



2.1.16 MANIFEST

Welcome to the Manifest; a weekly summary that cares more about brevity than grammar, and what is about to or could happen in Seaside than what did or didn't. Contributions to future editions are welcome at cmalin@ci.seaside.ca.us prior to noon on Fridays.

The Week That Was

- ▣ Stairs Repainted – Thanks RMS, for repainting the anti-slip black stuff on the City Hall steps. Looks sharp, like a City Hall should.
- ▣ Sales Tax Trending Up – Daphne stopped by with an HdL projection that sales tax will be about \$900,000 above the \$6.5 million budgeted amount this year and about \$500,000 next year, once the “triple flip” math is done. More to follow at the mid-year budget review.
- ▣ Team Work Talk The Talk – Regularly scheduled individual meetings with department heads are stopped in favor of weekly meetings with the entire team. Football teams don't have 11 separate huddles before they run a play.
- ▣ Team Work Walk The Walk – HR and City Manager's Office agree to share staff, saving about \$20K a year. More importantly, the four corners of the building stop acting like corners.
- ▣ Thanks Councilmember Pacheo – For inviting me to a community meeting Tuesday (a good time was had by all). Thanks especially for the meeting being within skateboard distance.
- ▣ Teambuilding, cont. – Department heads and the Council will understand this better than others, but (as an openness initiative) I've attached my WDI Leadership Assessment report. Was glad to hear low scores in some areas are good, because the 13 in “emotionality” had me worried. Turns out, it predicts you won't often find me sobbing in my office. Resilience comes standard with a Cubs fan.
- ▣ Teambuilding, cont. – Attached is a draft organization chart outlining expanding the dept head team by having HR, Parks / Rec and an Economic Development professional report directly to the City Manager. This will be discussed in greater detail at the upcoming Strategic Planning session, but the basic ideas are to expand leadership capacity, position the City to secure the ample opportunities before us, and not act as if

succession planning only happens when people actually leave. A draft job description for the Economic Development Manager position is attached. If all / most nod their heads at the Strategic Planning session, we'll do all the official steps to implement this broader, stronger team concept.

- 📄 Teambuilding, cont. – Brief and interesting meeting on labor relations on Wednesday. Nine non-sworn employees were pulled out of the POA and placed in SCEA unilaterally by my predecessor. The nine didn't ask for the switch, the receiving unit wasn't interested in adding them to their unit, and there was no compelling reason to make the move (I asked). Here's a rule – we don't jerk employees around. Honor their contributions and hold them to high standards ... that's what we do.
- 📄 Draft Strategic Planning Agenda – Attached, including a section on organizational development and Council agenda and communication protocols.
- 📄 Fire Report – attached
- 📄 Door Opens, People Pour In – Cal JPIA, Chamber, CVB, Jim Cullen, employees, Girl Scout Cookie Sales Representative ... it's all good. Sam from HR also stops by and does a great job on my orientation (although there was this one moment where the predominance of people of Polish descent in Chicago took her by surprise). Seriously, she did a great job.

An observation – my predecessor went with an open door to the closet / restroom and a closed door to employees and visitors. I just switched it around.

The 2.4 Council Agenda

- 📄 The meeting starts at 7:00. Enjoy dinner at home.
- 📄 7.B. I'm told by my peers that their cities will be looking for a 60% local / 40% regional split on transportation projects.
- 📄 8.D. The multi-hazard mitigation plan is a very large document, and is giving us some trouble in posting / e-mailing. We'll get it done early next week.
- 📄 10.A. Clean audit, always nice.
- 📄 10.B. The prospective Monterey Downs developer is responsible for reimbursing the City for the cost of the appraisal.
- 📄 10.C. The original bonding source has both limited the geography in which the pavement rehab can occur and has limited the time in which the project can be finished to June 30, 2016.

- 10.D. The ENA for the senior living project with Seasons Management has been recommended to be six months (rather than one year) to underscore that time is not an infinite resource.

Meetings Next Week

- 2/2 Neighborhood Improvement Program @ 6:00 PM
- 2/3 Board of Architectural Review @ 5:30 PM
- 2/3 Special CDAC @ 6:30 PM

The Weeks Ahead

- Reporting - Staff will be developing monthly public safety and finance / budget reports, and weekly economic development reports. You manage what you measure, and keep track of. The reports will find their way to these weekly updates.
- Forward - The Youth Violence Program Manager job description should be finalized and the recruitment started by mid- February. A transition plan to a new location should also be moving past the staff inaction phase into something that's ready by the time school's out (or sooner). Time is not an infinite resource, particularly for at-risk youth.
- Videoscreen Use – Staff will be presenting options for public use of the videoscreens in the Council Chambers on the Feb 18 agenda.

Misc

- Always Appreciative - RMS prepared a rather expansive submittal. Rather than edit something out (and not be appreciative of the work that went into it) it's attached in its entirety. In the future, we'll try to be more efficient.

Optional Reading

- Orientation Highlights – The gym membership benefit is awesome. See you at the Sand City climbing gym. As Sam explained the vision benefit, I had a small epiphany. My wife and daughter wear glasses. Neither my son nor I do. Our health insurance experience is mostly centered on what follows after we crash into things. Trees, boulders, shortstops, fence posts ... whatever.

Perhaps, if we took advantage of the vision benefit, the crashing might be curtailed?

Have a great weekend.

Confidential WDI Leadership Assessment

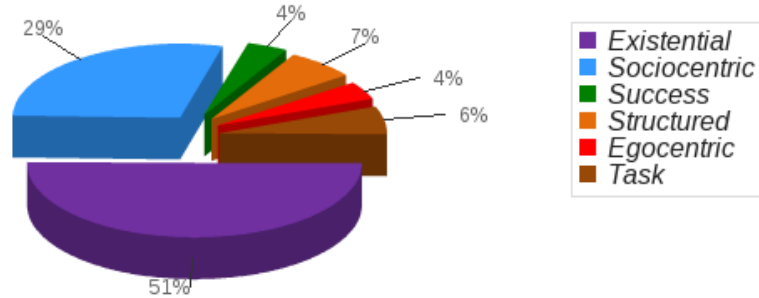
Date: 10/28/2015

Organization: Seaside

Job Title: City Manager

Name: Craig Malin

Work Values Percent Distribution



Leadership Personality Characteristics

Core	Lowest	Low	Average	High	Highest
	0	4 8 12 16 20 24 28 32 36 40 44 48 52 56 60 64 68 72 76 80 84 88 92 96 100			

Dominance	*****	*****	*****	*****	***** 79
Confidence	*****	*****	*****	*****	***** 94
Independence	*****	*****	*****	*****	***** 82
Initiative	*****	*****	*****	*****	***** 80
Persistence	*****	*****	*****	*****	***** 90

Temperament 0 4 8 12 16 20 24 28 32 36 40 44 48 52 56 60 64 68 72 76 80 84 88 92 96 100

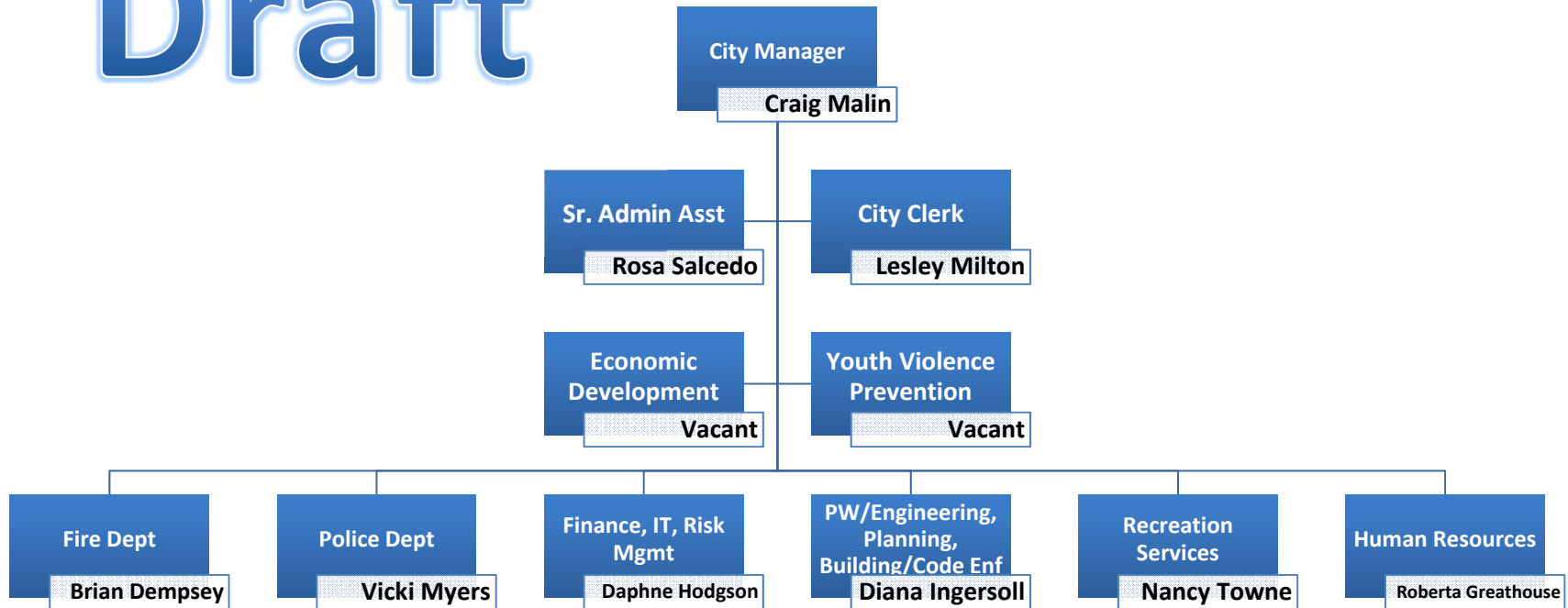
Flexibility	*****	*****	*****	*****	***** 96
Opportunism	*****	*****	*****	*****	***** 47
Introversion	*****	*****	*****	*****	***** 66
Emotionality	*****	*****	*****	*****	***** 13
Satisfaction	*****	*****	*****	*****	***** 87

Other 0 4 8 12 16 20 24 28 32 36 40 44 48 52 56 60 64 68 72 76 80 84 88 92 96 100

Creativity	*****	*****	*****	*****	***** 93
Diplomacy	*****	*****	*****	*****	***** 33

City Managers' Office with Reorg

Draft



ECONOMIC DEVELOPMENT MANAGER

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

DEFINITION

Under administrative direction of the City Manager, the Economic Development Manager plans, organizes, directs and administers the City's economic development activities and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The purpose of this classification is to develop and manage a quality economic development program for the City of Seaside that retains, expands, and attracts business firms in order to increase City revenue to improve City services, to develop/attract jobs and higher paying jobs for our citizens, and to develop a trained workforce.

ESSENTIAL FUNCTIONS STATEMENT

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

- Represents City in discussions with private developers and public agencies regarding City's participation in potential development projects. Negotiates financial and other terms under which City may undertake such projects.
- Meets with real estate brokers and owners of vacant and underutilized commercial properties to identify occupancy and development constraints, and works with property owners and City staff to minimize or eliminate those constraints.
- Meets with business representatives to determine overall growth and development needs and goals, in order to formulate needed economic development activities, programs and plans.
- Evaluates, identifies, and promotes model community and business/economic development projects.
- Coordinates the processing of development applications including coordination with other Departments, other government agencies, property owners, and citizens groups.
- Manages, directs, and evaluates subordinate staff.
- Develops programs to attract quality developers/development projects to the City.

- Oversees the work performed by consultant staff hired by the City. Evaluates services performed and costs for services performed by external consultants, vendors, and contractors.
- Prepares and administers operating budget for the Economic Development function.
- Assesses economic and fiscal impact of business projects to the City, and of City projects on the business community.
- Responsible for trouble shooting and problem solving of specific issues related to business retention and new business recruitment.
- Prepares variety of reports, recommendations, contracts and memoranda related to assigned activities and programs.
- Makes presentations to the City Council and Successor Agency Board regarding all matters related to economic development policies and activities.
- Conducts an on-going process of evaluation and review of program goals, objectives, strategies, and plans to ensure the long-term ability of the program to accommodate appropriate responses to new or changing issues and opportunities.
- Represents the City in meetings with developers, builders, citizens and other governmental agencies.
- Performs all other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public and private financing mechanisms commonly used to fund development projects.
- Principles of real estate including property acquisition, disposition, and marketing.
- Principles and practices of modern public administration, municipal budgeting, economic development, urban planning, zoning and management.
- General aspects of municipal government including labor relations, finance, principles of management.
- Principles and practices of governmental contracting and contract administration.
- Applicable state and federal laws affecting financing and management of city operations.

Ability To:

- Plan, communicate, delegate, and monitor a variety of concurrent projects.
- Communicate clearly and effectively orally and in writing.
- Work cooperatively and effectively with all individuals contacted during the course of employment, including the City Council, City Manager, City Department Directors, coworkers, subordinates, other employees of the organization, staff of other agencies, and the general public.
- Interpret objectives, regulations, and policies for the public.
- Formulate and present policy recommendations to the City Council, community organizations, and other boards and commissions.
- Analyze difficult problems, develop a positive course of action and follow through on its implementation.
- Demonstrate sound professional judgment, ability to reason logically, creatively and imaginatively.
- Understand quality site planning and architectural design principles and their application to development proposals.
- Formulate and present policy recommendations to the City Council, community organizations, and other boards and commissions.

EDUCATION AND EXPERIENCE

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

Education

Equivalent to graduation from an accredited four-year college or university with major course work in Public Administration, Economics, Urban Planning, or a closely related field. A masters degree is desirable and may be substituted for one year of professional experience. Certification by the American Institute of Certified Planners (AICP) and/or possession of the Certified Economic Developer (CEcE) certificate is highly desirable.

Experience

Five years of increasingly responsible municipal experience in planning, redevelopment, community development, economic development, or a related field with at least three of the five years working in a government agency conducting economic development programs.

License Required

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

CITY OF SEASIDE STRATEGIC PLANNING RETREAT
Monday, February 8, 2016 -- Oldemeyer Center, Seaside

8:00 Continental Breakfast

8:30 Welcome, Purpose of the Retreat and Public Comment – Ralph Rubio, Mayor

Role of the Facilitator, Recorder, Group and Public; Strategic Planning Elements; Agenda -- Marilyn Snider, Facilitator -- Snider and Associates

Introductions of the Group

City of Seaside:

- **Mission/Purpose Statement**
- **Vision Statement**
- **10-Year Elements That Define the Vision**
- **Core Values/Guiding Principles**
- **Three-Year Goals (2014-2017)**

What Are the Strengths and the Accomplishments of the City of Seaside Since the July 29, 2015 Strategic Planning Retreat?

What Are the City's Current Internal Weaknesses/Challenges?

What Are the External Factors/Trends (e.g., political, economic, environmental, technological, demographic) that Will/Might Have an Impact on the City of Seaside in the Coming Year:

- **Positively (opportunities)?**
- **Negatively (threats)?**

Organizational Development – Craig Malin, City Manager

Review and Revise, if Needed, the Three-Year Goals (what the City of Seaside needs to accomplish)

Public Comment

Identify Six-Month Strategic Objectives (how the goals will be addressed – by when, who will be accountable, for what specific, measurable results) for Each of the Three-Year Goals

NOTE: the focus will be on major strategic objectives to be accomplished as a city rather than details/tactics and tasks

City Council Identifies and Achieves Consensus on Communication and Agenda Protocols

Next Steps/Follow-Up Process to Monitor Progress on the Goals and Strategic Objectives (including setting a date in six months to update the strategic plan)

Summary of the Retreat and Closing Remarks

4:00 Adjourn

There will be a mid-morning and a mid-afternoon break with a group lunch at 12:15. Please limit use of your cell/smart phones, laptops and tablets to the breaks.

PLEASE BRING YOUR 2016 CALENDAR.

MEMORANDUM

City of Seaside
Fire Department

Date: January 28, 2016
 To: Craig Malin, City Manager
 From: Brian Dempsey, Fire Chief
 Subject: **Weekly Report**

Fire Department Training Summary from January 22, 2016 through January 28, 2016:

Training Type	Date	Hours
Physical Fitness	1/22/2016	1
Scott X3 SCBA Daily and Weekly Checks	1/22/2016	0.5
SCBA Daily Checkout	1/22/2016	0.2
Vehicle Trip Inspection	1/22/2016	1
SCBA Daily Checkout	1/22/2016	0.2
Vehicle Trip Inspection	1/22/2016	0.3
Vehicle Trip Inspection	1/22/2016	1
Vehicle Trip Inspection	1/22/2016	1
Company Training Documentation	1/22/2016	3
Company Training Documentation	1/22/2016	3
Company Training Documentation	1/22/2016	3
Company Training Documentation	1/22/2016	3
Company Training Documentation	1/22/2016	3
Company Training Documentation	1/22/2016	3
Firefighter Reserve Training	1/22/2016	3
Firefighter Reserve Training	1/22/2016	3
Firefighter Reserve Training	1/22/2016	3
Physical Fitness	1/22/2016	1
Officer Training (Management/Administration) Documentation	1/23/2016	2
Officer Training (Management/Administration) Documentation	1/23/2016	2
Physical Fitness	1/23/2016	1
SCBA Daily Checkout	1/23/2016	0.2
Vehicle Trip Inspection	1/23/2016	0.5
Hearing Conservation	1/23/2016	1
SCBA Daily Checkout	1/24/2016	0.2
SCBA Daily Checkout	1/24/2016	0.2
SCBA Daily Checkout	1/24/2016	0.2
Company Training Documentation	1/24/2016	3

Physical Fitness	1/27/2016	1
Hearing Conservation	1/27/2016	1
Hearing Conservation	1/27/2016	1
Hearing Conservation	1/27/2016	1
Hearing Conservation	1/27/2016	1
Hearing Conservation	1/27/2016	1
Company Training Documentation	1/27/2016	1
Company Training Documentation	1/27/2016	1
Physical Fitness	1/27/2016	1
Heinz 5-step field identification kit	1/27/2016	2
Heinz 5-step field identification kit	1/27/2016	2
Heinz 5-step field identification kit	1/27/2016	2
Heinz 5-step field identification kit	1/27/2016	2
Heinz 5-step field identification kit	1/27/2016	2
Physical Fitness	1/27/2016	1
Hearing Conservation	1/27/2016	1
Physical Fitness	1/28/2016	1
SCBA Daily Checkout	1/28/2016	0.2
Physical Fitness	1/28/2016	1
SCBA Daily Checkout	1/28/2016	0.2
Physical Fitness	1/28/2016	1
Vehicle Trip Inspection	1/28/2016	1
SCBA Daily Checkout	1/28/2016	0.2
SCBA Daily Checkout	1/28/2016	0.2
Vehicle Trip Inspection	1/28/2016	0.15
Scott X3 SCBA Daily and Weekly Checks	1/28/2016	1
Vehicle Trip Inspection	1/28/2016	1
Vehicle Trip Inspection	1/28/2016	1
NFPA 1500 Laboratory Safety	1/28/2016	1
NFPA 1500 Combustible & Flammable Liquids	1/28/2016	1
Hearing Conservation	1/28/2016	1
Fleet Program Adjusting to Changing Conditions for Emergency Vehicle Operators	1/28/2016	1
NFPA 1500 HAZMAT Spill Prevention & Control	1/28/2016	1
	Total:	111.25

Fire Department Activity Summary from January 22, 2016 through January 28, 2016:

Date	Description
1/25/2016	Community Service
1/26/2016	Community Service
1/26/2016	Show and tell with information
1/26/2016	Public Education
1/27/2016	Smoke alarm installation
1/28/2016	Certificate of Occupancy Inspection
1/28/2016	Certificate of Occupancy Inspection

The fire department answered 59 alarms (listed by: date, time, type of call, and location) from January 22, 2016 through January 28, 2016:

Date	Time	Description	Street
1/22/2016	0:13:13	EMS call, excluding vehicle accident with injury	BIRCH
1/22/2016	12:15:21	Motor Vehicle Accident with no injuries	FREMONT
1/22/2016	14:51:51	EMS call, excluding vehicle accident with injury	FRANCIS
1/22/2016	16:14:26	EMS call, excluding vehicle accident with injury	ST. HELENA
1/22/2016	22:08:38	EMS call, excluding vehicle accident with injury	FLORES
1/23/2016	3:03:38	Motor vehicle accident with injuries	SAN PABLO
1/23/2016	7:39:18	EMS call, excluding vehicle accident with injury	DEL MONTE
1/23/2016	9:56:52	EMS call, excluding vehicle accident with injury	ROUSCH
1/23/2016	10:41:13	EMS call, excluding vehicle accident with injury	WANDA
1/23/2016	12:18:18	EMS call, excluding vehicle accident with injury	ROSITA
1/23/2016	12:40:17	Service Call, other	BIRCH
1/23/2016	16:34:01	EMS call, excluding vehicle accident with injury	OLYMPIA
1/23/2016	16:34:36	EMS call, excluding vehicle accident with injury	SOTO
1/23/2016	16:49:46	EMS call, excluding vehicle accident with injury	CANYON DEL REY
1/23/2016	21:54:21	EMS call, excluding vehicle accident with injury	SAN PABLO
1/23/2016	22:04:37	Alarm system activation, no fire - unintentional	COE
1/23/2016	22:21:42	Smoke/Odor Investigation	HIGHLAND
1/24/2016	8:02:46	Person in distress, Other	VALLEJO
1/24/2016	8:25:19	EMS call, excluding vehicle accident with injury	HARCOURT
1/24/2016	11:16:50	EMS call, excluding vehicle accident with injury	ROSITA
1/24/2016	14:30:50	Fire, Other	MARIPOSA
1/24/2016	16:22:49	EMS call, excluding vehicle accident with injury	FRANCIS
1/24/2016	17:58:40	EMS call, excluding vehicle accident with injury	CIRCLE
1/24/2016	22:34:03	Person in distress, Other	HAVANA
1/25/2016	0:31:59	Person in distress, Other	WANDA
1/25/2016	0:55:45	EMS call, excluding vehicle accident with injury	WANDA

1/25/2016	3:29:22	EMS call, excluding vehicle accident with injury	LORRAINE
1/25/2016	4:53:33	Emergency medical service, other	STOWE
1/25/2016	4:58:57	EMS call, excluding vehicle accident with injury	ROSITA
1/25/2016	8:46:10	EMS call, excluding vehicle accident with injury	CANYON DEL REY
1/25/2016	10:32:39	EMS call, excluding vehicle accident with injury	DARWIN
1/25/2016	13:01:35	EMS call, excluding vehicle accident with injury	ANCON
1/25/2016	13:58:24	Water or steam leak	YOSEMITE
1/25/2016	20:29:27	EMS call, excluding vehicle accident with injury	WANDA
1/25/2016	20:38:14	EMS call, excluding vehicle accident with injury	HILBY
1/25/2016	23:40:01	Motor vehicle accident with injuries	LA SALLE
1/26/2016	1:11:03	No Incident found on arrival at dispatch address	PALM
1/26/2016	4:56:19	EMS call, excluding vehicle accident with injury	FREMONT
1/26/2016	8:46:39	EMS call, excluding vehicle accident with injury	YOSEMITE
1/26/2016	10:44:16	EMS call, excluding vehicle accident with injury	CANYON DEL REY
1/26/2016	13:55:36	Unintentional transmission of alarm, Other	WHEELER
1/26/2016	16:27:36	EMS call, excluding vehicle accident with injury	BROADWAY
1/26/2016	16:34:56	EMS call, excluding vehicle accident with injury	LOUVAINE
1/26/2016	17:00:53	Motor vehicle/pedestrian accident (MV Ped)	CLEMENTINA
1/26/2016	17:23:52	EMS call, excluding vehicle accident with injury	WANDA
1/27/2016	10:16:48	Heat detector activation due to malfunction	COE
1/27/2016	15:03:52	EMS call, excluding vehicle accident with injury	BROADWAY
1/27/2016	17:03:38	Biological hazard, confirmed or suspected	DARWIN
1/27/2016	21:22:59	EMS call, excluding vehicle accident with injury	LA SALLE
1/27/2016	22:26:14	EMS call, excluding vehicle accident with injury	NADINA
1/28/2016	1:32:54	EMS call, excluding vehicle accident with injury	WARING
1/28/2016	7:51:36	Motor Vehicle Accident with no injuries	HIGHLAND
1/28/2016	8:06:31		ECHO
1/28/2016	9:32:29	Person in distress, Other	ORD GROVE
1/28/2016	10:25:17	EMS call, excluding vehicle accident with injury	CANYON DEL REY
1/28/2016	11:52:20	EMS call, excluding vehicle accident with injury	CLEMENTINA
1/28/2016	15:14:36	EMS call, excluding vehicle accident with injury	FREMONT
1/28/2016	15:26:23	Hazardous condition, Other	Everette
1/28/2016	17:26:30	Motor Vehicle Accident with no injuries	HIGHWAY 1

[Type text]

Date: January 29, 2016

To: Craig Malin, City Manager

From: Diana Ingersoll, Deputy City Manager – Resource Management Services

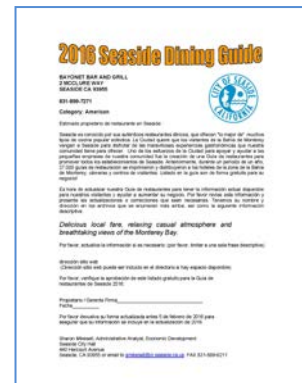
Subject: RMS Department Activities Report

Small Business Development Center (SBDC) Workshop

The next SBDC workshop “How to Increase Sales and Build Your Restaurant’s Bottom Line” will be held April 18 from 3-4:30 at the Oldemeyer Center. Interested parties can sign up directly with the SBDC through their website at <http://ucmsbdc.ecenterdirect.com/Conferences.action>.

2016 Dining Guide

Mailers were sent out on January 8 in both English and Spanish to the current list of dining options available in Seaside to verify their information and update if necessary. The current information on file indicates our guide will increase from 70 establishments to over 80 for this printing. The target date for the next printing is March 1. The 25,000 dining guides printed in January 2015 and distributed locally by Certified Folder Display are nearly depleted.



1350 Del Monte - IN-N-OUT

General Contractor is scheduled to begin construction of sidewalk and entrance improvements. Work scheduled for February 1-5, weather permitting. Traffic control will be in place. It is anticipated that construction will be completed by the end of February, weather permitting.

“Shopette Site” 550 Monterey Road in former Ft. Ord

A second amendment to the Exclusive Negotiating Agreement with Seasons Management, LLC for an senior living and memory care facility is being prepared for presentation for approval by the City Council at their February 4th meeting.

“Surplus II and “26 Acres” in former Fort Ord

KB Bakewell will be providing a defined and refined drawing of their conceptual plan to staff. Staff anticipates a letter of request from the developer, KB Bakewell Seaside Venture, requesting a second amendment to the Exclusive Negotiating Agreement. The existing ENA will expire March 5, 2016.

Monterey Downs and Monterey Horse Park and Central Coast Veterans Cemetery

The City Council will consider the award for real property appraisal services to The Dore Group at their February 4 meeting.

On January 20, 2016 Staff received EPS's peer review memorandum documenting our findings and additional sensitivity analysis for the Monterey Downs Fiscal and Economic Impact Analysis. Staff is currently reviewing this document and has scheduled a phone conference with EPS to discuss their findings on Friday, February 5 at 2 pm. Staff intends to take the Willdan report and the EPS memo/report to the City Council on February 18 or March 3.

CDBG Community Development Advisory Committee (CDAC)

Substantial Amendment to Annual Action Plan

HUD did **not** approve the use of CDBG funds for the Seaside Library roof replacement since the patron list provided by the Library did not indicate that 51% or more of the Seaside Library's patrons reside in low-moderate income tracts.

At the December CDAC meeting, an alternate project to provide additional ADA improvements was suggested to the library building. The project would expand upon the Library accessibility project recently completed. Removal of architectural barriers meets HUD criteria as it serves Low/Moderate Limited Clientele Presumed Benefit. Since the improvements would be to the same building as submitted in the Annual Action Plan, the funding adjustment was planned to go to City Council as a non-substantial amendment..

On December 22, HUD indicated that although the location remained the same, the target population changed, triggering the need for a Substantial Amendment. As a result, the CDAC approved starting the Substantial Amendment process at their January 20 meeting. The procedure will include a 30 day comment period, public noticing, posting of the proposed amendment and Public Hearing during an upcoming City Council meeting (March 2016).

CDBG 2016-2018 Community-Based Organization Applications

The application period for CDBG funds for Public Service recipients and qualified Capital Projects by Community-Based Organizations for the 2016-2018 funding cycles closed at 5pm on January 15, 2016.

A total of eight (8) applications were received by the deadline. Six (6) applications were for Public Service funding and two (2) were for capital improvements to facilities utilized by CDBG eligible clientele. The CDAC will hold a special meeting on February 3 to receive binders containing the applications with instructions for scoring to determine recommendations for the award of funds for the upcoming cycle. Final CDAC funding recommendations are due by the

conclusion of their March 16 meeting so that they can be included in the 2016-2017 Annual Action Plan to be approved by City Council and submitted to HUD in May.

CDBG 2015-2016 Community-Based Projects

Robin McRae and Rob Rapp (Community Human Services) as well as Ron Johnson (Boys and Girls Club) met with City staff at a joint meeting on Wednesday, January 13 at City Hall to discuss the status of their CDBG funded construction projects. Sample bid document packets were distributed to them and they provided details of their projects so that Environmental Clearance documents could be prepared. Both projects are anticipated to be out to bid within the next month.

HOUSING LOANS

Several years ago, the City/Redevelopment Agency participated in a variety of programs that were designed to give downpayment assistance to low/moderate income residents or assist homeowners with affordable loans. Most of the loans required that the homes remain owner-occupied and many properties have active Resale Restriction Agreements in force.


Staff reviews the documents when a homeowner wishes to refinance and/or sell the property to provide guidance regarding the procedure needed, calculate the maximum resale price and eligible buyer criteria and prepare documents needed. Income eligibility of buyers is also reviewed by staff. Current properties undergoing changes include:

- 1187 San Pablo Court-Currently for sale (Resale Restrictions), review of possible buyers.
- 1196 Waring-applicant has applied for re-financing (Proposed verbiage from new lender to change the Resale Restrictions was rejected by staff).

Loan Monitoring

Monitoring of the existing home loans had not been done on a regular basis once the City no longer actively offered the programs. Monitoring the loans is important to make sure that the property owners who received assistance from the City continue to honor their obligations under the agreement.

Michael Baker International has been contracted to provide Loan Monitoring Services. In preparation for the monitoring, staff inventoried the files were inventoried and a checklist of items in each was file created.



CITY OF SEASIDE - RESOURCE MANAGEMENT SERVICES
440 Harcourt Avenue Telephone (831) 899-6736
Seaside, CA 93955 FAX (831) 899-6211

January 21, 2016
Angelita C. Maldonado
665 Amador Avenue
Seaside, CA 93955

Dear Angelita C. Maldonado:

Our records indicate that you executed a housing loan agreement with the City of Seaside and are required to be an owner occupant of the home. In order to remain in compliance with conditions under which you purchased your home or you received a loan, you must document to the City that you are a permanent occupant of the home.

To document your compliance with your obligations as a borrower or beneficiary of a Seaside housing program, the following documents must be submitted to the City:

1. Fully completed and signed Owner-Occupant CERTIFICATION section (located at the bottom of this page);
2. A copy of your current gas/electric or phone bill which lists your name and the address of your home;
3. A copy of your current Property Insurance declaration page with current policy dates. Your insurance policy must list the City as "second mortgagee". Please do not send a copy of your bill.

Please provide all requested information to our office no later than February 5, 2016. If you do not supply the requested information, the City will not process any requests for refinancing or provide resale pricing until the information is supplied. In addition, the City may take other actions to secure the information, including, but not limited to, conducting a site visit. If you have any questions regarding this letter, please call our office at 899-6736.

If you are no longer the owner and/or are no longer residing in this home, please contact this office immediately.

CERTIFICATION for 665 Amador Avenue, Seaside, CA 93955

I/We hereby certify that I/we am/are the owner(s) of the home referenced above and am/are residing in that home on a permanent basis.

This Owner Occupancy Certification is signed under penalty of perjury.

_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date

I/We hereby further certify that other title holder(s) of the property do not reside in the home.
[Note: only complete this section if when you obtained the City loan, the City approved your loan based on the condition that other title holders did not occupy the property. Otherwise, insert N/A in this section.] _____
Initials

Daytime telephone: _____ Evening telephone: _____

RETURN THIS FORM TO:
City of Seaside
Attn: Resource Management Services - Housing Programs
440 Harcourt Avenue, Seaside, CA 93955

On Thursday, January 14, Rosa Camacho-Chavez from MBI was on-site at City Hall reviewing the files. This was particularly helpful as she was the person on the consulting team that processed many of the original loans.

A letter was prepared in English and Spanish to be sent to the list of homeowners of open City Loans asking them to provide documentation that they are actually living in the home and that they have proper insurance coverage. The letters were mailed by staff on Thursday, January 21. Responses are due by February 5. Follow up efforts will be scheduled as needed.

California Association for Local Economic Development (CALED) Award of Excellence

Each year, the California Association for Local Economic Development (CALED) seeks applications for their Awards of Excellence Program meeting the specific and overall criteria in each award category. Staff is working on applications in two categories:

- Economic Development Programs (outstanding programs which have made a significant contribution to the field of economic development during 2015. Programs that manage resources to influence or carry out economic development policy in progressive, timely and/or cost effective manner.): *The "In-Reach Business Visitation Program*
- Economic Development Promotions: (outstanding efforts and achievements in economic development advertising, marketing and promotion during 2015. The emphasis is on effective public relations and comprehensive ongoing business development campaigns that utilize special websites, print or broadcast media, collateral material, video or personal contact efforts) : *" 2015 Seaside Business Survey"*

Award of Excellence winners and Awards of Merit will be recognized at the CALED Annual Conference in April 2016.

GENERAL PLAN UPDATE

A teleconference including representatives from Engineering, Planning, and Resource Management administrative staff was held with Raimi & Associates on Thursday, January 14. Topics included discussion of administrative tasks, ideas for an official "Kick-Off" meeting to include Service Managers and Department Heads. Requested items included a contact list and base maps for the City for the Consultant and a sample invoice to be provided to the City for review and approval of formatting. The "Kick Off" meeting has been tentatively scheduled for February 10.

TRAFFIC ADVISORY COMMITTEE

Stop sign warrant analysis for Highland and Kimball will be conducted and go before the Traffic Advisory Committee at their February 16th meeting. Other items include red curb on La Salle at Luxton and traffic calming on 1800 block of Luxton (initial TAC meeting).

PLOTTER/SCANNER

Engineering Division is happy to inform that this equipment has been installed and now able to print large scale maps.

LIBRARY EXTERIOR IMPROVEMENTS

First phase of work consisted of reconstruction of the ADA ramp, installation of hand railing, curb ramp and parking restriping. The first phase of ADA upgrade construction is substantially complete. Staff working with contractor to repair portions of hand rail installed incorrectly. Staff working with design consultants to identify and provide design to fix remaining ADA deficiencies, including upgrades to emergency exits, hand rail to the side and rear of the building, and restroom upgrades. Design consultant has completed evaluation of emergency exits and interior of the building. Additional deficiencies identified include modifications to the landing at the front of the building, entrance vestibule, water fountain, restrooms, break room, and emergency exit routes to the main building and homework room. Staff will evaluate development of projects to implement corrective actions. Additional interior and exterior ADA improvements to be funded through CDBG, after the substantial amendment to the action plan is complete.

LIBRARY HEATING AND VENTILATION

Project consists of design and replacement of existing heating and ventilation systems for the Seaside Library. SALAS O'Brien consulting engineers has been selected to design the system. Project will be coordinated with the Library Re-Roof project schedule for late spring/early summer of 2016. Consultant has submitted 100% plans and staff is currently reviewing them. Due to the loss of CDBG Funding, staff will be requesting funding from the General Fund at mid-year budget review.

LIBRARY RE-ROOF

Project consists of complete re-roof of the Seaside Library. Project will begin after the heating and ventilation system is installed late spring/early summer of 2016. Due to the loss of CDBG Funding, staff will be requesting funding from the General Fund at mid-year budget review.

DEL MONTE BLVD. PAVEMENT REHABILITATION

Received one proposal to prepare bid documents, provide engineering support and construction inspection for the project. Project will be funded through the Auto Center Bonds which have to be expended by June 30, 2016. Project is expected to be out to bid by March with an construction contract award in April to be completed by June.

PATTULLO SWIM CENTER POOL REPAIRS

Work consists of removing and replacing the cast iron main drain in the large swimming pool and re-plastering the activity and swimming pools. Contractor has completed installation of drain pipe in the pool and into the pump room. Contractor is now working on removal of a small section of pipe within the pump room. The pool has been closed since December 11, 2015 and is scheduled to re-open on February 27, 2016. City crew will be working on repairing the deck drain that has been experiencing blockages. Work will be in conjunction with the Main Drain repairs currently under construction.



(old drain removed and new pipe installed)



(concrete backfill over new pipe inside the pool)

CALENDAR OF EVENTS

Avery Art Gallery: Black History Month	Exhibit Dates: February 1- March 3, 2016
Senior Candlelight Luncheon	February 3, March 2, April 6, 11a.m.-12:15p.m.
Senior Scenic Walk- Moss Landing State Beach	February 25, 9-11a.m.
Senior Mall of the Month	February 18, March 10, April 21, 9:00a.m.-4:00p.m.
Senior Excursion- Hearst Castle	March 31, 9:20a.m.-4p.m.
Senior Valentine's Dance	February 11, 11a.m.-3p.m.
Tiny Tot University: SPCA visits	January 28 and February 22
Youth Art Program: Exploring Painting Class	Fridays, January 8-May 20, 4:30-6:30p.m.
Youth Swimming Lessons	March 1- May 26
Parent & Tot Lessons	February 29-May 25
Adult Swimming Lessons	March 1- May 26
Shark Swim Team	March 1- May 26
American Red Cross Lifeguard Class	March 17- March 29
Cheerleading Camp	March 21- April 1
Full Day Camp	March 21-April 1
Youth Tennis Camp	March 21- March 30
YEC: Valentine Cookie Bake	February 12
YEC: Super Bowl Party	February 7
Seaside's Splasher's Adventure Club	February 2
Zumba Fitness	February 2- May 31

MAYOR'S YOUTH FUND REQUESTS/SPECIAL EVENT APPLICATIONS/FEE WAIVER REQUESTS

- Mayor's Youth Fund - Seaside Pony League – Pending Information
- Mayor's Youth Fund – Seaside Community Outreach – Pending Information

KIDS CLUB AFTERSCHOOL

Kids Club is a supervised after school program held at the Oldemeyer Center located at 986 Hilby Avenue in Seaside. While in the program children receive active homework help from staff and participate in daily indoor and outdoor structured games. Children also have every day "free time" to explore their current interests; whether it's basketball, painting, bracelet-making or building with Legos, our staff are eager to assist in many ways. We also offer special themed months and projects throughout the school year.

Our Member of the Month for January is Holly. She followed the 5 agreements which are, be safe, show self-control, be respectful, be responsible, and have fun! This month Kids Club will celebrate bringing in the New Year. Every Friday of the week Kids Club has scheduled activities for all the members, which include arts and crafts, sports, science, nature, etc. Each child will have the opportunity to choose one club to participate in on that Friday. Our board will be decorated with a Fire based on the New Year theme. On the last Friday of January our kids will have earned the chance to watch a movie to celebrate the end of a fun filled month.

SENIOR PROGRAMS

The City of Seaside's Senior Programs, began it's New Year with a bang! We had a successful New Years Eve Senior Dance, with the help from the Amos Family and over 150 people attended.

The first trip of 2016 for Senior Programs was to the "Scenic Walk" in Carmel on January 7th. Every month seniors have the opportunity to join a walking group along the bay. The *Scenic Walk* trips allow seniors to stay active, be outdoors, and socialize with others. Despite the rain the day of our scenic walk, participants were still eager to go outdoors. There was a great turn out, and interest continues a large number of participants have signed up for the next trip to Moss Landing on February 25th.

Also, returning this year is the "Mall of the Month" program, where we take the seniors to a different mall every month. The next *Mall of the Month* tour will be to the Gilroy Outlets on February 18th, 2016.

Senior Excursions have also been planned for this year which includes, a trip to Hearst Castle on March 31st, a trip to the Japanese Tea Garden in San Francisco on April 28th. The senior participants and staff are every excited to have these trips back in our programs.

Quickly approaching is the annual Valentine's Day Dance on February 11th, with live music and a spaghetti dinner. Also, weekly programs are held at the Oldemeyer Center that consist of: Knitting Classes, Bingo, Gentle Yoga, Tai Chi Classes, Chi Gong, Line Dancing, and Social Dancing

TINY TOT UNIVERSITY



Movement is important to the lives of young children. It is a vital part of every other domain of development. Large gross motor skilled activities allow children to gain physical control of their arms, legs, and torso. It also helps children gain and maintain their physical skills and abilities as they explore and play. An example of this skill is when a child in our younger class is balancing his body as he is walking across the balance beams. He is practicing the skill of coordination. His ability to move his legs in relation to one another cognitively helps him to balance and walk across the beams successfully as he makes his way to the next side of the balance beams. It is essential for children to engage in active physical play.

YOUTH AND EDUCATION CENTER

Come and cheer your team on February 7th, 2015 during the Super Bowl Party. This middle and high school event is free and pizza and beverages will be provided. Doors open at 1:00 p.m. and the events will begin at 3:30 p.m. Don't forget to sign up on our mailing list to receive updates of our latest events and excursion opportunities. If you have any questions please call us at (831) 899-6820. See you all here for some football fun!

PATTULLO SWIM CENTER

We are pleased to announce we will now offer Aqua Zumba which is scheduled to start on March 7th. Aqua Zumba is perfect for those looking to make a splash by adding a low impact and high energy aquatic exercise to their fitness routine. Sign up now at the Oldemeyer Center or online.