



7.13.17

MANIFEST

Welcome to the Manifest; a semi-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.

- Budget Wrap-up – Go to the June 12 Manifest, follow along through two meetings, add one memo from yesterday and you get:
 - Significant Capital Improvements
 - Cutino Park (more, near the end)
 - Street Improvements – Council decisions on scope and first round of streets to be improved coming by mid budget year
 - Multiple Park Improvements – Process to empower the Parks Commission to make recommendations regarding budget allocations coming to the Council in August
 - Fleet Needs Addressed – New ladder truck, pothole patch truck, vacuum/ jetter truck, and three pick-ups (sadly, not Raptors)
 - City Hall Carpet Replaced – I'm thinking ... mauve?
 - Econ Development / Community Planning Office on Broadway – If it's not open by end of September, I'm going to do it myself with a tent
 - Expanded Programming
 - Farmers Market – stay tuned / hungry
 - 2018 Community Fireworks Display – seriously, let the pros handle it
 - Homeless Assistance (tbd)
 - Free Broadway Permits – we ain't kidding about remaking downtown
 - Expanded Rec Programming – for youth and seniors (see attached memo)
 - Improved Services
 - Three more Parks / PW maintenance employees, two more police officers, an in-house building inspector and expanded code enforcement hours, a planner to turn community dreams into plans and an engineer to make the plans happen, and an IT Tech and a HR Tech to support the team
 - Growing Reserves – All the above, and the reserves grow by \$82,080

📄 Want To Be Part Of The Team? – We’re hiring the following positions, right now:

Human Resources Technician - closes 7/16
Police Commander - closes 7/16
Associate Planner - closes 7/23
Utilities Field Supervisor - closes 7/23
Reserve Firefighter - closes 7/30
Police Officer Academy Graduate & Lateral - open & continuous
Police Officer Recruit - open & continuous

Go to <http://agency.governmentjobs.com/seaside/default.cfm> and apply!

More positions, coming soon, including:

Senior Engineer
Junior Engineer
Not An Engineer At All, But Likes Legos
Building Inspector
Information Technology Technician
Building Maintenance Specialist (Promotional)
Maintenance & Utilities Worker II
Maintenance & Utilities Worker III (Promotional and Open)
Senior Maintenance & Utilities Worker (Promotional)
Firefighter

📄 Messed Up, Again – I have three fears. #1 – Birds. #2 – Kellogg’s will discontinue Brown Sugar Cinnamon Pop Tarts. #3 – I don’t thank people enough.

So, I’m gravely sorry Stephanie Penamante and Thomas Howard, for not including you in the June 12 Manifest’s list of employees who helped on Election Day.

📄 Speaking of Mistakes – Thanks Daphne, for bringing the “9 Mistakes New Managers Should Avoid” (attached) to the Dept Head meeting. It’s a very good list (as I can attest to, after making all ten of them).

📄 Coming Soon

- Joint Plan Commission / Council Study Session On Marijuana Business Licensing & Zoning – July 26
- Council Study Session On Fireworks Alternatives – Sept. 7
- Council Study Session On Short Term Rentals & Hotel Tax Revenue – Sept. 21

📄 Coming Even Sooner – The July 20 City Council Agenda (in progress) includes:

- Council Study Session on Increasing the Minimum Wage in Seaside – **Starts at 5:30.**
- Cutino Park Renovation Landscape Architect Contract
- MOUs With Seaside Police Officers Association and Seaside Firefighters Association – Three year contracts.
- Resolution With Transportation Agency For Monterey County – For Seaside’s portion of “Measure X” funds
- Updating The Boards, Commissions & Committees Handbook - Now, rotating the Councilmembers who help the Mayor interview prospective candidates
- Resolution Approving Corrected Appropriations Limits – An error (non-consequential in practical terms) from two years ago being corrected – (see attached).
- Accepting a \$150,000 Grant For A Water Ecology Park Improvement at Robert’s Lake

📄 Gone Muddin – I’ll be thrashing the former Jeep with the second born at a Jeep Jamboree in the northwoods of Wisconsin this weekend. Back Tuesday.

See You At The Tuesday Council Meeting

MEMORANDUM

City of Seaside
Recreation Services

Date: 7/11/17

To: Daphne Hodgson, Deputy City Manager of Administrative Services

From: Dan Meewis, Recreation Superintendent

CC: Nancy Towne, Recreation Director

Subject: Revised Program Costs

Attached is the revised budget worksheet for the creation, enhancement or revival of recreation programs for youth and seniors. This worksheet was modified after City Councils Recommendation at the June 27th Special Meeting.

- Create new senior excursions that will include overnight stays at popular tourist sites in California.
- Have in house staff trained in fitness to be able to revive some of the senior fitness class that were cut in 2009
- Create a junior lifeguard program and expand the City's Sharks swim team. Both of the programs will help cultivate and train swimmers to hopefully become future lifeguards for the Pattullo Swim Center
- Increased funding for staff to add Saturday swim lessons. Our weekday lessons are constantly full and there is a need from the community to offer lessons on the weekend
- Create new teen day excursions that would allow teens to go kayaking and snowboarding/skiing
- Purchase new equipment to enhance the music room at the Y.E.C. This would allow for more beginner music programs to be offered.
- Create a movies in the park series that would be held in the summer months for youths and families
- Create a Father Daughter dance event for the community
- Increase funding to have the ability to rent the necessary indoor facilities that the City does not have access to, such as basketball courts, gyms...etc.
- Enhance our special events by purchasing interactive attractions, such as inflatable jump houses and obstacle course. Over the course of the year we rent these items multiple times which can be costly over the course of the year.
- The City receives requests for use of fields and/or facilities for sports purpose by local groups not affiliated with any national organization. These groups are volunteer driven and don't have funds to pay insurance costs. This funding would allow the City to provide special event program insurance for this type of organization

9 Mistakes New Managers Should Avoid

By Art Petty

June 23, 2017

Rookie manager mistakes. They're predictable. They're also mostly preventable.

Here are nine that jump up and bite too many first-time managers.

Forewarned is forearmed.

Rookie Manager Mistake No. 1: Assuming you've been tapped for this new role to "shake things up."

Reality: In the history of first-time managers, approximately zero were promoted into their new role with the charter to "shake things up." The boss who promoted you is cautiously optimistic that you won't screw things up too badly. Maybe over time, if you prove capable you will be able to shake gently.

Rookie Manager Mistake No. 2: Assuming the people on your new team are happy to see you in this role.

Reality: There are likely to be a variety of opinions about your elevation to this role, ranging from resentment to jealousy to ambivalence. Beware the false enthusiasm. Everyone's waiting to see who and what you are before deciding whether to support or subvert you. You've got to earn your credibility.

Rookie Manager Mistake No. 3: Adopting the "I'm in charge" tone.

Reality: The last person who uttered the phrase, "There's a new sheriff in town," and got away with it, was in a Grade B-Western film in 1964.

Rookie Manager Mistake No. 4: Assuming they're doing it wrong.

Reality: One first-time manager announced on day one that everything in the department was subject to review and change. This pronouncement immediately put people on the defensive and raised the angst meter when it came to dealing with the new manager. It turns out they were an efficient, effective group capable of doing more for the firm. This guilty until innocent manager lasted a short four months before the team rejected her.

Rookie Manager Mistake No. 5: Requiring everyone to earn your trust.

Reality: Trust flows in both directions, and you get the first move. Fail to show that you trust your new team members and it will be a cold, awkward start-up and potentially fast flameout.

Rookie Manager Mistake No. 6: Letting the loudest voices dominate the narrative.

Reality: There are always people who believe a new boss is fair game and assert themselves to secure favor and gain power. That's fine as long as you understand the game and as long as you seek out the quieter team members to gain insights into what is going on with the team.

Rookie Manager Mistake No. 7: Getting caught up in the drama.

Reality: There's always drama. Don't let it suck you in. Stay above the gossip, conspiracies and "He said," or, "She did" side-stories.

Rookie Manager Mistake No. 8: Failing to meet and listen in a one-on-one setting.

Reality: Most people feel under-appreciated. Prior managers have conditioned them in many cases to believe that their opinions don't count. Break this cycle of disrespect by sitting down with each team member and listening. Use the questions: What's working? What's not? What should we do about it? How can I help? And then remember to do something with the answers.

Rookie Manager Mistake No. 9: Failing to match words with actions.

Reality: Everyone's watching. The do must match the tell.

You will make mistakes—they're inevitable. The nine above are so common; they're almost cliché. Don't become part of the cliché.

Art Petty is a coach and consultant working with executives and management teams to unlock business and human potential. He writes the [Leadership Caffeine](#) blog.

By Art Petty

June 23, 2017

<http://www.govexec.com/excellence/promising-practices/2017/06/9-mistakes-new-managers-should-avoid/138877/>

Each year the City Council is required by the State Constitution to adopt the City's appropriations limit. The appropriation limit establishes the maximum amount of "tax" revenues (as defined by the State Constitution) that can be appropriated for certain expenditures by the City in a given fiscal year. The City of Seaside has more "tax revenues" than appropriations subject to the limit, and therefore there is an excess appropriations limit. Because Seaside has an excess appropriations limit, there is no impact of this calculation on the City's budget or its operations.

When the 2015-2016 calculation was done, an error was made in the Population Change Adjustment Factor. This is a roll forward calculation, so the error carried forward to the 2016-2017 calculation and in addition, an error was again made in the Population Change Adjustment Factor. The error was found when calculating the 2017-2018 limit and a correction was made. The City Council now needs to formally adopt the corrections.

The appropriations limit for the **Fiscal Year 2015-2016**, in accordance with Article XIII B of the California State Constitution, calculated as follows:

	<u>Revised</u>	<u>Prior</u>	<u>Difference</u>
2015-2016 Appropriations Limit Adjustment Factors:			
Increase in Per Capita Personal Income	1.0382	1.0382	0
Population Change (City factor)	1.0042	1.0426	0.0384
2015-2016 Appropriations Limit	\$28,318,162	\$29,400,290	\$1,082,128
2015-2016 Appropriations Subject to the Limit	<u>\$22,021,831</u>	<u>\$21,927,247</u>	\$ 94,584
2015-2016 Limit in Excess of Appropriations	<u>\$ 6,296,331</u>	<u>\$ 7,473,043</u>	\$1,176,712

The appropriations limit for the **Fiscal Year 2016-2017**, in accordance with Article XIII B of the California State Constitution, calculated as follows:

	<u>Revised</u>	<u>Prior</u>	<u>Difference</u>
2016-2017 Appropriations Limit Adjustment Factors:			
Increase in Per Capita Personal Income	1.0537	1.0537	0
Population Change (County factor)	1.0096	1.0564	0.0468
2016-2017 Appropriations Limit	\$30,125,300	\$32,728,403	\$2,603,103
2016-2017 Appropriations Subject to the Limit	<u>\$23,089,672</u>	<u>\$23,089,672</u>	0
2016-2017 Limit in Excess of Appropriations	<u>\$ 7,035,628</u>	<u>\$ 9,638,731</u>	\$2,603,103

The appropriations limit for the **Fiscal Year 2017-2018**, in accordance with Article XIII B of the California State Constitution, calculated as follows:

	<u>Revised</u>	<u>Prior</u>	<u>Difference</u>
2017-2018 Appropriations Limit Adjustment Factors:			
Increase in Per Capita Personal Income Factor	1.0369	1.0369	0
Population Change Factor (Monterey County Factor)	1.0100	1.0100	0
2017-2018 Appropriations Limit	\$ 31,549,293	\$31,548,736	\$557
2017-2018 Appropriations Subject to the Limit	<u>\$ 22,352,524</u>	<u>\$22,352,524</u>	0
2017-2018 Limit in Excess of Appropriations	<u>\$ 9,196,769</u>	<u>\$ 9,196,212</u>	\$557