



AGENDA
CITY OF SEASIDE
CITY COUNCIL

REGULAR MEETING
Council Chamber
440 Harcourt Avenue
Thursday, April 4, 2019
7:00 PM

1. CALL TO ORDER

2. ROLL CALL – ESTABLISHMENT OF QUORUM

Ian N. Oglesby	Mayor
David R. Pacheco	Mayor Pro Tem
Jason Campbell	Council Member
Jon Wizard	Council Member
Alissa Kispersky	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 OF THE MARCH 2019 HOUSE OF THE MONTH

B. PRESENTATION TO COUNCIL REGARDING ROBERT'S LAKE ECO-RECREATION STATION AWARDS FROM CPRS AND CALED

C. PRESENTATION ON FREMONT BLVD TRAFFIC SAFETY

D. SCHOOL RESOURCE OFFICER UPDATE PRESENTATION

8. CONSENT AGENDA

A. APPROVE MINUTES FROM MARCH 21, 2019 AND MARCH 28, 2019

B. APPROVE AND FILE CITY CHECKS

RECOMMENDATION: Approve and file the accounts payable and wired payments made during the period of March 9, 2019 through March 25, 2019 including the payroll and benefits checks, direct deposits and wired payments related to the pay period of March 14, 2019. Total Accounts Payable and Payroll for the above referenced period is \$1,103,118.25.

C. APPROVE A FEE WAIVER REQUEST FROM THE MONTEREY BRANCH NAACP FOR THE USE OF MEETING ROOMS FOR THEIR MONTHLY MEETINGS AT THE OLDEMAYER CENTER FROM APRIL 2019 TO DECEMBER 2019

RECOMMENDATION: Approve the request for a fee waiver by Monterey Branch NAACP in the amount of Two Hundred Eighty-Five Dollars and Seventy-Five Cents (\$285.75) for the room rental fees at the Oldemeyer Center for their monthly organization meetings.

D. APPROVE A FEE WAIVER REQUEST FROM ACTION COUNCIL OF MONTEREY COUNTY AND PALENKE ARTS ORGANIZATION TO USE LAGUNA GRANDE PARK TO HOLD THEIR FOURTH ANNUAL PALENKE ARTS MUSIC FESTIVAL

RECOMMENDATION: Approve the request for a fee waiver by the Palenke Arts/Action Council in the amount of Two Thousand, Nine Dollars and Fifty Cent (\$2,009.50).

E. APPROVE A FEE WAIVER FROM BETHEL MISSIONARY BAPTIST CHURCH FOR THE USE OF THE LAGUNA GRANDE HALL AND KITCHEN FOR THEIR PASTOR H. H. LUSK HOME-GOING RECEPTION ON MARCH 23, 2019

RECOMMENDATION: Approve the fee waiver request from the Bethel Missionary Baptist Church for the use of Laguna Grande Hall and kitchen to hold their Pastor H. H. Lusk Home-Going Reception in the amount of \$1,329.13 (One Thousand, Three Hundred Twenty-Nine dollars and Thirteen cents), the Organization to provide the City with a non refundable portion of the deposit of \$147.81.

F. APPROVE A FEE WAIVER FROM HINDU TEMPLE OF MONTEREY PENINSULA FOR THE USE OF THE LAGUNA GRANDE HALL AND KITCHEN FOR THEIR DIWALI CELEBRATION NIGHT EVENT

RECOMMENDATION: Approve the fee waiver request from the Hindu Temple of Monterey Peninsula for the use of Laguna Grande Hall and kitchen to hold their Diwali Celebration Night in the amount of \$1,163.25 (One Thousand, One Hundred Sixty-Three dollars and Twenty-Five cents), the Organization to provide the City with the non-refundable portion of the deposit of \$147.81 and purchase the City's insurance of \$113.00.

G. ADOPT A RESOLUTION DESIGNATING THE CITY OF SEASIDE AS A BEE CITY USA AFFILIATE, INCLUDING APPROVAL OF ANNUAL MEMBERSHIP DUES IN THE AMOUNT OF \$300.00

RECOMMENDATION: That the Council adopt a resolution designating the City of Seaside as a Bee City USA Affiliate, including approval of annual membership dues in the amount of \$300.00.

H. ADOPT A RESOLUTION MODIFYING THE 2018-2019 FEE SCHEDULE TO ADD VENDOR FEES SPECIFICALLY FOR THE 4TH OF JULY EVENT FOR THE AMOUNT OF \$103.75 FOR RESIDENTS AND \$129.50 FOR NON-RESIDENTS

RECOMMENDATION: Approve a resolution to modify the 2018-2019 fee schedule to add vendor fees for the 4th of July Red, White, & Blues event to \$103.75 for residents and \$129.50 for non-residents which will help offset some of the cost of the event.

I. APPROVE A RESOLUTION AUTHORIZING THE CLOSURE OF CANYON DEL REY TO THROUGH TRAFFIC FROM SONOMA AVENUE TO HILBY AVENUE, AND THE CLOSURE OF HARCOURT AVENUE TO THROUGH TRAFFIC FROM CANYON DEL REY TO HILLSDALE FOR THE CITY OF SEASIDE'S COMMUNITY EVENT "RED, WHITE & BLUES" ON JULY 04, 2019

RECOMMENDATION: Approve a resolution permitting the closure of Canyon del Rey to through traffic from Sonoma Avenue to Hilby Avenue and Harcourt Avenue to through traffic from Canyon Del Rey to Hillsdale on Thursday, July 04, 2019 between the hours of 10:00 a.m. to 11:00 p.m. to ensure public safety during the City of Seaside's Community Event "Red, White and Blues".

9. BUSINESS ITEMS

A. DISCUSS AND PROVIDE DIRECTION TO STAFF REGARDING A RECRUITMENT AND SELECTION PROCESS TO FILL THE CITY ATTORNEY'S POSITION

RECOMMENDATION: It is recommended that the City Council provide the Human Resources Director / Risk Manager direction on initiating a recruitment and selection process to fill the City Attorney position.

B. CONSIDER APPROVAL FOR TEMPORARY TRAFFIC CONTROL FOR A THE SAFE ROUTES TO SCHOOL POP UP PLAN ON BROADWAY AVENUE BETWEEN YOSEMITE STREET AND MESCAL STREET

RECOMMENDATION: Consider approval for temporary traffic control for a the Safe Routes to School Pop Up Plan on Broadway Avenue between Yosemite Street and Mescal Street, as recommended by the Traffic Advisory Committee (TAC).

10. COUNCIL MEMBER REQUESTS

Recommendations from Council Members for future agenda actions.

A. DISCUSS AGENDIZING A REQUEST TO ADOPT A RESOLUTION ENDORSING THE DECLARATION OF A CLIMATE EMERGENCY AND CALL FOR A GREEN NEW DEAL TO RESTORE A SAFE CLIMATE (COUNCIL MEMBER WIZARD)

**B. DISCUSS AGENDIZING A REQUEST TO ADOPT A RESOLUTION
ENDORING ASSEMBLY BILL 392: CALIFORNIA ACT TO SAVE LIVES,
AN ACT TO AMEND SECTIONS 196 AND 835a OF THE PENAL CODE,
RELATING TO THE USE OF FORCE BY PEACE OFFICERS (COUNCIL
MEMBER WIZARD)**

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

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

12. ADJOURNMENT

Next Regularly Scheduled Meeting:
April 18, 2019
7:00 PM

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings. City Council 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. Live streamed meeting videos as well as videos of past meetings are available on the City's website at: <http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas>

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Government Code Section 54954.2(a) or Section 54956.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 7.B.

TO: City Council

FROM: Craig Malin, City Manager

BY: Gloria Stearns, Community Development Manager

DATE: April 4, 2019

**SUBJECT: PRESENTATION TO COUNCIL REGARDING ROBERT'S LAKE
ECO-RECREATION STATION AWARDS FROM CPRS AND CALED**

PURPOSE & RECOMMENDATION

Receive a presentation of awards from CRPS and CALED regarding the Robert's Lake Eco-Recreation Station awards. CPRS awarded Excellence in Park Planning & Development -Specialty Class 1 to Robert's Lake. CALED awarded the Collaboration Award of Merit to Robert's Lake.

BACKGROUND

Robert's Lake Eco-Recreation Station is getting recognition by winning state level awards from CPRS for excellence in parks planning, and from CALED which recognized the positive impact that extensive collaboration can have on both a park and local economy. The entire Robert's Lake project was started and completed in just one year, and included assistance from groups including: Sustainable Seaside, CSUMB, SeaStars, CPY, NRPA, the American Water Charitable Foundation, and more. The end result is a beautified area near one of the main entrances to Seaside, where children may play as well as learn about water ecology and water stewardship. This collaboration helped ensure the project's success and the awards are to be enjoyed by the entire community.

FISCAL IMPACT

No general fund impacts.

ATTACHMENTS

1. CALED COLLABORATION APPLICATION 2019

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

CALED AWARDS OF EXCELLENCE CATEGORY: COLLABORATION

PROJECT/PROGRAM INFORMATION

Enter Name of Project or Program: **Robert's Lake Eco-Recreation Station**
Enter Name of Category: **Collaboration**
Size of Area/Population Size where the Project/Program was Implemented: **~35,000**
Name Of Company/Organization To Be Engraved Should You Win: **City of Seaside**
Project Synopsis - Description of Project:

An under-used, "scary" park was transformed into a children's environmental education and natural play area by a plethora of partners in Seaside, resulting in quality of life improvements and (finally) good impressions of the community on a major thoroughfare. Cooperation with six other agencies enabled this project to come to fruition within a year and now children are learning water stewardship and ecology!

The Robert's Lake Eco-Recreation Station was funded by a Building Better Communities grant initiative, leveraged by nonprofits and educational institutions. This project continues expanding via new partnerships and collaboration.

YOUR CONTACT INFORMATION

Name (First & Last): Sharon Mikesell
Title/Position: Administrative Analyst
Organization/Company: City of Seaside
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Phone: 831-899-6734
E-mail: SMikesell@ci.seaside.ca.us

PROJECT/PARTNER INFORMATION

Sustainable Seaside, CSUMB, Community Partnership for Youth, SeaStars, CalAm, and NRPA

Name (First & Last): Catherine Crockett
Title/Position: Chair
Organization/Company: Sustainable Seaside
E-mail: cm_crockett@sbcglobal.net

PROJECT/PARTNER INFORMATION

Name (First & Last): Dr. Daniel M. Fernandez
Title/Position: Professor, School of Natural Sciences
Organization/Company: California State University Monterey Bay
Address: Chapman Science Center, Room S 309

100 Campus Center
Seaside, CA 93955
Phone: 831-582-3786
E-mail: dfernandez@csumb.edu

PROJECT/PARTNER INFORMATION

Name (First & Last): Shari Hastey
Title/Position: Executive Director
Organization/Company: Community Partnership for Youth
Address: PO Box 42
Monterey, CA 93942
Phone: 831-394-4279
E-mail: respect@cpy.org

PROJECT/PARTNER INFORMATION

Name (First & Last): Gloria Stearns
Title/Position: Community Development Director/Staff Liaison
Organization/Company: SeaStars- Seaside Park Cleanup Volunteers
Phone: 831-899-6830
E-mail: GStearns@ci.seaside.ca.us

PROJECT/PARTNER INFORMATION

Name (First & Last): Catherine Stedman
Title/Position: External Affairs Manager-Central California
Organization/Company: California American Water
Phone: 831-646-3208
E-mail: Catherine.Stedman@amwater.com

PROJECT/PARTNER INFORMATION

Name (First & Last): Michele White, CAE, IOM
Organization/Company: National Recreation and Park Association
Address: 22377 Belmont Ridge Road
Ashburn, VA 20148
Phone: 703-858-2144
E-mail: mwhite@nrpa.org

COLLABORATION QUESTIONS

1. **Describe the collaboration on a particular project/program (when it began, finished & list multiple phases if any) that you collaborated with:**

The collaboration on this particular project allowed it to defy the perception that government moves slowly. From start to finish, it took less than a year to revitalize a park due to the efforts of numerous dedicated partners.

First, the City of Seaside partnered with the nonprofit, Sustainable Seaside, to establish a vision for environmental education for children that included water ecology, stewardship and conservation. Both groups wrote a grant application to the American Water Charitable Foundation and the National Parks and Recreation Association, and the City of Seaside was one of three communities across the US to win a Building Better Communities grant.

While Seaside is a coastal city, many of the children in our community never get to the beach or waterfront. Most don't understand water issues in our area. The City of Seaside, together with the nonprofit Sustainable Seaside, recognized a need for environmental education targeting youth resulting in the Eco-Recreation Station at Robert's Lake.

The under-utilized park area had been taken over by geese and transients. By collaborating, Robert's Lake Park was turned into a natural play area, featuring an outdoor classroom where young and old learn water conservation, stewardship and ecology.

The Robert's Lake Eco-Recreation Station is the first true nature-based play and outdoor classroom on the Monterey Peninsula. This is also the first phase in establishing a recreational activity and art trail around Robert's Lake.

Our minority-majority city established several partnerships to accomplish this transformation: City of Seaside, Sustainable Seaside, Cal State University Monterey Bay, Community Partnership for Youth (CPY), and major funding was accomplished thanks to a grant from the American Water Charitable Foundation, and the National Recreation and Parks Association.

To generate awareness of the project, a logo was created of an American Coot and a community-wide contest was launched to Name the Coot, with Roberto being the final choice. A volunteer group, SeaStars, partnered with CalAm employees to clean the park in advance of construction. CPY children provided very popular art for the park.

Several news organizations covered the project as it progressed. At the ribbon cutting event, children were playing and attending class at the Eco-Recreation park. Today, this park offers education, art and a well-liked community gathering space. It has become a community asset.

2. Describe the relationship between the partners that you collaborated with:

As the vision evolved, more partners eagerly joined the effort. CSUMB university students helped work on educational programs for children of various ages, as well as creating a bilingual field guide. The actual site prep work was done on June 2, 2018 with over 50 volunteers from CalAm Water and SeaStars, a local parks improvement group.

Four well-attended community meetings were held for input of the park design and feedback. People of all backgrounds participated in the design meetings.

Community Partnership for Youth applied for and won a small grant via the City of Seaside Parks and Recreation Commission to do an art project at Robert's Lake. The multicolored peace pole art reflects the multiple cultures in Seaside. The ribbon-cutting ceremony was incredibly well attended with over 60 people attending on a weekday, including children anxious to be the first to try out the new playground. Classes began immediately.

The City of Seaside designed a fun logo of a local bird, the American Coot, and had a Name the Coot competition, which garnered a wide variety of entries from the entire community, including people of all ages and senses of humor. [Yes, "Cootie McCootFace" was one entry.] Finally, Roberto was identified as the chosen name, which fits nicely with our multicultural community.

Anyone needing ADA access to the site prior to the renovation was out of luck. The parking lot was unusable for people of all abilities. This situation has changed as the site is now accessible to all.

After renovation, dedicated parking and accessible paths provide access to the outdoor classroom and play area, as well as along the lakefront near the peace pole art. Maintenance is done by City Staff, with occasional volunteer assistance from the SeaStars. Classes are taught on an ongoing basis as part of the City of Seaside Recreation programs.

Partnerships continue even after the project, as the Audubon Society is currently working on a habitat island for a nearly-threatened gull species. Model boat racing organizations intend to use the space for events as well.

Social media was part of this project's success. Hashtags used by all 3 grant recipients allowed for easy tracking of posts. The project also received quite a bit of media interest, featuring multiple front-page stories about its progress.

3. Describe program/project's achievement in obtaining its stated objectives & cost effectiveness:

Not very long ago, Robert's Lake and its surrounding park looked like a forgotten wasteland inhabited by geese, seagulls and transients. It was frequently littered and a scary place to be. No one went there. The highly-visible site has potential because it is located on the inter-coastal bicycle trail and a freeway runs by the park. It is the "front-door" to Seaside – with our highest traffic counts in the area.

The park revitalization not only accomplished providing children a place to play and learn environmental education, it also greatly increased the appearance at a key entry to Seaside. People are now seen using the park and classes are frequently held.

This park now provides nature-based play for children, as well as outdoor classroom space. The classroom is available for a variety of uses, with one family requesting to hold a wedding in the space.

Seaside was able to update this park, without impacting our tight budget due to a generous grant from the American Water Charitable Foundation and the National Recreation and Parks Association. Seaside leveraged funds by using volunteer labor to create curriculum via CSUMB, volunteers to clean up the park via SeaStars and Cal Am. Free media via local newspapers and social media resulted in community-wide awareness of the project. A small City grant awarded to CPY resulted in colorful art brightening up the newly renovated space. ADA parking provided better access to those in need.

For a grant of \$150,000, we are now providing play, education, art, and recreation at Robert's Lake, resulting in a great improvement in the quality of life for Seaside residents. A new project is underway by the Audubon Society to create a habitat raft for nearly-threatened gulls.

There is now further interest from a model boating club that wishes to hold a national event at the site in approximately two years, resulting in a wonderful addition to our tourism economy.

4. What impact has the project/program had on your county/city?

a. How has it effected employment, expansion of local tax base & diversification of the area's economy?

The biggest community benefit has been the ability to use the park. The most visible main point of entry to Seaside now conveys a welcoming presence. The geese and transients have moved elsewhere. Now children play and use the outdoor classroom. For too many years, the City of Seaside was disinvesting in parks due to budget constraints. However, the renovation of this highly visible park has restored residents' faith in the City's commitment to parks and budgets.

for parks are increasing dramatically now. The extensive partnerships helped us accomplish the project and have solidified as we continue to seek ways to leverage those partnerships.

Educational programming was designed by CSUMB students which were shared with the Recreation Department for implementation. Since the park opened in July, over 150 children have participated in educational programs held in our outdoor classroom led by the City of Seaside Recreation Department through our day camps, pre-school, teen center and afterschool programs. Our hope is the students go home and talk about what they've learned about water conservation, stewardship and ecology so the environmental message spreads throughout the community. There are also plans to expand the classes for adults and seniors.

It's just fun to see children using the much-needed play equipment. Only half of Seaside's parks currently have play equipment for use by children. Sadly, some of our parks are removing play equipment for safety reasons, until new funds are available. This new and unique equipment is highly visible even from the nearby freeway.

This project also strengthened partnerships between the City of Seaside, Sustainable Seaside and CSUMB, where environmental studies are valued. We all continue to seek ways to continue our partnerships, especially regarding nature, play and education.

One unplanned benefit was a request to hold a wedding at the outdoor classroom, with the lake and nature as a serene backdrop. This little used park has now become a destination for weddings, which has a fiscal impact on our tourism economy.

This project continues as the next stage involves a bird habitat island that will remain in Robert's Lake, along with educational signage on the shore about a nearly threatened species, Heermann's Gull. The SeaStars will continue to improve the park with painting and cleanups around the lake. Funds will be sought to enhance the recreation and art trail. We want to continue the momentum.

Model boat racing can occur on Robert's Lake far from the gulls during part of the year. The model boat racers have expressed interest in holding a national event in the next 2-3 years, attracting racers and their families, and make a definite impact on the tourism economy through Transient Occupancy Tax and other local and regional spending.

This small project is having a wonderful impact on our community.

b. Describe your quantifiable metrics and data that were used that shows your success (i.e. ROI, and other key deliverables)?

The estimated ROI for the City of Seaside is 33:1. For every dollar the City put in, someone else put in \$33. The City invested \$5,000 in a grant to CPY to do the art project, and that was the only out-of-pocket expense for the City. The grant amount from NRPA and American Water Charitable Foundation was \$150,000. The estimated cost of curriculum was approximately \$7,500. The estimated cost of the (bilingual) field guide was \$10,000. We are excluding the labor cost of the park volunteers from SeaStars and CalAm, which would only further increase ROI.

Between July and October [the most recent dates of statistics] over 150 children have participated in educational programs held in the outdoor classroom. The City of Seaside Recreation Department holds classes there as part of the day camps, pre-school, teen center and afterschool programs.

It's also important to note the metrics of awareness of the project. It was featured as a front-page story on one local newspaper two times, and featured in another newspaper one time. Social media posts were widely distributed, even being noticed by the single most popular Seaside social media influencer. It was due to wide variety of coverage that allowed the community to feel this project was truly their own, and not just something the City did for them. It was a true community-side effort.

In addition, this is the first true nature-based play and outdoor classroom on the Monterey Peninsula. This project enhances the City of Seaside's strategic planning goals to improve the quality of life by improving parks.

A free opportunity also generated additional awareness, and that was through the "Name the Coot" contest, which was immensely popular. The American Coot, a local species, eventually was named Roberto, which reflects the culture of Seaside.

Publicity in local media and social media continues even today, as the gull habitat raft moves forward. The public seems to enjoy the park updates as evidenced by continued media coverage.

If you ever get the opportunity for a project with a 33:1 ROI, which benefits art, the environment and improves quality of life for residents, do it as quickly as possible. We remain grateful for all of the opportunities to collaborate and benefit our community.

5. What are the collaboration's noteworthy contributions to the field of Economic Development?:

Pick your single most visible point of entry to a city and improve it. Show the community what you value. In this case, Seaside values our youth, the environment and then we sprinkled in some art.

The nature-based play brings much-needed equipment for Seaside children. The outdoor classroom, constructed using sustainable materials, brings opportunity for education for youth, and soon, seniors. The overall quality of life for Seaside has improved.

The peace poles reflect the multicultural aspects of Seaside, with bright colored art done by youth from a local nonprofit. The community loves the peace poles, and the trail will eventually have more art and recreation stations around the lake.

The social connections are fostered by strengthened partnerships between so many groups: City of Seaside, Sustainable Seaside, CSUMB, Community Partnership for Youth, SeaStars, CalAm, and NRPA.

The community clean-up event brought together all the groups for a morning of painting, clearing and prepping the area where the structures would be installed and the surrounding parking area. Two hours of community service work by over 50 people made a great transformation of the area while invigorating the volunteers to look forward for the unveiling of the Eco-Recreation Station, just a few weeks later.

The Name the Coot competition engaged the community in a fun event, with over 50 submissions, even Cootie McCootFace was considered, until Roberto swept the judges. [Roberto reflects the current demographics better.]

Classes will expand to people of all ages, further promoting life-long learning. The outdoor classroom may also be used by community groups. The lake location makes environmental classes come to life in front of you.

The outdoor classroom became a destination for a wedding ceremony, which complements our tourism economy.

Community Partnership for Youth's colorful peace poles, decorated with art scenes meaningful to the young people who participate in this nonprofit as they seek alternatives to drugs, gangs and violence. Their work makes a positive community impact.

The nature-based play area will be an asset for many years with visitors to the peaceful oasis becoming more aware of water conservation, stewardship and ecology.

This park renovation improved the "front-door" of our city. The partnerships established improved our residents' quality of life, by leveraging this grant. Overall, it has made a positive impact on our economic development efforts.

6. How has the collaboration leveraged investment?

Collaboration is a great way to leverage investment, and it's also fun. In this case, CSUMB students provided many hours to establish curriculum as they worked with Sustainable Seaside. SeaStars and CalAm worked together to improve the park prior to the equipment installation. American Water Charitable Foundation and the National Recreation and Parks Association became great partners with the City of Seaside as the park progressed. CPY provided art reflective of our community. Countless hours of collaboration and volunteerism resulted in the nature-based play and outdoor classroom being used by children in the community.

This project also provided the community with a sense that anything is possible as it moved very quickly from start to finish and included many partners. While the City budget has constraints for park funding and staff, the grant and partners made it all happen. Plus the location is in such a highly visible area, that anyone driving by immediately notices that something is new and improved in Seaside. The perception of our city is improved, especially at a time when there is a concerted effort to promote investment in Seaside.

The media coverage definitely helped to leverage investment. Soon after media coverage, the Audubon Society chose to invest in providing habitat for a nearly-threatened gull. Letters of support came from all over the WORLD to remind the City that the gulls were a species of great interest to birders around the world. Even the art at the site provided an opportunity for at-risk youth to contribute to the community in a meaningful way. They can visit their art on display at the site with their families.

Robert's Lake is also known for model boat racing, which can occur far from the gulls during part of the year. The model boat racers would like to hold a national event in the next 2-3 years, which would attract racers and their families, which will make a definite impact on the tourism economy

7. Please attach up to 3 web site links which are relevant to your project/program

http://www.montereycountyweekly.com/blogs/news_blog/seaside-s-Robert's-lake-eco-recreation-station-opens/article_3939648c-85ff-11e8-8062-739d12655741.html July 12, 2018, **Monterey County Weekly** article "Seaside's Robert's Lake "eco-recreation station" opens.

<https://www.kion546.com/news/seaside-breaks-ground-at-new-eco-friendly-park/726139645>

KION 5/46 local CBS affiliate covers the groundbreaking ceremony for the Robert's Lake Eco-Recreation Station April 6, 2018

<http://www.sustainablemontereycounty.org/sustainable-seaside-to-partners-with-the-city-of-seaside-on-Robert's-lake-eco-recreation-project/>

Sustainable Monterey County website including article and video from the Monterey Herald July 20, 2017 “Sustainable Seaside and the City of Seaside Partner on Robert’s Lake Eco-Recreation Project”

Please attach up to 3 photos or power point slides which are relevant to your project/program



The Community Clean-Up on June 2, 2018 brought volunteers together at Robert’s Lake to prep the site including painting the dock and spreading mulch prior to equipment installation.



July 12, 2018, Ribbon Cutting opening the Eco-Recreation Station to the Public



The Eco-Recreation Station in use (note the blue “Peace Poles” created by CPY)



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 7.D.

TO: City Council

FROM: Craig Malin, City Manager

BY: Abdul Pridgen, Police Chief

DATE: April 4, 2019

SUBJECT: SCHOOL RESOURCE OFFICER UPDATE PRESENTATION

PURPOSE & RECOMMENDATION

The purpose of this item is to provide City Council and community members with an update on the Seaside Police Department's School Resource Officer program.

BACKGROUND

The new School Resource Officer program has been in effect since January of 2019. Updates on the program will be provided to City Council and community throughout the year.

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

1. SRO Program Update_4-4-19
-

Reviewed for Submission to the
City Council by:

A handwritten signature in blue ink, consisting of a stylized 'C' followed by several horizontal strokes.

Craig Malin, City Manager

School Resource Officer Program Update

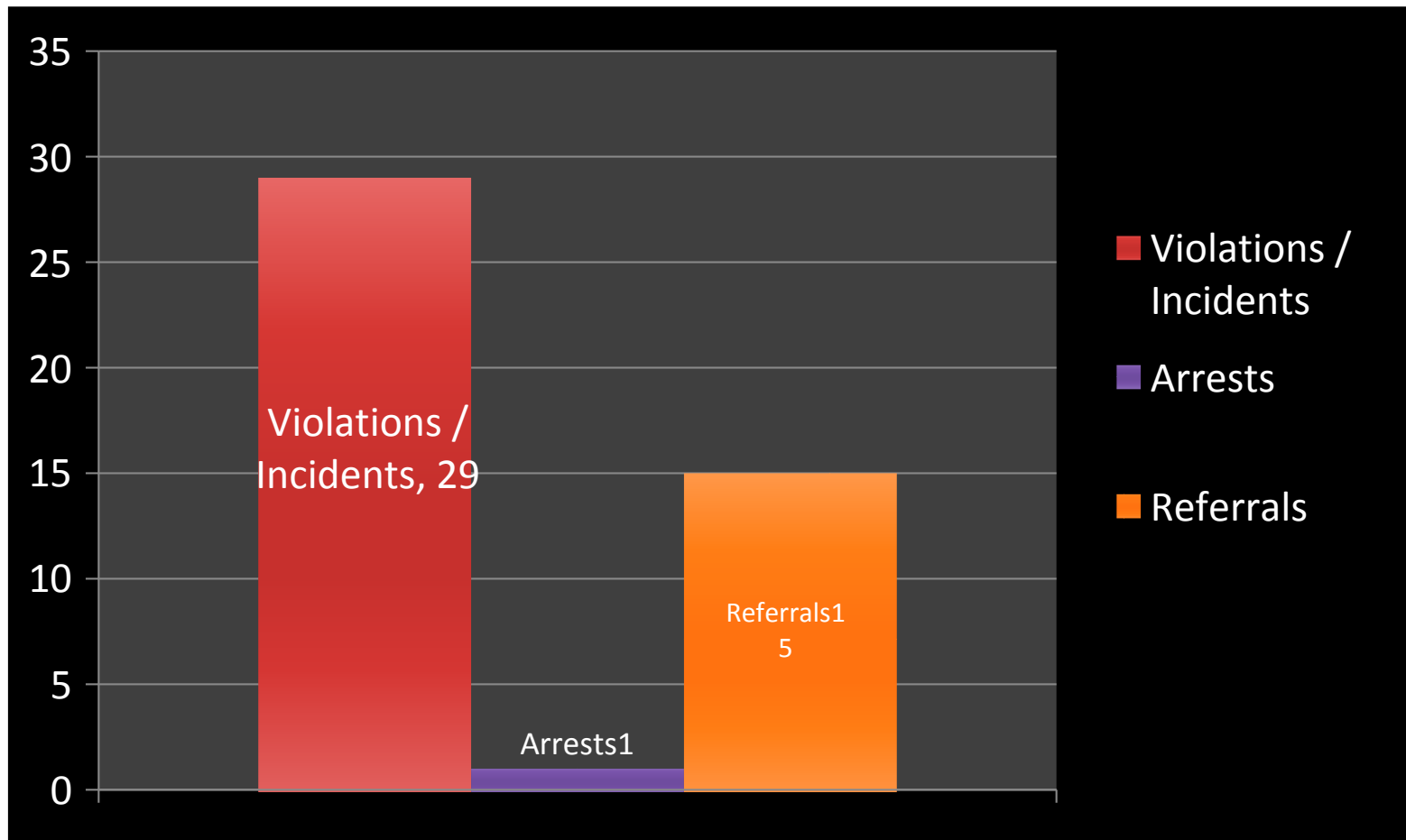


New SRO

- **Welcome, Officer David Rice!**
- **Started on January 15, 2019**
- **Primary roles**
 - **Protect**
 - **Positive interaction**
 - **Referrals**
 - **Diversions**



SRO 2019 statistics



Engagement

- **Police Activities League (PAL)**
- **More elementary school visits**
- **Lockdown drills/presentations**
- **Monthly stakeholder meetings**



Conclusion

- **Emphasize referrals/diversions**
- **Positive interactions**
- **Oversight**
- **Initial reports are favorable**





DRAFT MINUTES
CITY OF SEASIDE
CITY COUNCIL

REGULAR MEETING
Council Chamber
Thursday, March 21, 2019
7:00 PM

1. CALL TO ORDER

Mayor Oglesby called the meeting to order at 7:05 PM.

2. ROLL CALL – ESTABLISHMENT OF QUORUM

PRESENT: Campbell, Kispersky, Oglesby, Pacheco, Wizard

ABSENT: None

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor Britt provided the invocation.

4. REVIEW OF AGENDA

Mayor Oglesby requested the meeting be closed in honor of Herbert Hoover Lusk Sr., pastor of the Bethel Missionary Baptist Church.

5. PUBLIC COMMENT

Mayor Oglesby invited comments from the public.

- Wanda Sue Parrott asked about the scheduled special meeting for the City Council to discuss the grant application for HEAP funding and was specifically interested in knowing if proposal included a shelter for women and children on Broadway Ave.
- Lisa Anne Sawhney expressed concerns that during the strategic planning session the Council prioritized spending down the city reserves for affordable housing. She discouraged using reserves but instead requested the city seek grants, and other state match resources for this growth.
- Rev. Kenneth Murray requested the Council consider a request for the Lusk family to use the Oldemeyer Center at no cost on Saturday for Pastor Lusk memorial reception.

Mayor Oglesby corrected Ms. Sawhney that the direction was not to spend down the general fund reserves, but spend the affordable housing fund reserve. He also spoke to Mr. Murray's request for a fee waiver for the repass of Dr. Lusk, explaining to the council that because of the passing occurring after the agenda posting deadline, he requested direction that the Council consider a refund request be agendaized for the next meeting to which there was consensus.

6. PUBLIC AGENCY COMMUNICATIONS

William Merry, former General Manager for the Monterey Regional Waste Management District spoke to the need for re-education for recycling. Jurisdictions need to re-educate residents and businesses not to put trash in the recycling so they can sell a product for market value and to start to divert more organics. Council Member Campbell agreed and spoke to the "What goes where?" app that can be downloaded or found online to answer questions about what can or cannot be recycled.

7. PRESENTATIONS

A. PROCLAMATION HONORING THE LATE REVEREND HERBERT HOOVER LUSK SR.

Mayor Oglesby presented Mr. Harold Lusk Jr. with a proclamation and key to the City honoring his father Herbert Hoover Lusk Sr.

8. CONSENT AGENDA

Mayor Oglesby invited comments from the public and the Council on the Consent Agenda. Item G was pulled for discussion.

On motion by Mayor Pro Tem Dave Pacheco and seconded by Council Member Jason Campbell and passed by the following vote the City Council approved the consent agenda with the exception of Item G.

RESULT: *Approved*

AYES: *Ian Oglesby, Dave Pacheco, Jason Campbell, Jon Wizard, Alissa Kispersky*

NOES: *None*

A. APPROVE MINUTES FROM FEBRUARY 27, 2019, MARCH 7, 2019 AND MARCH 14, 2019

Action: Approved

B. APPROVE AND FILE CITY CHECKS

Action: Approved and filed

C. APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM MONTEREY CONDORS CLUB

Action: Approved

D. APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM SEASIDE HIGH SCHOOL BLACK STUDENT ALLIANCE FOR COST ASSOCIATED WITH THEIR TRIP TO SOUTHERN CALIFORNIA

Action: Approved

E. APPROVE MAYOR'S YOUTH FUND CONTRIBUTION REQUEST FROM LADIES FIRST FOR COST ASSOCIATED WITH THEIR YOUTH ACTIVITIES, WORKSHOPS, CULTURAL AND EDUCATIONAL OPPORTUNITIES

Action: Approved

F. CONSIDER CO-SPONSORSHIP AND A FEE WAIVER FROM COMMUNITY HUMAN SERVICES FOR THE USE OF THE LAGUNA GRANDE HALL FOR THEIR NARCAN DISTRIBUTION EVENT

Action: Approved

G. APPROVE A RESOLUTION AUTHORIZING THE CLOSURE OF DEL MONTE AVENUE TO

THROUGH TRAFFIC FROM TIOGA AVENUE TO LITHIA DETAIL FOR THE PORSCHE MONTEREY CLASSIC PARTNER EVENT ON AUGUST 12, 2019

Council Member Wizard pulled the item to question if this has been before for this stretch of roadway, expressing concern it is a well trafficked lane of travel and clarified the hours of operation. Staff confirmed that this would be the first time and that no traffic control plan was submitted. A representative of Porsche spoke to the item explaining that this event kicks off car week. They held the even last year and the attendance exceeded the capacity at almost 600 people. The intent is to expand the event and create a safer environment by closing a portion on Del Monte. The event takes place 6 pm to 8:30 pm, and on question by the Council he said that the closure time could be revised to be closed from 3 pm until 9 pm. This a Monday evening, not a weekend.

Council Member Kispersky spoke in support of Seaside being involved in Car week. Mayor Oglesby expressed concern about closing such a thoroughfare, and impacting people. Council Member Pacheco spoke to the closure of roads for events including the entirety of Broadway Avenue and the events create community and help local businesses. The Council discussed the need for a traffic control plan.

Mayor Oglesby invited comments from the public and had no requests to speak.

On motion by Mayor Pro Tem Dave Pacheco and seconded by Council Member Alissa Kispersky and passed by the following vote the City Council approve the staff recommendation from 4 pm to 9 pm contingent upon staff receiving a traffic control plan and presenting it to the City Council for approval.

RESULT: ***Approved***

AYES: *Ian Oglesby, Dave Pacheco, Jason Campbell, Jon Wizard, Alissa Kispersky*

NOES: *None*

H. APPROVAL OF COMMUNITY DEVELOPMENT ADVISORY COMMITTEE RECOMMENDATIONS FOR THE USE OF 2019-2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND PROVIDE DIRECTION FOR STAFF TO INCLUDE IN THE 2019-2020 ANNUAL ACTION PLAN REQUIRED TO BE SUBMITTED TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

Action: Approved

I. ADOPT A RESOLUTION OF SUPPORT FOR HR 763: THE ENVIRONMENTAL INNOVATION AND CARBON DIVIDEND ACT, AS RECOMMENDED BY THE SEASIDE ENVIRONMENTAL COMMITTEE

Action: Approved Resolution 19-15

J. AUTHORIZATION TO DISPOSE OF SURPLUS CITY VEHICLES AND EQUIPMENT

Action: Author

K. AUTHORIZE CITY COUNCIL MEMBERS TO ATTEND THE 49TH ANNUAL PEACE OFFICER OF THE YEAR AWARDS DINNER FRIDAY, MARCH 22, 2019

Action: Authorized

9. **BUSINESS ITEMS**

A. APPROVE A RESOLUTION MODIFYING THE POSITION ALLOCATION LIST TO ADD ONE ASSISTANT CITY ATTORNEY AND AUTHORIZE THE FINANCE DIRECTOR TO MAKE THE NECESSARY BUDGET ADJUSTMENTS

City Attorney Freeman explained his retirement is approaching and the workload is increasing significantly due to the enforcement of short term rentals and more assistance is needed. He proposed to create an Assistant City Attorney Position that would be an at-will employee and would report directly to the City Attorney. The total cost for the remainder of the fiscal year is \$50,000. The Council discussed the process to appoint the individual to which Mr. Freeman responded that the City Council would not get to make the selection as they would be a staff level position.

On motion by Council Member Alissa Kispersky and seconded by Council Member Jon Wizard and passed by the following vote the City Council approved the item as presented and adopted Resolution 19-16.

RESULT: ***Approved***

AYES: *Ian Oglesby, Dave Pacheco, Jason Campbell, Jon Wizard, Alissa Kispersky*

NOES: *None*

B. RECEIVE, DISCUSS AND PROVIDE DIRECTION ON THE FINANCIAL AUDIT OF COUNCIL MEMBER EXPENSES

City Attorney Freeman spoke to the completion of the city audit report and the review conducted by the District Attorney. He stated that because the necessary criminal burden of proof beyond a reasonable doubt, the District Attorney will not be prosecuting any criminal actions. However, he indicated the report revealed several things that the City can take action on and he recommended three actions; that the Council officially receive the report, that they direct staff to consider the recommendations made within the audit and direct staff to bring back to a future council meeting for adoption, and to direct the City Attorney to pursue collection of any unauthorized expenditures. On question, he cited that civil court has a different standard from the District Attorney's position. He also suggested that recommendations 13-16 be addressed at a later date as they would require a significant amount of work. Mr. Freeman answered questions from the Council.

The council agreed that the family care policy will also be discussed at a future meeting and that the Council duty is to correct processes to make sure they are not able to happen in the future.

Mayor Oglesby invited comments from the public.

- Pastor Britt asked what are the chances of getting anything back and what will the costs be to pursue it.
- Wanda Sue Parrot asked where to find the report on the City website.
- Lisa Anne Sawhney expressed that she thinks city management did not implement or follow policy or procedures that would have protected the city, as outlined in his contract. She requests the city council to address the city manager performance review and also asked to seek full restitution. She also expressed concern that there may be other misdealing in other parts of the city as the audit stated lack of internal policy, lack of financial controls, and lack of financial understanding by the City Manager.

- Helen Rucker thinks that the city did not have the correct procedures in place, however she also spoke to the requirement that an elected official must understand the responsibility to follow the rules and do what is in the best interest of Seaside. She spoke in support of putting good policies in place, so that there will be no possibility of recurrence.
- Gracie Rubio expressed total disdain for the situation after reading the full audit report. She believed the council policy was sound, and was effective when followed. She expressed that the City Manager has responsibility is to protect the tax payers interest and he did not do that. She requested the council seek restitution for unauthorized expenses, the cost to conduct the audit and the cost to conduct the shameful and unfounded sexual harassment allegation.
- Mitt Sawhney said there was a lapse of fiduciary responsibility on behalf of the City Manager. He believed there may be been collusion as the travel allowance for Ms. Jones was increased without telling the Council. He spoke to many items listed in the report and he agreed with Ms. Rubio's stated regarding total cost recovery.
- Kenneth Murray concurred with public comments made that procedure was not followed, and all blame is not on Ms. Jones. Babysitting was offered at City Hall so she should not have been allowed to pay for an outside babysitter. He supported policy changes to
- Diana Ingersoll spoke as a previous staff for over 30 years citing the policies and procedures in place were effective, the finance department has always been meticulous about expense receipt tracking, and everyone with a purchasing card is required to sign a document agreeing to follow to the rules. She is baffled about how there was breakdown and requested that the Council consider where the breakdown occurred and take action.
- Dennis Alexander, spoke as a former Council member and requested clarification if this has being ongoing for years, or for a finite period of time with a specific individual. The City Council has two employees, and even if staff looks at the Council as their boss they are not, and it is OK to say no to a Council Member.

City Attorney Freeman answered questions from public comment and reiterated the Council must attempt to collect the debts because it could be construed as a gift of public funds and the Council could be individually liable, so they have to pursue action. There has to be some a good faith attempt to collect the funds that are owed to the City. He insisted that it was not and on-going issue until recently, aside advertent things where people over expended as an oversight. It was brought to attention through a public records act request. There was not a misuse of public funds or abuse of public funds patterns in the past. City Manager Malin was not asked any questions directly so he did not have any to answer.

The Council asked clarifying questions of Mr. Freeman pertaining to the recommendations, when it will come back, the staff-City Council relationship and the family care policy. They expressed sentiments regarding restoring public trust and that they were supportive of staff and Council trainings. Council Member Campbell requested that when the recommendations come back that the council member spending be reinstated. Mayor Oglesby requested consideration of hiring a city treasurer which is allowed by Ordinance. He also requested to agendaize a discussion that the Council cannot ask the City Manager or Department heads to come attend Council Member meetings.

The Council agreed that fraud waste and abuse is something that is unacceptable and acknowledged the role the Council plays with needing to safeguard and spend the money in the best way fit for the community and not for themselves.

On motion by Council Member Jon Wizard and seconded by Mayor Pro Tem Dave Pacheco and passed by the following vote the City Council received the report, directed staff to implement the policy changes stated within the policy report, consider Mayor Oglesby's request to hire a treasurer, lift the Council Member spending and directed the City Attorney to pursue the collection of unauthorized expenditures listed in the report.

RESULT: ***Approved***

AYES: *Ian Oglesby, Dave Pacheco, Jason Campbell, Jon Wizard, Alissa Kispersky*

NOES: *None*

C. APPROVE DESIGN FOR A PHOTOVOLTAIC PARKING CANOPY PROJECT AT CITY HALL, APPROPRIATE \$246,000 FROM CAPITAL RESERVE FUND AND APPROVE FISCAL YEAR 2018/2019 BUDGET AMENDMENT IN THE AMOUNT OF \$723,000 FOR CONSTRUCTION OF THE PROJECT

Assistant Engineer Ottmar provided a project summary of the feasibility analysis conducted in 2018 based on previous City Council direction to design for solar parking canopies to generate 60% of City Hall energy toward meeting the State's zero net energy plan. This would also relocate existing city electric vehicle charging stations to provide additional ADA parking and additional charging stations. He provided a rendering of the canopies and how they would match architecturally and described the proposed site layout. This item is to accept the 90% design plan.

On question by Council Member Wizard of the potential for adding additional canopies, he said the Council direction was to achieve 60% energy for cost purposes, but others could be added in the future. Mr. Ottmar also explained the location of the canopies at the far end of the parking lot were to preserve the building accessibility and look as a structured feature. The council questioned the budget and encouraged additions when affordable. In speaking to the time schedule, Mr. Ottmar explained the next steps and projected the project could be under construction in July with a finished project by October.

Mayor Oglesby invited comments from the public and had no requests to speak.

On motion by Council Member Jason Campbell and seconded by Mayor Pro Tem Dave Pacheco and passed by the following vote the City Council approved Resolution 19-17 approving the design of a Photovoltaic parking canopy and making appropriate budget adjustments.

RESULT: ***Approved***

AYES: *Ian Oglesby, Dave Pacheco, Jason Campbell, Jon Wizard, Alissa Kispersky*

NOES: *None*

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

City Manager reported there will be a City Council special meeting March 28, 2019 at 7 PM to review the HEAP grant application and discussing the FORA board vote. Council Member Wizard requested to agendaize resolutions supporting the green new deal and endorsing assembly bill 392. Mayor Oglesby agreed to have it on the next agenda.

11. ADJOURNMENT

Meeting was closed in Honor Of H.H. Lusk sr. at 9:40 PM. reconvened to closed session.

Respectfully submitted,

Lesley Milton-Rerig, City Clerk

Ian N. Oglesby, Mayor



DRAFT MINUTES
CITY OF SEASIDE
CITY COUNCIL

SPECIAL MEETING
Council Chamber
Thursday, March 28, 2019
7:00 PM

1. CALL TO ORDER

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

2. ROLL CALL – ESTABLISHMENT OF QUORUM

PRESENT: Campbell, Kispersky, Oglesby, Pacheco, Wizard

ABSENT: None

3. PUBLIC COMMENT

Mayor Oglesby invited comments from the public.

- Bobby Maxwell invited the Council and the public to the third annual Parent University, Saturday March 28th at the Oldemeyer Center. He also invited the Council to the annual PAL banquet on April 12th, 6:00 PM at Embassy Suites.

4. BUSINESS ITEMS

A. APPROVE LETTER TO SENATOR MONNING REGARDING FORA LEGISLATION

City Manager Malin spoke to the recent FORA Board vote resulting in a 7-6 split requesting Senator Monning to create legislation that would continue the Community Funding District (CFD). Representatives from Seaside, Marina and Monterey County voted opposing the legislation and the City of Marina submitted an alternate proposed legislation to send to Senator Monning. Mr. Malin further explained the proposed letter under consideration largely supports the Marina proposal as being a partner with Marina is in the city's best interest. Mr. Malin closed by reporting that since the packet was published, City of Marina has communicated that they are now considering striking the 30% CFD revenue for habitat management, to instead leave that up to municipalizes to negotiate through their implementation agreements. Mr. Malin answered questions from the Council regarding the proposed letter.

Mayor Oglesby invited comments from the public.

- Tom Mancini, spoke to his term as a FORA board member and to Senator Monning's comments that there has to be some agency to fulfill the base reuse plan. He also spoke in support of having CSUMB as a member as well as a possible 7th, impartial representative to prevent vote ties in the future.
- Bob Coble spoke to long opposition to FORA because the Cities most impacted by it have never been able to recover due to the structure of the board. He is not in favor of any version of FORA being approved.
- Mel Mason he spoke to past efforts to petition against SB 899, the legislation the created FORA. And after watching the City struggle since the creation of FORA, he is opposed to any remnant of FORA.

- Helen Rucker also expressed dissatisfaction with FORA but mainly expressed concerned that any of these decisions don't impact projects currently under development. The sunset of fora gives Seaside a greater role to lead the development of the Seaside parts of Fort Ord.

The Council discussed their desires for autonomy and in support of the sunset of FORA. They also agreed to the need for the letter to ensure the elements that are important to Seaside are communicated. Therefore if legislation is created, regardless of the City's position, it needs to benefit Seaside as much as possible. They also discussed the amendment about identifying roads that are in need of repair so that it is on the record prior to the any hand off from FORA.

Council Member Wizard said he is not in support of CSUMB as a member, because their decisions may not necessarily be made by someone local, as the Chancellor for the University is located in Long Beach, CA and they can overrule the local representative in FORA. He does not support someone outside of our jurisdiction to make decisions that impact Seaside. He also supported the 30% developer fees to fund the habitat management because it will impact our ability to mitigate environmental changes with the developments on Fort Ord. Council Member Campbell is ambivalent about striking habitat funding, as he things that the funding could be made up through fees incorporated into development agreements, but he is not in support for adding CSUMB to the Board as they do not contribute funds, nor answer to the local electorate. Council Members Kispersky and Pacheco concurred.

Mayor Oglesby invited comments from the public again.

- Don Jordan spoke to being an original member of FORA and to helping create the Base Reuse Plan to which Seaside and Marina did get what they wanted at the time, two votes. He indicated that if FORA sunsets and no other jurisdiction are created, the city is losing the ability to for additional Federal dollars. He also expressed frustration that with the infrastructure that was created, the City has not maintained.

On motion by Council Member Jason Campbell and seconded by Council Member Alissa Kispersky and passed by the following vote the City Council approved the draft letter as written with the exception of striking the reference of inclusion of CSUMB from the letter.

RESULT: **Approved**

AYES: *Ian Oglesby, Dave Pacheco, Jason Campbell, Jon Wizard, Alissa Kispersky*

NOES: *None*

B. DISCUSS AND PROVIDE DIRECTION REGARDING PROPOSED HEAP GRANT FUNDING APPLICATION AND APPROVE A LETTER OF SUPPORT FOR SHELTER PROPOSAL

City Manager Malin spoke to the previous discussions about possible funding requests to provide services to homeless and staff paired them down to four total ideas for inclusion into the grant application; a safe parking program, mental health services provided by Village Project and afterschool programming for homeless youth provided by Community Partnership for Youth, and the purchase and service of porta-restrooms/showers/laundry trailers. Mr. Malin outlined the proposed services in the application and the current budget that is a work in progress. Mr. Malin emphasized that

the application is not yet complete and the numbers were just received today and have not been fully vetted. The total value is \$1.15 million in total costs and that does not include any city administration, overhead or capital expenses. The timeline is looming, the costs are more substantial than the total dollar value available and he asked the Council to be aware of the fact these funds would be competing with the shelter application and asked them to consider what kind of message that would send to the grant committee. Mr. Malin answered questions from the Council.

The Council discussed the competing proposals, the budgets of funds that are available, administrative costs, and the priorities of the City. On question about the shelter application, Mr. Malin explained that the shelter grant application will be asking for capital funds, as well as approximately \$800k in operational costs to run the shelter. The total dollar value of operational funding available is \$1.1 million. They also discussed the parking program citing that Marina has a currently successful program and that the County of Monterey may be working on an additional program opportunity. The Council agreed that we cannot submit an application for over 100% of the funds available and the request has to be reasonable.

Mayor Oglesby invited comments from the public.

- Wanda Sue Parrott questioned why the student housing idea that Mr. Malin proposed was no longer being considered.
- Reverend Murray spoke to the safe parking program locations and logistics and the current programs that have been operating and to their successes.
- Tom Mancini spoke to the City lots that could possibly be used for the safe parking program. He requested clarification that the homeless shelter application was being submitted separately and why it is not being sponsored by the City.
- Natalia Molina said the application is more robust than she expected but in the event the program is not selected for funding, she encouraged applying for funding through the Robert Wood Johnson Foundation who look for innovative programs that support a culture of health.

Mayor Oglesby invited Partner Agency communications.

- Shari Hastey from CPY clarified that her proposal was incorrect and the total asking price was \$120k for two years. She spoke to the intent of her element of the proposal to employ high school kids from struggling families to help support the family to help prevent homelessness.
- Mel Mason from the Village Project explained their primary program of services is mental help services because in many situations mental health issues are what caused homelessness. The proposal included hiring two therapists and he said that if the program is scaled down, they cannot be as effective and the Village Project reputation may be impacted. He wants the most robust and effective two year program.

The Council discussed the application elements and discussed what to focus the application on. They spoke to the purpose of the portable porta pottys to provide hygiene services for those that would not have access or don't want access to shelter. They agreed to the elimination of the parking program and to look at partnering with Monterey County independent of the grant. They agreed to submit a competing proposal to the shelter, as there will be multiple rounds of funding. They requested Mr. Malin to continue to work with CPY and The Village project to scale down their programs

to make for a reasonable application. The Council also supported sending the letter of support for the shelter application. Council Member Kispersky supported seeking other funding for the proposed projects as not to compete with the shelter, as that should be a priority for the city.

On motion by Mayor Pro Tem Dave Pacheco and seconded by Mayor Ian Oglesby and passed by the following vote the City Council directed the City Manager to work with the participating groups to further develop their proposals for the application and to include the portable restroom and hygiene facilities as part of the application, to authorize the City Manager to sign and submit the grant application and authorized staff to send the letter of support for the shelter as drafted.

RESULT:	Approved
AYES:	<i>Ian Oglesby, Dave Pacheco, Jason Campbell, Jon Wizard, Alissa Kispersky</i>
NOES:	<i>None</i>

City manager and approve a letter of support for the letter of proposal.

5. ADJOURNMENT

On motion the meeting was adjourned at 9:15 PM.

Respectfully submitted,

Lesley Milton-Rerig, City Clerk

Ian N. Oglesby, Mayor



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.C.

TO: City Council

FROM: Craig Malin, City Manager

BY: Nancy Towne, Recreation Services Director
Dan Meewis, Recreation Superintendent

DATE: April 4, 2019

**SUBJECT: APPROVE A FEE WAIVER REQUEST FROM THE MONTEREY
BRANCH NAACP FOR THE USE OF MEETING ROOMS FOR THEIR
MONTHLY MEETINGS AT THE OLDEMAYER CENTER
FROM APRIL 2019 TO DECEMBER 2019**

PURPOSE & RECOMMENDATION

Approve the request for a fee waiver by Monterey Branch NAACP in the amount of Two Hundred Eighty-Five Dollars and Seventy-Five Cents (\$285.75) for the room rental fees at the Oldemeyer Center for their monthly organization meetings.

BACKGROUND

The Monterey Branch NAACP is requesting a fee waiver in the amount of Two Hundred Eighty-Five Dollars and Seventy-Five Cents (\$285.75) for the room rental fees for nine organizational meetings at the Oldemeyer Center from April 2019 to December 2019.

The policy for a fee waiver for meeting room states "That due to space, limited organizations may not request fee waivers for any more than one meeting room per year. Fee waivers are not intended to provide for ongoing weekly or monthly meeting use."

In 2018 the City Council approved their request for a fee waiver for their monthly meetings.

FISCAL IMPACT

Fees that would have been credited to the General Fund will not be collected if the fee waiver is granted.

The City's adopted fee schedule includes the following approximate fees, which are applicable to this request:

Blackhorse Room	\$31.75 X 9 days	\$285.75
TOTAL		\$285.75

ATTACHMENTS

1. NAACP Room Rental Fee Wavier Request 2019
-

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager



City of Seaside

FEE WAIVER REQUEST

Name of Applicant (President) Josh Stewart Organization NAACP Monterey County
 Address PO Box 784 or 1530 Costa St. Seaside CA, 93955
Street City State Zip
 Home Phone 831-394-3727 Cell Phone 831-383-6552 Email Address jstewart23@gmail.com

Room(s) Requested One for monthly meetings 2.5 hrs each meeting.

Day(s) and Date(s) Requested 4th Thursday of each month,

Hours Requested (include set-up time) 5:30 PM til 8:45 PM Estimated Attendance 25-50

Description of Event Regular monthly meetings + (Museum) Description of NAACP

Special Instructions or Equipment to Be Brought In Flag and Jovels if Available

Dates of Event - MAR-28 APR-25 MAY-23 JUNE-27 JULY-25 AUG-22
 Reason for Requesting Fee Waiver Sept-26 OCT-24 NOV-22 DEC-27

There are A Special meeting Area is working it way
thru the process this Building (Should or will) include
office space and a small

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

If so, what was the date of your event? 4th Thursday of Oct.

Is your organization based in Seaside? Yes ☒ No ☐

What percentage of your members or participants resides in Seaside? 75%

What is your organization's tax identification number? 94-6172829

Is organization able to provide liability insurance? Yes

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

Applicant Signature Josh Stewart Date 3/10/2019

FOR OFFICE USE ONLY

Approved: _____
 Denied: _____
 Appealed: _____

Security Required? Yes ☐ No ☐ Notes: _____
 Staff Approval: _____
 Date: _____



SEASIDE CALIFORNIA

Facility Rental Request Form

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

CONTACT INFORMATION:

Organization: NAACP Monterey County HH # 7847
Name of Applicant: Josh Stewart
Address: P.O. Box 784 City: Seaside State: 93955
OR 1530 Costa St.
Phone: 831-394-3727 Email: jazzstewart22@gmail.com
Day of Event Contact Name and Phone: Josh Stewart 394-3727
☒ Resident ☐ Non-Resident

EVENT INFORMATION:

Event Title: NAACP Monthly Meetings
Event Description: Meetings
Event Date: 4th Thursday/month Approximate Number of Guests: 25-50
Start Time: 5:30 p.m. End Time: 8:45 pm Set Up/Break Down Time: _____
Special Instructions: See Diagram for Theater

Request to use the City's: ☐ Podium ☐ Microphone ☐ Projector Screen ☒ Play
*Subject to availability **Projectors and other electronic equipment will not be provided

	Yes	No		Yes	No
Are you a non-profit organization?	☒	☐	Will refreshments be served?	☐	☒
Is the event open to the public?	☒	☐	Will refreshments be sold?	☐	☒
Will admission be charged?	☐	☒	Will you be using the kitchen?	☐	☒
Will there be music?	☐	☒	Will alcohol be served?	☐	☒
Will there be live music and/or DJ?	☐	☒	Will alcohol be sold?	☐	☒
Name of band or DJ: _____			*Alcohol is prohibited at youth oriented events		

APPLICANT WILL PROVIDE THE FOLLOWING ITEMS 30 DAYS PRIOR TO THE EVENT:

1. Full payment of all applicable fees
2. Copy of event security contract by licensed company (if applicable)
3. Proof of liability insurance
4. Copy of ABC license (if applicable)



SEASIDE CALIFORNIA

Facility Rental Request Form
Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

FACILITY SELECTION

☐ LAGUNA GRANDE HALL

Capacity: Dining: 225 / Theatre: 300

Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$105.75	\$131.50
Deposit	\$591.25	\$738.75
(Non Refundable)	(\$147.81)	(\$184.68)
Alcohol Deposit	\$575.50	\$719.50
(Non Refundable)	(\$143.87)	(\$179.87)

Liability Insurance: \$81-\$207

Security Guards: required 1 per 50 guests

- ☐ I will be using Hall only
- ☐ I will be using Hall & Kitchen only
- ☐ I will be using Hall, Kitchen & Dance Studio

☐ BAYONET MEETING ROOM

Capacity: Classroom: 30 / Theatre: 40

Dimensions: 24' X 20'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$43.75 /hr	\$55 /hr
After 3 hrs	\$20 /hr	\$24.50 /hr

☐ BLACKHORSE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 50

Dimensions: 28' X 26'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hrs	\$54.50 /hr	\$68 /hr
After 3 hrs	\$24 /hr	\$29.75 /hr

☐ DANCE STUDIO

Capacity: Classroom: 35 / Theatre: 70

Dimensions: 26' X 24'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$68 /hr	\$84.75 /hr
After 3 hrs	\$31.25 /hr	\$39.25 /hr

☐ SEAHORSE MEETING ROOM

Capacity: 20 / Dimensions: 28' X 16'

	Resident	Non-Res
Rate 0-3 hrs	\$43.75 /hr	\$55 /hr
After 3 hrs	\$20 /hr	\$24.50 /hr

☐ SEASIDE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 60

Dimensions: 32' X 26'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$43.75 /hr	\$55 /hr
After 3 hrs	\$20 /hr	\$24.50 /hr

☐ SEASIDE COMMUNITY CENTER

Capacity: Dining: 85 / Theatre: 100

Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$56	\$70.25
Deposit	\$314	\$392.50
(Non Refundable)	(\$78.50)	(\$98.25)
Alcohol Deposit	\$575.50	\$719.50
(Non Refundable)	(\$143.87)	(\$179.87)

Liability Insurance: \$81-\$207

Security Guards: required 1 per 50 guests

- ☐ I will be using the Large Room only
- ☐ I will be using the Kitchen only
- ☐ I will be using the Large Room & Kitchen

☐ YOUTH EDUCATION CENTER

Two hour rentals: available Fridays and Saturdays 7:30-9:30 PM, and Sundays for any two hours between 8 AM – 9 PM.

	Resident	Non-Res
Deposit	\$83	\$103.50
(Non Refundable)	(\$21)	(26)
0-25 Guests	\$172	\$215
26-50 Guests	\$188.50	\$235
51-75 Guests	\$223	\$278.50
Mini Golf	\$25	\$31
Extra ½ Hour	\$38	\$47.50

Non-Profit Rate: For Laguna Grande Hall, Seaside Community Center, and the Youth Education & Resource Center, non-profits may use the resident rate. For all other meeting rooms, non-profits may have up to 4 hours for \$31.75. Proof of 501(c)(3) required.



SEASIDE CALIFORNIA

Facility Rental Request Form

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

SEATING CONFIGURATION

Review and select a seating configuration below. If you would like a different layout, please sketch your preferred layout in the box marked "other" or on the back of this sheet.

☐ Classroom 	☐ Conference 	☐ U-Shaped 	☐ Pods
☒ Theater 	☐ Banquet 	☐ Empty Room 	☐ Other

I have read and agree to all pages in the rental agreement forms

Applicant Signature: _____

Date: _____

per attached Fee Waiver Request

(For Office Use Only)

Permit Fee: _____

Authorized Agent: _____

Date: _____

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



**SEASIDE
CALIFORNIA**

Facility Rental Request Form

Parks and Recreation Division

986 Hilby Avenue, Seaside CA 93955

831-899-6800

RULES, REGULATIONS & CONDITIONS OF USE

1. **OVERTIME:** Use of the facilities in excess of the time set forth above may result in overtime fee being charged.
2. **CANCELATION BY PERMITTEE:** Permittee must submit written notice of cancellation to the calendaring agent in order to be eligible for a refund. Refund requests made forty-five (45) days in advance will receive a full refund less a seven dollar (\$7) surcharge. Refund requests made thirty (30) - forty-five (45) days in advance will receive a full refund less the non-refundable portion of the security deposit. Refund requests made less than thirty (30) days in advance will receive a full refund less the entire security deposit.
3. **CANCELATION BY CITY:** This permit may be canceled without liability to the City under any of the following conditions: a) It is found to contain false or misleading information, (b) The Department finds that the proposed use will be detrimental to the public's health, (c) Any individual or group (members or guests) willfully or through negligence mistreats the equipment or violates any of the regulations, terms, and conditions established for use of the facilities, (d) Average attendance of scheduled activities falls below the standard established for each use area with the Center, (e) For failure to notify Center of cancellation of any date or dates covered by this permit, (f) Permittee defaults on or has not completed all conditions and requirements for use of facilities, (g) In case the Center or any part thereof shall be destroyed or damaged by fire or any other cause, or if other unforeseen occurrence, including strikes, labor disputes, war, or acts of military authorities shall render fulfillment of the permit difficult or impossible of performance, (h) The facility is needed by public necessity or emergency use, (i) Upon thirty (30) calendar days written notice to Permittee. Refund of rental fees shall be made where City cancels permit at least thirty (30) days prior to the date reserved, except when cancellation occurs under items (g) or (h) above.
4. **TRANSFERRING PERMIT:** Permit cannot be transferred, assigned, or sublet unless approved by the City in writing.
5. **ADVERTISING, SOLICITATION AND SALES:** No advertising or signs shall be exhibited and no sales made at the Center without the written permission of the City.
6. **COMPLETION OF REQUIREMENTS FOR USE OF FACILITIES:** Permittee must complete all requirements relating to use of the facilities within the time requirements specified.
7. **COMPLIANCE TO CONDITIONS OF USE:** The Permittee shall observe, obey, and comply with all applicable City, County, and Federal laws; and the policies, rules, regulations, terms, and conditions governing use of Center facilities. Permittee will forfeit all rents or other fees paid if evicted from premises for violation of it. Eviction shall not release Permittee from any obligations for the payment of the rents or other fees required to be paid under this permit for the term thereof.
8. **CONCESSION SALES:** Permittee will not engage in concession operations unless authorized in writing by Director/authorized staff.
9. **CONDUCT OF PERSONS:** Permittee shall be solely responsible for the orderly conduct of all persons using the premises by its invitation, either express or implied, during all times covered by the permit. The Department reserves the right to eject or cause to be ejected from the premises any person or persons objectionable due to unlawful conduct.
10. **DAMAGE TO FACILITY OR EQUIPMENT:** All property, equipment, and furnishings must be kept clean and undamaged, fair wear and tear accepted. Permittee causing damage or loss will be required to pay for same at current costs.
11. **EXITS:** At no time shall exits be covered or obstructed.
12. **FACILITIES CAPACITY:** Permittee shall not admit a larger number of persons than can be safely and freely moved about therein as determined by Building and Fire Codes.
13. **FLAMMABLE MATERIALS:** No flammable materials will be permitted to be used for decorations. All materials used for decorative purposes must be treated with flame proofing and be approved by the Fire Department.
14. **INDEMNITY:** Permittee shall indemnify and hold harmless by the City, its officers, employees, and agents, against any and all claims, demands, causes of action, personal injuries or death, damages whatsoever, directly or proximately resulting or caused by the use and occupation of the facilities described in the permit, whether such use is authorized or not or from act or omission of Permittee or any of its officers, agents, employees, guests, patrons, or invitees, and the Permittee shall, at its sole risk and expense, defend any and all suits, actions, or other legal proceedings which may be brought or instituted against City, its officers and employees, on any such claim, demand, or cause of action, and the Permittee shall pay any judgment or decree which may be rendered against the city, its officers, employees, and agents in any suit, action or other legal proceedings, and Permittee shall pay for any and all damages to the property of the City or of others, the loss or theft of such property, done or caused by Permittee, its officers, agents, employees, guests, patrons, and invitees.
15. **PAYMENT OF TAXES:** Payment of all Federal, and City taxes in connection with the event shall be the liability and responsibility of the Permittee.
16. **PERMITTEE RESPONSIBLE FOR CLEANLINESS OF FACILITY:** Facilities used by Permittee must be left in a clean and orderly condition. If additional maintenance is required, other than normal cleaning process, the Permittee will be charged for same.
17. **PERMITTEE RESPONSIBLE FOR PERMITS AND LICENSES:** The Permittee shall procure at his own expense all the required licenses and permits necessary for the intended use or activity covered by this permit.
18. **ALCOHOL:** No alcohol can be served to minors or at any youth-related event at the Oldemeyer Center or Seaside Community Center and can result in immediate closure of the event and loss of deposit. ALL alcohol is prohibited at ALL youth oriented events.
19. **SMOKING:** Smoking is prohibited within twenty (20) feet of entrances, exits and windows.
20. **USE OF RESERVED FACILITIES AND EQUIPMENT:** Permittee may use only those facilities and equipment specifically designated on this permit.
21. **CONSTRUCTION OF PERMIT:** In case of any doubts as to the interpretation of any provisions of this permit, the interpretation by the Recreation and Community Activities Director shall prevail. In addition, the Recreation and Community Activities Director shall have the sole power to decide and resolve matters not covered by this permit.



SEASIDE CALIFORNIA

Facility Rental Request Form

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

22. **SEVERABILITY:** If any part of this permit is for any reason held to be illegal, inapplicable, unenforceable, or unconstitutional, such decision shall not affect the validity of the remaining portions of the permit.
23. **SECURITY AND CLEANING DEPOSIT:** A deposit is required from any person or organization renting a room at the Center (according to current fees and charges). A portion of the deposit is non-refundable (according to current fees and charges) and the remaining deposit is refundable in whole or in part depending upon the condition of the room, walls, floors, carpets; whether any breakage occurred or whether overtime was incurred beyond stated setup, cleanup or activity time. The City reserves the right to close down any party or activity that may in any way endanger the health or safety of any person or property. Any early closure of the facility may result in loss of deposits. Refundable deposits will be returned within thirty (30) days following the event date.
24. **SUPPLIES:** City staff is not authorized to provide supplies for your event. 25. **SECURITY GUARDS:** One guard per fifty participants is required for events that serve alcohol and/or have live/DJ music or dancing. The City reserves the right to require security for events.

IMPORTANT THINGS TO NOTE

- ✓ In order to secure a reservation, this form must be completed and submitted along with full payment to the Oldemeyer Center front desk.
- ✓ Reservations for the conference rooms must be made at least 7 days in advance and 30 days in advance for all other facilities.
- ✓ Please include a sketch of how you would like the room to be set up if it is different than the diagrams provided on this form. Our facility staff will do their best to prepare the room as shown in your diagram. Do not write "same as before."
- ✓ Food and beverage are allowed in certain rooms; please ask staff prior to providing refreshments.
- ✓ Do not move furniture from one room to another. If you have additional needs, please contact the facility staff.
- ✓ Please do not change rooms. If a different room is preferred and empty upon arrival, please check with the facility staff.
- ✓ Come prepared. Our staff is not authorized to provide supplies for your meeting.
- ✓ If you tape signs up regarding your meeting, please remove them upon your departure.
- ✓ Smoking is prohibited within 20 feet of entrances, exits and windows.
- ✓ In case of cancelation, please notify the Oldemeyer Center Front Office as soon as possible. Refund requests made 48 hours in advance will receive a full credit towards future use, or a full refund less a \$7 surcharge. Refunds will not be given less than 48 hours in advance.
- ✓ *If alcohol is found on the premises (including the parking lot, stage, kitchen, etc.) and your contract prohibits the consumption of alcohol, the City of Seaside has the right to cancel your event and deposits and fees will NOT be refunded.
- ✓ *A one million dollar (two million aggregate) liability insurance policy is required. You can either purchase it through the city, or through another insurance company and provide us a copy of the policy naming the City of Seaside as co-insured.
- ✓ Use of our facilities requires you to provide licensed and bonded security guards. You must hire one guard per every fifty guests. A copy of the contract must be provided to the city at least 30 days prior to your event. Renters exceeding their stated attendance risk losing their deposit.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.D.

TO: City Council

FROM: Craig Malin, City Manager

BY: Nancy Towne, Recreation Services Director
Dan Meewis, Recreation Superintendent

DATE: April 4, 2019

**SUBJECT: APPROVE A FEE WAIVER REQUEST FROM ACTION COUNCIL OF
MONTEREY COUNTY AND PALENKE ARTS ORGANIZATION TO
USE LAGUNA GRANDE PARK TO HOLD THEIR FOURTH ANNUAL
PALENKE ARTS MUSIC FESTIVAL**

PURPOSE & RECOMMENDATION

Approve the request for a fee waiver by the Palenke Arts/Action Council in the amount of Two Thousand, Nine Dollars and Fifty Cent (\$2,009.50).

BACKGROUND

The Action Council of Monterey County along with Palenke Arts Organization is proposing to hold their third Palenke Arts Music Festival event on June 02, 2019. The organization's mission is to educate and inspire the community of Seaside through the arts and is comprised of a community of multicultural interdisciplinary arts, performers, students, educators and community members who want to transcend their individual differences, and build a better community through the arts. The festival will be a celebration of the arts in Seaside. It will feature professional ensembles, such as the Latin Jazz Collective, student groups, such as the Monterey Jazz Festival All-Star High School Band, the Palenke Arts Choir and a Mariachi ensemble.

They are requesting a fee waiver to waive fees associated with this event, use of the dirt parking lot for parking and use of the city's stage. Palenke Arts Music Festival is open to the public and no fees will be charged. They can also provide their own insurance coverage.

This application was reviewed by the Special Event Committee. Their last request was

submitted and approved at the May 17, 2018 City Council meeting.

FISCAL IMPACT

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

Special Event Application Fee	\$ 90.00
Laguna Grande Park Rental Fees	\$ 103.25
Park Deposit	\$ 168.25
Public Works-Set-up and Breakdown	\$1,648.00
TOTAL	\$2,009.50

Staff recommends that all fees be waived except the non-refundable portion of the park rental deposit in the amount of \$42.07 which goes in the park maintenance fund.

ATTACHMENTS

1. Palenke Arts Fee Waiver Request & Special Event Application 2019
-

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager



City of Seaside

2019

FEE WAIVER REQUEST

Name of Applicant Juan L. Sanchez Organization Palenke Arts
Address 1713 Broadway Ave., Seaside, CA 93955
Street City State Zip
Home Phone 831-333-6612 Cell Phone same Email Address juan.sanchez@hotmail.com

Room(s) Requested Entire Lakeside

Day(s) and Date(s) Requested June 2, 2019

Hours Requested (include set-up time) 9 am - 5 pm Estimated Attendance 200

Description of Event 4th Annual Palenke Arts Festival

Special Instructions or Equipment to Be Brought In Stage, electrical box, bag

Reason for Requesting Fee Waiver

The Palenke Arts Festival is a free celebration of the arts for the Seaside community showcasing both professional + student performances in multicultural arts

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

If so, what was the date of your event? June 3, 2018

Is your organization based in Seaside? Yes ☒ No ☐

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

What is your organization's tax identification number? 770 357 101

Is organization able to provide liability insurance? YES

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

Applicant Signature [Signature] Date 3/4/19

FOR OFFICE USE ONLY

Approved: _____
Denied: _____
Appealed: _____

Security Required? Yes ☐ No ☐
Staff Approval: _____
Date: _____

Notes: _____

POLICY REGARDING ROOM RENTAL FEES AND WAIVERS

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

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

FEE WAIVERS FOR MEETING ROOMS

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

AUDITORIUM RENTAL FEE WAIVER

Organizations requesting the use of the Auditorium must:

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

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

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



**SEASIDE
CALIFORNIA**

Park and Picnic Facility Use Request Form

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

CONTACT INFORMATION:

Organization: Palenke Arts
Name of Applicant: Juan L. Sanchez
Address: 1713 Broadway Ave. City: Seaside State: CA
Phone: 831-333-6612 Email: juansanchez@hotmail.com
☒ Resident ☐ Non-Resident

FACILITY RESERVATION:

Intended Use/Activity: 4th Palenke Arts Festival
Reservation Date(s): June 2nd, 2019 Times: (Available 8 AM-Dusk) 9am - 5pm

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

Soper

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

Laguna Grande Park

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

Other

- ☐ Metz BBQ Area ☐ Ellis Park BBQ Area

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

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

Estimated Attendance: 200

Total Rental Fee Due: \$ _____

Total Deposit Due: \$ _____



**SEASIDE
CALIFORNIA**

**Park and Picnic
Facility Use Request Form**
Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

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

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

Initials: JLS

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

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

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

Signature of Applicant: _____

Date: 3/4/19

(For Office Use Only)

Permit Fee: _____

Authorized Agent: _____

Date: _____

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

Date:

Dear Event Sponsor:

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

Effective February 6, 2014 a \$90.00 permit fee was approved by the Seaside City Council. Please enclose a check made out to the City of Seaside with your completed application. Once the completed form is received it will be distributed to all City departments and agencies affected by your event. You will then be notified of the status of your request. On behalf of the City of Seaside we thank you for contributing to the spirit and vitality of our City through the staging of your event. **Best wishes for a successful event!**

Nancy Towne
Recreation Services Manager
City of Seaside
Seaside, CA 93955
(831) 899-6800
(831) 899-6253
Email: towne.nancy@ci.seaside.ca.us

SPECIAL EVENT APPLICATION

Incomplete or illegible applications will not be processed. An application for a permit is NOT a permit.

ORGANIZATION NAME Palenke Arts
MAILING ADDRESS 1713 Broadway Ave., Seaside
CONTACT NAME Juan L. Sanchez PHONE# 831-333-6612
PHONE# _____

Names and phone numbers of person(s) in charge of the event who can be contacted on a 24-hour basis during the event.

EMAIL: juansanchez@hotmail.com

EVENT NAME: 4th Palenke Arts Festival

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

Setup Date June 6/2/19 Time 9 am
Event Starts Date _____ Time 12 pm
Event Ends Date _____ Time 4 pm
Dismantle Date _____ Time 5 pm

SITE LOCATION Laguna Grande Park (Lakeside #2)

DESCRIPTION OF EVENT-PLEASE ATTACH SITE/ROUTE MAP

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

The Palenke Arts Festival is an annual celebration of the arts, which is free to the public + features both student and professional performances, community booths and children activities

SAFETY/SECURITY/ACCESSIBILITY

Please describe your procedures for crowd control and internal security

Volunteers will monitor

NAME OF SECURITY ORGANIZATION (If required)

Please attach security contract.

SIGNS POSTED _____

OF PARTICIPANTS 200

IS THE EVENT OPEN TO THE PUBLIC? (☒ YES () NO

If no, please describe how the event will be restricted and indicate plan on detailed schematic.

IF ADMISSION IS TO BE CHARGED, WHAT IS THE PRICE OF TICKETS FOR THE EVENT? No

() NON-PROFIT 501 C(3) () 501 C(6) () COMMERCIAL-FOR PROFIT
() OTHER

Federal ID# _____

Event Benefiting: _____

WHAT CITY SERVICES DO YOU ANTICIPATE YOU WILL NEED? (IE., POLICE, FIRE, RECREATION, PUBLIC WORKS, ETC.)

N/A

METHOD OF TRASH COLLECTION/DISPOSAL AND PROVISION FOR ADDITIONAL SANITARY FACILITIES

Collected by volunteers - we'd like to request extra bags for recycling + garbage around the perimeter

PARKING ARRANGEMENTS:

Public Parking Needs

Please bag dirt lock next door -

SPECIAL EQUIPMENT TO BE USED FOR PROPOSED EVENT. LIST ALL ELECTRICAL NEEDS YOU MAY REQUIRE

Stage, Power Box (spider), 2 long tables + 4 chairs and a canopy if available

() P.A. System

() Generator(s)

() Amplified sound/music

() Booths

() Bleachers

() Cooking fuel

() Tents

() Banners

() Barricades

() Other _____

DO YOU INTEND TO SELL FOOD OR BEVERAGE?

() YES (☒ NO

If YES, please attach Health Department Food Vendor Certificate.

DO YOU INTEND TO SELL OTHER MERCHANDISE?

(☒ YES () NO

of Vendors 2

Describe the type of merchandise.

See Artwork

WILL ALCOHOL BE SERVED? () YES (X) NO

WILL ALCOHOL BE SOLD? () YES (X) NO

If yes, please attach ABC license.

WILL EVENT INCLUDE MUSIC OR LIVE PERFORMANCES? (X) YES () NO

HOW WILL EVENT BE ADVERTISED AND PROMOTED?

Social media, radio, psa's, tv, newspaper

WILL FILM, VIDEO, OR PHOTOGRAPHY BE INVOLVED WITH THE PRODUCTION OF THE EVENT?

Yes - by volunteers

OTHER PERTINENT INFORMATION OR SPECIAL REQUESTS

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

[Signature]
Permit Holder's Signature

3/29/19
Date

APPLICATION MUST INCLUDE:

Non-refundable Application Fee of \$ _____ n/a _____

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

Attach to application and mail to:

**City of Seaside
Recreation and Community Activities Department
Attn: N. Towne
P.O. Box 810
Seaside, CA 93955
(831) 899-6801 (P)**

(831) 899-6253 fax
email: ntowne@ci.seaside.ca.us

**Specific Event
Conditions of Approval**

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

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

PROVISIONS

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

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

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

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


Permit Holder's Signature

 3/18/19
Title Date

INDEMNIFICATION, DEFENSE, HOLD HARMLESS

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

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

Name of insurance agent _____ Agent's Name _____
Business Phone _____ Policy Number _____

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

3/18/19
Date


Signature of Permit Holder

.....
Administrative Use Only

Sign Off

- | | |
|---|--|
| ☐ Building _____ | ☐ Recreation _____ |
| ☐ Planning _____ | ☐ Finance _____ |
| ☐ Police _____ | ☐ Public Works _____ |
| ☐ Fire _____ | ☐ County Health _____ |

Department Comments

Special Event application form
Revised February 18, 2014



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.E.

TO: City Council

FROM: Craig Malin, City Manager

BY: Nancy Towne, Recreation Services Director
Dan Meewis, Recreation Superintendent

DATE: April 4, 2019

SUBJECT: APPROVE A FEE WAIVER FROM BETHEL MISSIONARY BAPTIST CHURCH FOR THE USE OF THE LAGUNA GRANDE HALL AND KITCHEN FOR THEIR PASTOR H. H. LUSK HOME-GOING RECEPTION ON MARCH 23, 2019

PURPOSE & RECOMMENDATION

Approve the fee waiver request from the Bethel Missionary Baptist Church for the use of Laguna Grande Hall and kitchen to hold their Pastor H. H. Lusk Home-Going Reception in the amount of \$1,329.13 (One Thousand, Three Hundred Twenty-Nine dollars and Thirteen cents), the Organization to provide the City with a non refundable portion of the deposit of \$147.81.

BACKGROUND

The Bethel Missionary Baptist Church is requesting a fee waiver to help cover the cost associated with their Pastor H. H. Lusk Home-Going Reception in the Laguna Grande Hall at the Oldemeyer Center. They set up for the event on Friday, March 22, 2019 from 5:30 p.m. to 9:00 p.m. Additional set up and the event was on Saturday, March 23, 2019 from 10:00 a.m. to 6:00 p.m.

This is the first time the Bethel Missionary Baptist Church is requesting a fee waiver. Staff recommends that the fees be waived for rental cost of the facility and that the organization pay only the non-refundable portion of the deposit of \$147.81 to go towards the building maintenance fund.

FISCAL IMPACT

The approximate fees which are applicable to this request are:

Laguna Grande Hall & Kitchen Fee	3.5 Hours @ \$105.75 (03/22/19)	\$ 370.13
	8 Hours @ \$105.75 (03/23/19)	\$ 846.00
Insurance		\$ 113.00
Deposit Non Refundable Portion		\$ 147.81
TOTAL		\$1,476.94

Should the City Council approve the request with the staff recommendation to waive all rental fees but require payment for the non-refundable deposit only, the fiscal impact is \$1,329.13.

ATTACHMENTS

1. Fee Waiver Request - Bethel Missionary Baptist Church 2019
-

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager



City of Seaside
FEE WAIVER REQUEST

Name of Applicant Rev. Harold Lusk Organization Bethel MB Church
Address 390 Elm Street
Home Phone (039) 394-7066 Cell Phone (031) 915-6002 Email Address pastorlusk3bme@yahoo.com
Room(s) Requested Large Auditorium
Day(s) and Date(s) Requested March 23, 2019
Hours Requested (include set-up time) 3-7 Estimated Attendance 200
Description of Event Repass For Dr. HLT Lusk Sr.
Special Instructions or Equipment to Be Brought In N/A

Reason for Requesting Fee Waiver

Dr. Lusk has been and icon of hope to the city and it would be nice if it could be here.

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

If so, what was the date of your event? _____

Is your organization based in Seaside? Yes ☒ No ☐

What percentage of your members or participants resides in Seaside? 100%

What is your organization's tax identification number? 77-7011607

Is organization able to provide liability insurance? yes

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

Applicant Signature [Signature] Date 3/20/19

FOR OFFICE USE ONLY

Approved: _____
Denied: _____
Appealed: _____

Security Required? Yes ☐ No ☐ Notes: _____
Staff Approval: _____
Date: _____

POLICY REGARDING ROOM RENTAL FEES AND WAIVERS

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

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

FEE WAIVERS FOR MEETING ROOMS

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

AUDITORIUM RENTAL FEE WAIVER

Organizations requesting the use of the Auditorium must:

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

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

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



SEASIDE CALIFORNIA

Facility Rental Request Form

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

Laguna Grande Ha

CONTACT INFORMATION:

Organization: Bethel Missionary Baptist Church
Name of Applicant: Bettye Lusk
Address: 390 Elm St. City: Seaside State: Ca.
Phone: (831) 238-2125 Email: bjlusk@sbcglobal.net
Day of Event Contact Name and Phone: Bettye Lusk (831) 238-2125
☒ Resident ☐ Non-Resident

EVENT INFORMATION:

Event Title: Pastor H.H. Lusk Homegoing Reception
Event Description: Community Reception
Event Date: Sat. 3/23/19 Approximate Number of Guests: 250
Start Time: 3:00 p.m. End Time: 6:00 p.m. Set Up/Break Down Time: (Fri 3/22) Evening
Special Instructions: Setup Sat. 1:00 p.m. updated 10:00 p.m.
Request to use the City's: ☒ Podium ☒ Microphone ☒ Projector Screen
*Subject to availability **Projectors and other electronic equipment will not be provided

	Yes	No		Yes	No
Are you a non-profit organization?	☒	☐	Will refreshments be served?	☒	☐
Is the event open to the public?	☒	☐	Will refreshments be sold?	☐	☒
Will admission be charged?	☐	☒	Will you be using the kitchen?	☒	☐
Will there be music?	☒	☐	Will alcohol be served?	☐	☒
Will there be live music and/or DJ?	☐	☒	Will alcohol be sold?	☐	☒
Name of band or DJ: _____			*Alcohol is prohibited at youth oriented events		

APPLICANT WILL PROVIDE THE FOLLOWING ITEMS 30 DAYS PRIOR TO THE EVENT:

1. Full payment of all applicable fees
2. Copy of event security contract by licensed company (if applicable)
3. Proof of liability insurance
4. Copy of ABC license (if applicable)



SEASIDE CALIFORNIA

Facility Rental Request Form
Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

FACILITY SELECTION

☐ LAGUNA GRANDE HALL

Capacity: Dining: 225 / Theatre: 300

Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$105.75	\$131.50
Deposit	\$591.25	\$738.75
(Non Refundable)	(\$147.81)	(\$184.68)
Alcohol Deposit	\$575.50	\$719.50
(Non Refundable)	(\$143.87)	(\$179.87)

Liability Insurance: \$81-\$207

Security Guards: required 1 per 50 guests

- ☐ I will be using Hall only
- ☐ I will be using Hall & Kitchen only
- ☐ I will be using Hall, Kitchen & Dance Studio

☐ BAYONET MEETING ROOM

Capacity: Classroom: 30 / Theatre: 40

Dimensions: 24' X 20'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$43.75 /hr	\$55 /hr
After 3 hrs	\$20 /hr	\$24.50 /hr

☐ BLACKHORSE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 50

Dimensions: 28' X 26'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hrs	\$54.50 /hr	\$68 /hr
After 3 hrs	\$24 /hr	\$29.75 /hr

☐ DANCE STUDIO

Capacity: Classroom: 35 / Theatre: 70

Dimensions: 26' X 24'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$68 /hr	\$84.75 /hr
After 3 hrs	\$31.25 /hr	\$39.25 /hr

☐ SEAHORSE MEETING ROOM

Capacity: 20 / Dimensions: 28' X 16'

	Resident	Non-Res
Rate 0-3 hrs	\$43.75 /hr	\$55 /hr
After 3 hrs	\$20 /hr	\$24.50 /hr

☐ SEASIDE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 60

Dimensions: 32' X 26'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$43.75 /hr	\$55 /hr
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☐ SEASIDE COMMUNITY CENTER

Capacity: Dining: 85 / Theatre: 100

Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$56	\$70.25
Deposit	\$314	\$392.50
(Non Refundable)	(\$78.50)	(\$98.25)
Alcohol Deposit	\$575.50	\$719.50
(Non Refundable)	(\$143.87)	(\$179.87)

Liability Insurance: \$81-\$207

Security Guards: required 1 per 50 guests

- ☐ I will be using the Large Room only
- ☐ I will be using the Kitchen only
- ☐ I will be using the Large Room & Kitchen

☐ YOUTH EDUCATION CENTER

Two hour rentals: available Fridays and Saturdays 7:30-9:30 PM, and Sundays for any two hours between 8 AM – 9 PM.

	Resident	Non-Res
Deposit	\$83	\$103.50
(Non Refundable)	(\$21)	(26)
0-25 Guests	\$172	\$215
26-50 Guests	\$188.50	\$235
51-75 Guests	\$223	\$278.50
Mini Golf	\$25	\$31
Extra ½ Hour	\$38	\$47.50

Non-Profit Rate: For Laguna Grande Hall, Seaside Community Center, and the Youth Education & Resource Center, non-profits may use the resident rate. For all other meeting rooms, non-profits may have up to 4 hours for \$31.75. Proof of 501(c)(3) required.



**SEASIDE
CALIFORNIA**

Facility Rental Request Form

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

SEATING CONFIGURATION

Review and select a seating configuration below. If you would like a different layout, please sketch your preferred layout in the box marked "other" or on the back of this sheet.

☐ Classroom 	☐ Conference 	☐ U-Shaped 	☐ Pods
☐ Theater 	☐ Banquet 	☐ Empty Room 	☐ Other

I have read and agree to all pages in the rental agreement forms

Applicant Signature Bettye Lusk

Date: 3/18/19

(For Office Use Only)

Permit Fee: _____

Authorized Agent: _____

Date: _____

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



RULES, REGULATIONS & CONDITIONS OF USE

1. **OVERTIME:** Use of the facilities in excess of the time set forth above may result in overtime fee being charged.
2. **CANCELATION BY PERMITTEE:** Permittee must submit written notice of cancellation to the calendaring agent in order to be eligible for a refund. Refund requests made forty-five (45) days in advance will receive a full refund less a seven dollar (\$7) surcharge. Refund requests made thirty (30) - forty-five (45) days in advance will receive a full refund less the non-refundable portion of the security deposit. Refund requests made less than thirty (30) days in advance will receive a full refund less the entire security deposit.
3. **CANCELATION BY CITY:** This permit may be canceled without liability to the City under any of the following conditions: a) It is found to contain false or misleading information, (b) The Department finds that the proposed use will be detrimental to the public's health, (c) Any individual or group (members or guests) willfully or through negligence mistreats the equipment or violates any of the regulations, terms, and conditions established for use of the facilities, (d) Average attendance of scheduled activities falls below the standard established for each use area with the Center, (e) For failure to notify Center of cancellation of any date or dates covered by this permit, (f) Permittee defaults on or has not completed all conditions and requirements for use of facilities, (g) In case the Center or any part thereof shall be destroyed or damaged by fire or any other cause, or if other unforeseen occurrence, including strikes, labor disputes, war, or acts of military authorities shall render fulfillment of the permit difficult or impossible of performance, (h) The facility is needed by public necessity or emergency use, (i) Upon thirty (30) calendar days written notice to Permittee. Refund of rental fees shall be made where City cancels permit at least thirty (30) days prior to the date reserved, except when cancellation occurs under items (g) or (h) above.
4. **TRANSFERRING PERMIT:** Permit cannot be transferred, assigned, or sublet unless approved by the City in writing.
5. **ADVERTISING, SOLICITATION AND SALES:** No advertising or signs shall be exhibited and no sales made at the Center without the written permission of the City.
6. **COMPLETION OF REQUIREMENTS FOR USE OF FACILITIES:** Permittee must complete all requirements relating to use of the facilities within the time requirements specified.
7. **COMPLIANCE TO CONDITIONS OF USE:** The Permittee shall observe, obey, and comply with all applicable City, County, and Federal laws; and the policies, rules, regulations, terms, and conditions governing use of Center facilities. Permittee will forfeit all rents or other fees paid if evicted from premises for violation of it. Eviction shall not release Permittee from any obligations for the payment of the rents or other fees required to be paid under this permit for the term thereof.
8. **CONCESSION SALES:** Permittee will not engage in concession operations unless authorized in writing by Director/authorized staff.
9. **CONDUCT OF PERSONS:** Permittee shall be solely responsible for the orderly conduct of all persons using the premises by its invitation, either express or implied, during all times covered by the permit. The Department reserves the right to eject or cause to be ejected from the premises any person or persons objectionable due to unlawful conduct.
10. **DAMAGE TO FACILITY OR EQUIPMENT:** All property, equipment, and furnishings must be kept clean and undamaged, fair wear and tear accepted. Permittee causing damage or loss will be required to pay for same at current costs.
11. **EXITS:** At no time shall exits be covered or obstructed.
12. **FACILITIES CAPACITY:** Permittee shall not admit a larger number of persons than can be safely and freely moved about therein as determined by Building and Fire Codes.
13. **FLAMMABLE MATERIALS:** No flammable materials will be permitted to be used for decorations. All materials used for decorative purposes must be treated with flame proofing and be approved by the Fire Department.
14. **INDEMNITY:** Permittee shall indemnify and hold harmless by the City, its officers, employees, and agents, against any and all claims, demands, causes of action, personal injuries or death, damages whatsoever, directly or proximately resulting or caused by the use and occupation of the facilities described in the permit, whether such use is authorized or not or from act or omission of Permittee or any of its officers, agents, employees, guests, patrons, or invitees, and the Permittee shall, at its sole risk and expense, defend any and all suits, actions, or other legal proceedings which may be brought or instituted against City, its officers and employees, on any such claim, demand, or cause of action, and the Permittee shall pay any judgment or decree which may be rendered against the city, its officers, employees, and agents in any suit, action or other legal proceedings, and Permittee shall pay for any and all damages to the property of the City or of others, the loss or theft of such property, done or caused by Permittee, its officers, agents, employees, guests, patrons, and invitees.
15. **PAYMENT OF TAXES:** Payment of all Federal, and City taxes in connection with the event shall be the liability and responsibility of the Permittee.
16. **PERMITTEE RESPONSIBLE FOR CLEANLINESS OF FACILITY:** Facilities used by Permittee must be left in a clean and orderly condition. If additional maintenance is required, other than normal cleaning process, the Permittee will be charged for same.
17. **PERMITTEE RESPONSIBLE FOR PERMITS AND LICENSES:** The Permittee shall procure at his own expense all the required licenses and permits necessary for the intended use or activity covered by this permit.
18. **ALCOHOL:** No alcohol can be served to minors or at any youth-related event at the Oldemeyer Center or Seaside Community Center and can result in immediate closure of the event and loss of deposit. ALL alcohol is prohibited at ALL youth oriented events.
19. **SMOKING:** Smoking is prohibited within twenty (20) feet of entrances, exits and windows.
20. **USE OF RESERVED FACILITIES AND EQUIPMENT:** Permittee may use only those facilities and equipment specifically designated on this permit.
21. **CONSTRUCTION OF PERMIT:** In case of any doubts as to the interpretation of any provisions of this permit, the interpretation by the Recreation and Community Activities Director shall prevail. In addition, the Recreation and Community Activities Director shall have the sole power to decide and resolve matters not covered by this permit.



SEASIDE CALIFORNIA

Facility Rental Request Form

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

22. **SEVERABILITY:** If any part of this permit is for any reason held to be illegal, inapplicable, unenforceable, or unconstitutional, such decision shall not affect the validity of the remaining portions of the permit.
23. **SECURITY AND CLEANING DEPOSIT:** A deposit is required from any person or organization renting a room at the Center (according to current fees and charges). A portion of the deposit is non-refundable (according to current fees and charges) and the remaining deposit is refundable in whole or in part depending upon the condition of the room, walls, floors, carpets; whether any breakage occurred or whether overtime was incurred beyond stated setup, cleanup or activity time. The City reserves the right to close down any party or activity that may in any way endanger the health or safety of any person or property. Any early closure of the facility may result in loss of deposits. Refundable deposits will be returned within thirty (30) days following the event date.
24. **SUPPLIES:** City staff is not authorized to provide supplies for your event. 25. **SECURITY GUARDS:** One guard per fifty participants is required for events that serve alcohol and/or have live/DJ music or dancing. The City reserves the right to require security for events.

IMPORTANT THINGS TO NOTE

- ✓ In order to secure a reservation, this form must be completed and submitted along with full payment to the Oldemeyer Center front desk.
- ✓ Reservations for the conference rooms must be made at least 7 days in advance and 30 days in advance for all other facilities.
- ✓ Please include a sketch of how you would like the room to be set up if it is different than the diagrams provided on this form. Our facility staff will do their best to prepare the room as shown in your diagram. Do not write "same as before."
- ✓ Food and beverage are allowed in certain rooms; please ask staff prior to providing refreshments.
- ✓ Do not move furniture from one room to another. If you have additional needs, please contact the facility staff.
- ✓ Please do not change rooms. If a different room is preferred and empty upon arrival, please check with the facility staff.
- ✓ Come prepared. Our staff is not authorized to provide supplies for your meeting.
- ✓ If you tape signs up regarding your meeting, please remove them upon your departure.
- ✓ Smoking is prohibited within 20 feet of entrances, exits and windows.
- ✓ In case of cancelation, please notify the Oldemeyer Center Front Office as soon as possible. Refund requests made 48 hours in advance will receive a full credit towards future use, or a full refund less a \$7 surcharge. Refunds will not be given less than 48 hours in advance.
- ✓ *If alcohol is found on the premises (including the parking lot, stage, kitchen, etc.) and your contract prohibits the consumption of alcohol, the City of Seaside has the right to cancel your event and deposits and fees will NOT be refunded.
- ✓ *A one million dollar (two million aggregate) liability insurance policy is required. You can either purchase it through the city, or through another insurance company and provide us a copy of the policy naming the City of Seaside as co-insured.
- ✓ Use of our facilities requires you to provide licensed and bonded security guards. You must hire one guard per every fifty guests. A copy of the contract must be provided to the city at least 30 days prior to your event. Renters exceeding their stated attendance risk losing their deposit.



SEASIDE CALIFORNIA

Facility Rental Request Form

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

Laguna Grande Hall

CONTACT INFORMATION:

Organization: Bethel Missionary Baptist Church

Name of Applicant: Bettye Lusk

Address: 390 Elm St City: Seaside State: _____

Phone: 238-2125 Email: _____

Day of Event Contact Name and Phone: Bettye Lusk 238-2125

☐ Resident ☐ Non-Resident

EVENT INFORMATION:

Event Title: Pastor H. H. Lusk Homegoing Reception

Event Description: Community Reception (Setup on Friday)

Event Date: 3/22/19 Approximate Number of Guests: 250

Start Time: 5:30 p.m. End Time: 9:00 p.m. Set Up/Break Down Time: _____

Special Instructions: _____

Request to use the City's: ☐ Podium ☐ Microphone ☐ Projector Screen
*Subject to availability **Projectors and other electronic equipment will not be provided

	Yes	No		Yes	No
Are you a non-profit organization?	☐	☐	Will refreshments be served?	☐	☐
Is the event open to the public?	☐	☐	Will refreshments be sold?	☐	☐
Will admission be charged?	☐	☐	Will you be using the kitchen?	☐	☐
Will there be music?	☐	☐	Will alcohol be served?	☐	☐
Will there be live music and/or DJ?	☐	☐	Will alcohol be sold?	☐	☐
Name of band or DJ: _____			*Alcohol is prohibited at youth oriented events		

APPLICANT WILL PROVIDE THE FOLLOWING ITEMS 30 DAYS PRIOR TO THE EVENT:

1. Full payment of all applicable fees
2. Copy of event security contract by licensed company (if applicable)
3. Proof of liability insurance
4. Copy of ABC license (if applicable)



SEASIDE CALIFORNIA

Facility Rental Request Form

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FACILITY SELECTION

☐ LAGUNA GRANDE HALL

Capacity: Dining: 225 / Theatre: 300

Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$105.75	\$131.50
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Liability Insurance: \$81-\$207

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- ☐ I will be using Hall only
- ☐ I will be using Hall & Kitchen only
- ☐ I will be using Hall, Kitchen & Dance Studio

☐ BAYONET MEETING ROOM

Capacity: Classroom: 30 / Theatre: 40

Dimensions: 24' X 20'

	Resident	Non-Res
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Rate 0-3 hr	\$43.75 /hr	\$55 /hr
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☐ BLACKHORSE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 50

Dimensions: 28' X 26'

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☐ DANCE STUDIO

Capacity: Classroom: 35 / Theatre: 70

Dimensions: 26' X 24'

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Rate 0-3 hr	\$68 /hr	\$84.75 /hr
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Capacity: 20 / Dimensions: 28' X 16'

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☐ SEASIDE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 60

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	Resident	Non-Res
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- ☐ I will be using the Kitchen only
- ☐ I will be using the Large Room & Kitchen

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Extra ½ Hour	\$38	\$47.50

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SEATING CONFIGURATION

Review and select a seating configuration below. If you would like a different layout, please sketch your preferred layout in the box marked "other" or on the back of this sheet.

☐ Classroom 	☐ Conference 	☐ U-Shaped 	☐ Pods
☐ Theater 	☐ Banquet 	☐ Empty Room 	☐ Other

I have read and agree to all pages in the rental agreement forms

Applicant Signature: _____

Date: _____

(For Office Use Only)

Permit Fee: _____

Authorized Agent: _____

Date: _____

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



RULES, REGULATIONS & CONDITIONS OF USE

1. **OVERTIME:** Use of the facilities in excess of the time set forth above may result in overtime fee being charged.
2. **CANCELATION BY PERMITTEE:** Permittee must submit written notice of cancellation to the calendaring agent in order to be eligible for a refund. Refund requests made forty-five (45) days in advance will receive a full refund less a seven dollar (\$7) surcharge. Refund requests made thirty (30) - forty-five (45) days in advance will receive a full refund less the non-refundable portion of the security deposit. Refund requests made less than thirty (30) days in advance will receive a full refund less the entire security deposit.
3. **CANCELATION BY CITY:** This permit may be canceled without liability to the City under any of the following conditions: a) It is found to contain false or misleading information, (b) The Department finds that the proposed use will be detrimental to the public's health, (c) Any individual or group (members or guests) willfully or through negligence mistreats the equipment or violates any of the regulations, terms, and conditions established for use of the facilities, (d) Average attendance of scheduled activities falls below the standard established for each use area with the Center, (e) For failure to notify Center of cancellation of any date or dates covered by this permit, (f) Permittee defaults on or has not completed all conditions and requirements for use of facilities, (g) In case the Center or any part thereof shall be destroyed or damaged by fire or any other cause, or if other unforeseen occurrence, including strikes, labor disputes, war, or acts of military authorities shall render fulfillment of the permit difficult or impossible of performance, (h) The facility is needed by public necessity or emergency use, (i) Upon thirty (30) calendar days written notice to Permittee. Refund of rental fees shall be made where City cancels permit at least thirty (30) days prior to the date reserved, except when cancellation occurs under items (g) or (h) above.
4. **TRANSFERRING PERMIT:** Permit cannot be transferred, assigned, or sublet unless approved by the City in writing.
5. **ADVERTISING, SOLICITATION AND SALES:** No advertising or signs shall be exhibited and no sales made at the Center without the written permission of the City.
6. **COMPLETION OF REQUIREMENTS FOR USE OF FACILITIES:** Permittee must complete all requirements relating to use of the facilities within the time requirements specified.
7. **COMPLIANCE TO CONDITIONS OF USE:** The Permittee shall observe, obey, and comply with all applicable City, County, and Federal laws; and the policies, rules, regulations, terms, and conditions governing use of Center facilities. Permittee will forfeit all rents or other fees paid if evicted from premises for violation of it. Eviction shall not release Permittee from any obligations for the payment of the rents or other fees required to be paid under this permit for the term thereof.
8. **CONCESSION SALES:** Permittee will not engage in concession operations unless authorized in writing by Director/authorized staff.
9. **CONDUCT OF PERSONS:** Permittee shall be solely responsible for the orderly conduct of all persons using the premises by its invitation, either express or implied, during all times covered by the permit. The Department reserves the right to eject or cause to be ejected from the premises any person or persons objectionable due to unlawful conduct.
10. **DAMAGE TO FACILITY OR EQUIPMENT:** All property, equipment, and furnishings must be kept clean and undamaged, fair wear and tear accepted. Permittee causing damage or loss will be required to pay for same at current costs.
11. **EXITS:** At no time shall exits be covered or obstructed.
12. **FACILITIES CAPACITY:** Permittee shall not admit a larger number of persons than can be safely and freely moved about therein as determined by Building and Fire Codes.
13. **FLAMMABLE MATERIALS:** No flammable materials will be permitted to be used for decorations. All materials used for decorative purposes must be treated with flame proofing and be approved by the Fire Department.
14. **INDEMNITY:** Permittee shall indemnify and hold harmless by the City, its officers, employees, and agents, against any and all claims, demands, causes of action, personal injuries or death, damages whatsoever, directly or proximately resulting or caused by the use and occupation of the facilities described in the permit, whether such use is authorized or not or from act or omission of Permittee or any of its officers, agents, employees, guests, patrons, or invitees, and the Permittee shall, at its sole risk and expense, defend any and all suits, actions, or other legal proceedings which may be brought or instituted against City, its officers and employees, on any such claim, demand, or cause of action, and the Permittee shall pay any judgment or decree which may be rendered against the city, its officers, employees, and agents in any suit, action or other legal proceedings, and Permittee shall pay for any and all damages to the property of the City or of others, the loss or theft of such property, done or caused by Permittee, its officers, agents, employees, guests, patrons, and invitees.
15. **PAYMENT OF TAXES:** Payment of all Federal, and City taxes in connection with the event shall be the liability and responsibility of the Permittee.
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17. **PERMITTEE RESPONSIBLE FOR PERMITS AND LICENSES:** The Permittee shall procure at his own expense all the required licenses and permits necessary for the intended use or activity covered by this permit.
18. **ALCOHOL:** No alcohol can be served to minors or at any youth-related event at the Oldemeyer Center or Seaside Community Center and can result in immediate closure of the event and loss of deposit. ALL alcohol is prohibited at ALL youth oriented events.
19. **SMOKING:** Smoking is prohibited within twenty (20) feet of entrances, exits and windows.
20. **USE OF RESERVED FACILITIES AND EQUIPMENT:** Permittee may use only those facilities and equipment specifically designated on this permit.
21. **CONSTRUCTION OF PERMIT:** In case of any doubts as to the interpretation of any provisions of this permit, the interpretation by the Recreation and Community Activities Director shall prevail. In addition, the Recreation and Community Activities Director shall have the sole power to decide and resolve matters not covered by this permit.



SEASIDE CALIFORNIA

Facility Rental Request Form

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

22. **SEVERABILITY:** If any part of this permit is for any reason held to be illegal, inapplicable, unenforceable, or unconstitutional, such decision shall not affect the validity of the remaining portions of the permit.
23. **SECURITY AND CLEANING DEPOSIT:** A deposit is required from any person or organization renting a room at the Center (according to current fees and charges). A portion of the deposit is non-refundable (according to current fees and charges) and the remaining deposit is refundable in whole or in part depending upon the condition of the room, walls, floors, carpets; whether any breakage occurred or whether overtime was incurred beyond stated setup, cleanup or activity time. The City reserves the right to close down any party or activity that may in any way endanger the health or safety of any person or property. Any early closure of the facility may result in loss of deposits. Refundable deposits will be returned within thirty (30) days following the event date.
24. **SUPPLIES:** City staff is not authorized to provide supplies for your event. 25. **SECURITY GUARDS:** One guard per fifty participants is required for events that serve alcohol and/or have live/DJ music or dancing. The City reserves the right to require security for events.

IMPORTANT THINGS TO NOTE

- ✓ In order to secure a reservation, this form must be completed and submitted along with full payment to the Oldemeyer Center front desk.
- ✓ Reservations for the conference rooms must be made at least 7 days in advance and 30 days in advance for all other facilities.
- ✓ Please include a sketch of how you would like the room to be set up if it is different than the diagrams provided on this form. Our facility staff will do their best to prepare the room as shown in your diagram. Do not write "same as before."
- ✓ Food and beverage are allowed in certain rooms; please ask staff prior to providing refreshments.
- ✓ Do not move furniture from one room to another. If you have additional needs, please contact the facility staff.
- ✓ Please do not change rooms. If a different room is preferred and empty upon arrival, please check with the facility staff.
- ✓ Come prepared. Our staff is not authorized to provide supplies for your meeting.
- ✓ If you tape signs up regarding your meeting, please remove them upon your departure.
- ✓ Smoking is prohibited within 20 feet of entrances, exits and windows.
- ✓ In case of cancelation, please notify the Oldemeyer Center Front Office as soon as possible. Refund requests made 48 hours in advance will receive a full credit towards future use, or a full refund less a \$7 surcharge. Refunds will not be given less than 48 hours in advance.
- ✓ *If alcohol is found on the premises (including the parking lot, stage, kitchen, etc.) and your contract prohibits the consumption of alcohol, the City of Seaside has the right to cancel your event and deposits and fees will NOT be refunded.
- ✓ *A one million dollar (two million aggregate) liability insurance policy is required. You can either purchase it through the city, or through another insurance company and provide us a copy of the policy naming the City of Seaside as co-insured.
- ✓ Use of our facilities requires you to provide licensed and bonded security guards. You must hire one guard per every fifty guests. A copy of the contract must be provided to the city at least 30 days prior to your event. Renters exceeding their stated attendance risk losing their deposit.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.F.

TO: City Council

FROM: Craig Malin, City Manager

BY: Nancy Towne, Recreation Services Director
Dan Meewis, Recreation Superintendent

DATE: April 4, 2019

**SUBJECT: APPROVE A FEE WAIVER FROM HINDU TEMPLE OF MONTEREY
PENINSULA FOR THE USE OF THE LAGUNA GRANDE HALL AND
KITCHEN FOR THEIR DIWALI CELEBRATION NIGHT EVENT**

PURPOSE & RECOMMENDATION

Approve the fee waiver request from the Hindu Temple of Monterey Peninsula for the use of Laguna Grande Hall and kitchen to hold their Diwali Celebration Night in the amount of \$1,163.25 (One Thousand, One Hundred Sixty-Three dollars and Twenty-Five cents), the Organization to provide the City with the non-refundable portion of the deposit of \$147.81 and purchase the City's insurance of \$113.00.

BACKGROUND

The Hindu Temple of Monterey Peninsula is a non-profit organization. The Hindu Temple is requesting a fee waiver to help cover the cost associated with their Diwali Celebration Night on Saturday, October 19, 2019 from 12:00 p.m. to 11:00 p.m. in the Laguna Grande Hall at the Oldemeyer Center.

Staff recommends that the fees be waived for rental cost of the facility and that the organization provide liability coverage and pay only the non-refundable portion of the deposit of \$147.81 to go towards the building maintenance fund.

FISCAL IMPACT

The approximate fees which are applicable to this request are:

Laguna Grande Hall & Kitchen Fee	11 Hours @ \$105.75	\$1,163.25
Insurance		\$ 113.00

Deposit Non Refundable Portion \$ 147.81

TOTAL **\$1,424.06**

Should the City Council approve the request with the staff recommendation to waive all rental fees but require payment for the insurance and the non-refundable deposit only, the fiscal impact is \$1,163.25.

ATTACHMENTS

1. Hindu Temple of Monterey Peninsula Fee Waiver 2019
-

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager



City of Seaside

FEE WAIVER REQUEST

Received 3/25/19

Name of Applicant Kushma Maharaj Organization Hindu Temple of Monterey Peninsula
Address 1759 Hilton Street, Seaside CA 93955
Street City State Zip
Home Phone 831-241-1475 Cell Phone 831-241-1475 Email Address KushmaMaharaj@yahoo.com

Room(s) Requested Laguna Grande Hall

Day(s) and Date(s) Requested 10/19/2019

Hours Requested (include set-up time) 9 hrs Estimated Attendance 300

Description of Event Dewali Festival

Special Instructions or Equipment to Be Brought In AJ

Reason for Requesting Fee Waiver

Non-Profit (501(c)(3)) PUBLIC & HINDU CULTURAL EVENT.
Serving the People of Monterey Peninsula. Open to the
Public. Need a Temple for Prayer.

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

If so, what was the date of your event? 10/20/2018

Is your organization based in Seaside? Yes ☒ No ☐

What percentage of your members or participants resides in Seaside? 99%

What is your organization's tax identification number? 26-0588590 - C.No. 3007083

Is organization able to provide liability insurance? Yes

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

Applicant Signature K Maharaj Date 3/15/2019

FOR OFFICE USE ONLY

Approved: _____

Denied: _____

Appealed: _____

Security Required? Yes ☐ No ☐

Staff Approval: _____

Date: _____

Notes: _____

POLICY REGARDING ROOM RENTAL FEES AND WAIVERS

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

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

FEE WAIVERS FOR MEETING ROOMS

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

AUDITORIUM RENTAL FEE WAIVER

Organizations requesting the use of the Auditorium must:

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

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

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



SEASIDE CALIFORNIA

Facility Rental Request Form
Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
831-899-6800

CONTACT INFORMATION:

Organization: Hindu Temple of Monterey Peninsula
Name of Applicant: Kushma Maharaj
Address: 1759 Hilby Street City: Seaside State: CA
Phone: 831-241-1475 Email: KushmaMaharaj@yahoo.com
Day of Event Contact Name and Phone: Kushma - 831-241-1475
☒ Resident ☐ Non-Resident

EVENT INFORMATION:

Event Title: Dewali Night
Event Description: Dewali Festival
Event Date: 10/19/2019 Approximate Number of Guests: 300
Start Time: 5 Pm End Time: 11 Pm Set Up/Break Down Time: 12:00 Noon
Special Instructions: _____

Request to use the City's: ☒ Podium ☒ Microphone ☒ Projector Screen
*Subject to availability **Projectors and other electronic equipment will not be provided

	Yes	No		Yes	No
Are you a non-profit organization?	☒	☐	Will refreshments be served?	☒	☐
Is the event open to the public?	☒	☐	Will refreshments be sold?	☐	☒
Will admission be charged?	☒	☐	Will you be using the kitchen?	☒	☐
Will there be music?	☒	☐	Will alcohol be served?	☐	☒
Will there be live music and/or DJ?	☒	☐	Will alcohol be sold?	☐	☒
Name of band or DJ: <u>Amrit Singh</u>			*Alcohol is prohibited at youth oriented events		

APPLICANT WILL PROVIDE THE FOLLOWING ITEMS 30 DAYS PRIOR TO THE EVENT:

1. Full payment of all applicable fees
2. Copy of event security contract by licensed company (if applicable)
3. Proof of liability insurance
4. Copy of ABC license (if applicable)



SEASIDE CALIFORNIA

Facility Rental Request Form

Parks and Recreation Division
986 Hilby Avenue, Seaside CA 93955
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FACILITY SELECTION

☒ LAGUNA GRANDE HALL

Capacity: Dining: 225 / Theatre: 300

Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$105.75	\$131.50
Deposit	\$591.25	\$738.75
(Non Refundable)	(\$147.81)	(\$184.68)
Alcohol Deposit	\$575.50	\$719.50
(Non Refundable)	(\$143.87)	(\$179.87)

Liability Insurance: \$81-\$207

Security Guards: required 1 per 50 guests

- ☐ I will be using Hall only
- ☐ I will be using Hall & Kitchen only
- ☐ I will be using Hall, Kitchen & Dance Studio

☐ BAYONET MEETING ROOM

Capacity: Classroom: 30 / Theatre: 40

Dimensions: 24' X 20'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$43.75 /hr	\$55 /hr
After 3 hrs	\$20 /hr	\$24.50 /hr

☐ BLACKHORSE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 50

Dimensions: 28' X 26'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hrs	\$54.50 /hr	\$68 /hr
After 3 hrs	\$24 /hr	\$29.75 /hr

☐ DANCE STUDIO

Capacity: Classroom: 35 / Theatre: 70

Dimensions: 26' X 24'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$68 /hr	\$84.75 /hr
After 3 hrs	\$31.25 /hr	\$39.25 /hr

☐ SEAHORSE MEETING ROOM

Capacity: 20 / Dimensions: 28' X 16'

	Resident	Non-Res
Rate 0-3 hrs	\$43.75 /hr	\$55 /hr
After 3 hrs	\$20 /hr	\$24.50 /hr

☐ SEASIDE MEETING ROOM

Capacity: Classroom: 40 / Theatre: 60

Dimensions: 32' X 26'

	Resident	Non-Res
Food Deposit	\$150	\$187.50
(Non Refundable)	(\$37.50)	(\$46.75)
Rate 0-3 hr	\$43.75 /hr	\$55 /hr
After 3 hrs	\$20 /hr	\$24.50 /hr

☐ SEASIDE COMMUNITY CENTER

Capacity: Dining: 85 / Theatre: 100

Dimensions: 128' X 120'

	Resident	Non-Res
Hourly Rate	\$56	\$70.25
Deposit	\$314	\$392.50
(Non Refundable)	(\$78.50)	(\$98.25)
Alcohol Deposit	\$575.50	\$719.50
(Non Refundable)	(\$143.87)	(\$179.87)

Liability Insurance: \$81-\$207

Security Guards: required 1 per 50 guests

- ☐ I will be using the Large Room only
- ☐ I will be using the Kitchen only
- ☐ I will be using the Large Room & Kitchen

☐ YOUTH EDUCATION CENTER

Two hour rentals: available Fridays and Saturdays 7:30-9:30 PM, and Sundays for any two hours between 8 AM - 9 PM.

	Resident	Non-Res
Deposit	\$83	\$103.50
(Non Refundable)	(\$21)	(26)
0-25 Guests	\$172	\$215
26-50 Guests	\$188.50	\$235
51-75 Guests	\$223	\$278.50
Mini Golf	\$25	\$31
Extra ½ Hour	\$38	\$47.50

Non-Profit Rate: For Laguna Grande Hall, Seaside Community Center, and the Youth Education & Resource Center, non-profits may use the resident rate. For all other meeting rooms, non-profits may have up to 4 hours for \$31.75. Proof of 501(c)(3) required.



**SEASIDE
CALIFORNIA**

Facility Rental Request Form

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

SEATING CONFIGURATION

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☐ Classroom 	☐ Conference 	☐ U-Shaped 	☐ Pods
☐ Theater 	☐ Banquet 	☐ Empty Room 	☐ Other

I have read and agree to all pages in the rental agreement forms

Applicant Signature: *[Signature]*

Date: 3/15/2019

(For Office Use Only)

Permit Fee: 1867.50

Authorized Agent: *[Signature]*

Date: 3/15/19

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



**SEASIDE
CALIFORNIA**

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14. **INDEMNITY:** Permittee shall indemnify and hold harmless by the City, its officers, employees, and agents, against any and all claims, demands, causes of action, personal injuries or death, damages whatsoever, directly or proximately resulting or caused by the use and occupation of the facilities described in the permit, whether such use is authorized or not or from act or omission of Permittee or any of its officers, agents, employees, guests, patrons, or invitees, and the Permittee shall, at its sole risk and expense, defend any and all suits, actions, or other legal proceedings which may be brought or instituted against City, its officers and employees, on any such claim, demand, or cause of action, and the Permittee shall pay any judgment or decree which may be rendered against the city, its officers, employees, and agents in any suit, action or other legal proceedings, and Permittee shall pay for any and all damages to the property of the City or of others, the loss or theft of such property, done or caused by Permittee, its officers, agents, employees, guests, patrons, and invitees.
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10/26/18

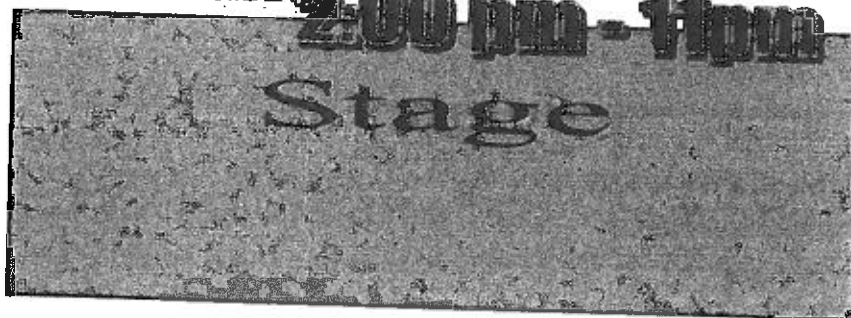
Dewali Night

DIAGRAM LAGUNA GRANDES

2:00 pm - 11pm

EXIT

EXIT



20 round Tables
in this area with 10
chairs

EXIT

EXIT



Exit

Entrance

Exit

Chair Closet

Kitchen

Dance Studio



CITY OF SEASIDE STAFF REPORT

Item No.: 8.G.

TO: City Council

FROM: Craig Malin, City Manager

BY: Beth Rocha, Associate Planner

DATE: April 4, 2019

**SUBJECT: ADOPT A RESOLUTION DESIGNATING THE CITY OF SEASIDE
AS A BEE CITY USA AFFILIATE, INCLUDING APPROVAL OF
ANNUAL MEMBERSHIP DUES IN THE AMOUNT OF \$300.00**

PURPOSE & RECOMMENDATION

That the Council adopt a resolution designating the City of Seaside as a Bee City USA Affiliate, including approval of annual membership dues in the amount of \$300.00.

BACKGROUND

Seaside's Environmental Committee member Kristin Molle and Tom Hughes, a local beekeeper, informed the beekeeping ordinance amendments proposing beekeeping as permitted by-right citywide. The City Council unanimously approved both the first and second readings on January 3, 2019 and January 17, 2019, respectively.

During the January 3, 2019 hearing Mayor Oglesby inquired about Seaside pursuing a Bee City USA designation. Staff filed the online application with Bee City USA and shared the draft resolution with Environmental Committee for input at their February 12th meeting, then the committee unanimously approved it for Council consideration on March 12, 2019, with concurrent approval by Bee City USA.

The annual dues of Bee City USA are based on the city's population, with ranges given and Seaside falling into the following category: 25,000- 49,999 = \$300.00. If the resolution is approved, then it will be provided to Bee City USA along with the annual dues to complete Seaside's application. All council members will receive an email from Bee City USA once the designation has been granted.

Obligations of maintaining the Bee City USA designation will be implemented by the

Environmental Committee, but will also require participation by other city staff. The obligations are as follows:

1. Celebration: Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City of Seaside's commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
2. Publicity & Information: Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the City of Seaside's website which includes, at minimum: a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).
3. Habitat: Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, the following actions: Identify and inventory Seaside real property that can be enhanced with pollinator-friendly plantings. Create a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species. Track (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
4. Pollinator-Friendly Pest Management: Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
5. Policy: Establish, through the City of Seaside a policy in the General Plan to acknowledge and commit to the BEE CITY USA designation. Plan Review: Review the General Plan and other relevant documents to: consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
6. Renewal: After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of the City of Seaside's BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on the City of Seaside's population.

FISCAL IMPACT

The annual membership dues will be \$300.00.

ATTACHMENTS

1. Draft Resolution

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

RESOLUTION NO. 19-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

DESIGNATING THE CITY OF SEASIDE AS A BEE CITY USA® AFFILIATE

WHEREAS, the City Council acknowledges the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

WHEREAS, the City Council gives thanks to the more than 3,600 species of native bees in the United States, along with introduced honey bees, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

WHEREAS, the City Council acknowledges that bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

WHEREAS, the City Council acknowledges that pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

WHEREAS, the City Council acknowledges that ideal pollinator-friendly habitat:

- Provides diverse and abundant nectar and pollen from plants blooming in succession throughout the growing season;
- Provides undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering for wild pollinators;
- Provides water for drinking, nest-building, and butterfly puddling;
- Is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat;
- Is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees, since many wild pollinators prefer or depend on the native plants with which they co-adapted;
- Provides connectivity between habitat areas to support pollinator movement and resilience; and

WHEREAS, the City Council acknowledges that an Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with

cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

WHEREAS, the City Council acknowledges that supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

WHEREAS, the City Council acknowledges that the City of Seaside should be certified a *BEE CITY USA* community because:

- The City of Seaside has not used pesticides in our parks and open spaces for over a decade and we will never resume that outdated practice. This reduces the harmful impact pesticides have on native and domestic bees.
- Following unanimous support by the City Council, the City of Seaside adopted an ordinance beneficial to bee husbandry. These code changes represent a progressive update that are among the most supportive of other bee friendly cities, allowing for beekeeping in the city by-right.
- Seaside city limits encompass 9.38 square miles, 15% of which are wild spaces with native plants, in addition to 614 square miles of agricultural land in close proximity to the city. This allows for bee foraging and native bee habitat, and supports the ongoing relationship between domestic bees and our food supply.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Seaside, in order to enhance understanding among local government staff and the public about the vital role that pollinators play and what each of us can do to sustain them City of Seaside chooses to support and encourage healthy pollinator habitat creation and enhancement, as follows:

1. The City of Seaside's Community Development Department is hereby designated as the BEE CITY USA sponsor.
2. The Associate Planner of Community Development is designated as the BEE CITY USA Liaison.
3. Facilitation of the City of Seaside's BEE CITY USA program is assigned to the Environmental Committee.
4. The Environmental Committee is authorized to and shall:
 - a. **Celebration:** Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City of Seaside's commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
 - b. **Publicity & Information:** Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the City of Seaside's website which includes, at minimum:
 - a copy of this resolution and links to the national BEE CITY USA website;
 - contact information for your BEE CITY USA Liaison and Committee;
 - reports of the pollinator-friendly activities the community has accomplished the previous year(s); and

- your recommended native plant species list and integrated pest management plan (explained below).
- c. **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, the following actions:
 - Identify and inventory Seaside real property that can be enhanced with pollinator-friendly plantings.
 - Create a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species.
 - Track (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
- d. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
- e. **Policy:** Establish, through the City of Seaside a policy in the General Plan to acknowledge and commit to the BEE CITY USA designation.
- f. **Plan Review:** Review the General Plan and other relevant documents to: consider improvements to pest management policies and practices as they relate to pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.
- g. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of the City of Seaside's BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on the City of Seaside's population.

PASSED AND ADOPTED at the regular meeting of the City Council of the City of Seaside duly held on the 4th day of April 2019 by the following vote:

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

Ian N. Oglesby

Lesley Milton-Rerig, City Clerk



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.H.

TO: City Council

FROM: Craig Malin, City Manager

BY: Nancy Towne, Recreation Services Director
Dan Meewis, Recreation Superintendent

DATE: April 4, 2019

**SUBJECT: ADOPT A RESOLUTION MODIFYING THE 2018-2019 FEE
SCHEDULE TO ADD VENDOR FEES SPECIFICALLY FOR THE 4TH
OF JULY EVENT FOR THE AMOUNT OF \$103.75 FOR
RESIDENTS AND \$129.50 FOR NON-RESIDENTS**

PURPOSE & RECOMMENDATION

Approve a resolution to modify the 2018-2019 fee schedule to add vendor fees for the 4th of July Red, White, & Blues event to \$103.75 for residents and \$129.50 for non-residents which will help offset some of the cost of the event.

BACKGROUND

The City of Seaside will be holding the second annual 4th of July celebration "Red, White, & Blues on Thursday July 4, 2019. Last year the only source of revenue from the event was from the collection of vendor fees for food, and crafts. The increase of vendor fees will increase the amount of revenue collected from the event by 50% which will help offset some of the costs that are incurred with hosting the event.

Staff has coordinated with the finance department regarding the change to 2018-2019 fee schedule.

FISCAL IMPACT

There is no fiscal impact associated with the proposed action.

ATTACHMENTS

1. Draft Resolution

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**MODIFYING THE 2018-2019 FEE SCHEDULE TO ADD VENDOR FEES
SPECIFICALLY FOR THE 4TH OF JULY EVENT FOR THE AMOUNT OF \$103.75
FOR RESIDENTS AND \$129.50 FOR NON-RESIDENTS**

WHEREAS, the City hosted the first annual Red, White, and Blues 4th of July celebration in 2018, and had twenty two food and craft vendors who sold goods to the estimated twenty thousand participants in attendance; and

WHEREAS, the event last year cost the City over one hundred thousand dollars, and the sole source of revenue for the event came from the vendor fees that were collected; and

WHEREAS, raising the fees for the 2019 event will help the City generate more revenue to help offset the cost for the event.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Seaside hereby approves the addition of vendor fees for the 4th of July event to \$103.75 for residents and \$129.50 for non-residents.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 4th day of April by the following vote:

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

Ian Olgesby, Mayor

ATTEST:

Lesley Milton-Rerig, City Clerk



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 8.I.

TO: City Council

FROM: Craig Malin, City Manager

BY: Nancy Towne, Recreation Services Director
Dan Meewis, Recreation Superintendent

DATE: April 4, 2019

**SUBJECT: APPROVE A RESOLUTION AUTHORIZING THE CLOSURE OF
CANYON DEL REY TO THROUGH TRAFFIC FROM SONOMA
AVENUE TO HILBY AVENUE, AND THE CLOSURE OF HARCOURT
AVENUE TO THROUGH TRAFFIC FROM CANYON DEL REY TO
HILLSDALE FOR THE CITY OF SEASIDE'S COMMUNITY EVENT
"RED, WHITE & BLUES" ON JULY 04, 2019**

PURPOSE & RECOMMENDATION

Approve a resolution permitting the closure of Canyon del Rey to through traffic from Sonoma Avenue to Hilby Avenue and Harcourt Avenue to through traffic from Canyon Del Rey to Hillsdale on Thursday, July 04, 2019 between the hours of 10:00 a.m. to 11:00 p.m. to ensure public safety during the City of Seaside's Community Event "Red, White and Blues".

BACKGROUND

The City of Seaside will be holding the City's 2nd Annual Community Event "Red, White & Blues" on Thursday, July 04, 2019 beginning at 4:30 p.m. and the fireworks sky concert starting at 9:30 p.m. The event will feature live music, food and fun activities for children on the lawn at Seaside City Hall and will need to utilize Canyon Del Rey and Harcourt Avenue for portion of the programs use. The closure of Canyon Del Rey and Harcourt Avenue will greatly enhance this event and will allow for greater safety for the participants and staff. Because staff anticipates a large turnout, extra space will be required for the City's Community Event. All the residents living on this portion of Canyon Del Rey and Harcourt will be contacted by department staff in advance of this event.

FISCAL IMPACT

There is no fiscal impact associated with the proposed action.

ATTACHMENTS

1. Draft Resolution

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEASIDE

**APPROVING THE CLOSURE OF HIGHWAY 218 (CANYON DEL REY),
HARCOURT AVENUE, ALLSTON STREET AND HILLSDALE AVENUE TO
THROUGH TRAFFIC ON JULY 4, 2019**

WHEREAS, the City of Seaside sponsors the Community Event "Red, White & Blues" on July 4, 2019 on the lawn at Seaside City Hall that is open to the public; and

WHEREAS, it is necessary to close Highway 218 (Canyon Del Rey), Harcourt Avenue, Hillsdale Street, and Allston Street to through traffic between the hours of 10:00 a.m. and 11:00 p.m. on July 4, 2019 to insure the safety of the public and staff; and

WHEREAS, the California Department of Transportation requires a City Council resolution approving closure of state highways and city roadways.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Seaside hereby approves the closure of Highway 218 (Canyon Del Rey) from Hilby Avenue to Sonoma Avenue; Harcourt Avenue from Canyon Del Rey to Hillsdale Street; Allston Street and Hillsdale Street at Harcourt Avenue, between the hours of 10:00 a.m. and 11:00 p.m. on July 4, 2019 to ensure the safety of the public using this portion of roadway during this event.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Seaside duly held on the 4th day of April 2019 by the following vote:

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

Ian Oglesby, Mayor

ATTEST:

Lesley Milton-Rerig, City Clerk



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.A.

TO: City Council

BY: Roberta Greathouse, Human Resources Director/Risk Manager

DATE: April 4, 2019

**SUBJECT: DISCUSS AND PROVIDE DIRECTION TO STAFF REGARDING A
RECRUITMENT AND SELECTION PROCESS TO FILL THE CITY
ATTORNEY'S POSITION**

PURPOSE & RECOMMENDATION

It is recommended that the City Council provide the Human Resources Director / Risk Manager direction on initiating a recruitment and selection process to fill the City Attorney position.

BACKGROUND

The City Attorney has announced his intent to retire later this year. Staff recommends initiating the recruitment and selection process to fill the position and offers the following options for the Council's consideration.

1. Recruitment Process

Conduct an in-house a recruitment for a full-time, at will, City Attorney. The new City Attorney would be an employee of the City with an office in City Hall. A draft job description is attached.

or

Issue a Request for Statements of Qualifications from firms or individuals to conduct an executive recruitment for a City Attorney.

Given that time is of the essence, staff recommends Council authorize the Human Resources Department to conduct an in-house recruitment to fill the position. Although there is benefit in hiring an executive recruiter to conduct a search to fill this position, this would delay the recruitment process and may not produce a larger candidate pool

than the City can generate on its own.

2. Full Council Involvement or Sub-Committee

There are several steps in the hiring process, including the review and screening of applications, candidate interviews, and reference checks. The City Council can elect to engage in these steps as a team or could utilize sub-committee(s) to complete certain steps.

FISCAL IMPACT

There is no cost associated with this item. The Human Resources Department budgets for recruitment expenses and has an adequate budget to conduct this recruitment.

ATTACHMENTS

1. Seaside City Attorney Draft Job Description
-



April 2019
FLSA: EXEMPT

DRAFT CITY ATTORNEY

DEFINITION

Provides a wide range of professional legal services to the City Council, City Departments, and various boards and commissions and to represent the City in litigation and other proceedings.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Supervises professional attorneys and clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

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

- Perform legal research and prepare written and oral opinions on various legal problems.
- Confer with and render legal assistance to the City Council, Department Directors, and other staff regarding a variety of municipal issues.
- Analyze State and Federal legislation affecting the City.
- Provide legal updates and training to the Council, staff, and commissioners.
- Recommend changes in policies and procedures to comply with legal requirements.
- Prepare, draft, and review ordinances, resolutions, contracts, deeds, and other legal documents. Offer legal opinions as to legal acceptability when documents are presented to the City for consideration by an outside agency or agent.
- Prepare and administer the City Attorney department budget.
- Prepare cases for, and represent the City at, trial and hearings.
- Monitor, supervise, and assist with cases handled by outside legal counsel.
- Investigate complaints and claims against the City and take or recommend appropriate action.
- Respond to citizen complaints.
- Represent the City at City Council, board and commission meetings, and in court.
- Prosecute for civil and criminal remedies to enforce City ordinances, abate public nuisances, recover damages to City property, condemn property for public purposes, and other matters.
- Supervise clerical staff, contract, and subordinate professionals.
- Select, train, and evaluate staff.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Legal principles and practices including civil, criminal, constitutional, and administrative law and procedures.
- Applicable Federal, State, and local statutes, rules, regulations and case law pertaining to local government and specifically municipal corporations.
- Organizations and public agencies in Monterey County.
- Methods of research and writing.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Analyze a wide variety of legal issues.
- Conduct research on legal problems and prepare sound legal opinions.
- Analyze and /or prepare a wide variety of legal documents.
- Prepare and present statements of law, fact, and argument clearly and logically.
- Perform legal work requiring the use of independent judgement.
- Work independently in the absence of supervision.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a minimum of seven years of professional legal experience with five years of experience working for a governmental agency including municipal or county counsel, special district counsel, or private law firm providing legal support to local government clients. Municipal experience is highly desirable.

License:

- Active membership in the State Bar of California.
- Valid California drivers' license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be

required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

ADDITIONAL INFORMATION

This position is required to work evenings, nights, and weekends as needed.



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 9.B.

TO: City Council

FROM: Craig Malin, City Manager

BY: Misty Bradshaw, Associate Engineer
Rick Riedl, City Engineer

DATE: April 4, 2019

**SUBJECT: CONSIDER APPROVAL FOR TEMPORARY TRAFFIC CONTROL
FOR A THE SAFE ROUTES TO SCHOOL POP UP PLAN ON
BROADWAY AVENUE BETWEEN YOSEMITE STREET AND
MESCAL STREET**

PURPOSE & RECOMMENDATION

Consider approval for temporary traffic control for a the Safe Routes to School Pop Up Plan on Broadway Avenue between Yosemite Street and Mescal Street, as recommended by the Traffic Advisory Committee (TAC).

BACKGROUND

The Transportation Agency for Monterey County (TAMC) received a planning grant to prepare a Safe Routes to School Plan for the cities of Seaside and Marina. The Seaside & Marina Safe Walking & Biking to School: Complete Streets Plan (Plan) will identify safe access routes to all K-12 public schools in Seaside and Marina and recommend infrastructure and non-infrastructure improvements.

The Plan is funded through a \$360,876 Caltrans Sustainable Transportation Planning Grant and \$47,077 of TAMC Measure X Safe Routes to School Program funds. The planning effort is a partnership between the Monterey Peninsula Unified School District, cities of Seaside and Marina, TAMC, Monterey County Health Department and Ecology Action.

The Plan builds on the goals of the Measure X Safe Routes to School Program to ensure children across Monterey County have access to safe, healthy and affordable transportation options. Seaside and Marina have both been identified as high priority

cities due to the high rates of youth biking and walking collisions and obesity.

The two-year planning process will identify safe access to all K-12 public schools in Seaside and Marina and recommend infrastructure and non-infrastructure improvements. The planning effort launched in late August with two community workshops (one in Seaside and one in Marina). In the Fall of 2018, the planning team comprised of TAMC, Monterey County Health Department, City of Seaside Public Works, City of Marina Public Works, and Ecology Action staff invited school staff and community members to participate in walking audits at each of the 15 schools. The walking audits allowed the team and school community to observe morning drop-off issues as well as opportunities for infrastructure improvements. The list of recommended infrastructure and non-infrastructure improvements will be brought to each school community and City committees and councils for review and input in Spring 2019.

PROPOSED TEMPORARY IMPROVEMENTS

In May of 2019 the project team proposes to install temporary safe routes to school demonstrations on various street to allow the communities of Seaside to physically walk and bike through some of the proposed improvements and provide input on whether or not the projects should be made permanent. The temporary pop up demonstrations will remain on the street for approximately two weeks and be maintained by City street maintenance crews and the project team.

The proposed temporary improvements in Seaside will be on Broadway Avenue between Yosemite Street and Mescal Street between May 1st through May 15th.

The improvements include:

1. Curb extensions at all four corners of the intersection of Broadway and Yosemite to extend the sidewalk at the corners creating shorter crossing distances for pedestrians and making them more visible to drivers.
2. New crosswalk across Broadway, east of the school driveway. This is a popular crossing location for families during drop-off and pick-up.
3. Road diet on Broadway between Yosemite and Mescal to create buffered or protected bike lanes.

The road diet proposed is identified in the Seaside Draft General Plan, and involves reducing this section of Broadway from four lanes to two and replacing the outer lane with a bike lane. This treatment would help to slow traffic on Broadway in front of the school and provide a safe space for students and community members who bike.

The project team has coordinating with MLK Jr. Elementary school administration and Monterey Peninsula Unified School District staff to communicate with parents and the school community about the temporary improvements. Interested members of the community including elected officials and City committee members and commissioners

are also invited and encouraged to walk or bike through the temporary improvements and provide comments to the project team as to whether or not they feel the improvements should be made permanent.

The project team presented the proposed plan to the TAC at their regularly scheduled meeting on March 19, 2019. TAC recommends approval of the Temporary Traffic Control Plan pending City Engineer review. The Temporary Traffic Control Plan includes a road diet and traffic calming measures proposed for Broadway Avenue between Yosemite Street and Mescal Street beginning on May 1st through May 15th.

FISCAL IMPACT

The Safe Routes to School Program is funded by the TAMC planning grant. The pop-up will be funded through this grant, as well as by City staff time and materials.

ATTACHMENTS

None

Reviewed for Submission to the
City Council by:



Craig Malin, City Manager