



## A G E N D A

CITY OF SEASIDE  
CITY COUNCIL

REGULAR MEETING  
Council Chamber  
440 Harcourt Avenue  
Thursday, February 18, 2016  
7:00 PM

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*PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING*

1. **CALL TO ORDER**

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

|                     |                |
|---------------------|----------------|
| Ralph Rubio         | Mayor          |
| Ian N. Oglesby      | Mayor Pro Tem  |
| Dennis J. Alexander | Council Member |
| Jason Campbell      | Council Member |
| David R. Pacheco    | Council Member |

3. **INVOCATION AND PLEDGE OF ALLEGIANCE**

4. **REVIEW OF AGENDA**

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

5. **PUBLIC COMMENT**

*Members of the public wishing to address the 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 minutes. Public Comments on specific agenda items are heard under that item. For the public record, please state your name.*

6. **PUBLIC AGENCY COMMUNICATIONS**

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

7. **PRESENTATIONS**

A. **PRESENTATION AND RECOGNITION OF THE 2016 SEASIDE FIREFIGHTER OF THE YEAR.**

**PURPOSE:** To present to Firefighter Rick Meyer a certificate in honor of his selection as the 2016 Seaside Firefighter of the Year.

**RECOMMENDATION:** It is recommended that the City Council recognize Firefighter Rick Meyer.

**B. PRESENTATION AND RECOGNITION OF THE 2015 SEASIDE POLICE OFFICER OF THE YEAR.**

**PURPOSE:** To recognize and honor Detective Frank Salzillo as the 2015 Seaside Police Officer of the Year

**RECOMMENDATION:** It is recommended that the City Council recognize Detective Frank Salzillo.

**C. PRESENT NEWLY ADOPTED STRATEGIC PLAN**

**PURPOSE:** A presentation on the new City Strategic Plan and objectives will be presented for City Council consideration and to inform the public of the City Council's objectives for the next six months.

**RECOMMENDATION:** It is recommended that the City Council receive the presentation and make comments as appropriate.

**8. CONSENT CALENDAR**

*The Consent Calendar includes routine items that can be approved with a single motion and vote. A member of the City Council or a member of the public may request that any time be pulled from the Consent Calendar for separate consideration.*

**A. APPROVE MINUTES OF FEBRUARY 4, 2016 REGULAR MEETING**

**RECOMMENDATION:** It is recommended that the minutes be reviewed and approved.

**B. APPROVE AND FILE CITY CHECKS**

**PURPOSE:** It is requested that the City Council approve and file the accounts payable and wired payments made during the period of January 26, 2016 through February 8, 2016. In addition, approval of the payroll and benefits checks, direct deposits and wired payments related to the period of February 4, 2016. Total Account Payable and Payroll for the above referenced period is \$1,383,864.01.

**RECOMMENDATION:** It is recommended that the City Council approve and file the attached checks.

**C. ACCEPT AND FILE THE CASH AND INVESTMENT REPORT FOR THE CITY OF SEASIDE FOR THE QUARTER ENDED DECEMBER 31, 2015.**

**PURPOSE:** Accept and file the City of Seaside Cash and Investment Report for the quarter ended December 31, 2015.

**RECOMMENDATION:** Accept and file report.

**D. REVIEW AND CONSIDER APPROVAL OF A MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM THE SEASIDE COMMUNITY YOUTH OUTREACH ORGANIZATION**

**PURPOSE:** The purpose of this agenda item is to consider a request from Seaside Community Youth Outreach for a donation of three thousand dollars (\$3,000.00) from the

Mayor's Youth Fund to assist the organization in funding their "Transforming Our Lives" event.

**RECOMMENDATION:** Staff recommends approval of this request contingent upon receipt of the required 501 c3 paperwork.

**E. CONSIDERATION OF ASSIGNMENT OF EXCLUSIVE NEGOTIATING AGREEMENT FROM SEASONS MANAGEMENT, LLC TO SEASIDE SENIOR LIVING, LLC.**

**PURPOSE:** The purpose of this item is for the City Council to consider accepting the Assignment of Exclusive Negotiating Agreement from Seasons Management, LLC to Seaside Senior Living, LLC. Seasons Management, LLC has an Exclusive Negotiating Agreement (ENA) with the City of Seaside for a proposed senior living and memory care facility at the "Shopette" site at 550 Monterey Road in the former Fort Ord.

**RECOMMENDATION:** It is recommended that the City Council accept the Assignment of Exclusive Negotiating Agreement and recognize the Assignee all interests, rights and obligations under the Agreement.

**F. APPROVE RESOLUTION FORMALIZING DECISIONS MADE DURING CITY COUNCIL APPEAL OF FENCE EXCEPTION APPLICATION NO. FE-15-01 FROM PLANNING COMMISSION ACTION DENYING A FENCE EXCEPTION APPLICATION FOR A SINGLE FAMILY DWELLING LOCATED AT 2090 CROSS STREET.**

**PURPOSE:** The purpose of this item is for the City Council to consider a resolution granting the appeal and overturning the action of the Planning Commission denial of a fence exception to allow for a twenty foot extension to an existing six foot high wood fence which exceeds the maximum height requirements of Zoning Code Sections 17.30.020.B.1 within the required street side setback located at 2090 Cross Street (APN: 011-042-001).

**RECOMMENDATION:** In accordance with the direction provided to City staff by the City Council on February 4, 2016, adopt the Draft Resolution certifying the City Council's action to grant the appeal and approve the Fence Exception Application No. FE-15-01.

**G. APPROVE NEW APPOINTMENTS AND REAPPOINTMENTS OF BOARD, COMMISSION AND COMMITTEE MEMBERS**

**PURPOSE:** That the City Council consider and approve five proposed appointments to the Planning Commission, Neighborhood Improvement Program Committee, Board of Architectural Review and Community Development Advisory Committee and two proposed re-appointments to the Neighborhood Improvement Program Committee.

**RECOMMENDATION:** That the appointments and their associated appointment terms be approved as presented.

**H. CONSIDER APPROVAL OF THE LIST OF COMPANIES TO PROVIDE ON-CALL SURVEYING SERVICES.**

**PURPOSE:** The purpose of this item is for the City Council to consider approval of a short list of companies to provide on-call surveying services.

**RECOMMENDATION:** It is recommended that the City Council adopt the attached resolution approving the on-call companies for surveying services.

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| <p align="center"><b>ADJOURN TO CITY COUNCIL/SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY JOINT SPECIAL MEETING</b></p> |
|-------------------------------------------------------------------------------------------------------------------------|

**9. CONSENT AGENDA**

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

**PURPOSE:** It is requested that the Successor Agency Board approve and file the accounts payable and wired payments made during the period of January 12, 2016 through February 8, 2016. In addition, approval of the payroll and benefits checks, direct deposits and wired payments related to the periods of January 21 and February 4, 2016 is requested. Total Accounts Payable and Payroll for the above referenced period is \$177,951.75.

**RECOMMENDATION:** It is recommended that the Successor Agency Board approve and file the attached checks.

**B. ACCEPT AND FILE THE CASH AND INVESTMENT REPORT FOR SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF SEASIDE THE QUARTER ENDED DECEMBER 31, 2015.**

**PURPOSE:** Accept and file the Successor Agency of the Redevelopment Agency of the City of Seaside Cash and Investment Report for the quarter ended December 31, 2015.

**RECOMMENDATION:** Accept and file report.

**10. BUSINESS ITEMS**

**A. RECEIVE THE 2015-2016 MID-YEAR BUDGET REPORT, ACCEPT AND FILE THE REPORT, PROVIDE DIRECTION TO STAFF AND CONSIDER ADOPTION OF A RESOLUTION APPROVING THE PROPOSED 2015-2016 MID-YEAR BUDGET ADJUSTMENTS**

**PURPOSE:** The purpose of this item is to provide the City Council the opportunity to receive the report on the 2015-2016 Mid-Year Budget, accept and file the Report, provide direction to staff as desired and consider adoption of a resolution approving the proposed 2015-2016 Mid-Year Budget adjustments.

**RECOMMENDATION:** It is recommended that the City Council accept and file the 2015-2016 Mid-Year Budget Report, provide direction to staff as desired and adopt the attached resolution approving the proposed 2015-2016 budget adjustments.

|                                                                     |
|---------------------------------------------------------------------|
| <p align="center"><b>RECONVENE CITY COUNCIL REGULAR MEETING</b></p> |
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**11. BUSINESS ITEMS**

**A. CONSIDER APPROVAL OF A COST-NEUTRAL REORGANIZATION OF CITY DEPARTMENTS AND A RESOLUTION MODIFYING THE POSITION CONTROL LIST TO ADD THE CLASSIFICATIONS OF RECREATION DIRECTOR AND HUMAN RESOURCES DIRECTOR AND ESTABLISH THE SALARY FOR**



## **THE POSITIONS**

**PURPOSE:** The purpose of this item is for the Council to discuss and consider approval of a reorganization of City Departments and a Resolution modifying the Position Control List to add the classifications of Recreation Director and Human Resources Director and establish the salary positions.

**RECOMMENDATION:** It is recommended that the City Council approve the proposed reorganization and adopt the Resolution modifying the Position Control List to add the classifications of Recreation Director and Human Resources Director and to establish the salary for the positions.

### **B. CONSIDER APPROVAL OF A POLICY FOR PUBLIC USE OF AUDIOVISUAL INFRASTRUCTURE DURING PUBLIC MEETINGS**

The purpose of this item is to present to the City Council for discussion and possible adoption a draft policy establishing guidelines for use of the visual infrastructure by the public during public meetings.

Staff recommends the City Council discuss and approve the proposed policy.

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

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

### **13. CLOSED SESSION**

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

Agency Negotiators: Craig Malin, City Manager; Daphne Hodgson, Deputy City Manager - Administrative Services; Roberta Greathouse, Human Resources Manager; Donna Williamson, Labor Negotiator

Employee Organizations:

1. Seaside City Employees' Association
2. Seaside Police Officers' Association
3. Seaside Firefighters' Association
4. Seaside Managers & Supervisory Employees' Association
5. Unrepresented Employees: Confidential Managers & Confidential Non-Exempt Employees
6. Executive Managers

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

PROPERTY PARCEL: Portion of parcel E24 East of Hilby Avenue on the former Fort Ord.  
UNDER NEGOTIATION: Price, Terms.

## 14. ADJOURNMENT

Next Regularly Scheduled Meeting:  
March 3, 2016  
7:00 PM

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The City of Seaside is an ADA accessible facility and is committed to include the disabled in all of its services, programs and activities. Any person who requires accommodation to be able to participate in this meeting is asked to contact the office of the City Clerk at 899-6707, no fewer than two business days prior to the meeting to allow for reasonable arrangements. The City Council Chambers is equipped with a portable microphone for anyone unable to come to the podium. Assisted listening devices are also available.

Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Meetings are also available through live streaming at:  
<http://cvp.telvue.com/player?id=T01629&video=52314&noplaylistskin=1&width=400&height=300> Videos of past meetings are available on demand through the City's website: <http://www.ci.seaside.ca.us>

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 Government Code Section 54954.2(a) or Section 54956.



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 7.A.**

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Brian Dempsey, Fire Chief

**DATE:** February 18, 2016

**SUBJECT: PRESENTATION AND RECOGNITION OF THE 2016 SEASIDE  
FIREFIGHTER OF THE YEAR.**

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**PURPOSE**

To present to Firefighter Rick Meyer a certificate in honor of his selection as the 2016 Seaside Firefighter of the Year.

**RECOMMENDATION**

It is recommended that the City Council recognize Firefighter Rick Meyer.

**BACKGROUND**

The Seaside Fire Department is proud to present to the City Council and the City of Seaside the recipient of the 2016 Seaside Firefighter of the Year, Firefighter Rick Meyer.

Once a year, members of the Seaside Fire Department nominate fire personnel to be selected as Firefighter of the Year. A nominee is selected among his/her peers based on dedication, service to the community and exemplary efforts throughout the year. Nominees are then forwarded to the selection committee and the finalist serves as the Seaside Fire Department Firefighter of the Year for all recognition events. The Firefighter of the Year tradition started in 1966 with the first documented recipient being Captain John R Kayser; besides being honored at a City Council meeting, the Firefighter of the Year is recognized by the American Legion Post 591, followed by the Knights of Columbus at St. Francis Xavier Church.

Over the last year, Firefighter Meyer has shown great leadership, dedication and commitment to the City of Seaside. As Respiratory Protection Officer, Firefighter Meyer took the lead on a very important project, placing new Self Contained Breathing Apparatus in service for the entire fire department including the Hazardous Materials Team. Because the department chose a new SCBA manufacturer, extensive training and detailed records need to be performed to insure

utmost safety.

Furthermore, in the past year, Rick returned to the classroom to complete his Fire Officer Certification, this along with completion of the Captain's Task Book, allow him to step into the role of Acting Captain, which Rick filled for seven months. Rick is a member of the joint Seaside/Salinas Hazardous Materials Team and a new member of the fire department training committee. Rick is also responsible for the department hose testing program and a member of the Wellness/Fitness Committee.

### **FISCAL IMPACT**

No cost to the general fund.

### **ATTACHMENTS**

1. None.
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Reviewed for Submission to the  
City Council by:

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

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Craig Malin, City Manager



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 7.B.**

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Vicki Myers, Police chief

**DATE:** February 18, 2016

**SUBJECT: PRESENTATION AND RECOGNITION OF THE 2015 SEASIDE  
POLICE OFFICER OF THE YEAR.**

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**PURPOSE**

To recognize and honor Detective Frank Salzillo as the 2015 Seaside Police Officer of the Year

**RECOMMENDATION**

It is recommended that the City Council recognize Detective Frank Salzillo.

**BACKGROUND**

The Seaside Police Department is proud to present to the City Council and the City of Seaside the recipient of the 2015 Seaside Police Officer of the Year, Detective Frank Salzillo.

All members of the Seaside Police Department may nominate an officer for the Seaside Police Department Officer of the Year. Nominations must be based upon the values of the Seaside Police Department, which are:

- Accountability
- Integrity
- Honesty
- Loyalty
- Respect
- Responsibility
- Teamwork
- Service

Nominations may be based upon a single notable incident, or may be based upon the nominee's ongoing, daily performance and conduct.

The Seaside Police Department is proud to present Detective Frank Salzillo as our 2015 Seaside Police Department Officer of the Year. Detective Salzillo was nominated by his peers in patrol.

Officer Frank Salzillo was hired as a police officer by the City of Seaside Police Department on February 19, 2008, with prior police experience. Detective Salzillo has received many commendations throughout his career, as a result of his direct involvement investigating numerous crimes, to include:

- The arrest of wanted felons and parolees
- The arrest of multiple illegal drug dealers and the seizure of the drugs
- Working with a property management team in Seaside to investigate criminal complaints and activity that threatened the peace and well-being of the residents. Because of Detective Salzillo's willingness to become involved and go the extra mile to evict and/or prosecute these offenders, the property became a "safe environment conducive to family housing that is lively with children utilizing the playground facilities, attending the after school homework and computer center, and otherwise roaming freely about the property. In short there is less criminal activity and a greater sense of safety..."
- The investigation and arrest of gang members for shootings and the recovery of the firearms
- The investigation and arrest of two armed robbery suspects
- Assisting a neighboring jurisdiction with the safe apprehension and arrest of a homicide suspect
- Playing a critical role in the investigation, apprehension and arrest of a homicide suspect from yet another jurisdiction
- Providing leadership, assistance and direction in the planning and execution of a special operation that resulted in four homicides being solved, several shootings being solved and multiple arrests

This list is not all inclusive. In addition to responding to calls, day or night, weekend or holiday, Detective Salzillo continues to be a critical asset to the Monterey Peninsula Regional Violence Narcotics Team and has been designated as the trainer for new members assigned to the team.

Detective Salzillo is a professional, committed and dedicated officer. Detective Salzillo's nomination states, in part: "(He) made key decisions during major incident/investigations..." "Without (his) knowledge and guidance...gang violence and drugs within our communities would not have been reduced. (He) definitely displayed what going above the call of duty entitles."

It gives me tremendous pride to introduce Detective Frank Salzillo as our 2015 Seaside Police Department Officer of the Year!

### **FISCAL IMPACT**

There is no fiscal impact associated.

**ATTACHMENTS**

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Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager



**CITY OF SEASIDE  
STAFF REPORT**

Item No.: 7.C.

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Daphne Hodgson, Deputy City Manager Administrative Services

**DATE:** February 18, 2016

**SUBJECT: PRESENT NEWLY ADOPTED STRATEGIC PLAN**

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**PURPOSE**

A presentation on the new City Strategic Plan and objectives will be presented for City Council consideration and to inform the public of the City Council's objectives for the next six months.

**RECOMMENDATION**

It is recommended that the City Council receive the presentation and make comments as appropriate.

**BACKGROUND**

In 2002, the City Council adopted its first strategic plan in order to focus resources toward the accomplishment of the City's key goals. Every six months since the City Council has updated its Strategic Plan. On February 8, 2016, the City Council and the Executive Team held a Strategic Planning Session and revised and updated the Plan. The updated plan is being presented to the City Council and the public on February 18, 2016.

The City Council reaffirmed the City's mission statement:

***The City of Seaside is dedicated to providing excellent municipal services that enhance the quality of life for our diverse community.***

And the City's vision statement:

***Seaside will be a prosperous and fiscally sound, family-oriented community with a full range of housing, business, cultural and recreational opportunities in a safe and attractive environment for residents and visitors.***



And the elements that define the City's vision statement:

- ***Have quality retail and light industrial development:*** Main Gate, Trade and Expo Center, Seaside Resort, 26 Acres, Surplus II, Seaside East
- ***Have adequate water available***
- ***Be a safe city***
- ***Have more jobs and higher paying jobs in Seaside***
- ***Be a city with adequate sports facilities and youth activities***
- ***Have a "real" downtown:*** (a community gathering place; a congregation of traffic with desired uses), West Broadway Urban Village, including a library, cultural center, improved appearance of commercial thoroughfares, trees, flowers, mixed use residential, commercial and retail development

The City Council reaffirmed the following three-year goals:

**THREE-YEAR GOALS**  
**2014-2017 \* not in priority order**

- **Provide an increasingly safe community**
- **Create vibrant, sustainable economic development**
- **Provide leadership to obtain a sufficient water supply for desired development and quality of life**
- **Develop and implement a Quality Infrastructure Improvement Program**
- **Achieve and sustain fiscal health and wellness**

For each goal, specific and measurable objectives have been established for the next six-month period. Reports on the progress being made toward accomplishing the goals will be provided to the City Council on a regular basis. These reports provide the City Council and staff an opportunity to monitor progress, as well as revise objectives and timelines as conditions warrant.

**FISCAL IMPACT**

There is no direct fiscal impact associated with this item.

**ATTACHMENTS**

1. SWOT Analysis
2. July 29, 2015 Strategic Planning Grid

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Reviewed for Submission to the  
City Council by:

**Meeting Date: February 18, 2016**



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Craig Malin, City Manager

# C I T Y O F S E A S I D E

## STRATEGIC PLANNING RETREAT

February 8, 2016 \* Oldemeyer Senior Center

Marilyn Snider, Facilitator—Snider and Associates (510) 531-2904  
Michelle Snider Luna, Recorder – Snider Education & Communication (510) 610-8242

### MISSION STATEMENT

*The City of Seaside is dedicated to providing excellent municipal services that enhance the quality of life for our diverse community.*

### VISION STATEMENT

*Seaside will be a prosperous and fiscally sound, family-oriented community with a full range of housing, business, cultural and recreational opportunities in a safe and attractive environment for residents and visitors.*

### SUMMARY OF 10-YEAR ELEMENTS TO DEFINE THE VISION

not in priority order

*Have quality retail and light industrial development*

- *Main Gate*
- *Trade and Expo Center*
- *Seaside Resort*
- *26 Acres*
- *Surplus II*
- *Seaside East*

*Have adequate water available*

*Be a safe city*

*Have more jobs and higher paying jobs in Seaside*

*Be a city with adequate sports facilities and youth activities*

*Have a “real” downtown (a community gathering place; a congregation of traffic with desired uses)*

- *West Broadway Urban Village, including a library, cultural center, improved appearance of commercial thoroughfares, trees, flowers, mixed use residential, commercial and retail development*

## **CORE VALUES**

not in priority order

The City of Seaside values . . .

☐ ☐ *Ethical behavior*

☐ ☐ *Respect*

☐ *Honesty and Integrity*

☐ *Accountability to each other and the public*

☐ ☐ *Teamwork*

☐ ☐ *Initiative and Innovation*

☐ ☐ *Fiscal responsibility*

☐ ☐ *Excellent customer service*

## **THREE-YEAR GOALS**

2014-2017 \* not in priority order

*Provide an increasingly safe community*

*Create vibrant, sustainable economic development*

*Provide leadership to obtain a sufficient water supply for desired development  
and quality of life*

*Develop and implement a Quality Infrastructure Improvement Program*

*Achieve and sustain fiscal health and wellness*

## S.W.O.T. ANALYSIS

Strengths – Weaknesses – Opportunities – Threats

### WHAT ARE THE STRENGTHS AND ACCOMPLISHMENTS OF THE CITY OF SEASIDE SINCE THE JULY 2015 STRATEGIC PLANNING RETREAT?

Brainstormed Perceptions

- Completed one year of the Cal Grip grant successfully (gang reduction)
- New City Manager
- New Recreation Supervisor
- Started the restoration of the Pattullo Swim Center
- Positive community engagement
- No homicides for one year
- Improvements to the library
- Tesla dealership opened
- Police Department, with a local unit called PRVNT, made some major arrests
- Department Heads began team building
- COPS hiring grant for a second School Resource Officer
- Hired five police officers
- Exterior of the Fire Station was painted
- Completed and submitted on time our annual stormwater permit
- Sales tax is running over budget
- We had a Youth Job Fair
- Purchased a new vector truck for the Sanitation District
- Police Department hosted a Youth Summit at the high school
- We had a Martin Luther King, Jr March
- Awarded the contract for the General Plan consultant
- Reached agreement on the appraisal of the 26 acres of Surplus II
- Awarded the design contract for the West Broadway Urban Village improvements
- The public appreciates the pavement work of the City
- Have been told by the public that we have the best staff behind the counter
- Started a website rewrite
- Council authorized an ENA for the proposed luxury Auto Mall in the former Fort Ord
- Our Fire Department has become the “go to” department when it comes to local disaster relief
- Completed business surveys and received over 13% results
- In the process of updating the Continuity of Operations Plan
- Brought back a full, full-time Police Chief
- Settled a lawsuit with Sand City and got everything we asked for
- Opened a Youth Violence Prevention Resource Center
- Brought back the Senior Field Trips that were cut in the last budget cuts, and hired a bus driver
- Performance Improvement Plan was created with our Insurance Authority, which is providing new benefits
- Continued to help our local students through the Mayor’s Youth Fund
- Got a clean financial audit
- We donated money (\$35,000) to renovate apartments for homeless veterans
- Pushed some long projects that were going slowly
- Emphasis on employee engagement and recognition

- Our mobile home parks have smoke alarms installed by the City
- Hired 3 full-time and 5 reserve Firefighters
- Received \$3.7 million grant for West Broadway Urban Village improvements
- Reestablished Neighborhood Watch
- The Council received a presentation on possible reorganization
- Planting and trimming trees in Laguna Grande Park
- Presented community assessment results regarding crime in the city
- Conducted 3 small business workshops
- The Art and History Commission got their first student volunteers from CSUMB to help with historical archives
- Developed a plan to train firefighters in advanced life support
- Dog Park development is moving forward
- Public perception that the city is moving in the right direction
- City Council received a presentation on different budget methodologies
- Completed improvement at Durant, Trinity, Martin and Highland Otis Parks
- City Manager opened his door
- Started construction of In N Out Burger
- Parks groups, with help from the City, received grants (at least \$20,000) to improve parks
- Received \$107,000 grant from the Water District for the Laguna Grande Well
- Installed 4 STEMA cameras

## **WHAT ARE THE CITY OF SEASIDE'S CURRENT INTERNAL WEAKNESSES/ CHALLENGES?**

Brainstormed Perceptions

- Difficulty keeping police officers
- Lack of revenue
- Lack of succession plan
- Lack of resources for homeless
- Unresolved police labor issues
- Inability to fund building improvements
- Poor cooperation between departments
- IT tools not up to date
- Room for improvement on morale
- Poor customer service
- Poor community engagement
- Seaside Municipal Water challenges (not CalAm)
- No sports for youth
- Inadequate pavement management
- Inadequate access to the Fort Ord National Monument
- Slow process moving projects forward
- Not enough IT support
- No social media
- Insufficient budget
- Lack of personnel
- Behind the times thinking
- Lack of athletic field

- Lack of innovation
- Department Head Team too small
- Not competitive in part-time staffing market
- Inadequate park improvements

## **WHAT ARE THE EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A POSITIVE IMPACT ON THE CITY OF SEASIDE IN THE COMING YEAR?**

### Brainstormed Perceptions

- El Niño (we need the water)
- Firefighters and Police Officers/First Responders will be working with Monterey County to address active shooters
- 2016 election at all levels
- Possible fiberoptics coming to the city
- Possible cell towers
- Housing values going up
- Federal government grants for infrastructure improvements
- Federal grant for law enforcement and community relations
- Superintendent for Monterey Peninsula Unified School District
- Auto Center dealers improving their dealerships
- Conceptual interest in minor league baseball coming to Seaside
- Asian trade agreement
- South Korea opened a cultural center in Seaside
- High interest in our area from the South Korean General Counsel
- Possible State investment in transportation
- TAMC proposed sales tax measure
- Seaside Parks Association has become a 501(c)3
- Improved student involvement with City functions
- Activation of the Pachetti Dog Park Committee
- Sales tax revenue going up
- Super Bowl being here
- Laguna Grande Joint Powers Agency is being reconvened
- State budget—improved and has a surplus
- Water agreement between MCWD, MRWPCA and FOR A
- Amended application for revised cease and desist order on water
- Agreement of CalAm, MPWMD and MRWPCA on water purchase
- The economy is recovering
- Low unemployment
- Regional urban design guidelines will be approved by the FORA Board
- Nationwide push for body cameras
- High interest from international investors in our area
- Demographic change in investors interested in Seaside

## **WHAT ARE THE EXTERNAL FACTORS/TRENDS THAT WILL/MIGHT HAVE A NEGATIVE IMPACT ON THE CITY OF SEASIDE IN THE COMING YEAR?**

### Brainstormed Perceptions

- El Niño
- Climate change
- State budget decline
- San Andreas Fault—possible earthquake
- Asian trade agreement
- Federal and State unfunded mandates
- 2016 at all levels
- AB47—changing some felonies to misdemeanors
- State Water Resources Control Board not approving amended cease and desist order
- CEQA process too onerous
- Interest rates going up
- Legal challenges to economic development
- Affordable Care Act
- Increased crime
- Aging population
- Federal budget
- Growing economic divide and concentration of wealth
- The economy cooling off
- Stock markets going down
- External agents interfering with Seaside decisions
- High UC and CSU tuition costs
- Inability to recruit new employees
- Threat of the local military school going away
- Homelessness
- Aging workforce
- Aging infrastructure
- Decreasing AB109 funds—early release of prisoners
- Terrorism
- Severe shortage of California teachers
- Shrinking student population
- Inability to attract developers
- Increases in utility costs across the board
- Statewide shortage of qualified law enforcement personnel
- Gas tax revenue down
- PERS liability
- CalAm unsuccessful with desalination project

\* \* \* \* \*

### **CITY COUNCIL/STAFF PROTOCOLS**

Draft document was presented by the City Manager and discussed among the City Council and Management Team; agreed-upon City Council/Staff Protocols will be distributed by the City Manager on February 9, 2016.



### **NEXT STEPS/FOLLOW-UP PROCESS**

| <b>WHEN</b>                     | <b>WHO</b>                                              | <b>WHAT</b>                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 9, 2016                | City Manager                                            | Distribute the Strategic Planning Retreat record to invitees.                                                                                                   |
| Within 48 hours of receipt      | All Recipients                                          | Read the retreat record.                                                                                                                                        |
| February 9, 2016                | City Manager                                            | Distribute agreed-upon City Council/Staff Protocols to retreat attendees.                                                                                       |
| February 16, 2016               | Team,<br>(City Manager – lead)                          | Review the “Weaknesses/Challenges” list for possible action items.                                                                                              |
| By February 18, 2016            | DCMs<br>Department Heads                                | Share and discuss the Strategic Plan with staff.                                                                                                                |
| February 18, 2016               | City Manager                                            | Present the updated Strategic Plan to the public.                                                                                                               |
| Every 6 weeks                   | City Council<br>City Manager                            | Monitor progress on the goals and objectives and revise objectives (add, amend and/or delete), as needed.                                                       |
| Every 6 weeks                   | City Manager                                            | Prepare and distribute the updated Strategic Plan monitoring matrix to City Council members, the Executive Team and all staff.                                  |
| July 26, 2016<br>8:00/8:30-3:00 | Mayor, City Council<br>City Manager,<br>Management Team | Strategic Planning Retreat to:<br>- more thoroughly assess progress on the Goals and Objectives.<br>- develop new six-month Strategic Objectives for each Goal. |

## STRATEGIC PLAN ELEMENTS

Marilyn Snider, Strategic Planning Facilitator \* Snider and Associates (510) 531-2904

### **“SWOT” ANALYSIS**

Assess the organization's:

- Internal **S**trengths      - Internal **W**eaknesses
- External **O**pportunities      - External **T**hreats

### **MISSION/PURPOSE STATEMENT**

States WHY the organization exists and WHOM it serves

### **VISION STATEMENT**

A vivid, descriptive image of the future—what the organization will BECOME

### **CORE VALUES**

What the organization values, recognizes and rewards—strongly held beliefs that are freely chosen, publicly affirmed, and acted upon with consistency and repetition

### **THREE YEAR GOALS**

WHAT the organization needs to accomplish (consistent with the Mission and moving the organization towards its Vision) – usually limited to 4 or 5 key areas

### **KEY PERFORMANCE MEASURES**

What success will look like upon achievement of the goal

### **SIX MONTH STRATEGIC OBJECTIVES**

HOW the Goals will be addressed: By when, who is accountable to do what for each of the Goals

### **FOLLOW-UP PROCESS**

Regular, timely monitoring of progress on the goals and objectives; includes setting new objectives every six months

# CITY OF SEASIDE SIX-MONTH STRATEGIC OBJECTIVES

February 8, 2016 – July 15, 2016

DCM – RMS: Deputy City Manager for Resource Management Services    DCM- AS: Deputy City Manager for Administrative Services

## THREE-YEAR GOAL: ***PROVIDE AN INCREASINGLY SAFE COMMUNITY***

| WHEN                                             | WHO                                                                                                  | WHAT                                                                                                                                                              | STATUS |           |         | COMMENTS |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|---------|----------|
|                                                  |                                                                                                      |                                                                                                                                                                   | DONE   | ON TARGET | REVISED |          |
| 1.<br>At the March 17, 2016 City Council meeting | Police Chief                                                                                         | Present to the City Council for action a grant proposal to apply for the BSCC grant to help law enforcement agencies and communities improve their relationships. |        |           |         |          |
| 2.<br>At the March 17, 2016 City Council meeting | Police Chief                                                                                         | Present to the City Council the CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation process and its benefits for the City of Seaside.  |        |           |         |          |
| 3.<br>At the April 21, 2016 City Council meeting | Youth Violence Prevention Task Force (Council Member Ian Oglesby-lead), with input from a consultant | Develop and present to the City Council for action a Comprehensive Strategic Youth Gang Violence Reduction Implementation Plan.                                   |        |           |         |          |
| 4.<br>At the May 5, 2016 City Council meeting    | Police Chief and HR Manager                                                                          | Present to the City Council a report on the feasibility of building a public safety career pipeline representative of community demographics.                     |        |           |         |          |
| 5.<br>At the July 7, 2016 City Council meeting   | City Manager                                                                                         | Recommend to the City Council for action a permanent site for the Seaside Youth Resource Center.                                                                  |        |           |         |          |
| 6.<br>By July 15, 2016                           | Fire Chief                                                                                           | Evaluate locations for Fire Station 2 on former Fort Ord and present the findings to the City Manager.                                                            |        |           |         |          |
| 7.<br>By July 15, 2016                           | Police Chief                                                                                         | Ensure that at least 4 additional STEMA cameras are installed throughout the city.                                                                                |        |           |         |          |

|                        |                             |                                    |  |  |  |  |
|------------------------|-----------------------------|------------------------------------|--|--|--|--|
| 8.<br>By July 15, 2016 | Police Chief and HR Manager | Fully staff the Police Department. |  |  |  |  |
|------------------------|-----------------------------|------------------------------------|--|--|--|--|

| THREE-YEAR GOAL: <b><i>CREATE VIBRANT, SUSTAINABLE ECONOMIC DEVELOPMENT</i></b> |                                                   |                                                                                                                                                                                                                        |        |           |         |          |
|---------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|---------|----------|
| WHEN                                                                            | WHO                                               | WHAT                                                                                                                                                                                                                   | STATUS |           |         | COMMENTS |
|                                                                                 |                                                   |                                                                                                                                                                                                                        | DONE   | ON TARGET | REVISED |          |
| 1.<br>At the March 17, 2016 City Council meeting                                | DCM-RMS                                           | Present to the City Council for action the Long Range Property Management Plan.                                                                                                                                        |        |           |         |          |
| 2.<br>At the April 21, 2016 City Council meeting                                | City Manager and DCM-AS                           | Present to the City Council for consideration a draft Social Media Plan to enhance community engagement and business outreach.                                                                                         |        |           |         |          |
| 3.<br>By May 15, 2016                                                           | City Manager                                      | Hire an Economic Development Program Manager.                                                                                                                                                                          |        |           |         |          |
| 4.<br>By the June 2, 2016 City Council meeting                                  | DCM-RMS, working with the General Plan consultant | Present to the City Council for action a Community Outreach Program.                                                                                                                                                   |        |           |         |          |
| 5.<br>At the June 2, 2016 City Council meeting                                  | DCM-RMS                                           | Report to the City Council on the comprehensive overview of FORA's requirements, approval process and timelines.                                                                                                       |        |           |         |          |
| 6.<br>At the July 7, 2016 City Council meeting                                  | DCM-RMS                                           | Recommend to the City Council for action the project entitlements, environmental documents and disposition agreement for the Assisted Living Development at the Shopette Site located on Monterey Road and Coe Avenue. |        |           |         |          |
| 7.<br>At the July 7, 2016 City Council meeting                                  | DCM-RMS                                           | Provide to the City Council for selection a developer for the Main Gate site.                                                                                                                                          |        |           |         |          |

THREE-YEAR GOAL: ***PROVIDE LEADERSHIP TO OBTAIN A SUFFICIENT WATER SUPPLY FOR DESIRED DEVELOPMENT AND QUALITY OF LIFE***

| WHEN                                               | WHO                                 | WHAT                                                                                                                                                                                                                    | STATUS |              |         | COMMENTS |
|----------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|---------|----------|
|                                                    |                                     |                                                                                                                                                                                                                         | DONE   | ON<br>TARGET | REVISED |          |
| 1.<br>At the March 3, 2016<br>City Council meeting | DCM-RMS                             | Present to the City Council for action proposed water rates for the Seaside Municipal Water System.                                                                                                                     |        |              |         |          |
| 2.<br>At the April 7, 2016<br>City Council meeting | DCM-RMS                             | Present to the City Council an update on FORA's efforts for the most cost-effective alternative(s) of a water source for the Ord community.                                                                             |        |              |         |          |
| FUTURE:<br>By_____                                 | DCM-RMS and<br>Mayor Ralph<br>Rubio | Coordinate, negotiate and process CalAm's Water Project, MPWMD ASR (aquifer, storage and recovery) Project, and MRWPCA Pure Water Project within the City of Seaside and present to the City Council for consideration. |        |              |         |          |

| THREE-YEAR GOAL: <b><i>DEVELOP AND IMPLEMENT A QUALITY INFRASTRUCTURE IMPROVEMENT PROGRAM</i></b> |                                                       |                                                                                                                                                       |        |              |         |          |
|---------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------|---------|----------|
| WHEN                                                                                              | WHO                                                   | WHAT                                                                                                                                                  | STATUS |              |         | COMMENTS |
|                                                                                                   |                                                       |                                                                                                                                                       | DONE   | ON<br>TARGET | REVISED |          |
| 1.<br>At the April 21, 2016<br>City Council meeting                                               | DCM-AS, with input<br>from each of the<br>Departments | Present to the City Council a report that identifies, assesses and recommends new IT tools<br>(e.g., software, social media, hardware, applications). |        |              |         |          |
| 2.<br>At the June 16, 2016<br>City Council meeting                                                | Recreation<br>Services Manager<br>and DCM-RMS         | Conduct a utilization study and make recommendations to the City Council for action<br>regarding the best possible uses of Cutino Park.               |        |              |         |          |
| 3.<br>At the July 7, 2016<br>City Council meeting                                                 | DCM-RMS                                               | Present to the City Council for consideration award of the construction contract for the West<br>Broadway Urban Village Improvement Project.          |        |              |         |          |
| 4.<br>By July 15, 2016                                                                            | DCM-RMS and<br>DCM-AS                                 | Update the ADA Transition Plan as required by the Federal and State government.                                                                       |        |              |         |          |

THREE-YEAR GOAL: ***ACHIEVE AND SUSTAIN FISCAL HEALTH AND WELLNESS***

| WHEN                                                      | WHO                        | WHAT                                                                                     | STATUS |              |         | COMMENTS |
|-----------------------------------------------------------|----------------------------|------------------------------------------------------------------------------------------|--------|--------------|---------|----------|
|                                                           |                            |                                                                                          | DONE   | ON<br>TARGET | REVISED |          |
| 1.<br>At the February 18,<br>2016 City Council<br>meeting | City Manager               | Present to the City Council for action a City Reorganization Implementation Plan.        |        |              |         |          |
| 2.<br>At the March 17,<br>2016 City Council<br>meeting    | City Manager and<br>DCM-AS | Recommend to the City Council for action possible revenue diversification opportunities. |        |              |         |          |
| 3.<br>By June 30, 2016                                    | City Manager and<br>DCM-AS | Present to the City Council for action the FY 2016/2017 and 2017/2018 2-year budget.     |        |              |         |          |



## DRAFT MINUTES

CITY OF SEASIDE  
CITY COUNCIL

REGULAR MEETING  
COUNCIL CHAMBER  
Thursday, February 4, 2016  
7:00 PM

1. **CALL TO ORDER**

Mayor Pro Tem Oglesby opened the meeting at 7:00 PM.

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

PRESENT: Alexander, Campbell, Oglesby, Pacheco  
ABSENT: Rubio

3. **INVOCATION AND PLEDGE OF ALLEGIANCE**

Reverend Kenneth Murray provided the invocation.

4. **REVIEW OF AGENDA**

No changes were requested.

5. **ORAL COMMUNICATIONS**

Mayor Pro Tem Oglesby invited public comments

- Dan Pressor spoke to the council about the August 19-21, 2016 Veteran's Stand Down on Fort Ord. They are expecting up to 500 Homeless veterans, and families. He spoke to the activities that will occur during the event and he provided anecdotal stories about the benefits of the program. Volunteers, donated clothing and monetary donations are needed.
- Nina Beaty spoke that the MPUSD Tech plans for the school systems including a special initiative, project based learning requiring technology and the school district wants a private cellular network so children can have wireless devices constantly. She spoke against cell towers and suggested passing an ordinance prohibiting cell towers near schools as she believes research shows a linkage between cell towers and cancer and children are most vulnerable.
- Bill Weigle spoke to agenda item 7B TAMC and spoke in support of the proposed measure, including the Fort Ord Rec Trail and Greenway segments in and near Seaside. He cited it is consistent with the City's current plan and urged the Council to support the TAMC Transportation Investment Plan with special respect to the Project Recreational Trails including FORTAG.
- Kay Cline reported that AB 21 was signed by Governor Brown regarding medical marijuana and also spoke in support of the FORTAG project. She spoke to the benefits of the program, the consistency with the City's existing adopted plans and urged the community to support the TAMC Presentation as it will support healthy behavior and connect to CSUMB.

6. **PUBLIC AGENCY COMMUNICATIONS**

Francois Avery from the Seaside Art and History Commission announced the installation of the new exhibit for Black History Month. She acknowledged Ms. Ruthie Watts for her efforts for this exhibit, including artifacts. The reception will be February 21st at 3:00 PM.

7. **PRESENTATIONS**



**A. 2016 JANUARY HOUSE OF THE MONTH**

Lisa Emanuelson Neighborhood Improvement Program Committee Commissioner presented the House of the Month award to residents of 1885 Andrew Court for beautifying and maintaining their property.

**B. PRESENTATION FROM TRANSPORTATION AGENCY OF MONTEREY COUNTY TO DISCUSS THE DRAFT TRANSPORTATION INVESTMENT MEASURE EXPENDITURE PLAN**

Executive Director Debbie Hale from the Transportation Agency of Monterey County made a presentation regarding the Draft Transportation Agency of Monterey County Investment Plan that may be on the ballot in November of 2016. She provided details of the dilapidation, safety and congestion deficiency of roads in Monterey County, indicating there are over \$2 billion in improvement needs. The proposal includes 3/8 of once cent sales that will be applied to toward local projects. She spoke to the direct benefits to Seaside and to the projects that would be targeted if approved. TAMC is conducting public outreach to ensure that the projects listed are right for the community. She explained the timeline, the public outreach and the process to get the item on the ballot and requested feedback from the Council regarding their priority projects. Ms. Hale answered questions from the Council.

Council Member Alexander clarified that even though this tax will be voted for a general area, each city can determine how the funds can be spent. Council Member Campbell requested clarification regarding the matching funds and ongoing eligibility of the jurisdictions. Council Member Pacheco spoke in support of the Safe Routes to School program and other school safety programs.

**8. CONSENT CALENDAR**

*On motion by Council Member Alexander and seconded by Council Member Pacheco and passed by the following vote the City Council approved the consent calendar as presented.*

|           |                                                             |
|-----------|-------------------------------------------------------------|
| RESULT:   | <b>Approved</b>                                             |
| MOVER:    | Council Member Dennis Alexander                             |
| SECONDER: | Council Member Dave Pacheco                                 |
| AYES:     | Ian Oglesby, Dennis Alexander, Jason Campbell, Dave Pacheco |
| ABSENT:   | Ralph Rubio                                                 |

**A. APPROVE THE MINUTES FROM THE JANUARY 21, 2015 JOINT SPECIAL MEETING**

*Action: Approved*

**B. APPROVE MINUTES OF JANUARY 21, 2015 REGULAR MEETING**

*Action: Approved*

**C. APPROVE AND FILE CITY CHECKS**

*Action: Approved & Accepted*

**D. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE ADOPTING AS AN OFFICIAL PLAN, THE 2015 MONTEREY COUNTY MULTI-HAZARD MITIGATION PLAN.**

*Action: Adopted Resolution 16-07*

**9. PUBLIC HEARING**

**A. CONSIDER APPEAL TO THE CITY COUNCIL OF FENCE EXCEPTION APPLICATION NO. FE-15-01 RULING OF THE PLANNING COMMISSION DENYING A FENCE EXCEPTION APPLICATION FOR A SINGLE FAMILY RESIDENTIAL PROPERTY AT 2090 CROSS STREET; THE PROJECT IS CATEGORICALLY EXEMPT FROM CEQA, CLASS 3, SECTION 15303(E), NEW CONSTRUCTION OF SMALL STRUCTURES.**

Senior Planner Rick Medina presented the appeal item citing the location, geographic details and how the site plan relates to the fence exception. He spoke to the details of the property and the background of the property actions with the City. He provided the justifications from the applicant and the Planning Commission recommendations and findings. He explained that there was a lack of physical hardship to the property, the size of lot has alternate patio locations, the slope is general in all directions, and the street setback on a corner lot is intended to provide visual and physical buffer and provided photos of the property and explained the staff recommended that the City Council deny the applicant's appeal of the Planning Commission decision to deny the Fence Exception. Mr. Medina answered questions from the Council.

The Council requested further explanation of what a physical hardship qualifies as and requested clarification regarding the required set backs and open space requirements. They questioned if while working with staff, were there any alternatives proposed or any compromises made.

Mayor Pro Tem invited the applicant to present a rebuttal argument. The applicant spoke to the project, provided a chronology of the property as an owner/builder family effort. He spoke to the construction timeline, then he spoke to the efforts with staff to get the project through the approval process, he expressed frustration due to continued Planning Commission meetings due to lack of a quorum. He also speak to the attempts to provide qualifying alternatives and to the misunderstanding that he does not see or understand the physical hardship situation. Mrs. Virginia, homeowner also spoke to her frustration of the process. She has spoke to the problems she has had with pedestrians because of the path of travel of the high school and middle school students. She spoke to the permit costs to be able to get the permit and the lack of communication with staff and the hardship was not revealed until the project was almost done. Ms. Ramsay, applicant's wife spoke to the privacy issue that the fence would remedy and protection of their pets.

Mayor Pro Tem Oglesby opened the public hearing.

- Reverend H. H. Lusk expressed concern that the applicant could not be seen by the Planning Commission and spoke to other properties in the same area that have six foot fences. He encouraged making it easy for people to improve their property.
- Francois Avery, resident near to the applicant and spoke in support of the applicant's plans and that it will improve the property and the neighborhood.
- Kay Cline indicated that if they already have a six foot fence it seems that there would be a consistency to continue the existing 6 foot fence as long as it does not incurring visual impairments.

City Attorney Freeman indicated that Seaside is a General Law city, which is required to follow the government code. He read the possible exceptions for variances from the zoning code that would qualify under the law; GC 65906, Mr. Medina responded to questions from the Council and the applicant.

The Council questioned the communication process with the applicant, the deliberation and other opportunities discussed with the applicant regarding the fence location and it was revealed that the existing 6 foot fence was constructed prior to the regulations and is legal con conforming at this time but also had a fence exemption. City Manager Malin questioned the site proposed plan, and could the physical location of the lot, the spacial location in recommendation to the pedestrian pathway qualify for a spacial relationship.

Council Member Alexander, based on what he heard, he requested suggestions on variance exemptions. Mr. Freeman indicated that you can take into consideration structures that are existing, the granting of the previous fence exception, both of which are qualifying justifications.

On motion by Council Member Alexander and seconded by Council Member Pacheco and passed by the Following vote the City Council approved the appeal reversing the Planning Commission decision denying their application due to the fact there was a preexisting fence and they are asking to further the pre-existing fence due to the fact there are existing structures that factor into where that fence needs to be to preserve the privacy and that this fence will in no way create a health or safety hazard.

|           |                                                             |
|-----------|-------------------------------------------------------------|
| RESULT:   | <b>Approved</b>                                             |
| MOVER:    | Council Member Dennis Alexander                             |
| SECONDER: | Council Member Dave Pacheco                                 |
| AYES:     | Ian Oglesby, Dennis Alexander, Jason Campbell, Dave Pacheco |
| ABSENT    | Ralph Rubio                                                 |

Council Member Pacheco spoke to the Planning Commission decision and staff who correctly made their decisions by following the ordinance and zoning regulations but the point of the consistency in the other fences and efforts for improving the quality of your property also has value and should be considered.

Legal Counsel Freeman requested that this come back on the consent calendar approving the finding that were cited to justify their action, which they approved.

## **10. BUSINESS ITEMS**

### **A. RECEIVE PRESENTATION OF THE JUNE 30, 2015 AUDITED FINANCIAL STATEMENTS, THE SINGLE AUDIT REPORT AND THE GANN LIMIT REPORT AND ACCEPT AND FILE REPORTS**

Deputy City Manager Hodgson provided an introduction to the presentation on the 2015 audited financial statements. The Firm of Gallina LLP has provided the audit services for the past 3 years.

Elba Guniga from the Firm Gallina LLP presented the results of the audit reporting that the City received an unmodified opinion on their financial statements. They were fairly presented and no material deficiencies were identified. She spoke to the new legal requirements that had to be implemented and how the City accommodated. The single audit report and major part that was tested was the Community Development Block Grant program which had a clean/unmodified program report. She also indicated that the auditors approved the GAN limit appropriations report that the Council adopts on an annual basis. The internal control policies were reviewed and tested and there were no areas that needed correction or lack of documentation to support that which was tested.

Mayor Pro Tem Oglesby invited public comments.

- Bill Weigle asked if there could be a rough estimate of the annual revenue, total annual revenue and total annual expenditures, for reference

Ms. Guniga responded to the question that said Page 21 of the report reveals the data requested. Ms. Hodgson responded to the question of intangible assets explaining it is accounting for water rights.

On motion by Council Member Alexander and seconded by Council Member Pacheco and passed by the following vote the City Council accepted the report.

|           |                                                             |
|-----------|-------------------------------------------------------------|
| RESULT:   | <b>Approved</b>                                             |
| MOVER:    | Council Member Dennis Alexander                             |
| SECONDER: | Council Member Dave Pacheco                                 |
| AYES:     | Ian Oglesby, Dennis Alexander, Jason Campbell, Dave Pacheco |

**B. CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH THE DORE GROUP FOR REAL PROPERTY APPRAISAL SERVICES FOR MONTEREY DOWNS AND MONTEREY HORSE PARK AND CENTRAL COAST VETERANS CEMETERY FOR A NOT TO EXCEED AMOUNT OF \$124,975 WITH THE TOTAL COST TO BE REIMBURSED BY THE DEVELOPER**

*Action: Approved and Passed Resolution 16-08*

Deputy City Manager Resource Management Services Ingersoll spoke to the item indicating that the City and Monterey County jointly worked on the proposal for the full 771 acres for approval. There was only one response to that proposal and that staff followed the process of negotiating a contract with the consultant with costs fully to be reimbursed by the developer. The value of the water will also be included in the appraisal. She spoke to the primary tasks included in the project and she indicated that this appraisal is necessary to continue negotiations on the property. Lance Dore, President of the Dore Group spoke to his experience and also spoke to his previous contract for appraisal work on the Seaside Resort that has a variety of project elements in similar environments. Mr. Dore and Ms. Ingersoll answered questions from the Council

Mayor Pro Tem Oglesby invited comments from the public.

- Bill Weigle questioned how the 771 acres were calculated and questioned comments that the horse park plans to get the lands for free which was stated during a presentation Christine Monteif regarding the Fort Ord Reuse plan.
- Don Poston questioned how does that affect this appraisal process.
- Kay Cline questioned why the Veteran's Cemetery was considered part of this, as it is considered state jurisdiction at this point.

Ms. Ingersoll responded to questions posted, explaining it is 711.1 acres for the specific plan for the Monterey Downs, and 72.5 acres for the Oak Oval which is open space. She noted that staff will be working closely with the appraiser to make sure the footprint appraised is correct. If the horse park was provided free, with no compensation, it will not be assessed.

Council Member Campbell questioned the difference between an economic conveyance parcel and a public conveyance parcel to which Ms. Ingersoll explained they are different because the land is constrained as part of the deed restrictions. There is no appraisal needed with the public conveyance parcel.

*On motion by Council Member Alexander and seconded by Council Member Pacheco and passed by the following vote the City Council approved the staff recommendation and approved Resolution 16-08 awarding a contract to the Dore Group for real property appraisal services for the Monterey Down, Monterey Horse Park and Central Coast Veteran's Cemetery.*

|           |                                                             |
|-----------|-------------------------------------------------------------|
| RESULT:   | <b>Approved</b>                                             |
| MOVER:    | Council Member Dennis Alexander                             |
| SECONDER: | Council Member Dave Pacheco                                 |
| AYES:     | Ian Oglesby, Dennis Alexander, Jason Campbell, Dave Pacheco |
| ABSENT:   | Ralph Rubio                                                 |

**C. RESOLUTION APPROVING A PROFESSIONAL SERVICES CONTRACT WITH PAVEMENT ENGINEERING INC. TO DESIGN DEL MONTE BOULEVARD PAVEMENT REHABILITATION FOR AN AMOUNT NOT TO EXCEED \$51,260 AND INCLUDING THE PROJECT IN THE FISCAL YEAR 2015/2016 CAPITAL IMPROVEMENT PROGRAM FOR A TOTAL PROJECT BUDGET OF \$350,000 FUNDED THROUGH THE AUTO CENTER BOND**

***Action: Approved and Passed Resolution 16-09***

Public Works Services Manager - City Engineer O'Halloran spoke to the item which would utilize the auto center bond proceeds which must be spent by June 30, 2016 otherwise lose its bond tax exempt status. Staff identified this location within the project area which has the highest daily transportation volume. The RFP was issued and one proposal was received. Staff has had good success with this company and recommends moving forward with the contract. Mr. O'Halloran answered questions from the Council.

Mayor Pro Tem Oglesby invited public comment.

- Felix Bachofner spoke to the significant component of the work being the design work, and questioned the scope and limits of the design asking if it is a rehab of the road surface, and if the roadway will change in any way.

Mr. O'Halloran spoke to the geometric design being simple to match the road, changing the cross slope slightly. The constant will take soil and pavement samples and design a cross section to be put back into place, and hopefully it will include the recycled existing pavement and recycled base and pave on top of that.

On motion by Council Member Campbell and seconded by Council Member Alexander and passed by the following vote the City Council approved the staff recommendation and passed Resolution 16-09.

|           |                                                             |
|-----------|-------------------------------------------------------------|
| RESULT:   | <b>Approved</b>                                             |
| MOVER:    | Council Member Jason Campbell                               |
| SECONDER: | Council Member Dennis Alexander                             |
| AYES:     | Ian Oglesby, Dennis Alexander, Jason Campbell, Dave Pacheco |
| ABSENT    | Ralph Rubio                                                 |

**D. CONSIDERATION OF A SECOND AMENDMENT TO THE EXCLUSIVE NEGOTIATING AGREEMENT (ENA) WITH SEASONS MANAGEMENT, LLC FOR DEVELOPMENT OF A SENIOR LIVING AND MEMORY CARE FACILITY.**

***Action: Approved and Passed Resolution 16-10***

Deputy City Manager Ingersoll spoke to the ENA extension request for Season's Management LLC. She spoke to the current status, next steps and indicated that she is getting the final CEQA screen check to be forwarded to RWG for their final review and hope we can release the documents sometime in March for public review. Should the City Council approve all components, FORA will have to approve a determination of consistency with the Base Reuse Plan before the developer can build the project. She noted the developer is in agreement with the revised time frame. Ms. Ingersoll answered questions of the Council.

Council Member Alexander clarified that there are no more project extensions. Mr. Della Cruz spoke in support of the New City Manager and they are feeling much more positive about the project. He spoke to how they will interface with the water district in that they are trying to get a variance, leaving the major utilities in the lower end and not bringing it all the way to Monterey road. He noted it may be a minor detail but may also be an issue. If everything is approved, construction can start in September.

Mayor Pro Tem Oglesby invited Public Comments on the item.

- Felix Bachofner thinks there is a better staff process that could be done and suggested building trigger language into these agreements so that projects don't get tied up

administratively.

- Camille Groves is pleased to hear the staff is recommending the extension of the project and hopes the Council will do all it can to bring this to a fruition as soon as possible. She spoke to the abandon side and there are significant illegal dumping which occurs.

Ms. Ingersoll responded to the comments made by the public.

*On motion by Council Member Alexander and seconded by Council Member Pacheco and passed by the following vote the City Council approved the second amendment to the Exclusive Negotiating Agreement with Season's Management LLC and passed Resolution 16-10.*

|           |                                                             |
|-----------|-------------------------------------------------------------|
| RESULT:   | <b>Approved</b>                                             |
| MOVER:    | Council Member Dennis Alexander                             |
| SECONDER: | Council Member Dave Pacheco                                 |
| AYES:     | Ian Oglesby, Dennis Alexander, Jason Campbell, Dave Pacheco |
| ABSENT:   | Ralph Rubio                                                 |

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

City Attorney reported that the Governor did sign AB 21.

Council Member Campbell reminded the public that he meets with constituents on the 3rd Tuesday of each month and to email him if you are interested.

Council Member Alexander thanked Dave Fortune and Tim O'Halloran for meeting with the Friends of the Seaside parks program. He also congratulated the PD on significant arrests.

Council Member Pacheco spoke to the homeless coalition and that they received grant for a research of the homeless situation and the impact of the funds to prove the money allocated to the groups is having a positive impact in reaching the homeless needs. He reported the Dog Park committee is hosting a "Woof and Wine" fundraiser at Mediterranean Imports on Broadway and tickets are \$20 each. he reported on his community meeting that residents want to see progress and see solutions. Focus areas are the library and transparency which can be solved through the use of social media and youth having opportunities for activities. There's a plan for the social media, and request that is be brought forth to the Council and as a community we can prove that it can add to the promotion of our city.

Mayor Pro Tem Oglesby agreed with the Police Department major arrests and spoke to an incident that occurred where local citizens helped take care of the injured before the first responders arrived. He reported that the Youth Violence Prevention Program Grant manager from the Board of State will be here for inspection and audit the week of the 15th and to the Gang Prevention Summit sponsored by the Boys and Girls club the was on January 30th that was impactful and engaging. The Seaside youth resource center is up and running, out in the community and are changing lives.

**12. ADJOURNMENT**

Meeting was adjourned at 9:49 pm

**Respectfully submitted,**

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**Lesley Milton-Rerig, City Clerk**

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**Ralph Rubio, Mayor**





**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 8.B.**

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Daphne Hodgson, Deputy City Manager Administrative Services  
Krista Oberholtzer, Accounting

**DATE:** February 18, 2016

**SUBJECT: APPROVE AND FILE CITY CHECKS**

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**PURPOSE**

It is requested that the City Council approve and file the accounts payable and wired payments made during the period of January 26, 2016 through February 8, 2016. In addition, approval of the payroll and benefits checks, direct deposits and wired payments related to the period of February 4, 2016. Total Account Payable and Payroll for the above referenced period is \$1,383,864.01.

**RECOMMENDATION**

It is recommended that the City Council approve and file the attached checks.

**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, I hereby certify that the above referenced (and attached) list of checks conforms to the approved budget and has been paid. These checks are hereby submitted to the City Council for inspection and confirmation.

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

- \$794,066.04 From Council Report (Payroll/Benefits)
- \$10,620.00 to CSG Consultants, Inc. for Building and Code Enforcement services



provided during 11/28/15 through 12/25/15;

- \$19,769.38 to John C. Gemma for software and network support;
- \$21,072.11 to Gold Coast Armory for the purchase of ammunition for the Police Department;
- \$10,362.60 to Monterey Regional Water Pollution Control Agency for lift station maintenance during July through September of 2015;
- \$77,610.50 to Condor, Inc. for the Patullo Swim Center drain repairs;
- \$20,970.78 to CSG Consultants, Inc. for plan review and building inspection services during 9/26/15 through 10/30/15;
- \$83,071.50 to Mark Thomas & Company, Inc. for professional services for the West Broadway Urban Village infrastructure improvements in November of 2015;
- \$15,580.62 to Monterey County Convention for monthly Tourism Improvement District Assessment;
- \$67,055.64 to Monterey Regional Water Pollution Control Agency for the annual NPDES fee;
- \$37,716.71 to Pacific Gas & Electric for monthly utility services.

The remaining checks, totaling \$225,968.13, include payments to vendors for operating expenditures. The full report is available here: <http://www.ci.seaside.ca.us/index.aspx?page=366>

### **FISCAL IMPACT**

The listed checks have been budgeted and paid from the various funds, as appropriate.

### **ATTACHMENTS**

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Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager



**CITY OF SEASIDE  
STAFF REPORT**

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

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Daphne Hodgson, Deputy City Manager Administrative Services  
Rajnesh Narayan, Finance

**DATE:** February 18, 2016

**SUBJECT:** **ACCEPT AND FILE THE CASH AND INVESTMENT REPORT FOR  
THE CITY OF SEASIDE FOR THE QUARTER ENDED DECEMBER  
31, 2015.**

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**PURPOSE**

Accept and file the City of Seaside Cash and Investment Report for the quarter ended December 31, 2015.

**RECOMMENDATION**

Accept and file report.

**BACKGROUND**

Section 53646 of the California State Government Code requires the fiscal officer to prepare a quarterly report detailing the City's cash and investments. The City of Seaside's Investment Policy requires a quarterly report also.

**FISCAL IMPACT**

**ATTACHMENTS**

**Meeting Date: February 18, 2016**

1. EXHIBIT A SUMMARY OF POOLED CASH AND INVESTMENTS AS OF DECEMBER 31,2015
  2. EXHIBIT B CASH AND INVESTMENT -DETAIL AS OF DECEMBER 31,2015
  3. EXHIBIT C CASH AND INVESTMENT ACTIVITY REPORT AS OF OCTOBER 1 ,2015 THROUGH DECEMBER 31, 2015
  4. LAIF PROGRAM DESCRIPTION
  5. LAIF AVERAGE MONTHLY EFFECTIVE YIELDS
  6. LAIF INTEREST RATE
- 

Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager

**CITY OF SEASIDE**  
**SUMMARY OF POOLED CASH AND INVESTMENTS**  
**AS OF DECEMBER 31 , 2015**

| <b>DESCRIPTION</b>                              | <b>INSTITUTION</b> | <b>VALUATION</b> | <b>AMOUNT</b>           |
|-------------------------------------------------|--------------------|------------------|-------------------------|
| LAIF - City Funds                               | State Treasurer    | Market           | \$ 6,697,260.34         |
| LAIF - Successor Agency Funds                   | State Treasurer    | Market           | \$ 141,046.18           |
| LAIF - RDA 2003- Bond Capital Project           | State Treasurer    | Market           | \$ 932,107.67           |
| General Checking                                | Rabobank           | Market           | \$ 477,708.32           |
| AFLAC Checking                                  | Rabobank           | Market           | \$ 32,809.99            |
| Money Market                                    | Rabobank           | Market           | \$ 6,996,425.67         |
| York Tail Claims                                | Bank of America    | Market           | \$ 40,532.90            |
| Bond 2014 Reserve account                       | US Bank            | Market           | \$ 5.29                 |
| Bond 2006 Reserve & Installment accounts        | US Bank            | Market           | \$ 468,089.36           |
| Pension Obligation Bond Program Reserve account | Wells Fargo Bank   | Market           | \$ 482,036.11           |
|                                                 | <b>Total</b>       |                  | <b>\$ 16,268,021.83</b> |

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

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

Respectfully submitted,

---

Craig Malin  
City Manager

**CITY OF SEASIDE  
CASH AND INVESTMENT REPORT - DETAIL AS OF  
DECEMBER 31,2015**

**Exhibit B**

|                                                                               |                          | Yield | Book<br>Value        | % of<br>Total  | Market<br>Value      |
|-------------------------------------------------------------------------------|--------------------------|-------|----------------------|----------------|----------------------|
| <b><u>Investments</u></b>                                                     |                          |       |                      |                |                      |
| State Treasurer LAIF                                                          | - City                   | 0.40% | 6,697,260.34         | 41.17%         | 6,697,260.34         |
|                                                                               | - Successor Agency Funds | 0.40% | 141,046.18           | 0.87%          | 141,046.18           |
|                                                                               | -RDA 2003 Bonds          | 0.40% | 932,107.67           | 5.73%          | 932,107.67           |
| <b><u>Checking Account</u></b>                                                |                          |       |                      |                |                      |
| Rabobank - General Checking                                                   |                          | 0.00% | 477,708.32           | 2.94%          | 477,708.32           |
| Rabobank - AFLAC Checking                                                     |                          | 0.00% | 32,809.99            | 0.20%          | 32,809.99            |
| Rabobank - Money Market                                                       |                          | 0.20% | 6,996,425.67         | 43.01%         | 6,996,425.67         |
| Bank of America-York Checking                                                 |                          | 0.00% | 40,532.90            | 0.25%          | 40,532.90            |
| <b><u>US Bank - Redevelopment Agency Merged Area Refunding 2014 Bonds</u></b> |                          |       |                      |                |                      |
| Installment Payment, Reserve                                                  |                          | 0.00% | 5.29                 | 0.00%          | 5.29                 |
| <b><u>US Bank - Golf Course 2006 Bonds</u></b>                                |                          |       |                      |                |                      |
| Installment Payment, Reserve                                                  |                          | 0.03% | 468,089.36           | 2.88%          | 468,089.36           |
| <b><u>Wells Fargo Bank</u></b>                                                |                          |       |                      |                |                      |
| Pension Obligation Bond Program Reserve Account                               |                          | 0.00% | 482,036.11           | 2.96%          | 482,036.11           |
| <b>Total Cash and Investments</b>                                             |                          |       | <b>16,268,021.83</b> | <b>100.00%</b> | <b>16,268,021.83</b> |

**CITY OF SEASIDE  
CASH AND INVESTMENT ACTIVITY REPORT AS OF  
OCTOBER 1, 2015  
THROUGH  
DECEMBER 31, 2015**

Exhibit C

| <u>INSTITUTION</u>                                 | <u>ACCOUNT<br/>STATUS</u> | <u>BEGINNING<br/>BALANCE</u> | <u>DEPOSITED</u>     | <u>EXPENDED or<br/>TRANSFERRED</u> | <u>INTEREST<br/>EARNED</u> | <u>ENDING<br/>BALANCE</u> |
|----------------------------------------------------|---------------------------|------------------------------|----------------------|------------------------------------|----------------------------|---------------------------|
| <b>INVESTMENTS</b>                                 |                           |                              |                      |                                    |                            |                           |
| LAIF - City                                        | OPEN                      | \$ 7,690,667.19              | -                    | 1,000,000.00                       | 6,593.15                   | \$ 6,697,260.34           |
| LAIF - Successor Agency                            | OPEN                      | \$ 53,637.87                 | 85,786.24            |                                    | 1,622.07                   | \$ 141,046.18             |
| LAIF - Redevelopment 2003 Bonds                    | OPEN                      | \$ 1,016,563.56              |                      | 85,786.24                          | 1,330.35                   | \$ 932,107.67             |
| <b>CHECKING ACCOUNT</b>                            |                           |                              |                      |                                    |                            |                           |
| Rabobank - General Checking                        | OPEN                      | \$ 758,516.40                | 14,987,232.34        | 15,268,040.42                      | -                          | \$ 477,708.32             |
| Rabobank - AFLAC Checking                          | OPEN                      | \$ 32,858.37                 | 10,200.60            | 10,248.98                          | -                          | \$ 32,809.99              |
| Rabobank, Money Market                             | OPEN                      | \$ 1,475,727.19              | 7,400,000.00         | 1,880,000.00                       | 698.48                     | \$ 6,996,425.67           |
| York Tail Claims                                   | OPEN                      | \$ 37,330.10                 | 20,263.29            | 17,060.49                          | -                          | \$ 40,532.90              |
| <b>BOND RESERVE ACCOUNT - HELD BY TRUSTEES</b>     |                           |                              |                      |                                    |                            |                           |
| Bond 2014 Accounts - Reserve, Interest             | OPEN                      | \$ 5.29                      | -                    | -                                  | -                          | \$ 5.29                   |
| Bond 2006 Accounts - Reserve, Installment          | OPEN                      | \$ 339,582.83                | 128,487.84           |                                    | 18.69                      | \$ 468,089.36             |
| Wells F Pension Obligation Bond Prog-Reserve Acct. | OPEN                      | \$ 628,991.99                | -                    | 146,971.55                         | 15.67                      | \$ 482,036.11             |
|                                                    |                           | <b>\$ 12,033,880.79</b>      | <b>22,631,970.31</b> | <b>18,408,107.68</b>               | <b>10,278.41</b>           | <b>\$ 16,268,021.83</b>   |



California State Treasurer  
**John Chiang**



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**LOCAL AGENCY INVESTMENT FUND**

## Program Description

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

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. This in-house management team is comprised of civil servants who have each worked for the State Treasurer's Office for an average of 20 years.

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

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

The term of each appointment is two years or at the pleasure of the appointing authority.

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

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

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

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

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

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,470 participants and \$21.3 billion at the end of January 2016.

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**POOLED MONEY INVESTMENT ACCOUNT**

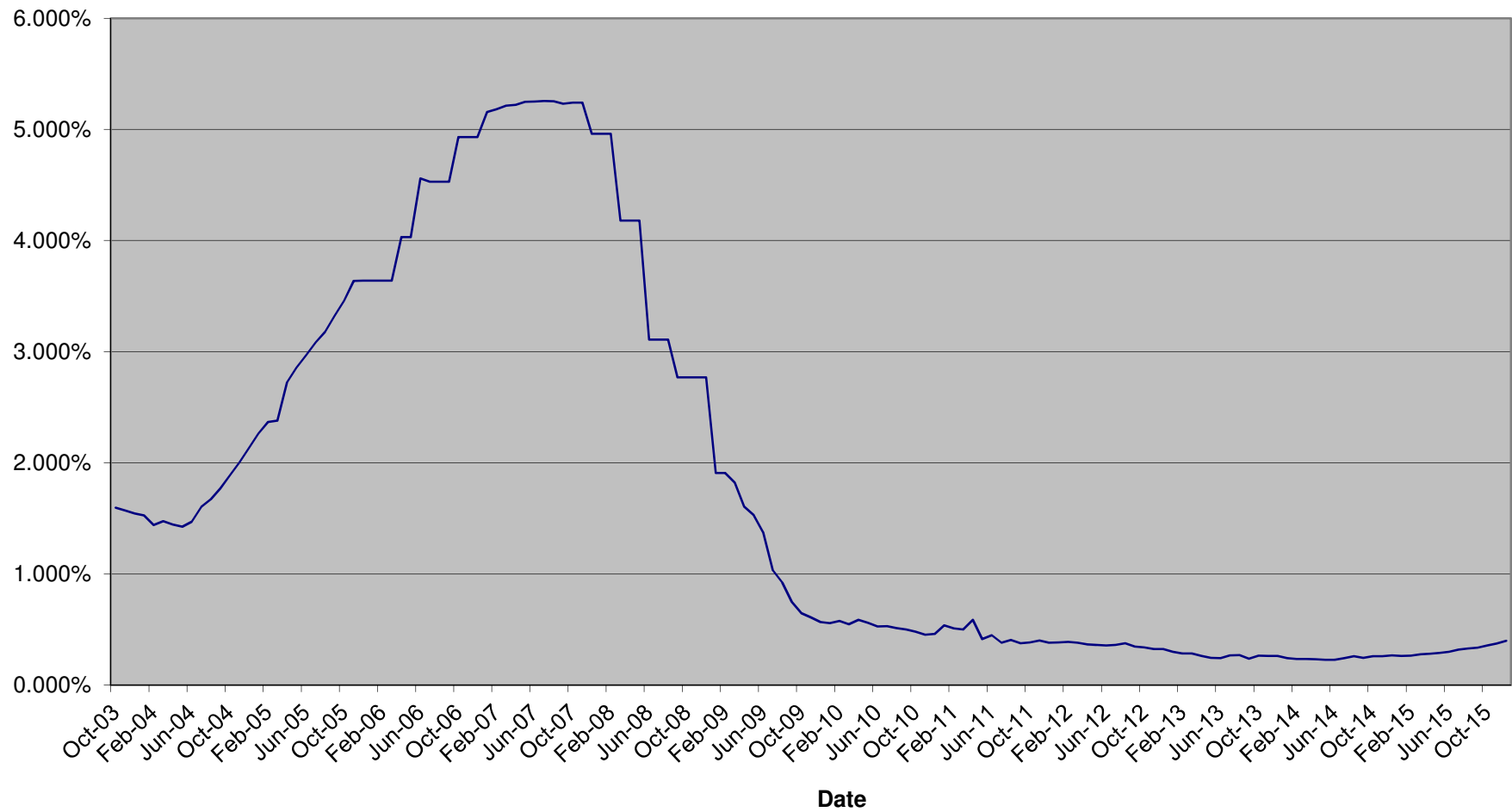
## PMIA Average Monthly Effective Yields

|      | Jan    | Feb    | Mar    | Apr    | May    | Jun    | Jul    | Aug    | Sep    | Oct    | Nov    | Dec    |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1977 | 5.770  | 5.660  | 5.660  | 5.650  | 5.760  | 5.850  | 5.930  | 6.050  | 6.090  | 6.090  | 6.610  | 6.730  |
| 1978 | 6.920  | 7.050  | 7.140  | 7.270  | 7.386  | 7.569  | 7.652  | 7.821  | 7.871  | 8.110  | 8.286  | 8.769  |
| 1979 | 8.777  | 8.904  | 8.820  | 9.082  | 9.046  | 9.224  | 9.202  | 9.528  | 9.259  | 9.814  | 10.223 | 10.218 |
| 1980 | 10.980 | 11.251 | 11.490 | 11.480 | 12.017 | 11.798 | 10.206 | 9.870  | 9.945  | 10.056 | 10.426 | 10.961 |
| 1981 | 10.987 | 11.686 | 11.130 | 11.475 | 12.179 | 11.442 | 12.346 | 12.844 | 12.059 | 12.397 | 11.887 | 11.484 |
| 1982 | 11.683 | 12.044 | 11.835 | 11.773 | 12.270 | 11.994 | 12.235 | 11.909 | 11.151 | 11.111 | 10.704 | 10.401 |
| 1983 | 10.251 | 9.887  | 9.688  | 9.868  | 9.527  | 9.600  | 9.879  | 10.076 | 10.202 | 10.182 | 10.164 | 10.227 |
| 1984 | 10.312 | 10.280 | 10.382 | 10.594 | 10.843 | 11.119 | 11.355 | 11.557 | 11.597 | 11.681 | 11.474 | 11.024 |
| 1985 | 10.579 | 10.289 | 10.118 | 10.025 | 10.180 | 9.743  | 9.656  | 9.417  | 9.572  | 9.482  | 9.488  | 9.371  |
| 1986 | 9.252  | 9.090  | 8.958  | 8.621  | 8.369  | 8.225  | 8.141  | 7.844  | 7.512  | 7.586  | 7.432  | 7.439  |
| 1987 | 7.365  | 7.157  | 7.205  | 7.044  | 7.294  | 7.289  | 7.464  | 7.562  | 7.712  | 7.825  | 8.121  | 8.071  |
| 1988 | 8.078  | 8.050  | 7.945  | 7.940  | 7.815  | 7.929  | 8.089  | 8.245  | 8.341  | 8.397  | 8.467  | 8.563  |
| 1989 | 8.698  | 8.770  | 8.870  | 8.992  | 9.227  | 9.204  | 9.056  | 8.833  | 8.801  | 8.771  | 8.685  | 8.645  |
| 1990 | 8.571  | 8.538  | 8.506  | 8.497  | 8.531  | 8.538  | 8.517  | 8.382  | 8.333  | 8.321  | 8.269  | 8.279  |
| 1991 | 8.164  | 8.002  | 7.775  | 7.666  | 7.374  | 7.169  | 7.098  | 7.072  | 6.859  | 6.719  | 6.591  | 6.318  |
| 1992 | 6.122  | 5.863  | 5.680  | 5.692  | 5.379  | 5.323  | 5.235  | 4.958  | 4.760  | 4.730  | 4.659  | 4.647  |
| 1993 | 4.678  | 4.649  | 4.624  | 4.605  | 4.427  | 4.554  | 4.438  | 4.472  | 4.430  | 4.380  | 4.365  | 4.384  |
| 1994 | 4.359  | 4.176  | 4.248  | 4.333  | 4.434  | 4.623  | 4.823  | 4.989  | 5.106  | 5.243  | 5.380  | 5.528  |
| 1995 | 5.612  | 5.779  | 5.934  | 5.960  | 6.008  | 5.997  | 5.972  | 5.910  | 5.832  | 5.784  | 5.805  | 5.748  |
| 1996 | 5.698  | 5.643  | 5.557  | 5.538  | 5.502  | 5.548  | 5.587  | 5.566  | 5.601  | 5.601  | 5.599  | 5.574  |
| 1997 | 5.583  | 5.575  | 5.580  | 5.612  | 5.634  | 5.667  | 5.679  | 5.690  | 5.707  | 5.705  | 5.715  | 5.744  |
| 1998 | 5.742  | 5.720  | 5.680  | 5.672  | 5.673  | 5.671  | 5.652  | 5.652  | 5.639  | 5.557  | 5.492  | 5.374  |
| 1999 | 5.265  | 5.210  | 5.136  | 5.119  | 5.086  | 5.095  | 5.178  | 5.225  | 5.274  | 5.391  | 5.484  | 5.639  |
| 2000 | 5.760  | 5.824  | 5.851  | 6.014  | 6.190  | 6.349  | 6.443  | 6.505  | 6.502  | 6.517  | 6.538  | 6.535  |
| 2001 | 6.372  | 6.169  | 5.976  | 5.760  | 5.328  | 4.958  | 4.635  | 4.502  | 4.288  | 3.785  | 3.526  | 3.261  |
| 2002 | 3.068  | 2.967  | 2.861  | 2.845  | 2.740  | 2.687  | 2.714  | 2.594  | 2.604  | 2.487  | 2.301  | 2.201  |
| 2003 | 2.103  | 1.945  | 1.904  | 1.858  | 1.769  | 1.697  | 1.653  | 1.632  | 1.635  | 1.596  | 1.572  | 1.545  |
| 2004 | 1.528  | 1.440  | 1.474  | 1.445  | 1.426  | 1.469  | 1.604  | 1.672  | 1.771  | 1.890  | 2.003  | 2.134  |
| 2005 | 2.264  | 2.368  | 2.542  | 2.724  | 2.856  | 2.967  | 3.083  | 3.179  | 3.324  | 3.458  | 3.636  | 3.808  |
| 2006 | 3.955  | 4.043  | 4.142  | 4.305  | 4.563  | 4.700  | 4.849  | 4.946  | 5.023  | 5.098  | 5.125  | 5.129  |
| 2007 | 5.156  | 5.181  | 5.214  | 5.222  | 5.248  | 5.250  | 5.255  | 5.253  | 5.231  | 5.137  | 4.962  | 4.801  |
| 2008 | 4.620  | 4.161  | 3.777  | 3.400  | 3.072  | 2.894  | 2.787  | 2.779  | 2.774  | 2.709  | 2.568  | 2.353  |
| 2009 | 2.046  | 1.869  | 1.822  | 1.607  | 1.530  | 1.377  | 1.035  | 0.925  | 0.750  | 0.646  | 0.611  | 0.569  |
| 2010 | 0.558  | 0.577  | 0.547  | 0.588  | 0.560  | 0.528  | 0.531  | 0.513  | 0.500  | 0.480  | 0.454  | 0.462  |
| 2011 | 0.538  | 0.512  | 0.500  | 0.588  | 0.413  | 0.448  | 0.381  | 0.408  | 0.378  | 0.385  | 0.401  | 0.382  |
| 2012 | 0.385  | 0.389  | 0.383  | 0.367  | 0.363  | 0.358  | 0.363  | 0.377  | 0.348  | 0.340  | 0.324  | 0.326  |
| 2013 | 0.300  | 0.286  | 0.285  | 0.264  | 0.245  | 0.244  | 0.267  | 0.271  | 0.257  | 0.266  | 0.263  | 0.264  |
| 2014 | 0.244  | 0.236  | 0.236  | 0.233  | 0.228  | 0.228  | 0.244  | 0.260  | 0.246  | 0.261  | 0.261  | 0.267  |
| 2015 | 0.262  | 0.266  | 0.278  | 0.283  | 0.290  | 0.299  | 0.320  | 0.330  | 0.337  | 0.357  | 0.374  | 0.400  |
| 2016 | 0.446  |        |        |        |        |        |        |        |        |        |        |        |



## HISTORICAL LAIF INTEREST RATES

Interest Rate





**CITY OF SEASIDE  
STAFF REPORT**

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

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Diana Ingersoll, Deputy City Manager Resource Management Services  
Nancy Towne, Recreation Services Manager

**DATE:** February 18, 2016

**SUBJECT: REVIEW AND CONSIDER APPROVAL OF A MAYOR'S YOUTH  
FUND CONTRIBUTION REQUEST FROM THE SEASIDE  
COMMUNITY YOUTH OUTREACH ORGANIZATION**

---

**PURPOSE**

The purpose of this agenda item is to consider a request from Seaside Community Youth Outreach for a donation of three thousand dollars (\$3,000.00) from the Mayor's Youth Fund to assist the organization in funding their "Transforming Our Lives" event.

**RECOMMENDATION**

Staff recommends approval of this request contingent upon receipt of the required 501 c3 paperwork.

**BACKGROUND**

Seaside Community Youth Outreach is requesting a donation from the Mayor's Youth Fund for the funding of their "Transforming Our Lives" event. The event was originally scheduled for January but will be rescheduled for another time in the near future. This event is meant to market and help launch the group's outreach services for youth and their families, as well as the homeless population in Seaside. The goal of the event is to help increase the awareness of Seaside's youth and ensure proper outlets to deter crime.

According to the information provided, Seaside Community Youth Outreach is designed to empower youth to respect themselves and those around them. They are also committed to teaching their participants about the importance of recycling and have since then established a recycling program. They promote the importance of a clean and healthy environment during all their youth events.

Seaside Community Youth Outreach has previously applied for the Mayor's Youth Fund for a Youth Empowerment Conference and workshop and was granted a donation in the amount of three thousand dollars (\$3,000) at the November 6, 2014 City Council Meeting. According to their letter of request the Seaside Community Outreach is a 501 c3 non-profit organization that is not faith based.

The Mayor's Youth Fund policy now requires proof of non-profit status as well as a current W9 form for all Mayor's Youth Fund recipients. The City has sent out a letter to all former recipients notifying them of this requirement for all future requests. The Seaside Community Youth Outreach program has requested documentation from the I.R.S, and will provide proof of their nonprofit status once it has been received. At that time they will reschedule their Youth Empowerment Conference. Should the request be approved by the City Council their donation will be sent to them contingent upon receipt of the required document from the I.R.S.

### **FISCAL IMPACT**

If the donation amount of Three Thousand Dollars (\$3,000) is approved, the contribution would be funded through the Mayor's Youth Fund.

### **ATTACHMENTS**

1. Mayor's Youth Fund Application and letter from Seaside Community Youth Outreach
- 

Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager

2016

**COPY**

newest

Updated 2 June 16, 2011

## CITY OF SEASIDE MAYOR'S YOUTH FUND CONTRIBUTION POLICY

**Purpose:** The Mayor's Youth Fund was created to provide supplemental financial assistance to students and non-profit groups that provide services to improve the lives of young people living in the City of Seaside. A policy has been developed to standardize the evaluation of contribution requests and ensure that the funds are used appropriately to serve the City's youth.

**Eligible Applicants:** Contributions will only be made to, or on behalf of, students or organized groups, such as schools and non-profit organizations based in Seaside and/or serving Seaside residents that are 18 years old or younger or enrolled in high school.

**Submittal of Contribution Requests:** In order to request a contribution, the following information must be provided in writing:

- Name of the organization, person(s) benefiting, proposed use of the funds, total amount needed or fundraising goal.
- Description of other methods being used to raise funds and/or other contributors.
- An explanation of how the group, activity, or event will benefit Seaside youth.
- Written description of how the use of the funds will be specifically used for youth group activities/events and/or has a nexus to the goals related to recycle, cleanup, and "green" sustainability to ensure a healthy environment.
- How this request will provide a municipal benefit (i.e., benefit the community).

**Evaluation Process and Criteria:** Contributions can only be made if approved by the City Council. Funding requests will be evaluated based on their consistency with this policy, including the following criteria.

- Scholastic, athletic, music, environmental and art activities will be considered for funding based on the quality of the proposed activity.
- Evidence of activities/events related to "reduce, reuse and recycle" to ensure a healthy environment.
- Contributions requests will be accepted from individuals and can be made to an organization on behalf of an individual member or student.
- Contributions are only paid to organizations, such as non-profit groups and schools.
- Contributions are intended to fund actual costs related to an event or activity. (Please see "Payment Process" information provided below.)
- Contributions from the Mayor's Youth Fund are not intended to be the sole source of funds for an organization or program and will only be made to supplement other fundraising activities.
- How this request will provide a municipal benefit (i.e., benefit the community).

**Contribution Limits:** In order to equitably distribute funds available in the Mayor's Youth Fund, the following contribution guidelines have been developed, although all contributions are subject to the discretion of the City Council.

|                    |                                                          |
|--------------------|----------------------------------------------------------|
| <u>Individuals</u> | 25% of total cost of activity (not to exceed \$1,000.00) |
| Groups up to 20    | up to \$1,500.00                                         |
| Groups 21+         | up to \$3,000.00                                         |

\*Individual Contributions must include an itemized list of all costs associated with the request including total cost of the activity.

In addition, funding will be limited to one contribution per year (every 12 months).

**Payment Process:** If a contribution is approved by the City Council, payment will be made to the authorized organization or directly to the vendor selected by the authorized organization after submittal of a receipt or the presentation of actual invoices. This process is required in order to provide documentation required to meet municipal auditing standards.

###

### Mayor's Youth Fund Contribution Request

Prior to completing this request please review the attached contribution policy. All requests will be considered before the City Council and you will be notified of the specific date your item is placed on the agenda. Please return this completed form with necessary attachments to Nancy Towne, Recreation Services, City of Seaside, 986 Hilby Avenue, Seaside, CA 93955.

Name of Organization: Seaside Community Youth outreach

Name of Individual: Kenneth Murray

% Residents or Students of Seaside: 100%

# of Participants 50-75

Ages: 12-18 Event for Saturday Jan. 30, 2016

Address: 635 Charles Ave Seaside CA 93955

Phone Number: Home 831-383-4557 Work 831-394-2102 Cell

E-mail Address: KenMurray10@yahoo.com

Description of Event (Attach Additional Information as Necessary)

The event will be one day as last year. See Attachment.  
We will also have our own Seaside Youth Resource Making a  
Presentation.

Description of how the use of the funds will be specifically used for youth groups activities/events and/or has a nexus to the goals of recycling, cleanup and/or "green" sustainability to insure a healthy environment. (Attach Additional Information as Necessary)

① The youth will eat breakfast and lunch

② Conference Materials, such as pens, writing pads, name tags, folders, will be purchased  
To insure a healthy environment. The youth have been taught about recycling.  
We have a recycle program in place and will have it in place during the  
Empowerment Conference. All proper containers will be there.

Other Funding Sources:

Recycling Projects.

Individual Sponsors

Provide description and/or explanation of what your particular event will do to provide a municipal benefit to the City of Seaside. See Mayor's Youth Fund Contribution Policy. (Attach Additional Information as Necessary)

This conference will continue to bring Awareness  
and information to our city's youth to give them  
outlets to deter them away from crime & gangs.  
to become Role Models in the City of Seaside

Other Funding Sources:

Private Donors. Parents  
Recycling

\*Amount Requested: (See Contribution limits) \$ 3,000

\*Individual Recipients must include an itemized list of costs and total of all expenses associated with the request. Applications that are not complete will be returned.

Signature acknowledges applicant has read and understood the Mayor's Youth Fund Contribution policy and associated requirements.

Kenneth Murray  
Print Name

Kenneth Murray  
Signature

4/13/14  
date

January 26, 2016

City of Seaside  
Oldemeyer Center  
ATTN: Nancy Towns  
986 Hilby Ave.  
Seaside, CA. 93955

Re: Mayors Youth Fund

Dear, Nancy-

Please find the Mayors Youth Fund application requesting assistance from the City of Seaside to help fund Seaside Community Outreach 2016 event. Seaside Community Outreach is a nonprofit organization and is non faith based. The mission of the organization is to, *"Serve the youth and their families in the Peninsula to restore and increase their and the wellbeing of the community by collaborating with local leaders."*

I am hopeful that the City of Seaside will help fund Seaside Community Outreach 2016, **"Transforming Our Lives"**. The event will help market the nonprofit and help launch its outreach services to youth, their families, and the homeless population in the Peninsula. Our goal is to help and increase the overall wellbeing of the community members which in turn will help the City thrive.

If you should need further information don't hesitate to call me at (831) 383-4557.

Thank you.

Kind Regards,

Rev. Kenneth Murray  
President of Seaside Community Outreach

KM/tz

Date of this notice: 01-19-2016

Employer Identification Number:  
81-1142390

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:  
1-800-829-4933

SEASIDE COMMUNITY OUTREACH  
% KENNETH MURRAY  
635 CHARLES AVE  
SEASIDE, CA 93955

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

**WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER**

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-1142390. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

03/15/2017

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

**IMPORTANT INFORMATION FOR S CORPORATION ELECTION:**

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.



If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

The IRS is committed to helping all taxpayers comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS Web site at [www.irs.gov](http://www.irs.gov) for a list of companies that offer IRS e-file for business products and services. The list provides addresses, telephone numbers, and links to their Web sites.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at [www.irs.gov](http://www.irs.gov). If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. **This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you.** You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is SEAS. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

Keep this part for your records.

CP 575 A (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 A

999999999999

Your Telephone Number    Best Time to Call  
(       )                      -

DATE OF THIS NOTICE: 01-19-2016  
EMPLOYER IDENTIFICATION NUMBER: 81-1142390  
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

SEASIDE COMMUNITY OUTREACH  
% KENNETH MURRAY  
635 CHARLES AVE  
SEASIDE, CA 93955



**CITY OF SEASIDE  
STAFF REPORT**

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

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Diana Ingersoll, Deputy City Manager Resource Management Services  
Sharon Mikesell, Administrative Analyst

**DATE:** February 18, 2016

**SUBJECT: CONSIDERATION OF ASSIGNMENT OF EXCLUSIVE  
NEGOTIATING AGREEMENT FROM SEASONS MANAGEMENT,  
LLC TO SEASIDE SENIOR LIVING, LLC.**

---

**PURPOSE**

The purpose of this item is for the City Council to consider accepting the Assignment of Exclusive Negotiating Agreement from Seasons Management, LLC to Seaside Senior Living, LLC. Seasons Management, LLC has an Exclusive Negotiating Agreement (ENA) with the City of Seaside for a proposed senior living and memory care facility at the "Shopette" site at 550 Monterey Road in the former Fort Ord.

**RECOMMENDATION**

It is recommended that the City Council accept the Assignment of Exclusive Negotiating Agreement and recognize the Assignee all interests, rights and obligations under the Agreement.

**BACKGROUND**

On May 16, 2013, Seasons Management, LLC, an Oregon Limited Liability Company, entered into an ENA with the City of Seaside to develop a senior living and memory care facility at 550 Monterey Road. A First Amendment to the ENA was approved on February 19, 2015 and a Second Amendment to the ENA was approved on February 4, 2016.

Seasons Management, LLC has executed an Assignment of Exclusive Negotiating Agreement to Seaside Senior Living, LLC, an Oregon Limited Liability Company. Seaside Senior Living, LLC is a single purpose entity, set up specifically to act as the owning entity of a senior housing project in Seaside, CA and is affiliated with Seasons Management though the common control and ownership of Eric Jacobsen. Ricardo de la Cruz has previously executed the Seasons Management LLC documents and is also a listed member in the Operating Agreement of

Seaside Senior Living, LLC.

Seaside Senior Living, LLC has been verified in the California Secretary of State's database as authorized to conduct business in the State of California.

The attachments to this staff report have been reviewed by legal counsel Bruce Galloway to verify this assignment.

**FISCAL IMPACT**

There is no fiscal impact to the General Fund in associated with the Assignment of Exclusive Negotiating Agreement.

**ATTACHMENTS**

1. Assignment of ENA-Seasons Management LLC to Seaside Senior Living LLC
  2. Operating Agreement of Seaside Senior Living LLC
  3. 2015 Oregon Annual Report-Seaside Senior Living LLC
  4. Oregon Secretary of State Business License Detail
  5. CA Business Entity Detail-Seaside Senior Living LLC
  6. Resolution-Accepting the Assignment of ENA
- 

Reviewed for Submission to the  
City Council by:



---

Craig Malin, City Manager

## ASSIGNMENT OF EXCLUSIVE NEGOTIATING AGREEMENT

This Assignment of Exclusive Negotiating Agreement (this "Assignment") is entered into this 16<sup>th</sup> day of March, 2015, by and between **Seasons Management, LLC**, an Oregon limited liability company ("Assignor"), and **Seaside Senior Living, LLC**, an Oregon limited liability company ("Assignee").

### RECITALS

- A. Assignor and **City of Seaside**, a municipal California corporation (the "City"), entered into that certain Exclusive Negotiating Agreement, dated July 18, 2014 (the "Agreement"), relating to the purchase or lease of an approximately 5.24 acre parcel of real property, owned by the City, and located within the City of Seaside, Monterey County (the "Property").
- B. Assignee is a single purpose entity, set up specifically to act as the owning entity of a senior housing project in Seaside, California, and affiliated with Assignor through the common ownership and control of Eric Jacobsen.
- C. Assignor desires to assign its rights and obligations under the Agreement to Assignee, and Assignee desire to assume such rights and obligations. Seller desires to consent to such assignment.

### ASSIGNMENT

NOW, THEREFORE, FOR VALUE RECEIVED, the undersigned Assignor, who is the named Developer under the Agreement, hereby grants, assigns, transfers and sets over to Assignee, all of Assignor's interests, rights and obligations under the Agreement.

The undersigned Assignee hereby accepts such assignment and assumes all interests, rights, and obligations of Assignor under the Agreement. The parties acknowledge that this assignment does not release Assignor from any of its obligations under the Agreement.

#### ASSIGNOR:

**Seasons Management, LLC**, an Oregon limited liability company

By:   
Eric Jacobsen, Manager

#### ASSIGNEE:

**Seaside Senior Living, LLC**, an Oregon limited liability company

By:   
Eric Jacobsen, Manager



## OPERATING AGREEMENT OF SEASIDE SENIOR LIVING LLC

THE INTERESTS REPRESENTED BY THIS AGREEMENT HAVE NOT BEEN REGISTERED WITH THE SECURITIES AND EXCHANGE COMMISSION UNDER THE SECURITIES ACT OF 1933. SUCH INTERESTS MAY NOT BE OFFERED FOR SALE, SOLD, TRANSFERRED, PLEDGED, OR OTHERWISE DISPOSED OF IN THE ABSENCE OF AN EFFECTIVE REGISTRATION STATEMENT UNDER THE SECURITIES ACT OF 1933 AND APPLICABLE STATE SECURITIES LAWS OR AN OPINION OF COUNSEL SATISFACTORY TO THE MANAGER THAT REGISTRATION UNDER THE SECURITIES ACT OF 1933 IS NOT REQUIRED.

The undersigned members enter into this Operating Agreement as of July 1, 2014.

1. Definitions. The following terms used in this Agreement shall have the meanings specified below:

1.1 "Act" means the Oregon Limited Liability Company Act, as amended from time to time.

1.2 "Adjusted Contribution Amount" means the Capital Contribution made by a Preferred Member in exchange for the Preferred Member's Interests, as reflected in the Company Information Summary, reduced only by distributions pursuant to Section 10.2 (resulting from Capital Transactions) or 10.3 (resulting from liquidation).

1.3 "Affiliate" means, with respect to the Company, any Person directly or indirectly controlling, controlled by or under common control with the Company. For purposes of this definition, "control," "controlling," "controlled by" and "under common control with" means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of the Company, whether through ownership of voting interest, by contract or otherwise.

1.4 "Agreement" means this Operating Agreement, as it may be amended from time to time.

1.5 "Capital Account" means the account maintained for each Member in accordance with this Agreement. In the case of a transfer of an Interest, the transferee shall succeed to the Capital Account of the transferor or, in the case of a partial transfer, a proportionate share thereof, as adjusted, if at all, pursuant to the provisions of this Agreement.

1.6 "Capital Contribution" means the total amount of money and the fair market value of all property contributed to the Company by each Member pursuant to the terms of the Agreement. Capital Contribution shall also include any amounts paid directly by a Member to any creditor of the Company in respect of any guaranty or similar obligation undertaken by such Member in connection with the Company's operations. Any reference to the Capital Contribution of a Member shall include the Capital Contribution made by a predecessor holder of the Interest of such Member.



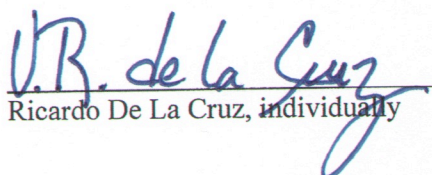
IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

**MANAGER:**

  
Eric W. Jacobsen

**MEMBERS:**

  
Eric W. Jacobsen, individually

  
Ricardo De La Cruz, individually

SIGNATURE PAGE – OPERATING AGREEMENT OF SEASIDE SENIOR LIVING LLC



Secretary of State  
Corporation Division  
255 Capitol Street NE, Suite 151  
Salem, OR 97310-1327

Phone: (503) 986-2200  
www.filinginoregon.com

07/6/15 26 2 100

## 2015 ANNUAL REPORT

Registry Number: 1031152-91

Date of Organization: 07/01/2014

Fee: \$100.00

Due Date: 07/01/2015

Type: DOMESTIC LIMITED LIABILITY COMPANY

608

SEASIDE SENIOR LIVING LLC  
560 FIRST STREET SUITE 104  
LAKE OSWEGO OR 97034-3273

FILED

JUL 22 2015

RECEIVED  
MAY 22 2015  
BY: \_\_\_\_\_

Name of Domestic Limited Liability Company  
SEASIDE SENIOR LIVING LLC

OREGON  
SECRETARY OF STATE

Jurisdiction: OREGON

The following information is required by statute. Please complete the entire form. If any of the information is incorrect, you can make changes on this form. Failure to submit this Annual Report and fee by the due date may result in inactivation on our records.

### Registered Agent

ERIC JACOBSEN  
560 FIRST STREET SUITE 104  
LAKE OSWEGO OR 97034-3273

If the Registered Agent has changed, the new Agent has consented to the appointment. Oregon street address required.

### 1) Type of Business

### 2) Principal Place of Business (Str. address, city, state, zip)

560 FIRST STREET SUITE 104  
LAKE OSWEGO, OR 97034

### 3) Mailing Address (Address, city, state, zip)

560 FIRST STREET SUITE 104  
LAKE OSWEGO OR 97034-3273

### 4) ☐ Member or ☒ Manager (Name & Address)

ERIC JACOBSEN  
560 FIRST STREET SUITE 104  
LAKE OSWEGO, OR 97034

### 5) ☐ Member or ☐ Manager (Name & Address)

### 6) Signature

### 7) Printed Name

ERIC JACOBSEN

### 8) Date

6/24/15

### 9) Daytime Phone Number

503 675-3925

Make check payable to "Cor  
Corporation Division, 255 C  
Note: You can also fax to (503  
and expiration date on a sepa

SEASIDE SENIOR LIVING LLC



103115291-16263683

RENANA

ment to Secretary of State,

Card. Submit the card number

Pf1 05/15/15

Packet Page 60



## Business Registry Business Name Search

[New Search](#)

## Business Entity Data

02-05-2016

13:53

| Registry Nbr        | Entity Type               | Entity Status | Jurisdiction | Registry Date | Next Renewal Date | Renewal Due? |
|---------------------|---------------------------|---------------|--------------|---------------|-------------------|--------------|
| 1031152-91          | DLLC                      | ACT           | OREGON       | 07-01-2014    | 07-01-2016        |              |
| <b>Entity Name</b>  | SEASIDE SENIOR LIVING LLC |               |              |               |                   |              |
| <b>Foreign Name</b> |                           |               |              |               |                   |              |

[New Search](#)

## Associated Names

|        |                            |                             |       |  |         |                          |
|--------|----------------------------|-----------------------------|-------|--|---------|--------------------------|
| Type   | PPB                        | PRINCIPAL PLACE OF BUSINESS |       |  |         |                          |
| Addr 1 | 560 FIRST STREET SUITE 104 |                             |       |  |         |                          |
| Addr 2 |                            |                             |       |  |         |                          |
| CSZ    | LAKE OSWEGO                | OR                          | 97034 |  | Country | UNITED STATES OF AMERICA |

Please click [here](#) for general information about registered agents and service of process.

|        |                            |                  |    |          |            |         |                          |             |  |
|--------|----------------------------|------------------|----|----------|------------|---------|--------------------------|-------------|--|
| Type   | AGT                        | REGISTERED AGENT |    |          | Start Date |         | 07-01-2014               | Resign Date |  |
| Name   | ERIC                       |                  |    | JACOBSEN |            |         |                          |             |  |
| Addr 1 | 560 FIRST STREET SUITE 104 |                  |    |          |            |         |                          |             |  |
| Addr 2 |                            |                  |    |          |            |         |                          |             |  |
| CSZ    | LAKE OSWEGO                |                  | OR | 97034    | 3273       | Country | UNITED STATES OF AMERICA |             |  |

|        |                            |  |                 |       |      |         |                          |
|--------|----------------------------|--|-----------------|-------|------|---------|--------------------------|
| Type   | MAL                        |  | MAILING ADDRESS |       |      |         |                          |
| Addr 1 | 560 FIRST STREET SUITE 104 |  |                 |       |      |         |                          |
| Addr 2 |                            |  |                 |       |      |         |                          |
| CSZ    | LAKE OSWEGO                |  | OR              | 97034 | 3273 | Country | UNITED STATES OF AMERICA |

|        |                            |         |       |          |         |                          |  |             |  |
|--------|----------------------------|---------|-------|----------|---------|--------------------------|--|-------------|--|
| Type   | MGR                        | MANAGER |       |          |         |                          |  | Resign Date |  |
| Name   | ERIC                       |         |       | JACOBSEN |         |                          |  |             |  |
| Addr 1 | 560 FIRST STREET SUITE 104 |         |       |          |         |                          |  |             |  |
| Addr 2 |                            |         |       |          |         |                          |  |             |  |
| CSZ    | LAKE OSWEGO                | OR      | 97034 | 3273     | Country | UNITED STATES OF AMERICA |  |             |  |

[New Search](#)

## Name History

| Business Entity Name      | <a href="#">Name Type</a> | <a href="#">Name Status</a> | Start Date | End Date |
|---------------------------|---------------------------|-----------------------------|------------|----------|
| SEASIDE SENIOR LIVING LLC | EN                        | CUR                         | 07-01-2014 |          |

Please [read](#) before ordering [Copies](#).[New Search](#)

## Summary History

| <a href="#">Image Available</a>                                                   | Action                   | Transaction Date | Effective Date | <a href="#">Status</a> | Name/Agent Change | Dissolved By |
|-----------------------------------------------------------------------------------|--------------------------|------------------|----------------|------------------------|-------------------|--------------|
|  | AMENDED ANNUAL REPORT    | 07-22-2015       |                | FI                     |                   |              |
|                                                                                   | NOTICE LATE ANNUAL       | 07-02-2015       |                | SYS                    |                   |              |
|  | ARTICLES OF ORGANIZATION | 07-01-2014       |                | FI                     | Agent             |              |

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## Business Entity Detail

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed through Tuesday, February 02, 2016. Please refer to **Processing Times** for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity.

|                                      |                                  |
|--------------------------------------|----------------------------------|
| <b>Entity Name:</b>                  | SEASIDE SENIOR LIVING LLC        |
| <b>Entity Number:</b>                | 201515310384                     |
| <b>Date Filed:</b>                   | 05/27/2015                       |
| <b>Status:</b>                       | ACTIVE                           |
| <b>Jurisdiction:</b>                 | OREGON                           |
| <b>Entity Address:</b>               | 560 1ST ST STE 104               |
| <b>Entity City, State, Zip:</b>      | LAKE OSWEGO OR 97034             |
| <b>Agent for Service of Process:</b> | PARACORP INCORPORATED (C1082536) |
| <b>Agent Address:</b>                | *                                |
| <b>Agent City, State, Zip:</b>       | *                                |

\* Indicates the information is not contained in the California Secretary of State's database.

\* **Note:** If the agent for service of process is a corporation, the address of the agent may be requested by ordering a status report.

- For information on checking or reserving a name, refer to [Name Availability](#).
- For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Information Requests](#).
- For help with searching an entity name, refer to [Search Tips](#).
- For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

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**RESOLUTION 16-**

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

**AUTHORIZING THE ACCEPTANCE OF ASSIGNMENT OF THE EXCLUSIVE  
NEGOTIATING AGREEMENT (THE “ENA” OR “AGREEMENT”) WITH SEASONS  
MANAGEMENT LLC, AN OREGON LIMITED LIABILITY COMPANY, FOR  
DEVELOPMENT OF A SENIOR LIVING AND MEMORY CARE FACILITY TO  
SEASIDE SENIOR LIVING LLC, AN OREGON LIMITED LIABILITY COMPANY**

**WHEREAS**, on May 16, 2013, the City Council entered into an ENA with Seasons Management LLC (the “Developer”) for the purchase of the site at 550 Monterey Road by the Developer for the development of a senior living and memory care facility (“the Project”); and

**WHEREAS**, the ENA Period expired on January 16, 2015 and was extended by a First Amendment to the ENA covering January 16, 2015 through February 19, 2016.

**WHEREAS**, a Second Amendment to the ENA was approved on February 4, 2016, extending the ENA until August 19, 2016.

**WHEREAS**, on March 15, 2015, Seasons Management LLC executed an Assignment of Exclusive Negotiating Agreement with Seaside Senior Living LLC.

**WHEREAS**, Seaside Senior Living LLC is a single purpose entity, set up specifically to act as the owning entity of a senior housing project in Seaside, CA and is affiliated with Assignor through the common ownership and Control of Eric Jacobsen

**WHEREAS**, Seasons Management, LLC desires to assign its rights and obligations under the ENA to Seaside Senior Living LLC and Seaside Senior Living LLC desires to consent to such assignment

**NOW THEREFORE**, be it resolved that the City Council of the City of Seaside accepts the Assignment of the Exclusive Negotiating Agreement by and between Seasons Management LLC and Seaside Senior Living LLC.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Seaside duly held on the 18th day of February 2016.

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

---

Ralph Rubio, Mayor

ATTEST:

---

Lesley E. Milton-Rerig, City Clerk



**CITY OF SEASIDE  
STAFF REPORT**

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

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Diana Ingersoll, Deputy City Manager Resource Management Services  
Bob Larsen, Associate Planner  
Rick Medina, Senior Planner

**DATE:** February 18, 2016

**SUBJECT:** **APPROVE RESOLUTION FORMALIZING DECISIONS MADE  
DURING CITY COUNCIL APPEAL OF FENCE EXCEPTION  
APPLICATION NO. FE-15-01 FROM PLANNING COMMISSION  
ACTION DENYING A FENCE EXCEPTION APPLICATION FOR A  
SINGLE FAMILY DWELLING LOCATED AT 2090 CROSS STREET.**

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**PURPOSE**

The purpose of this item is for the City Council to consider a resolution granting the appeal and overturning the action of the Planning Commission denial of a fence exception to allow for a twenty foot extension to an existing six foot high wood fence which exceeds the maximum height requirements of Zoning Code Sections 17.30.020.B.1 within the required street side setback located at 2090 Cross Street (APN: 011-042-001).

**RECOMMENDATION**

In accordance with the direction provided to City staff by the City Council on February 4, 2016, adopt the Draft Resolution certifying the City Council's action to grant the appeal and approve the Fence Exception Application No. FE-15-01.

**BACKGROUND**

**SITE LOCATION AND DESCRIPTION**

The project site is located at the southeast corner of Cross Street and Military Avenue. The parcel, approximately 14,888 square feet in area, is currently developed with a one-story 1,506 square foot three bedroom, two-bath house and a two-story detached two-car garage which contains a 640 square foot accessory unit built over the two car garage. The adjacent land uses consist of single-family dwellings on all sides (See Figure 1: Site Adjacent Land Uses). A

Location Map is provided as Attachment 2. An Aerial Photo is provided as Attachment 3. Site Photographs are provided as Attachment 4.

| Figure 1: Adjacent Land Uses |                        |                        |                        |    |
|------------------------------|------------------------|------------------------|------------------------|----|
| NW                           | N                      |                        |                        | NE |
| W                            | Single Family Dwelling | Single Family Dwelling | Single Family Dwelling |    |
|                              | Single Family Dwelling | <b>Project Site</b>    | Single Family Dwelling | E  |
|                              | Single Family Dwelling | Single Family Dwelling | Single Family Dwelling |    |
| SW                           |                        | S                      |                        | SE |

### BACKGROUND

On February 4, 2016, the City Council conducted a public hearing on the requested appeal and, after considering all public testimony, acted to adopt a Motion of intent to grant the appeal. In the motion to grant the appeal, the City Council continued the Public Hearing to its next meeting on February 18, 2016 in order for City staff to return with a Resolution containing the following findings and evidence which were entered into the record by the City Council in their unanimous support for granting the requested Fence Exception through the appeal process:

Based on the location of the pre-existing six-foot tall wood fence located within the required 10-foot street side yard setback on the north side of parcel the proposed extension with a new fence in a westward direction will result in a minor modification to the existing structure and the design and location of the new fence would remain compatible with the character of the project site and surrounding neighborhood.

*Evidence: The extension of the proposed fence will be in alignment with an existing legal nonconforming fence on Military Avenue and will not create any new safety hazard for vehicles travelling on Cross Street and Military Avenue or for pedestrians walking in front of the parcel on Military Avenue. Furthermore, the design of the fence will remain compatible with the existing fence and fences on surrounding properties.*

There are existing structures on the north side of the parcel which would create a hardship if the applicant is unable to construct the new six-foot fence to enclose the existing concrete driveway to establish a new private patio area on the north side of the parcel.

*Evidence: With the conversion of the existing garage into a family room as part of the conditions of approval for the construction of a new accessory residential unit located above the new detached two-car garage on the east side of the parcel, the requested fence exception would allow for the establishment of a private patio area consistent with the permitted use on a single family residential lot.*

The granting of the fence exception will not result in a detrimental impact to the general health, safety, and welfare of the community and the surrounding property owners.

*Evidence: The construction of the fence will be located within a portion of the site that is situated away from a traffic safety visibility area on a corner lot; that will not impair visibility of vehicles or pedestrians at a driveway on the subject parcel or an adjoining parcel; and that will not alter or materially impact the enjoyment and use of other surrounding property owners from the use of their land.*

The issuance of the Fence Exception will be in compliance with the General Plan and Zoning Ordinance of the City of Seaside.

*Evidence: The granting of the fence exception will not grant a right of special privilege not enjoyed by other property owners similarly situated in that there are special circumstances that are based on physical characteristics associated with the location of existing structures and fences and the lack of any type of traffic safety or pedestrian accessibility issue within the public right-of-way.*

#### ENVIRONMENTAL REVIEW

This project is Categorically Exempt from the California Environmental Quality Act pursuant to Section 15303(e): New Construction of Small Structures. Class 3 categorical exemptions consist of the construction of small structures including fences.

*Evidence: Approval of the proposed fence exception would result in the construction of a new six foot high wood fence on Military Avenue. A fence consists of a minor improvement that is categorically exempt from CEQA.*

#### **CONCLUSION**

Based on the above findings, staff recommends that the City Council adopt the attached resolution to grant the appellant's appeal from the ruling of a Planning Commission ruling to deny Fence Exception Application No. FE-15-01.

#### **FISCAL IMPACT**

There is no fiscal impact.

#### **ATTACHMENTS**

1. Attachment 1 - Draft Resolution
2. Attachment 1 - Exhibit A
3. Attachment 2 - Location Map
4. Attachment 3 - Aerial Map
5. Attachment 4 - Site Photographs

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Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager



**RESOLUTION NO. 16-**

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

**GRANTING THE APPEAL AND OVERTURNING THE ACTION OF THE PLANNING COMMISSION DENIAL OF A FENCE EXCEPTION TO ALLOW FOR A TWENTY FOOT EXTENSION TO AN EXISTING SIX FOOT HIGH WOOD FENCE WHICH EXCEEDS THE MAXIMUM HEIGHT REQUIREMENTS OF ZONING CODE SECTIONS 17.30.020.B.1 WITHIN THE REQUIRED STREET SIDE SETBACK LOCATED AT 2090 CROSS STREET (APN: 011-042-001).**

**WHEREAS**, Virginia McCormick, property owner, and Ray Ramsey, applicant, have applied to appeal the Planning Commission denial of a Fence Exception to allow for a twenty foot extension to an existing six foot high wood fence located within the ten foot street side setback of a corner lot; and

**WHEREAS**, the proposed appeal requires approval by the City Council; and

**WHEREAS**, it is the responsibility of the City Council to consider and weigh the merits of the appeal and public input in relation to the policies, standards and intent of the Seaside General Plan and Seaside Municipal Code in relation to the proposed Fence Exception; and

**WHEREAS**, the City Council considered written information concerning the proposed exception at a duly noticed public hearing held on February 4, 2016; and

**WHEREAS**, the project is exempt from environmental review subject to Class 3, Section 15303(e): New Construction of Small Structures:

*Evidence: Approval of the proposed fence exception would result in the retention on an existing six foot high wood fence and the construction of thirty feet (twenty feet along Military Avenue and 10 foot return towards the garage) of new six foot high wood fence.*

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council adopts the following findings and evidence to grant the appeal and to overturn the denial of Planning Commission's denial of Fence Exemption Application No. FE-15-01:

1. *Based on the location of the pre-existing six-foot tall wood fence located within the required 10-foot street side yard setback on the north side of parcel the proposed extension with a new fence in a westward direction will result in a minor modification to the existing structure and the design and location of the new fence would remain compatible with the character of the project site and surrounding neighborhood.*

*Evidence: The extension of the proposed fence will be in alignment with an existing legal nonconforming fence on Military Avenue and will not create any new safety hazard for vehicles travelling on Cross Street and Military Avenue or for pedestrians walking in*

*front of the parcel on Military Avenue. Furthermore, the design of the fence will remain compatible with the existing fence and fences on surrounding properties.*

2. *There are existing structures on the north side of the parcel which would create a hardship if the applicant is unable to construct the new six-foot fence to enclose the existing concrete driveway to establish a new private patio area on the north side of the parcel.*

*Evidence: With the conversion of the existing garage into a family room as part of the conditions of approval for the construction of a new accessory residential unit located above the new detached two-car garage on the east side of the parcel, the requested fence exception would allow for the establishment of a private patio area consistent with the permitted use on a single family residential lot.*

3. *The granting of the fence exception will not result in a detrimental impact to the general health, safety, and welfare of the community and the surrounding property owners.*

*Evidence: The construction of the fence will be located within a portion of the site that is situated away from a traffic safety visibility area on a corner lot; that will not impair visibility of vehicles or pedestrians at a driveway on the subject parcel or an adjoining parcel; and that will not alter or materially impact the enjoyment and use of other surrounding property owners from the use of their land.*

4. *The issuance of the Fence Exception will be in compliance with the General Plan and Zoning Ordinance of the City of Seaside.*

*Evidence: The granting of the fence exception will not grant a right of special privilege not enjoyed by other property owners similarly situated in that there are special circumstances that are based on physical characteristics associated with the location of existing structures and fences and the lack of any type of traffic safety or pedestrian accessibility issue within the public right-of-way.*

**BE IT FURTHER RESOLVED**, the City Council hereby grants Fence Exception Application No. FE-15-01 subject to the following terms and agreements:

*Planning:*

1. The plans submitted for Fence Exception Application No. FE-15-01 will serve to modify the site plan approved under Board of Architectural Review Application BAR-09-06 to allow for the elimination of the proposed landscape area in front of the existing two-car garage that would instead be converted into an open air concrete patio area that would be fully enclosed with the construction of a new fence on the north and west sides of the driveway. All other terms, conditions, and plan approvals outside the area being modified by the Fence Exception as noted above that were approved under Board of Architectural Review Application No. BAR-09-06 must be constructed in compliance with the plans stamped "Received City of Seaside JUN 1, 2009, Resource Management Services" in order for a final Certificate of Occupancy to be issued

for the accessory residential unit approved under Minor Use Permit Application No. MUP-09-02. The fence exception plans are provided as Exhibit “A”.

*Public Works*

1. An Encroachment Permit will be required prior to the initiation of any work within the public right-of-way.
2. Prior to final building inspection, any curb, gutter and sidewalk damaged during construction of the fence shall be replaced by a licensed concrete contractor in conformance with the most current applicable engineering standards, and upon the prior issuance of an Encroachment Permit from the Seaside Public Works Division, located at City Hall, 440 Harcourt Avenue, Seaside, CA, (831) 899-6825.

*Standard:*

1. The Fence Exception approval is subject to revocation procedures contained in S.M.C. Section 17.69.060 in the event any of the terms of this approval are violated or if the uses onsite are conducted or carried out in a manner so as to adversely affect the health, welfare or safety of persons residing or working in the neighborhood.
2. The applicant agrees as a condition and in consideration of the approval of this discretionary permit that it will defend, indemnify and hold harmless the City of Seaside or its agents, officers and employees from any claim, action or proceeding against the City or its agents, officers or employees to attack, set aside, void or annul this approval. The applicant will reimburse the City for any court costs and attorney’s fees, which the City may be required by a court to pay as a result of such action. City may, at its sole discretion, participate in the defense of such action; but such participation shall not relieve applicant of his obligations under this condition. The City shall promptly notify the applicant of any such claim, action, or proceeding, and the City shall cooperate fully in the defense thereof.
3. The project shall comply with the requirements and the applicable ordinances of the Monterey Peninsula Water Management District (MPWMD).
4. The permit shall have no force or effect unless and until accepted, and the terms thereof agreed to, in writing, by the applicant and property owner within 15 days from the date of its approval.
5. Project approval will become null and void if a building permit is not obtained within one (1) year from the date of approval to begin construction on the project.
6. For purposes of assuring compliance, the applicant, agents, representatives or their assignees agree not to deny or impede access to the subject property by City employees in the performance of their duties.

**PASSED AND ADOPTED**, by the City Council of the City of Seaside, State of California, on the 18<sup>th</sup> day of February, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Ralph Rubio, Mayor

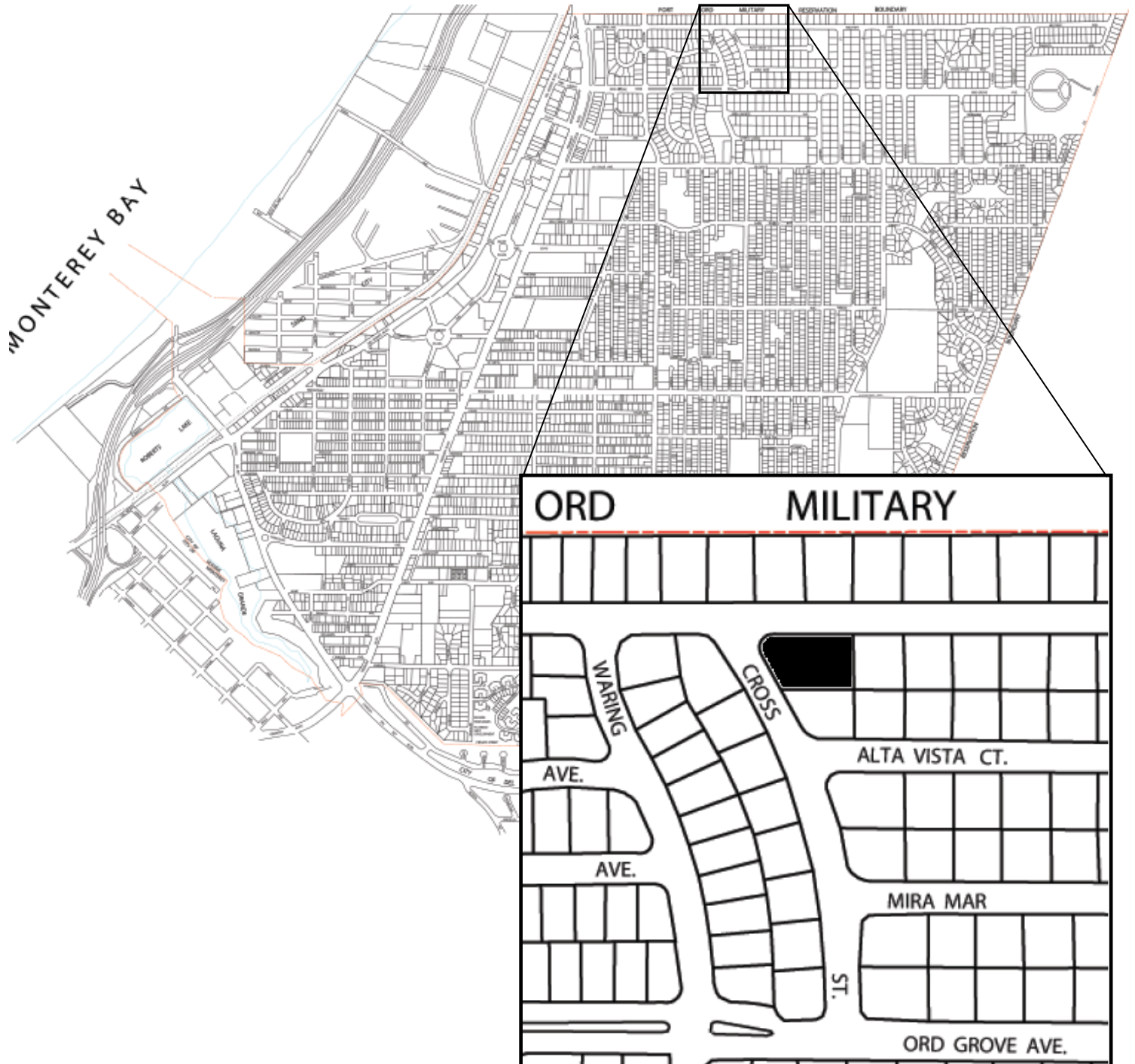
ATTEST:

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Lesly Milton-Rerig, City Clerk

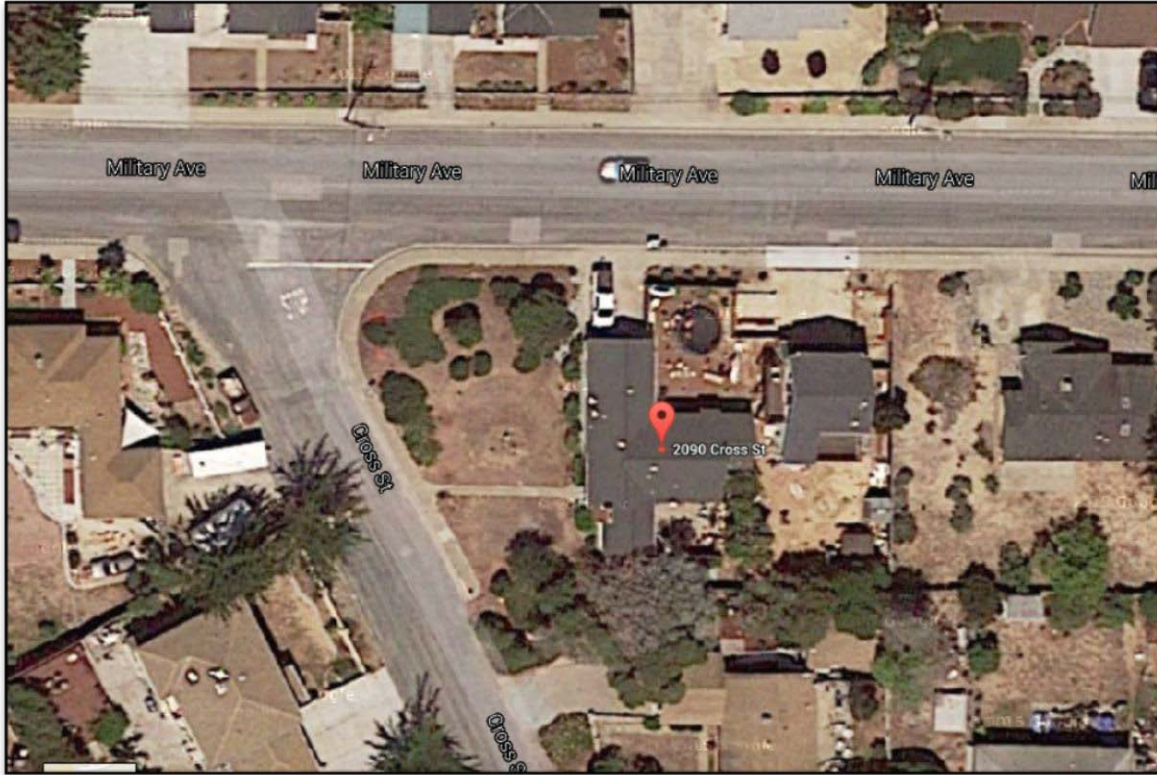
Packet Page 73

## Location Map: 2090 Cross St.



Attachment 4  
Aerial Photo

**2090 Cross Street**



**Aerial View**



2090 Cross Street  
Site Photographs



Existing Fence looking west from new driveway



Existing and Proposed Fence





View towards front yard and Cross Street



Looking east from Cross Street



**CITY OF SEASIDE  
STAFF REPORT**

Item No.: 8.G.

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Lesley Milton-Rerig, City Clerk

**DATE:** February 18, 2016

**SUBJECT: APPROVE NEW APPOINTMENTS AND REAPPOINTMENTS OF  
BOARD, COMMISSION AND COMMITTEE MEMBERS**

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**PURPOSE**

That the City Council consider and approve five proposed appointments to the Planning Commission, Neighborhood Improvement Program Committee, Board of Architectural Review and Community Development Advisory Committee and two proposed re-appointments to the Neighborhood Improvement Program Committee.

**RECOMMENDATION**

That the appointments and their associated appointment terms be approved as presented.

**BACKGROUND**

The Commissions, Committees and Boards are City Council appointed advisory bodies that serve as an important link between the City Council and Community by providing direct involvement in policy-making and communication of vital information.

The Mayor and Mayor Pro Tem, with the advice and consent of the City Council, makes appointments to Commissions, Committees and Boards, while the City Manager designates Department Heads or other staff members to regularly attend meetings of advisory bodies to provide technical support.

City staff has submitted regular advertisements inviting applications for positions on all City of Seaside Boards and Commissions since June 2015, has listed the Board and Commission openings on the City website and posted vacancies on all of the Public Notice boards. As a result, the following appointments are recommended:

| COMMISSION                               | APPOINTMENT TYPE    | MEMBER NAME       | TERM EXPIRATION |
|------------------------------------------|---------------------|-------------------|-----------------|
| Board of Architectural Reivew            | Initial Appointment | Bani Kahalsa      | February 2020   |
| Neighborhood Improvement Program         | Re-Appointment      | Ray Bennett       | February 2019   |
| Neighborhood Improvement Program         | Re-Appointment      | Lisa Emanuelson   | February 2019   |
| Neighborhood Improvement Program         | Initial Appointment | Kelly Soriano     | February 2019   |
| Planning Commission                      | Initial Appointment | Michael Spalletta | February 2020   |
| Community Development Advisory Committee | Initial Appointment | Rebecca Pieken    | February 2018   |
| Community Development Advisory Committee | Initial Appointment | Clementine Bonner | February 2018   |

### **FISCAL IMPACT**

There are no fiscal impacts associated with this item.

### **ATTACHMENTS**

1. Khalsa Application
2. Soriano Application
3. Spalletta Application
4. Pieken Application
5. Bonner Application

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Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager



City of Seaside  
City Clerk's Office

Application for Appointment  
to a City Board/Commission/Committee

City Clerk's Date Stamp

FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY

To serve on: Architecture / Multiple Board/Commission/Committee

Name: Bani Khalsa

Address: [REDACTED] SEASIDE CA

Occupation: STUDENT / HOMEMAKER / DESIGNER

Telephone: [REDACTED] Primary Email: [REDACTED] Alternate

Background/Education/Experience/Special Skills: Stevenson High School  
class of 98, MPC AA 2001, DESIGN CERTIFICATE  
2008, LANDSCAPE DESIGN

Are you willing to file Statements of Economic Interest (Form 700)? ☒ YES ☐ NO

Are you able to attend meetings during business hours? ☒ YES ☐ NO

(NOTE: Most Boards and Commissions meet **after 5:00 p.m.**)

Other information or comments: I WAS BORN AND RAISED IN THE AREA, HAVE  
LIVED IN SEASIDE FOR 18 YEARS. MY FATHER IS IN  
THE FIELD OF CONSTRUCTION, AS WELL AS MY HUSBAND AND  
MY MOTHER DRAWS PLANS. I AM CURRENTLY LOOKING TO FILL  
MY FREE TIME BY VOLUNTEERING FOR MY COMMUNITY.  
THANK YOU

I will accept the office in the event I am appointed.

Bani Khalsa  
Signature

1/28/2016  
Date

Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955

City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday

♦ Telephone (831) 899-6707 ♦ Fax (831) 899-6201





## City of Seaside

City Clerk's Office

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

City Clerk's Date Stamp

**FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY**

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 : \_\_\_\_\_

To serve on: \_\_\_\_\_

Board/Commission/  
Committee

Ethnic Origin (Please check one of the following):

☐ 1. White

☐ 4. Asian or Pacific Islander (including Asian Indian)

☐ 2. Black

☐ 5. American Indian or Alaskan Native

☐ 3. Hispanic

☐ 6. Filipino

Are you a registered voter in the City of Seaside?

☐ YES ☐ NO

*Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955*

*City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday*

*♦ Telephone (831) 899-6707 ♦ Fax (831) 899-6201*



# City of Seaside

City Clerk's Office

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

City Clerk's Office

JAN 13 2016

Received  
City Clerk's Date Stamp

FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY

|                                                                                          |                                                                                                                                  |                                              |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| To serve on:                                                                             | <u>Neighborhood Improvement</u>                                                                                                  | Board/Commission/Committee                   |
| Name:                                                                                    | <u>Kelly Soriano</u>                                                                                                             |                                              |
| Address:                                                                                 | <u>1711 [redacted] St, Seaside</u>                                                                                               |                                              |
| Occupation:                                                                              | <u>Stay at home mom</u>                                                                                                          |                                              |
| Telephone:                                                                               | <u>[redacted]</u> Primary                                                                                                        | Email: <u>[redacted]@gmail.com</u> Alternate |
| Background/Education/Experience/Special Skills:                                          | <u>I have a degree in International Relations and have a project to improve the city of Seaside called Club Social Familiar.</u> |                                              |
| Are you willing to file Statements of Economic Interest (Form 700)?                      | <input checked="" type="checkbox"/> YES                                                                                          | <input type="checkbox"/> NO                  |
| Are you able to attend meetings during business hours?                                   | <input type="checkbox"/> YES                                                                                                     | <input checked="" type="checkbox"/> NO       |
| (NOTE: Most Boards and Commissions meet <b>after 5:00 p.m.</b> )                         |                                                                                                                                  |                                              |
| Other information or comments:                                                           | <u>I am available after 5pm.</u>                                                                                                 |                                              |
| <hr/> <hr/> <hr/>                                                                        |                                                                                                                                  |                                              |
| I will accept the office in the event I am appointed.                                    |                                                                                                                                  |                                              |
| <u>Kelly Soriano</u><br>Signature                                                        |                                                                                                                                  | <u>12/31/2015</u><br>Date                    |
| Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955 |                                                                                                                                  |                                              |
| City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday                           |                                                                                                                                  |                                              |
| ♦ Telephone (831) 899-6707 ♦ Fax (831) 899-6201                                          |                                                                                                                                  |                                              |



City of Seaside  
City Clerk's Office

Application for Appointment  
to a City Board/Commission/Committee

City Clerk's Date Stamp

FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY

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 :

Kelly Soriano

To serve on:

Neighborhood Improvement

Board/Commission/  
Committee

Ethnic Origin (Please check one of the following):

☐ 1. White

☐ 4. Asian or Pacific Islander (including Asian Indian)

☐ 2. Black

☐ 5. American Indian or Alaskan Native

☒ 3. Hispanic

☐ 6. Filipino

Are you a registered voter in the City of Seaside?

☒ YES ☐ NO

Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955

City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday

◆ Telephone (831) 899-6707 ◆ Fax (831) 899-6201





# City of Seaside

City Clerk's Office

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

City Clerk's Date Stamp

FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY

To serve on: CITY OF SEASIDE PLANNING COMMISSION

Board/Commission/Committee

Name: MICHAEL A SPALLETTA

Address: [REDACTED] SEASIDE, CA 93955

Occupation: SALES/PURCHASING

Telephone: [REDACTED] Primary

Email: [REDACTED] Alternate

Background/Education/Experience/Special Skills : Education: High school and some college \* I have been with local business Mack Stove since 1987 full-time. \* I have been a commissioner with the Neighborhood Improvement Program Commission for approximately 12 years. Currently the Chair. \* I bring a very logical approach to problem solving with attention to details.

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

☒ YES ☐ NO

Are you able to attend meetings during business hours?

☒ YES ☐ NO

(NOTE: Most Boards and Commissions meet **after 5:00 p.m.**)

Other information or comments :

I will accept the office in the event I am appointed.

Michael A Spalletta  
Signature

FEBRUARY 1, 2016  
Date

Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955

City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday

♦ Telephone (831) 899-6707 ♦ Fax (831) 899-6201





City of Seaside  
City Clerk's Office

Application for Appointment  
to a City Board/Commission/Committee

City Clerk's Date Stamp

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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 : MICHAEL A SPALLETTA

To serve on: CITY OF SEASIDE PLANNING COMMISSION

Board/Commission/  
Committee

Ethnic Origin (Please check one of the following):

☐ 1. White

☐ 4. Asian or Pacific Islander (including Asian Indian)

☐ 2. Black

☐ 5. American Indian or Alaskan Native

☒ 3. Hispanic

☐ 6. Filipino

Are you a registered voter in the City of Seaside?

☒ YES ☐ NO

Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955

City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday

◆ Telephone (831) 899-6707 ◆ Fax (831) 899-6201



City of Seaside

City Clerk's Office

Application for Appointment  
to a City Board/Commission/Committee

City Clerk's Office

JAN 19 2016

Received

City Clerk's Date Stamp

FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY

To serve on: CDAC

Board/Commission/Committee

Name: Rebecca Pieken

Address: [REDACTED], Seaside, CA 93955

Occupation: Thesis Processor

Telephone: [REDACTED] 6 Primary

Email: [REDACTED] Alternate

Background/Education/Experience/Special Skills : college graduate, professional, former cook

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

☒ YES ☐ NO

Are you able to attend meetings during business hours?

☒ YES ☐ NO

(NOTE: Most Boards and Commissions meet **after 5:00 p.m.**)

Other information or comments :

I will accept the office in the event I am appointed.

Rebecca Pieken  
Signature

1/20/15

Date

Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955

City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday

♦ Telephone (831) 899-6707 ♦ Fax (831) 899-6201





## City of Seaside

City Clerk's Office

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

City Clerk's Date Stamp

**FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY**

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 : Rebecca Pieken

To serve on: CDAC

Board/Commission/  
Committee

Ethnic Origin (Please check one of the following):

☒ 1. White

☐ 4. Asian or Pacific Islander (including Asian Indian)

☐ 2. Black

☐ 5. American Indian or Alaskan Native

☐ 3. Hispanic

☐ 6. Filipino

Are you a registered voter in the City of Seaside?

☐ YES ☒ NO

*Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955*

*City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday*

*♦ Telephone (831) 899-6707 ♦ Fax (831) 899-6201*

Print Form

Page 2 of 2



# City of Seaside

City Clerk's Office

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

City Clerk's Date Stamp

FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY

To serve on: Community Development Advisory Committee Board/Commission/Committee

Name: Clementine Bonner Klein

Address: [REDACTED] Seaside CA 93955

Occupation: Sr. Asst. City Clerk, City of Monterey

Telephone: [REDACTED] 5 Primary Email: [REDACTED] in. [REDACTED]

Background/Education/Experience/Special Skills: • Certified Municipal Clerk, Int'l. Institute of Municipal Clerks  
• B.A. in English, Minor in Film Studies from Smith College, Northampton, MA  
• Dedicated public servant and longtime Peninsula resident

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

☒ YES ☐ NO

Are you able to attend meetings during business hours?

☒ YES ☐ NO

(NOTE: Most Boards and Commissions meet **after 5:00 p.m.**)

with notice

Other information or comments: It would be an honor to serve my  
community if selected for a seat on the Community  
Development Advisory Committee. Thank you for the opportunity  
to apply!

I will accept the office in the event I am appointed.

CB Klein  
Signature

2/7/2016  
Date

Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955

City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday

♦ Telephone (831) 899-6707 ♦ Fax (831) 899-6201



## City of Seaside

City Clerk's Office

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

City Clerk's Date Stamp

FORM IS FILLABLE ONLINE - IF FILLING BY HAND, PLEASE PRINT CLEARLY

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: Clementine Bonner Klein

To serve on: Community Development Advisory Committee Board/Commission/  
Committee

Ethnic Origin (Please check one of the following):

☒ 1. White

☐ 4. Asian or Pacific Islander (including Asian Indian)

☐ 2. Black

☐ 5. American Indian or Alaskan Native

☐ 3. Hispanic

☐ 6. Filipino

Are you a registered voter in the City of Seaside?

☒ YES ☐ NO

Please return Application to: Seaside City Clerk, 440 Harcourt Avenue, Seaside, CA 93955

City Clerk Office Hours: 8:00 am to 5:00 pm Monday thru Friday

♦ Telephone (831) 899-6707 ♦ Fax (831) 899-6201



**CITY OF SEASIDE  
STAFF REPORT**

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

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Diana Ingersoll, Deputy City Manager Resource Management Services  
Tim O'Halloran, City Engineer/Public Works Services Manager

**DATE:** February 18, 2016

**SUBJECT: CONSIDER APPROVAL OF THE LIST OF COMPANIES TO  
PROVIDE ON-CALL SURVEYING SERVICES.**

---

**PURPOSE**

The purpose of this item is for the City Council to consider approval of a short list of companies to provide on-call surveying services.

**RECOMMENDATION**

It is recommended that the City Council adopt the attached resolution approving the on-call companies for surveying services.

**BACKGROUND**

The State of California's Subdivision Map Act requires that all survey maps, final maps for land division, and associated documents be prepared or reviewed and approved by a Licensed Land Surveyor. Prior to January 1, 1982 registered Civil Engineers were allowed to review and approve maps as required by the Map Act. An exemption is allowed for licensed civil engineers who earned their licenses prior to January 1, 1982 to continue to review and approve maps. The city does not currently have a licensed land surveyor on staff. The current licensed civil engineers employed by the city all received their license after January 1, 1982.

Having approved consultants available will help expedite the design process for various small projects by providing surveying design support for the Planning, Building and Engineering Divisions as required. Having multiple firms approved avoids the potential conflict of interests of one firm potentially representing a private client within the City of Seaside. Should the City Council authorize approval, the on-call list will be in effect for 3 years, with the option of two one year extensions.

**Request for Qualifications Process**

On November 30, 2015, staff released a Request for Qualifications (RFQ) for City Surveyor Services. The RFQ clearly stated the city would select up to three firms to provide surveying services. On a case by case basis, the selected Consultants would act as an extension of City staff providing surveying services, including review and approval of maps required by the Map Act.

The RFQ was electronically sent to several local engineering and surveying firms and was posted on the City of Seaside website. On December 18, 2015, the City received three submittals in response to the City's RFQ. A list of the firms that submitted proposals is provided below (list in alphabetical order). Using the selection criteria outlined in the RFQ, staff reviewed and rated the proposals.

1. Michael Baker International Inc.
2. Monterey Bay Engineers, Inc.
3. Whitson Engineers, Inc.

Based upon their excellent qualifications, staff recommends all three firms be approved to provide on-call city surveying services. Monterey Bay Engineers Inc. and Whitson Engineers Inc. were previously selected to provide on-call surveying services and have demonstrated an ability to respond quickly to City requests, and as having a strong understanding of the City of Seaside, the former Fort Ord and the Monterey Peninsula as a whole. As a large organization, Michael Baker International Inc. provides a wealth of experience and expanded resources.

#### **ENVIRONMENTAL DETERMINATION**

The environmental determination process will be completed as required on a project-by-project basis.

#### **FISCAL IMPACT**

The approval of this resolution will have no immediate impact on the general fund. The amount of work requested for the consultants during the approval period cannot be well defined at the outset. The consultants will work on an on-call basis as defined by the City. All work orders will have a defined scope, schedule, and fee arrangement that will be negotiated on a project by project basis. As applicable, costs associated with private development will be covered under currently adopted fee schedules for map review and approval services.

#### **ATTACHMENTS**

1. Resolution Approving List of Surveying Firms
- 

Reviewed for Submission to the  
City Council by:

**Meeting Date: February 18, 2016**



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Craig Malin, City Manager



**RESOLUTION NO. 16-**

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

**APPROVING MONTEREY BAY ENGINEERS, INC., WHITSON ENGINEERS, INC., AND MICHAEL BAKER INTERNATIONAL INC. TO PROVIDE ON-CALL SURVEYING SERVICES**

**WHEREAS**, The State of California Subdivision Map Act requires that all survey maps, final maps for land division and any associated document be prepared or reviewed and approved by a Licensed Land Surveyor; and

**WHEREAS**, the City of Seaside does not have a Licensed Land Surveyor on staff; and

**WHEREAS**, the City solicited proposals for surveyor services from local firms;

**WHEREAS**, based on competitive proposals submitted on December 18, 2015 by firms that have performed similar work, Monterey Bay Engineers, Inc., Whitson Engineers, Inc., and Michael Baker International Inc. were selected as the most qualified to perform these services based on professional qualifications, similar experience and sufficient staffing capabilities to provide services in a timely manner.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Seaside City Council hereby approves Monterey Bay Engineers, Inc., Whitson Engineers, and Michael Baker International Inc. to provide surveyor services. Approval is good for three years and may be extended at the City Manager's recommendation in one year increments through February 4, 2021.

Selected consultants will work on an on-call basis as defined by the City. Work orders will have a defined scope, schedule and fee arrangement that will be negotiated on a project by project basis.

**PASSED AND ADOPTED** at a regular meeting of the Seaside City Council held on the 4<sup>th</sup> of February, 2016, by the following vote:

|          |                  |
|----------|------------------|
| AYES:    | COUNCIL MEMBERS: |
| NOES:    | COUNCIL MEMBERS: |
| ABSENT:  | COUNCIL MEMBERS: |
| ABSTAIN: | COUNCIL MEMBERS: |

\_\_\_\_\_  
Ralph Rubio, Mayor

ATTEST:

\_\_\_\_\_  
Lesley Milton-Rerig, City Clerk



**CITY OF SEASIDE  
STAFF REPORT**

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

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

**FROM:** Craig Malin, Executive Director

**BY:** Daphne Hodgson, Deputy City Manager Administrative Services  
Krista Oberholtzer, Accounting

**DATE:** February 18, 2016

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

---

**PURPOSE**

It is requested that the Successor Agency Board approve and file the accounts payable and wired payments made during the period of January 12, 2016 through February 8, 2016. In addition, approval of the payroll and benefits checks, direct deposits and wired payments related to the periods of January 21 and February 4, 2016 is requested. Total Accounts Payable and Payroll for the above referenced period is \$177,951.75.

**RECOMMENDATION**

It is recommended that the Successor Agency Board approve and file the attached checks.

**BACKGROUND**

In accordance with Government Code Section 37208, at each Agency meeting the Board 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, I hereby certify that the above referenced (and attached) list of checks conforms to the approved budget and has been paid. These checks are hereby submitted to the Agency Board for inspection and confirmation.

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

- \$168,331.25 to U.S. Bank for the 2014 Bonds semi-annual debt service payment.

The remaining checks, totaling \$9,620.50, including payments to vendors for operating

expenditures. The full report is available here: <http://www.ci.seaside.ca.us/index.aspx?page=366>

**FISCAL IMPACT**

The listed checks have been budgeted and paid from the various funds, as appropriate.

**ATTACHMENTS**

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Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager



**CITY OF SEASIDE  
STAFF REPORT**

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

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

**FROM:** Craig Malin, City Manager

**BY:** Daphne Hodgson, Deputy City Manager Administrative Services  
Rajnesh Narayan, Finance

**DATE:** February 18, 2016

**SUBJECT:** **ACCEPT AND FILE THE CASH AND INVESTMENT REPORT FOR  
SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF  
THE CITY OF SEASIDE THE QUARTER ENDED DECEMBER 31,  
2015.**

---

**PURPOSE**

Accept and file the Successor Agency of the Redevelopment Agency of the City of Seaside Cash and Investment Report for the quarter ended December 31, 2015.

**RECOMMENDATION**

Accept and file report.

**BACKGROUND**

Section 53646 of the California State Government Code requires the fiscal officer to prepare a quarterly report detailing the Agency's cash and investments. The Successor Agency of the Redevelopment Agency of City of Seaside Investment Policy requires a quarterly report also.

**FISCAL IMPACT**

**ATTACHMENTS**

1. EXHIBIT A - SUCCESSOR AGENCY SUMMARY OF POOLED CASH AND INVESTMENTS AS OF DECEMBER 31, 2015

2. EXHIBIT B - SUCCESSOR AGENCY CASH AND INVESTMENT -DETAIL AS OF DECEMBER 31,2015
  3. EXHIBIT C - SUCCESSOR AGENCY CASH AND INVESTMENT ACTIVITY REPORT AS OF OCTOBER 1,2015 THROUGH DECEMBER 31, 2015
  4. LAIF PROGRAM DESCRIPTION
  5. LAIF AVERAGE MONTHLY EFFECTIVE YIELDS
  6. LAIF INTEREST RATE
- 

Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager

**SUCCESSOR AGENCY OF THE  
REDEVELOPMENT AGENCY OF THE CITY OF SEASIDE  
SUMMARY OF POOLED CASH AND INVESTMENTS  
AS OF DECEMBER 31, 2015**

| <u>DESCRIPTION</u>                              | <u>INSTITUTION</u> | <u>VALUATION</u> | <u>AMOUNT</u>                  |
|-------------------------------------------------|--------------------|------------------|--------------------------------|
| LAIF - City Funds                               | State Treasurer    | Market           | \$ 6,697,260.34                |
| LAIF - Successor Agency Funds                   | State Treasurer    | Market           | \$ 141,046.18                  |
| LAIF - RDA 2003- Bond Capital Project           | State Treasurer    | Market           | \$ 932,107.67                  |
| General Checking                                | Rabobank           | Market           | \$ 477,708.32                  |
| AFLAC Checking                                  | Rabobank           | Market           | \$ 32,809.99                   |
| Money Market                                    | Rabobank           | Market           | \$ 6,996,425.67                |
| York Tail Claims                                | Bank of America    | Market           | \$ 40,532.90                   |
| Bond 2014 Reserve account                       | US Bank            | Market           | \$ 5.29                        |
| Bond 2006 Reserve & Installment accounts        | US Bank            | Market           | \$ 468,089.36                  |
| Pension Obligation Bond Program Reserve account | Wells Fargo Bank   | Market           | \$ 482,036.11                  |
|                                                 | <b>Total</b>       |                  | <b><u>\$ 16,268,021.83</u></b> |

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

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

Respectfully submitted,

---

Craig Malin  
City Manager

**Successor Agency of the Redevelopment Agency of the City of Seaside  
Cash and Investment Report - Detail  
December 31, 2015**

Exhibit B

|                                                 |                          | Yield | Book<br>Value        | % of<br>Total  | Market<br>Value      |
|-------------------------------------------------|--------------------------|-------|----------------------|----------------|----------------------|
| <b><u>Investments</u></b>                       |                          |       |                      |                |                      |
| State Treasurer LAIF                            | - City                   | 0.24% | 6,667,260.34         | 41.06%         | 6,667,260.34         |
|                                                 | - Successor Agency Funds | 0.24% | 141,046.18           | 0.87%          | 141,046.18           |
|                                                 | -RDA 2003 Bonds          | 0.24% | 932,107.67           | 5.74%          | 932,107.67           |
| <b><u>Checking Account</u></b>                  |                          |       |                      |                |                      |
| Rabobank - General Checking                     |                          | 0.00% | 477,708.32           | 2.94%          | 477,708.32           |
| Rabobank - AFLAC Checking                       |                          | 0.00% | 32,809.99            | 0.20%          | 32,809.99            |
| Rabobank - Money Market                         |                          | 0.36% | 6,996,425.67         | 43.09%         | 6,996,425.67         |
| Bank of America-York Checking                   |                          | 0.00% | 40,532.90            | 0.25%          | 40,532.90            |
| Installment Payment, Reserve                    |                          | 0.00% | 5.29                 | 0.00%          | 5.29                 |
| <b><u>US Bank - Golf Course 2006 Bonds</u></b>  |                          |       |                      |                |                      |
| Installment Payment, Reserve                    |                          | 0.03% | 468,089.36           | 2.88%          | 468,089.36           |
| <b><u>Wells Fargo Bank</u></b>                  |                          |       |                      |                |                      |
| Pension Obligation Bond Program Reserve Account |                          | 0.00% | 482,036.11           | 2.97%          | 482,036.11           |
| <b>Total Cash and Investments</b>               |                          |       | <b>16,238,021.83</b> | <b>100.00%</b> | <b>16,238,021.83</b> |

SUCCESSOR AGENCY OF THE REDEVELOPMENT AGENCY OF THE CITY OF SEASIDE  
CASH AND INVESTMENT ACTIVITY  
OCTOBER 1, 2015  
THROUGH  
DECEMBER 31, 2015

Exhibit C

| <u>INSTITUTION</u>                                 | <u>ACCOUNT<br/>STATUS</u> | <u>BEGINNING<br/>BALANCE</u> | <u>DEPOSITED</u>     | <u>EXPENDED or<br/>TRANSFERRED</u> | <u>INTEREST<br/>EARNED</u> | <u>ENDING<br/>BALANCE</u> |
|----------------------------------------------------|---------------------------|------------------------------|----------------------|------------------------------------|----------------------------|---------------------------|
| LAIF - City                                        | OPEN                      | \$ 7,690,667.19              | -                    | 1,000,000.00                       | 6,593.15                   | \$ 6,697,260.34           |
| LAIF - Successor Agency                            | OPEN                      | \$ 53,637.87                 | 85,786.24            | -                                  | 1,622.07                   | \$ 141,046.18             |
| LAIF - Redevelopment 2003 Bonds                    | OPEN                      | \$ 1,016,563.56              | -                    | 85,786.24                          | 1,330.35                   | \$ 932,107.67             |
| <b>CHECKING ACCOUNT</b>                            |                           |                              |                      |                                    |                            |                           |
| Rabobank - General Checking                        | OPEN                      | \$ 758,516.40                | 14,987,232.34        | 15,268,040.42                      | -                          | \$ 477,708.32             |
| Rabobank - AFLAC Checking                          | OPEN                      | \$ 32,858.37                 | 10,200.60            | 10,248.98                          | -                          | \$ 32,809.99              |
| Rabobank, Money Market                             | OPEN                      | \$ 1,475,727.19              | 7,400,000.00         | 1,880,000.00                       | 698.48                     | \$ 6,996,425.67           |
| York Tail Claims                                   | OPEN                      | \$ 37,330.10                 | 20,263.29            | 17,060.49                          | -                          | \$ 40,532.90              |
| <b>BOND RESERVE ACCOUNT - HELD BY TRUSTEES</b>     |                           |                              |                      |                                    |                            |                           |
| Bond 2014 Accounts - Reserve, Interest             | OPEN                      | \$ 5.29                      | -                    | -                                  | -                          | \$ 5.29                   |
| Bond 2006 Accounts - Reserve, Installment          | OPEN                      | \$ 339,582.83                | 128,487.84           | -                                  | 18.69                      | \$ 468,089.36             |
| Wells F Pension Obligation Bond Prog-Reserve Acct. | OPEN                      | \$ 628,991.99                | -                    | 146,971.55                         | 15.67                      | \$ 482,036.11             |
|                                                    |                           | <b>\$ 12,033,880.79</b>      | <b>22,631,970.31</b> | <b>18,408,107.68</b>               | <b>10,278.41</b>           | <b>\$ 16,268,021.83</b>   |





California State Treasurer  
**John Chiang**



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**LOCAL AGENCY INVESTMENT FUND**

## Program Description

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

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. This in-house management team is comprised of civil servants who have each worked for the State Treasurer's Office for an average of 20 years.

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

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

The term of each appointment is two years or at the pleasure of the appointing authority.

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

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

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

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

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

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,470 participants and \$21.3 billion at the end of January 2016.

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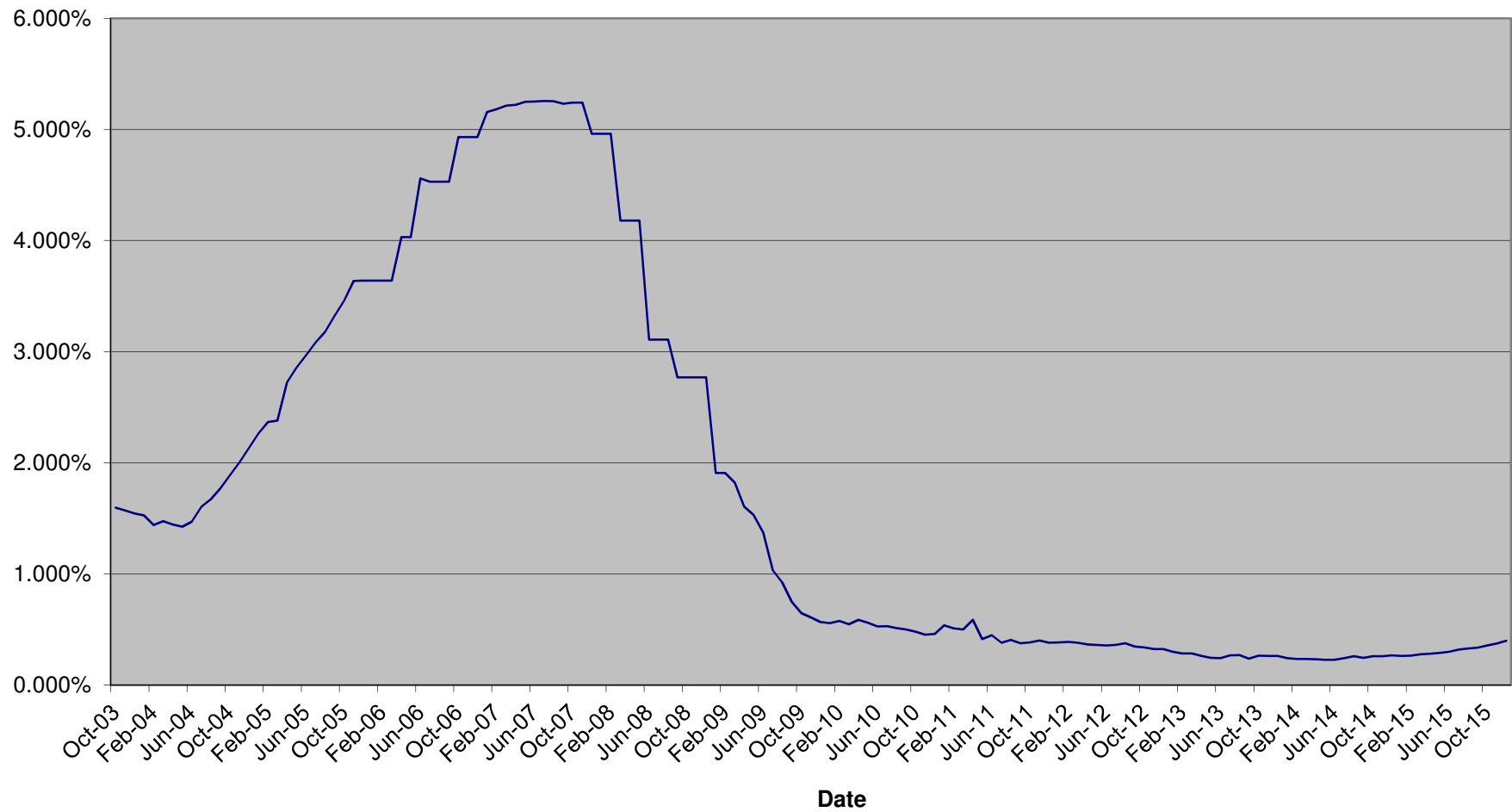
**POOLED MONEY INVESTMENT ACCOUNT**

## PMIA Average Monthly Effective Yields

|      | Jan    | Feb    | Mar    | Apr    | May    | Jun    | Jul    | Aug    | Sep    | Oct    | Nov    | Dec    |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1977 | 5.770  | 5.660  | 5.660  | 5.650  | 5.760  | 5.850  | 5.930  | 6.050  | 6.090  | 6.090  | 6.610  | 6.730  |
| 1978 | 6.920  | 7.050  | 7.140  | 7.270  | 7.386  | 7.569  | 7.652  | 7.821  | 7.871  | 8.110  | 8.286  | 8.769  |
| 1979 | 8.777  | 8.904  | 8.820  | 9.082  | 9.046  | 9.224  | 9.202  | 9.528  | 9.259  | 9.814  | 10.223 | 10.218 |
| 1980 | 10.980 | 11.251 | 11.490 | 11.480 | 12.017 | 11.798 | 10.206 | 9.870  | 9.945  | 10.056 | 10.426 | 10.961 |
| 1981 | 10.987 | 11.686 | 11.130 | 11.475 | 12.179 | 11.442 | 12.346 | 12.844 | 12.059 | 12.397 | 11.887 | 11.484 |
| 1982 | 11.683 | 12.044 | 11.835 | 11.773 | 12.270 | 11.994 | 12.235 | 11.909 | 11.151 | 11.111 | 10.704 | 10.401 |
| 1983 | 10.251 | 9.887  | 9.688  | 9.868  | 9.527  | 9.600  | 9.879  | 10.076 | 10.202 | 10.182 | 10.164 | 10.227 |
| 1984 | 10.312 | 10.280 | 10.382 | 10.594 | 10.843 | 11.119 | 11.355 | 11.557 | 11.597 | 11.681 | 11.474 | 11.024 |
| 1985 | 10.579 | 10.289 | 10.118 | 10.025 | 10.180 | 9.743  | 9.656  | 9.417  | 9.572  | 9.482  | 9.488  | 9.371  |
| 1986 | 9.252  | 9.090  | 8.958  | 8.621  | 8.369  | 8.225  | 8.141  | 7.844  | 7.512  | 7.586  | 7.432  | 7.439  |
| 1987 | 7.365  | 7.157  | 7.205  | 7.044  | 7.294  | 7.289  | 7.464  | 7.562  | 7.712  | 7.825  | 8.121  | 8.071  |
| 1988 | 8.078  | 8.050  | 7.945  | 7.940  | 7.815  | 7.929  | 8.089  | 8.245  | 8.341  | 8.397  | 8.467  | 8.563  |
| 1989 | 8.698  | 8.770  | 8.870  | 8.992  | 9.227  | 9.204  | 9.056  | 8.833  | 8.801  | 8.771  | 8.685  | 8.645  |
| 1990 | 8.571  | 8.538  | 8.506  | 8.497  | 8.531  | 8.538  | 8.517  | 8.382  | 8.333  | 8.321  | 8.269  | 8.279  |
| 1991 | 8.164  | 8.002  | 7.775  | 7.666  | 7.374  | 7.169  | 7.098  | 7.072  | 6.859  | 6.719  | 6.591  | 6.318  |
| 1992 | 6.122  | 5.863  | 5.680  | 5.692  | 5.379  | 5.323  | 5.235  | 4.958  | 4.760  | 4.730  | 4.659  | 4.647  |
| 1993 | 4.678  | 4.649  | 4.624  | 4.605  | 4.427  | 4.554  | 4.438  | 4.472  | 4.430  | 4.380  | 4.365  | 4.384  |
| 1994 | 4.359  | 4.176  | 4.248  | 4.333  | 4.434  | 4.623  | 4.823  | 4.989  | 5.106  | 5.243  | 5.380  | 5.528  |
| 1995 | 5.612  | 5.779  | 5.934  | 5.960  | 6.008  | 5.997  | 5.972  | 5.910  | 5.832  | 5.784  | 5.805  | 5.748  |
| 1996 | 5.698  | 5.643  | 5.557  | 5.538  | 5.502  | 5.548  | 5.587  | 5.566  | 5.601  | 5.601  | 5.599  | 5.574  |
| 1997 | 5.583  | 5.575  | 5.580  | 5.612  | 5.634  | 5.667  | 5.679  | 5.690  | 5.707  | 5.705  | 5.715  | 5.744  |
| 1998 | 5.742  | 5.720  | 5.680  | 5.672  | 5.673  | 5.671  | 5.652  | 5.652  | 5.639  | 5.557  | 5.492  | 5.374  |
| 1999 | 5.265  | 5.210  | 5.136  | 5.119  | 5.086  | 5.095  | 5.178  | 5.225  | 5.274  | 5.391  | 5.484  | 5.639  |
| 2000 | 5.760  | 5.824  | 5.851  | 6.014  | 6.190  | 6.349  | 6.443  | 6.505  | 6.502  | 6.517  | 6.538  | 6.535  |
| 2001 | 6.372  | 6.169  | 5.976  | 5.760  | 5.328  | 4.958  | 4.635  | 4.502  | 4.288  | 3.785  | 3.526  | 3.261  |
| 2002 | 3.068  | 2.967  | 2.861  | 2.845  | 2.740  | 2.687  | 2.714  | 2.594  | 2.604  | 2.487  | 2.301  | 2.201  |
| 2003 | 2.103  | 1.945  | 1.904  | 1.858  | 1.769  | 1.697  | 1.653  | 1.632  | 1.635  | 1.596  | 1.572  | 1.545  |
| 2004 | 1.528  | 1.440  | 1.474  | 1.445  | 1.426  | 1.469  | 1.604  | 1.672  | 1.771  | 1.890  | 2.003  | 2.134  |
| 2005 | 2.264  | 2.368  | 2.542  | 2.724  | 2.856  | 2.967  | 3.083  | 3.179  | 3.324  | 3.458  | 3.636  | 3.808  |
| 2006 | 3.955  | 4.043  | 4.142  | 4.305  | 4.563  | 4.700  | 4.849  | 4.946  | 5.023  | 5.098  | 5.125  | 5.129  |
| 2007 | 5.156  | 5.181  | 5.214  | 5.222  | 5.248  | 5.250  | 5.255  | 5.253  | 5.231  | 5.137  | 4.962  | 4.801  |
| 2008 | 4.620  | 4.161  | 3.777  | 3.400  | 3.072  | 2.894  | 2.787  | 2.779  | 2.774  | 2.709  | 2.568  | 2.353  |
| 2009 | 2.046  | 1.869  | 1.822  | 1.607  | 1.530  | 1.377  | 1.035  | 0.925  | 0.750  | 0.646  | 0.611  | 0.569  |
| 2010 | 0.558  | 0.577  | 0.547  | 0.588  | 0.560  | 0.528  | 0.531  | 0.513  | 0.500  | 0.480  | 0.454  | 0.462  |
| 2011 | 0.538  | 0.512  | 0.500  | 0.588  | 0.413  | 0.448  | 0.381  | 0.408  | 0.378  | 0.385  | 0.401  | 0.382  |
| 2012 | 0.385  | 0.389  | 0.383  | 0.367  | 0.363  | 0.358  | 0.363  | 0.377  | 0.348  | 0.340  | 0.324  | 0.326  |
| 2013 | 0.300  | 0.286  | 0.285  | 0.264  | 0.245  | 0.244  | 0.267  | 0.271  | 0.257  | 0.266  | 0.263  | 0.264  |
| 2014 | 0.244  | 0.236  | 0.236  | 0.233  | 0.228  | 0.228  | 0.244  | 0.260  | 0.246  | 0.261  | 0.261  | 0.267  |
| 2015 | 0.262  | 0.266  | 0.278  | 0.283  | 0.290  | 0.299  | 0.320  | 0.330  | 0.337  | 0.357  | 0.374  | 0.400  |
| 2016 | 0.446  |        |        |        |        |        |        |        |        |        |        |        |

## HISTORICAL LAIF INTEREST RATES

Interest Rate





**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 11.A.**

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Daphne Hodgson, Deputy City Manager Administrative Services

**DATE:** February 18, 2016

**SUBJECT: RECEIVE THE 2015-2016 MID-YEAR BUDGET REPORT, ACCEPT AND FILE THE REPORT, PROVIDE DIRECTION TO STAFF AND CONSIDER ADOPTION OF A RESOLUTION APPROVING THE PROPOSED 2015-2016 MID-YEAR BUDGET ADJUSTMENTS**

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**PURPOSE**

The purpose of this item is to provide the City Council the opportunity to receive the report on the 2015-2016 Mid-Year Budget, accept and file the Report, provide direction to staff as desired and consider adoption of a resolution approving the proposed 2015-2016 Mid-Year Budget adjustments.

**RECOMMENDATION**

It is recommended that the City Council accept and file the 2015-2016 Mid-Year Budget Report, provide direction to staff as desired and adopt the attached resolution approving the proposed 2015-2016 budget adjustments.

**BACKGROUND**

Each year the City staff prepares a proposed budget, in May the City Council conducts a series of budget study sessions, and after two public hearings at the June City Council meetings, the City Council approves the City budget for the forthcoming fiscal year.

The City of Seaside's 2015-2016 Budget was adopted by the City Council on June 18, 2015. The 2015-2016 Budget is based on the City Council's direction to focus the City's limited resources on the City's Vision Statement through the accomplishment of the current three-year strategic goals.

The City Council held two strategic planning sessions during the 2014-2015 fiscal year prior to 2015-2016 budget preparation and adoption. The City Council's engagement in strategic

planning provides the process to identify opportunities to strengthen the City's short-term and long-term financial positions, consider the fiscal constraints that impact the City, and take steps to reduce ongoing costs. In recognition of the need to focus on the City's priority services and invest resources in areas that will help advance long-term economic development, the City Council established the following goals for 2014-2017:

- *Provide an increasingly safe community*
- *Create vibrant, sustainable economic development*
- *Provide leadership to obtain a sufficient water supply for desired development and quality of life*
- *Develop and implement a Quality Infrastructure Improvement Program*
- *Achieve and sustain fiscal health and wellness*
- The 2015-2016 Adopted Budget demonstrates the City's continued commitment to maintain service levels in the important areas of public safety, recreation, youth and senior services, street maintenance and park improvements for the residents and businesses of the City of Seaside. Consistent with the City's mission and vision, the Adopted Budget reflects the City Council's direction to continue to pursue economic development that will strengthen the City's future fiscal position.

#### **GENERAL FUND OVERVIEW**

The General Fund Budget for Fiscal Year 2015-2016 was balanced at adoption, though, in order to do so, we had to use some one-time funding and reserve funds, as follows:

| <i>2015-2016 General Fund Adopted Budget<br/>As of July 1, 2015</i> |                |
|---------------------------------------------------------------------|----------------|
| Estimated Revenues                                                  | \$ 25,749,915  |
| One-time Funding                                                    | \$ 800,000     |
| Emergency Reserves                                                  | \$ 407,000     |
| Other Reserves                                                      | \$ 47,453      |
| Total Budgeted Funding Sources                                      | \$ 27,004,368  |
| Budgeted Expenditures                                               | (\$27,004,368) |
|                                                                     |                |
| Net Operating Surplus/(Deficit)                                     | \$ 0           |

The December 31, 2015, 2015-2016 Fiscal Year Adjusted Budget reflects City Council approved adjustments to date, which include \$101,600 for Performance Improvement Plan projects, \$35,000 for the Veteran's Transition Center and \$50,000 for the Patullo Swim Center Drain Project.

The December 31, 2015 Adjusted Budget also includes the 2014-2015 carryovers approved by the City Council on November 5, 2015.

| <i>2015-2016 General Fund Adjusted Budget<br/>As of December 31, 2015</i> |
|---------------------------------------------------------------------------|
|---------------------------------------------------------------------------|

|                                 |                |
|---------------------------------|----------------|
| Estimated Revenues              | \$ 26,177,823  |
| One-time Funding                | \$ 800,000     |
| Emergency Reserves              | \$ 407,000     |
| Other Reserves                  | \$ 47,453      |
| Total Funding Sources           | \$ 27,432,276  |
| Budgeted Expenditures           | (\$27,964,229) |
| Net Operating Surplus/(Deficit) | (\$ 531,953)   |

At the February 4, 2016 City Council meeting the City Council reviewed and approved the Annual Audited Financial Statements. During the 2014-2015 fiscal year the General Fund had an operating surplus of \$625,047.

### **MID-YEAR ANALYSIS**

To best ensure that the City is on track with the currently adopted budget, and to review the City's current revenue situation, the City Council conducts a mid-year budget review. The purpose of the mid-year budget review is to present the latest information that we have available to the City Council, to enable the Council to make budget adjustments dictated by changed circumstances and in the best interests of the community.

The annual mid-year review is the formal half-year report to the City Council on the status of the Budget. It involves a review of the revenue estimates used to develop the Adopted 2015-2016 Budget, comparing the estimated revenue to actual revenues received. In addition, the mid-year review considers actual expenditures to date and additional unanticipated expenditures that have arisen since the budget was adopted.

### **Revenues:**

The key revenue sources to the City's General Fund are Sales Tax, Property Tax, Transaction Tax, Transient Occupancy Tax (TOT), and Utility User Tax (UUT). These five revenues account for 81%, approximately \$21 million, of the General Fund revenues of \$26 million.

The largest revenue source in the General Fund is the **Sales tax** which is derived from the 1% sales tax applied to all taxable sales in the City. The majority, approximately 54%, of taxable goods sold in Seaside is motor vehicles and other auto related businesses. Auto sales and the related sales tax collections continue to be strong. The 2015-2016 estimate of sales tax was \$6,500,000. This estimate needs to be adjusted upward for improved collections and for the final true-up of the "triple flip." The final "triple flip" true-up is \$520,000, a one-time revenue increase. In addition, the increase in sales tax collections should increase the estimate by approximately \$350,000.

**Transactions tax** is 1% transactions tax applied to taxable goods sold within the City. (Auto sales are handled differently under the transactions tax rules.) The transactions tax estimate was \$3,800,000 for 2015-2016. Transaction taxes are coming in as estimated and do not require an adjustment at this time.

**Property tax revenues** are also a significant source of revenue to the City of Seaside. There is no adjustment needed to property tax; estimates appear to be reasonable.

The estimate for Vehicle License Fee In-Lieu is \$2,850,000. This estimate is proposed to be increased by \$145,000 based on the mid-year analysis.

Another key General Fund revenue is the **Transient Occupancy Tax (TOT)**, which is a 12% tax applied to all hotel/motel room rentals in the City. This revenue is subject to the fluctuations of the economy. The 2015-2016 TOT estimate is \$2.8 million. The review of collections to-date suggests a proposed increase of \$200,000.

The **Utility User Tax (UUT)**, a 6% tax on Electric, Gas, Telephone, Water and Cable bills, is another important General Fund revenue. The UUT is one of the City's more stable revenues; it does not fluctuate dramatically from year-to-year. The UUT collections are essential to maintaining City service levels. The budgeted estimate for the 2015-2016 fiscal year is \$2.419 million. This appears to be high and a decrease of \$90,000 is proposed.

Other important General Fund revenues, such as fees for development applications and new construction were reviewed. All accounts appear to be trending as estimated; no adjustments are proposed.

Contract reimbursements for Police have been decreased due to the termination of the contract with Pacific Grove. Fire contract services are proposed to be increased by \$48,500. The Fire Department Strike Team participated in more wildland fire responses this year and the related revenue exceeded the estimates. However, this additional revenue is offset by increased costs of the Strike Team.

In N Out Burger land sales provided the General Fund with \$317,796 of one-time revenue.

**Summary of General Fund operating revenue increases/(decreases):**

|                                                              |                          |
|--------------------------------------------------------------|--------------------------|
| Sales tax adjustment                                         | \$ 350,000               |
| Vehicle License Fee In-Lieu adjustment                       | \$ 145,000               |
| Transient Occupancy tax adjustment                           | \$ 200,000               |
| Utility User Tax adjustment                                  | \$ (90,000)              |
| POST Reimbursement adjustment                                | \$ 5,000                 |
| Pacific Grove Contract adjustment (offset by salary savings) | \$ (74,500)              |
| Fireworks adjustment                                         | \$ 6,000                 |
| Fire Strike Team adjustment                                  | \$ 48,500                |
| <b>Total General Fund operating revenue increases</b>        | <b><u>\$ 590,000</u></b> |

**General Fund One-time revenue increases :**

|             |                   |
|-------------|-------------------|
| Triple Flip | \$ 520,000        |
| Land Sales  | <u>\$ 317,796</u> |

**Total General Fund one-time revenue increases** **\$ 837,796**

**Expenditures:**

The 2015-2016 Adjusted Budget reflects matching funds for Police, Fire and Resource Management grants, the adopted Memorandums of Understanding with all the labor groups, and the increased staffing for the Police Department.

As of December 31, 2015, there are several items that were not anticipated at Budget adoption that need to be included or increased in the 2015-2016 Budget at this time. Below is a summary of the expenditure increases and decreases by department and by expenditure type. The most significant changes in General Fund operating expenditures are due to legal expenses, largely related to the Sand City matter, and a reduction in the General Fund transfer to the Street Fund. The savings in salaries and benefits is largely due to vacant positions that will be budgeted for and filled in the 2016-2017 and 2017-2018 budget cycle.

**EXPENDITURE CHANGES SUMMARY**

| <b>Expenditure Changes by Department</b>               | <b>Increase (Decrease)</b> | <b>Explanation</b>                    |
|--------------------------------------------------------|----------------------------|---------------------------------------|
| City Manager                                           | <b>11,700</b>              | Share of County-wide 911 study        |
| City Manager                                           | <b>12,000</b>              | Moving expenses                       |
| City Attorney                                          | <b>150,000</b>             | Legal expenses                        |
| Finance                                                | <b>(21,780)</b>            | Salaries & benefits savings           |
| Risk Management                                        | <b>32,100</b>              | ADA Transition Plan update            |
| Police – Chief’s salary                                | <b>(19,750)</b>            | Termination of Pacific Grove contract |
| Police                                                 | <b>(250,000)</b>           | Salaries & benefits savings           |
| Police                                                 | <b>185,000</b>             | Patrol Overtime                       |
| Police                                                 | <b>14,000</b>              | Training and education                |
| Police                                                 | <b>14,000</b>              | Computer programming                  |
| Police                                                 | <b>(28,000)</b>            | County communications                 |
| Fire                                                   | <b>13,770</b>              | Salaries & benefits                   |
| Fire (offset by reimbursements)                        | <b>48,500</b>              | Strike Team expenditures              |
| Resource Management – Planning & Community Development | <b>(28,900)</b>            | Salaries & benefits savings           |
| Resource Management – Public Works                     | <b>(78,000)</b>            | Salaries & benefits savings           |
| Resource Management                                    | <b>(95,350)</b>            | Reduce transfer to Street Fund        |
|                                                        |                            |                                       |
| <b>TOTALS</b>                                          | <b>(40,710)</b>            |                                       |

|                                                                                              |               |
|----------------------------------------------------------------------------------------------|---------------|
| <p><i>2015-2016 General Fund Adjusted Budget<br/>After Mid-year Proposed Adjustments</i></p> |               |
| Estimated Operating Revenues                                                                 | \$ 26,767,823 |



|                                 |                |
|---------------------------------|----------------|
| One-time Funding                | \$ 800,000     |
| Emergency Reserve               | \$ 407,000     |
| Other Reserve                   | \$ 47,453      |
| Total Funding Sources           | \$ 28,022,276  |
| Budgeted Expenditures           | (\$27,923,519) |
| Net Operating Surplus/(Deficit) | \$ 98,757      |

### **RESERVES**

In accordance with Section 3.12 of the City of Seaside Municipal Code, the minimum General Fund reserves are to be as follows:

|                                        |     |             |
|----------------------------------------|-----|-------------|
| Capital Reserve (3.12.010)             | 5%  | \$1,409,939 |
| Special Reserve (3.12.020)             | 10% | \$2,819,878 |
| Emergency Reserve (3.12.030)           | 15% | \$4,229,817 |
| Total established reserves at year end | 30% | \$8,459,634 |

% = percentage of current operating expenditures

The City has improved its reserve position over the last several years, but has not as yet reached the City Council established reserve levels.

Actual Reserves as of December 31, 2015 (including June 30, 2015 surplus of \$625,047):

|                                     |             |
|-------------------------------------|-------------|
| Capital Reserve (3.12.010)          | \$ 722,600  |
| Special Reserve (3.12.020)          | \$1,445,197 |
| Emergency Reserve (3.12.030)        | \$2,169,653 |
| Total reserves at December 31, 2015 | \$4,339,450 |

It is suggested that the City Council consider setting aside the \$837,796 of one-time revenue to the reserves, either as the Code suggests or as the City Council directs. As the City Council is well-aware, there is the need to set aside as much money as possible to meet the City's infrastructure and facility needs, in part accomplished by building up the City's reserves.

If the one-time funding was set aside using the Code formula the balances would be as follows:

|                                     |             |
|-------------------------------------|-------------|
| Capital Reserve (3.12.010)          | \$ 862,233  |
| Special Reserve (3.12.020)          | \$1,724,461 |
| Emergency Reserve (3.12.030)        | \$2,588,552 |
| Total reserves at December 31, 2015 | \$5,175,308 |

### **OTHER FUNDS**

In addition to the General Fund, the budget includes funds from a range of restricted sources that are used to provide specific services, including funds from the Federal Community Development Act (CDBG); Gas Tax; Storm Water Maintenance Fund; and the Seaside Municipal Water System (Water Fund).

Community Development Block Grant (CDBG) Fund:

The revenues in this fund come from grants from the Federal Community Development Act. CDGB funds are restricted to the revitalization of low and moderate-income areas of the City.

In addition, the City of Seaside CDBG Fund receives income from the Embassy Suites rental and principal and interest income from several loan programs. Estimated grant revenue for 2015-2016 is \$739,038 plus \$271,224 of other funding and funding carried over from the prior year.

CDBG expenditures for 2015-2016 are budgeted to be \$1,010,262. The funds are budgeted for public service programs, commercial and housing rehabilitation programs, City Parks and Streets and continuation of the West Broadway Urban Village project, which is one of the City's strategic economic development priorities.

No adjustments are proposed for this fund.

#### **Streets Fund:**

Streets Fund revenues are collected by the State from gas sales. They are then distributed by the State to cities and counties based on population. Adjusted Gas Tax revenues are estimated to be \$760,596 during the 2015-2016 budget year, plus an RSTP Grant of \$95,352. Gas tax fund expenditures are projected to be \$1,335,867 for the 2015-2016 year. Clearly, although Public Works tries to control the costs of street maintenance, gas tax collections do not cover the costs of street expenditures. Therefore, the cost of street maintenance will require the General Fund to transfer approximately \$479,919 in 2015-2016 to cover the difference between funding received from the State and the costs of street maintenance. This transfer-in is proposed to be reduced by \$95,350 because of the RSTP Grant.

#### **Storm Water Maintenance Fund:**

This fund was established to account for revenues and expenditures related to the operation and maintenance of the City's storm drain and storm water management system. In order to comply with Federal and State Clean Water Standards, the City will be required to improve and manage the Storm water system, including complying with NPDES Phase II permit. Without the establishment of a fee structure to cover the costs of the mandated storm \$792,112 has been budgeted from the General Fund to cover Storm Water costs in 2015-2016, recognizing that the City should be doing more but is limited by staffing and financial resources.

#### **Water Fund:**

The Water Fund receives revenues from user charges based on water usage. All expenditures for the operation of the water system including maintenance, capital outlay, debt service, and depreciation are charged to this fund. The Water Fund budgeted expenditures are \$1,640,035. The water receipts are estimated to be \$845,000 for the 2015-2016 budget year. There is sufficient fund balance in the Water Fund to absorb this deficit, however, in fiscal 2015-2016, the costs in the Water Fund will need careful review, and a possible raise in rates if a fund deficit is to be avoided.

No adjustments are proposed for this fund.

#### **Safer Grant Fund:**

The personnel expenditures in the Safer Grant Fund need to be set up at this time. The Grant has been approved and the revenue has been booked. A budget entry is needed for the expenditures of \$173,300.

#### **Successor Agency Fund:**

A budget adjustment is needed to reflect the Department of Finance required accounting for the sale of the In N Out Burger land.

**FISCAL IMPACT**

There is a fiscal impact related to this action.

**ATTACHMENTS**

1. Resolution approving proposed 2015-2016 budget adjustments
  2. Resolution Exhibit A
- 

Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager

**RESOLUTION NO. 16-**

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

**ADOPTING THE ANNUAL 2015-2016 MID-YEAR BUDGET REPORT AND  
PROPOSED CHANGES TO THE BUDGET OF THE CITY OF SEASIDE FOR THE  
FISCAL YEAR 2015-2016**

**WHEREAS**, the City Council of the City of Seaside reviewed and adopted the 2015-2016 Annual Operating Budget on June 18, 2015; and

**WHEREAS**, the City Council conducts an annual mid-year review of the Operating Budget; and

**WHEREAS**, the City Council of the City of Seaside has considered the Mid-Year Review and the Proposed changes to 2015-2016 Annual Budget; and

**WHEREAS**, the City Council is required to approve changes to the 2015-2016 Operating Budget by resolution.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Seaside adopts the proposed modifications to the 2015-2016 Operating Budget, as detailed in Exhibit A, attached, as may be modified and incorporated by staff, as authorized.

**PASSED AND ADOPTED** at a meeting of the City Council of the City of Seaside duly held on the 18th day of February, 2016 by the following vote:

|          |                 |
|----------|-----------------|
| AYES:    | COUNCILMEMBERS: |
| NOES:    | COUNCILMEMBERS: |
| ABSENT:  | COUNCILMEMBERS: |
| ABSTAIN: | COUNCILMEMBERS: |

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Ralph Rubio, Mayor

ATTEST:

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Lesley Milton -Rerig, City Clerk

**Exhibit A**  
**Proposed Mid-Year Budget Adjustments**

**General Fund:**

Revenues:

|                                                              |             |
|--------------------------------------------------------------|-------------|
| Sales tax adjustment                                         | \$ 350,000  |
| Vehicle License Fee In-Lieu adjustment                       | \$ 145,000  |
| Transient Occupancy tax adjustment                           | \$ 200,000  |
| Utility User Tax adjustment                                  | \$ (90,000) |
| POST Reimbursement adjustment                                | \$ 5,000    |
| Pacific Grove Contract adjustment (offset by salary savings) | \$ (74,500) |
| Fireworks adjustment                                         | \$ 6,000    |
| Fire Strike Team adjustment                                  | \$ 48,500   |

**Total General Fund operating revenue increases** **\$ 590,000**

**General Fund One-time revenue increases:**

|             |            |
|-------------|------------|
| Triple Flip | \$ 520,000 |
| Land Sales  | \$ 317,796 |

**Total General Fund one-time revenue increases** **\$ 837,796**

Expenditures:

|                                                                 |              |
|-----------------------------------------------------------------|--------------|
| City Manager – 911 study                                        | \$ 11,700    |
| City Manager – moving expenses                                  | \$ 12,000    |
| City Attorney – outside legal                                   | \$ 150,000   |
| Finance – salaries & benefits                                   | (\$ 21,780)  |
| Risk Management – ADA transition plan                           | \$ 32,100    |
| Police – Chief’s salary (related to the Pacific Grove contract) | \$ (19,750)  |
| Police – salaries & benefits                                    | (\$ 250,000) |
| Police – Patrol Overtime                                        | \$ 185,000   |
| Police – training & education                                   | \$ 14,000    |
| Police – computer programming                                   | \$ 14,000    |
| Police – County communications                                  | \$ (28,000)  |
| Fire – salaries & benefits                                      | \$ 13,770    |
| Fire (offset by reimbursements)                                 | \$ 48,500    |
| Resource Management, Planning – salaries & benefits             | (\$ 28,900)  |
| Resource Management, Public Works – salaries & benefits         | (\$ 78,000)  |
| Resource Management – transfer to streets                       | \$ (95,350)  |

**TOTALS** **(\$ 40,710)**

**Street Fund:**

Revenues:

Transfer in from the General Fund

\$ (95,350)

**Safer Grant Fund:**

Fire – salaries & benefits

\$ 173,300

**Successor Agency Fund:**

Land sales, payment to the County

\$ 1,500,000



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 13.A.**

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Roberta Greathouse, Human Resources Manager

**DATE:** February 18, 2016

**SUBJECT: CONSIDER APPROVAL OF A COST-NEUTRAL REORGANIZATION OF CITY DEPARTMENTS AND A RESOLUTION MODIFYING THE POSITION CONTROL LIST TO ADD THE CLASSIFICATIONS OF RECREATION DIRECTOR AND HUMAN RESOURCES DIRECTOR AND ESTABLISH THE SALARY FOR THE POSITIONS**

---

**PURPOSE**

The purpose of this item is for the Council to discuss and consider approval of a reorganization of City Departments and a Resolution modifying the Position Control List to add the classifications of Recreation Director and Human Resources Director and establish the salary positions.

**RECOMMENDATION**

It is recommended that the City Council approve the proposed reorganization and adopt the Resolution modifying the Position Control List to add the classifications of Recreation Director and Human Resources Director and to establish the salary for the positions.

**BACKGROUND**

At the December 17, 2015, City Council meeting, former City Manager John Dunn presented his thoughts on a reorganization of City Departments to address operational concerns, elevate the importance of the economic development function, and to improve the services provided to the community.

After meeting with the City's management team and evaluating the current structure, the City Manager has determined that a reorganization is needed. The current team of four Department Directors, although talented and capable, needs to be expanded to involve more managers with different areas of expertise to increase creativity, ingenuity, and to make the City better able to respond to the needs of the community.

The proposed organizational structure is attached and it includes the following changes:

1. Moves the Economic Development Division from the Resource Management Department to the City Manager's Office.
2. Elevates the Recreation Division to a Department reporting directly to the City Manager.
3. Elevates the Human Resources Division to a Department reporting directly to the City Manager.

Should the Council approve this reorganization, the Human Resources Manager and Recreation Services Manager will be reclassified to Department Directors. Currently these positions may only be terminated for cause. As Directors, they will be at-will employees and will serve at the pleasure of the City Manager.

The salary for the Department Director classifications is proposed to be 7.5% higher than the service manager salary in consideration for the expanded job responsibilities and the at-will status. The annual salary for the Recreation Director is proposed to be \$121,954 and for the Human Resources Director is proposed to be \$135,195. The benefits will be equivalent to the City's other non-safety Department Directors.

It should also be noted that efficiencies have been created in the City Manager's Office that have allowed the Senior Administrative Assistant to the City Manager/City Council to assist the City Clerk and Human Resources Offices. With this change, a part-time clerical position has been eliminated and as a result, this reorganization will be cost neutral.

### **FISCAL IMPACT**

This reorganization is cost neutral. The annual savings from the unfilled part-time position and the annual cost of this reorganization are both approximately \$20,000.

Annual Budget for Part-Time Position: \$20,260

Cost of Recreation Director Salary Increase: \$8,500

Cost of Human Resources Director Salary Increase: \$9,400

Total Cost of Salary Increases: \$17,900

### **ATTACHMENTS**

1. Proposed Org Chart
  2. Resolution
  3. HR Director Job Description
  4. Recreation Director Job Description
-



**Meeting Date: February 18, 2016**

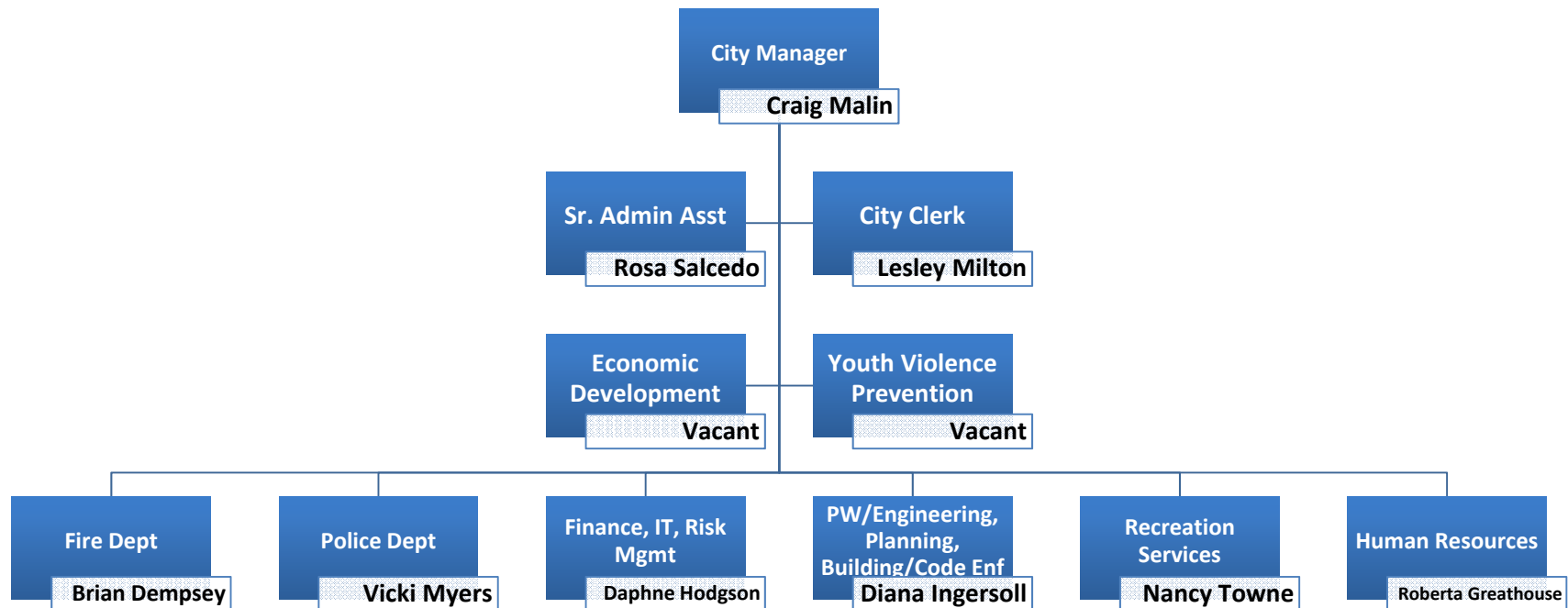
Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager

# Proposed Reorganization Plan



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE  
MODIFYING THE POSITION CONTROL LIST TO ADD THE CLASSIFICATIONS  
OF RECREATION DIRECTOR AND HUMAN RESOURCES DIRECTOR AND  
ESTABLISHING THE SALARY FOR THE POSITIONS**

**WHEREAS**, the City's Classification Plan may be amended on the recommendation of the City Manager and approval by the City Council;

**WHEREAS**, there is a need to add the positions of Recreation Director and Human Resources Director to the Classification Plan, create appropriate position descriptions, and establish the salary for the new classifications;

**WHEREAS**, the positions of Recreation Services Manager and Human Resources Manager will be deleted from the Classification Plan;

**WHEREAS**, the classifications of Recreation Director and Human Resources Director will be exempt, at-will, serve at the pleasure of the City Manager, and can be terminated with or without notice or cause and with no rights of appeal; and

**WHEREAS**, the benefits for the Directors will be consistent with the benefits provided to the City's other non-safety management employees.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby approve adding the following positions to the City's Classification Plan:

| <b><u>Position</u></b>   | <b><u>Annual Salary</u></b> |
|--------------------------|-----------------------------|
| Human Resources Director | \$135,195                   |
| Recreation Director      | \$121,954                   |

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Seaside duly held on the 18<sup>th</sup> day of February, 2016, by the following vote:

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

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Ralph Rubio  
Mayor, City of Seaside

ATTEST:

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Lesley Milton  
City Clerk

## HUMAN RESOURCES DIRECTOR

*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 the direction of the City Manager, plan, direct, and organize all phases of the City's centralized human resources program including labor relations, recruitment and selection, classification and compensation, employee benefits, workers' compensation, safety, and training, and employee relations; perform other work as required.

### ESSENTIAL FUNCTION STATEMENTS:

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. Create and recommend policies, regulations, procedures, forms, and practices essential to the operation of a comprehensive centralized human resources program.
2. Manage a centralized recruitment and selection process that complies with all federal, state, and local laws and regulations. Conduct interactive meetings with candidates requesting accommodation (ADA) in the testing process. Oversee the selection process for new employees.
3. Manage the City's training program, including new employee orientation, mandated training, health and safety training, and supervisory training. Maintain training records and implement new training delivery methods and training programs.
4. Administer the City's performance evaluation program, grievance procedure, and equal employment opportunity program.
5. Manage the meet and confer process with employee representatives. Participate in the development of the City's position with respect to the meet and confer process; prepare and review contract language; and prepare handouts and agendas for City Council closed session meetings.
6. Manage the classification and pay plan including conducting classification reviews, salary and benefit studies, and preparing job descriptions.
7. Manage the employee benefits programs including medical, dental, vision, employee assistance, life & accidental death and dismemberment, long term disability, section 125, retirement, and COBRA.
8. Manage the workers' compensation claims program.
9. Prepare and manage the Human Resources Department budget; provide data necessary for the City's cost allocation plan.
10. Participate on task forces and other City committees; and represent the City in meetings, hearings, and conferences.
11. Provide supervision, training, direction and evaluation of Human Resources Department staff.
12. Prepare, and direct the preparation of, a variety of written work including contracts, Memoranda of Understanding, MOU amendments, Requests for Proposals, letters, memoranda, staff reports, resolutions, ordinances, the biannual Equal Employment Opportunity Report, and the annual OSHA Form 200.

13. Advise and make recommendations to department managers regarding complex and day-to-day personnel issues and organizational changes.
14. Analyze laws, legislation, and requirements pertaining to public personnel administration, risk management, worker safety, employee benefits, employee leaves, and general human resources related issues; recommend policy and procedural changes to implement adopted legislation.
15. Serve as the Chair of the Citywide safety committee and provide assistance and consultation to departments and department safety representatives on safety issues and concerns; update City's executive team on safety committee needs and progress; and make recommendations on safety improvements.
16. Ensure compliance with Federal and State laws related to benefits and return to work including: Family Care and Medical Leave; Pregnancy Disability Leave; Workers' Compensation Leave; California Family Rights Act; and the Americans' with Disability Act.
17. Develop Human Resource Department goals, objectives, policies, and priorities.
18. Respond to complaints from regulatory agencies such as the Equal Opportunity Employment Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH).
19. Respond to requests for information from the public, other agencies, employees, employee associations, and other City departments.
20. Make presentations to the City Council, City employees; labor associations; and others as required; create handouts, agendas, and presentation materials for meetings as needed.
21. Perform other duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

- Principles and practices of public personnel administration including: labor relations; Equal Opportunity Employment; recruitment, testing, and selection; benefits administration; training; safety and wellness; and classification and compensation.
- Principles and techniques of human resources management; organization and management practices; program administration.
- Research and reporting methods, techniques, and procedures.
- Methods and techniques of supervision, training, motivation, and employee engagement.

Ability to:

- Implement, interpret, and explain complex policies, procedures, rules, and regulations.
- Represent the City effectively in working with vendors, other agencies, employees, and the public; constructively work with conflict situations and bring the parties to a consensus.
- Plan, direct, supervise, train, develop, motivate, and evaluate subordinates.
- Conduct analytical studies, compile statistical data, evaluate alternatives, and make sound recommendations.

- Prepare clear, concise, and accurate reports, correspondence, and other written materials.
- Use all types of computer software including Microsoft Word, Excel, and PowerPoint; human resources information systems; applicant tracking software; and training systems.
- Be creative and think outside of the box.
- Multi-task and work in an environment with constant interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:**

Equivalent to graduation from an accredited four-year college or university with a degree in personnel management or a closely related field. While not required, a Master's degree is desirable.

**Experience:**

Five years of increasingly responsible professional personnel experience (municipal experience preferred).

**License or Certificate:**

Possession of a valid California Motor Vehicle Driver's license Class C.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office environment; exposure to computer screens

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; visual acuity to review written materials

## **RECREATION DIRECTOR**

*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 the direction of the City Manager, this position plans, organizes, directs, and coordinates the operations and services, of the city's recreation programs, special events, and City sponsored cultural and leisure programs and performs other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This classification is directly responsible for planning and coordination of the City's Recreation facilities and cultural & leisure programs. Serves as staff liaison to the Parks & Recreation Commission, Senior Commission, and Historical Commission.

### **EXAMPLES OF DUTIES**

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. Plans, organizes, directs, coordinates, and evaluates comprehensive recreation, and cultural and leisure programs.
2. Plans, organizes, directs, coordinates, inspects and oversees, and coordinates the maintenance and repair of recreation facilities
3. Directs and supervises subordinate personnel in setting priorities, development of performance objectives, scheduling, and assignment of all work performed.
4. Develops and directs a well-rounded recreation program.
5. Manage, plan, organize, coordinate and direct the work of subordinates in developing and implementing a broad and diversified community recreation programs.
6. Develop and implement changes in staffing, goals, objectives, policies and procedures to ensure maximum effectiveness and efficiency.
7. Develop and maintain recreation programs to meet community needs including plans for efficient and economical use of labor, buildings, equipment and materials.
8. Act as a liaison and attend meetings of an prepare reports, agendas and minutes for Commission and community advisory groups; provide technical and professional advice and recommendations related to art, history and recreation commissions for the City of Seaside.
9. Respond to and resolve the most difficult citizen inquiries and complaints.
10. Supervise the maintenance of records, reports and division program software such as RECTRAC, Target Solutions, Suite One and Incode.
11. Analyze programs and make sound policy and procedural recommendations.



12. Administer legal agreements with local school districts and community groups.
13. Select, train and evaluate and discipline subordinates,
14. Coordinate Department activities with other City departments and divisions and with outside agencies.
15. Prepares and monitors Department budgets and expenditures.
16. Make presentations to the City Council, City Commissions, other agencies and community groups.
17. Access community recreations interests and make recommendations to ensure productive implementation of City recreation programs.
18. Evaluate program operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
19. Attend various city meetings to work on city related activities and policies such as the Safety Committee, Employee Relations Committee, etc.
20. Keep abreast of laws and standards in recreation related service areas and maintains current knowledge of job requirements and responsibilities.
21. Researches grant and potential fundraising sources for specific programs.
22. Mediate conflict among staff, the public, participants and local organizations etc.
23. Oversee and approve payroll and employee timesheets; purchase orders and requisitions; and contracts for special services.
24. Oversee and schedule City-wide special events.
25. Research and prepare written reports on operations and activities.
26. Coordinate the maintenance of facilities and equipment with other divisions/Departments.
27. Oversee and coordinate the development and distribution of publicity, including new releases, flyers, pamphlets, brochures, and the Activity Guide.
28. Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### Knowledge of:

- Principals of management, supervision and training.
- Modern principals, practices and methods used in recreation administration.
- Principles of organization, administration, supervision, evaluation and budget management.
- Safety, Risk Management, and Workers' Compensation Programs.

### Ability to:

- Plan, develop, direct, evaluate, and coordinate municipal cultural and leisure programs.
- Hire, train, supervise, motivate, and evaluate supervisory and non-supervisory employees.
- Communicate clearly and effectively orally and in writing.

- Work cooperatively and effectively with the City Manager, City Council, Recreation Commission, other departments, officials and employees of other agencies.
- Work with the general public in developing new facilities and program ideas.
- Develop contracts for concessions, equipment supplies, and services.
- Prepare and administer department budget.
- Prepare materials and equipment specifications.
- Direct and supervise employee training and safety programs.
- Communicate clearly and concisely both orally and in writing.

#### **EDUCATION AND EXPERIENCE**

Any combination of training and experience, which is likely to provide the required knowledge and abilities, would be acceptable for employment. A Typical background would be:

##### **Education**

Equivalent to graduation from an accredited four-year college or university with major course work in recreation and parks administration or a related field.

##### **Experience**

Five years of increasingly responsible professional and administrative experience in municipal recreation.

##### **License Required**

Possession of an appropriate valid California motor vehicle operator's license.

#### **WORKING CONDITIONS:**

##### **Environmental Conditions:**

Office environment; exposure to computer screens

##### **Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; visual acuity to review written materials



**CITY OF SEASIDE  
STAFF REPORT**

**Item No.: 13.B.**

**TO:** City Council

**FROM:** Craig Malin, City Manager

**BY:** Lesley Milton-Rerig, City Clerk

**DATE:** February 18, 2016

**SUBJECT: CONSIDER APPROVAL OF A POLICY FOR PUBLIC USE  
OF AUDIOVISUAL INFRASTRUCTURE DURING PUBLIC  
MEETINGS**

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**PURPOSE**

The purpose of this item is to present to the City Council for discussion and possible adoption a draft policy establishing guidelines for use of the visual infrastructure by the public during public meetings.

**RECOMMENDATION**

Staff recommends the City Council discuss and approve the proposed policy.

**BACKGROUND**

On occasion, members of the public have requested using the City's audiovisual system during public meetings to project materials including event flyers, posters and photos to support their public comments. This policy helps establish guidelines for use of public equipment during meetings that will ensure meetings are not disrupted but still allows the public the ability to participate and communicate their message to the governing board.

The policy will require that all materials be submitted to the City Clerk 24 hours prior to the meeting so there is ample time to set up equipment necessary. Only the use of the document imaging camera will be available for projecting public comment materials and no electronic files such as videos or digital images will be accepted. This policy will apply only to the public comment portion of each of the agendas and staff, consultants or project applicants making presentations are not limited to these requirements.

The proposed policy, if adopted, would protect against meeting disruption, reduce negative threats and impacts to the City network, ensure that all materials are under the jurisdiction of the

governing board, and enforce standard guidelines to be applied to all citizen requests.

Every reasonable effort will be made by city staff to facilitate requests from the public associated with this policy.

**FISCAL IMPACT**

There is no fiscal impact for this project.

**ATTACHMENTS**

1. Draft Policy
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Reviewed for Submission to the  
City Council by:



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Craig Malin, City Manager



## Policy Establishing Guidelines for Submittal of Public Comment Materials During Public Meetings.

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This policy applies to members of the public who want to submit written documentation or presentation materials to any City Governing Body during a public meeting.

### **GENERAL GUIDELINES**

- Public Comment from members of the public will comply with the time limits as set for public comments by the Mayor or Chair with the concurrence of the Governing Body.
- Materials submitted for projection must be within the jurisdiction of the City Council or Agency Board and must be submitted to the City Clerk at least one business day (24 hours) in advance of the meeting.
- All materials shown or distributed at public meetings become part of the public record and will be kept on file in the City Clerk's office according to the Record Retention Schedule.

### **MEDIA TYPES AND GUIDELINES**

1. Written Materials/handouts: Any member of the public who desires to submit documentation in hard copy form may do so at anytime. Documentation provided prior to the start of the meeting will be distributed to the Governing Board in advance of the meeting. Materials received after the start of the meeting will be provided to the Governing Board after the meeting has concluded. Please provide 8 copies of the materials to the Clerk. No copies will be made at City Hall.
2. Visuals for projection: Any member of the public who desires to display information electronically in conjunction with their public testimony must submit the information to the City Clerk a minimum of 24 hours prior to the scheduled meeting. Only use of the document camera is available for use by the public. Documents provided less than 24 hours prior to the meeting will not be allowed to be projected.

The City Clerk will notify the person submitting the information as soon as possible prior to the meeting if the information cannot be accessed, distributed or presented or if the version provided is incompatible with the City's system or is not within the jurisdiction of the Governing Board. Every reasonable effort will be made by City staff to facilitate the presentation.