

REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of January 14, 2019



Prepared by:
Shannon Sweeney, Public Works Director/City Engineer



Approved by:
Todd Bodem, City Administrator

SUBJECT: Adoption of a resolution approving a contract with Moore and Associates in the amount of \$49,923.83 for the development of a Short Range Transit Plan (SRTP) update

RECOMMENDATION:

That the City Council adopt a resolution approving a contract with Moore and Associates in the amount of \$49,923.83 for the development of a Short Range Transit Plan (SRTP) update.

BACKGROUND:

The City of Guadalupe SRTP was last updated in 2014 and covers up to June 2020. Maintaining an updated SRTP helps the City to maintain its eligibility for state and federal funding as well as improve the City's ability to compete for grant opportunities associated with transit programs.

Originally, the fiscal year 2019 – 20 budget did not include funding for the preparation of the short range transit plan, but the Santa Barbara County Association of governments (SBCAG) program of projects included \$50,000 for the completion of this plan. City Council approved budgeting these funds on November 26, 2019 in Resolution No. 2019 –76.

City staff prepared a request for proposals (RFP) and issued it in November by mailing it to three qualified consultants and posting it on the city's website. Proposals were due December 20, 2019. Only one was received.

DISCUSSION:

The purpose of the SRTP is to undertake a review of transit services to ensure that Guadalupe's transit program keeps up with demand, addresses the diversity of mobility needs, and is financially sustainable. The SRTP helps the City to maximize utility of its transit system to the best benefit of the community.

The SRTP reviews existing transit services, establishes goals, objectives, and performance standards, and makes service recommendations. The consultant completing the SRTP update will be expected to evaluate current City transit services, capital assets, system oversight, and the transit budget; detail existing transit revenue resources and explore/recommend new revenue resources; analyze

population growth trends with particular emphasis on the DJ Farms/Pasadera subdivision project; and include feasible transit structure options in answer to any conclusions made.

The existing SRTP covers the years FY 2015 – 16 through 2019 – 20, and will no longer be current as of June 30, 2020. The last plan was completed in July 2014 by Nelson Nygard.

One bid was received as a result of the request for proposals. The bid was from Moore and Associates. This consultant listed experience in completing such transit plans for local agencies including the City of Santa Maria and the City of Solvang. City of Santa Maria staff indicated that this consultant met both the schedule and budget and provided a useful product. The proposal was reviewed by Jim Talbot, Director of SMOOTH, the city's current transit contractor. He indicated that he is familiar with their work and feels confident that they will provide a good product. The consultant indicated that they could provide a completed project for \$49,922.83.

FINANCIAL IMPACT

Funding of the City of Guadalupe SRTP in the amount of \$50,000 was included in the Santa Barbara County Association of Governments (SBCAG) Program of Projects for fiscal year 2019 – 20, to be paid for using Measure A proceeds and was approved in the city's budget and resolution 2019 – 76. Moore and Associates has indicated they can complete this work within the budgeted amount.

RESOLUTION NO. 2020-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE APPROVING A CONTRACT WITH MOORE AND ASSOCIATES IN THE AMOUNT OF \$49,923.83 FOR THE DEVELOPMENT OF A SHORT RANGE TRANSIT PLAN (SRTP) UPDATE

WHEREAS, the City of Guadalupe (City) Program of Projects and City budget include \$50,000 funding using Measure A proceeds for a SRTP update and,

WHEREAS, maintaining a current SRTP helps the City maintain its transit funding eligibility; and,

WHEREAS, the City's existing SRTP extends only through June 2020, and therefore needs to be updated this fiscal year and,

WHEREAS, the City solicited proposals from qualified firms and received one proposal from Moore and Associates which was deemed comprehensive, complete, and within the budgeted amount.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Guadalupe as follows:

1. That a contract in substantially the same form as Exhibit A with Moore and Associates in the amount of \$49,923.83 for the development of a Short Range Transit Plan (SRTP) update is hereby approved, and the Mayor is authorized to sign said contract on behalf of the City;
2. The City Administrator is hereby granted the authority to approve payments up to 15% beyond the bid.

PASSED AND ADOPTED at a regular meeting on the 14th day of January 2020 by the following vote:

Motion:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2020-02**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 14, 2020, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Phillip Sinco, City Attorney

**AGREEMENT FOR CONTRACTOR SERVICES
BETWEEN
THE CITY OF GUADALUPE
AND MOORE AND ASSOCIATES**

THIS AGREEMENT FOR CONTRACTOR SERVICES (the "**Agreement**") is made and entered into this 14th day of January 2020, by and between the CITY OF GUADALUPE, a municipal corporation ("**City**") and Moore and Associates, a California Corporation ("**Contractor**").

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

Section 1. Term of Agreement. Subject to the provisions of Section 19 (Termination of Agreement) of this Agreement, the term of this Agreement shall be for a period of six (6) months from the date of execution of this Agreement, as first shown above. Such term may be extended upon written agreement of both parties to this Agreement.

Section 2. Scope of Services. Contractor agrees to perform the services set forth in Exhibit A (Scope of Services) and made a part of this Agreement.

Section 3. Additional Services. Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to or outside of those set forth in this Agreement or listed in Exhibit A, unless such additional services are authorized in advance and in writing by the City Council or City Administrator of City. Contractor shall be compensated for any such additional services in the amounts and in the manner agreed to by the City Council or City Administrator.

Section 4. Compensation and Method of Payment.

(a) Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amounts specified in Exhibit A (Compensation) and made a part of this Agreement. .

(b) Each month Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by subcategory), travel, materials, equipment, supplies, sub-contractor contracts and miscellaneous expenses. City shall independently review each invoice submitted by Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement and Scope of Services. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event City disputes any charges or expenses, City shall return the original invoice to Contractor with specific items in dispute identified for correction and re-submission.

All undisputed charges shall be paid in accordance with this Agreement and Scope of Services.

(c) Except as to any charges for work performed or expenses incurred by Contractor, which are disputed by City, City will cause Contractor to be paid within forty-five (45) days of receipt of Contractor's invoice.

(d) Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Contractor.

(e) Contractor shall have the right to suspend services if not paid in accordance with this Agreement.

Section 5. Inspection and Final Acceptance. City may inspect and accept or reject any of Contractor's work under this Agreement, either during performance or when completed, if the work is found to be defective or not in compliance with the defined Scope of Services. Acceptance of any of the Contractor's work by City shall not constitute a waiver of any of the provisions of this Agreement, including but not limited to, Sections 15 and 16, pertaining to indemnification and insurance, respectively. Contractor agrees to cooperate in any such inspection.

Section 6. Ownership of Documents. All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by Contractor in the course of providing any services pursuant to this Agreement shall become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of the Contractor. Reuse of any materials outside the scope of this Agreement shall be at the sole risk of the City.

Section 7. Contractor's Books and Records.

(a) Contractor shall maintain any and all documents and records demonstrating or relating to Contractor's performance of services pursuant to this Agreement. Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to City pursuant to this Agreement. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently completed and detailed so as to permit an accurate evaluation of the services provided by Contractor pursuant to this Agreement. Any and all such documents or records shall be maintained for three (3) years from the date of execution of this Agreement and to the extent required by laws relating to the audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, upon reasonable notice during regular business hours, upon written request by City or its designated representative. Copies of such documents or records shall be provided directly to the

City for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Contractor's address indicated for receipt of notices in this Agreement. The City shall compensate the Contractor for all costs associated with providing these materials to the City.

(c) Where City has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or destroyed due to dissolution or termination of Contractor's business, City may, by written request, require that custody of such documents or records be given to the requesting party and that such documents and records be maintained by the requesting party. Access to such documents and records shall be granted to City, as well as to its successors-in-interest and authorized representatives.

Section 8. Status of Contractor.

(a) Contractor is and shall at all times during the terms of this Agreement remain a wholly independent Contractor and not an officer, employee or agent of City. Contractor shall have no authority to bind City in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City.

(b) The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any elected or appointed boards, officers, officials, employees or agents of City, shall have control over the conduct of Contractor or any of Contractor's officers, employees or agents, except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's officers, employees or agents are in any manner officials, employees or agents of City.

(c) Neither Contractor nor any of Contractor's officers, employees or agents shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Contractor expressly waives any claim Contractor may have to any such rights.

Section 9. Standard of Performance. Contractor represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Contractor shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this Agreement, Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Contractor under this Agreement.

Section 10. Compliance With Applicable Laws, Permits and Licenses. Contractor shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement applicable to Contractor. Contractor shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable at law or in equity as a result of any failure of Contractor to comply with this section.

Section 11. Nondiscrimination. Contractor shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, disability, marital status or sexual orientation in connection with or related to the performance of this Agreement.

Section 12. Unauthorized Aliens. Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. sections 1101, et seq., as amended, and in connection therewith, shall not employ unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Contractor hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorney's fees, incurred by City.

Section 13. Conflicts of Interest. Contractor agrees to at all times avoid conflicts of interest with the interests of the City in the performance of this Agreement.

Section 14. Confidential Information; Release of Information.

(a) All information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Administrator, except as may be required by law.

(b) Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Administrator or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, responses to interrogatories or other information concerning the work performed under this Agreement. A response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

(c) If Contractor, or any officer, employee, agent or subcontractor of Contractor, provides any information or work product in violation of this section, then City shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct.

(d) Contractor shall promptly notify City should Contractor, its officers, employees, agents or sub contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response. Contractor shall be compensated for all costs associated with complying with this section.

Section 15. Indemnification.

(a) City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "**Indemnitees**") shall have no liability to Contractor or any other person for, and Contractor shall indemnify, defend, protect and hold harmless Indemnitees from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively, "**Claims**") which Indemnitees may suffer or incur or to which Indemnitees may become subject by reason of or arising out of any injury to or death of any person(s), damage to property, loss of use of property, economic loss or otherwise occurring as a result of or allegedly caused by Contractor's performance of or failure to perform any services under this Agreement or by the negligent or willfully wrongful acts or omissions of Contractor, its agents, officers, directors, sub contractors or employees, committed in performing any of the services under this Agreement.

(b) If any action or proceeding is brought against Indemnitees by reason of any of the matters against which Contractor has agreed to indemnify Indemnitees as provided above, Contractor, upon notice from City, shall defend Indemnitees at Contractor's expense by counsel acceptable to City, such acceptance not to be unreasonably withheld. Indemnitees need not have first paid for any of the matters to which Indemnitees are entitled to indemnification in order to be so indemnified. The insurance required to be maintained by Contractor under Section 16 shall ensure Contractor's obligations under this section, but the limits of such insurance shall not limit the liability of Contractor hereunder. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

(c) The provisions of this section do not apply to Claims occurring as a result of the City's sole negligence or willfully wrongful acts or omissions.

(d) City agrees to indemnify Contractor for any such neglect or willfully wrongful acts committed by City or its officers, agents or employees.

Section 16. Insurance. Contractor agrees to obtain and maintain in full force and effect during the term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work provided by Contractor, its agents, representatives or employees in performance of this Agreement. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII. All insurance policies shall be subject to approval by City as to form and content. These requirements are subject to amendment or waiver, if so approved in writing by City Administrator. Contractor agrees to provide City with copies of required policies upon request.

Contractor shall provide the following scope and limits of insurance:

A. Minimum Scope of Insurance: Coverage shall be at least as broad as:

(1) Insurance Services Office Form Commercial General liability coverage (Occurrence Form CG 0001).

(2) Insurance Services Office Form No. CA 0001 covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or equivalent forms subject to written approval of City.

(3) Workers' Compensation insurance as required by the Labor Code of the State of California and Employers' Liability insurance and covering all persons providing services on behalf of the Contractor and all risks to such persons under this Agreement.

(4) Errors and omission liability insurance appropriate to the Contractor's profession.

B. Minimum Limits of Insurance: Contractor shall maintain limits of insurance no less than:

(1) General Liability: \$5,000,000 general aggregate for bodily injury, personal injury and property damage.

(2) Automobile Liability: \$5,000,000 per accident for bodily injury and property damage.

(3) Workers' Compensation and Employer's Liability: Workers' Compensation as required by the Labor Code of the State of California and Employer's Liability limits of \$1,000,000 per accident.

(4) Errors and Omissions Liability \$1,000,000 per claim.

C. Other Provisions: Insurance policies required by this Agreement shall contain the following provisions:

(1) All Policies: Each insurance policy required by this Agreement shall be endorsed and state the coverage shall not be suspended, voided, canceled by the insurer or other party to this Agreement, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested has been given to City.

(2) General Liability and Automobile Liability Coverages.

(a) City and its respective elected and appointed officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities Contractor performs; products and completed operations of Contractor; premises owned, occupied or used by Contractor; or automobiles owned, leased, hired or borrowed by Contractor. The coverage shall contain no special limitations on the scope of protection afforded to City, and its respective elected and appointed officers, officials or employees.

(b) Contractor's insurance coverage shall be primary insurance with respect to City, and its respective elected and appointed officers, officials, employees and volunteers. Any insurance or self insurance maintained by City, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, Contractor's insurance.

(c) Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(d) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to City, and its respective elected and appointed officers, officials, employees or volunteers.

(3) Workers' Compensation and Employer's Liability Coverage.

Unless the City Administrator otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against City, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by Contractor.

D. Other Requirements: Contractor agrees to deposit with City, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy City that the insurance provisions of this Agreement have been met. The City Attorney may require that Contractor furnish City with copies of original endorsements effecting coverage required by this section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. City reserves the right to inspect complete, certified copies of all required insurance policies at any time.

(1) Contractor shall furnish certificates and endorsements from each subcontractor identical to those Contractor provides.

(2) Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City or its respective elected or appointed officers, officials, employees and volunteers or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

(3) The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement.

Section 17. Assignment. The expertise and experience of Contractor are material considerations for this Agreement. City has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon Contractor under the Agreement. In recognition of that interest, Contractor shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Contractor's duties or obligations under this Agreement without the prior written consent of the City Council. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this Agreement, entitling City to any and all remedies at law or in equity, including summary termination of this Agreement. City acknowledges, however, that Contractor, in the performance of its duties pursuant to this Agreement, may utilize sub contractors.

Section 18. Continuity of Personnel. Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff assigned to perform the services required under this Agreement. Contractor shall notify City of any changes in Contractor's staff assigned to perform the services required under this Agreement, prior to any such performance.

Section 19. Termination of Agreement.

(a) City may terminate this Agreement, with or without cause, at any time by giving thirty (30) days' written notice of termination to Contractor. In the event such notice is given, Contractor shall cease immediately all work in progress.

(b) Contractor may terminate this Agreement at any time upon thirty (30) days' written notice of termination to City.

(c) If either Contractor or City fail to perform any material obligation under this Agreement, then, in addition to any other remedies, either Contractor or City may terminate this Agreement immediately upon written notice.

(d) Upon termination of this Agreement by either Contractor or City, all property belonging exclusively to City which is in Contractor's possession shall be returned to City. Contractor shall furnish to City a final invoice for work performed and expenses incurred by Contractor, prepared as set forth in Section 4 of this Agreement. This final invoice shall be reviewed and paid in the same manner as set forth in Section 4 of this Agreement.

Section 20. Default. In the event that Contractor is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default and may terminate this Agreement immediately by written notice to Contractor.

Section 21. Excusable Delays. Contractor shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Contractor. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of the City, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

Section 22. Cooperation by City. All public information, data, reports and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in Exhibit A, shall be furnished to Contractor in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

Section 23. Notices. All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by telecopier or United States mail, postage prepaid, addressed as follows:

To City: City Administrator
 City of Guadalupe
 918 Obispo Street
 Guadalupe, CA 93434

To Contractor: _____
 Moore and Associates
 25115 Avenue Stanford Suite 215
 Valencia, CA 91355

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

Section 24. Authority to Execute. The person or persons executing this Agreement on behalf of the Contractor represents and warrants that they have the authority to so execute this Agreement and to bind Contractor to the performance of its obligations hereunder.

Section 25. Binding Effect. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

Section 26. Modification of Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Contractor and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

Section 27. Waiver. Waiver by any party to this Agreement of any term, condition or covenant of this Agreement shall not constitute a waiver of any other term, condition or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Contractor shall not constitute a waiver of any provisions of this Agreement.

Section 28. Law to Govern; Venue. This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Santa Barbara. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in Los Angeles.

Section 29. Attorney's Fees, Costs and Expenses. In the event litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to any award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

Section 30. Entire Agreement. This Agreement, including the attached exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Contractor and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding. No amendment to this Agreement shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

Section 31. Severability. If a term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby, and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

Section 32. Preparation of Agreement. This Agreement is the product of negotiation and preparation by and among the parties and their respective attorneys. The parties, therefore, expressly acknowledge and agree that this Agreement shall not be deemed prepared or drafted by one party or another, or any party's attorney, and will be construed accordingly.

CITY:

CITY OF GUADALUPE

By: _____
Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney

CONTRACTOR:

By: _____

Title: _____

By: _____

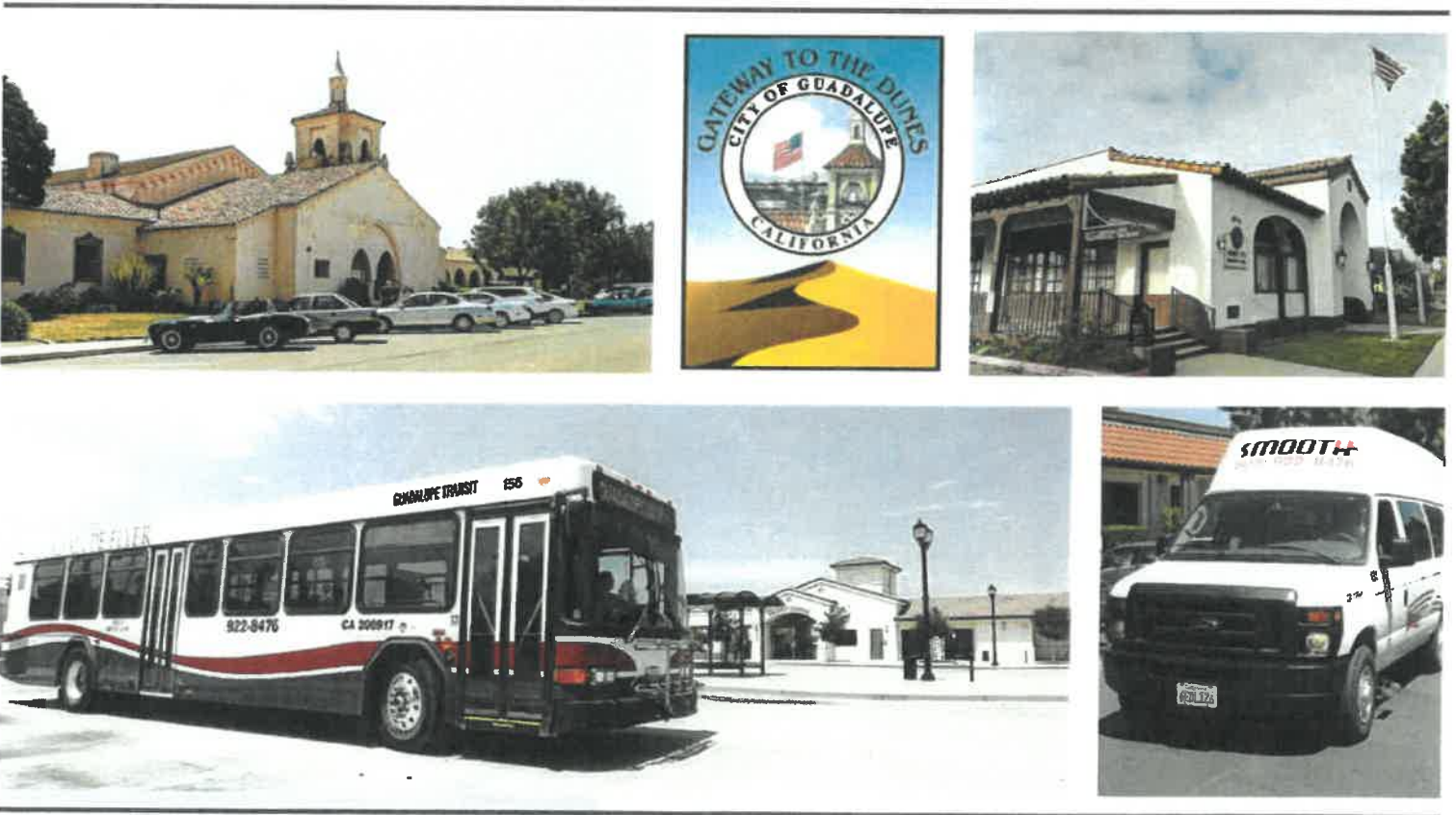
Title: _____

Exhibit A



PROPOSAL
DECEMBER 20, 2019

City of Guadalupe Public Transit Service Short Range Transit Plan





25115 avenue stanford, suite 215
valencia, ca 91355
661.253.1277
www.moore-associates.net

December 18, 2019

Ms. Shannon Sweeney
Public Works Director/City Engineer
City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434

RE: Proposal for Short Range Transit Plan (S RTP) Update

Dear Shannon,

With this letter, Moore & Associates, Inc. is pleased to present its proposal to prepare a Short Range Transit Plan on behalf of the City of Guadalupe, California. We look forward to the prospect of continuing our professional relationship with the City and the Guadalupe community.

Providing cost-effective public transit in small communities such as Guadalupe can often be challenging. There is the fundamental challenge of balancing the amount of service provided with available or likely funding. Low density can also present a challenge as it can mean relatively long distances between residential clusters and activity centers such as schools, shopping, healthcare, and employment. Lastly, there is the matter of connectivity with regional transit services providing affordable mobility options for persons needing to travel outside Guadalupe. With this said, we believe our firm's near 30-year focus on transit evaluation and service planning in small communities similar to Guadalupe will allow our project team to identify a series of cost-effective service alternatives designed to enhance public transit's attractiveness not only for historic transit riders but also residents who may have never ridden.

Our approach to this project includes a variety of methodologies including comprehensive quantitative analysis; effective, proactive community engagement; and first-hand experience with emerging transit technologies. Our project team will draw upon transit industry "best practices" to present a selection of sustainable, cost-effective transit service alternatives from which the citizens of Guadalupe and its leaders may choose. Finally, we will recruit, train, and employ Guadalupe residents to assist with community outreach activities.

Enclosed are one original and five copies of our proposal; a firm offer which remains valid for 90 days from submittal. As our firm's Corporate Treasurer, I am authorized to sign any legally binding contract on behalf of our firm. I attest all information within this proposal is true and accurate.

Communications regarding our proposal should be directed to me via phone (888.743.5977) or email (stephanie@moore-associates.net).

We look forward to discussing our professional qualifications and relevant experience with your selection committee. Thank you for your consideration of Moore & Associates, Inc.

Sincerely,

A handwritten signature in blue ink that reads "Stephanie Roberts".

Stephanie Roberts
Corporate Treasurer

COVER PAGE, CHECKLIST, AND APPLICANT ACKNOWLEDGEMENT

REQUEST FOR PROPOSALS - SHORT RANGE TRANSIT PLAN (SRTP) UPDATE FOR CITY OF GUADALUPE PUBLIC TRANSIT SERVICES

COVER PAGE CITY OF GUADALUPE REQUEST FOR PROPOSALS

CHECKLIST

- One (1) original and five (5) copies, each with Cover Page, and paper clipped in upper left corner.
- Full Proposal as Detailed to include:
 - Project Objectives – Scope of Work
 - Project Personnel
 - Project Schedule
 - Project Budget
 - Experience and References
 - Insurance Certificates

APPLICANT ACKNOWLEDGEMENT

I, Stephanie Roberts, hereby confirm and assure the City of Guadalupe that as Corporate Treasurer I am designated/qualified to submit the following Proposal in answer to RFP Short Range Transit Plan Update by Moore & Associates, Inc.

I also certify that I have read and understand the RFP, the General Terms and Conditions, RFP Timeline, Third Party Agreement Requirements, and further, agree to abide by all of the conditions, terms and conditions contained therein.



(Signature)

December 18, 2019

(Date)

Stephanie Roberts

(Printed Name)



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Section 1 Introduction

Firm Profile

Moore & Associates, Inc. has offered professional consulting services on a continuous basis for nearly 30 years to a client base composed exclusively of public transportation organizations. Founded in 1991 and incorporated in California, our firm is a full-service consultancy that regularly provides service evaluation/planning, market research, and community engagement. Our professional capabilities include:

- Short- and Long-Range Transit Development Plans;
- Line-by-line and comprehensive operational analyses;
- Needs assessments and market analysis;
- Demand identification and quantification;
- Innovative community outreach and engagement;
- Route design and development;
- Schedule building and run-cutting;
- Mobility management/transportation coordination plans;
- Grant preparation and administration;
- Facilities and capital planning;
- Management, operational, and financial audits;
- Service operations procurement; and
- Marketing, advertising, and public communications.

We have created and executed successful service planning and transit evaluations for some of the West's most successful public transportation organizations including Antelope Valley Transit Authority; the cities of Burbank, Santa Clarita, Santa Maria, Solvang, Thousand Oaks, and Visalia; Fairbanks (AK) North Star Borough; Golden Gate Bridge, Highway and Transportation District; Kern Council of Governments; Maricopa (AZ) Association of Governments; Monterey-Salinas Transit; SolTrans; and Ventura County Transportation Commission. **Without exception, implementation of our recommendations resulted in clear benefits including enhanced mobility, increased community support, and increased ridership and fare revenue.**

Our firm's philosophy can be summarized as follows: Prepare localized practical strategies for developing successful public transit programs while maintaining active partnerships with our clients to secure funding to implement project recommendations. We tailor our reports and strategies with an eye toward practicality and sustainability. **We understand public transit.**

Given our considerable experience crafting effective service delivery strategies, we believe Moore & Associates to be the optimal choice for this assignment for the following reasons:

- **Real-world solutions.** Our project team combines proven techniques with considerable understanding of funding and economic realities. These complementary skills translate to a multi-dimensional project approach: Individual skills combined with collective insight.





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- **Focus on implementation.** A plan or study is of marginal value if it is not put into practice. As a multi-disciplinary firm, Moore & Associates is able to provide our clients with service recommendations that are practical, well-rounded, and market-driven, as well as the guidance to implement those recommendations. We pride ourselves on our track record of successful program implementation and focus on pursuing client work that focuses on implementation versus theoretical “studies.”
- **Full-service capabilities.** Unlike other firms which may focus on a single area of expertise, our professional staff offer full-service capabilities including transit planning, marketing, and market research. This also allows for a shared knowledge base, which results in project personnel with a detailed understanding of market research and marketing processes.
- **Track record of on-time delivery.** Moore & Associates has a reputation for both on-time delivery and on-budget completion of projects. We are committed to meeting the established deadlines within this project as well.

If selected as the City’s partner for this very important transit planning effort, Moore & Associates will deploy a project approach designed to address the City’s transit operational sustainability while improving performance and meeting community mobility needs. The resulting report will serve as a practical, sustainable “blueprint” for future transit service development in Guadalupe. We are dedicated to crafting solutions that are community-driven, practical, and sustainable.

Project Management

Effective project management is the key to successful survey and planning efforts. It ensures the four project constraints of scope, time/schedule, cost, and quality are kept in balance throughout the course of the engagement. Moore & Associates’ project manager is responsible for planning, organizing, monitoring, and controlling the resources, processes, and protocols necessary for achieving each project’s specific goals.

At Moore & Associates, we take a traditional approach to project management. Each project is addressed in a series of five steps: Initiation, Planning and Design, Execution, Monitoring and Controlling, and Completion. For the most part, these steps take place sequentially, though Monitoring and Controlling forms an ongoing cycle of measurement, evaluation, and correction which can occur at any point in the process.

To ensure successful project management, we utilize Basecamp, a web-based project collaboration tool. Basecamp allows us to monitor task progress in real-time, assign resources effectively, and keep tabs on the project schedule. This approach ensures transparent communication between our project team and the client so that there are no surprises.



Our project manager will remain accountable throughout the entire project duration to ensure the City’s project manager is kept up to date on all key aspects of the project. Our project team meets weekly to discuss all project elements and plan necessary actions. Upon identification of priority tasks, we will update the project’s Basecamp account, thus providing the City’s project manager with real-time access to our strategies for achieving our work plan objectives. Should any question arise from our anticipated tasks, they may be submitted via the same Basecamp account, further maintaining complete transparency and open communication.





In addition to the real-time status updates available through the Basecamp platform, Moore & Associates will provide (at a minimum) biweekly project status teleconferences with the City's project manager to discuss project status, upcoming project activities, and strategies for enhancing project outcome.

Section 2

Project Objectives – Scope of Work



Task 1: Project Initiation

Upon receipt of a Notice to Proceed, we will convene an in-person project initiation meeting. During the meeting, we will finalize the scope of work, budget, and project timeline; establish communication protocols; set tentative dates for field work and presentations; and identify initial data needs. We will provide an agenda/discussion list in advance of the meeting; as well as a summary of the meeting discussion within five business days.

In addition, we will provide monthly progress memos according to the schedule outlined in the Request for Proposals. These will be prepared by our project manager and submitted along with our monthly invoices.

Deliverables: Project initiation meeting agenda and meeting summary; monthly progress memos.

Task 2: Assessment of Existing Conditions

Task 2 will look at existing conditions within Guadalupe. This includes a review of updated demographic information (through the Census Bureau's American Community Survey as well as the California Department of Finance); recent, planned, and proposed commercial and residential developments; and population growth trends. We will work with the City to look closely at the DJ Farms/Pasadera subdivision, which is expected to have a significant impact on the future provision of public transit service in Guadalupe.

Deliverable: Technical memorandum #1: Summary of Existing Conditions.

Task 3: Evaluation of Existing Transit Services

In order to develop a baseline scenario, Moore & Associates will review Guadalupe Transit performance across the three most recent fiscal years, as well as year-to-date for the current fiscal year. This task will also review current system management and oversight, given recent changes in City staffing and the significant autonomy granted to the long-time transit operations contractor.

Data for this task will largely be obtained from SMOOTH. Additional information may be provided by the City of Guadalupe, City of Santa Maria, and Santa Barbara County Association of Governments (SBCAG) (functioning as the RTPA).

An important element of this evaluation is the undertaking of a 100 percent ridecheck onboard the Guadalupe Flyer service. The ridecheck will be used to document on-time performance against the public schedule as well as track boarding and alighting activity at the stop level. Based on our review of





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recent ridership activity, we propose conducting the ridecheck across a three-day period, inclusive of two weekdays and a Saturday during which all trips will be surveyed. A survey of Guadalupe Flyer customers will be conducted concurrent with the ridecheck (see Task 6).

Deliverable: Technical Memorandum #2: Summary of Existing Conditions.

Task 4: Service Alternatives

Once we have prepared a baseline assessment of the existing public transit services in Guadalupe, we will draw upon City and transit operations contractor feedback, preliminary public input, and our professional experience to prepare a series of service alternatives. Each service alternative will include a preliminary cost estimate, timeframe for implementation, justification or catalyst for the recommendation, and anticipated impacts to ridership and fare revenue. These scenarios will be posted to the website and presented at the public meetings to gain comments and feedback from the community.

Once we have received community input, as well as further input from the City and its transit operations contractor, we will identify one or more preferred alternatives for further development.

Deliverables: Technical Memorandum #3: Preliminary Service Alternatives and Technical Memorandum #4: Revised Service Alternatives and Preferred Alternative(s).

Task 5: Operations, Financial, and Capital Plans

Once one or more preferred alternatives have been selected, our project team will prepare operations, financial, and capital plans reflective of both the baseline (status quo) and the preferred alternative(s). Each plan will have, at a minimum, a five-year planning horizon. The operating and financial plans will include anticipated revenues as well as operating expenses, along with current and proposed revenue sources. The capital plan will reflect planned vehicle replacement as well as any proposed fleet expansion based on service recommendations.

Deliverable: Technical Memorandum #5: Operations, Financial, and Capital Plans.

Task 6: Public Engagement

In order to collect meaningful feedback from transit customers and the community, we propose engaging the public through three primary tactics: bilingual surveys, a bilingual project webpage, and bilingual information-sharing sessions.

Passenger surveys

We propose conducting surveys of customers onboard each of the three transit services provided by the City. However, given the nature of the services, we anticipate using three separate methodologies to collect the surveys.

- **Guadalupe Flyer passenger survey.** Given the Guadalupe Flyer is a traditional fixed-route service, we will conduct an in-person intercept survey onboard the transit vehicles concurrent with the ridecheck proposed in Task 3. Unlike competitor survey methodologies, Moore & Associate's approach will ensure every rider has (in Spanish or English) the opportunity to take the survey. Onboard surveyors will be identified with a yellow reflective vest and ID badge.
- **Guadalupe Shuttle passenger survey.** Given Guadalupe Shuttle is a demand-response service, we will ask SMOOTH to assist with survey distribution. We will provide bilingual



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onboard notices promoting the survey, as well as survey packets inclusive of a postage-paid return envelope. Customers will be asked to drop the completed survey into the nearest mailbox, or they can be returned to SMOOTH for mailing (at no cost to SMOOTH). The onboard notices will also promote an online option for completing the survey.

- **ADA customer survey.** As an eligibility-based program, the City's ADA service maintains a database of its customers. Therefore, we propose conducting a direct mail survey to all active registered users of the ADA service ("active" being defined as having used the service within the past six months). Each mailer will include a postage-paid return envelope, or recipients will have the option of taking the survey online.

While each survey will be customized to the particular service, our project team will utilize the same questions phrasing and response options to the greatest extent possible so that responses across the ridership as a whole can be assessed. All surveys will be available in English and Spanish. We propose including an incentive (via a random drawing from participants in each survey) of a \$50 VISA or grocery store gift card.

Sampling targets for each service will be calculated as part of the project initiation discussion. This will allow us to take actual daily ridership estimates for each type of day (weekday, Saturday, Sunday) as well as the number of registered ADA riders into account when setting response targets.

Project webpage

To enhance Guadalupe community participation, we recommend creation of an interactive, bilingual project webpage to allow transit users, residents, community stakeholders, and other interested parties to provide input and access project deliverables. Moore & Associates will design, develop, and maintain an interactive webpage for the Short Range Transit Plan. The site will include a project home page, links to each of the three surveys, details about public meetings, project-related documents and presentation materials, and an online comment feature. The webpage will be fully functional and on-line prior to the launch of the transit customer surveys. Examples of recent project webpages created by Moore & Associates include www.RomeGATDP.com and www.BeaumontTransitPlan.com.

Public meetings

Our public engagement strategy includes up to four public meetings to be held at or near the 60 percent completion point of the project. The meetings will be held across two days at multiple times so as to encourage community participation. The purpose of the workshops is to discuss initial findings from the passenger surveys and Tasks 1-3, as well as preliminary recommendations from Task 4. During these meetings, participants will have the opportunity to provide feedback about the City's transit services and input on the preliminary recommendations, as well as ask questions about the project. All meetings will feature bilingual (English/Spanish) project staff and presentation materials. Meeting materials and presentations will also be posted on the project webpage for those unable to attend. Potential workshop locations include:



- Senior Center,
- City Hall,
- Mary Buren Elementary School, and
- Kermit McKenzie Middle School.

Deliverables: Technical Memorandum #6: Summary of Public Engagement as well as survey instruments, online survey instruments, sampling targets, data frequencies and data cross-tabulations, project webpage, meeting materials, and presentations.

Task 7: Draft and Final SRTP

Our approach to projects such as this is to minimize surprises at the end of the project. To this end, the City's project manager will be made aware of all project findings and recommendations throughout the project via a series of technical memoranda. All technical memoranda developed in Tasks 2 through 6 will then be compiled into the draft Short-Range Transit Plan.

The draft SRTP will be submitted for review no later than April 15, 2020. All City comments will be addressed and incorporated into the final document, which will be presented to the Guadalupe city council on May 26, 2020.

Deliverables: Draft SRTP, final SRTP, city council presentation.

Section 3 Project Personnel



Moore & Associates project team members were selected based on their direct experience in environments such as Guadalupe; their knowledge of transit service evaluation, planning, and marketing; and their insight into and experience with emerging practices and technologies.

JIM MOORE – PROJECT MANAGER

We propose **Jim Moore** as project manager. He possesses more than 30 years' transportation planning experience gained in both the public and private sectors, including managing numerous successful transit service planning projects. Jim has crafted and helped implement successful transit projects for communities throughout Alaska, Arizona, California, Georgia, Michigan, Nevada, New York, Texas, Utah, and Washington, including recent efforts for the City of Santa Maria, City of Solvang, City of Beaumont, and City of Rome (GA).

We believe Jim's experience, insight, and personal attention – combined with his commitment to and enthusiasm for planning projects such as this – will ensure project success. Jim's strengths lie in his ability to present information in a manner that can be easily understood and build consensus, whether the audience is comprised of average citizens, community stakeholders, or a governing body. He is careful not to overwhelm the layperson while providing strategies and recommendations to professionals and client staff. Jim's involvement guarantees public engagement efforts and the resulting service alternatives will be on-target, well-timed, and focused toward improved sustainability of public transit in Guadalupe.





KATHY CHAMBERS – SENIOR ASSOCIATE

Kathy Chambers brings her talents for writing and analysis as well as her knowledge of program evaluation, service planning, and operations and financial planning to our proposed project team. She has participated in strategic service planning for the cities of Burbank, Mission Viejo, Santa Clarita, and Thousand Oaks; East Texas Council of Governments; Kern Council of Governments; Santa Ynez Valley Transit; Southeastern Arizona Governments Organization; Tulare County Association of Governments; and Ventura County Transportation Commission. As a frequent Caltrans performance auditor, she is adept at assessing performance indicators and reviewing financial data. She is also well-versed in the requirements of the FTA with respect to Title VI and TAM Plans. Kathy has most recently prepared operating and capital plans for the cities of Burbank, Dixon, Laguna Niguel, Mission Viejo, Santa Clarita, Santa Maria, Solvang, and Thousand Oaks.

ERIN KENNEALLY – MARKET RESEARCH MANAGER

Market Research Coordinator Erin Kenneally has led bilingual rider, community, and employer/stakeholder surveys resulting in statistically valid, easily understood data for clients from coast to coast. She has successfully conducted intercept, telephone, internet, and direct mail surveys for transit clients across the nation. She not only plans our survey efforts (including sampling plans, surveyor schedules, and training materials), she is also our in-field leader. She understands how to efficiently deploy surveyors to consistently exceed sample targets. Erin has led data collection efforts for numerous public sector organizations including Antelope Valley Transit Authority, City of Burbank, City of Thousand Oaks, Foothill Transit, Long Beach Transit, Los Angeles County Metropolitan Transportation Authority, Nassau (NY) Inter-County Express, Greater Buffalo Niagara Regional Transportation Council (NY), and VIA Metropolitan Transit (TX).

Erin is fluent in Spanish, helping Moore & Associates collect valuable input from persons with limited English proficiency.

Guarantees

We affirm all key personnel proposed for this project have sufficient capacity and availability to complete this project within the proposed timeframe and budget. **We also offer the City of Guadalupe the following guarantees:**

- No person designated as “key” to the project shall be removed or replaced without the prior written concurrence of the City.
- The quality of all deliverables will meet the City’s standards.
- All deadlines agreed upon during the project initiation meeting will be met.

Failure to maintain any of these guarantees will result in payment of a negotiated financial penalty to the City of Guadalupe.

Resumes for all key staff are provided in Attachment A.





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Section 4 Project Schedule

TASKS	January			February			March			April			May			June											
	6	13	20	27	3	10	17	24	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	
Task 1: Project Initiation																											
Task 2: Assessment of Existing Conditions																											
Task 3: Evaluation of Existing Transit Services																											
Task 4: Service Alternatives																											
Task 5: Operations, Financial, and Capital Plans																											
Task 6: Public Engagement																											
Task 7: Draft and Final SRTP																											
Milestones and Deliverables																											
<i>Notice to Proceed</i>																											
<i>Monthly progress memos</i>																											
<i>Project initiation meeting</i>																											
<i>Ridecheck and passenger survey</i>																											
<i>Public workshop</i>																											
<i>Draft SRTP to City</i>																											
<i>Final SRTP to City</i>																											
<i>Presentation of final SRTP to City Council</i>																											
<i>Project completion</i>																											





Section 5 Project Budget

Per the RFP instructions, our project budget is provided under separate cover.

Section 6 Experience and References



Experience

Throughout our nearly 30 years of experience in public transportation, Moore & Associates has developed the experience and knowledge required to effectively prepare the City’s Short-Range Transit Plan. We have developed SRTPs for large entities such as Golden Gate Transit in the Bay Area as well as small operators such as the City of Shafter in Central California. While our experience includes a wide range of transit providers, we specialize in service planning for rural and small urban operators. Our areas of expertise include transit system evaluation, demand estimation, and financial planning. We are not afraid to look “outside the box” or consider innovative approaches.

The majority of our work in California and the Southwest includes significant outreach to the Spanish-speaking community. As such, including a Spanish-speaking member on our project team is of vital importance. We ensure our communication in Spanish is comparable to our communication in English, with bilingual surveys, website, presentations, etc.

Finally, our prior work with the City of Guadalupe, SMOOTH, and the City of Santa Maria have given us a valuable understanding of the nature of the City’s transit service, its role within the regional transit network, and the transit funding sources available within Santa Barbara County.

References

City of Santa Maria
Short Range Transit Plan
Austin O'Dell, Transit Services Manager
110 S. Pine Street, Suite 221, Santa Maria, CA 93458
805-925-0951 ext. 2480 | aodell@cityofsantamaria.org



In 2018, the City of Santa Maria selected Moore & Associates to prepare a comprehensive Short Range Transit Plan update for Santa Maria Area Transit. The City’s prior full SRTP was completed in 2008, followed by a series of short-term and highly targeted recommendations. The current SRTP update is intended to provide a comprehensive review of the SMAT service as it currently exists, look ahead to





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anticipated changes in demographics and demand, and prepare the City to move into the future of transit with defined strategies for growth and development.

Now in its final stages of development, the City’s SRTP looked at program performance by mode and route, anticipated developments, changes in demographics, customer feedback, and other key areas. We also reviewed numerous innovative strategies and technology options specific to topics such as alternative fuels, automatic vehicle location and predictive arrival, dynamic bus stop displays, and mobile ticketing. Recommendations focused on four primary areas: performance improvement, service enhancement, policy, and innovation/technology. Additional feedback from the community is expected to take place in early 2020, with City Council adoption slated for Spring 2020.

City of Solvang/Santa Ynez Valley Transit
Short Range Transit Plan Update
Matt Van Der Linden, Public Works Director
411 Second Street, Solvang, CA 93463
805.688.5575 | mattv@cityofsolvang.com



In 2017, Moore & Associates completed its most recent update of the SYVT Short Range Transit Plan, which took a comprehensive look at public transit in the Santa Ynez Valley. The primary goal of the update was two-fold: A need to reduce operating cost so as not to exhaust SYVT’s reserve fund, and a need to increase the farebox recovery ratio so as to remain in compliance with the State’s Transportation Development Act (TDA). A change in operations contractors and industry-wide decrease in ridership (and therefore fare revenue) led staff to adopt a proactive approach to future sustainable transit service delivery throughout the Santa Ynez Valley.

The 2017 SRTP Update included surveys of transit riders, community members, and community stakeholders; community and stakeholder meetings; and feedback from the JPA partners, as well as a quantitative and qualitative evaluation of the fixed-route service through onboard ride checks. Moore & Associates developed a series of operating scenarios designed to promote sustainability of the SYVT program while addressing the mobility needs of Santa Ynez Valley residents. Beginning in FY 2018, Moore & Associates implemented service changes that continue to produce to month-over-month ridership increases, especially with respect to the fixed-route service.

Kern Council of Governments

City of Shafter Transit Development Plan (2016), City of Wasco Transit Development (2016), City of McFarland Transit Development Plan (2015), City of Taft Transit Development Plan (2015 and 2010), City of Delano Transit Development Plan (2012), City of Ridgecrest Transit Development Plan (2009), and City of Arvin Transit Development Plan (2008)

Bob Snoddy, Regional Planner III
1401 19th Street, Suite 300, Bakersfield, CA 93301
661.861.2191 | bsnoddy@kerncog.org



The Kern Council of Governments has selected Moore & Associates to prepare Transit Development Plans (TDPs) for a variety of transit operators in Kern County for a period of nearly 15 years. The cornerstone goal of these projects is to identify short-term, sustainable improvements supporting





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increases in ridership and fare revenue, as well as overall service productivity. The resulting reports were crafted using both quantifiable and qualitative criteria. The TDPs developed for these Kern County cities focused on improving farebox recovery, increasing ridership, and enhancing the quality of service and improving efficiency so as maintain sustainability. In some cases, recommendations included the introduction of a new fixed-route service, which necessitated the development of routes, schedules, fares, and other operational elements.

Through primary research conducted for these TDP reports, Moore & Associates was able to identify key performance factors and create sustainable program goals and objectives. The goals provided achievable benchmarks for the enhancement of KernCOG operators. In the communities of Arvin and Taft, for example, Moore & Associates directly managed the implementation of transitioning service from general public demand-response programs to fixed-route and complementary demand-response programs, thereby reducing operating cost ratios (i.e., cost/revenue service hour) and improving service delivery efficiencies. In Taft, this also included development of a Paratransit Plan to ensure compliance with ADA for the resulting two-tiered transit system.

City of Burbank

2017 Comprehensive Operational Analysis

Adam Emmer, Transportation Services Manager

1301 W. Olive Ave., Burbank, CA 91506

818.238.5359 | AEmmer@ci.burbank.ca.us



Moore & Associates has partnered with the City in the promotion and administration of its community-based transit service since 1994. In doing so, we have helped change the face of transit in Burbank; realizing double-digit ridership growth annually in the early years of our relationship, and establishing the transit program as a vital element of the community.

In 2017, we completed a Comprehensive Operational Analysis of the City's transit program, which reviews all elements of fixed-route and demand-response services provided by the City.

The comprehensive review included the following elements:

- Fixed-route assessment,
- Dial-A-Ride assessment,
- Impact of possible assumption of Metro services by the City,
- Cost-benefit of bringing all City transit programs and services in-house,
- Taxi voucher program evaluation, and
- Evaluation of the Joslyn Center Nutrition Shuttle.

The project included ridechecks tracking boarding and alighting activity, analysis of on-time-performance data, and public engagement activities inclusive of rider surveys (for both fixed-route and dial-a-ride), community survey, and stakeholder/employer survey. All surveys were made available in four languages to ensure compliance with Title VI.

Seven distinct routing scenarios and eight distinct system scenarios were developed in support of this effort. Our recommendations focused on more effective deployment of transit resources. For example,





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a modest routing adjustment combined with a one-minute frequency decrease on one route will reduce the total vehicle requirement by one bus and save the City more than \$100,000 annually.

Other recommendations look at combining routes to offer more frequent, bidirectional service and extending service to additional rail stations/transit hubs (including the new North Burbank Metrolink station and the existing Universal City Red Line Station). The preferred recommendation combines two routes and extends one route to more effectively serve the needs of the community, which includes a large number of commuters traveling into Burbank for employment. Additional recommendations include adjustments to contracted operations and consideration of future opportunities to assume operation of low-performing Metro routes.

Section 7 Insurance Certificates



Moore & Associates maintains professional liability insurance in the amounts required by the City. All coverages (naming the City of Guadalupe as additional insured) will be in force at the time of contract execution. Examples of prior insurance certificates naming the City as additional insured are provided below. Active certificates will be provided if Moore & Associates is selected for this project.





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MOOR&AS-01

MARIAM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY):
01/03/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0252636

United Agencies
301 E. Colorado Blvd., #200
Pasadena, CA 91101

CONTACT
NAME:
PHONE
(AC, Ho, Ext): (626) 536-8300
E-MAIL
ADDRESS:

FAX (AC, No): (626) 677-1346

INSURED

Moors & Associates Inc.
28169 Ave Stanford #110
Valencia, CA 91355

INSURER(S) AFFORDING COVERAGE

NAIC #
34630

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR (L#)	TYPE OF INSURANCE	ADDL SUBR (IND, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	MOWC916663	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> PER STATE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Guadalupe and its respective elected and appointed officers, officials, employees and volunteers are named as additional insureds.

CERTIFICATE HOLDER

CANCELLATION

City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M. ...

ACORD 26 (2016/03)

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 City of Guadalupe
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MARIAM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 01/03/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER License # 0252836

United Agencies
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 Pasadena, CA 91101

CONTACT
 NAME:
 PHONE
 (A/C, No, Ext): (626) 636-8300
 E-MAIL:
 ADDRESS:

FAX
 (A/C, No): (626) 677-1346

INSURED

Moore & Associates Inc.
 28169 Ave Stanford #110
 Valencia, CA 91355

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: The Hanover Insurance Company	22292
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTD	TYPE OF INSURANCE	ADDITIONAL INSURER(S)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP; Adv; one person \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Errors & Omissions		LH3A93879702	06/06/2018	06/06/2019	each occurrence 1,000,000
A			LH3A93879702	06/06/2018	06/06/2019	Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Guadalupe
 918 Obispo Street
 Guadalupe, CA 93434

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M. ...

ACORD 25 (2016/03)

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Short Range Transit Plan
 City of Guadalupe
 Proposal



MOOR&AS-01

MARIAM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 01/03/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0262636

United Agencies
 301 E. Colorado Blvd., #200
 Pasadena, CA 91101

CONTACT
 NAME:
 PHONE
 (A/C, No, Ext): (626) 635-8300
 E-MAIL:
 ADDRESS:

FAX
 (A/C, No): (626) 677-1346

INSURED

Moore & Associates Inc.
 28159 Ave Stanford #110
 Valencia, CA 91366

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Citizens Insurance Company of America 31634

INSURER B: Allmerica Financial Benefit Insurance Company 41840

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTD	TYPE OF INSURANCE	AGG. SUBR. (INS. W/)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Businessowners GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO <input type="checkbox"/> JECT <input type="checkbox"/> LOC OTHER: _____	X	OBS-A946962-02	06/12/2018	06/12/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PROP AGG \$ 4,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AWS-A946918-02	06/12/2018	06/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED: _____ RETENTION \$ _____	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	OBS-A946962-02	06/12/2018	06/12/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under: _____ DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A				PER STATUTE OTH. ER E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Guadalupe and its respective elected and appointed officers, officials, employees and volunteers are named as additional insureds per attached endorsement.

CERTIFICATE HOLDER

CANCELLATION

City of Guadalupe
 918 Obispo Street
 Guadalupe, CA 93434

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M. ...

ACORD 25 (2016/03)

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Attachment A Resumes





Short Range Transit Plan

City of Guadalupe

Proposal

Jim Moore

City of Beaumont, Comprehensive Operational Analysis. Project manager for the City's Comprehensive Operational Analysis, currently underway. The City's transit program was formerly known as Pass Transit in a joint operation with the City of Banning. The City's most recent planning effort incorporated recommendations for both cities. The current effort is designed to look at Beaumont Transit as a stand-alone operation and utilizes ridechecks, surveys, and public engagement to develop a series of service recommendations.

City of Rome (GA), Transit Development Plan. Project manager for the City's Transit Development Plan (TDP). In late 2018, the City was required by Georgia DOT to cease operation of its school transportation service. The goal of the current TDP is to re-vision Rome's transit program absent its significant school tripper program.

City of Santa Maria, Short Range Transit Plan. Project manager for the City's SRTP, which will guide the development of the City's transit program across the next 10 years. Currently in its final phases, the project included a ridecheck and passenger surveys as well as extensive financial and capital planning. Public outreach is planned for early 2020.

City of Burbank, Comprehensive Operational Analysis. Project Manager for the City's Comprehensive Operational Analysis that assessed demand and provided recommendations to optimize resources. Included a reimagining of the fixed-route system to address customer and community travel needs as well as effectively coordinate with regional transit providers.

Antelope Valley Transit Authority, Public Transit Planning and Local Service Redesign. Project manager for multi-faceted transit consulting contract, including multiple transit route feasibility studies as well as updated system schedule and system route redesign. Results included more efficient service, including improved on-time performance, and schedules which reflect current operating conditions. Activities included commuter-focused service planning for Edwards Air Force Base and the Mohave Spaceport, study of on-demand service to local medical centers, and a paratransit service evaluation.

City of Santa Clarita, Transportation Development Plan. Project Manager. The project featured extensive market research and community outreach as well as service evaluation and planning for the City's local fixed-route, commuter, and dial-a-ride services.

Project Role

- Project management
- Program evaluation
- Funding assessment

Education

- Bachelor of Science, Political Science, California State University, Fullerton

Professional Involvement

- California Association for Coordinated Transportation (member, marketing consultant, and presenter)
- Community Transportation Association of America (CTAA)



Short Range Transit Plan

City of Guadalupe

Proposal

City of Thousand Oaks Transit Master Plan. Project Manager. Facilitated stakeholder roundtables with representatives of social services, senior, youth, employment, and disabled services organizations. The roundtables provided significant insight into community mobility needs as well as feedback regarding populations that are not always well represented during traditional outreach activities.

Kern Council of Governments, Transit Development Plans. Project Manager for the development of Transit Development Plans for the cities of Arvin, Delano, McFarland, Ridgecrest, Shafter, Taft, and Wasco. Facilitated community and stakeholder outreach. Evaluated existing system conditions, assessed data, and developed service recommendations and strategies to mitigate eroding ridership, increase farebox recovery, and improve operating efficiency.

East Texas Council of Government, 2016 Regional Transportation Coordination Plan. Project Manager and Plan co-author. Included facilitation of numerous community workshops as well as presentations to both stakeholders and a steering committee. The plan provided strategic coordination guidance to meet the needs of health, social service, and workforce.

Antelope Valley Transit Authority, Antelope Valley Mobility Plan. Project Manager. Across the last five years, has overseen project which includes community outreach and travel training, resulting in face-to-face interaction with at least 1,500 Antelope Valley residents whose everyday lives would benefit from AVTA's transit services. This interaction mitigates barriers to transit usage among historically transportation-disadvantaged individuals, enabling them to access much needed healthcare, employment, community centers, and training programs.

Ventura County Transportation Commission, Heritage Valley Transit Needs Study. Project Manager for this comprehensive assessment of public mobility needs within Ventura County's Heritage Valley, which had primarily been served primarily by a general public Dial-A-Ride service. Resulted in development of local circulators within the three Heritage Valley communities of Fillmore, Piru, and Santa Paula. Later selected to provide implementation and marketing support.

City of Irvine, iShuttle Marketing and Communications. Managed marketing efforts in support of Irvine's bus-commuter rail feeder service, including extensive employer outreach and community canvassing. Peak-hour service focused on connections between two rail stations and two industrial parks. Assisted with implementation of a virtual TMA and launch of commuter-based service.

SouthEastern Arizona Governments Organization, Cochise County Intercity Route Feasibility Study. Project Manager. Conducted stakeholder roundtables and community workshops in partner communities to assess feasibility of and support for an intercity bus service. Stakeholder outreach also included development and facilitation of a stakeholder survey, which primarily targeted healthcare, social services, education, transportation, and business organizations.



Kathy Chambers

City of Rome (GA), Transit Development Plan. Senior Planner for the City's Transit Development Plan (TDP). In late 2018, the City was required by Georgia DOT to cease operation of its school transportation service. The purpose of the current TDP is to re-vision Rome's transit program absent its significant school tripper program.

City of Santa Maria, Short Range Transit Plan. Prepared service recommendations and financial and capital plans for the City's SRTP, which will guide the development of the City's transit program across the next 10 years.

City of Burbank, Comprehensive Operational Analysis and On-Call Transit Program Support. Assisted with service revision to create North Hollywood-Airport route, the first all-day route in the City's history. Provided public engagement support and demand analysis as part of the City's Comprehensive Operational Analysis that assessed demand and provided recommendations to optimize resources. Prepared financial plans for a variety of system alternatives for the COA.

City of Santa Clarita, Transportation Development Plan. Wrote service and capital recommendations and financial plan for City of Santa Clarita Transportation Development Plan. Analyzed service evaluation and survey data to develop viable and sustainable recommendations. Researched planned residential and commercial developments within and adjacent to the current service area. Prioritized recommendations based on public and client input, anticipated development dates, and anticipated benefits.

City of Thousand Oaks, Transit Master Plan. Conducted outreach and supported service planning for the City of Thousand Oaks' Transit Master Plan. Public engagement for the project included 15 public workshops, customer and community surveys, stakeholder focus groups, a direct mail campaign, and development of a project webpage. Prepared financial plan to support service recommendations.

Santa Ynez Valley Transit, 2017 Short Range Transit Plan. Conducted community outreach and service planning in support of SRTP. Developed strategies to reduce operating cost and enhance farebox recovery to ensure compliance with TDA. Prepared baseline as well as scenario-specific operations and capital plans. Focused on alternative service delivery for seniors, including potential partnership with local taxi companies or TNCs.

Project Role

- Performance evaluation
- Needs assessment
- Service planning
- Operations and capital planning

Education

- Bachelor of Music Education, Baylor University, Waco
- Master of Music in Musicology, Texas Christian University, Fort Worth
- Title VI and Public Transit, NTI

Professional Involvement

- California Association for Coordinated Transportation
- Community Transportation Association of America (CTAA)





Short Range Transit Plan

City of Guadalupe

Proposal

East Texas Council of Governments, 2016 Update of the Regionally Coordinated Transportation Plan. Facilitated community survey, stakeholder survey, three stakeholder workshops, and 14 community workshops in support of regional transportation coordination plan update. Prepared recommendations for coordinated transportation strategies across the 14-county area.

SouthEastern Arizona Governments Organization, Cochise County Intercity Route Feasibility Study. Study to determine feasibility of intercity bus routes connecting the cities of Benson, Bisbee, Douglas, and Sierra Vista in Cochise County, AZ. Coordinated marketing and public engagement, including stakeholder focus groups, public workshops, and a project webpage that was available in parallel English and Spanish versions.

City of Irvine, Marketing and Community Outreach. Project coordinator for the City of Irvine's iShuttle marketing program. Coordinated employer and residential outreach to promote the iShuttle and related Metrolink service. Led planning for the Spectrum service launch special events. iShuttle was honored with a Diamond Award for Outstanding Marketing Program in 2012 and received First Place AdWheel awards in 2012 and 2013.

Antelope Valley Transit Authority, Mobility Management Plan and On-Call Service Planning. The Mobility Management Plan included community outreach and travel training, which in the last five years has resulted in face-to-face interaction with at least 1,500 Antelope Valley residents whose everyday lives would benefit from AVTA's transit services. Conduct on-site travel training. Provide on-call research and support services related to mobility management as well as transit planning, Title VI Plan update, and alternative transportation (such as vanpools and community partnerships).

Ventura County Transportation Commission, Heritage Valley Transit Needs Study. Prepared service recommendations and financial plan for VCTC's Heritage Valley Transit Study. Researched and recommended organizational structure for potential new operator. Created community-specific circulators reflective of key mobility needs, including home-to-school travel for middle and high school students. Developed fare structure and calculated anticipated fare revenue by incorporating predicted fare elasticity.





Erin Kenneally

City of Rome (GA), Transit Development Plan. Developed survey instruments and sampling plans. Conducted customer and community surveys in support of the City's TDP.

City of Santa Maria, Short Range Transit Plan. Prepared survey instruments and sampling plan for the City's SRTP. Conducted customer and community surveys as well as a comprehensive ridecheck.

Los Angeles County Metropolitan Transportation Authority, 2018 Spring and Fall Satisfaction Survey. Led the survey effort for all 2018 data collection including creation of surveyor schedules, and training materials, and in-field supervision for on-board rider survey, which exceeded sample targets.

Santa Cruz Metropolitan Transit District, 2019 Onboard Transit Ridership Survey and Ride Check. Acted as project coordinator and in-field supervisor for the 2019 onboard survey and comprehensive ride check. Created stratified sampling plan and surveyor schedules, trained surveyors and supervised all data collection efforts. Oversaw all data cleaning, conducted data analysis and reporting. A total of 976 responses were received, exceeding the sample goal of 600 by more than 60 percent.

Ventura County Transportation Commission, 2019 Origin/Destination, Transfer, and Customer Satisfaction Surveys. Acted as project coordinator and main point of contact for VCTC's 2019 data collection efforts. Created surveyor schedules, trained surveyors and supervised all data collection efforts for three different survey efforts occurring simultaneously across Ventura County. Oversaw all data cleaning, conducted data analysis and reporting. The origin/destination survey covered a total of 18 routes on six different operators throughout Ventura County: VCTC, Gold Coast Transit District (GCTD), Thousand Oaks Transit (TOT), Simi Valley Transit (SVT), Moorpark City Transit (MCT), and the Valley Express. The transfer surveys included 12 different transfer locations. The customer satisfaction surveys were conducted on the VCTC Intercity and Valley Express services.

City of Santa Maria, 2019 Short Range Transit Plan. In support of the City of Santa Maria's Short Range Transit Plan, oversaw an evaluation of existing services including a 100 percent ridecheck and onboard survey. Additionally, supervised a community survey effort that collected surveys in English and Spanish from non-rider populations. Created survey instruments and data collection schedules, trained surveyors and ridecheckers and supervised all data collection efforts. Completed data collection ahead of schedule and exceeded sampling targets on both surveys. Coordinated multiple community outreach events and provided translation services.

Project Role

- Market research
- Data collection
- Bilingual community engagement

Education

- Bachelor of Arts, Liberal Studies, California State University – Northridge

Languages

- Spanish

Software

- Statistical Package for the Social Sciences (SPSS)





Short Range Transit Plan

City of Guadalupe

Proposal

City of Santa Clarita, 2018 Transportation Development Plan (TDP). Coordinated multiple survey efforts in support of Santa Clarita's 2018 update to its Transportation Development Plan. The 2018 update included a local fixed-route rider survey, paratransit rider survey, community survey, and special survey of school tripper riders. Ride checks on all Santa Clarita Transit routes were also included in order to provide on-time performance and boarding and alighting data that could assist in route and service planning. In addition to the surveys and ridechecks, helped facilitate two rounds of community workshops that actively engaged members of the public in defining and prioritizing local transit needs.

Greater Buffalo-Niagara Regional Transportation Council, NFTA-Metro 2017 Customer Survey. Created stratified sampling plan, contacted temp firms, created training materials, trained temps, supervised data collection efforts of team of over 30 temps. Created surveyor schedules. Oversaw data cleaning, assisted with data analysis and geocoding, assisted with report. Created quarterly progress memos. Data collection resulted in nearly 9,700 valid surveys exceeding target samples.

Nassau (NY) Inter-County Express (NICE), 2016 Title VI Survey. Supervised data collection for 2016 Nassau Inter-County Express (NICE) on-board survey in support of Title VI reporting. Prepared control sheets, temp staff schedules, and training materials. Conducted temp training. Assisted with data cleaning and analysis. Data collection resulted in more than 8,600 valid surveys.

Monterey-Salinas Transit, 2016 and 2018 Rider and Community Surveys. Administered rider and community intercept surveys on behalf of Monterey-Salinas Transit in English and Spanish to current rider and non-rider populations. Supervised and managed survey staff on-site at multiple transit hub locations. Completed surveying ahead of schedule and exceeded sampling targets during both rounds of data collection.

Long Beach Transit, FY 2018, FY 2017, FY 2016, and FY 2014 Community Evaluation Surveys. Project coordinator for annual current rider and non-rider surveys on behalf of Long Beach Transit. Managed bilingual (English/Spanish) fielding team for both onboard and community surveys. Oversaw data verification, entry, and cleaning of collected data. Conducted data analysis, created a comprehensive report and PowerPoint and presented all findings to the Board.

Detroit Transportation Corporation, 2018 Detroit People Mover Customer Satisfaction Survey. Led data collection for an onboard survey of the Detroit People Mover (DPM) to compile information regarding customer and service satisfaction as well as demographic information. Conducted temp training, supervised and managed survey staff. A total of 757 valid responses were received reflecting a statistical accuracy of 95 percent with a ± 3.5 percent margin of error. Oversaw data entry and cleaning, conducted data analysis and reporting.



LINE ITEM BUDGET

Moore & Associates, Inc.
 25115 Avenue Stanford, Suite 215
 Valencia, CA 91355
 661.253.1277
 www.moore-associates.net
 December 20, 2019

Title of Project: City of Guadalupe Short-Range Transit Plan

Exhibit A

(a) Cost Categories	(b) Hourly Rate	(c) Task 1		(d) Task 2		(e) Task 3		(f) Task 4		(g) Task 5		(h) Task 6		(i) Task 7		(j) Grand Total (All tasks)	
		Project Initiation		Existing Conditions		Existing Transit Services		Service Alternatives		Operations, Financial, Capital		Public Engagement		Draft & Final SRTP			
		Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount		
Direct Labor Classification(s):																	
Managing Partner	\$58.00	2.00	\$116.00	4.00	\$232.00	4.00	\$232.00	32.00	\$1,856.00	12.00	\$696.00	40.00	\$2,320.00	32.00	\$1,856.00	126.00	\$7,308.00
Senior Associate	\$54.00	2.00	\$108.00	4.00	\$216.00	8.00	\$432.00	24.00	\$1,296.00	12.00	\$648.00	40.00	\$2,160.00	36.00	\$1,944.00	110.00	\$5,940.00
Market Research Manager	\$29.50	1.00	\$29.50	0.00	\$0.00	12.00	\$354.00	0.00	\$0.00	0.00	\$0.00	40.00	\$1,180.00	0.00	\$0.00	53.00	\$1,563.50
Assistant Planner/GIS Technician	\$30.50	0.00	\$0.00	16.00	\$488.00	16.00	\$488.00	0.00	\$0.00	0.00	\$0.00	8.00	\$244.00	8.00	\$244.00	48.00	\$1,464.00
Ridecheckers/Surveyors	\$23.50	0.00	\$0.00	0.00	\$0.00	54.00	\$1,269.00	0.00	\$0.00	0.00	\$0.00	54.00	\$1,269.00	0.00	\$0.00	108.00	\$2,538.00
Administrative Support	\$16.00	0.00	\$0.00	0.00	\$0.00	12.00	\$192.00	0.00	\$0.00	0.00	\$0.00	20.00	\$320.00	2.00	\$32.00	34.00	\$544.00
Subtotal - Direct Labor		5.00	\$253.50	24.00	\$936.00	106.00	\$2,967.00	56.00	\$3,152.00	24.00	\$1,344.00	106.00	\$6,629.00	78.00	\$4,076.00	479.00	\$19,357.50
Overhead & Fringe (inc. G&A):																	
Overhead	110.00%		\$278.85		\$1,029.60		\$3,263.70		\$3,467.20		\$1,478.40		\$7,291.90		\$4,483.60		\$21,293.25
Subtotal - Overhead & Fringe (inc. G&A):			\$278.85		\$1,029.60		\$3,263.70		\$3,467.20		\$1,478.40		\$7,291.90		\$4,483.60		\$21,293.25
Fixed Fee																	
Other Direct Costs (ODCs)																	
Travel			\$53.24		\$196.56		\$623.07		\$661.92		\$282.24		\$1,392.09		\$855.96		\$4,065.08
Printing/production			\$0.00		\$0.00		\$1,200.00		\$0.00		\$0.00		\$1,825.00		\$225.00		\$3,250.00
Promotion			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$600.00		\$0.00		\$600.00
Postage			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$300.00		\$0.00		\$300.00
Event/workshop			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$300.00		\$0.00		\$300.00
Translation			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$300.00		\$0.00		\$300.00
Web domain			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$18.00		\$0.00		\$18.00
Survey incentives			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$150.00		\$0.00		\$150.00
Subtotal - ODCs:			\$0.00		\$0.00		\$1,200.00		\$0.00		\$0.00		\$3,783.00		\$255.00		\$5,208.00
GRAND TOTAL		5.00	\$585.39	24.00	\$2,162.16	106.00	\$8,053.77	56.00	\$7,281.12	24.00	\$3,104.64	186.00	\$19,095.99	78.00	\$9,640.56	479.00	\$49,923.83

REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of January 14, 2019


Prepared by:
Shannon Sweeney, Public Works Director/City Engineer


Approved by:
Todd Bodem, City Administrator

SUBJECT: Gopher Control at Jack O'Connell Park

RECOMMENDATION:

That the City Council, by motion, approve the use of funds for a five (5) month contract with Armstrong Pest Control in the amount of \$2,800 for gopher control service at Jack O'Connell Park.

BACKGROUND:

Jack O'Connell Park is the City's largest recreational facility and the playing fields for both youth football and baseball. Gophers have been a problem in the past and continue to plague this site. Ongoing damage caused by gophers are destroying the playing fields and creating a hazardous condition for players. Currently, there is no contracted gopher control. As result, there is a considerable amount of gopher activity at the park.

DISCUSSION:

City staff contacted multiple gopher control companies to determine costs for gopher control. Three companies were contacted. Two provided quotes. Cassia landscape quoted \$698 a month for a total of \$8,376 per year. Armstrong Pest Control quoted \$560 per month for a total of \$6,720 per year. Since the proposed contract is only for five (5) months, the total cost will be \$2,800 for Armstrong Pest Control, which is less than the \$5,000 threshold amount required for competitive bids and proposals pursuant to Guadalupe Municipal Code section 4.04.020.C., and therefore, City Council approval is not required for this purchase. However, gopher control was not budgeted in the FY 19 – 20 budget, so staff wanted to obtain Council's approval to use City funds for this purpose. Residual funding remains from the Jack O'Connell Park booster pump replacement capital project in the amount of \$25,550 and \$2,800 from this residual funding may be used for gopher control services for the remainder of fiscal year 19 – 20 (5 months).. Thereafter, if gopher control services are still required, the contract may be continued if necessary or desireable, or if staff is not satisfied with the services provided Armstrong

Pest Control, additional proposals could be solicited consistent with procedures set forth in Guadalupe Municipal Code Chapter 4.04.

FISCAL IMPACT

The impact to the General Fund will be minimal (i.e., \$2,800) for FY 2019-20 and there is available funding left over from the Jack O'Connell Park booster replacement project.

REPORT TO THE GUADALUPE CITY COUNCIL
City Council Agenda of January 14, 2020



Prepared by:
Philip F. Sinco, City Attorney



Approved by:
Todd Bodem, City Administrator

SUBJECT: Agreement between the City of Guadalupe and Union Pacific Railroad for reimbursement of preliminary engineering design work.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2020-06 approving an agreement between the City of Guadalupe (City) and Union Pacific Railroad (UPRR) to reimburse UPRR for preliminary engineering design work required for the bridge that will be constructed in the Pasadera development, and authorizing the Mayor to sign the agreement on behalf of the City. The City will be fully reimbursed by the Pasadera developer for these expenses.

BACKGROUND:

As part of the Pasadera development, a bridge will be constructed over UPRR tracks within the subdivision. The City will ultimately own and maintain the bridge which will be constructed by the Pasadera developer. UPRR has agreed to perform the preliminary engineering design work for this bridge but has requested that it be reimbursed for the cost of performing this work, which is estimated at \$25,000.

On May 8, 2018, City Council adopted Resolution No. 2018-24, which stated, in part: "The City of Guadalupe does hereby accept the UPRR Preliminary Engineering Agreement" and directed staff to seek full cost recovery for these expenses. The agreement attached to Resolution No. 2018-24 was not the actual agreement that UPRR has requested that the City enter into, but rather, was a letter outlining the general terms of the agreement. The actual agreement to be entered into by the City and UPRR is attached hereto as Attachment 1.

DISCUSSION

Although the Pasadera developer will be constructing the bridge, UPRR will only enter into this agreement with the City. For this reason, the Pasadera developer agreed to fully reimburse the City for any costs imposed by UPRR for the preliminary engineering design work, and it has already deposited the \$25,000 it is estimated to cost with the City. The City has since received further assurances that it will

be reimbursed for any amounts in excess of \$25,000 for the work should the costs exceed the \$25,000 estimate. This is important since the proposed agreement with UPRR requires the City to pay for any costs in excess of the \$25,000 estimate.

The City Attorney has reviewed and approved the agreement, and since the City Council has already adopted a resolution (Resolution No. 2018-24) approving the general terms of the agreement with UPRR for preliminary engineering design work, staff recommends that the City Council adopt Resolution No. 2020-06 (Attachment 2) approving the agreement and authorizing the Mayor to sign the agreement on behalf of the City.

FISCAL IMPACT:

There will be no impact to the City as a result of entering into this agreement since any costs imposed on the City will be reimbursed by the Pasadera developer.

ATTACHMENT:

1. Reimbursement Agreement for Preliminary Engineering Services Between the City and UPRR
- 2.. Resolution No. 2020-06 entitled "A Resolution of the City Council of the City of Guadalupe, California Approving the Reimbursement Agreement for Preliminary Engineering Design Services Between the City of Guadalupe and Union Pacific Railroad for a New Grade Separated Bridge across Union Pacific Railroad Right of Way, and Authorizing the Mayor to Sign the Agreement on Behalf of the City."

RESOLUTION NO. 2020-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE, CALIFORNIA APPROVING THE REIMBURSEMENT AGREEMENT FOR PRELIMINARY ENGINEERING DESIGN SERVICES BETWEEN THE CITY OF GUADALUPE AND UNION PACIFIC RAILROAD FOR A NEW GRADE SEPARATED BRIDGE ACROSS UNION PACIFIC RAILROAD RIGHT OF WAY, AND AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT ON BEHALF OF THE CITY

WHEREAS, on May 8, 2018, the City Council adopted Resolution No. 2018-24 approving the general terms of an agreement to reimburse Union Pacific Railroad (UPRR) for its costs to perform preliminary engineering design work related to a new bridge to be constructed over UPRR's right of way in the Pasadera development; and

WHEREAS, UPRR has indicated that it will only perform this work and enter into the reimbursement agreement with the City, and not with the Pasadera developer; and

WHEREAS, the estimated cost to perform this work is \$25,000, but the agreement requires the City to fully reimburse UPRR even if the cost exceeds this estimate; and

WHEREAS, the Pasadera developer has previously agreed to reimburse the City for any and all cost it incurs from UPRR under the agreement, and has already deposited \$25,000 with the City in addition to providing further assurances that it will reimburse any amounts in excess of \$25,000.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Guadalupe as follows:

1. The Reimbursement Agreement for Preliminary Engineering Services between the City and UPRR is hereby approved; and
2. The Mayor is authorized to sign the agreement on behalf of the City.

PASSED, APPROVED AND ADOPTED this 14th day of January, 2020.

MOTION:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe **DO HEREBY CERTIFY** that the foregoing is a full, true and correct copy of **Resolution No. 2020-06** which is duly and regularly introduced and adopted by said City Council at a regular meeting held **January 14, 2020** by the following vote:

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

**REIMBURSEMENT AGREEMENT
PRELIMINARY ENGINEERING SERVICES**

Effective Date:

Agency: CITY OF GUADALUPE, CALIFORNIA

Estimate: \$25,000.00

THIS REIMBURSEMENT AGREEMENT (**Agreement**) is made and entered into as of the **Effective Date**, by and between UNION PACIFIC RAILROAD COMPANY, a Delaware corporation (**Railroad**), and **Agency**.

RECITALS

A. Agency desires to initiate the project more particularly described on Exhibit A attached hereto (the "Project").

B. The Project will affect Railroad's track and right of way at or near the Project area more particularly described on Exhibit A.

C. Railroad agrees to collaborate with Agency on the conceptualization and development of the Project in accordance with the terms and conditions of this Agreement.

AGREEMENT

1. NOW THEREFORE, the parties hereto agree as follows:

2. Railroad, and/or its representatives, at Agency's sole cost and expense, agrees to perform (or shall cause a third-party consultant to perform on Railroad's behalf) the preliminary engineering services work described on Exhibit B attached hereto (**PE Work**). Agency acknowledges and agrees that: (a) Railroad's review of any Project designs, plans and/or specifications, as part of the PE Work, is limited exclusively to potential impacts on existing and future Railroad facilities and operations; (b) Railroad makes no representations or warranties as to the validity, accuracy, legal compliance or completeness of the PE Work; and (c) Agency's reliance on the PE Work is at Agency's own risk.

3. Notwithstanding the **Estimate**, Agency agrees to reimburse Railroad and/or Railroad's third-party consultant, as applicable, for one hundred percent (100%) of all actual costs and expenses incurred for the PE Work. During the performance of the PE Work, Railroad will provide (and/or will cause its third-party consultant to provide) progressive billing to Agency based on actual costs in connection with the PE Work. Within sixty (60) days after completion of the PE Work, Railroad will submit (and/or will cause its third-party consultant to submit) a final billing to Agency for any balance owed for the PE Work. Agency shall pay Railroad (and/or its third-party consultant, as applicable) within thirty (30) days after Agency's receipt of any progressive and final bills submitted for the PE Work. Bills will be submitted to the Agency using the contact information provided on **Exhibit C**. Agency's obligation hereunder to reimburse Railroad (and/or its third-party consultant, as applicable) for the PE Work shall apply regardless if Agency declines to proceed with the Project or Railroad elects not to approve the Project.

4. Agency acknowledges and agrees that Railroad may withhold its approval for the Project for any reason in its sole discretion, including without limitation, impacts to Railroad's safety, facilities or operations. If Railroad approves the Project, Railroad will continue to work with Agency to develop final plans and specifications and prepare material and force cost estimates for any Project related work performed by Railroad.

5. If the Project is approved by Railroad, Railroad shall prepare and forward to Agency a Construction and Maintenance Agreement (**C&M Agreement**) which shall provide the terms and conditions for the construction and ongoing maintenance of the Project. Unless otherwise expressly set forth in the C&M Agreement, the construction and maintenance of the Project shall be at no cost to Railroad. No construction work on the Project affecting Railroad's property or operations shall commence until the C&M Agreement is finalized and executed by Agency and Railroad.

6. Neither party shall assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned or delayed.

7. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties.

8. This Agreement sets forth the entire agreement between the parties regarding the Project and PE Work. To the extent that any terms or provisions of this Agreement regarding the PE Work are inconsistent with the terms or provisions set forth in any existing agreement related to the Project, such terms and provisions shall be deemed superseded by this Agreement to the extent of such inconsistency.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the Effective Date.

CITY OF GUADALUPE, CALIFORNIA

UNION PACIFIC RAILROAD COMPANY,
a Delaware Corporation

Signature

Signature

Printed Name

Peggy Ygbuhay

Printed Name

Title

Manager I, Industry & Public Projects

Title

Exhibit A Project Description and Location

Project Description

City desires to construct new grade separated bridge which will span across UPRR right of way

Location

Guadalupe Subdivision

DOT	Crossing Type	Milepost	Street Name
TBD	Public	274.00	Obispo Street

Exhibit B

Scope of Project Services

Scope of work includes, but is not limited to the following

- Field diagnostic(s) and inspections
- Plan, specification and construction review
- Project design
- Preparation of Project estimate for force account or other work performed by the Railroad
- Meetings and travel

Exhibit C
Billing Contact Information

Name	Lori Speer
Title	Project Engineer
Address	918 Obispo Street, Guadalupe, CA, 93434
Work Phone	(805) 934-5767
Cell Phone	
Email	lori@dbaengineers.com



PLANNING DEPARTMENT

**City of Guadalupe
918 Obispo Street
P.O. Box 908
Guadalupe, CA 93434
Tel (805) 356-3903**

To: Mr. Mayor and City Councilmembers
From: Larry Appel, Contract Planning Director
Date: January 6, 2020
Re: **Monthly Planning Report Covering December 2019**

MINISTERIAL PROJECTS

Zoning Clearances Approved	21
Zoning Clearances Denied	4
Zoning Clearances Appealed	0
Business Licenses Approved	0
Business Licenses Denied	0

DISCRETIONARY PROJECTS

The following projects are in for Planning Department review and have been worked on during July:

- Housing Authority of S. B. Co. – preparing to circulate MND
- SB 2 grant application revisions made based on request from State HCD
- Pasadera (2019-067-TTM) final map preparation for recordation
- Rewrote ADU ordinance to comply with new state requirements
- Four ADUs were processed
- DJ Farms South – tract map being processed

If any Councilmember is interested in a particular project or would like to know its status, please let me know and I would be happy to provide the information.

Guadalupe City Planning Department Planning Processing Summary for December 2019 (01-06-2020 update)

<u>Case No.</u>	<u>Name</u>	<u>Submittal Date</u>	<u>Comp. Date</u>	<u>Status</u>	<u>OK for Bldg. Permit Issuance</u>
2017-130-TPM \$\$	DJ Farms South Master TPM	10-12-17	Complete-09-27-19	COMPLETE letter sent on 09-27-19. Project under review by new planner.	NO
2019-063-DR 2019-064-CUP \$\$	Housing Authority of SB Co	06/12/19	COMP letter sent 10-15-19	Preparing for circulation of MND to public and State Clearinghouse	NO
2019-067-VTTM	Pasadera Lot 9			Completed Implementation plan	
2018-135-GPZ No\$	General Plan amendment and Rezone of two areas of the City	08/29/18	N/A	CC Workshop on 9-25-19 provided direction on various GPZs throughout the City. Staff working on amendments as time permits.	N/A
2018-133-OA No\$	Round 2b Zoning Ordinance Updates	8/12/198	N/A	Second Reading of ADU (Chapt. 18.53) set for January 14, 2020.	N/A

No\$ = unreimbursed planning work

\$ = projects where a fixed fee has been paid

\$\$ = projects where a variable fee / deposit is made and the applicant is billed for time beyond the initial deposit

01/06/2020

Ministerial Permit Report– November 2019
(Reported 01-06-20)

Zoning Clearances Approvals

2019-181-ZC	Popovich paving - 4586 Castillo Drive
2019-182-ZC	ADU, 4466 Elm Street
2019-183-ZC	ADU, 4418 Elm Street
2019-184-ZC	ADU, 4429 Holly Street
2019-185-ZC	ADU, 4442 Fir Street

2019-186-ZC thru 2019-201-ZC 16 new SFDs in Lot 4 of Pasadera

Zoning Clearances Denied

Four JADUs were denied as they were not consistent with the new Ordinance. These were associated with the ADUs that were approved.

Business License Approvals

None

Business License Denials

None

Administrative Use Permits

None



**CITY OF GUADALUPE
BUILDING DEPARTMENT**

STATUS REPORT

MONTH: December, 2019

	This Month	Last Month	Year to Date	Last Year
Visitors	25	34	445	415
Inspections	508	736	6,942	5,517
Building Permits Issued	48	11	272	191
Certificate of Occupancy	11	9	94	72

VISITORS: Permits, Planning application submittals, submitted plan updates, general information

AD 2	918 Obispo	Continue work on record cards for Pasadena	X		
SC 6	155 Flower	Insulation	X		
AD 7	918 Obispo	Research on ring road solar install	X		
MS 4	4626 11th St.	Rough installation - partial		X	
FR 6	Lot 118	Gas pressure test	X		
FR 10	Lot 118	Gas piping	X		
FR 6	Lot 119	Gas pressure test	X		
FR 10	Lot 119	Gas piping	X		
FR 1	Lot 114	Rough electric	X		
FR 1	Lot 115	Rough electric	X		
FR 1	Lot 116	Rough electric	X		
FR 1	Lot 145	Rough electric	X		
FR 6	Lot 116	Fire sprinkler piping and supports	X		
AD 2	918 Obispo	Process 5 meter releases through PG&E	X		
MS 4	Paseo	Landscape sizing for Shannon	X		
AD 5	918 Obispo	E mail Shannon on Landscape	X		
AD 2	Lot 119	Special Inspector report - Tendon stressing	X		
AD 2	Lot 141	Special Inspector report - Tendon stressing	X		19 Inspections
AD 2	Lot 143	Special Inspector report - Tendon stressing	X		Guadalupe 7.5 hours
SC 6	Lot 113	Insulation	X		
FR 7	918 Obispo	Records update	X		
12/4/2019	AD 9		PASS	CORRECT	CORRECT/PROCEED
	F 1	Scheduling -	X		
	F 2	Final building	X		
	F 11	Final electrical	X		
	FR 4	PV project final approval	X		
	FR 4	Water piping	X		
	FR 4	Water piping hydrostatic test	X		
	FR 8	Waste piping	X		
	FR 8	Drain waste vent test	X		
	AD 2	Prepare for managers meeting	X		
	AD 4	Managers meeting - 2 hours	X		
	FR 4	Water piping	X		

FR 4	Lot 147	Water piping hydrostatic test			X	
FR 8	Lot 147	Waste piping			X	
FR 8	Lot 147	Drain waste vent test			X	
AD 5	918 Obispo	Contractor Olivarez on City job			X	
AD 8	918 Obispo	Research on HP Design jet z6100ps				X
AD 4	918 Obispo	Meet with Shannon and Alice on common issues				X
FR 4	Lot 112	Water piping			X	
FR 4	Lot 112	Water piping hydrostatic test			X	
FR 8	Lot 112	Waste piping			X	
FR 8	Lot 112	Drain waste vent test			X	
FR 4	Lot 146	Water piping			X	
FR 4	Lot 146	Water piping hydrostatic test			X	
FR 8	Lot 146	Waste piping			X	26 Inspections
FR 8	Lot 146	Drain waste vent test			X	Guadalupe 8 hours
FR 7	918 Obispo	Records update			X	
12/5/2019	AD 9	Scheduling -			PASS	CORRECT
	SC 1	Drywall nail			X	
	FR 4	Water piping			X	
	FR 4	Water piping hydrostatic test			X	
	FR 8	Waste piping			X	
	FR 8	Drain waste vent test			X	
	FR 4	Water piping			X	
	FR 4	Water piping hydrostatic test			X	
	FR 8	Waste piping			X	
	FR 8	Drain waste vent test			X	
	FR 4	Water piping			X	
	FR 4	Water piping hydrostatic test			X	
	FR 8	Waste piping			X	
	FR 8	Drain waste vent test			X	
	FR 4	Water piping			X	
	FR 4	Water piping hydrostatic test			X	
	FR 8	Waste piping			X	
	FR 8	Drain waste vent test			X	
	FR 4	Water piping			X	
	FR 4	Water piping hydrostatic test			X	
	FR 8	Waste piping			X	
	FR 8	Drain waste vent test			X	
	FR 4	Water piping			X	
	FR 4	Water piping hydrostatic test			X	
	FR 8	Waste piping			X	

AD 2	Lot 119	Special Inspector report Frame, roof, anchoring and shear	X	
AD 2	Lot 140	Special Inspector report Frame, roof, anchoring and shear	X	
AD 2	Lot 141	Special Inspector report Frame, roof, anchoring and shear	X	
AD 2	Lot 142	Special Inspector report Frame, roof, anchoring and shear	X	
AD 2	Lot 143	Special Inspector report Frame, roof, anchoring and shear	X	
AD 2	Lot 144	Special Inspector report Frame, roof, anchoring and shear	X	
AD 2	Lot 145	Special Inspector report Frame, roof, anchoring and shear	X	
AD 2	Lot 146	Special Inspector report Frame, roof, anchoring and shear	X	
F 1	946 Guadalupe St. "C"	Final Building	X	
F2	946 Guadalupe St. "C"	Final electrical	X	
F 3	946 Guadalupe St. "C"	Final plumbing	X	
F 4	946 Guadalupe St. "C"	Final mechanical	X	
F 6	946 Guadalupe St. "C"	Final smoke alarms	X	
F 6	946 Guadalupe St. "C"	Fire sprinkler final	X	
F 6	946 Guadalupe St. "C"	Fire sprinkler bell test	X	
FR 6	946 Guadalupe St. "C"	Fire sprinkler flow test	X	
FR 6	946 Guadalupe St. "C"	Fire sprinkler piping and supports	X	
F 8	946 Guadalupe St. "C"	Final Drainage	X	
F 11	946 Guadalupe St. "C"	Paperwork close out and C of O	X	
F2	946 Guadalupe St. "D"	Final electrical	X	
F 3	946 Guadalupe St. "D"	Final plumbing	X	
F 4	946 Guadalupe St. "D"	Final mechanical	X	
F 6	946 Guadalupe St. "D"	Final smoke alarms	X	
F 6	946 Guadalupe St. "D"	Fire sprinkler final	X	
F 6	946 Guadalupe St. "D"	Fire sprinkler bell test	X	
FR 6	946 Guadalupe St. "D"	Fire sprinkler flow test	X	
FR 6	946 Guadalupe St. "D"	Fire sprinkler piping and supports	X	
F 11	946 Guadalupe St. "D"	Paperwork close out and C of O	X	
FR 4	Lot 116	Water piping	X	
FR 4	Lot 116	Water piping hydrostatic test	X	
FR 8	Lot 116	Waste piping	X	
FR 8	Lot 116	Drain waste vent test	X	
FR 4	Lot 117	Water piping	X	
FR 4	Lot 117	Water piping hydrostatic test	X	

FR 8	Lot 117	Waste piping	X		
FR 8	Lot 117	Drain waste vent test	X		
FR 4	Lot 118	Water piping	X		
FR 4	Lot 118	Water piping hydrostatic test	X		
FR 8	Lot 118	Waste piping	X		
FR 8	Lot 118	Drain waste vent test	X		
FR 4	Lot 119	Water piping	X		
FR 4	Lot 119	Water piping hydrostatic test	X		
FR 8	Lot 119	Waste piping	X		
FR 8	Lot 119	Drain waste vent test	X		
FR 6	Lot 142	Fire sprinkler piping and supports	X		
FR 6	Lot 142	Fire sprinkler hydrostatic test	X		
FR 6	Lot 116	Fire sprinkler hydrostatic test	X		
FR 6	Lot 116	Fire sprinkler piping and supports	X		
FR 6	Lot 117	Fire sprinkler hydrostatic test	X		
FR 6	Lot 117	Fire sprinkler piping and supports	X		
FN 5	280 Pioneer	Forms	X		
FN 5	280 Pioneer	Footings	X		
FN 5	280 Pioneer	Setbacks	X	66 Inspections	
FN 5	280 Pioneer	Reinforcement	X	8 hours	
FN 5	280 Pioneer	Anchors	X		
FR 7	918 Obispo	Records update	X		
12/10/2019	AD 9	Scheduling -	PASS		
	AD 1	Customer service - counter support	X		
	AD 2	Prepare and Issue permit	X		
	AD 5	Schedule tapering meeting	X		
	F 1	Final Building	X		
	F 2	Final electrical	X		
	F 3	Final plumbing	X		
	F 4	Final mechanical	X		
	F 6	Final smoke alarms	X		
	F 6	Fire sprinkler final	X		

F 6	Lot 167	Fire sprinkler bell test	X			
FR 6	Lot 167	Fire sprinkler flow test	X			
FR 6	Lot 167	Fire sprinkler piping and supports	X			
F 8	Lot 167	Final Drainage	X			
F 11	Lot 167	Paperwork close out and C of O	X			
AD 1	918 Obispo	Counter support 30 minutes on Hwy 1 & 2nd St. property	X			
AD 4	918 Obispo	L. Alvarez on Royal Theater			X	
SC 1	Lot 146	Insulation	X			
SC 1	Lot 147	Insulation	X			
F 3	4833 Chapman	Final Mechanical	X			
F 11	4833 Chapman	FAU project final	X			
FR 1	Lot 117	Rough electric	X			
FR 1	Lot 118	Rough electric	X			
FR 1	Lot 119	Rough electric	X			
SC 2	Lot 117	Electrical meter set inspection	X			
SC 2	Lot 118	Electrical meter set inspection	X			
SC 2	Lot 119	Electrical meter set inspection	X			
AD 2	918 Obispo	Process meter release through PG&E	X		29 Inspections	
FR 7	918 Obispo	Records update	X		8 hours	
12/11/2019	AD 9	918 Obispo	Scheduling -	PASS		
	SW 4	856 Guadalupe St.	Underground Plumbing	X		
	AD 5	918 Obispo	G. Alvarez on ADU's		X	
	AD 4	918 Obispo	Gene Costa on ADU's			X
	FR 4	4202 11th St.	Roof drain piping	X		
	FR 8	4202 11th St.	Roof drain hydrostatic test	X		
	FR 4	4202 11th St.	Drain waste vent piping	X		
	FR 8	4202 11th St.	Drain waste vent test	X		
	F1	162 Pelican	Final Building	X		
	F 11	162 Pelican	Rooftop PV final	X		
	SC 9	155 Flower	Scratch coat	X		
	FR 2	Lot 81	Floor nail	X		
	FR 1	Lot 140	Rough electric	X		

FN5	Lot 122	Tendon cables	X			
FN5	Lot 122	Capillary break	X			
FR 7	4202 11th St. "C"	Fire sprinkler piping and supports 8 units	X		29 Inspections	
FR 7	4202 11th St. "C"	Fire Sprinkler hydrostatic test	X		Guadalupe 6 hour	
FR 6	4202 11th St. "C"	Gas piping and supports		X	PDPW .5	
FR 10	4202 11th St. "C"	Gas pressure test		X		
MS 4	184 Santa Barbara Cir.	Progress inspection on room addition			X	
AD 5	918 Obispo	Contractor DeLeon on ADU setbacks	X			
FR 7	918 Obispo	Records update	X			
12/18/2019	AD 9	918 Obispo	Scheduling -			
	SW 3	4626 11th St.	Detention chambers - periodic inspection	X		
	FN5	Lot 123	Forms	X		
	FN5	Lot 123	Footings	X		
	FN5	Lot 123	Setbacks	X		
	FN5	Lot 123	Steel reinforcement	X		
	FN5	Lot 123	Tendon cables	X		
	FN5	Lot 123	Capillary break	X		
	F 1	Lot 165	Final Building	X		
	F2	Lot 165	Final electrical	X		
	F 3	Lot 165	Final plumbing	X		
	F 4	Lot 165	Final mechanical	X		
	F 6	Lot 165	Final smoke alarms	X		
	F 6	Lot 165	Fire sprinkler final	X		
	F 6	Lot 165	Fire sprinkler bell test	X		
	FR 6	Lot 165	Fire sprinkler flow test	X		
	FR 6	Lot 165	Fire sprinkler piping and supports	X		
	F 8	Lot 165	Final Drainage	X		
	F 11	Lot 165	Paperwork close out and C of O	X		
	F 1	Lot 164	Final Building	X		
	F 2	Lot 164	Final electrical	X		
	F 3	Lot 164	Final plumbing	X		
	F 4	Lot 164	Final mechanical	X		

F 6	Lot 164	Final smoke alarms	X		
F 6	Lot 164	Fire sprinkler final	X		
F 6	Lot 164	Fire sprinkler bell test	X		
FR 6	Lot 164	Fire sprinkler flow test	X		
FR 6	Lot 164	Fire sprinkler piping and supports	X		
F 8	Lot 164	Final Drainage	X		
F 11	Lot 164	Paperwork close out and C of O	X		
SW 3	4626 11th St.	Detention chambers - periodic inspection	X		x
FN 2	Lot 139	Grounding electrode system	X		36 Inspections
FN 2	Lot 138	Grounding electrode system	X		7 hours
FN 2	Lot 137	Grounding electrode system	X		
FR 3	lot 119	Rough Mechanical	X		
FR 7	918 Obispo	Records update	X		
			PASS	CORRECT	CORRECT/PROCEED
12/19/2019 AD 9	918 Obispo	Scheduling -	X		
SW 3	4626 11th St.	Detention chambers - periodic inspection			x
F 1	Lot 160	Final Building	X		
F 2	Lot 160	Final electrical	X		
F 3	Lot 160	Final plumbing	X		
F 4	Lot 160	Final mechanical	X		
F 6	Lot 160	Final smoke alarms	X		
F 6	Lot 160	Fire sprinkler final	X		
F 6	Lot 160	Fire sprinkler bell test	X		
FR 6	Lot 160	Fire sprinkler flow test	X		
FR 6	Lot 160	Fire sprinkler piping and supports	X		
F 8	Lot 160	Final Drainage	X		
F 11	Lot 160	Paperwork close out and C of O	X		
SC 1	Lot 212	Drywall nail	X		
SC 6	Lot 214	Insulation	X		
AD 1	918 Obispo	Contractor Gonzales on foundation construction			x
SW 3	4626 11th St.	Detention chambers - periodic inspection			x
FR 4	Lot 136	Drain waste piping	X		
FR 8	Lot 136	Drain waste vent test	X		

FR 4	Lot 135	Drain waste piping	X		
FR 8	Lot 135	Drain waste vent test	X		
FR 4	Lot 134	Drain waste piping	X		
FR 8	Lot 134	Drain waste vent test	X		
FR 4	Lot 133	Drain waste piping	X		
FR 8	Lot 133	Drain waste vent test	X		
FR 4	Lot 123	Drain waste piping	X		
FR 8	Lot 123	Drain waste vent test	X		
FN5	Lot 139	Forms	X		
FN5	Lot 139	Footings	X		
FN5	Lot 139	Setbacks	X		
FN5	Lot 139	Steel reinforcement	X		Guadalupe 7.5 hours
FN5	Lot 139	Tendon cables	X		34 inspections
FN5	Lot 139	Capillary break	X		
FR 7	918 Obispo	Records update	X		
			PASS	CORRECT	CORRECT/PROCEED
12/19/2019 AD 9	918 Obispo	Scheduling -	X		
SW 3	4626 11th St.	Detention chambers - periodic inspection			X
F 1	Lot 162	Final Building	X		
F 2	Lot 162	Final electrical	X		
F 3	Lot 162	Final plumbing	X		
F 4	Lot 162	Final mechanical	X		
F 6	Lot 162	Final smoke alarms	X		
F 6	Lot 162	Fire sprinkler final	X		
F 6	Lot 162	Fire sprinkler bell test	X		
FR 6	Lot 162	Fire sprinkler flow test	X		
FR 6	Lot 162	Fire sprinkler piping and supports	X		
F 8	Lot 162	Final Drainage	X		
F 11	Lot 162	Paperwork close out and C of O	X		
FN5	Lot 123	Footings	X		
FN5	Lot 123	Setbacks	X		
FN5	Lot 123	Steel reinforcement	X		
FN5	Lot 123	Hold downs	X		24 Inspections

SW 3	4626 11th St.	Detention chambers - periodic inspection		7 hours
AD 5	918 Obispo	Craig Smith on inspection schedule	x	
SW 3	4626 11th St.	Detention chambers - periodic inspection		x
AD 5	918 Obispo	Bill Wood on FPE for sprinkler plans	x	
FR 7	918 Obispo	Records update	x	x
			PASS	CORRECT
			PASS	CORRECT/PROCEED
12/30/2019	AD 9	Scheduling -	x	
	F 1	Final Building	x	
	F 2	Final electrical	x	
	F 3	Final plumbing	x	
	F 4	Final mechanical	x	
	F 6	Final smoke alarms	x	
	F 6	Fire sprinkler final	x	
	F 6	Fire sprinkler bell test	x	
	FR 6	Fire sprinkler flow test	x	
	FR 6	Fire sprinkler piping and supports	x	
	F 8	Final Drainage	x	
	F 11	Paperwork close out and C of O	x	
	FR 4	Rough plumbing	x	
	SC 1	Drywall nail	x	
	SC 9	Scratch coat	x	
	F 1	Final Building	x	
	F 2	Final electrical	x	24 Inspections
	F 3	Final plumbing	x	Guadalupe 8 hours
	F 4	Final mechanical	x	
	F 6	Final smoke alarms	x	
	SC 6	Insulation	x	
	SC 6	Insulation	x	
	AD 4	Mike P on Senior Center roof		x
	FR 7	Records update	x	
		508 INSPECTIONS for DECEMBER		
		6942 INSPECTIONS for 2019		

Public Works/Engineering Report

January 2020

DEVELOPMENTPasadera

Work continues on the Pasadera Well. Remaining tasks include adjustments to the flow control valves and fixing the soft start to function properly with the emergency generator. A site visit to review the punchlist items and verify proper well startup is tentatively scheduled for January 8, 2020.

Escalante Meadows

City staff visited the site and met with the project planner to discuss utilities, undergrounding electrical wires, safe routes to school, and the street name.

Lot line/Easement Issues

Public works is working on the following lot line/merger/easement issues: Escalante Meadows, Curation, LeRoy Park, and Paco Park.

Pioneer Avenue Apartments

City staff inspected the installation of Public utilities associated with this construction in December.

4370 11th St.

City staff met with the property owner at 4370 11th St., Jim Britton, to discuss options for obtaining sewer service for this property. After reviewing multiple options for sewer connection, City staff recommended, and the property owner agreed, that the best solution is to work with the adjoining property owner to the east for an easement to run a sewer lateral to Gularte Street.

FACILITIESAmerican Legion Hall

Monthly and annual facilities maintenance costs were developed in December in advance of a meeting to be scheduled with American Legion to discuss the development of a new agreement between the City and American Legion for the use of this facility.

LeRoy Park Community Center

City staff reviewed the 90% drawings and resulting comments were discussed at the December 17 Amigos de LeRoy meeting.

GENERAL

The City entered into a contract with Cassia Landscape to perform landscape maintenance. City staff met with the contractor on December 16 to review expectations and establish schedule. Their scheduled start date is January 2, 2020

City staff rented a scissor lift in order to address specific maintenance issues, including upgraded lighting in the Police Department squad room, light repair at 303 Obispo Street, upgraded lighting at the City Hall flagpole, and maintenance on the wastewater treatment plant dewatering screw press.

The remediation site at 995 Guadalupe St., formally Al's Chevron, is currently under a waiver for discharge from the Regional Water Quality Control Board. That waiver expired and a new one was issued. The City was required to indicate its interest in continued coverage by December 21, 2019. City staff did so on December 18. In doing so, city staff spoke with representatives from County environmental health. County staff indicated that based on the downward trend of contamination, they are cautiously optimistic that remediation will be complete in the next year.

City staff met with members of Skills USA, a student organization from Allan Hancock College, on December 27 and January 3 to help coordinate a civic volunteer project. Approximately 20 students are scheduled to perform volunteer activities on Guadalupe Street between the bridge and 6th Street on January 10, 2020. The volunteer work includes red curb painting, weed removal, and sweeping.

FLEET

Staff is worked on the California Bureau of Automotive Repair (BAR) annual report, due at the end of December. The system is failing to recognize certain vehicle identification numbers which is complicating our ability to complete this report.

PARKS & RECREATION

ReLeaf Grant Trees

63 trees were planted as part of the ReLeaf grant. The formal end of the grant occurred on November 24, 2019. Maintenance responsibility of these trees was formally transferred to the City on that date. City staff requested information on December 3, and again on January 6 on the location of the trees, care instructions, and sign off criteria so that these trees can be properly maintained. This information has not yet been transferred to the city.

STORMWATER

Staff developed a standard operating procedure for compliance with Senate Bill 205, which requires jurisdictions that issue business licenses to also request information regarding stormwater permits. This process will be implemented by January 1, 2020, per the regulations.

STREETS

City staff continues to work with the consultant team on the draft of the Mobility Study. A public workshop is scheduled for January 12, 2020. Flyers advertising this workshop were developed in December and included in the water bill, mailed out January 2. The draft mobility study is posted on the City's website under Miscellaneous Documents.

The City has plans and specifications for a project that includes sidewalk on Guadalupe Street from the Amtrak station to 10th Street. A funding allocation request for this project was approved by the California Transportation Commission (CTC) at its December 4 meeting. In reviewing the documentation, it was determined that the Caltrans encroachment permit would expire on March 30, 2020, in advance of the project completion date. The City submitted a request for extension on December 9. On December 23, the project consultant was directed to develop a bid package so this project can be put out to bid. Project construction is expected to be completed by June 2020.

TRANSIT

The request for proposals (RFP) for the Short Range Transit Study was issued on November 27. This document is important to remain eligible for future transit funds. The bid opening date was December 20. One bid was received.

CalTrans performs the equivalent of an audit of SMOOTH transportations operations because they are sub recipient of federal transit administration (FTA) funding. On December 12, City staff was informed that SMOOTH was found to be compliant with program requirements.

WATER

Hit Fire Hydrant

A fire hydrant was hit in Pasadera on December 14. The hydrant was repaired on December 17 and returned to service December 18. Costs for repair will be charged to the responsible party.

Elevated Tank Coating Project

A site walk-through with the antenna owners is scheduled for the week of January 13, 2020, in order to finalize arrangements for temporary communications arrangements during the elevated tank recoating project. City staff continues to facilitate coordination with tenants on

the elevated tank so that the elevated tank recoating project does not negatively impact self-service.

Obispo Tank

The batteries were replaced in the Uninterruptable Power Supply (UPS) at Obispo Tank on December 5. The unit is functioning properly at this time.

There was a short power outage at Obispo Tank on December 6. The UPS put back into service just the day before worked flawlessly to maintain communications and controls while the system transferred from utility to generator power.

WASTEWATER

Effluent Spray Field

Installation of the new effluent spray field equipment continues.

Effluent Pump Station Rehabilitation

Staff completed and submitted the application package for a \$302,821 grant through the Integrated Regional Water Management Program (IRWMP) by the deadline of December 20, 2019.

Regulations

A regulator from the Regional Water Quality Control Board visited the wastewater treatment plant on December 13, 2020 to observe the progress on addressing the violations received in our Notice of Violation from September. The regulator indicated that he is quite pleased with our progress.

Emergency Response

Staff identified the specifications necessary for the new emergency generator, based off the rehabilitation drawings for Pioneer and Highway 1 lift stations. Both projects include a generator receptacle and manual transfer switch, minimizing the amount of electrician's services needed outside of the rehabilitation projects.

Staff placed an order for three sewer monitoring devices from Mission Communications. These devices are scheduled to be installed on January 14, 2020. These devices are likely to have alerted staff to take action in advance of the 2,400 gallon overflow that occurred on December 29, 2019.

Staffing

Estanislao (Junior) Gutierrez accepted the position of wastewater operator II on Friday, December 13. His start date is January 2, 2020.

Collection system projects

Public Works staff reviewed the 95% drawings for the trunk line replacement, Pioneer lift station rehabilitation, and Highway one lift station rehabilitation projects. Staff met with the consultant on December 19, 2019 to discuss the comments associated with the trunk line replacement. Comments on the lift station rehabilitation projects were submitted to the consultant on December 30, 2019. Draft CEQA and NEPA documentation are under review. All three projects are slated to be submitted for CDBG grant funding in February.

Capital Projects Status Update

December 2019

PROJECT DESCRIPTIONS	2019-20 TOTAL	Status
Buildings		
Public Works Corporation Yard Building	\$ 60,000	On hold.
O'Connell Park Booster Pump	\$ 30,000	Service, \$4,450. Estimated life: 5 years.
Financial Accounting Software	\$ 75,000	Two demonstrations provided in December.
Parks		
Leroy Park (Community Center and Site)	\$ 1,000,000	In progress. Plan check comments discussed December 17.
O'Connell Park Improvement	\$ 200,000	Funding available only for new, not maintenance. Further discussion for use to occur January 21.
Streets, Sidewalks, Bicycle Facilities		
Street Maintenance FY 19/20	\$ 315,000	Done 9/3/19. Total cost \$257,177.76.
Street Rehabilitation FY 19/20 (West Main Street)	\$ 451,200	Awaiting completion of Mobility study and Pavement Maint. Program to guide design.
Mobility and Downtown Revitalization Project	\$ 117,029	Draft report presented 11/26. Final public workshop scheduled for January 12.
Guadalupe and Obispo Streets Pedestrian Improvements	\$ 400,000	CTC approved funding request December 4. City requested Cal Trans encroachment permit extension December 10. Bid package in preparation.
La Guardia and Gularte Lanes Pedestrian Improvements	\$ 179,537	Easement documents sent to Civil Engineer to confirm location. Drawings being revised.
Water		
Recoat Elevated Tank (Design)	\$ 50,000	Site review with antennea owners tentatively scheduled for week of January 13.
Bonita Water Facilities Removal	\$ 400,000	On hold.
Tognazini Well Discharge	\$ 100,000	\$1,200 new chem feed pump reduced starts from 4x/day to 4x/week. No further work needed.
Wastewater		
WWTP Site Cleanup	\$ 50,000	Effluent spray field improvements installation began 10/18/19. Still ongoing.
WWTP Office Improvements	\$ 30,000	Substantially completed. Included roof, hot water heater, fumigation, cleanup.
Effluent Irrigation Pump Station Rehabilitation (Design)	\$ 76,725	Application for IRWMP submitted December 20.
Sewer Main Improvements	\$ 1,400,000	Environmental paperwork complete. 95% drawings and specs reviewed.
Collection System Cleaning	\$ 50,000	Bulk of funding diverted to collections emergency generator, sewer monitors.
Transfer to CIP fund 089:	4,984,491	
Completed.		

GUADALUPE
Department of Public Safety
Year End Report - 2019

Police Department:

Equipment:

1. New Radio Installation on Police Patrol SUV's
2. Portable Radio Holders
3. 2019 Ford Explorer Patrol Vehicle – Equipment & Lock Box
4. 2020 Chevy Police Command Vehicle
5. Police Vehicle Radar
6. Officer Body Armor Cover and Vest
7. Patrol Bicycle Bags

Fire Department:

Equipment:

1. Structure Helmets
2. Bedding for Sleeping Quarters
3. Type 6 Vehicle Upgrade and placed into service
4. Draeger Self Contained Breathing Apparatus (SCBA) (donated from county)
5. New Radio Installation on Fire Engines and Trucks

New Employees:

<u>Full Time</u>	<u>Full Time</u>	<u>Reserve Officer</u>	<u>Paid Call Firefighter</u>
(3) Police Officers	(3) Fire Engineers	(1) Police Officer	(4) Firefighters

Special Events and Activities:

Kids Day in the Park	Thanksgiving Lunch w/Seniors	Christmas Lunch w/Seniors
Tree Plant O'Connell Park	Kiwanis Christmas Parade	Fiestas Patrias Parade
Lompoc Christmas Parade	Santa Maria Christmas Parade	Santa Maria County Fair
Santa Maria Air Show	Fireworks Ordinance	Donation for generator \$500
(4) Bicycles Donated	Halloween Trunk or Treat	(3) Ice Cream Social
Memorial Day Memorial	Season of Hope	Strawberry Festival
Christmas Candy Giveaway	Christmas Family Donation	Briceburg Strike Team
Redbank Strike Team	Union Pacific Grant	O'Connell Park Cleanup

Programs:

Fire Explorers	Police Explorers	Emergency Preparedness
Senior Outreach	Senior Lunch Program	Fire Academy Grant
Fire Policies & Procedures	One805 Sponsorship	Target Solutions" Training
Brycer Inspections	Fire Engineer Orientation	Homeland Security Grant
VFA Grant	CFSA Grant	

GUADALUPE POLICE DEPARTMENT
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
MONTH OF NOVEMBER 2019

PART I: CRIMES

TYPE OF CRIMES		THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
		REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
187 PC	HOMICIDE	0	0	0	0	0	0	0	0
261 PC	RAPE	1	1	0	0	2	2	1	1
211 PC	ROBBERY	1	1	0	0	3	1	1	0
242/245 PC	ASSAULT	3	3	2	2	52	44	28	24
459 PC	BURGLARY	3	0	0	0	28	5	12	0
484/487 PC	THEFT	6	0	1	0	34	5	22	4
10851 VC	VEH THEFT	2	0	3	1	16	9	9	6
451 PC	ARSON	0	0	0	0	0	0	1	1
TOTAL		16	5	6	3	135	66	74	36

PART II: REPORTED CRIMES

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	76	100	863	1,043
TOTAL REQUEST FOR SERVICE	252	242	2,601	2,962
TOTAL ACTIVITY FOR THE MONTH	328	342	3,464	4,005
DOMESTIC VIOLENCE REPORTS	1	0	24	19
TOTAL PROPERTY STOLEN	\$7,699	20	\$41,221	\$69,161
TOTAL PROPERTY RECOVERED	250	0	\$24,828	\$3,670

PART III: ARREST SUMMARY

OFFENSES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES
FELONY	5	0	4	0	65	13	40	12
MISDEMEANOR	13	1	7	1	119	34	140	14
TOTAL	18	1	11	1	184	47	180	26
23152(a&b) VC ARREST	3		2		36		61	
WARRANT ARREST	3		6		40		58	

NOTE: DUI AND WARRANT DATA ARE INCLUDED IN ABOVE ARREST TOTALS



GUADALUPE FIRE DEPARTMENT



TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
FROM: CAPTAIN PATRICK SCHMITZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 December 1, 2019 – December 31, 2019

DATE: 01/01/2020

CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2019-2020)	Year to date (2018-2019)
Business License (GMC 5.04.040)	0	0	0	12
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	0	1	3	0
Fowl, Livestock and Wild Animals (GMC 6.04.210)	0	0	2	1
Litter Accumulation (GMC 8.12.020)	1	0	8	34
Abatement of Weeds and Rubbish (GMC 8.16.010)	0	0	9	18
Unsafe Living Conditions (GMC 8.40.020)	0	0	0	1
Unlawful Property Nuisance (GMC 8.50.070)	0	0	7	16
Graffiti Abatement (GMC 9.07.060)	1	0	2	6
Abandoned Vehicles (GMC 10.36.010)	0	3	14	35
Unapproved Vehicle Covers (GMC 10.36.010)	1	0	3	0
Portable/fixed basketball goals (GMC 10.48.050)	1	0	6	0
Yard Sale Signs (GMC 12.13.010)	0	1	3	9
Tampering with Water Service (GMC 13.04.200)	0	0	0	0
Working Without Permits (GMC15.04.020)	0	0	1	7
Address Number (GMC 15.08.020 (505.1))	1	0	2	15
Illegal Garage Conversion (GMC 18.08.120, 18.08.160)	0	0	0	2
Damage Fence (GMC 18.52.125)	0	0	0	2
Parking on Front Yard Setback (GMC 18.60.035)	4	16	30	60
Landscape Maintenance Required (GMC 18.64.120)	1	2	6	17
Inspection/Complaints (No Violation Found)	2	1	6	4
Apartment Inspections	0	1	84	257
Yearly Business Inspections	0	7	36	55
Other	1	9	22	40
TOTAL	13	41	244	591
Complaints Received (November – December)	7	9	16	N/A

Miscellaneous

	This Month	Last Month	Year to Date (2019-2020)	Year to date (2018-2019)
Visitors	96	93	559	688
Public Relations (Christmas parade, Christmas Day)	2	1	8	8
School Visits (Maggie Espinoza Day Care 32 Kids)	1	0	1	9

CALLS FOR SERVICE December 2019

INCIDENT TYPE	This Month	Last Month	Year to Date (2019-2020)	Year to date (2018-2019)
Medical	41	37	201	170
Structure Fire	0	0	0	0
Cooking Fire	0	0	1	1
Trash or Rubbish Fire	0	1	1	2
Vehicle Fire	0	0	1	2
Grass/Vegetation Fire	0	0	4	0
Other Fire	0	0	1	1
Motor Vehicle Accidents with Injuries	1	1	15	13
Motor Vehicle Accidents No Injuries	1	2	8	15
Motor Vehicle/Pedestrian Accident	0	0	1	4
Hazardous Materials Spill/Release	1	2	7	3
Hazardous Condition Other	0	0	2	10
Water Problem/Leak	0	0	1	8
Animal Problem / Rescue	0	0	1	0
Search / Rescue	0	0	0	1
Public Assistance	3	3	13	19
Police Matter/Assistance	1	1	5	4
Illegal Burn	0	0	0	0
Smoke/CO Detector/Fire Alarm Activation	1	2	5	9
Dispatch and Canceled En-route	9	2	24	24
False Alarm	2	1	7	5
TOTAL	60	52	298	291

Additional Information

STAFFING: 1 Public Safety Director (Police/Fire Chief)
 3 Fire Captains
 3 Fire Engineers
 1 Permit Tech/Firefighter
 6 Paid Call Firefighters 6 Positions Vacant
 2 Reserve Firefighters

Special Coverage:



CITY OF GUADALUPE
918 Obispo Street
Guadalupe, CA 93434
P: (805) 356-3895
F: (805) 343-0542
Finance Department

Memorandum

To: Todd Bodem, City Administrator
From: Anna Marie Santillan Michaud, City Treasurer
Subject: Treasurer's Report – November 2019
Date: December 19, 2019

This memo explains the changes in the monthly Treasurer's report for November 2019 compared to the prior month. November 2019 cash increased due primarily to:

- CDBG \$91,547.00
- MKL \$45,337.08

Treasurer's Report
Investments and Cash as of November 30, 2019

Local Agency Investment Fund ("LAIF") Account 98-42-346	7,188,409.41
Deposits	0.00
Total Investments	\$ 7,188,409.41

Cash	
Checking Account 155-503815 ("Warrant Account")	393,180.89
Checking Account 155-003261 ("Payroll Account")	64,715.87
Total Cash	\$ 457,896.76 *

*Actual ending balances reconciled to Bank Statements

The following is a summary of the City's cash and investments as of September 30, 2019 compared with the prior month.

Investments and Cash	October 31, 2019	November 30, 2019
Investments	7,188,409.41	718,849.41
Cash	324,626.20	457,896.76
Total	\$ 7,513,035.61	\$ 7,646,306.17 **

** Total Cash and Investments agree to General Ledger.

Note 1: Monies held in the non-commingled and trust accounts are required to be kept separate from all other city funds.

Submitted: 12/19/2019


Anna Marie Santillan Michaud
 City Treasurer



CITY OF GUADALUPE
918 Obispo Street
Guadalupe, CA 93434
P: (805) 356-3895
F: (805) 343-0542
Finance Department

Memorandum

To: Todd Bodem, City Administrator
From: Anna Marie Santillan Michaud, City Treasurer
Subject: Treasurer's Report – December 2019
Date: January 8, 2020

This memo explains the changes in the monthly Treasurer's report for December 2019 compared to the prior month. December 2019 cash increased due primarily to:

- Pasadera Development \$210,671.97
- Chevron \$90,000.00

Treasurer's Report
Investments and Cash as of December 31, 2019

Local Agency Investment Fund ("LAIF") Account 98-42-346	7,188,409.41
Deposits	0.00
Total Investments	\$ 7,188,409.41

Cash	
Checking Account 155-503815 ("Warrant Account")	664,286.01
Checking Account 155-003261 ("Payroll Account")	255,003.53
Total Cash	\$ 919,289.54

*Actual ending balances reconciled to Bank Statements

The following is a summary of the City's cash and investments as of September 30, 2019 compared with the prior month.

Investments and Cash	November 30, 2019	December 31, 2019
Investments	7,188,409.41	7,188,409.41
Cash	457,896.76	919,289.54
Total	\$ 7,646,306.17	\$ 8,107,698.95

** Total Cash and Investments agree to General Ledger.

Note 1: Monies held in the non-commingled and trust accounts are required to be kept separate from all other city funds.

Submitted: 1/8/2019


Anna Marie Santillan Michaud
 City Treasurer



Human Resources
 918 Obispo Street
 P.O. Box 908
 Guadalupe, CA 93434
 Ph: 805.356.3893
 Fax: 805.343.5512
 Email: villegas@ci.guadalupe.ca.us

HUMAN RESOURCES MONTHLY REPORT NOVEMBER 2019

RECRUITMENT

- City Administrator

Todd Bodem started Friday, 11/01/19. (Robert Perrault, Interim City Administrator's last day was 11/12/19.)

- Police Officer

One candidate satisfactorily completed all pre-employment processes and will have a start date of 12/12/19. Three other candidates remain in backgrounds

- Finance Director

Lorena Zarate started Monday, 11/18/19.

- Paid-Call Firefighters

One resignation effective 11/07/19. Recruiting continues with no viable applicants at this time.

- Accounting Clerk

Oral board held on Wednesday, 11/06/19, with four (4) candidates. One selected with a hire date of 1/06/2020. (This candidate is currently in a part-time temporary position in Finance.)

- Wastewater Treatment Plant – General Laborer

Interviewed and selected a candidate for this part-time, short-term temporary assignment but candidate did not pass pre-employment process. Another candidate was then interviewed, selected, and hired with a start date of 11/25/19. It's estimated that this assignment will last approximately three months.

- **Human Resources Manager**

Position was reposted on 10/01/19 with an "Open Until Filled" notation. Review of applications/resumes began. Three candidates selected for possible oral board.

- **Wastewater Operator II**

Phone screened one possible candidate. Reviewed two other applications but candidates did not have Level II certifications, which is required.

OTHER:

- **Workers' Compensation**

No work-related injuries were reported in November. Two employees who have been off work for extended periods of time remain off. No expected dates of return on either employee at this time.

- **Labor Negotiations**

POA MOU was approved at the 11/12/19 City Council meeting for the term 1/01/2018 through June 30, 2020. Per the MOU, retroactive COLAs will be processed for effective dates of 1/01/18 and date of ratification, 11/12/19.



Recreation and Parks
 918 Obispo Street
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Email: cguzman@ci.guadalupe.ca.us

RECREATION AND PARKS MONTHLY REPORT November 2019

Summary of Rentals/Usage for City Facilities & Parks

FACILITY	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR- TO-DATE (FY 19/20)	LAST YEAR- TO-DATE (FY 18/19)
Auditorium/Gym	37	18	98	80
O'Connell Park	3	1	7	12
LeRoy Park	2	1	3	2
Senior Center	16	8	69	16
City Parking Lot	1	0	6	3
Council Chambers	14	18	44	33

In addition, apart from formal City Council Meetings the city staff used the Council Chambers in November 2019 for a total of 9 separate times for meetings / interviews.

This past month we have had a lot of activity using the city facilities, especially in the use of the City Hall Auditorium due to Youth Basketball. I expect this trend to continue even more so in the coming months of December and in the following year.

As previously reported, I continue to strive to stay in contact with the City's various fraternal and non-profit organizations in a collaborative effort to provide the City of Guadalupe and its residential community with additional volunteer and recreational opportunities.

The youth basketball program has just started. This year's program is a collaborative effort with The Boys & Girls Club of the Mid Coast located locally. The Club began hosting youth basketball games on Saturday here in our City Hall Auditorium on 11/23/2019. All of the local

Guadalupe teams were in action with rousing fan support and success. On that first Saturday (11/23/19) there were well over 600 fans though out the day who enjoyed some spirited games. The parents and fans included not only our local groups but also fans from Santa Maria and the Orcutt areas. And yes, our own Chief Michael Cash made his coaching debut. Was his team successful? I'll let him tell you himself. That way you can have a personal perspective, up close and personal.

As I've stated in the past, there are many other activities going on in the City of Guadalupe with many varied opportunities to entertain and delight. The free "Thanksgiving Senior Luncheon" hosted by the Senior Advisory Committee was a happy affair (11/25/19 11AM until 2PM) at the local Senior / Community Center. The Senior Advisory Committee successfully spread a little cheer and shared some delicious healthy food.

The Touch of Style "Toys for Tots car show and event was also a success. Kudos are in order to the Club for their efforts!

I hope to provide more information and updates as they occur. Especially on the progress of our City's Recreation Commission and the upcoming exciting Leroy Park renovation!

Respectfully,

**Charlie Guzman
City of Guadalupe
Recreation Coordinator**