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE**

**AWARD FOUR PROFESSIONAL SERVICES AGREEMENTS IN THE AMOUNT OF \$250,000.00 EACH FOR ON-CALL PAVEMENT MANAGEMENT SUPPORT DESIGN AND INSPECTION PROFESSIONAL SERVICES FOR PROJECTS TO (1) NICHOLAS CONSULTING ENGINEERS; AND (2) PAVEMENT ENGINEERING INCORPORATED**

**WHEREAS**, the need exists for the City to obtain prompt professional Pavement Engineering and inspection firms.; and,

**WHEREAS**, on November 25, 2025, the City issued a Request for Proposal (RFP) for On-Call Pavement Engineering and Inspection Professional Services for projects within the City of Seaside and notified firms that specialize in this work, including those firms who had expressed interest, as well as those who had previously completed work for the City; and,

**WHEREAS**, on January 9, 2026, the City received four (4) proposals from firms that perform this work; and,

**WHEREAS**, staff formed a selection committee to independently review and score each firm's proposal based upon specific criteria in the RFP; and,

**WHEREAS**, following deliberations, the selection committee determined that Nicholas Consulting Engineers and Pavement Engineering, Inc. were the best qualified firms; and,

**WHEREAS**, the firms will provide services on an on-call, as-needed, project-specific basis as defined by the City, and all task orders will have a defined scope, schedule, and fee arrangement that will be negotiated based on the hourly rate schedule included in the agreement; and,

**WHEREAS**, the City of Seaside determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA)(CCR, Title 14, Chapter 3 (CEQA Guidelines), Article 20, Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the

matter does not cause a direct or any reasonably foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Seaside does hereby:

1. Awards Professional Service Agreements for On-Call Pavement Engineering and Inspection Professional Services for Projects within the City of Seaside to Nicholas Consulting Engineers and Pavement Engineering, Inc., for a term of three (3) years, with the option to extend for two (2) additional one-year terms, with an annual fee not to exceed \$250,000.00 each; and

2. Authorizes the City Manager, or his designee, to execute the Professional Services Agreements upon receipt of information required by the Request for Proposal (RFP) with any minor edits approved by the City Attorney.

3. The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Manager and City Attorney concerning any changes deemed necessary.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Seaside duly held on the 5th day of February 2026, 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



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 8.H.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Melissa Failauga, Human Resources Specialist  
Samantha Sakhrani, Human Resources Director/Risk Manager

**DATE:** February 5, 2026

**SUBJECT: ADOPT A RESOLUTION AUTHORIZING NEW CLASSIFICATIONS AND SALARIES FOR A HUMAN RESOURCES ASSISTANT AND COMMUNICATIONS SPECIALIST, AND UPDATING THE CONFIDENTIAL COMPENSATION PLAN AND POSITION CONTROL LIST**

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**RECOMMENDATION**

Authorize the modification to the Position Control List and Confidential Classification Plans.

**BACKGROUND**

The City's management team regularly evaluates staffing levels and organizational structure to ensure alignment with operational needs and the efficient use of limited financial resources.

Currently, the Human Resources/Risk Management Department is allocated two Human Resources Specialist positions for FY 2025–26, one of which is vacant. To advance Council's priorities, support a sustainable succession plan, and achieve cost savings within a constrained operating budget, it is recommended to under-fill the vacant Human Resources Specialist position with a Human Resources Assistant classification.

Based on departmental needs and market research, the Human Resources Assistant will be established as a full-time, confidential, non-exempt position with a recommended maximum annual salary of \$76,608, receiving benefits as outlined in the Confidential Non-Exempt Employees' Classification Plan.

Additionally, a review of the Communications Specialist job description identified a need for updates to reflect expanded responsibilities under the supervision of the City Manager. It is recommended that this position be reclassified as a confidential, exempt, full-time position with a maximum annual salary of \$97,092.00. Given the sensitive nature of the duties, it is further recommended that the position be transitioned from the Seaside City Employees' Association to the Confidential Exempt Employees' Classification Plan.

Consequently, the proposed changes are expected to be budget-neutral and result in net savings for the General Fund during FY 2025-26, ensuring the City maintains its commitment to fiscal sustainability while enhancing operational efficiency.

**FISCAL IMPACT**

There is no additional fiscal impact to the 25-26 General Fund, as both modifications to the Position Control List are under-filled adjustments, resulting in a cost savings.

**STRATEGIC PRIORITY**

Diverse and Inclusive Community

**ATTACHMENTS**

- 1. Resolution
- 2. Human Resources Assistant - Job Description
- 3. HR Assistant 2026 Proposed Salary
- 4. Communications Specialist - Job Description
- 5. Communications Specialist - Salary Survey

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE**

**ADOPT A RESOLUTION AUTHORIZING NEW CLASSIFICATIONS AND SALARIES FOR A HUMAN RESOURCES ASSISTANT AND COMMUNICATIONS SPECIALIST, AND UPDATE THE POSITION CONTROL LIST AND CONFIDENTIAL COMPENSATION PLANS**

**WHEREAS**, the Classification Plans and Position Allocation List may be amended upon recommendation of the City Manager and approval by the City Council; and

**WHEREAS**, to provide greater efficiency in the operation of the City, enhance service levels, organizational structure, and fiscal efficiency, certain job classifications may be prepared and/or modified; and

**WHEREAS**, there is a need to create and underfill a full-time, confidential position of Human Resources Assistant within the Human Resources/Risk Management Department; and

**WHEREAS**, underfilling the Human Resources/Risk Management vacancy with the new position of Human Resources Assistant, affords the department forward progress, an implemented ascension plan, on-going budget savings and uninterrupted, confidential efficiency; and

**WHEREAS**, the job duties, functions and expanded responsibilities of the Communications Specialist were reviewed and determined to require modification of the job description; and

**WHEREAS**, due to the confidential nature of the position, there is a need to adjust the position of Communications Specialist within the City Manager's Office by removing it from the Seaside City Employees' Association Classification Plan and classifying the position as both exempt and confidential; and

**WHEREAS**, as proposed, the Human Resources Assistant will be assigned to the Confidential Non-Exempt Classification Plan and paid a top step annual salary of \$85,213.44, and the Communications Specialist will be assigned to the Confidential Exempt Classification Plan and paid a top step annual salary of \$97,092.00; and

**WHEREAS**, the addition and changes of these positions will enhance the City's services and will provide valuable support to the community and organization; and

**WHEREAS**, by underfilling the vacancy within the Human Resources/Risk Management Department and removing the position of Administrative Assistant within the City Manager's office, operating budget savings will be generated annually; and

**WHEREAS**, the Position Allocation List will be modified to:

1. Underfill the Human Resources Specialist position with one Human Resources Assistant within the Human Resources/Risk Management Department; and
2. Delete the Administrative Assistant position within the City Manager's Office.

**WHEREAS**, no budget adjustments are necessary because of this change.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Seaside hereby approve creating and modifying the positions specified above, and modifying the Position Allocation List and Classification Plans as proposed.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Seaside duly held on the 5<sup>th</sup> day of February 2026, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

\_\_\_\_\_  
Ian N. Oglesby, Mayor

ATTEST:

\_\_\_\_\_  
Dominique L. Davis, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Sheri L. Damon, City Attorney

City of Seaside  
Date: January 2026  
Top Monthly Salary: \$6384.00  
Confidential Group  
FLSA: NON-EXEMPT

### **Human Resources Assistant**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general supervision, performs specialized administrative support of a difficult and complex nature within the Human Resources/Risk Management Department; assists in the administration of the recruitment, selection, classification and compensation programs; provides information to the public and employees regarding rules and regulations; maintains central personnel records and recruitment files; assists with written, interview, and performance examinations; performs a variety of responsible office clerical work in which assignments and procedures are indicated in general terms but require use of independent judgment; to do related work as required.

#### **ESSENTIAL FUNCTIONS STATEMENT**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Develop forms and procedural guides; represent the department in dealings with the community, other agencies, departments and vendors; prepare salary and compensation surveys; interpret and assist in insuring conformance to rules and regulations; analyze and interpret policies and procedures; confer with the public to explain policies and procedures; maintain confidential records and respond to inquiries for the same; set up and maintain filing systems; collect, verify and record data; make recommendations for system improvements; perform research; prepare correspondence, memos and reports; arrange appointments, meetings and travel; meet and prepare records of proceedings; prepare payroll records; operate a variety of office machines; may be responsible for administering specific department programs; respond to citizen complaints and requests; evaluate data and makes recommendations based on findings; prepare recruitment schedules including physical, written and interview boards; review applications and qualify candidates for testing; prepare test materials; prepare job announcements; liaison with test providers; maintain applicant tracking database; develop brochures and newsletters; register trainees; prepare event sites; prepare course materials; develop and present courses.

#### **TYPICAL QUALIFICATIONS**

## Human Resources Assistant

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education**

- Any combination equivalent to graduation from high school or GED.

### **Experience**

- Three years responsible clerical, technical or administrative experience preferably in municipal administration, in a similar role within a city or government office.

### **Knowledge and Skills**

**Knowledge of:** Modern office methods and equipment; computer software to include word processing; spreadsheet, database management and computerized accounting/payroll; basic math, including calculations using fractions, percents and/or ratios.

**Ability to:** Work effectively with others; organize information in a systematic way for easy retrieval; interpret information and make recommendations; represent the City; make oral and written presentations; work independently; follow oral and written instructions; make computations quickly and accurately; maintain complex finance and personnel records.

City of Seaside- Top Monthly Salary Data

Human Resources Assistant			
Rank	Comparator Agency	Class Title	Top Monthly Salary
	Paso De Robles	N/C	
	City of Pacific Grove	N/C	
	City of Marina	N/C	
<b>1</b>	<b>Salinas</b>	<b>Confidential Office</b>	<b>\$6,712</b>
2	Hollister	Support Services Asst. Confidential	\$6,727
3	City of Atascadero	Administrative Assistant Confidential	\$6,622
	<b>Seaside</b>	<b>Proposed</b>	<b>\$6,384</b>
4	Monterey	HR Assistant	\$6,384
5	Santa Cruz	Admin. Asst III Confidential	\$5,888
	Gilroy	N/C	
	Watsonville	N/C	
	Pacific Grove	N/C	
<p style="text-align: center;"><b>Average of Comparators</b>  <b>% City of Seaside Above/Below</b></p> <p style="text-align: center;"><b>Median of Comparators</b>  <b>% City of Seaside Above/Below</b></p> <p style="text-align: center;"><b>Number of Matches</b></p>			<p style="text-align: center;"><b>\$6,401</b>  <b>0.0%</b></p> <p style="text-align: center;"><b>\$6,384</b>  <b>0.0%</b></p> <p style="text-align: center;"><b>5</b></p>
NOTE: All calculations exclude City of Seaside			

N/C - Non Comparator

### **Communications Specialist**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**Summary of Duties:** To assist the City Manager in developing, implementing, coordinating, and communicating information about the City to the media, members of the City Council, public, and City staff.

**Distinguishing Characteristics:** The Communications Specialist is a single-position classification that performs a wide range of complex administrative and technical duties specific to the Administrative Office of the City Manager. This class requires the frequent use of discretion, initiative, and independent judgment. Responsibilities include regular contact with governmental officials, the City Council, commission members, representatives of business or community organizations, the public, and all levels of City staff.

**Supervision Received:** Receives general supervision from the City Manager or designee. Exercises no supervision.

#### **ESSENTIAL FUNCTIONS STATEMENT**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Reviews, coordinates, creates, oversees, and implements a wide variety of public information and media projects within the communications, promotions, and public relations arena, including programs or messages for City employees.
2. Assists the City Manager in the day-to-day functions of the division.
3. Works with department heads and City executives to develop multi-faceted communication plans.
4. Drafts, edits, reviews, and obtains approvals for internal and external communication documents.
5. Writes and reviews content for news releases, newsletters, City intranet and internet, websites, broadcast media scripts, and presentations as directed.
6. Prepares news releases, articles, press kits, or written statements for distribution to the news media or to City employees on subjects that are sensitive or complex.
7. Establishes and maintains regular contact with the press, community groups, and department managers.
8. Ensures that City messages, images, and video are appropriately conveyed to the media, public and employees.

## Communications Specialist

9. Works with department heads and City executives to establish goals for positive media from various agencies.
10. Tracks media hits and consults with department heads on progress of media goals.
11. Independently conducts informational research, assembles relevant information and data, and provides recommendations to division heads and executives.
12. Compiles and completes data for administrative and public reports, bulletins, and other documents.
13. Works with limited supervision and makes decisions involving the release and format of sensitive, strategic, and confidential information.
14. Designs and maintains effective content for the City's social media, website, and e-newsletters, including videos and reels, to increase awareness and build affinity to grow the City's audience and reach across platforms.
15. Performs other related duties as assigned.

### Minimum Qualifications

#### Education

- A Bachelor's degree from an accredited college or university in communications, journalism, advertising, communications, marketing, public administration, or a closely related field and two (2) years of full-time professional experience working in the field of public relations including conducting media presentations and writing news releases; **OR**
- Associate degree from an accredited college or university, or two years (60 semester units) of college level course work from an accredited college or university in journalism, advertising, communications, marketing, public administration, or a closely related field and four (4) years of full-time professional experience working the field of public relations including conducting media presentations and writing news releases.

#### Licenses and Certifications:

- A valid State of California Driver's License.
- Must provide proof of completion of FEMA's Public Information Basics (L0105) within six (6) months, FEMA's Advanced Public Information Officer (L0388) within eighteen (18) months, and the City's social media training within six (6) months of employment.

**Bilingual in Spanish desirable. Subject to a variety of schedules which include a standard forty (40) hour work week plus occasional evenings, weekends, and holidays.**

#### Knowledge of:

- Principles, techniques, and methods of effective public information, community outreach, marketing, and branding.
- Principles and practices of effective graphic design and illustration methods and materials for programs, campaigns, and information.
- Photography and/or videography and the operation of camera equipment and digital editing software.
- Presentation skills in dealing with groups of various sizes and demographics.
- Press conference planning, protocol, and execution methods.
- Social media management, trends, and tools.

## Communications Specialist

- Effective writing techniques for a variety of documents such as media releases, articles, scripts, speeches, and the internet.
- English grammar, editing, research, and creative writing skills.
- Technological advances in communications (e.g., social media, web, media, video, etc.)
- Project management.
- Principles and practices of ADA standards in communications.
- Methods and techniques of research, statistical analysis, and report preparation.

### **Ability to:**

- Compose news releases and feature articles for all communications media.
- Produce work product using computer and audio-visual equipment.
- Complete assignments within strict time constraints.
- Create and edit compelling content for presentations.
- Draft, review, edit, obtain approvals, and produce internal and external communication documents.
- Maintain confidentiality of sensitive information.
- Effectively communicate in oral and written form.
- Establish and maintain effective working relations with management, employees, employee representatives from outside agencies.
- Treat City employees, representative of outside agencies and members of the public with courtesy and respect.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact, and diplomacy.
- Assess the customer's receipt of needed services through personal service or making appropriate referral.
- Provide prompt, efficient, and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Effectively analyze large amounts of detailed and complex information, to develop sound communications and public relations recommendations and workable alternatives.

### **Working Conditions**

This is a primarily sedentary position that works in a standard office environment. Incumbent will be required to visit various facilities and provide occasional fieldwork. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator to operate standard office equipment; vision to read printed materials and computer screen; hearing and speech to communicate in person and over the telephone. Position in this classification will need to have physical agility to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to twenty-five pounds.

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

**City of Seaside  
Top Monthly Salary Data  
2026**

<b>Communications</b>			
<b>Rank</b>	<b>Comparator Agency</b>	<b>Class Title</b>	<b>Top Monthly Salary</b>
1	City of Gilroy	Community Engagement Coordinator	\$8,691
	City of Watsonville	Media & Communications Assistant	N/A
	City of Santa Cruz	N/C	
	City of Monterey	N/C	
	City of Marina	N/C	
	City of Hollister	N/C	
2	City of Salinas	Communications Specialist	\$8,280
	City of Atascadero	N/C	
3	<b>City of Seaside</b>	<b>Proposed</b>	<b>\$8,091</b>
	City of El Paso De Robles	N/C	
	City of Morgan Hill	N/C	
	City of Pacific Grove	N/C	
<b>Average of Comparators</b>			<b>\$8,486</b>
<b>% City of Seaside Above/Below</b>			<b>-4.9%</b>
<b>Median of Comparators</b>			<b>\$8,486</b>
<b>% City of Seaside Above/Below</b>			<b>-4.9%</b>
<b>Number of Matches</b>			<b>2</b>
NOTE: All calculations exclude City of Seaside			

N/C - Non Comparator



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 8.I.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Dan Meewis, Assistant City Manager  
Kee Hyon Higgins, Recreation Supervisor

**DATE:** February 5, 2026

**SUBJECT: APPROVE CO-SPONSORSHIP OF SUSTAINABLE SEASIDE'S  
2026 SUSTAINABLE SEASIDE EARTH DAY CELEBRATION AT  
LAGUNA GRANDE PARK, LAKESIDE ENTIRE AND EUCALYPTUS  
AREA ON APRIL 19, 2026, IN THE AMOUNT OF \$3,679.00**

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**RECOMMENDATION**

Approve the co-sponsorship and fee waiver request.

**BACKGROUND**

Sustainable Seaside is requesting co-sponsorship to waive all fees and staff costs related to their 15th Annual Seaside Earth Day celebration at Laguna Grande Parks, Lakeside and Eucalyptus area's on April 19, 2026. A Special Event application was submitted and reviewed by staff and the Special Event Committee.

This annual community celebration of the arts, nature, and sustainability focuses our attention on how we can all be more environmentally friendly in our neighborhoods, the City, and the world. It is not only a celebration, but an educational opportunity for the community, meant to raise awareness of and foster sustainability locally and towards a healthy planet. In addition, Sustainable Seaside is collaborating with the Laguna Grande Regional Park Joint Powers Agency (JPA) to help celebrate their 50th anniversary during this event.

They are requesting the use of a portable stage, electrical access, 35 six-foot-long tables, 65 chairs, a sound system, a bounce house for children, barricades to block the designated areas, event messaging on the city's electronic message board, and assistance in promoting the event. This is the eighth request from Sustainable Seaside

for co-sponsorship of this event. The last fee waiver and co-sponsorship request was approved at the March 6, 2025, City Council meeting.

**FISCAL IMPACT**

Should the City Council approve the request for co-sponsorship of the Sustainable Seaside Earth Day Celebration to waive all fees and staff costs, the approximate fiscal impact is as follows:

Public Works Staff/Set-up and Tear Down	\$2,922.00
Special Event Application Fee	\$ 110.00
Insurance Coverage	\$ 207.00
Deposit	\$ 198.00
<u>Rental Fees for Laguna Grande Park, Lakeside Entire &amp; Eucalyptus Area</u>	<u>\$ 242.00</u>
<b>TOTAL</b>	<b>\$3,679.00</b>

**STRATEGIC PRIORITY**

Diverse and Inclusive Community

**ATTACHMENTS**

1. Sustainable Seaside Special Event Application 2026
2. Sustainable Seaside Fee Waiver Request 2026
3. Sustainable Seaside Layout Map for Laguna Grande Park Lakeside 2026

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager



**SEASIDE  
CALIFORNIA**

## **Special Event Application**

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

**Date:**

**Dear Event Sponsor:**

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

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

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



# SEASIDE CALIFORNIA

## Special Event Application

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

### CONTACT INFORMATION:

Organization: Sustainable Seaside  
Name of Applicant: Catherine Crockett  
Address: 1739 Havana St. City: Seaside State: CA  
Phone: 831-915-7257 Email: cm\_crockett@sbcglobal.net  
Day of Event Contact Name and Phone: Catherine Crockett (831) 915-7257

### EVENT INFORMATION:

Event Title: 2026 Seaside Earth Day  
Event Category:  
 Athletic / Recreation       Concert / Performance       Circus  
 Celebration / Festival       Parade / March / Procession       Dance  
 Carnival       Other: \_\_\_\_\_  
Event Date and Time: 4/19/2026, 1 pm to 4 pm  
Setup: 11 am      Event Start: 1 pm      Event End: 4 pm      Clean up: 4:30-5 pm  
Event Location: Laguna Grande Park Lakeside

### EVENT DESCRIPTION:

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

See attachment A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Participants: 300 to 400      Event Benefiting: Free community event  
Federal ID # (if applicable): 26-1183384 Communities for Sustainable Monterey County, a 501c3  
 501 C(3)       501 C(6)       Commercial-For Profit       Other: \_\_\_\_\_

Will admission be charged?  Yes, tickets cost: \_\_\_\_\_  No tickets, free event       No



**SEASIDE CALIFORNIA**

**Special Event Application**

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

Is the event open to the public?  Yes  No

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

No restrictions. Open to the general public.

How will the event be advertised and promoted? Sustainable Seaside's email calendar, social media, website, online community calendars, and press release to local media

Signs posted: A 4'x6' banner will be provided by Sustainable Seaside to be mounted near the intersection of Canyon Del Rey Blvd. and Harcourt Ave.

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

- P.A. System  Generator(s)  Amplified sound / music
- Booths  Bleachers  Cooking fuel
- Tents  Banners  Barricades
- Other: See Attachment A for the details

Will the event include music or live performances?  Yes  No

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

Do you intend to sell food or beverage?  Yes  No

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

Do you intend to sell other merchandise?  Yes  No

Number of Vendors? 1 *(For-profit vendors must have business license on file with the City)*

Vendor Name

Vendor Address

We will invite Big Sur Taco food truck to park on Canyon Del Rey Blvd. alongside the event to sell food.

Describe Merchandise

Fresh, Mexican fast food.

Will alcohol be served?  Yes  No

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

Parking arrangements: Visitors will park in the available free parking areas adjacent to the Laguna Grande Park Lakeside and in the surround side streets.



**SEASIDE  
CALIFORNIA**

**Special Event Application**

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

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

N/A

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

N/A

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

Will request that the City of Seaside co-sponsor this event, and the Laguna Grande Regional Park Joint Powers Authority (JPA) partner with Sustainable Seaside to integrate JPA 50th Anniversary activities with the Earth Day program.

Will coordinate with Seaside Recreation Department and Public Works to stage the event.

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

Will coordinate with the City of Seaside to put out trash and recycle bins.

City will stock the public restroom in the Eucalyptus Area with ample paper products to support additional visitors during the event.

**Other pertinent information or special requests:** We request that the curb on Canyon Del Rey Blvd adjacent to the event site be closed to parking on Sunday, April 19th between 9 am and 5 pm.

**APPLICANT AGREEMENT**

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

Applicant Signature: \_\_\_\_\_

*Catherine Cascott*

Date: 1-21-2026



**SEASIDE CALIFORNIA** **Special Event Application**  
 Parks and Recreation Division  
 986 Hilby Avenue, Seaside CA 93955  
 831-899-6800

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

**Attach to application and mail to:**  
**City of Seaside Recreation Services**  
**Attn: Recreation Director**  
**986 Hilby Avenue**  
**Seaside, CA 93955**

**SPECIFIC EVENT CONDITIONS OF APPROVAL**

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

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

**PROVISIONS**

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

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

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

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

Applicant Signature: Catherine Crockett

Date: 1-21-2026



**SEASIDE CALIFORNIA** **Special Event Application**  
 Parks and Recreation Division  
 986 Hilby Avenue, Seaside CA 93955  
 831-899-6800

**INDEMNIFICATION, DEFENSE, HOLD HARMLESS**

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

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

Insurance Agency: \_\_\_\_\_ Insurance Agent: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Policy Number: \_\_\_\_\_

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

Applicant Signature: Catherine Cascott Date: 1-21-2026

**(For Office Use Only)**

**Authorization**

- |   |  |
|---|--|
| <input type="checkbox"/> Building _____ | <input type="checkbox"/> Recreation _____    |
| <input type="checkbox"/> Planning _____ | <input type="checkbox"/> Redevelopment _____ |
| <input type="checkbox"/> Police _____   | <input type="checkbox"/> Public Works _____  |
| <input type="checkbox"/> Fire _____     | <input type="checkbox"/> County Health _____ |
| <input type="checkbox"/> Finance _____  |  |

Comments: \_\_\_\_\_

## ATTACHMENT A – INSTRUCTIONS

### Sustainable Seaside Special Event Application: **Earth Day Celebration, April 19, 2026**

#### **DESCRIPTION OF EVENT-PLEASE ATTACH SITE/ROUTE MAP**

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

#### **Description:**

This event is a community celebration that seeks to raise awareness about how we all can help preserve and protect our planet through local actions. With performance art, information tables, demonstrations and speakers, the event will highlight the many ways individuals, organizations in our community, and the City of Seaside are working together to protect the environment and become more sustainable.

Sustainable Seaside requests that the City of Seaside co-sponsor this event. We also request that the events surrounding the Laguna Grande Regional Park's Joint Power Authority's 50th Anniversary be integrated into the lead-up and programming of the 15th Annual Seaside Earth Day Celebration.

The event will feature information tables, performance art, and speakers. This will require from the City:

- 35 six-foot long folding tables, with a chair at each table
- 65 folding chairs; a chair at each of the 35 folding tables, and 30 chairs in front of the stage for the audience
- A raised performance stage,
- Electrical connection for sound system power source is requested.
- Space in front of the stage for dance performances
- A bounce house for children
- Pre-event and event-day barricades to block the designated areas for the Earth Day program and activities.
- Event messaging on the city's electronic message board in advance of, and on the day of the event
- Assistance in promoting the event through the City of Seaside's marketing channels.

See Attachment B layout for more details.

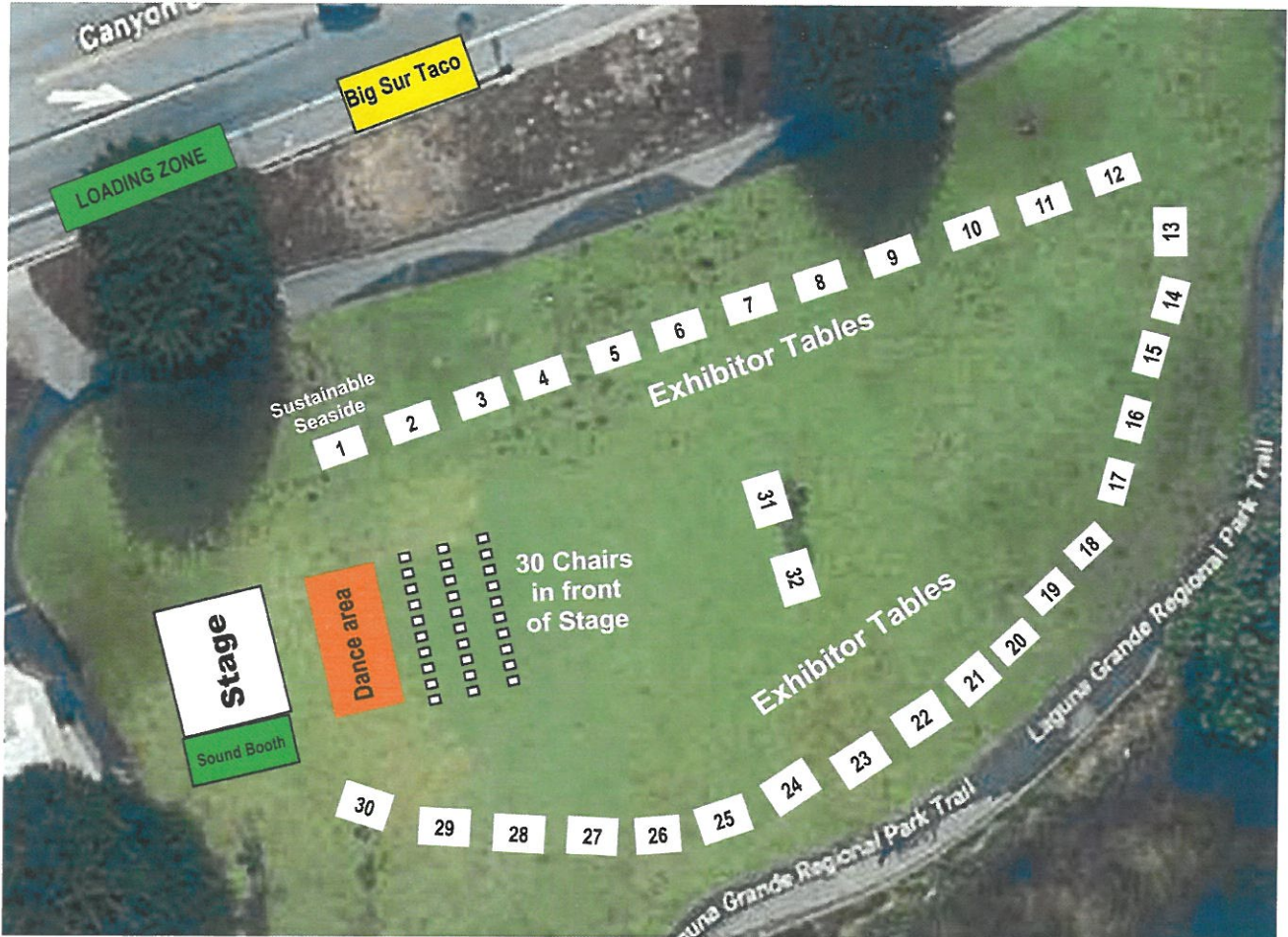
This a non-political event. We will not be endorsing political candidates, nor will we allow any campaigning by any political candidates at this event.

# Layout for the Laguna Grande Park Lakeside

ATTACHMENT B

Sustainable Seaside Special Event Application:  
Earth Day Celebration, April 19, 2026

LAGUNA GRANDE PARK - LAKESIDE LAYOUT - 2026 EARTH DAY



Event Contact: Catherine Crockett  
Sustainable Seaside  
831-915-7257

Earth Day event, Sunday, April 19, 2026, 1 - 4 pm



City of Seaside

# FEE WAIVER REQUEST

Name of Applicant: Catherine Crockett Organization: Sustainable

Seaside

Address: 1739 Havana Street Seaside CA 93955  
Street City State Zip

Home Phone: (831) 394-1915 Cell Phone (831) 915-7257 Email Address cm\_crockett@sbcglobal.net

Room(s) Requested: Laguna Grande Regional Park, Lakeside and Eucalyptus Area

Day(s) and Date(s) Requested: Sunday, April 19, 2026

Hours Requested (include set-up time): 10 am -4:30 pm. Event: 1pm - 4pm Estimated Attendance: 300 to 500

Description of Event Seaside Earth Day Celebration

Special Instructions or Equipment to Be Brought In See attached instructions

**Reason for Requesting Fee Waiver:**

This event is a community celebration that seeks to raise awareness about how we all can help preserve and protect our planet through local actions. With performances, information tables, demonstrations and speakers, the event will highlight the many ways individuals, organizations in our community, and the City of Seaside are working together to protect the environment and become more sustainable.

Have you received a Fee Waiver in the past? Yes  No

If so, what was the date of your event? April 27, 2025 – Earth Day Event

Is your organization based in Seaside? Yes  No

What percentage of your members or participants resides in Seaside? 90 %

Are you a registered non-profit organization? Yes  No

What is your organization’s non-profit number? EIN26-1183384 for Communities for Sustainable Monterey County, Sustainable Seaside’s fiduciary sponsor.

Is organization able to provide liability insurance? If the City of Seaside co-sponsors, insurance will be covered, otherwise CSMC will also provide an insurance rider.

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

Applicant Signature Catherine Crockett Date 1/15/2026

**FOR OFFICE USE ONLY**

Approved: _____	Security Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Notes: _____
Denied: _____	Staff Approval: _____	_____
Appealed: _____	Date: _____	_____

**POLICY REGARDING ROOM RENTAL FEES AND WAIVERS**

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

1. At least 60% of the organization’s membership must consist of Seaside residents. The organization must provide documentation verifying membership residency.
2. The organization must be a 501© 3 non-profit or public benefit organization and provide proof of non-profit status and a current W9 form.
3. The organization must provide an in-kind service/donation to benefit and augment the City of Seaside. A written statement must be submitted with the application outlining specific donations and/or services provided by the organization to the City of Seaside.
4. Faith based organizations may apply for fee waivers as long as the fee waiver is not directly involved to support inherently religious activities such as worship or religious instruction. Organizations must also serve all eligible beneficiaries without regard to religion.

**FEE WAIVERS FOR MEETING ROOMS**

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

**AUDITORIUM RENTAL FEE WAIVER**

Organizations requesting the use of the Auditorium must:

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

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

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



# SEASIDE CALIFORNIA

## Parks and Picnics Facility Use Request Form

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

### CONTACT INFORMATION:

Name of Applicant: Catherine Crockett  
Address: 1739 Havana St. City: Seaside Zip: 93955  
Phone: 831-915-7257 (cell) Email: cm\_crockett@sbcglobal.net  
 Resident  Non-Resident Organization: Sustainable Seaside

### FACILITY RESERVATION:

Intended Use/Activity: 2020 Seaside Earth Day  
Reservation Date(s): Sunday, April 12, 2020 Times: (Available 8 AM-Dusk) 8 am - 6 pm  
Location Requested: (All fees per current adopted fee schedule) Event times: 1 pm - 4 pm

#### Soper

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

#### Laguna Grande Park

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

#### Other

- Metz BBQ Area  Ellis Park BBQ Area  Robert's Lake
- City Hall Lawn

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

Bounce House (additional fee)

Estimated Attendance: 200-250

-----  
(For Office Use Only)

Permit Fee: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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



**SEASIDE  
CALIFORNIA**

**Parks and Picnics  
Facility Use Request Form**

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

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

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

Initials: CC

**Food Sales and Prohibited Goods & Materials:**

- ❖ All food providers within the city utilizing disposable food service ware shall use certified compostable products, or recyclable non-plastic products. This includes but is not limited to plates, napkins, straws, cups, bottles, lids, utensils, bowls, stirrers, beverage plugs, trays and hinged or lidded containers. Non-plastic single-use products shall be allowed only if they are currently accepted for composting or recycling by the designated waste hauler and the Monterey Regional Waste Management District.
- ❖ Applicant is prohibited: to use any PLASTIC water bottles, use Styrofoam/polystyrene packaging, and provide plastic straws.
- ❖ The use of balloons is prohibited at all City of Seaside parks and facilities.

Initials: CC

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

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

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

Signature of Applicant: Catherine Casco

Date: 11/21/2026

# Layout for the Laguna Grande Park Lakeside

ATTACHMENT B

Sustainable Seaside Special Event Application:  
Earth Day Celebration, April 19, 2026

LAGUNA GRANDE PARK - LAKESIDE LAYOUT - 2026 EARTH DAY



Earth Day event, Sunday, April 19, 2026, 1 - 4 pm

Event Contact: Catherine Crockett  
Sustainable Seaside  
831-915-7257



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 9.A.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Andrew Myrick, Housing & Planning Manager

**DATE:** February 5, 2026

**SUBJECT: SPECIFIC PLAN AMENDMENT SPA-2025-002: A RESOLUTION TO APPROVE AN AMENDMENT TO THE CAMPUS TOWN SPECIFIC PLAN MODIFYING THE REVIEW PROCESSES AND SUBMITTAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS. THE PROPOSED ACTION IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15061(B)(3) OF THE CEQA GUIDELINES.**

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**RECOMMENDATION**

Open the public hearing and approve the attached Amendment.

**BACKGROUND**

The Campus Town development is located in northern Seaside. To provide for orderly development of this project, in March 2020 the Seaside City Council adopted the Campus Town Specific Plan. The Specific Plan overrides the City's Zoning Ordinance and provides for a specific development pattern within the project area consisting of approximately 1,485 residential units, 250 hotel rooms, 75 youth hostel beds, 150,000 square feet of retail/dining/entertainment uses, and 50,000 square feet of office/light industrial uses, as well as parks and other amenities. Ground-breaking for the first phase of the project has already occurred and construction is expected to follow shortly.

Chapter 6 of the Specific Plan discusses the implementation of the Specific Plan. In particular, Section 6.3 outlines the process for the review of development applications. This process differs significantly from the "standard" review processes provided in the Zoning Ordinance. Most significantly, almost all allowed uses within the Specific Plan

are ministerial in nature, which means that there are no public notifications or hearings associated with development applications within the Specific Plan. Instead, the City's Zoning Administrator is supported by a "Peer Reviewer," defined as being a licensed architect doing business within 75 miles of the City of Seaside and appointed by the Zoning Administrator to conduct a secondary review of all development applications.

While staff is supportive of the use of a ministerial process in most circumstances within the Campus Town Specific Plan area, staff also believes that the Peer Review process is unnecessary in certain circumstances. For example, grading permits, encroachment permits, and other site preparation work would not typically benefit from review by an outside architect. Further, in a subdivision, many of the homes are replicated using several model home types. While the initial review of the models would still be subject to Peer Review, it would not be necessary to repeat the Peer Review for every home built using those plans throughout the subdivision. Eliminating Peer Review for those circumstances where there is little for an architect to review would reduce processing time and costs for those applications while maintaining the third-party review for those projects that would benefit from such a review.

Other changes that would be made include:

- Modifying language regarding the posting of decisions in the Agenda for Zoning Administrator Hearings. As Zoning Administrator Hearings have been eliminated, this language has been changed to require the posting of decisions as part of the Planning Commission Agenda.
- Modifying submittal requirements to eliminate submittals of physical material in favor of digital files.
- Consolidation of the currently-separate application completeness and compliance reviews into a single review that examines both completeness and compliance.
- Addition of language clarifying that the City Council may amend the Specific Plan via Resolution (as opposed to amendments requiring an Ordinance).

Staff's recommendation is that the City Council approve the proposed changes.

The Planning Commission reviewed this item at its regular meeting on January 14, 2026. The Commission voted 5-0 to recommend that the City Council approve the proposed modifications.

The entirety of the Specific Plan may be found at the following webpage: [Attachment-5a---Campus-Town-Specific-Plan-Book](#).

**FISCAL IMPACT**

No fiscal impact is associated with this Item.

**STRATEGIC PRIORITY**

Vibrant Local Economy

**ATTACHMENTS**

- 1. SPA-2025-002 CC Reso Exhibit A
- 2. SPA-2025-002 CC Reso

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager

# Implementation

## 6.1 Purpose and Applicability

The Campus Town Specific Plan is intended to guide and regulate development within the Specific Plan Area. The Plan anticipates new development in the Specific Plan Area facilitated by a significant investment in infrastructure and public amenities. This chapter provides the framework for the development review process, including a detailed implementation program.

## 6.2 Specific Plan Adoption and Required Actions

This Specific Plan has been prepared and adopted in a manner consistent with California Government Code section 65451, as well as all pertinent sections of the Seaside Municipal Code. Adoption of this Specific Plan is by Ordinance (Section 65453) of the City Council.

It is anticipated that the following approvals/actions may be required to implement the Specific Plan:

- Certification of the EIR and Adoption of the Mitigation Monitoring and Reporting Program
- Specific Plan Approval/Adoption
- Zoning Map and Text Amendment
- FORA Consistency Determination
- Vesting Tentative Map(s) and Final Map(s)
- ~~Conditional~~ Use Permit(s)
- Other Development Application Approval(s)
- Minor Deviations and/or Deviation(s)
- Improvement Plans
- Development Agreement

- Disposition and Development Agreement with Successor Agency
- Affordable Housing Plan
- Building Permits
- Grading Permits
- Tree Removal Permits
- Encroachment Permits

## 6.3 Development Process

This section outlines the development review and approval process for all proposed development within the Campus Town Specific Plan Area.

By approving the Campus Town Specific Plan, the City has established the legislative policies applicable to the Specific Plan Area. In order to implement those policy decisions, the City will review Development Applications for development within the Specific Plan Area pursuant to this Chapter. The scope of review of Development Applications will consist of review for substantial conformance with the Specific Plan, as provided in Section 6.3.3.1.B.C. The development review process for projects proposed within the Campus Town Specific Plan Area is streamlined based on required conformance with the policies, Standards, and Guidelines established by the Specific Plan.

### 6.3.1 Administration and Interpretation

Approval of development within the Campus Town Specific Plan Area shall be subject to the review process set forth in this section.

#### A. Relationship to Seaside Municipal Code

The Campus Town Specific Plan constitutes the applicable zoning, including development standards and regulations, for development within the Specific Plan Area. Title 17 (Zoning) of the Seaside Municipal Code (SMC) shall apply only to matters not covered in this Specific Plan. If there is any conflict or inconsistency between the provisions of this Specific Plan and the SMC (including without limitation Municipal Code Section 8.54.070 (Trees), Title 17 (Zoning) and/or Title 16 (Subdivisions)), the provisions of this Specific Plan shall take precedence. All applicable state and federal standards and codes also apply to development within the Specific Plan Area. The Zoning Administrator or designee shall prepare a report on trees and views based on these plans and site inspection of the land.

1. Tree Removal and Replacement. Each Development Application shall specify any tree to be removed or altered and shall demonstrate compliance with the Coast Live

Oak and Monterey Cypress tree replacement policies in this Specific Plan. Such application shall identify the Lot or off-site location on which the tree is located, or to be planted, provide a perimeter outline of an existing or proposed building on the Lot, specify the location of the tree, and furnish a brief statement of the reason for the request. The following finding must be made if it is determined that any of the trees recommended for preservation should be removed: the preservation of the tree(s) would impair the implementation of the Base Reuse Plan, the General Plan, and/or the Specific Plan on the site in question, and/or the preservation is not feasible due to the health of the tree (including disease or pests). Final approval of a Conformance Determination with respect to any Development Application indicating any trees to be removed shall constitute a permit to remove or alter any trees so designated, subject to tree replacement requirements solely to the extent required by Section 3.5 of this Specific Plan. Appeal of such permit shall be subject to the same provisions as appeal of

a Conformance Determination, as provided herein.

2. Subdivisions. Unless otherwise specifically provided for in this Specific Plan, the regulations set forth in Title 16 (Subdivision) of the SMC, entitled "Subdivisions," shall apply to all divisions of land hereafter made of property within the Campus Town Specific Plan Area. Subdivision will be accomplished through recordation of multiple phased maps to facilitate the full implementation and buildout of the Specific Plan Area. Phasing plans shall provide all infrastructure necessary to support each phase in substantial conformance with the Specific Plan.

#### B. Administration of Specific Plan

The primary administrator of this Specific Plan is the City's Zoning Administrator. Following review of each Development Application as provided herein, the Zoning Administrator shall have authority over approval of Development Applications, as provided in Section 6.3.31.B. The Zoning Administrator shall have the responsibility to interpret the provisions of the Specific Plan. If an issue or situation arises that is not sufficiently provided for in the



Specific Plan, the Zoning Administrator shall be guided by the purpose, goals, and policies of the Specific Plan and the interpretation provisions of the Title 17 (Zoning) of the SMC.

### 6.3.2 Peer Review

~~All~~ Development Applications which include the approval of a site plan, floor plan, and/or building elevations (but excluding plot plans for residential units when a design for the unit has already been approved) shall be subject to review by a Peer Reviewer appointed by the Zoning Administrator. The Peer Reviewer shall at a minimum be a licensed architect, doing business within 75 miles of the City of Seaside. Grading Permits, Encroachment Permits, Tentative or Final Maps, Specific Plan Amendments, Residential Plot Plans, and similar Development Applications shall not be subject to the Peer Review process.

### 6.3.3 Development Applications

#### 6.3.3.1 Application Procedures

The applicant shall submit a Development Application to the Planning Division consistent with the SMC.

#### A. Submittal Requirements

For each Development Application, the applicant, at its election, may submit a Development Application for Substantial Conformance Review in either a single step or a two-step process, ~~pursuant to Section 6.3.2.1.C below.~~ If an applicant selects a single step process, the Development Application submittal requirements shall be those set forth in Section 6.3.23.1.A.2 for Final

~~Substantial Conformance~~ Review; if an applicant selects a two-step process, the Development Application submittal requirements shall be those set forth in Section 6.3.23.1.A.1 for Preliminary ~~Substantial Conformance~~ Review and ~~those set forth in section 6.3.2.1.B.2 for Final Substantial Conformance~~ Review.

1. Submittal Requirements for Preliminary Substantial Conformance Review are as follows:

- a. ~~CD or other electronic format. Containing d~~ Digital files of all materials listed below:
- b. APPLICATION - One (1) copy
- c. SCHEMATIC DESIGN PLANS - One (1) full-size 24"X 36" set and two (2) 11"X 17" reductions.
- d. COVER SHEET
  - Applicant name, address and phone number.
  - Project site address, or map of all sites where this building is to be constructed.
  - Vicinity Map 1/2 mile radius street system with project site(s) highlighted.
  - Total ~~minimum~~ area of site in square feet.

- Applicable Building Types and Frontage Types per Sections 4.6.2 and 4.6.3, respectively.
- Number of proposed new buildings with total square footage for each (including parking structures).
- Square footage for each building's footprint and the maximum percentage of the site covered by the building(s).
- Number of stories for each building.
- Number of parking and loading spaces and garage tiers, if provided in a structure.
- Landscaped areas and percentage of the total site dedicated for landscaping (typical).
- Paved area and percentage of the total site dedicated for hardscape/paving (i.e., driveways, walkways, courtyards, and trash storage) (typical).
- Existing Regulating Plan designation, Sub-Area

- designations, and Sign District designations.
  - Number of pages included in the plan set.
- e. SITE PLAN: Proposed site plan, including existing buildings within one block of the Lot Line, in all directions.
- f. SCHEMATIC PROJECT SITE PLAN
  - Lot Lines.
  - Setbacks (Front Yard and Side Street Setbacks measured from face of curb).
  - Internal and external rights-of-way and any vehicular access or other easements, including new Streets and Alleys.
  - Sidewalk/planter dimensions (from face of curb to back of sidewalk).
  - Existing buildings (if applicable) to be retained and proposed building locations and dimensions with uses labeled.
  - Location and purpose of proposed open space.
  - Location of structures on adjacent properties and their uses (if applicable).
- Topography and/or any existing site-specific conditions that must be addressed.
- Dimensions of driveway widths, existing and proposed curb cuts, parking spaces (use arrows to indicate traffic circulation).
- Sidewalks and walkways (include existing and proposed).
- Walls and fences (include materials and dimensions for existing and proposed). Indicate walls and fences to be removed (where applicable).
- Preliminary location of all exterior mechanical equipment.
- Street lights (where applicable).
- Trees: show existing trees with accurate canopies and overlap, if any, between proposed building footprints and canopy/root system of existing street trees.
- Preliminary joint trench and utility plan that includes conceptual location of electrical vault (where applicable), gas and electrical meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc.
- g. SCHEMATIC FOOTPRINTS: Existing (if to be retained) and proposed building footprints, including perimeter dimensions and openings in exterior walls.
- h. SCHEMATIC ROOF PLAN: Roof pitch and material.
- i. SCHEMATIC ELEVATIONS
  - Building elevations (in color and black and white)
  - Building heights in stories
  - Proposed materials
  - Proposed locations of signs
- j. SCHEMATIC SITE/BUILDING SECTIONS
  - In the case of a housing unit to be repeated - provide examples representing the range of Thoroughfare types or public spaces it is intended to front.
- k. PRELIMINARY LANDSCAPE PLAN
  - Softscape (including trees and shrubs) showing typical conditions.



- Hardscape (identify proposed materials) showing typical conditions.
  - Preliminary Landscape Palette.
- I. FIRE MASTER PLAN to show how the proposed project reduces the risk from wildfires.
  - m. CONCEPTUAL GRADING PLAN: Show all typical cases and cuts and fills needed
  - n. DIGITAL MASSING MODEL simple digital building form/massing model of the project. Internal building elements, landscaping, people, cars, etc. not required.
2. Submittal Requirements for Final Substantial Conformance Review are as follows:
    - a. RESPONSE TO PRELIMINARY SUBSTANTIAL CONFORMANCE REVIEW COMMENTS (if applicable). Point by point reference guide citing to the specific plan sheets that respond to comments provided at the conclusion of the Preliminary Substantial Conformance Review process.
    - b. FINAL DESIGN PLANS - One (1) full-size 24"X 36" set and two (2) 11"X 17" reductions.
    - c. ~~CD or other electronic~~ The following in digital format: APPLICATION, COVER SHEET, SITE PLAN, PROJECT SITE PLAN, FLOOR PLANS, ROOF, PLAN, ELEVATIONS, SITE SECTIONS, FIRE MASTER PLAN, GRADING PLAN, DIGITAL MASSING MODEL, as required for Preliminary Substantial Conformance Review, except that all schematic items for Preliminary Substantial Conformance Review must be in final form for Final Substantial Conformance Review.
    - d. BUILDING SECTIONS (cross and longitudinal)
      - Building walls
      - Freestanding walls
      - Floor-to-floor dimensions
    - e. DESIGN DETAILS
      - Gutters and downspouts (indicate the location and colors of gutters and downspouts on the building elevations).
      - Mechanical plans showing locations of exterior equipment, through-the-wall vents, and ventilation shafts.
    - f. LANDSCAPE PLAN
      - Planting plan showing location, spacing, common name, botanical name, container size, quantity of all proposed new plant material with distinct plant symbols for each specimen.
      - Landscape layout plan for construction, including dimensions, materials, and finishes (drawings, catalog cuts, and/or photographs and an existing installation).
      - Hardscape details (including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.).
      - Exterior lighting (including type of fixture and catalog cut sheets)
      - Tree inventory of all trees with a 4-inch diameter or greater.
    - g. EXTERIOR SIGNS AND OTHER GRAPHICS
      - Location, dimensions, type (including illuminated or non-illuminated) and use (i.e., building sign, tenant sign, wayfinding sign).

- Include light fixtures, electrical raceways (conduit), and all other designs, materials, lettering font, graphics, and colors used as identification or for calling attention to the project or tenant. Include color and material samples on the color and material board.

~~h. COLORS AND MATERIALS BOARD~~

~~One (1) 11" x 17" copy.~~

- ~~Identify board with project address, architect name, address, telephone number, email address, and date. Include samples of all proposed exterior materials, paint colors, and materials for glazing and paving (except clear glass).~~
  - Identify all samples with manufacturer name and item specification number (including catalog cut - photographs of existing installation may be accepted in place of project literature).
- i. FIRE MASTER PLAN to show how the proposed project reduces the risk from wildfires
- j. GRADING PLAN

- k. PHASING PLAN (for multi-phased projects)
- l. DIGITAL MASSING MODEL Simple digital building form/massing model of the project. Internal building elements, landscaping, people, cars, etc. not required.

~~B. Completeness Review~~

The Zoning Administrator shall review each Development Application for completeness/conformance in accordance with ~~the Permit Streamlining Act and the SMC provisions regarding review for completeness.~~

~~C. Substantial Conformance Review~~

~~Following a determination that the Development Application is complete, the Zoning Administrator and his or her designee shall conduct "Substantial Conformance Review." Substantial Conformance Review~~ This shall consist of an evaluation by the Zoning Administrator ~~with input from the City's Peer Reviewer~~ of whether each complete Development Application is (i) consistent with the General Plan; (ii) in Substantial Conformance (as defined below) with this Specific Plan; and (iii) in compliance with applicable law. A Development

Application is in "Substantial Conformance" with the Specific Plan if it substantially conforms with the Standards of the Specific Plan (including the applicable Land Use and Sub-Area Standards) and does not materially conflict with the applicable Guidelines of the Specific Plan.

During ~~Substantial Conformance~~ Review, the Zoning Administrator, Peer Reviewer and the applicant shall work collaboratively to address any comments that the Zoning Administrator and the Peer Reviewer may have on the Development Application ~~with respect to Substantial Conformance~~, such that the applicant is provided with opportunities to respond to the comments and to facilitate the ~~Substantial Conformance~~ Review within the time periods provided for in this Section.

At the end of the ~~Substantial Conformance~~ Review, ~~and no later than 30 days after the a Development Application is deemed complete in accordance with Section 6.3.31.B,~~ the Zoning Administrator shall provide the applicant with a written determination ("Conformance Determination") of whether the Development Application is (i) consistent



with the General Plan; (ii) in Substantial Conformance with this Specific Plan; and (iii) in compliance with applicable law. ~~A Conformance Determination by the Zoning Administrator shall not require notice or a public hearing.~~

If the ~~Review Conformance Determination~~ indicates that the Development Application is (i) consistent with the General Plan; (ii) in Substantial Conformance with this Specific Plan; and (iii) in compliance with applicable law, the Zoning Administrator shall approve the Development Application. Notice of the Zoning Administrator's approval shall be provided as an informational item on the agenda for the next regularly scheduled public meeting of the ~~Planning Commission Zoning Administrator~~. The public's right to appeal and procedures to do so shall be posted on the agenda for the public meeting.

If the ~~Review Conformance Determination~~ indicates that the Development Application is not (i) consistent with the General Plan, (ii) in Substantial Conformance with this Specific Plan, and/or (iii) in compliance with applicable law, the Conformance Determination shall include an explanation of the Zoning

Administrator's findings regarding any such inconsistency, lack of Substantial Conformance (including findings regarding qualification for a Minor Deviation pursuant to Section 6.3.3.2.A or Deviation pursuant to Section 6.3.3.2.B), and/or noncompliance, and a description of changes that would be necessary to bring the Development Application into consistency/Substantial Conformance/compliance. In such case, the ~~Zoning Administrator shall disapprove the Development Application and the~~ applicant may (1) revise the Development Application to achieve the required consistency/Substantial Conformance/compliance and resubmit the Development Application for another ~~Review Conformance Determination~~ following the process described above; (2) apply for a Minor Deviation or Deviation; or (3) appeal the Zoning Administrator's denial of the Development application. The ~~Conformance~~ Determination of the Zoning Administrator may be appealed to the Planning Commission and subsequently to the City Council pursuant to the procedures of the City's Zoning Code, regarding Appeals.

Any approval of a Development Application not exercised within two years after final approval shall expire and become void, except where an extension of time is approved as specified in the SMC or as otherwise provided for in a Development Agreement. After it has been exercised (meaning that construction plans have been submitted ~~and have not expired and/or construction has commenced~~), a Development Application approval shall remain valid and run with the land in accordance with the Specific Plan.

### 6.3.3.2 Deviation Procedures

The Specific Plan is a policy and planning framework for the ultimate buildout of the Specific Plan Area. Implementation of the Specific Plan requires a degree of flexibility to respond to site, market, and other factors that may arise in connection with specific development proposals. In order to ensure that implementation of the Specific Plan is feasible and to preserve the opportunity for variations that will result in superior development, the City may approve deviations from Specific Plan Standards and Guidelines as set forth in this Section 6.3.3.2.

A deviation will be considered a Minor Deviation or a Deviation, as defined below.

#### A. Minor Deviations.

1. Minor Deviations are variations to the Specific Plan Standards and Guidelines that do not materially affect the objectives of this Specific Plan and are minor in light of the Specific Plan as a whole. Minor Deviations do not constitute or require an amendment to the Specific Plan. If the Zoning Administrator deems a deviation to not be a Minor Deviation, the Development Application shall be

processed as a Deviation pursuant to Section 6.3.3.2.B below.

2. Upon written request by an applicant, the Zoning Administrator may approve, conditionally approve, or deny a Minor Deviation without public notice or a public hearing, in which case the decision of the Zoning Administrator shall be reported as an information item on the agenda for the next regularly scheduled public meeting of the Planning Commission ~~Zoning Administrator~~. Alternatively if the Zoning Administrator determines that the Minor Deviation is of significant public interest or raises significant policy issues, the Zoning Administrator may refer the Minor Deviation to the Planning Commission for a noticed public hearing. The following constitute examples of Minor Deviations:
  - a. To allow walls or fences to exceed the Height limit described herein by a maximum of two feet.
  - b. To allow a decrease not exceeding 10 percent of the required area for landscape coverage.
  - c. To allow a decrease not exceeding 10 percent of the

minimum lot dimensions described in Chapter 4.6.2.

- d. To allow an increase or decrease not exceeding 10 percent of minimum and maximum required front setbacks.
  - e. To allow an increase not exceeding 10 percent of maximum height.
  - f. To allow a decrease in required number of parking spaces based on quantifiable information provided by the applicant regarding shared parking, reduced demand, or alternative mobility strategies.
  - g. Deviations of a similar nature to those listed above that are deemed minor by the Zoning Administrator that are in keeping with the intent and objectives of this Specific Plan.
3. In approving a Minor Deviation, the Zoning Administrator or the Planning Commission, as applicable, may impose conditions as deemed necessary to protect the public's health, safety and welfare, and to assure compliance with the objectives of the Specific Plan.



4. The Zoning Administrator's determination on a Minor Deviation may be appealed to the Planning Commission pursuant to the appeal procedures of the Zoning Code. A decision of the Planning Commission on a Minor Deviation may be appealed to the City Council pursuant to the appeal procedures in the Zoning Code.

#### B. Deviations

1. Deviations are variations from the Standards or Guidelines of this Specific Plan that do not constitute Minor Deviations, but nonetheless do not materially affect the objectives of this Specific Plan. Applications for a Deviation shall be subject to review and approval by the Planning Commission following a noticed public hearing, and subject to appeal to the City Council in accordance with the appeal procedures of the City's Zoning Code. The Planning Commission (or the City Council on appeal) shall approve a Deviation if it makes the following findings:
  - a. The Deviation is consistent with the goals and policies of the Specific Plan.

- b. The Deviation is not detrimental to public health, safety or welfare.
- c. The Deviation does not create a nuisance or hazard.
- d. The Deviation does not have a significant adverse effect on adjoining properties or the immediate neighbors.

2. In approving a Deviation, the Planning Commission (or the City Council on appeal) may impose conditions as deemed necessary to protect the public's health, safety and welfare, and to ensure compliance with the objectives of the Specific Plan.

#### 6.3.3.3 Amendment Procedures

This Specific Plan can be amended pursuant to the provisions of the California Government Code (Sections 65453-65454). Amendments to the Specific Plan may be done by Resolution of the City Council. Procedures of the SMC shall be followed for hearing, notice, and decision of a Specific Plan amendment.

#### 6.3.4 Fees and Taxes

The City requires the payment of development impact fees and certain taxes to finance public improvements. The City also requires the payment of processing fees to offset the cost of processing Development Applications. Fees for development within the City apply to projects within the Campus Town Specific Plan Area, subject to any applicable Development Agreement. These fees include:

- Public Land Dedication
- School Land Dedication
- Park Development Fee
- Water and Sewer Tap Fees
- Potable Irrigation

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE ADOPTING AN AMENDMENT TO THE CAMPUS TOWN SPECIFIC PLAN MODIFYING THE REVIEW PROCESSES AND SUBMITTAL REQUIREMENTS FOR DEVELOPMENT APPLICATIONS**

**WHEREAS**, in March 2020 the Seaside City Council adopted the Campus Town Specific Plan; and

**WHEREAS**, Chapter 6 of the Specific Plan includes provisions for the processing of land use applications; and

**WHEREAS**, these provisions are in many cases inconsistent and less efficient than current procedures for the processing of land use applications; and

**WHEREAS**, the City desires to streamline development within the Campus Town Specific Plan by reducing permit processing times; and

**WHEREAS**, the proposed changes to the Specific Plan would only effect processes for the review of applications and would not modify the amount, type, or style of development within the Specific Plan area; and

**WHEREAS**, since this action only modifies internal processing procedures it is not subject to CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Seaside does hereby approve the proposed Specific Plan Amendment to the Campus Town Specific Plan as shown in the attached Exhibit "A."

**PASSED AND ADOPTED** at a Regular meeting of the City Council of the City of Seaside duly held on the 5<sup>th</sup> day of February, 2026 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

Attach:

Exhibit "A" – Specific Plan Amendment



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 9.B.**

**TO:** City Council  
**FROM:** Greg McDanel, City Manager  
**BY:** Andrew Myrick, Housing & Planning Manager  
**DATE:** February 5, 2026

**SUBJECT: ZONING ORDINANCE AMENDMENT ZOA-2026-001: AN AMENDMENT TO THE SEASIDE MUNICIPAL CODE TO MODIFY THE DEFINITION OF PUBLIC SAFETY FACILITY TO INCLUDE CONTRACTED PUBLIC SAFETY FACILITIES. THE PROPOSED ACTION IS NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15061(B)(3) OF THE CEQA GUIDELINES (FIRST READING - ROLL CALL VOTE)**

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**RECOMMENDATION**

Open the Public Hearing and introduce the proposed Ordinance for adoption at the Council's next meeting.

**BACKGROUND**

Chapter 17.98 ("Definitions") of the Zoning Ordinance is one of the Ordinance's most critical components. This is because whether a proposed use is allowed is determined based upon the Use Classifications Tables that specify whether a proposed use is permitted, permitted with permits, or not permitted at various locations throughout the City. Determining which definition a proposed project falls under is therefore a critical determination, as it determines whether the project will be allowed and, if so, what types of permits and process would be required in order to move forward.

The County of Monterey contracts with a private party, AMR Medical Response, to provide ambulance services on a County-wide basis. No public agency provides ambulance service. The City has received an application for a Use Permit to allow AMR to store its ambulances and medical supplies at 1191 Echo Avenue (former Enterprise Rent-a-Car). Operationally, when employees arrive at the site, they would collect

medical supplies as needed and take an ambulance to pre-determined locations throughout the area. They would then dispatch from those locations, rather than from the site itself. No employees would be working from the site.

In reviewing Chapter 17.98, the Zoning Administrator has determined that there are two potential definitions that this could fall under: Public Safety Facility or Specialized Transportation Dispatch Facility. These uses are defined as follows:

**Public Safety Facility.** *A facility operated by a public agency including fire stations, other fire prevention and fire fighting facilities, police and sheriff substations and headquarters, including interim incarceration facilities. May include ambulance dispatch facilities on the same site.*

**Specialized Transportation Dispatch Facility.** *A base facility where ambulances, taxis, limousines, armored cars, tow trucks and similar vehicles for specialized transportation are stored, and from which they are dispatched, and/or where ambulance vehicles and crews not based at a hospital or fire department stand by for emergency calls. Does not include storage facilities for towed vehicles, which is classified under "Vehicle Storage."*

Each of these definitions appear to generally refer to the type of use proposed but include language that is contrary to the proposed use. In the case of Public Safety Facility, the definition includes the language "operated by a public agency," which is not the case here. For a Specialized Transportation Dispatch Facility, the use is not consistent because it refers to a location "from which they are dispatched, and/or where ambulance vehicles and crews...stand by for emergency calls." As noted previously, ambulances would not be dispatched, and crews would not be stationed at the site waiting for emergency calls.

Since there is no definition that fits the proposed use exactly, staff is proposing to modify the definition of "Public Safety Facility" to also include private companies providing public safety services under contract with a public agency. This definition was selected because it is more consistent with the intent of the use (the purpose of the operation is to enhance public safety). Public Safety Facilities may be considered with a Use Permit in any Commercial district; Specialized Transportation Dispatch Facilities may be considered only in the Heavy Commercial (CH) Zoning District. This would remain unchanged under the proposed Zoning Ordinance Amendment. The merits of the Use Permit itself would be evaluated separately through the standard permit process consistent with the Council's decision on this Ordinance.

The Planning Commission reviewed the proposed Ordinance at its regular meeting of January 14, 2026, and unanimously (5-0) recommended that the City Council approve the proposed Ordinance. Staff recommends that the City Council amend the Zoning Ordinance to modify the language of Chapter 17.98.P as noted in the attached Ordinance.

**FISCAL IMPACT**

There is no fiscal impact associated with this Item.

**STRATEGIC PRIORITY**

Vibrant Local Economy

**ATTACHMENTS**

1. Attachment 1 - Draft Ordinance - Public Safety Facility - 2026-02-05
- 

Reviewed for Submission to the City Council by:



---

Greg McDanel, City Manager

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTION 17.98.P OF THE SEASIDE MUNICIPAL CODE TO MODIFY THE DEFINITION OF PUBLIC SAFETY FACILITY TO INCLUDE CONTRACTED PUBLIC SAFETY FACILITIES**

**WHEREAS**, the City of Seaside Zoning Ordinance allows Public Safety Facilities in all commercial zones with a Use Permit; and

**WHEREAS**, Chapter 17.98 of the Seaside Municipal Code provides that only those facilities operated by a public agency may be considered to be Public Safety Facilities; and

**WHEREAS**, some public safety operations, such as ambulance services, are now contracted out to private entities; and

**WHEREAS**, the City of Seaside desires to provide potential locations for Public Safety Facilities, whether operated directly or indirectly by a public agency; and

**WHEREAS**, the proposed Zoning Ordinance Amendment was presented to the Planning Commission on January 14, 2026, which unanimously recommended that the City Council adopt the proposed Amendment; and

**WHEREAS**, since this action does not allow for any activity that is not already permitted within the City of Seaside, this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SEASIDE:**

**SECTION 1.** The City Council hereby finds and determines the foregoing recitals, which are incorporated herein by reference, are true and correct.

**SECTION 2.** The Seaside Municipal Code is hereby amended to reflect the changes identified in the attached Exhibit "A."

**SECTION 3.** If any provision, section, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, or the application thereof to any person or circumstance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, or any part thereof, or its application to other persons

or circumstances. The City Council hereby declares that it would have passed and adopted each provision, section, paragraph, subparagraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, paragraphs, subparagraphs, sentences, clauses or phrases, or the application thereof to any person or circumstance, be declared invalid or unconstitutional.

**SECTION 4.** This Ordinance shall become effective thirty days following adoption.

**INTRODUCED** at a regular meeting of the City Council of the City of Seaside, State of California, held on the 5<sup>th</sup> day of February 2026.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Seaside, State of California, held on the \_\_\_ day of \_\_\_ 2026 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 AS TO FORM:

\_\_\_\_\_  
Sheri L. Damon,  
City Attorney

Attach: Exhibit "A" – Proposed Ordinance Amendment

## Exhibit “A”

**SECTION 1.** The Definition of “Public Safety Facility” included in Section 17.98.P of the Seaside Municipal Code is hereby amended to read as follows:

**Public Safety Facility.** A facility operated by a public agency or another entity operating under contract with a public agency including fire stations, other fire prevention and fire fighting facilities, police and sheriff substations and headquarters, including interim incarceration facilities. May include ambulance dispatch facilities on the same site.



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 10.A.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Andreas Baer, Assistant Public Works Director

**DATE:** February 5, 2026

**SUBJECT: ADOPT A RESOLUTION AWARDED A CONSTRUCTION CONTRACT TO JMS CEMENT FOR AN AMOUNT NOT TO EXCEED \$61,725.00 PLUS A 10% CONTINGENCY FOR CONSTRUCTION AND ASSEMBLY OF THE LINCOLN CUNNINGHAM PARK 5-12 YEAR-OLD PLAYGROUND STRUCTURES, AND PROVIDE AN UPDATE ON THE 2-5 YEAR-OLD PLAYGROUND STRUCTURES**

---

**RECOMMENDATION**

Award the contract.

**BACKGROUND**

Lincoln Cunningham Park Phase 1 - Arterial Trail Project is located in Lincoln Cunningham Park between Yosemite Street and Lincoln Street adjacent to San Pablo Avenue. The Project originally included construction of a concrete multi-use path through Lincoln Cunningham Park from San Pablo Avenue to Lincoln Street; pedestrian paths from the new multi-use path to Yerba Buena Court, Lindberg Court, and Serape Court; storm drainage improvements; curb ramp retrofits; sewer main repair; one on-street accessible parking stall on Lincoln Street between Lincoln Cunningham Park and Havana Soliz Park; and seeding for erosion control. On January 2nd 2025, the City Council approved adding additional scope of work to the project including constructing underground utilities, additional site grading and storm water management, and pouring concrete for the 5-12 year old play area, 2-5 year-old play area, and the adult fitness area.

Project funds allowed for the purchase of the playground equipment for the 5-12 year-old play area as approved by City Council May 15th 2025. Playground equipment

arrived September 2025, but due to limited staffing and competing priorities, the City Public Works crew has been unable to assemble the playground.

Staff reached out to multiple playground installers and received the following three proposals.

<b>Bidder</b>	<b>Base Bid</b>
JMS Cement	\$ 61,725
Monterey Peninsula Engineering	\$114,000
Playground Plus	\$ 80,000

The City of Seaside has successfully completed projects with JMS Cement in the past and we are confident in their ability to complete the work successfully.

Staff recommends adopting the attached resolution awarding a construction contract to JMS Cement for an amount not to exceed Sixty One Thousand Seven Hundred Twenty Five Dollars (\$61,725) plus a 10% construction contingency for construction and assembly of the 5-12 year old playground at Lincoln Cunningham Park, and authorizing the Finance Director to make any changes or funding transfers necessary.

### **ENVIRONMENTAL COMPLIANCE**

Pursuant to preliminary review of the activities associated with this Council action in accordance with Section 15061 of the California Environmental Quality Act (CEQA) Guidelines, this project is Categorical Exempt (Class 1, Section 15301 Existing Facilities). The project includes the repair & replacement of playground equipment and application to the extent possible of the current standards of the Americans with Disabilities Act (public health and safety standards).

### **FISCAL IMPACT**

City Council approved a budget transfer at the 1/15/2026 council meeting (Council Item ID # 2026-32) transferring \$250,000.00 from Short-Term Rental revenue funds from the Laguna Grande Park Synthetic Turf Project to the Lincoln Cunningham Park Improvement Project. This transfer provides adequate funding for assembly of the 5-12 year-old playground equipment, and is expected to also provide funding for the purchase and installation of the 2-5 year-old playground.

### **STRATEGIC PRIORITY**

Effective Accessible Governance, Diverse and Inclusive Community

### **ATTACHMENTS**

- 1. Contract, City of Seaside, Durant Park Accessibility Improvements
  - 2. Resolution Playground Equipemnt Assembly LC Park
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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager

# CITY OF SEASIDE Contract Agreement Durant Park Accessibility Improvements

This Agreement, made and concluded in duplicate this 21<sup>st</sup> day of May, between the CITY OF SEASIDE, herein referred to as "City", and Monterey Peninsula Engineering, herein referred to as "Contractor".

WITNESSETH:

**Article I.** For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by said City and hereunto annexed, the said Contractor agrees with the said City, at his own proper cost and expense, to do all the work and furnish all the materials, except such as are mentioned in the specifications to be furnished by said City, necessary to construct and complete in a good workmanlike and substantial manner and to the satisfaction of said City, in accordance with the provisions hereto annexed and also in accordance with the latest applicable General prevailing Wage Rates.

The work to be done is specified in these special provisions and plans, approved by the City Engineer, which said special provisions and plans are made part of this contract.

**Article II.** The said City hereby promises and agrees with the said Contractor to employ, and does hereby employ, the said Contractor to provide the materials and do the work according to the terms and conditions herein contained and referred to, for the price hereinafter set forth, and hereby contracts to pay the same at the time, in the manner, and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

**Article III.** The statement of prevailing wages appearing in the General Prevailing Wage Rates is hereby specifically referred to and by this reference made a part of this contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or proposal of said Contractor, then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

**Article IV.** By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

**Article V.** And the said Contractor agrees to receive and accept the following prices as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the said City and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the Engineer under them, to wit:

BASE BID					
ITEM NO.	BID ITEMS	TOTAL QNTY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization	1	LS	\$ 6,800.00	\$ 6,800.00
2	Clearing and Grubbing, Sawcut, Demolition and Disposal, Temporary Fencing and Earthwork	1	LS	\$ 11,700.00	\$ 11,700.00
3	Install City Furnished Wood Chip Surfacing at Play Area	1	LS	\$ 4,400.00	\$ 4,400.00
4	Construct Concrete Sidewalk - Darwin (F)	205	SF	\$ 14.00	\$ 2,870.00
5	Construct Concrete Sidewalk - Interior (F)	556	SF	\$ 9.00	\$ 5,004.00

6	Construct Concrete Sidewalk - Picnic Area (F)	318	SF	\$ 9.50	\$ 3,021.00
7	Construct Play Area Access Ramp (F)	77	SF	\$ 40.00	\$ 3,080.00
8	Construct Case 'F' Curb Ramp (F)	76	SF	\$ 40.00	\$ 3,040.00
9	Construct Seat Wall (F)	20	LF	\$ 360.00	\$ 7,200.00
10	Construct Retaining Curb (F)	44	LF	\$ 33.00	\$ 1,452.00
11	Salvage Existing and Install City Furnished Picnic Table	1	LS	\$ 2,200.00	\$ 2,200.00
12	Relocate Swing Set	1	LS	\$ 2,300.00	\$ 2,300.00
13	Relocate BBQ	1	LS	\$ 2,300.00	\$ 2,300.00
14	Chain Link Fence	1	LS	\$ 4,900.00	\$ 4,900.00
15	Relocate Sign	1	EA	\$ 500.00	\$ 500.00
16	Construct Concrete Curb and Gutter (F)	12	LF	\$ 180.00	\$ 2,160.00
17	Construct Minor HMA Paving (F)	83	SF	\$ 23.00	\$ 1,909.00
18	As-Built Drawings	1	LS	\$ 400.00	\$ 400.00
<b>Total Base Bid</b>					<b>\$65,236.00</b>

**Article VI. - Assignment.** The Contractor shall not assign any of his duties, responsibilities or obligations without prior written consent from the City.

**Article VII. Indemnity.** To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless, City and any and all of City's boards, officers, employees, agents, assigns, and successors in interest through legal counsel reasonably acceptable to the City, from and against any and all claims losses, demand and expenses, including, but not limited to, attorney's fees and cost of litigation, on account of bodily injury, including death, or property damage arising out of or in any way connected to the work performed by Contractor under this agreement. Without affecting the rights of City under any provision of this agreement, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City, provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.

**Article VIII. Insurance.** Prior to the beginning of and throughout the duration of the work, Contractor will maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, it will be amended to do so. Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to City.

Contractor shall provide the following types and amounts of insurance:

1. Commercial General Liability Insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits shall be no less than \$2,000,000 per occurrence for all covered losses and no less than \$4,000,000 general aggregate.

Contractor's policy shall contain no endorsements limiting coverage beyond the basic policy coverage grant for any of the following:

- Explosion, collapse or underground hazard (XCU)
- Products and completed operations
- Pollution liability
- Contractual liability

Coverage shall be applicable to City for injury to employees of contractors, subcontractors or others involved in the project. Policy shall be endorsed to provide a separate limit applicable to this project.

2. Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.
3. Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 06 92 including symbol 1 (Any Auto) or the exact equivalent. Limits shall be no less than \$1,000,000 per accident, combined single limit. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor's employees will use personal autos in any way on this project, Contractor shall provide evidence of personal auto liability coverage for each such person.
4. Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to City for injury to employees of Contractor, subcontractors or others involved in the Work. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$1,000,000 per occurrence and aggregate.

**Article IX. - Legal Action.** Should either party to this agreement bring legal action against the other, the case shall be handled in Monterey County, California, and the party prevailing in such action shall be entitled to a reasonable attorney's fee which shall be fixed by the judge hearing the case and such fee shall be included in the judgement, together with all costs.

**Article X. - Notices.** All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given and fully received when made in writing and deposited in the United States mail, certified and postage prepaid, and addressed to the respective parties as follows:

CITY OF SEASIDE  
 Tim O'Halloran, City Engineer  
 440 Harcourt Avenue  
 Seaside, CA 93955

MONTEREY PENINSULA ENGINEERING  
 P.O. Box 2317  
 Monterey, CA 93942

IN WITNESS WHEREOF, the parties to these presents have hereunto set their hands the year and date first above written.

CITY OF SEASIDE

CONTRACTOR

by: \_\_\_\_\_  
 Mayor

by: \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date  
 Licensed in accordance with an act providing for the registration of Contractors. License No. \_\_\_\_\_

Approved:

\_\_\_\_\_  
 Tim O'Halloran/City Engineer

**RESOLUTION NO. 26-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE**

**ADOPT A RESOLUTION AWARDING A CONSTRUCTION CONTRACT TO JMS CEMENT FOR AN AMOUNT NOT TO EXCEED \$61,725 PLUS a 10% CONTINGENCY FOR CONSTRUCTION AND ASSEMBLY OF THE LINCOLN CUNNINGHAM PARK 5-12 YEAR-OLD PLAYGROUND STRUCTURES**

**WHEREAS**, On January 30<sup>th</sup>, 2023 the City Council adopted a resolution authorizing a professional services agreement with Whitson Engineers to prepare concept plans for Lincoln Cunningham and Havana Soliz Parks; and,

**WHEREAS**, On June 1<sup>st</sup> 2023, the City Council authorized an amendment for the concept plan by Whitson Engineers for Lincoln Cunningham and Havana Soliz Parks for additional community outreach events in the amount of \$18,600; and,

**WHEREAS**, November 2<sup>nd</sup>, 2023 the City Council approved a resolution adopting the Lincoln Cunningham and Havana Soliz Park Conceptual Master Plan; and,

**WHEREAS**, the Lincoln Cunningham Park Basketball Court Improvements Project was adopted in the fiscal year 2022/2023 annual budget; and,

**WHEREAS**, the Lincoln Cunningham Park Phase 1 - Arterial Trail Project was adopted in the fiscal year 2023/2024 Capital Improvement Program (CIP) annual budget to begin implementation of the concept plans for Lincoln Cunningham and Havana Soliz Parks; and,

**WHEREAS**, July 10<sup>th</sup>, 2024 bids were received for the Lincoln Cunningham Park (Phase 1 - Arterial Trail Project) and the low bid was substantially lower than the engineers estimate and available budget; and,

**WHEREAS**, July 25<sup>th</sup>, 2024 the City Council adopted a resolution approving the plans and specifications for Lincoln Cunningham Park Phase 1 - Arterial Trail Project and awarding a construction agreement to Monterey Peninsula Engineering (MPE); and,

**WHEREAS**, November 7<sup>th</sup>, 2024 the City Council adopted a resolution amending the Lincoln Cunningham Design Contract adding additional design scope; and,

**WHEREAS**, November 21<sup>st</sup>, 2024, Council appropriated \$160,000.00 of NIC money toward Lincoln Cunningham Park playground equipment; and,

**WHEREAS**, Staff identified funding from project surplus's in various current CIP projects and Transportation Agency Monterey County funds; and,

**WHEREAS**, January 16<sup>th</sup>, 2025 The council approved additional scope of work for the Lincoln Cunningham Park (Phase 1 Arterial trail project); and,

**WHEREAS**, May 15<sup>th</sup>, 2025 The council approved the purchase of playground equipment for an amount not to exceed \$326,835.66; and,

**WHEREAS**, Pursuant to preliminary review of the activities associated with this Council action in accordance with Section 15061 of the California Environmental Quality Act (CEQA) Guidelines, this project is Categorically Exempt (Class 1, Section 15301 Existing Facilities). The project includes the repair & replacement of playground equipment, and to the extent possible the application of current standards of the Americans with Disabilities Act (public health and safety standards).

**NOW THEREFORE BE IT RESOLVED**, that the City Council of the City of Seaside adopt a resolution awarding a construction contract to JMS Cement for an amount not to exceed \$61,725 plus a 10% contingency for construction and assembly of the Lincoln Cunningham Park 5-12 year-old playground structures; and

**BE IT FURTHER RESOLVED**, that the City Council of the City of Seaside directs the Finance Director to make changed or funding transfers as necessary.

**PASSED AND ADOPTED** at a regular City Council meeting of the City of Seaside duly held on the 15<sup>th</sup> day of February, 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



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 10.B.**

**TO:** City Council

**FROM:** Greg McDanel, City Manager

**BY:** Greg McDanel, City Manager

**DATE:** February 5, 2026

**SUBJECT: REPORT ON COMMERCIAL PROPERTY VACANCIES IN SEASIDE**

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**RECOMMENDATION**

Recieve report.

**BACKGROUND**

At the Regular City Council Meeting on December 18, 2025, Councilmember Garcia Arrazola requested that staff prepare a report outlining commercial property vacancies within the City of Seaside. At the Regular City Council Meeting on January 15, 2026, the request received support and confirmed direction for staff to proceed with preparation of the report and placement on a future agenda.

Commercial vacancies—both tenant-ready spaces and undeveloped or underutilized commercial lots—are a visible concern within several commercial corridors and activity centers throughout the City. Understanding the scale, location, and contributing factors of these vacancies is an important step in aligning economic development strategies, infrastructure planning, and regulatory tools.

The City of Seaside's Economic Development Department has compiled a working inventory of commercial vacancies and vacant commercial parcels throughout the City to better understand the scope and distribution of underutilized properties. Vacancies vary by corridor and property type and reflect a combination of market conditions, site-specific constraints, and broader economic factors. This inventory is intended to be a living dataset that will continue to be refined and used to inform economic development

strategy, infrastructure planning, and business attraction efforts. The presentation will also provide an update regarding the City's active efforts to address these vacancies and promote long-term economic vitality for the community.

**FISCAL IMPACT**

There is no direct fiscal impact associated with receiving this report. Ongoing economic development efforts are supported through existing budgeted resources.

**STRATEGIC PRIORITY**

Vibrant Local Economy

**ATTACHMENTS**

None

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Reviewed for Submission to the City Council by:



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Greg McDanel, City Manager