



# City of Guadalupe

## AGENDA

### Regular Meeting of the Guadalupe City Council

**Tuesday, October 12, 2021, at 6:00 pm**  
**City Hall, 918 Obispo Street, Council Chambers**

The City Council meeting will broadcast live on Charter Spectrum Cable Channel 20.

All persons attending the City Council meeting are required to wear nose and face masks regardless of vaccination status when indoors in public setting, with limited exceptions pursuant to **County of Santa Barbara Health Officer Order No. 2021-10.3**.

If you choose not to attend the City Council meeting but wish to make a comment during oral communications or on a specific agenda item, please submit via email to [juana@ci.guadalupe.ca.us](mailto:juana@ci.guadalupe.ca.us) no later than 1:00 pm on Tuesday, October 12, 2021.

Please be advised that, pursuant to State Law, any member of the public may address the City Council concerning any item on the Agenda, before or during Council consideration of that item. If you wish to speak on any item on the agenda, including any item on the Consent Calendar or the Ceremonial Calendar, please submit a speaker request form for that item. If you wish to speak on a matter that is not on the agenda, please do so during the Community Participation Forum.

The Agenda and related Staff reports are available on the City's website: [www.ci.guadalupe.ca.us](http://www.ci.guadalupe.ca.us) Friday before Council meeting.

Any documents produced by the City and distributed to a majority of the City Council regarding any item on this agenda will be made available the Friday before Council meetings at the Administration Office at City Hall 918 Obispo Street, Monday through Friday between 8:00 am and 4:30 pm, and also posted 72 hours prior to the meeting. The City may charge customary photocopying charges for copies of such documents. Any documents distributed to a majority of the City Council regarding any item on this agenda less than 72 hours before the meeting will be made available for inspection at the meeting and will be posted on the City's website and made available for inspection the day after the meeting at the Administrator Office at City Hall 918 Obispo Street, Monday through Friday between 8:00 am and 4:30 pm.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, including review of the Agenda and related documents, please contact the Administration Office at (805) 356.3891 at least 72 hours prior to the meeting. This will allow time for the City to make reasonable arrangements to ensure accessibility to the meeting.

#### 1. **ROLL CALL:**

Council Member Liliana Cardenas  
Council Member Gilbert Robles  
Council Member Eugene Costa Jr.  
Mayor Pro Tempore Tony Ramirez  
Mayor Ariston Julian

2. **MOMENT OF SILENCE**

3. **PLEDGE OF ALLEGIANCE**

4. **AGENDA REVIEW**

At this time the City Council will review the order of business to be conducted and receive requests for, or make announcements regarding, any change(s) in the order of business.

5. **CEREMONIAL CALENDAR**

- [Proclamation Expressing Appreciation to Sonia Rios-Ventura for her services as a Civic Spark fellow for the City of Guadalupe](#)
- Lifesaving Award Presentation – Cian Lenehan, Police Officer

6. **COMMUNITY PARTICIPATION FORUM**

Each person will be limited to a discussion of three (3) minutes or as directed by the Mayor. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

7. **CONSENT CALENDAR**

The following items are presented for City Council approval without discussion as a single agenda items in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

- A. Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting, unless City Council indicates otherwise.
- B. [Approve payment of warrants for the period ending October 7, 2021.](#)
- C. [Approve the Minutes of the City Council regular meeting of September 28, 2021, to be ordered filed.](#)
- D. [Adopt Resolution No. 2021-75 approving the proposal from Health Equity to provide City employees with a Flexible Spending Account \(FSA\) benefit for pre-tax saving.](#)
- E. [Adopt Resolution No. 2021-76 approving Andrew Goodwin Design’s additional service agreement # 5 for the Le Roy Park and Community Center renovation.](#)
- F. [Adopt Resolution No. 2021-77 approving the Economic Development Opportunities/Constraints and Recommendations, prepared by Lisa Wise Consulting, Inc., to be incorporated into the City’s Resilience-Guadalupe Plan.](#)

- G. Adopt Resolution No. 2021-78 awarding a contract to Wallace Group for inspection services on the Sewer Trunk Main Improvement Project and authorizing the Mayor to execute the agreement on behalf of the City.
- H. Adopt Resolution No. 2021-79 approving the use of American Rescue Plan Act (ARPA) Funds in the total amount of \$1,603,625.59.
- I. Adopt Resolution No. 2021-80 authorizing the Mayor to execute an agreement with EMC Planning Group, Inc. to prepare a Mitigated Negative Declaration (MND) for the Draft General Plan update for a not-to-exceed figure of \$111,073.80, utilizing \$65,000 from LEAP grant and \$46,073.80 from American Rescue Plan Act (ARPA) funding.
- J. **MONTHLY REPORTS FROM DEPARTMENT HEADS**
  - 1. Planning Department report for September 2021
  - 2. Building Department report for September 2021
  - 3. Public Works / City Engineer's report for September 2021
  - 4. Los Amigos de Guadalupe (LADG) Updates
  - 5. Facilities Use report from July through September 2021

8. **CITY ADMINISTRATOR REPORT:** (Information Only)

9. **DIRECTOR OF PUBLIC SAFETY REPORT:** (Information Only)

10. **MAYOR'S REPORT- UPDATES:** (Information Only)

## **REGULAR BUSINESS**

11. **Revisions to the City of Guadalupe Microenterprise Financial Assistance Guidelines to identify the Loan Advisory Committee (LAC) members – Resolution No. 2021-81**

Written Report: Sonia Rios-Ventura, LADG Community Development Manager

Recommendation: That the City Council approve the following three members to the City's LAC:

- 1. The City of Guadalupe Finance Director
- 2. Designated staff member of the Economic Development Collaborative (EDC)/Small Business Development Center (SBDC)
- 3. Member of the Guadalupe City Council, assigned by the Mayor.

12. **FUTURE AGENDA ITEMS**

13. **ANNOUNCEMENTS - COUNCIL ACTIVITY/COMMITTEE REPORTS**

14. **ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing amended agenda was posted on the City Hall display case and website not less than 72 hours prior to the meeting. Dated this 8<sup>th</sup> day of October 2021.

*Todd Bodem*

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Todd Bodem, City Administrator

**PROPOSED FUTURE CITY COUNCIL AGENDA ITEMS**

Council Meeting: Date and Subject	Department	Agenda Category	
<b>Tuesday, October 26, 2021, at 6:00 pm / Regular Meeting</b>			
Water & Sewer Rates Discussion	Public Works Dept.	Regular Business	
Bus Route /Bus Stop Improvements	Public Works Dept.	Consent Calendar	
Director of Public Safety – Performance Review	Human Resources	Closed Session	
June 2021 Financial Report	Finance Director	Consent Calendar	
Planning Software – Contract Award	Planning Department	Consent Calendar	
<b>Tuesday, November 9, 2021, at 6:00 pm / Regular Meeting</b>			
City Administrator – Performance Review	Human Resources	Closed Session	
First Quarter Financial Report	Finance Director	Consent Calendar	
<b>Tuesday, November 23, 2021, at 6:00 pm / Regular Meeting</b>			
Public Hearing Proposed Water & Sewer Rates (First Reading Ordinance)	Public Works Dept.	Public Hearing	
<b>Other Unscheduled Items</b>			
Other Unscheduled Items	Proposed Date of Item	Department	Agenda Category
City Hall Repairs			New Business
Tree Ordinance		Public Works	New Business
Sidewalk Vending Ordinance		Planning Department	New Business
Vacant Property Ordinance		Administration Dept	New Business
Sign Ordinance		Planning Dept	New Business
Pasadera Public Infrastructure Dedication		Public Works Dept	New Business
Food Truck and Special Event Ordinance		Planning Dept	New Business
Gift Policy		City Attorney	New Business
Master Fee Schedule CPI FY 2021-22		Finance Department	Workshop
Planning/Building Tracking Software		Planning Dept.	New Business
Joint Meeting – Guadalupe City Council & Guadalupe Union School District Board	TBD		Future Meeting
Pasquini Lease Agreement		City Attorney / Public Works	Consent Calendar
Short Term Rental – Continuation of Public Hearing	TBD	City Attorney	Public Hearing
Adopting the 2021 Water Master Plan Update prepared by MKN & Associates		Public Works	Consent Calendar
Second Reading – Ordinance Proposed Water & Sewer Rates	Dec. 14, 2021	Public Works/City Engineer	Consent Calendar
Recognizing “Community Changers” for their year long cleanup the City efforts	Dec. 14, 2021		Ceremonial Calendar
Recognizing Food Distribution Volunteers	Dec. 14, 2021		Ceremonial Calendar

City of Guadalupe



Guadalupe, California

# Proclamation

EXPRESSING APPRECIATION TO

**Sonia Rios-Ventura**

**FOR HER SERVICES AS A CIVIC SPARK FELLOW FOR THE CITY OF GUADALUPE**

**WHEREAS**, Sonia Rios-Ventura began work with Los Amigos de Guadalupe (LADG), in support of the City of Guadalupe on July 2019; and

**WHEREAS**, Sonia has worked on the CDBG contracts effectively to ensure the contract requirements were implemented in a coordinated fashion; and

**WHEREAS**, Sonia worked tirelessly with the Amigos del Le Roy Park stakeholder group and the Resilience-Guadalupe Leadership Team to ensure strong community involvement; and

**WHEREAS**, Sonia has worked as LADG project manager for the renovation of Le Roy Park and Community Center, taking it from plans to an almost completed project; and

**WHEREAS**, during her service for the City of Guadalupe, Sonia showed strong communication skills both in English and Spanish, and demonstrated the ability to work effectively with a diverse community; and

**WHEREAS**, the City of Guadalupe has benefited from Sonia Rios-Ventura commitment of personal time, energy, and knowledge in numerous matters, including grant writing; and

**WHEREAS**, her dedication and enthusiasm will be sorely missed by those who had the privilege of working with her; and

**WHEREAS**, Sonia has been instrumental serving the residents of Guadalupe by helping distribute food items at our Guadalupe Food Bank operations for over 18 months.

**NOW, THEREFORE, BE IT RESOLVED**, that by virtue of the authority vested in me as Mayor and on behalf of the City Council of the City of Guadalupe, I, Ariston Julian, take this opportunity to express genuine and sincere recognition to:

**☞ Sonia Rios-Ventura ☜**

for her dedication, commitment, and valued contribution while serving our City.

**IN WITNESS, WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Guadalupe to be affixed hereto this 12<sup>th</sup> day of October 2021.

/s/

\_\_\_\_\_  
Ariston Julian, Mayor



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE  
Agenda of October 12, 2021

Prepared by:  
Veronica Fabian  
Finance Account Clerk

Reviewed by:  
Lorena Zarate  
Finance Director

Approved by:  
Todd Bodem  
City Administrator

**SUBJECT:** Payment of warrants for the period ending October 07, 2021 to be Approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Department staff.

**RECOMMENDATION:**

That the City Council review and approve the listing of hand checks and warrants to be paid on October 13, 2021.

**BACKGROUND:**

Submittal of the listing of warrants issued by the City to vendors for the period and explanations for disbursement of these warrants. An exception, such as an emergency hand check may be required to be issued and paid prior to submittal of the warrant listing, however, this warrant will be identified as "Ratify" on the warrant listing.

\*\*\* VENDOR.: AMA02 (AMAZON BUSINESS)

P.O.BOX 035184

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
1XXD6DK1X	PW-WWTP-WECOLOR 100 PCS DISPOSABLE 3 PLY	10-21	09/20/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	INV#:1MJ1-XXD6-DK1X	12	4425 1550	1	19.46	19.46
( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )						
Invoice Extension ---->					19.46	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
7DDV94N7V	HR-DESK LAMP	10-21	09/27/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	INV#:1CH7-DDV9-4N7V	01	4105 1200	1	27.14	27.14
( General Fund Administration Off Suppl/Postg )						
Invoice Extension ---->					27.14	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
J76JXC6X	ADM-OFFICE SUPPLIES	10-21	09/27/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	INV#:1KQJ-76JX-CN6X	01	4105 1200	1	63.27	63.27
( General Fund Administration Off Suppl/Postg )						
Invoice Extension ---->					63.27	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
KWHWD1QD6	FINANCE-BINDERS	10-21	10/04/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	INV#:1HPK-WHWD-1QD6	01	4120 1200	1	49.32	49.32
( General Fund Finance Off Suppl/Postg )						
Invoice Extension ---->					49.32	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
LYVMPJTKY	PD-SABRENT 16 HUB AND CHARGER	10-21	10/20/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	INV#:19XL-YVMP-JTKY	42	4210 1550	1	97.85	97.85
( Pol.Safty Fund Pol.Pub.Safety Op Supp/Expense )						
Invoice Extension ---->					97.85	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
MQPLCPJ1F	PW-WWTP-SLICE TOASTER OVEN	10-21	09/24/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	1QKM-QPLC-PJ1F	12	4425 1550	1	108.58	108.58
( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )						
Invoice Extension ---->					108.58	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
NC4R36Q33	PW-WWTP-GAS PRESSURE WASHER	10-21	09/14/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	INV#:1HVN-C4R3-6Q33	12	4425 1500	1	326.24	326.24
( Wst.Wtr.Op.Fund Wastewater Equipment Replc )						
Invoice Extension ---->					326.24	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
QDF4NDY7	PW-WWTP-10 GALLON COUMERCIAL OFFICE WASTEBASKET	10-21	09/19/21 N N N	A-NET30 FROM INVOICE	2010



\*\*\* VENDOR.: AMA02 (AMAZON BUSINESS)

P.O.BOX 035184

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	INV#:1QM-Q-DF4-NDY7		12 4425 1550	1	269.62	269.62
			( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )			
				Invoice Extension ---->		269.62

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
QDF4NDY7-C	PW-WWTP-EXPERT POWER 12V 5AH HOME ALARM BATTERY	10-21	09/19/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	INV#:1QM-Q-DF4-NDY7		12 4425 1550	-1	24.35	-24.35
			( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )			
				Invoice Extension ---->		-24.35

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
WGRR1PV3X	PW-WWTP-GARDEN HOSE, EMERGENCY ROAP	10-21	09/21/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	INV#:1YJW-GRR1-PV3X		12 4425 1550	1	104.19	104.19
			( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )			
				Invoice Extension ---->		104.19

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
X7666GWHT	PD-GUNHIDE, BATTERY CASE	10-21	09/27/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	INV#:1FFX-7666-GWHT		01 4200 1550	1	65.60	65.60
			( General Fund Police Op Supp/Expense )			
				Invoice Extension ---->		65.60

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
X7666GWHT-C	PD-GUNHIDE N87 PRO STEALTH	10-21	10/04/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	INV#:1FFX-7666-GWHT		01 4200 1550	-1	28.64	-28.64
			( General Fund Police Op Supp/Expense )			
				Invoice Extension ---->		-28.64
				Vendor Total ----->		1078.28

AUS WEST LOCKBOX  
 P.O. BOX 101179

\*\*\* VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
000284487	PW-PARK AND REC-WET MOP, SCRAPPER MAT, DUST MOP	10-21	09/21/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-PARK AND REC-WET MOP, SCRAPPER MAT, DUST MOP		01 4145 2150	1	47.66	47.66
			( General Fund Building Mtce Profl Services )			
				Invoice Extension ---->		47.66

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
000284488	PW-WATER DEPT - UNIFORM SERVICES	10-21	09/21/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-WATER DEPT - UNIFORM SERVICES		10 4420 2150	1	15.90	15.90
			( Wtr. Oper. Fund Water Operating Profl Services )			
				Invoice Extension ---->		15.90

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	TERM-DESCRIPTION			G/L ACCOUNT No
000284494 PW-WASTE WATER-UNIFORM SERVICE		10-21	09/21/21 N N N	A-NET30 FROM INVOICE			2010
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount	
0001	PW-WASTE WATER-UNIFORM SERVICE	12	4425 2150	1	36.40	36.40	
						( Wst.Wtr.Op.Fund Wastewater Profl Services )	
						Invoice Extension ---->	
						36.40	
INVOICE-TYPE DESCRIPTION		PERIOD	DATE	TERM-DESCRIPTION			G/L ACCOUNT No
000284497 PW-STREETS-UNIFORM SERVICE		10-21	09/21/21 N N N	A-NET30 FROM INVOICE			2010
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount	
0001	PW-STREETS-UNIFORM SERVICE	01	4145 2150	1	.90	.90	
						( General Fund Building Mtce Profl Services )	
0002	PW-STREETS-UNIFORM SERVICE	01	4300 2150	1	.90	.90	
						( General Fund Parks & Rec Profl Services )	
0003	PW-STREETS-UNIFORM SERVICE	71	4454 2150	1	7.16	7.16	
						( MEASURE A MEASURE A Profl Services )	
						Invoice Extension ---->	
						8.96	
INVOICE-TYPE DESCRIPTION		PERIOD	DATE	TERM-DESCRIPTION			G/L ACCOUNT No
000290049 PW-PARK & REC-WET MOP,SCRAPPER MAT, DUST MOP		10-21	09/28/21 N N N	A-NET30 FROM INVOICE			2010
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount	
0001	PW-PARK & REC-WET MOP,SCRAPPER MAT, DUST MOP	01	4145 2150	1	47.66	47.66	
						( General Fund Building Mtce Profl Services )	
						Invoice Extension ---->	
						47.66	
INVOICE-TYPE DESCRIPTION		PERIOD	DATE	TERM-DESCRIPTION			G/L ACCOUNT No
000290052 PW-WATER-UNIFORM SERVICES		10-21	09/28/21 N N N	A-NET30 FROM INVOICE			2010
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount	
0001	PW-WATER-UNIFORM SERVICES	10	4420 2150	1	15.90	15.90	
						( Wtr. Oper. Fund Water Operating Profl Services )	
						Invoice Extension ---->	
						15.90	
INVOICE-TYPE DESCRIPTION		PERIOD	DATE	TERM-DESCRIPTION			G/L ACCOUNT No
000290056 PW-WASTE WATER-UNIFORM SERVICES		10-21	09/28/21 N N N	A-NET30 FROM INVOICE			2010
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount	
0001	PW-WASTE WATER-UNIFORM SERVICES	12	4425 2150	1	25.83	25.83	
						( Wst.Wtr.Op.Fund Wastewater Profl Services )	
						Invoice Extension ---->	
						25.83	
INVOICE-TYPE DESCRIPTION		PERIOD	DATE	TERM-DESCRIPTION			G/L ACCOUNT No
000290057 PW-STREETS-UNIFORM ALLOWANCE		10-21	09/28/21 N N N	A-NET30 FROM INVOICE			2010
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount	
0001	PW-STREETS-UNIFORM ALLOWANCE	01	4145 2150	1	8.96	8.96	
						( General Fund Building Mtce Profl Services )	
0002	PW-STREETS-UNIFORM ALLOWANCE	01	4300 2150	1	.00	.00	
						( General Fund Parks & Rec Profl Services )	
						Invoice Extension ---->	
						8.96	
						Vendor Total ----->	
						207.27	

INVOICE-TYPE DESCRIPTION		PERIOD	DATE	TERM-DESCRIPTION			G/L ACCOUNT No
733 LAGUNA AVE							
*** VENDOR.: BIL01 (BILL SCOTT CONSULTANT)							

733 LAGUNA AVE \*\*\* VENDOR.: BIL01 (BILL SCOTT CONSULTANT)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
009	ADM-GENERAL PLANNING	10-21	09/30/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-GENERAL PLANNING	01	4405 2150	1	393.75	393.75
		( General Fund Bldg and Safety Prof'l Services )				
0002	ZONING CLEARANCE	01	4405 2150	1	1121.25	1121.25
		( General Fund Bldg and Safety Prof'l Services )				
0003	PASADERA LOT 9 LANDSCAPE	01	2004	1	93.75	93.75
		( General Fund D.J. FARMS )				
0004	PASADERA SOUT TPM	01	2004	1	56.25	56.25
		( General Fund D.J. FARMS )				
0005	PASADERA SOUTH LOT 1	01	2004	1	825.00	825.00
		( General Fund D.J. FARMS )				
0006	PASADERA SOUTH LOT 2	01	2004	1	750.00	750.00
		( General Fund D.J. FARMS )				
0007	ALMAGUER GPZ	01	2070 03	1	112.50	112.50
		( General Fund Almaguer LLA )				
0008	CRANDALL 12TH ST APTS DR	01	20CR	1	562.50	562.50
		( General Fund CRANDALL 12th ST. APARTMENTS )				
0009	EDWARDS 5 UNIT APT COMPLEX	01	2070 05	1	506.25	506.25
		( General Fund Edwards 5 Unit Apartment Comp )				
				Invoice Extension ---->		4421.25
				Vendor Total ----->		4421.25

FILE # 2674 \*\*\* VENDOR.: BRE02 (BRENNTAG PACIFIC, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
BPI181449	PW-WATER-L A CHEMCHLOR SOD HYPOCHL	10-21	09/21/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-WATER-L A CHEMCHLOR SOD HYPOCHL	10	4420 1550	1	961.25	961.25
		( Wtr. Oper. Fund Water Operating Op Supp/Expense )				
				Invoice Extension ---->		961.25
				Vendor Total ----->		961.25

P.O. BOX 790408 \*\*\* VENDOR.: CAR09 (CARDMEMBER SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
1764	PD-QUICK ID	10-21	09/23/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD-QUICK ID	01	4200 1550	1	40.45	40.45
		( General Fund Police Op Supp/Expense )				
				Invoice Extension ---->		40.45

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
2574	PD-ESTRELLA MEAR MARKET-DEPARTMENT MEETING	10-21	09/16/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD-ESTRELLA MEAR MARKET-DEPARTMENT MEETING	01	4200 1550	1	82.17	82.17
		( General Fund Police Op Supp/Expense )				
				Invoice Extension ---->		82.17

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
4491	FINANCE-DREAM HOST	10-21	09/18/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	FINANCE-DREAM HOST	01	4140 2150	1	13.99	13.99
		( General Fund Non-Departmentl Prof'l Services )				
				Invoice Extension ---->		13.99

P.O. BOX 790408

\*\*\* VENDOR.: CAR09 (CARDMEMBER SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
6473	PD-SANTA MARIA WASH & LUUB-CHIEF CAR DETAIL	10-21	09/17/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD-SANTA MARIA WASH & LUUB-CHIEF CAR DETAIL	01	4200 1550	1	45.99	45.99
		( General Fund Police Op Supp/Expense )				
		Invoice Extension ---->				45.99

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
7444	PD-BODY CAMERA PC-MICROSOFT	10-21	09/20/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD-BODY CAMERA PC-MICROSOFT	42	4210 1550	1	99.00	99.00
		( Pol.Safaty Fund Pol.Pub.Safety Op Supp/Expense )				
		Invoice Extension ---->				99.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
8589	THE CORK AND PLOUGH-BUSINESS LUNCH KING CITY	10-21	09/22/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	THE CORK AND PLOUGH-BUSINESS LUNCH KING CITY	01	4200 1300	1	74.22	74.22
		( General Fund Police Bus Exp/Train )				
		Invoice Extension ---->				74.22

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
9959	PD-MICHAELS CRAFTS-SUPPLIES FOR AWARD PRESENTATION	10-21	09/27/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD-MICHAELS CRAFTS-SUPPLIES FOR AWARD PRESENTATION	01	4200 1550	1	63.04	63.04
		( General Fund Police Op Supp/Expense )				
		Invoice Extension ---->				63.04

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
5851A	PD-TECHNICAL AIDE UNIFORM	10-21	09/10/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD-TECHNICAL AIDE UNIFORM	01	4200 0450	1	125.06	125.06
		( General Fund Police Other Benefits )				
		Invoice Extension ---->				125.06
		Vendor Total ----->				543.92

MARK MAYBERRY

1321 E. RICE RANCH RD

\*\*\* VENDOR.: CAS07 (CASSIA LANDSCAPE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
092132	PW-LANDSCAPE MAINTENANCE SEPT 2021	10-21	09/23/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-LANDSCAPE MAINTENANCE SEPT 2021	01	4145 2150	1	879.00	879.00
		( General Fund Building Mtce Profl Services )				
0002	PW-LANDSCAPE MAINTENANCE SEPT 2021	01	4300 2150	1	1873.00	1873.00
		( General Fund Parks & Rec Profl Services )				
0003	PW-LANDSCAPE MAINTENANCE SEPT 2021	10	4420 2150	1	200.00	200.00
		( Wtr. Oper. Fund Water Operating Profl Services )				
0004	PW-LANDSCAPE MAINTENANCE SEPT 2021	60	4490 2150	1	325.00	325.00
		( Quad.Assmt.Dist Quad.Assmt Dist Profl Services )				
0005	PW-LANDSCAPE MAINTENANCE SEPT 2021	71	4454 2150	1	505.00	505.00
		( MEASURE A MEASURE A Profl Services )				
		Invoice Extension ---->				3782.00

MARK MAYBERRY  
 1321 E. RICE RANCH RD  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

\*\*\* VENDOR.: CAS07 (CASSIA LANDSCAPE)

Vendor Total -----> 3782.00  
 =====

P.O. BOX 7173  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

\*\*\* VENDOR.: CHA03 (CHARTER COMMUNICATIONS)

362091321 PW-ACCOUNT#:8245 10 114 0008362 10-21 09/13/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-ACCOUNT#:8245 10 114 0008362	01 4145 1150	1	144.97	144.97
	( General Fund Building Mtce Communications )				
	Invoice Extension ---->				144.97

Invoice Extension ----> 144.97

972091721 PW-918 OBISPO ST -FIBER 10-21 09/17/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-918 OBISPO ST -FIBER	01 4145 1150	1	649.00	649.00
	( General Fund Building Mtce Communications )				
	Invoice Extension ---->				649.00

Invoice Extension ----> 649.00

Vendor Total -----> 793.97  
 =====

918 OBISPO ST  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

\*\*\* VENDOR.: CIT08 (CITY OF GUADALUPE (FINANC))

100621 FINANCE-UTILITY BILLS 10-21 10/20/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	W MAIN ST	12 4425 1000	1	5749.01	5749.01
	( Wst.Wtr.Op.Fund Wastewater Utilities )				
0002	1075,949,873A,110,912,1070 GUADALUPE	71 4454 1000	1	195.72	195.72
	( MEASURE A MEASURE A Utilities )				
0003	180PNR,4800THRD,4760GARET,4689A11,406TOG,5301MAIN	01 4300 1000	1	9708.55	9708.55
	( General Fund Parks & Rec Utilities )				
0004	4913,5101,5001,5201 MAIN	60 4490 1000	1	130.48	130.48
	( Quad.Assmt.Dist Quad.Assmt Dist Utilities )				
0005	884,330,1025,1025A GUAD,918OBSP,4550,4545 10TH	01 4145 1000	1	858.62	858.62
	( General Fund Building Mtce Utilities )				
	Invoice Extension ---->				16642.38

Invoice Extension ----> 16642.38

Vendor Total -----> 16642.38  
 =====

110 E. COOK STREET  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

\*\*\* VENDOR.: CIT12 (CITY OF SANTA MARIA)

86022 PD-MDC SERVICES - AUGUST 2021 10-21 09/13/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD-MDC SERVICES - AUGUST 2021	01 4200 2350	1	1026.06	1026.06
	( General Fund Police Svcs.Other Agen )				
	Invoice Extension ---->				1026.06

Invoice Extension ----> 1026.06

86023 PD-DISPATCH SERVICES GUAD 10-21 09/13/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
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 110 E. COOK STREET \*\*\* VENDOR.: CIT12 (CITY OF SANTA MARIA)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PD-DISPATCH SERVICES GUAD	01	4200 2350	1	4121.16	4121.16
			( General Fund Police Svcs.Other Agen )			
0002	PD-DISPATCH SERVICES GUAD	01	4220 2350	1	2013.09	2013.09
			( General Fund Fire Svcs.Other Agen )			
			Invoice Extension ---->			6134.25

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
99389	PW-LANDFILL BILLING - AUGUST 2021	10-21	09/09/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-LANDFILL BILLING - AUGUST 2021	71	4454 2150	1	40.84	40.84
			( MEASURE A MEASURE A Profl Services )			
			Invoice Extension ---->			40.84
			Vendor Total ----->			7201.15

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 PO BOX 1480 \*\*\* VENDOR.: CLA01 (CLARK PEST CONTROL OF STOCKTON, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
091421	PW-PEST AWAY SERVICE	10-21	09/14/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-PEST AWAY SERVICE	01	4145 2150	1	315.00	315.00
			( General Fund Building Mtce Profl Services )			
			Invoice Extension ---->			315.00
			Vendor Total ----->			315.00

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 867 GUADALUPE ST \*\*\* VENDOR.: CLA02 (CLAY'S SEPTIC & JETTING, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
71990	PW-WWTP-REMOVED MAN HOLE AT 11TH	10-21	09/23/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-WWTP-REMOVED MAN HOLE AT 11TH	12	4425 2150	1	1857.36	1857.36
			( Wst.Wtr.Op.Fund Wastewater Profl Services )			
			Invoice Extension ---->			1857.36

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
72006	PW-WWTP-SEPTIC & JETTING INC	10-21	09/18/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-WWTP-SEPTIC & JETTING INC	12	4425 2150	1	1636.14	1636.14
			( Wst.Wtr.Op.Fund Wastewater Profl Services )			
			Invoice Extension ---->			1636.14
			Vendor Total ----->			3493.50

.....  
 3755 WASHINGTON BLVD \*\*\* VENDOR.: COR01 (CORBIN WILLITS SYSTEM CORP)  
 SUITE #204

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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3755 WASHINGTON BLVD  
 SUITE #204  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

00C109151 ADM-ENHANCEMENT AND SERVICE FEE 10-21 09/15/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	ADM-ENHANCEMENT AND SERVICE FEE	01 4120 2150	1	628.89	628.89
	( General Fund Finance Prof'l Services )				
	Invoice Extension ---->				628.89
	Vendor Total ----->				628.89

TREVOR A. CRANDALL  
 P.O. BOX 2398  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

4564 PW-WATER-PIPE REPLACEMENT 10-21 10/04/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-WATER-PIPE REPLACEMENT	10 4420 2150	1	6850.00	6850.00
	( Wtr. Oper. Fund Water Operating Prof'l Services )				
	Invoice Extension ---->				6850.00
	Vendor Total ----->				6850.00

ACCOUNT SERVICES  
 P.O. BOX 944255  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

534770 PD-BLOOD ALCOHOL ANALYSIS 10-21 09/08/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD-BLOOD ALCOHOL ANALYSIS	01 4200 2350	1	35.00	35.00
	( General Fund Police Svcs.Other Agen )				
	Invoice Extension ---->				35.00
	Vendor Total ----->				35.00

301 LIGHTHOUSE AVE SUITE C  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

21-348 ADM-EMC PLANNING GROUP INC 10-21 08/31/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	ADM-EMC PLANNING GROUP INC	89 4444 3045	1	20260.66	20260.66
	( CIP CIP General Plan )				
	Invoice Extension ---->				20260.66
	Vendor Total ----->				20260.66

2825 S. ELM AVENUE #103  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

90424458 PW-CAN LINER 38X58 2MIL LD BLK 55GAL STOCK 10-21 08/30/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-CAN LINER 38X58 2MIL LD BLK 55GAL STOCK	01 4145 1550	1	698.33	698.33
	( General Fund Building Mtce Op Supp/Expense )				
	Invoice Extension ---->				698.33

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 2825 S. ELM AVENUE #103 \*\*\* VENDOR.: ERN01 (ERNEST PACKAGING SOLUTIONS INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
				Vendor Total ----->	698.33 =====

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 P.O.BOX 208728 \*\*\* VENDOR.: EWIO1 (EWING CORP.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
15115291	PW-EMP 50LB KING TALL FESCUE, L/P CAUTION TAPE 3IN	10-21	09/01/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-EMP 50LB KING TALL FESCUE, L/P CAUTION TAPE 3IN	10	4420 1550	1	132.08	132.08
		( Wtr. Oper. Fund Water Operating Op Supp/Expense )				
				Invoice Extension ---->		132.08
				Vendor Total ----->		132.08 =====

.....  
 P.O. BOX 7221 \*\*\* VENDOR.: FED01 (FEDERAL EXPRESS CORP.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
751108073	HR-SHIPMENTS (2)	10-21	09/24/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	HR-SHIPMENTS (2)	01	4200 1200	1	339.15	339.15
		( General Fund Police Off Suppl/Postg )				
				Invoice Extension ---->		339.15
				Vendor Total ----->		339.15 =====

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 3780 STATE STREET \*\*\* VENDOR.: FIR03 (FIRST AMERICAN TITLE COMPANY)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
718113368	ADM-836 GUADALUPE ST	10-21	07/26/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-836 GUADALUPE ST	91	4542 3150	1	750.00	750.00
		( 2003 Bond Refi RDA BOND REFI Imp.Other/Build )				
				Invoice Extension ---->		750.00
				Vendor Total ----->		750.00 =====

.....  
 DBA: PROTECTIVE SERVICE INC. \*\*\* VENDOR.: GRE01 (MARK GREEN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
17	ADM-PLAN CHECKS SERVICES-SEPT 2021	10-21	09/30/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PEREZ KITCHEN-291 MAHONEY LANE	01	4405 2150	1	260.00	260.00
		( General Fund Bldg and Safety Profi Services )				
0002	EDWARDS 5 UNIT APARTMENT COMPLEX	01	2070 05	1	260.00	260.00
		( General Fund Edwards 5 Unit Apartment Comp )				
0003	CRANDALL 6 UNIT APARTMENT COMPLEX	01	20CR	1	130.00	130.00
		( General Fund CRANDALL 12th ST. APARTMENTS )				
0004	ROYAL THEATER	91	4542 3150	1	520.00	520.00
		( 2003 Bond Refi RDA BOND REFI Imp.Other/Build )				
0005	RAMIREZ DETACHED ADU 256 TOGNAZZINI	01	4405 2150	1	195.00	195.00
		( General Fund Bldg and Safety Profi Services )				



DBA: REVIEW \*\*\* VENDOR.: GRE01 (MARK GREEN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description			Unit(s)	Unit Cost	Amount
0006	GONZALES DETACHED ADU 302 OBISPO ST	01	4405 2150	1	260.00	260.00
	( General Fund Bldg and Safety Prof'l Services )					
0007	T-MOBILE GENERATOR - 4550 10TH ST	01	4405 2150	1	65.00	65.00
	( General Fund Bldg and Safety Prof'l Services )					
	Invoice Extension ---->					1690.00
	Vendor Total ----->					1690.00

\*\*\* VENDOR.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

P.O. BOX 337

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51398	PW-STREETS-GLASS CLEANER FRESH 19OZ	10-21	09/20/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-STREETS-GLASS CLEANER FRESH 19OZ	71	4454 1550	1	57.64	57.64
	( MEASURE A MEASURE A Op Supp/Expense )					
	Invoice Extension ---->					57.64

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51539	PW-WATER-BLEACH HE REGULAR GL	10-21	09/21/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-WATER-BLEACH HE REGULAR GL	10	4420 1550	1	4.34	4.34
	( Wtr. Oper. Fund Water Operating Op Supp/Expense )					
	Invoice Extension ---->					4.34

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51555	PW-STREETS-4'' PRO SOLTNS WVN MINI ROL 1/4	10-21	09/21/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-STREETS-4'' PRO SOLTNS WVN MINI ROL 1/4	71	4454 1550	1	33.76	33.76
	( MEASURE A MEASURE A Op Supp/Expense )					
	Invoice Extension ---->					33.76

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51572	PW-WATER-MOD ALK EN WHITE GALLON	10-21	09/21/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-WATER-MOD ALK EN WHITE GALLON	10	4420 1550	1	57.62	57.62
	( Wtr. Oper. Fund Water Operating Op Supp/Expense )					
	Invoice Extension ---->					57.62

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51594	PW-STREETS-CFL BULB 1600 LM	10-21	09/21/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount
0001	PW-STREETS-CFL BULB 1600 LM	01	4145 1550	1	34.71	34.71
	( General Fund Building Mtce Op Supp/Expense )					
	Invoice Extension ---->					34.71

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51731	PW-WATER-TOWEL C-FOLD WHT CS9PK	10-21	09/22/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description			Unit(s)	Unit Cost	Amount

\*\*\* VENDOR.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

P.O. BOX 337

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-WATER-TOWEL C-FOLD WHT CS9PK		10 4420 1550	1	53.28	53.28
			( Wtr. Oper. Fund Water Operating Op Supp/Expense )			
				Invoice Extension ---->		53.28

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51739	PW-WATER-PRO SFTY YEL GAL VOC	10-21	09/22/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-WATER-PRO SFTY YEL GAL VOC		10 4420 1550	1	67.96	67.96
			( Wtr. Oper. Fund Water Operating Op Supp/Expense )			
				Invoice Extension ---->		67.96

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51749	PW-STREETS-1/2 -13 X 1 1/2 HEX BOLT GR 5 Z	10-21	09/22/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-STREETS-1/2 -13 X 1 1/2 HEX BOLT GR 5 Z		71 4454 1550	1	46.09	46.09
			( MEASURE A MEASURE A Op Supp/Expense )			
				Invoice Extension ---->		46.09

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
52013	PW-WASTEWATER-2''HOSE SHANK COUPLER	10-21	09/24/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-WASTEWATER-2''HOSE SHANK COUPLER		12 4425 1550	1	27.54	27.54
			( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )			
				Invoice Extension ---->		27.54

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
52015	PD-GALV STEEL SHEET 24X12 26 GA	10-21	09/24/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD-GALV STEEL SHEET 24X12 26 GA		01 4200 1550	1	19.23	19.23
			( General Fund Police Op Supp/Expense )			
				Invoice Extension ---->		19.23

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
52079	PD-SPRAY PAINT GLS WHT 100Z	10-21	09/25/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	CONFERENCE ROOM SUPPLIES		01 4200 1550	1	16.20	16.20
			( General Fund Police Op Supp/Expense )			
				Invoice Extension ---->		16.20

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
52171	PD-SPRYPNT TNT FLT WHT 100Z	10-21	09/27/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	CONFERENCE ROOM SUPPLIES		01 4200 1550	1	23.79	23.79
			( General Fund Police Op Supp/Expense )			
				Invoice Extension ---->		23.79

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
52184	FIRE-3/8'' ID 5/8 OD CLEAR TUBING	10-21	09/27/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount

\*\*\* VENDOR.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

P.O. BOX 337

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001	FIRE-3/8'' ID 5/8 OD CLEAR TUBING				
		G/L Account No	Unit(s)	Unit Cost	Amount
		01 4220 1460	1	440.58	440.58
		( General Fund Fire Vehicle Maintnc )			
			Invoice Extension ---->		440.58

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
52238	FIRE-1/2-13 X 3 1/2 HEX BOLT GR 5Z	10-21	09/27/21 N N N	A-NET30 FROM INVOICE	2010
0001	FIRE-1/2-13 X 3 1/2 HEX BOLT GR 5Z				
		G/L Account No	Unit(s)	Unit Cost	Amount
		01 4220 1460	1	6.92	6.92
		( General Fund Fire Vehicle Maintnc )			
			Invoice Extension ---->		6.92

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
52242	FIRE-1/2 X 1/2 FENDER WASHER Z	10-21	09/27/21 N N N	A-NET30 FROM INVOICE	2010
0001	FIRE-1/2 X 1/2 FENDER WASHER Z				
		G/L Account No	Unit(s)	Unit Cost	Amount
		01 4220 1460	1	9.80	9.80
		( General Fund Fire Vehicle Maintnc )			
			Invoice Extension ---->		9.80

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
52252-C	FD-1/4 SS TEE, 1/4 SSCAP	10-21	09/28/21 N N N	A-NET30 FROM INVOICE	2010
0001	FD-1/4 SS TEE, 1/4 SSCAP				
		G/L Account No	Unit(s)	Unit Cost	Amount
		01 4220 1460	-1	32.22	-32.22
		( General Fund Fire Vehicle Maintnc )			
			Invoice Extension ---->		-32.22

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
52253	FIRE-7/8 IN INS. CLAMP W/ 3/8 IN M	10-21	09/28/21 N N N	A-NET30 FROM INVOICE	2010
0001	FIRE-7/8 IN INS. CLAMP W/ 3/8 IN M				
		G/L Account No	Unit(s)	Unit Cost	Amount
		01 4220 1460	1	8.31	8.31
		( General Fund Fire Vehicle Maintnc )			
			Invoice Extension ---->		8.31

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
52424	PW-WWTP-1 1/2X3 1/2 GALV NIPPLE	10-21	09/29/21 N N N	A-NET30 FROM INVOICE	2010
0001	PW-WWTP-1 1/2X3 1/2 GALV NIPPLE				
		G/L Account No	Unit(s)	Unit Cost	Amount
		12 4425 1550	1	25.16	25.16
		( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )			
			Invoice Extension ---->		25.16
			Vendor Total ----->		900.71

1421 PARK STREET \*\*\* VENDOR.: GWA01 (GREAT WESTERN ALARM & COMMUNICATION INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
01752101I	PW-WATER-303 OBISPO ST	10-21	10/01/21 N N N	A-NET30 FROM INVOICE	2010
0001	INV#:210901752101 SERVICE PERIOD 10/01 TO 10/31/21				
		G/L Account No	Unit(s)	Unit Cost	Amount
		10 4420 1150	1	50.00	50.00
		( Wtr. Oper. Fund Water Operating Communications )			
			Invoice Extension ---->		50.00

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 1421 PARK STREET \*\*\* VENDOR.: GWA01 (GREAT WESTERN ALARM & COMMUNICATION INC.)  
 .....  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No  
 -----  
 Vendor Total -----> 50.00  
 =====

.....  
 120 S. STATE COLLEGE BLVD \*\*\* VENDOR.: HDL01 (HINDERLITER DE LLAMAS & ASSOCIATES)  
 SUITE 200  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No  
 -----  
 SIN011720 ADM-SALES TAX CONTRACT SERVICES 10-21 09/22/21 N N N A-NET30 FROM INVOICE 2010  
 .....  
 Line Description G/L Account No Unit(s) Unit Cost Amount  
 -----  
 0001 ADM-SALES TAX CONTRACT SERVICES 01 4105 2150 1 150.00 150.00  
 ( General Fund Administration Profl Services )  
 Invoice Extension ----> 150.00  
 Vendor Total -----> 150.00  
 =====

.....  
 P.O.BOX 825 \*\*\* VENDOR.: HEN01 (EAGLE ENERGY, INC)  
 .....  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No  
 -----  
 188300 PW-WATER-FUEL CHARGES 10-21 09/30/21 N N N A-NET30 FROM INVOICE 2010  
 .....  
 Line Description G/L Account No Unit(s) Unit Cost Amount  
 -----  
 0001 PW-WATER-FUEL CHARGES 10 4420 1560 1 259.25 259.25  
 ( Wtr. Oper. Fund Water Operating Fuels/Lubricant )  
 Invoice Extension ----> 259.25

.....  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No  
 -----  
 188301 PW-WWTP-FUEL CHARGES 10-21 09/30/21 N N N A-NET30 FROM INVOICE 2010  
 .....  
 Line Description G/L Account No Unit(s) Unit Cost Amount  
 -----  
 0001 PW-WWTP-FUEL CHARGES 12 4425 1560 1 113.84 113.84  
 ( Wst.Wtr.Op.Fund Wastewater Fuels/Lubricant )  
 Invoice Extension ----> 113.84

.....  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No  
 -----  
 188302 PD-FUEL CHARGES 10-21 09/30/21 N N N A-NET30 FROM INVOICE 2010  
 .....  
 Line Description G/L Account No Unit(s) Unit Cost Amount  
 -----  
 0001 PD-FUEL CHARGES 71 4454 1560 1 386.47 386.47  
 ( MEASURE A MEASURE A Fuels/Lubricant )  
 Invoice Extension ----> 386.47

.....  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No  
 -----  
 188322 PD-FUEL CHARGES 10-21 09/30/21 N N N A-NET30 FROM INVOICE 2010  
 .....  
 Line Description G/L Account No Unit(s) Unit Cost Amount  
 -----  
 0001 PD-FUEL CHARGES 01 4200 1560 1 1328.93 1328.93  
 ( General Fund Police Fuels/Lubricant )  
 Invoice Extension ----> 1328.93  
 Vendor Total -----> 2088.49  
 =====

.....  
 P.O. BOX 1516 \*\*\* VENDOR.: ICO01 (ICONIX WATERWORKS (US) INC.)  
 .....  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No  
 -----

.....  
 P.O. BOX 1516 \*\*\* VENDOR.: ICO01 (ICONIX WATERWORKS (US) INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
116049025	PW-WATER-8 DR 18 C900-16 CL235 BLUE PVC PIPE	10-21	09/20/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-WATER-8 DR 18 C900-16 CL235 BLUE PVC PIPE	10	4420 1550	1	1329.67	1329.67
		( Wtr. Oper. Fund Water Operating Op Supp/Expense )				
				Invoice Extension ---->		1329.67
				Vendor Total ----->		1329.67

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.....  
 P.O. BOX 1450 \*\*\* VENDOR.: IMP01 (IMPULSE INTERNET SERVICES)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
73168	PW-COMMUNICATIONS	10-21	09/10/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-COMMUNICATIONS	01	4145 1150	1	1255.02	1255.02
		( General Fund Building Mtce Communications )				
				Invoice Extension ---->		1255.02
				Vendor Total ----->		1255.02

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 3070 SKYWAY DR. \*\*\* VENDOR.: IND01 (INDUSTRIAL MEDICAL GROUP INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
111042	HR-JUAN MONTERO-BASIC PHYSICAL EXAM	10-21	09/22/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	HR-JUAN MONTERO-BASIC PHYSICAL EXAM	20	4430 0100	1	230.00	230.00
		( Gas Tax Fund Gas Tax-Streets Permanent Emp )				
				Invoice Extension ---->		230.00
				Vendor Total ----->		230.00

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 4352 FOXENWOOD CIRCLE \*\*\* VENDOR.: INT01 (INTEGRITY PLANNING)  
 LARRY APPEL

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
45	ADM-GENERAL PLANNING	10-21	09/01/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-GENERAL PLANNING	01	4405 2150	1	5088.75	5088.75
		( General Fund Bldg and Safety Profl Services )				
0002	EDWARDS 5 - UNIT APT COMPLEX	01	2070 05	1	57.50	57.50
		( General Fund Edwards 5 Unit Apartment Comp )				
0003	CRANDALL 12TH STREET APTS	01	20CR	1	115.00	115.00
		( General Fund CRANDALL 12th ST. APARTMENTS )				
				Invoice Extension ---->		5261.25
				Vendor Total ----->		5261.25

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 MIRA GONZALEZ \*\*\* VENDOR.: J&E01 (J&E CLEANING)  
 P.O.BOX 9013

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
42894	ADM-AFTER EVENT CLEANING SERVICE - SEPT 7TH	10-21	09/15/21 N N N	A-NET30 FROM INVOICE	2010

MIRA GONZALEZ  
 P.O. BOX 9013  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

\*\*\* VENDOR.: J&E01 (J&E CLEANING)

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	ADM-AFTER EVENT CLEANING SERVICE - SEPT 7TH	01 4145 2150 ( General Fund Building Mtce Profl Services )	1	200.00	200.00
Invoice Extension ---->					200.00

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

42945 ADM-CLEANING SERVICES 10-21 09/28/21 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	ADM-CLEANING SERVICES	01 4145 2150 ( General Fund Building Mtce Profl Services )	1	1050.00	1050.00
0002	WWTP CLEANING SERVICE	12 4425 2150 ( Wst.Wtr.Op.Fund Wastewater Profl Services )	1	110.00	110.00
0003	GUADALUPE POLICE DEPT	01 4200 2999 ( General Fund Police COVID19 )	1	320.00	320.00
Invoice Extension ---->					1480.00
Vendor Total ----->					1680.00

851 HIGHLAND WAY  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

\*\*\* VENDOR.: JJL01 (J.J. LEON CONSTRUCTION)

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	BUILDING - REIMBURSEMENT OF DEPOSIT	01 2048 ( General Fund Building Permit Deposits )	1	92.00	92.00
Invoice Extension ---->					92.00
Vendor Total ----->					92.00

P.O. BOX 668  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

\*\*\* VENDOR.: LUP01 (LUPE'S COMPANY)

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	BUILDING-ENCHROACHMENT PERMIT REIMBURSEMENT	01 2048 ( General Fund Building Permit Deposits )	1	507.00	507.00
Invoice Extension ---->					507.00
Vendor Total ----->					507.00

P.O. BOX 742082  
 BANK OF AMERICA  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

\*\*\* VENDOR.: MAN01 (MANAGED HEALTH NETWORK COMPANY)

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	HR-37 SUBSCRIBERS	01 4140 0400 ( General Fund Non-Departmental Health Insuranc )	1	77.33	77.33
Invoice Extension ---->					77.33
Vendor Total ----->					77.33

23282 MILL CREEK DRIVE  
 SUITE 120E  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

886 PW-TRAFFIC,CIVIL & SYSTEMS ENGINEERING SERVICES 10-21 09/12/21 N N N A-NET30 FROM INVOICE 2010

Line Description G/L Account No Unit(s) Unit Cost Amount

0001 PW-TRAFFIC,CIVIL & SYSTEMS ENGINEERING SERVICES 71 4454 2150 1 9935.00 9935.00  
 ( MEASURE A MEASURE A Prof'l Services )

Invoice Extension ----> 9935.00

Vendor Total -----> 9935.00

P.O. BOX 1604  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

9683 PW-GUADALUPE WATER MASTER PLAN UPDATE 2021 10-21 09/25/21 N N N A-NET30 FROM INVOICE 2010

Line Description G/L Account No Unit(s) Unit Cost Amount

0001 PW-GUADALUPE WATER MASTER PLAN UPDATE 2021 10 4420 2150 1 3742.51 3742.51  
 ( Wtr. Oper. Fund Water Operating Prof'l Services )

Invoice Extension ----> 3742.51

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

9684 PW-GUAD EFFLUENT PS & SEWER MAIN 10-21 09/27/21 N N N A-NET30 FROM INVOICE 2010

Line Description G/L Account No Unit(s) Unit Cost Amount

0001 PW-GUAD EFFLUENT PS & SEWER MAIN 89 4444 3085 1 295.50 295.50  
 ( CIP CIP 089-505 )

Invoice Extension ----> 295.50

Vendor Total -----> 4038.01

DEPT 56-8510102155  
 P.O. BOX 78004  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

14868410 PD-NEW COMPUTER FOR NEW BODY CAMERAS 10-21 08/30/21 N N N A-NET30 FROM INVOICE 2010

Line Description G/L Account No Unit(s) Unit Cost Amount

0001 PD-NEW COMPUTER FOR NEW BODY CAMERAS 42 4210 1550 1 1446.96 1446.96  
 ( Pol.Safety Fund Pol.Pub.Safety Op Supp/Expense )

Invoice Extension ----> 1446.96

Vendor Total -----> 1446.96

\*\*\* VENDOR.: PER08 (LUCIANO PEREZ)

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

092921 P&R-SECURITY DEPOSIT REIMBURSEMENT 10-21 09/29/21 N N N A-NET30 FROM INVOICE 2010

Line Description G/L Account No Unit(s) Unit Cost Amount

0001 P&R-SECURITY DEPOSIT REIMBURSEMENT 01 2044 1 550.00 550.00  
 ( General Fund Auditorium/Park Deposits )

Invoice Extension ----> 550.00

Vendor Total -----> 550.00

2315 MEREDITH LANE SUITE E \*\*\* VENDOR.: PRI02 (PRINTMASTERS DESIGN & PRINT)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
20824	ADM-BUSINESS CARDS FOR MAYOR JULIAN	10-21	09/20/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-BUSINESS CARDS FOR MAYOR JULIAN	01	4100 1550	1	97.82	97.82
		( General Fund City Council Op Supp/Expense )				
				Invoice Extension ---->		97.82
				Vendor Total ----->		97.82

\*\*\* VENDOR.: PUL01 (MARTHA PULIDO)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
093021	P&R-ADDITIONAL REFUND FOR RENTAL	10-21	09/30/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	P&R-ADDITIONAL REFUND FOR RENTAL	01	2044	1	540.00	540.00
		( General Fund Auditorium/Park Deposits )				
				Invoice Extension ---->		540.00
				Vendor Total ----->		540.00

P.O.BOX 6813 \*\*\* VENDOR.: QUA01 (QUADIENT FINANCE USA, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
091221	ADM-POSTAGE	10-21	10/12/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-POSTAGE	10	4420 1200	1	1619.66	1619.66
		( Wtr. Oper. Fund Water Operating Off Suppl/Postg )				
0002	ADM-POSTAGE	12	4425 1200	1	1619.67	1619.67
		( Wst.Wtr.Op.Fund Wastewater Off Suppl/Postg )				
				Invoice Extension ---->		3239.33
				Vendor Total ----->		3239.33

P.O. BOX 37600 \*\*\* VENDOR.: QUI01 (QUILL CORPORATION)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
19362113	ADM-SONIA CDBG OFFICE SUPPLIES	10-21	09/08/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-SONIA CDBG OFFICE SUPPLIES	100	4010 2164	1	90.51	90.51
		( CDBG 2017 AWARD CDBG 2017 AWARD GENERAL ADMIN )				
				Invoice Extension ---->		90.51
				Vendor Total ----->		90.51

P.O. BOX 1029 \*\*\* VENDOR.: QUI08 (QUINCON INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
083121	PW-LEROY PARK & COMMUNITY CENTER REHABILITATION	10-21	09/29/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount



P.O. BOX 1029

\*\*\* VENDOR.: QUI08 (QUINCON INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-LEROY PARK & COMMUNITY CENTER REHABILITATION		89 4444 3051 ( CIP CIP 089-201 )	1	227953.45	227953.45
				Invoice Extension ---->		227953.45
				Vendor Total ----->		227953.45

555 GUADALUPE ST

\*\*\* VENDOR.: REY01 (REYNA AUTO REPAIR)

JUAN C. REYNA

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
4192	PD-MOTOR OIL, FILTER	10-21	09/22/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	SLICK TOP		01 4200 1460 ( General Fund Police Vehicle Maintnc )	1	67.31	67.31
				Invoice Extension ---->		67.31

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
4201	PD-BATTERIES	10-21	09/28/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	UNIT 15-03		01 4200 1460 ( General Fund Police Vehicle Maintnc )	1	215.43	215.43
				Invoice Extension ---->		215.43
				Vendor Total ----->		282.74

GUADALUPE REPAIRS & MAINTENANCE ACTIONS

\*\*\* VENDOR.: ROS04 (DAVID ROSE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
9	ADM-MILEAGE FOR INSPECTIONS, BLDG INSP	10-21	10/01/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	ADM-MILEAGE FOR INSPECTIONS, BLDG INSP		01 4405 2150 ( General Fund Bldg and Safety Profl Services )	1	3308.88	3308.88
				Invoice Extension ---->		3308.88
				Vendor Total ----->		3308.88

P.O. BOX 6007

\*\*\* VENDOR.: SAN02 (SANTA MARIA TIRE CORP)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
143111	PD-2 TIRES UNIT 15-02	10-21	09/14/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD-2 TIRES UNIT 15-02		01 4200 1460 ( General Fund Police Vehicle Maintnc )	1	371.83	371.83
				Invoice Extension ---->		371.83

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
143113	PD-ONE TIRE - UNIT 15-01	10-21	09/14/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount

P.O. BOX 6007

\*\*\* VENDOR.: SAN02 (SANTA MARIA TIRE CORP)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD-ONE TIRE - UNIT 15-01		01 4200 1460 ( General Fund Police Vehicle Maintnc )	1	185.91	185.91
				Invoice Extension ---->		185.91

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
143114	PD-3 TIRES UNIT 15 -3	10-21	09/14/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD-3 TIRES UNIT 15 -3		01 4200 1460 ( General Fund Police Vehicle Maintnc )	1	557.73	557.73
				Invoice Extension ---->		557.73
				Vendor Total ----->		1115.47

1 TARA BLVD SUITE 301

\*\*\* VENDOR.: SAT01 (SATCOM GLOBAL FZE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
S10210834	FIRE-IRIDIUM SIM CARD	10-21	10/04/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	FIRE-IRIDIUM SIM CARD		01 4200 1150 ( General Fund Police Communications )	1	42.75	42.75
0002	FIRE-IRIDIUM SIM CARD		01 4220 1150 ( General Fund Fire Communications )	1	42.75	42.75
				Invoice Extension ---->		85.50
				Vendor Total ----->		85.50

P.O. BOX C

\*\*\* VENDOR.: SOU01 (SOUTHERN CALIFORNIA GAS)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
092421	PW-4545 10TH ST	10-21	09/24/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-4545 10TH ST		01 4145 1000 ( General Fund Building Mtce Utilities )	1	23.59	23.59
				Invoice Extension ---->		23.59
				Vendor Total ----->		23.59

P.O. BOX 31001-2620

\*\*\* VENDOR.: STA02 (STATEWIDE TRAFFIC SAFETY & SIGNS INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
090821	PW-2'' BOLT BRACKET ASSEMBLY	10-21	09/08/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	PW-2'' BOLT BRACKET ASSEMBLY		71 4454 1550 ( MEASURE A MEASURE A Op Supp/Expense )	1	71.22	71.22
				Invoice Extension ---->		71.22
				Vendor Total ----->		71.22

DEPT, CH 10651 \*\*\* VENDOR.: STA08 (STANLEY CONVERGENT SECURITY SOLUTION IN.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
001756036	PW-WWTP-MAINTENANCE/MONITORING CHARGES	10-21	09/08/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-WWTP-MAINTENANCE/MONITORING CHARGES	12	4425 2150	1	55.48	55.48
( Wst.Wtr.Op.Fund Wastewater Profl Services )						
Invoice Extension ---->					55.48	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
001764383	ADM-FINANCE OFFICE-ALARM -SEPT 2021	10-21	09/08/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-FINANCE OFFICE-ALARM -SEPT 2021	01	4120 2150	1	56.64	56.64
( General Fund Finance Profl Services )						
Invoice Extension ---->					56.64	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
001769535	ADM-ALARM SERVICES - SEPT 2021	10-21	09/08/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-ALARM SERVICES - SEPT 2021	01	4105 2150	1	61.18	61.18
( General Fund Administration Profl Services )						
Invoice Extension ---->					61.18	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
001793306	PW-WWTP-MAINTENANCE/MONITORING CHARGES -5125 MAIN	10-21	10/16/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-WWTP-MAINTENANCE/MONITORING CHARGES -5125 MAIN	12	4425 2150	1	55.48	55.48
( Wst.Wtr.Op.Fund Wastewater Profl Services )						
Invoice Extension ---->					55.48	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
001803673	FINANCE-ALARM SYSTEM-OCT 2021	10-21	09/16/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	FINANCE-ALARM SYSTEM-OCT 2021	01	4120 2150	1	56.64	56.64
( General Fund Finance Profl Services )						
Invoice Extension ---->					56.64	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
001805847	ADM-ALARM SYSTEM - OCT 2021	10-21	09/16/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-ALARM SYSTEM - OCT 2021	01	4105 2150	1	61.18	61.18
( General Fund Administration Profl Services )						
Invoice Extension ---->					61.18	
Vendor Total ----->					346.60	
=====						

P.O. BOX 78004 \*\*\* VENDOR.: ST11 (STAPLES CREDIT PLAN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
081721	ADM-ADMIN OFFICE SUPPLIES	10-21	09/08/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-ADMIN OFFICE SUPPLIES	01	4105 1200	1	32.37	32.37
( General Fund Administration Off Suppl/Postg )						
Invoice Extension ---->					32.37	

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 P.O. BOX 78004 \*\*\* VENDOR.: STAl1 (STAPLES CREDIT PLAN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
				Vendor Total ----->	32.37 =====

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 \*\*\* VENDOR.: THE07 (PHILIP F. SINCO)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
10167	ADM -PROFESSINAL LEGAL SEVICES	10-21	10/03/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM -PROFESSINAL LEGAL SEVICES	01	4110 2150	1	8530.50	8530.50
				( General Fund City Attorney Prof'l Services )		
0002	CCWA/WATER	10	4420 2150	1	49.50	49.50
				( Wtr. Oper. Fund Water Operating Prof'l Services )		
				Invoice Extension ---->		8580.00
				Vendor Total ----->		8580.00 =====

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 712 FIERO LANE SUITE #33 \*\*\* VENDOR.: ULT01 (ULTREX)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
3282971	ADM-COPIES	10-21	06/30/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM-COPIES	01	4405 1550	1	58.82	58.82
				( General Fund Bldg and Safety Op Supp/Expense )		
0002	ADM-COPIES	01	4200 1550	1	132.51	132.51
				( General Fund Police Op Supp/Expense )		
0003	ADM-COPIES	01	4120 1550	1	46.63	46.63
				( General Fund Finance Op Supp/Expense )		
0004	ADM-COPIES	01	4220 1550	1	2.33	2.33
				( General Fund Fire Op Supp/Expense )		
0005	ADM-COPIES	01	4105 1550	1	234.00	234.00
				( General Fund Administration Op Supp/Expense )		
0006	ADM-COPIES	01	4300 1550	1	3.49	3.49
				( General Fund Parks & Rec Op Supp/Expense )		
				Invoice Extension ---->		477.78

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
3343530	AMD-COPIES	10-21	09/30/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	AMD-COPIES	01	4405 1550	1	55.88	55.88
				( General Fund Bldg and Safety Op Supp/Expense )		
0002	AMD-COPIES	01	4200 1550	1	130.08	130.08
				( General Fund Police Op Supp/Expense )		
0003	AMD-COPIES	01	4120 1550	1	42.69	42.69
				( General Fund Finance Op Supp/Expense )		
0004	AMD-COPIES	01	4220 1550	1	1.58	1.58
				( General Fund Fire Op Supp/Expense )		
0005	AMD-COPIES	01	4105 1550	1	249.14	249.14
				( General Fund Administration Op Supp/Expense )		
0006	AMD-COPIES	01	4300 1550	1	3.47	3.47
				( General Fund Parks & Rec Op Supp/Expense )		
				Invoice Extension ---->		482.84
				Vendor Total ----->		960.62 =====

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 1400 DOUGLAS STREET \*\*\* VENDOR.: UNI06 (UNION PACIFIC RAILROAD)  
 MAIL STOP 1690

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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 1400 DOUGLAS STREET \*\*\* VENDOR.: UNI06 (UNION PACIFIC RAILROAD)  
 MAIL STOP 1690  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
90110759	PW-PROJECT #768556 ENG SERVICES	10-21	09/14/21 N N N	A-NET30 FROM INVOICE	2010
0001	PW-PROJECT #768556 ENG SERVICES	01 2048	1	2618.75	2618.75
		( General Fund Building Permit Deposits )			
				Invoice Extension ---->	2618.75
				Vendor Total ----->	2618.75

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 E41 \*\*\* VENDOR.: VEL02 (FULGENCIA VELASCO)  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
092321	P&R-SECUTIRY DEPOSIT REFUND	10-21	09/23/21 N N N	A-NET30 FROM INVOICE	2010
0001	P&R-SECUTIRY DEPOSIT REFUND	01 2044	1	150.00	150.00
		( General Fund Auditorium/Park Deposits )			
				Invoice Extension ---->	150.00
				Vendor Total ----->	150.00

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 P.O. BOX 660108 \*\*\* VENDOR.: VER05 (VERIZON WIRELESS)  
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
887997669	FIRE-COMMUNICATION	10-21	09/08/21 N N N	A-NET30 FROM INVOICE	2010
0001	FIRE-COMMUNICATION	01 4220 1150	1	391.64	391.64
		( General Fund Fire Communications )			
				Invoice Extension ---->	391.64

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 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
888716199	PW-MOBILE PHONES	10-21	09/18/21 N N N	A-NET30 FROM INVOICE	2010
0001	PW-MOBILE PHONES	10 4420 1150	1	160.33	160.33
		( Wtr. Oper. Fund Water Operating Communications )			
0002	PW-MOBILE PHONES	12 4425 1150	1	152.91	152.91
		( Wst.Wtr.Op.Fund Wastewater Communications )			
0003	PW-MOBILE PHONES	71 4454 1150	1	101.94	101.94
		( MEASURE A MEASURE A Communications )			
0004	PD	01 4200 1150	1	60.97	60.97
		( General Fund Police Communications )			
				Invoice Extension ---->	476.15

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 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
889038642	PD-COMMUNICATION	10-21	10/14/21 N N N	A-NET30 FROM INVOICE	2010
0001	PD-COMMUNICATION	01 4200 1150	1	299.99	299.99
		( General Fund Police Communications )			
				Invoice Extension ---->	299.99
				Vendor Total ----->	1167.78

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27368 VIA INDUSTRIA SUITE 200 \*\*\* VENDOR.: WIL03 (WILDAN FINANCIAL SERVICES CORP.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
010-49153	PW-ANNUAL ADMINISTRATION SERVICES FOR PASADERA	10-21	09/23/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-ANNUAL ADMINISTRATION SERVICES FOR PASADERA	63	4472 2150	1	3300.00	3300.00
( Pas L&L Dist HOUSING IMPACT Profl Services )						
Invoice Extension ---->						3300.00
Vendor Total ----->						3300.00

2341 MEREDITH LANE \*\*\* VENDOR.: ZIE01 (ZIERMAN PLUMBING INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
15445	PW-LAS LEAK UNDER FURNACE	10-21	09/01/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW-LAS LEAK UNDER FURNACE	01	4145 2150	1	286.50	286.50
( General Fund Building Mtce Profl Services )						
Invoice Extension ---->						286.50
Vendor Total ----->						286.50

\*\*\* VENDOR.: \D001 (MIKE DALLA COSTA )

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
000C11001	MQ CUSTOMER REFUND FOR DAL0001	10-21	10/04/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	MQ CUSTOMER REFUND FOR DAL0001	10	2049	1	87.23	87.23
( Wtr. Oper. Fund Interim Refunds Payable - MQ )						
Invoice Extension ---->						87.23
Vendor Total ----->						87.23

\*\*\* VENDOR.: \E003 (STEVE EDWARDS )

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
000C11001	MQ CUSTOMER REFUND FOR EDW0006	10-21	10/04/21 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	MQ CUSTOMER REFUND FOR EDW0006	10	2049	1	12.58	12.58
( Wtr. Oper. Fund Interim Refunds Payable - MQ )						
Invoice Extension ---->						12.58
Vendor Total ----->						12.58

354766.46 +  
 87.23 +  
 12.58 +  
 354766.46

\*\* Total Invoices ----> 354766.46  
 \*\* Total Checks ----> .00  
 \*\*\* Total Purchases ----> 354766.46

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FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance	
01	2004		D.J. FARMS//General Fund		1725.00					
01	2010		Accounts Payable//General Fund		-59948.59					
01	2044		Auditorium/Park Deposits//Gener		1240.00					
01	2048		Building Permit Deposits//Gener		3217.75					
01	2070	03	Almaquer LLA//General Fund		112.50					
01	2070	05	Edwards 5 Unit Apartment Com//G		823.75					
01	20CR		CRANDALL 12th ST. APARTMENTS//G		807.50					
01	4100	1550	City Council/Op Supp/Expen/Gene		97.82	148.66	246.48	300.00	53.52	
01	4105	1200	Administratio/Off Suppl/Pos/Gen		122.78	481.44	604.22	2500.00	1895.78	
01	4105	1550	Administratio/Op Supp/Expen/Gen		483.14	699.93	1183.07	3400.00	2216.93	
01	4105	2150	Administratio/Profl Service/Gen		272.36	1886.78	3016.24	3800.00	783.76	
01	4110	2150	City Attorney/Profl Service/Gen		8530.50	39543.28	54494.06	90000.00	35505.94	
01	4120	1200	Finance/Off Suppl/Pos/General F		49.32	448.37	497.69	3200.00	2702.31	
01	4120	1550	Finance/Op Supp/Expen/General F		89.32	907.22	996.54	3000.00	2003.46	
01	4120	2150	Finance/Profl Service/General F		742.17	2279.89	3022.06	10000.00	6977.94	
01	4140	0400	Non-Departmen/Health Insura/Gen		77.33	612.73	690.06	2100.00	1409.94	
01	4140	2150	Non-Departmen/Profl Service/Gen		13.99	41.97	55.96	15000.00	14944.04	
01	4145	1000	Building Mtce/Utilities/General		882.21	17022.15	17904.36	50000.00	32095.64	
01	4145	1150<*>	Building Mtce/Communication/Gen		2048.99	3342.20	5391.19	300.00	-5091.19	
01	4145	1550	Building Mtce/Op Supp/Expen/Gen		733.04	5081.61	5814.65	10800.00	4985.35	
01	4145	2150	Building Mtce/Profl Service/Gen		2835.68	14639.69	18638.37	57000.00	38361.63	
01	4200	0450	Police/Other Benefit/General Fu		125.06	2751.95	9842.32	20000.00	10157.68	
01	4200	1150	Police/Communication/General Fu		403.71	881.18	1284.89	7200.00	5915.11	
01	4200	1200	Police/Off Suppl/Pos/General Fu		339.15	163.98	503.13	2500.00	1996.87	
01	4200	1300	Police/Bus Exp/Train/General Fu		74.22	3934.21	4247.53	11000.00	6752.47	
01	4200	1460	Police/Vehicle Maint/General Fu		1398.21	387.58	1785.79	6000.00	4214.21	
01	4200	1550	Police/Op Supp/Expen/General Fu		590.42	-4420.68	7010.51	20000.00	12989.49	
01	4200	1560	Police/Fuels/Lubrica/General Fu		1328.93	10538.23	11867.16	20100.00	8232.84	
01	4200	2350	Police/Svcs.Other Ag/General Fu		5182.22	12904.24	19387.46	49500.00	30112.54	
01	4200	2999<*>	Police/COVID19/General Fund		320.00	960.00	1280.00	.00	-1280.00	
01	4220	1150	Fire/Communication/General Fund		434.39	517.62	952.01	5200.00	4247.99	
01	4220	1460	Fire/Vehicle Maint/General Fund		433.39	3702.40	4135.79	9000.00	4864.21	
01	4220	1550	Fire/Op Supp/Expen/General Fund		3.91	4388.32	4392.23	12000.00	7607.77	
01	4220	2350	Fire/Svcs.Other Ag/General Fund		2013.09	6039.27	8052.36	24200.00	16147.64	
01	4300	1000	Parks & Rec/Utilities/General F		9708.55	26455.24	36163.79	85000.00	48836.21	
01	4300	1550<*>	Parks & Rec/Op Supp/Expen/Gener		6.96	2661.63	2668.59	1100.00	-1568.59	
01	4300	2150	Parks & Rec/Profl Service/Gener		1873.90	7501.60	9375.50	40000.00	30624.50	
01	4405	1550	Bldg and Safe/Op Supp/Expen/Gen		114.70	218.72	333.42	600.00	266.58	
01	4405	2150	Bldg and Safe/Profl Service/Gen		10692.63	20981.05	58788.68	131000.00	72211.32	
			Fund (01 ) Total ---->		.00	187702.46	54901.56	294626.11	695800.00	401173.89
10	2010		Accounts Payable//Wtr. Oper. Fu		-15669.06					

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
10	2049		Interim Refunds Payable - MQ//W	99.81					
10	4420	1150	Water Operati/Communication/Wtr	210.33	1099.19	.00	1309.52	6700.00	5390.48
10	4420	1200	Water Operati/Off Suppl/Pos/Wtr	1619.66	2950.30	.00	4569.96	12300.00	7730.04
10	4420	1550	Water Operati/Op Supp/Expen/Wtr	2606.20	9882.34	.00	12488.54	70000.00	57511.46
10	4420	1560	Water Operati/Fuels/Lubrica/Wtr	259.25	1304.77	.00	1564.02	5000.00	3435.98
10	4420	2150	Water Operati/Profl Service/Wtr	10873.81	69309.54	.00	80183.35	120000.00	39816.65
Fund (10 ) Total ---->				.00	84546.14	.00	100115.39	214000.00	113884.61
100	2010		Accounts Payable//CDBG 2017 AWA	-90.51					
100	4010	2164	CDBG 2017 AWA/GENERAL ADMIN/CDB	90.51	11113.87	8.69	11213.07	27000.00	15786.93
Fund (100) Total ---->				.00	11113.87	8.69	11213.07	27000.00	15786.93
12	2010		Accounts Payable//Wst.Wtr.Op.Fu	-12268.56					
12	4425	1000	Wastewater/Utilities/Wst.Wtr.Op	5749.01	149735.34	.00	155484.35	269000.00	113515.65
12	4425	1150	Wastewater/Communication/Wst.Wt	152.91	842.85	.00	995.76	6000.00	5004.24
12	4425	1200	Wastewater/Off Suppl/Pos/Wst.Wt	1619.67	2904.20	.00	4523.87	12000.00	7476.13
12	4425	1500	Wastewater/Equipment Rep/Wst.Wt	326.24	.00	.00	326.24	61000.00	60673.76
12	4425	1550	Wastewater/Op Supp/Expen/Wst.Wt	530.20	7444.91	.00	7975.11	36000.00	28024.89
12	4425	1560	Wastewater/Fuels/Lubrica/Wst.Wt	113.84	961.54	.00	1075.38	7000.00	5924.62
12	4425	2150	Wastewater/Profl Service/Wst.Wt	3776.69	64391.83	600.00	68768.52	190500.00	121731.48
Fund (12 ) Total ---->				.00	226280.67	600.00	239149.23	581500.00	342350.77
20	2010		Accounts Payable//Gas Tax Fund	-230.00					
20	4430	0100<*>	Gas Tax-Stree/Permanent Emp/Gas	230.00	.00	.00	230.00	.00	-230.00
Fund (20 ) Total ---->				.00	.00	.00	230.00	.00	-230.00
42	2010		Accounts Payable//Pol.Safaty Fun	-1643.81					
42	4210	1550<*>	Pol.Pub.Safet/Op Supp/Expen/Pol	1643.81	1780.81	.00	3424.62	.00	-3424.62
Fund (42 ) Total ---->				.00	1780.81	.00	3424.62	.00	-3424.62
60	2010		Accounts Payable//Guad.Assmt.Di	-455.48					
60	4490	1000	Guad.Assmt Di/Utilities/Guad.As	130.48	609.06	.00	739.54	10000.00	9260.46
60	4490	2150	Guad.Assmt Di/Profl Service/Gua	325.00	2220.00	.00	2545.00	7000.00	4455.00
Fund (60 ) Total ---->				.00	2829.06	.00	3284.54	17000.00	13715.46
63	2010		Accounts Payable//Pas L&L Dist	-3300.00					



FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
63	4472	2150	<*>HOUSING IMPAC/Prof1 Service/Pas	3300.00	11035.00	.00	14335.00	1000.00	-13335.00
Fund (63 ) Total ---->				.00	11035.00	.00	14335.00	1000.00	-13335.00
71	2010		Accounts Payable//MEASURE A	-11380.84					
71	4454	1000	MEASURE A/Utilities/MEASURE A	195.72	782.88	.00	978.60	3200.00	2221.40
71	4454	1150	MEASURE A/Communication/MEASURE	101.94	355.55	.00	457.49	3200.00	2742.51
71	4454	1550	MEASURE A/Op Supp/Expen/MEASURE	208.71	5850.48	.00	6059.19	13000.00	6940.81
71	4454	1560	MEASURE A/Fuels/Lubrica/MEASURE	386.47	2074.56	.00	2461.03	7000.00	4538.97
71	4454	2150	MEASURE A/Prof1 Service/MEASURE	10488.00	1615.24	.00	12103.24	45000.00	32896.76
Fund (71 ) Total ---->				.00	10678.71	.00	22059.55	71400.00	49340.45
89	2010		Accounts Payable//CIP	-248509.61					
89	4444	3045	<*>CIP/General Plan/CIP	20260.66	29821.25	.00	50081.91	.00	-50081.91
89	4444	3051	<*>CIP/089-201/CIP	227953.45	700080.97	.00	928034.42	.00	-928034.42
89	4444	3085	<*>CIP/089-505/CIP	295.50	642.25	.00	937.75	.00	-937.75
Fund (89 ) Total ---->				.00	730544.47	.00	979054.08	.00	-979054.08
91	2010		Accounts Payable//2003 Bond Ref	-1270.00					
91	4542	3150	<*>RDA BOND REFI/Imp.Other/Bui/200	1270.00	750.00	.00	2020.00	.00	-2020.00
Fund (91 ) Total ---->				.00	750.00	.00	2020.00	.00	-2020.00

VENDOR I.D.: AMA02 (AMAZON BUSINESS)

Invoice No	Description	Invoice Date	Actual Fiscal	Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
1XXD6DK1X-	PW-WWTP-WECOLOR 100 PCS DISPOSABLE 3 PLY	09/20/21	10-21	A			19.46	.00	19.46
		10/20/21	04-22						
7DDV94N7V-	HR-DESK LAMP	09/27/21	10-21	A			27.14	.00	27.14
		10/27/21	04-22						
J76JXC6X-	ADM-OFFICE SUPPLIES	09/27/21	10-21	A			63.27	.00	63.27
		10/27/21	04-22						
KWHWD1QD6-	FINANCE-BINDERS	10/04/21	10-21	A			49.32	.00	49.32
		11/03/21	04-22						
LYVMPJTKY-	PD-SABRENT 16 HUB AND CHARGER	10/20/21	10-21	A			97.85	.00	97.85
		11/19/21	04-22						
MQPLCPJ1F-	PW-WWTP-SLICE TOASTER OVEN	09/24/21	10-21	A			108.58	.00	108.58
		10/24/21	04-22						
NC4R36Q33-	PW-WWTP-GAS PRESSURE WASHER	09/14/21	10-21	A			326.24	.00	326.24
		10/14/21	04-22						
QDF4NDY7-	PW-WWTP-10 GALLON COMMERCIAL OFFICE WASTEBASKET	09/19/21	10-21	A			269.62	.00	269.62
		10/19/21	04-22						
QDF4NDY7-C	PW-WWTP-EXPERT POWER 12V 5AH HOME ALARM BATTERY	09/19/21	10-21	A			-24.35	.00	-24.35
		10/19/21	04-22						
WGRR1PV3X-	PW-WWTP-GARDEN HOSE, EMERGENCY ROAP	09/21/21	10-21	A			104.19	.00	104.19
		10/21/21	04-22						
X7666GWHT-	PD-GUNHIDE, BATTERY CASE	09/27/21	10-21	A			65.60	.00	65.60
		10/27/21	04-22						
X7666GWHT-C	PD-GUNHIDE N87 PRO STEALTH	10/04/21	10-21	A			-28.64	.00	-28.64
		11/03/21	04-22						
** Vendor's Subtotal ----->							1078.28	.00	1078.28

VENDOR I.D.: ARA01 (ARAMARK UNIFORM SERVICES)

000284487-	PW-PARK AND REC-WET MOP,SCRAPPER MAT,DUST MOP	09/21/21	10-21	A			47.66	.00	47.66
		10/21/21	04-22						
000284488-	PW-WATER DEPT - UNIFORM SERVICES	09/21/21	10-21	A			15.90	.00	15.90
		10/21/21	04-22						
000284494-	PW-WASTE WATER-UNIFORM SERVICE	09/21/21	10-21	A			36.40	.00	36.40
		10/21/21	04-22						
000284497-	PW-STREETS-UNIFORM SERVICE	09/21/21	10-21	A			8.96	.00	8.96
		10/21/21	04-22						
000290049-	PW-PARK & REC-WET MOP,SCRAPPER MAT, DUST MOP	09/28/21	10-21	A			47.66	.00	47.66
		10/28/21	04-22						
000290052-	PW-WATER-UNIFORM SERVICES	09/28/21	10-21	A			15.90	.00	15.90
		10/28/21	04-22						
000290056-	PW-WASTE WATER-UNIFORM SERVICES	09/28/21	10-21	A			25.83	.00	25.83
		10/28/21	04-22						
000290057-	PW-STREETS-UNIFORM ALLOWANCE	09/28/21	10-21	A			8.96	.00	8.96
		10/28/21	04-22						
** Vendor's Subtotal ----->							207.27	.00	207.27

VENDOR I.D.: BIL01 (BILL SCOTT CONSULTANT)

009-	ADM-GENERAL PLANNING	09/30/21	10-21	A			4421.25	.00	4421.25
		10/30/21	04-22						
** Vendor's Subtotal ----->							4421.25	.00	4421.25

VENDOR I.D.: BRE02 (BRENNTAG PACIFIC, INC.)

BPI181449-	PW-WATER-L A CHEMCHLOR SOD HYPOCHL	09/21/21	10-21	A			961.25	.00	961.25
		10/21/21	04-22						
** Vendor's Subtotal ----->							961.25	.00	961.25

VENDOR I.D.: BUR04 (BURTON'S FIRE, INC.)

S54119-C	FIRE-ESP/SMP SHAFT & ROTORASSY	08/24/21	10-21	A			-303.68	.00	-303.68
		09/23/21	04-22						
** Vendor's Subtotal ----->							-303.68	.00	-303.68

\*\*\* NEGATIVE BALANCE - CHECK WON'T BE PRINTED FOR VENDOR BUR04 \*\*\*

VENDOR I.D.: CAR09 (CARDMEMBER SERVICE)

Invoice No	Description	Invoice	Actual	G/L	Account #	Gross	Discount	Net
		Due Date	Period					
1764-	PD-QUICK ID	09/23/21	10-21	A		40.45	.00	40.45
		10/23/21	04-22					
2574-	PD-ESTRELLA MEAR MARKET-DEPARTMENT MEETING	09/16/21	10-21	A		82.17	.00	82.17
		10/16/21	04-22					
4491-	FINANCE-DREAM HOST	09/18/21	10-21	A		13.99	.00	13.99
		10/18/21	04-22					
6473-	PD-SANTA MARIA WASH & LUUB-CHIEF CAR DETAIL	09/17/21	10-21	A		45.99	.00	45.99
		10/17/21	04-22					
7444-	PD-BODY CAMERA PC-MICROSOFT	09/20/21	10-21	A		99.00	.00	99.00
		10/20/21	04-22					
8589-	THE CORK AND PLOUGH-BUSINESS LUNCH KING CITY	09/22/21	10-21	A		74.22	.00	74.22
		10/22/21	04-22					
9959-	PD-MICHAELS CRAFTS-SUPPLIES FOR AWARD PRESENTATION	09/27/21	10-21	A		63.04	.00	63.04
		10/27/21	04-22					
5851A-	PD-TECHNICAL AIDE UNIFORM	09/10/21	10-21	A		125.06	.00	125.06
		10/10/21	04-22					
** Vendor's Subtotal ----->						543.92	.00	543.92

VENDOR I.D.: CAS07 (CASSIA LANDSCAPE)

092132-	PW-LANDSCAPE MAINTENANCE SEPT 2021	09/23/21	10-21	A		3782.00	.00	3782.00
		10/23/21	04-22					
** Vendor's Subtotal ----->						3782.00	.00	3782.00

VENDOR I.D.: CHA03 (CHARTER COMMUNICATIONS)

362091321-	PW-ACCOUNT#:8245 10 114 0008362	09/13/21	10-21	A		144.97	.00	144.97
		10/13/21	04-22					
972091721-	PW-918 OBISPO ST -FIBER	09/17/21	10-21	A		649.00	.00	649.00
		10/17/21	04-22					
** Vendor's Subtotal ----->						793.97	.00	793.97

VENDOR I.D.: CIT08 (CITY OF GUADALUPE (FINANC))

100621-	FINANCE-UTILITY BILLS	10/20/21	10-21	A		16642.38	.00	16642.38
		11/19/21	04-22					
** Vendor's Subtotal ----->						16642.38	.00	16642.38

VENDOR I.D.: CIT12 (CITY OF SANTA MARIA)

86022-	PD-MDC SERVICES - AUGUST 2021	09/13/21	10-21	A		1026.06	.00	1026.06
		10/13/21	04-22					
86023-	PD-DISPATCH SERVICES GUAD	09/13/21	10-21	A		6134.25	.00	6134.25
		10/13/21	04-22					
99389-	PW-LANDFILL BILLING - AUGUST 2021	09/09/21	10-21	A		40.84	.00	40.84
		10/09/21	04-22					
** Vendor's Subtotal ----->						7201.15	.00	7201.15

VENDOR I.D.: CLA01 (CLARK PEST CONTROL OF STOCKTON, INC.)

091421-	PW-PEST AWAY SERVICE	09/14/21	10-21	A		315.00	.00	315.00
		10/14/21	04-22					
** Vendor's Subtotal ----->						315.00	.00	315.00

VENDOR I.D.: CLA02 (CLAY'S SEPTIC & JETTING, INC.)

71990-	PW-WWTP-REMOVED MAN HOLE AT 11TH	09/23/21	10-21	A		1857.36	.00	1857.36
		10/23/21	04-22					
72006-	PW-WWTP-SEPTIC & JETTING INC	09/18/21	10-21	A		1636.14	.00	1636.14
		10/18/21	04-22					
** Vendor's Subtotal ----->						3493.50	.00	3493.50

VENDOR I.D.: COR01 (CORBIN WILLITS SYSTEM CORP)

Invoice No	Description	Invoice Date	Actual Period	G/L Account #	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
00C109151-	ADM-ENHANCEMENT AND SERVICE FEE	09/15/21	10-21	A		628.89	.00	628.89
		10/15/21	04-22					
** Vendor's Subtotal ----->						628.89	.00	628.89

VENDOR I.D.: CRA01 (CRANDALL CONSTRUCTION)

4564-	PW-WATER-PIPE REPLACEMENT	10/04/21	10-21	A		6850.00	.00	6850.00
		11/03/21	04-22					
** Vendor's Subtotal ----->						6850.00	.00	6850.00

VENDOR I.D.: DEP09 (DEPARTMENT OF JUSTICE)

534770-	PD-BLOOD ALCOHOL ANALYSIS	09/08/21	10-21	A		35.00	.00	35.00
		10/08/21	04-22					
** Vendor's Subtotal ----->						35.00	.00	35.00

VENDOR I.D.: EMC01 (EMC PLANNING GROUP INC.)

21-348-	ADM-EMC PLANNING GROUP INC	08/31/21	10-21	A		20260.66	.00	20260.66
		09/30/21	04-22					
** Vendor's Subtotal ----->						20260.66	.00	20260.66

VENDOR I.D.: ERN01 (ERNEST PACKAGING SOLUTIONS INC.)

90424458-	PW-CAN LINER 38X58 2MIL LD BLK 55GAL STOCK	08/30/21	10-21	A		698.33	.00	698.33
		09/29/21	04-22					
** Vendor's Subtotal ----->						698.33	.00	698.33

VENDOR I.D.: EWI01 (EWING CORP.)

15115291-	PW-EMP 50LB KING TALL FESCUE, L/P CAUTION TAPE 3IN	09/01/21	10-21	A		132.08	.00	132.08
		10/01/21	04-22					
** Vendor's Subtotal ----->						132.08	.00	132.08

VENDOR I.D.: FED01 (FEDERAL EXPRESS CORP.)

751108073-	HR-SHIPMENTS (2)	09/24/21	10-21	A		339.15	.00	339.15
		10/24/21	04-22					
** Vendor's Subtotal ----->						339.15	.00	339.15

VENDOR I.D.: FIR03 (FIRST AMERICAN TITLE COMPANY)

718113368-	ADM-836 GUADALUPE ST	07/26/21	10-21	A		750.00	.00	750.00
		08/25/21	04-22					
** Vendor's Subtotal ----->						750.00	.00	750.00

VENDOR I.D.: GRE01 (MARK GREEN)

17-	ADM-PLAN CHECKS SERVICES-SEPT 2021	09/30/21	10-21	A		1690.00	.00	1690.00
		10/30/21	04-22					
** Vendor's Subtotal ----->						1690.00	.00	1690.00

VENDOR I.D.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

VENDOR I.D.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

Invoice No	Description	Invoice	Actual	G/L	Account #	Gross	Discount	Net
		Date	Period					
51398-	PW-STREETS-GLASS CLEANER FRESH 19OZ	09/20/21	10-21	A		57.64	.00	57.64
		10/20/21	04-22					
51539-	PW-WATER-BLEACH HE REGULAR GL	09/21/21	10-21	A		4.34	.00	4.34
		10/21/21	04-22					
51555-	PW-STREETS-4'' PRO SOLTNS WVN MINI ROL 1/4	09/21/21	10-21	A		33.76	.00	33.76
		10/21/21	04-22					
51572-	PW-WATER-MOD ALK EN WHITE GALLON	09/21/21	10-21	A		57.62	.00	57.62
		10/21/21	04-22					
51594-	PW-STREETS-CFL BULB 1600 LM	09/21/21	10-21	A		34.71	.00	34.71
		10/21/21	04-22					
51731-	PW-WATER-TOWEL C-FOLD WHT CS9PK	09/22/21	10-21	A		53.28	.00	53.28
		10/22/21	04-22					
51739-	PW-WATER-PRO SFTY YEL GAL VOC	09/22/21	10-21	A		67.96	.00	67.96
		10/22/21	04-22					
51749-	PW-STREETS-1/2 -13 X 1 1/2 HEX BOLT GR 5 Z	09/22/21	10-21	A		46.09	.00	46.09
		10/22/21	04-22					
52013-	PW-WASTEWATER-2''HOSE SHANK COUPLER	09/24/21	10-21	A		27.54	.00	27.54
		10/24/21	04-22					
52015-	PD-GALV STEEL SHEET 24X12 26 GA	09/24/21	10-21	A		19.23	.00	19.23
		10/24/21	04-22					
52079-	PD-SPRAY PAINT GLS WHT 100Z	09/25/21	10-21	A		16.20	.00	16.20
		10/25/21	04-22					
52171-	PD-SPRYPNT TNT FLT WHT 100Z	09/27/21	10-21	A		23.79	.00	23.79
		10/27/21	04-22					
52184-	FIRE-3/8'' ID 5/8 OD CLEAR TUBING	09/27/21	10-21	A		440.58	.00	440.58
		10/27/21	04-22					
52238-	FIRE-1/2-13 X 3 1/2 HEX BOLT GR 5Z	09/27/21	10-21	A		6.92	.00	6.92
		10/27/21	04-22					
52242-	FIRE-1/2 X 1/2 FENDER WASHER Z	09/27/21	10-21	A		9.80	.00	9.80
		10/27/21	04-22					
52252-C	FD-1/4 SS TEE, 1/4 SSCAP	09/28/21	10-21	A		-32.22	.00	-32.22
		10/28/21	04-22					
52253-	FIRE-7/8 IN INS. CLAMP W/ 3/8 IN M	09/28/21	10-21	A		8.31	.00	8.31
		10/28/21	04-22					
52424-	PW-WWTP-1 1/2X3 1/2 GALV NIPPLE	09/29/21	10-21	A		25.16	.00	25.16
		10/29/21	04-22					
** Vendor's Subtotal ----->						900.71	.00	900.71

VENDOR I.D.: GWA01 (GREAT WESTERN ALARM & COMMUNICATION INC.)

01752101I-	PW-WATER-303 OBISPO ST	10/01/21	10-21	A		50.00	.00	50.00
		10/31/21	04-22					
** Vendor's Subtotal ----->						50.00	.00	50.00

VENDOR I.D.: HDL01 (HINDERLITER DE LLAMAS & ASSOCIATES)

SIN011720-	ADM-SALES TAX CONTRACT SERVICES	09/22/21	10-21	A		150.00	.00	150.00
		10/22/21	04-22					
** Vendor's Subtotal ----->						150.00	.00	150.00

VENDOR I.D.: HEN01 (EAGLE ENERGY, INC)

188300-	PW-WATER-FUEL CHARGES	09/30/21	10-21	A		259.25	.00	259.25
		10/30/21	04-22					
188301-	PW-WWTP-FUEL CHARGES	09/30/21	10-21	A		113.84	.00	113.84
		10/30/21	04-22					
188302-	PD-FUEL CHARGES	09/30/21	10-21	A		386.47	.00	386.47
		10/30/21	04-22					
188322-	PD-FUEL CHARGES	09/30/21	10-21	A		1328.93	.00	1328.93
		10/30/21	04-22					
** Vendor's Subtotal ----->						2088.49	.00	2088.49

VENDOR I.D.: ICO01 (ICONIX WATERWORKS (US) INC.)

116049025-	PW-WATER-8 DR 18 C900-16 CL235 BLUE PVC PIPE	09/20/21	10-21	A		1329.67	.00	1329.67
		10/20/21	04-22					
** Vendor's Subtotal ----->						1329.67	.00	1329.67

VENDOR I.D.: IMP01 (IMPULSE INTERNET SERVICES)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
73168-	PW-COMMUNICATIONS	09/10/21	10-21	A		1255.02	.00	1255.02
		10/10/21	04-22					
** Vendor's Subtotal ----->						1255.02	.00	1255.02

VENDOR I.D.: IND01 (INDUSTRIAL MEDICAL GROUP INC.)

111042-	HR-JUAN MONTERO-BASIC PHYSICAL EXAM	09/22/21	10-21	A		230.00	.00	230.00
		10/22/21	04-22					
** Vendor's Subtotal ----->						230.00	.00	230.00

VENDOR I.D.: INT01 (INTEGRITY PLANNING)

45-	ADM-GENERAL PLANNING	09/01/21	10-21	A		5261.25	.00	5261.25
		10/01/21	04-22					
** Vendor's Subtotal ----->						5261.25	.00	5261.25

VENDOR I.D.: J&E01 (J&E CLEANING)

42894-	ADM-AFTER EVENT CLEANING SERVICE - SEPT 7TH	09/15/21	10-21	A		200.00	.00	200.00
		10/15/21	04-22					
42945-	ADM-CLEANING SERVICES	09/28/21	10-21	A		1480.00	.00	1480.00
		10/28/21	04-22					
** Vendor's Subtotal ----->						1680.00	.00	1680.00

VENDOR I.D.: JJJ01 (J.J. LEON CONSTRUCTION)

092921-	BUILDING - REIMBURSEMENT OF DEPOSIT	09/29/21	10-21	A		92.00	.00	92.00
		10/29/21	04-22					
** Vendor's Subtotal ----->						92.00	.00	92.00

VENDOR I.D.: LUP01 (LUPE'S COMPANY)

092721-	BUILDING-ENCHROACHMENT PERMIT REIMBURSEMENT	09/27/21	10-21	A		507.00	.00	507.00
		10/27/21	04-22					
** Vendor's Subtotal ----->						507.00	.00	507.00

VENDOR I.D.: MAN01 (MANAGED HEALTH NETWORK COMPANY)

PRM066150-	HR-37 SUBSCRIBERS	10/01/21	10-21	A		77.33	.00	77.33
		10/31/21	04-22					
** Vendor's Subtotal ----->						77.33	.00	77.33

VENDOR I.D.: MIN02 (MINAGAR & ASSOCIATES INC)

886-	PW-TRAFFIC,CIVIL & SYSTEMS ENGINEERING SERVICES	09/12/21	10-21	A		9935.00	.00	9935.00
		10/12/21	04-22					
** Vendor's Subtotal ----->						9935.00	.00	9935.00

VENDOR I.D.: NUN01 (MICHAEL K. NUNLEY & ASSOCIATES, INC.)

9683-	PW-GUADALUPE WATER MASTER PLAN UPDATE 2021	09/25/21	10-21	A		3742.51	.00	3742.51
		10/25/21	04-22					
9684-	PW-GUAD EFFLUENT PS & SEWER MAIN	09/27/21	10-21	A		295.50	.00	295.50
		10/27/21	04-22					
** Vendor's Subtotal ----->						4038.01	.00	4038.01

VENDOR I.D.: OFF01 (OFFICE DEPOT CREDIT PLAN)

Invoice No	Description	Invoice	Actual	G/L Account #	Gross	Discount	Net
		Date	Period				
14868410-	PD-NEW COMPUTER FOR NEW BODY CAMERAS	08/30/21	10-21	A	1446.96	.00	1446.96
		09/29/21	04-22				
** Vendor's Subtotal ----->					1446.96	.00	1446.96

VENDOR I.D.: PER08 (LUCIANO PEREZ)

092921-	P&R-SECURITY DEPOSIT REIMBURSEMENT	09/29/21	10-21	A	550.00	.00	550.00
		10/29/21	04-22				
** Vendor's Subtotal ----->					550.00	.00	550.00

VENDOR I.D.: PRI02 (PRINTMASTERS DESIGN & PRINT)

20824-	ADM-BUSINESS CARDS FOR MAYOR JULIAN	09/20/21	10-21	A	97.82	.00	97.82
		10/20/21	04-22				
** Vendor's Subtotal ----->					97.82	.00	97.82

VENDOR I.D.: PUL01 (MARTHA PULIDO)

093021-	P&R-ADDITIONAL REFUND FOR RENTAL	09/30/21	10-21	A	540.00	.00	540.00
		10/30/21	04-22				
** Vendor's Subtotal ----->					540.00	.00	540.00

VENDOR I.D.: QUA01 (QUADIEN'T FINANCE USA, INC.)

091221-	ADM-POSTAGE	10/12/21	10-21	A	3239.33	.00	3239.33
		11/11/21	04-22				
** Vendor's Subtotal ----->					3239.33	.00	3239.33

VENDOR I.D.: QUI01 (QUILL CORPORATION)

19362113-	ADM-SONIA CDBG OFFICE SUPPLIES	09/08/21	10-21	A	90.51	.00	90.51
		10/08/21	04-22				
** Vendor's Subtotal ----->					90.51	.00	90.51

VENDOR I.D.: QUI08 (QUINCON INC.)

083121-	PW-LEROY PARK & COMMUNITY CENTER REHABILITATION	09/29/21	10-21	A	227953.45	.00	227953.45
		10/29/21	04-22				
** Vendor's Subtotal ----->					227953.45	.00	227953.45

VENDOR I.D.: REY01 (REYNA AUTO REPAIR)

4192-	PD-MOTOR OIL, FILTER	09/22/21	10-21	A	67.31	.00	67.31
		10/22/21	04-22				
4201-	PD-BATTERIES	09/28/21	10-21	A	215.43	.00	215.43
		10/28/21	04-22				
** Vendor's Subtotal ----->					282.74	.00	282.74

VENDOR I.D.: ROS04 (DAVID ROSE)

9-	ADM-MILEAGE FOR INSPECTIONS, BLDG INSP	10/01/21	10-21	A	3308.88	.00	3308.88
		10/31/21	04-22				
** Vendor's Subtotal ----->					3308.88	.00	3308.88

VENDOR I.D.: SAN02 (SANTA MARIA TIRE CORP)

Invoice No	Description	Invoice Date	Actual Period	G/L Tm	Account #	Gross Amount	Discount Amount	Net Amount
143111-	PD-2 TIRES UNIT 15-02	09/14/21	10-21	A		371.83	.00	371.83
		10/14/21	04-22					
143113-	PD-ONE TIRE - UNIT 15-01	09/14/21	10-21	A		185.91	.00	185.91
		10/14/21	04-22					
143114-	PD-3 TIRES UNIT 15 -3	09/14/21	10-21	A		557.73	.00	557.73
		10/14/21	04-22					
** Vendor's Subtotal ----->						1115.47	.00	1115.47

VENDOR I.D.: SAT01 (SATCOM GLOBAL FZE)

S10210834-	FIRE-IRIDIUM SIM CARD	10/04/21	10-21	A		85.50	.00	85.50
		11/03/21	04-22					
** Vendor's Subtotal ----->						85.50	.00	85.50

VENDOR I.D.: SOU01 (SOUTHERN CALIFORNIA GAS)

092421-	PW-4545 10TH ST	09/24/21	10-21	A		23.59	.00	23.59
		10/24/21	04-22					
** Vendor's Subtotal ----->						23.59	.00	23.59

VENDOR I.D.: STA02 (STATEWIDE TRAFFIC SAFETY & SIGNS INC)

090821-	PW-2'' BOLT BRACKET ASSEMBLY	09/08/21	10-21	A		71.22	.00	71.22
		10/08/21	04-22					
** Vendor's Subtotal ----->						71.22	.00	71.22

VENDOR I.D.: STA08 (STANLEY CONVERGENT SECURITY SOLUTION IN.)

001756036-	PW-WWTP-MAINTENANCE/MONITORING CHARGES	09/08/21	10-21	A		55.48	.00	55.48
		10/08/21	04-22					
001764383-	ADM-FINANCE OFFICE-ALARM -SEPT 2021	09/08/21	10-21	A		56.64	.00	56.64
		10/08/21	04-22					
001769535-	ADM-ALARM SERVICES - SEPT 2021	09/08/21	10-21	A		61.18	.00	61.18
		10/08/21	04-22					
001793306-	PW-WWTP-MAINTENANCE/MONITORING CHARGES -5125 MAIN	10/16/21	10-21	A		55.48	.00	55.48
		11/15/21	04-22					
001803673-	FINANCE-ALARM SYSTEM-OCT 2021	09/16/21	10-21	A		56.64	.00	56.64
		10/16/21	04-22					
001805847-	ADM-ALARM SYSTEM - OCT 2021	09/16/21	10-21	A		61.18	.00	61.18
		10/16/21	04-22					
** Vendor's Subtotal ----->						346.60	.00	346.60

VENDOR I.D.: STA11 (STAPLES CREDIT PLAN)

081721-	ADM-ADMIN OFFICE SUPPLIES	09/08/21	10-21	A		32.37	.00	32.37
		10/08/21	04-22					
** Vendor's Subtotal ----->						32.37	.00	32.37

VENDOR I.D.: THE07 (PHILIP F. SINCO)

10167-	ADM -PROFESSIONAL LEGAL SEVICES	10/03/21	10-21	A		8580.00	.00	8580.00
		11/02/21	04-22					
** Vendor's Subtotal ----->						8580.00	.00	8580.00

VENDOR I.D.: ULT01 (ULTREX)

3282971-	ADM-COPIES	06/30/21	10-21	A		477.78	.00	477.78
		07/30/21	04-22					
3343530-	AMD-COPIES	09/30/21	10-21	A		482.84	.00	482.84
		10/30/21	04-22					
** Vendor's Subtotal ----->						960.62	.00	960.62



VENDOR I.D.: UNI06 (UNION PACIFIC RAILROAD)

Invoice No	Description	Invoice	Actual	G/L Account #	Gross	Discount	Net
		Date	Period				
90110759-	PW-PROJECT #768556 ENG SERVICES	09/14/21	10-21	A	2618.75	.00	2618.75
		10/14/21	04-22				
** Vendor's Subtotal ----->					2618.75	.00	2618.75

VENDOR I.D.: VEL02 (FULGENCIA VELASCO)

092321-	F&R-SECUTIRY DEPOSIT REFUND	09/23/21	10-21	A	150.00	.00	150.00
		10/23/21	04-22				
** Vendor's Subtotal ----->					150.00	.00	150.00

VENDOR I.D.: VER05 (VERIZON WIRELESS)

887997669-	FIRE-COMMUNICATION	09/08/21	10-21	A	391.64	.00	391.64
		10/08/21	04-22				
888716199-	PW-MOBILE PHONES	09/18/21	10-21	A	476.15	.00	476.15
		10/18/21	04-22				
889038642-	PD-COMMUNICATION	10/14/21	10-21	A	299.99	.00	299.99
		11/13/21	04-22				
** Vendor's Subtotal ----->					1167.78	.00	1167.78

VENDOR I.D.: WIL03 (WILLDAN FINANCIAL SERVICES CORP.)

010-49153-	PW-ANNUAL ADMINISTRATION SERVICES FOR PASADERA	09/23/21	10-21	A	3300.00	.00	3300.00
		10/23/21	04-22				
** Vendor's Subtotal ----->					3300.00	.00	3300.00

VENDOR I.D.: ZIE01 (ZIERMAN PLUMBING INC)

15445-	PW-LAS LEAK UNDER FURNACE	09/01/21	10-21	A	286.50	.00	286.50
		10/01/21	04-22				
** Vendor's Subtotal ----->					286.50	.00	286.50

VENDOR I.D.: \D001 (MIKE DALLA COSTA )

000C11001-	MQ CUSTOMER REFUND FOR DAL0001	10/04/21	10-21	A	87.23	.00	87.23
		11/03/21	04-22				
** Vendor's Subtotal ----->					87.23	.00	87.23

VENDOR I.D.: \E003 (STEVE EDWARDS )

000C11001-	MQ CUSTOMER REFUND FOR EDW0006	10/04/21	10-21	A	12.58	.00	12.58
		11/03/21	04-22				
** Vendor's Subtotal ----->					12.58	.00	12.58

\*\* Payment Total -----> 354766.46 .00 354766.46

\*\* Report's Total -----> 354462.78 .00 354462.78

\*\* Total Vendors On This Report -----> 59

A NET30 FROM INVOICE

Invoice No	Description	Invoice	Actual	Tm	Discount	Gross	Discount	Net	
		Date	Period						G/L
Check #.: 834599 Check Date.: 10/13/21		Vendor I.D.: AMA02 (AMAZON BUSINESS)							
1XXD6DK1X-	PW-WWTP-WECOLOR 100 PCS DISPOSABLE 3 PLY	09/20/21	10-21	A		19.46	.00	19.46	
		10/13/21	04-22						
7DDV94N7V-	HR-DESK LAMP	09/27/21	10-21	A		27.14	.00	27.14	
		10/13/21	04-22						
J76JXC6X-	ADM-OFFICE SUPPLIES	09/27/21	10-21	A		63.27	.00	63.27	
		10/13/21	04-22						
KWHWD1QD6-	FINANCE-BINDERS	10/04/21	10-21	A		49.32	.00	49.32	
		10/13/21	04-22						
LYVMPJTKY-	PD-SABRENT 16 HUB AND CHARGER	10/20/21	10-21	A		97.85	.00	97.85	
		10/13/21	04-22						
MQPLCPJ1F-	PW-WWTP-SLICE TOASTER OVEN	09/24/21	10-21	A		108.58	.00	108.58	
		10/13/21	04-22						
NC4R36Q33-	PW-WWTP-GAS PRESSURE WASHER	09/14/21	10-21	A		326.24	.00	326.24	
		10/13/21	04-22						
QDF4NDY7-	PW-WWTP-10 GALLON COMMERICAL OFFICE WASTEBASKET	09/19/21	10-21	A		269.62	.00	269.62	
		10/13/21	04-22						
QDF4NDY7-C	PW-WWTP-EXPERT POWER 12V 5AH HOME ALARM BATTERY	09/19/21	10-21	A		-24.35	.00	-24.35	
		10/13/21	04-22						
WGRR1PV3X-	PW-WWTP-GARDEN HOSE, EMERGENCY ROAP	09/21/21	10-21	A		104.19	.00	104.19	
		10/13/21	04-22						
X7666GWHT-	PD-GUNHIDE,BATTERY CASE	09/27/21	10-21	A		65.60	.00	65.60	
		10/13/21	04-22						
X7666GWHT-C	PD-GUNHIDE N87 PRO STEALTH	10/04/21	10-21	A		-28.64	.00	-28.64	
		10/13/21	04-22						
** Vendor's Subtotal ----->						1078.28	.00	1078.28	
Check #.: 834600 Check Date.: 10/13/21		Vendor I.D.: ARA01 (ARAMARK UNIFORM SERVICES)							
000284487-	PW-PARK AND REC-WET MOP,SCRAPPER MAT,DUST MOP	09/21/21	10-21	A		47.66	.00	47.66	
		10/13/21	04-22						
000284488-	PW-WATER DEPT - UNIFORM SERVICES	09/21/21	10-21	A		15.90	.00	15.90	
		10/13/21	04-22						
000284494-	PW-WASTE WATER-UNIFORM SERVICE	09/21/21	10-21	A		36.40	.00	36.40	
		10/13/21	04-22						
000284497-	PW-STREETS-UNIFORM SERVICE	09/21/21	10-21	A		8.96	.00	8.96	
		10/13/21	04-22						
000290049-	PW-PARK & REC-WET MOP,SCRAPPER MAT, DUST MOP	09/28/21	10-21	A		47.66	.00	47.66	
		10/13/21	04-22						
000290052-	PW-WATER-UNIFORM SERVICES	09/28/21	10-21	A		15.90	.00	15.90	
		10/13/21	04-22						
000290056-	PW-WASTE WATER-UNIFORM SERVICES	09/28/21	10-21	A		25.83	.00	25.83	
		10/13/21	04-22						
000290057-	PW-STREETS-UNIFORM ALLOWANCE	09/28/21	10-21	A		8.96	.00	8.96	
		10/13/21	04-22						
** Vendor's Subtotal ----->						207.27	.00	207.27	
Check #.: 834601 Check Date.: 10/13/21		Vendor I.D.: BIL01 (BILL SCOTT CONSULTANT)							
009-	ADM-GENERAL PLANNING	09/30/21	10-21	A		4421.25	.00	4421.25	
		10/13/21	04-22						
Check #.: 834602 Check Date.: 10/13/21		Vendor I.D.: BRE02 (BRENNTAG PACIFIC, INC.)							
BPI181449-	PW-WATER-L A CHEMCHLOR SOD HYPOCHL	09/21/21	10-21	A		961.25	.00	961.25	
		10/13/21	04-22						
Check #.: 834603 Check Date.: 10/13/21		Vendor I.D.: CAR09 (CARDMEMBER SERVICE)							
1764-	PD-QUICK ID	09/23/21	10-21	A		40.45	.00	40.45	
		10/13/21	04-22						
2574-	PD-ESTRELLA MEAR MARKET-DEPARTMENT MEETING	09/16/21	10-21	A		82.17	.00	82.17	
		10/13/21	04-22						
4491-	FINANCE-DREAM HOST	09/18/21	10-21	A		13.99	.00	13.99	
		10/13/21	04-22						
6473-	PD-SANTA MARIA WASH & LUUB-CHIEF CAR DETAIL	09/17/21	10-21	A		45.99	.00	45.99	
		10/13/21	04-22						
7444-	PD-BODY CAMERA PC-MICROSOFT	09/20/21	10-21	A		99.00	.00	99.00	
		10/13/21	04-22						
8589-	THE CORK AND PLOUGH-BUSINESS LUNCH KING CITY	09/22/21	10-21	A		74.22	.00	74.22	
		10/13/21	04-22						
9959-	PD-MICHAELS CRAFTS-SUPPLIES FOR AWARD PRESENTATION	09/27/21	10-21	A		63.04	.00	63.04	
		10/13/21	04-22						
5851A-	PD-TECHNICAL AIDE UNIFORM	09/10/21	10-21	A		125.06	.00	125.06	
		10/13/21	04-22						
** Vendor's Subtotal ----->						543.92	.00	543.92	

Invoice No	Description	Invoice	Actual	G/L	Discount	Gross	Discount	Net
		Date	Period					
		Due Date	Fiscal	Tm				
Check #: 834604 Check Date.: 10/13/21		Vendor I.D.: CAS07 (CASSIA LANDSCAPE)						
092132-	PW-LANDSCAPE MAINTENANCE SEPT 2021	09/23/21 10/13/21	10-21 04-22	A		3782.00	.00	3782.00
Check #: 834605 Check Date.: 10/13/21		Vendor I.D.: CHA03 (CHARTER COMMUNICATIONS)						
362091321-	PW-ACCOUNT#:8245 10 114 0008362	09/13/21 10/13/21	10-21 04-22	A		144.97	.00	144.97
972091721-	PW-918 OBISPO ST -FIBER	09/17/21 10/13/21	10-21 04-22	A		649.00	.00	649.00
** Vendor's Subtotal ----->						793.97	.00	793.97
Check #: 834606 Check Date.: 10/13/21		Vendor I.D.: CIT08 (CITY OF GUADALUPE (FINANC))						
100621-	FINANCE-UTILITY BILLS	10/20/21 10/13/21	10-21 04-22	A		16642.38	.00	16642.38
Check #: 834607 Check Date.: 10/13/21		Vendor I.D.: CIT12 (CITY OF SANTA MARIA)						
86022-	PD-MDC SERVICES - AUGUST 2021	09/13/21 10/13/21	10-21 04-22	A		1026.06	.00	1026.06
86023-	PD-DISPATCH SERVICES GUAD	09/13/21 10/13/21	10-21 04-22	A		6134.25	.00	6134.25
99389-	PW-LANDFILL BILLING - AUGUST 2021	09/09/21 10/13/21	10-21 04-22	A		40.84	.00	40.84
** Vendor's Subtotal ----->						7201.15	.00	7201.15
Check #: 834608 Check Date.: 10/13/21		Vendor I.D.: CLA01 (CLARK PEST CONTROL OF STOCKTON, INC.)						
091421-	PW-PEST AWAY SERVICE	09/14/21 10/13/21	10-21 04-22	A		315.00	.00	315.00
Check #: 834609 Check Date.: 10/13/21		Vendor I.D.: CLA02 (CLAY'S SEPTIC & JETTING, INC.)						
71990-	PW-WWTP-REMOVED MAN HOLE AT 11TH	09/23/21 10/13/21	10-21 04-22	A		1857.36	.00	1857.36
72006-	PW-WWTP-SEPTIC & JETTING INC	09/18/21 10/13/21	10-21 04-22	A		1636.14	.00	1636.14
** Vendor's Subtotal ----->						3493.50	.00	3493.50
Check #: 834610 Check Date.: 10/13/21		Vendor I.D.: COR01 (CORBIN WILLITS SYSTEM CORP)						
00C109151-	ADM-ENHANCEMENT AND SERVICE FEE	09/15/21 10/13/21	10-21 04-22	A		628.89	.00	628.89
Check #: 834611 Check Date.: 10/13/21		Vendor I.D.: CRA01 (CRANDALL CONSTRUCTION)						
4564-	PW-WATER-PIPE REPLACEMENT	10/04/21 10/13/21	10-21 04-22	A		6850.00	.00	6850.00
Check #: 834612 Check Date.: 10/13/21		Vendor I.D.: DEP09 (DEPARTMENT OF JUSTICE)						
534770-	PD-BLOOD ALCOHOL ANALYSIS	09/08/21 10/13/21	10-21 04-22	A		35.00	.00	35.00
Check #: 834613 Check Date.: 10/13/21		Vendor I.D.: EMC01 (EMC PLANNING GROUP INC.)						
21-348-	ADM-EMC PLANNING GROUP INC	08/31/21 10/13/21	10-21 04-22	A		20260.66	.00	20260.66

Invoice No	Description	Invoice	Actual	Tm	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount
		Date	Period						
Check #: 834614 Check Date.: 10/13/21 Vendor I.D.: ERN01 (ERNEST PACKAGING SOLUTIONS INC.)									
90424458-	PW-CAN LINER 38X58 2MIL LD BLK 55GAL STOCK	08/30/21 10/13/21	10-21 04-22	A			698.33	.00	698.33
Check #: 834615 Check Date.: 10/13/21 Vendor I.D.: EWI01 (EWING CORP.)									
15115291-	PW-EMP 50LB KING TALL FESCUE, L/P CAUTION TAPE 3IN	09/01/21 10/13/21	10-21 04-22	A			132.08	.00	132.08
Check #: 834616 Check Date.: 10/13/21 Vendor I.D.: FED01 (FEDERAL EXPRESS CORP.)									
751108073-	HR-SHIPMENTS (2)	09/24/21 10/13/21	10-21 04-22	A			339.15	.00	339.15
Check #: 834617 Check Date.: 10/13/21 Vendor I.D.: FIR03 (FIRST AMERICAN TITLE COMPANY)									
718113368-	ADM-836 GUADALUPE ST	07/26/21 10/13/21	10-21 04-22	A			750.00	.00	750.00
Check #: 834618 Check Date.: 10/13/21 Vendor I.D.: GRE01 (MARK GREEN)									
17-	ADM-PLAN CHECKS SERVICES-SEPT 2021	09/30/21 10/13/21	10-21 04-22	A			1690.00	.00	1690.00
Check #: 834619 Check Date.: 10/13/21 This Check IS *** VOID ***									
Check #: 834620 Check Date.: 10/13/21 Vendor I.D.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)									
51398-	PW-STREETS-GLASS CLEANER FRESH 190Z	09/20/21 10/13/21	10-21 04-22	A			57.64	.00	57.64
51539-	PW-WATER-BLEACH HE REGULAR GL	09/21/21 10/13/21	10-21 04-22	A			4.34	.00	4.34
51555-	PW-STREETS-4'' PRO SOLTNS WVN MINI ROL 1/4	09/21/21 10/13/21	10-21 04-22	A			33.76	.00	33.76
51572-	PW-WATER-MOD ALK EN WHITE GALLON	09/21/21 10/13/21	10-21 04-22	A			57.62	.00	57.62
51594-	PW-STREETS-CFL BULB 1600 LM	09/21/21 10/13/21	10-21 04-22	A			34.71	.00	34.71
51731-	PW-WATER-TOWEL C-FOLD WHT CS9PK	09/22/21 10/13/21	10-21 04-22	A			53.28	.00	53.28
51739-	PW-WATER-PRO SFTY YEL GAL VOC	09/22/21 10/13/21	10-21 04-22	A			67.96	.00	67.96
51749-	PW-STREETS-1/2 -13 X 1 1/2 HEX BOLT GR 5 Z	09/22/21 10/13/21	10-21 04-22	A			46.09	.00	46.09
52013-	PW-WASTEWATER-2''HOSE SHANK COUPLER	09/24/21 10/13/21	10-21 04-22	A			27.54	.00	27.54
52015-	PD-GALV STEEL SHEET 24X12 26 GA	09/24/21 10/13/21	10-21 04-22	A			19.23	.00	19.23
52079-	PD-SPRAY PAINT GLS WHT 100Z	09/25/21 10/13/21	10-21 04-22	A			16.20	.00	16.20
52171-	PD-SPRYPNT TNT FLT WHT 100Z	09/27/21 10/13/21	10-21 04-22	A			23.79	.00	23.79
52184-	FIRE-3/8'' ID 5/8 OD CLEAR TUBING	09/27/21 10/13/21	10-21 04-22	A			440.58	.00	440.58
52238-	FIRE-1/2-13 X 3 1/2 HEX BOLT GR 5Z	09/27/21 10/13/21	10-21 04-22	A			6.92	.00	6.92
52242-	FIRE-1/2 X 1/2 FENDER WASHER Z	09/27/21 10/13/21	10-21 04-22	A			9.80	.00	9.80
52252-C	FD-1/4 SS TEE, 1/4 SSCAP	09/28/21 10/13/21	10-21 04-22	A			-32.22	.00	-32.22
52253-	FIRE-7/8 IN INS. CLAMP W/ 3/8 IN M	09/28/21 10/13/21	10-21 04-22	A			8.31	.00	8.31
52424-	PW-WWTP-1 1/2X3 1/2 GALV NIPPLE	09/29/21 10/13/21	10-21 04-22	A			25.16	.00	25.16
** Vendor's Subtotal ----->							900.71	.00	900.71

Invoice No	Description	Invoice Date		Actual Period		Tm	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount	
		Due Date	Fiscal	Fiscal	Period							
Check #: 834621 Check Date.: 10/13/21 Vendor I.D.: GWA01 (GREAT WESTERN ALARM & COMMUNICATION INC.)												
01752101I-	PW-WATER-303 OBISPO ST	10/01/21	10-21	10/13/21	04-22	A			50.00	.00	50.00	
Check #: 834622 Check Date.: 10/13/21 Vendor I.D.: HDL01 (HINDERLITER DE LLAMAS & ASSOCIATES)												
SIN011720-	ADM-SALES TAX CONTRACT SERVICES	09/22/21	10-21	10/13/21	04-22	A			150.00	.00	150.00	
Check #: 834623 Check Date.: 10/13/21 Vendor I.D.: HEN01 (EAGLE ENERGY, INC)												
188300-	PW-WATER-FUEL CHARGES	09/30/21	10-21	10/13/21	04-22	A			259.25	.00	259.25	
188301-	PW-WWTP-FUEL CHARGES	09/30/21	10-21	10/13/21	04-22	A			113.84	.00	113.84	
188302-	PD-FUEL CHARGES	09/30/21	10-21	10/13/21	04-22	A			386.47	.00	386.47	
188322-	PD-FUEL CHARGES	09/30/21	10-21	10/13/21	04-22	A			1328.93	.00	1328.93	
									** Vendor's Subtotal ----->	2088.49	.00	2088.49
Check #: 834624 Check Date.: 10/13/21 Vendor I.D.: ICO01 (ICONIX WATERWORKS (US) INC.)												
116049025-	PW-WATER-8 DR 18 C900-16 CL235 BLUE PVC PIPE	09/20/21	10-21	10/13/21	04-22	A			1329.67	.00	1329.67	
Check #: 834625 Check Date.: 10/13/21 Vendor I.D.: IMP01 (IMPULSE INTERNET SERVICES)												
73168-	PW-COMMUNICATIONS	09/10/21	10-21	10/13/21	04-22	A			1255.02	.00	1255.02	
Check #: 834626 Check Date.: 10/13/21 Vendor I.D.: IND01 (INDUSTRIAL MEDICAL GROUP INC.)												
111042-	HR-JUAN MONTERO-BASIC PHYSICAL EXAM	09/22/21	10-21	10/13/21	04-22	A			230.00	.00	230.00	
Check #: 834627 Check Date.: 10/13/21 Vendor I.D.: INT01 (INTEGRITY PLANNING)												
45-	ADM-GENERAL PLANNING	09/01/21	10-21	10/13/21	04-22	A			5261.25	.00	5261.25	
Check #: 834628 Check Date.: 10/13/21 Vendor I.D.: J&E01 (J&E CLEANING)												
42894-	ADM-AFTER EVENT CLEANING SERVICE - SEPT 7TH	09/15/21	10-21	10/13/21	04-22	A			200.00	.00	200.00	
42945-	ADM-CLEANING SERVICES	09/28/21	10-21	10/13/21	04-22	A			1480.00	.00	1480.00	
									** Vendor's Subtotal ----->	1680.00	.00	1680.00
Check #: 834629 Check Date.: 10/13/21 Vendor I.D.: JJL01 (J.J. LEON CONSTRUCTION)												
092921-	BUILDING - REIMBURSEMENT OF DEPOSIT	09/29/21	10-21	10/13/21	04-22	A			92.00	.00	92.00	
Check #: 834630 Check Date.: 10/13/21 Vendor I.D.: LUP01 (LUPE'S COMPANY)												
092721-	BUILDING-ENCHROACHMENT PERMIT REIMBURSEMENT	09/27/21	10-21	10/13/21	04-22	A			507.00	.00	507.00	
Check #: 834631 Check Date.: 10/13/21 Vendor I.D.: MAN01 (MANAGED HEALTH NETWORK COMPANY)												
PRM066150-	HR-37 SUBSCRIBERS	10/01/21	10-21	10/13/21	04-22	A			77.33	.00	77.33	

Invoice No	Description	Invoice	Actual	G/L	Discount	Gross	Discount	Net
		Date	Period					
		Due Date	Fiscal	Tm				
Check #.: 834632 Check Date.: 10/13/21		Vendor I.D.: MIN02 (MINAGAR & ASSOCIATES INC)						
886-	PW-TRAFFIC,CIVIL & SYSTEMS ENGINEERING SERVICES	09/12/21 10/13/21	10-21 04-22	A		9935.00	.00	9935.00
Check #.: 834633 Check Date.: 10/13/21		Vendor I.D.: NUN01 (MICHAEL K. NUNLEY & ASSOCIATES, INC.)						
9683-	PW-GUADALUPE WATER MASTER PLAN UPDATE 2021	09/25/21 10/13/21	10-21 04-22	A		3742.51	.00	3742.51
9684-	PW-GUAD EFFLUENT PS & SEWER MAIN	09/27/21 10/13/21	10-21 04-22	A		295.50	.00	295.50
** Vendor's Subtotal ----->						4038.01	.00	4038.01
Check #.: 834634 Check Date.: 10/13/21		Vendor I.D.: OFF01 (OFFICE DEPOT CREDIT PLAN)						
14868410-	PD-NEW COMPUTER FOR NEW BODY CAMERAS	08/30/21 10/13/21	10-21 04-22	A		1446.96	.00	1446.96
Check #.: 834635 Check Date.: 10/13/21		Vendor I.D.: PER08 (LUCIANO PEREZ)						
092921-	P&R-SECURITY DEPOSIT REIMBURSEMENT	09/29/21 10/13/21	10-21 04-22	A		550.00	.00	550.00
Check #.: 834636 Check Date.: 10/13/21		Vendor I.D.: PRI02 (PRINTMASTERS DESIGN & PRINT)						
20824-	ADM-BUSINESS CARDS FOR MAYOR JULIAN	09/20/21 10/13/21	10-21 04-22	A		97.82	.00	97.82
Check #.: 834637 Check Date.: 10/13/21		Vendor I.D.: PUL01 (MARTHA PULIDO)						
093021-	P&R-ADDITIONAL REFUND FOR RENTAL	09/30/21 10/13/21	10-21 04-22	A		540.00	.00	540.00
Check #.: 834638 Check Date.: 10/13/21		Vendor I.D.: QUA01 (QUADIENT FINANCE USA, INC.)						
091221-	ADM-POSTAGE	10/12/21 10/13/21	10-21 04-22	A		3239.33	.00	3239.33
Check #.: 834639 Check Date.: 10/13/21		Vendor I.D.: QUI01 (QUILL CORPORATION)						
19362113-	ADM-SONIA CDBG OFFICE SUPPLIES	09/08/21 10/13/21	10-21 04-22	A		90.51	.00	90.51
Check #.: 834640 Check Date.: 10/13/21		Vendor I.D.: QUI08 (QUINCON INC.)						
083121-	PW-LEROY PARK & COMMUNITY CENTER REHABILITATION	09/29/21 10/13/21	10-21 04-22	A		227953.45	.00	227953.45
Check #.: 834641 Check Date.: 10/13/21		Vendor I.D.: REY01 (REYNA AUTO REPAIR)						
4192-	PD-MOTOR OIL, FILTER	09/22/21 10/13/21	10-21 04-22	A		67.31	.00	67.31
4201-	PD-BATTERIES	09/28/21 10/13/21	10-21 04-22	A		215.43	.00	215.43
** Vendor's Subtotal ----->						282.74	.00	282.74
Check #.: 834642 Check Date.: 10/13/21		Vendor I.D.: ROS04 (DAVID ROSE)						
9-	ADM-MILEAGE FOR INSPECTIONS, BLDG INSP	10/01/21 10/13/21	10-21 04-22	A		3308.88	.00	3308.88

Invoice No	Description	Invoice	Actual	Tm	Discount	Gross	Discount	Net	
		Date	Period						G/L
Check #: 834643 Check Date.: 10/13/21		Vendor I.D.: SAN02 (SANTA MARIA TIRE CORP)							
143111-	PD-2 TIRES UNIT 15-02	09/14/21	10-21	A		371.83	.00	371.83	
		10/13/21	04-22						
143113-	PD-ONE TIRE - UNIT 15-01	09/14/21	10-21	A		185.91	.00	185.91	
		10/13/21	04-22						
143114-	PD-3 TIRES UNIT 15 -3	09/14/21	10-21	A		557.73	.00	557.73	
		10/13/21	04-22						
** Vendor's Subtotal ----->						1115.47	.00	1115.47	
Check #: 834644 Check Date.: 10/13/21		Vendor I.D.: SAT01 (SATCOM GLOBAL FZE)							
S10210834-	FIRE-IRIDIUM SIM CARD	10/04/21	10-21	A		85.50	.00	85.50	
		10/13/21	04-22						
Check #: 834645 Check Date.: 10/13/21		Vendor I.D.: SOU01 (SOUTHERN CALIFORNIA GAS)							
092421-	PW-4545 10TH ST	09/24/21	10-21	A		23.59	.00	23.59	
		10/13/21	04-22						
Check #: 834646 Check Date.: 10/13/21		Vendor I.D.: STA02 (STATEWIDE TRAFFIC SAFETY & SIGNS INC)							
090821-	PW-2'' BOLT BRACKET ASSEMBLY	09/08/21	10-21	A		71.22	.00	71.22	
		10/13/21	04-22						
Check #: 834647 Check Date.: 10/13/21		Vendor I.D.: STA08 (STANLEY CONVERGENT SECURITY SOLUTION IN.)							
001756036-	PW-WWTP-MAINTENANCE/MONITORING CHARGES	09/08/21	10-21	A		55.48	.00	55.48	
		10/13/21	04-22						
001764383-	ADM-FINANCE OFFICE-ALARM -SEPT 2021	09/08/21	10-21	A		56.64	.00	56.64	
		10/13/21	04-22						
001769535-	ADM-ALARM SERVICES - SEPT 2021	09/08/21	10-21	A		61.18	.00	61.18	
		10/13/21	04-22						
001793306-	PW-WWTP-MAINTENANCE/MONITORING CHARGES -5125 MAIN	10/16/21	10-21	A		55.48	.00	55.48	
		10/13/21	04-22						
001803673-	FINANCE-ALARM SYSTEM-OCT 2021	09/16/21	10-21	A		56.64	.00	56.64	
		10/13/21	04-22						
001805847-	ADM-ALARM SYSTEM - OCT 2021	09/16/21	10-21	A		61.18	.00	61.18	
		10/13/21	04-22						
** Vendor's Subtotal ----->						346.60	.00	346.60	
Check #: 834648 Check Date.: 10/13/21		Vendor I.D.: STA11 (STAPLES CREDIT PLAN)							
081721-	ADM-ADMIN OFFICE SUPPLIES	09/08/21	10-21	A		32.37	.00	32.37	
		10/13/21	04-22						
Check #: 834649 Check Date.: 10/13/21		Vendor I.D.: THE07 (PHILIP F. SINCO)							
10167-	ADM -PROFESSIONAL LEGAL SEVICES	10/03/21	10-21	A		8580.00	.00	8580.00	
		10/13/21	04-22						
Check #: 834650 Check Date.: 10/13/21		Vendor I.D.: ULT01 (ULTREX)							
3282971-	ADM-COPIES	06/30/21	10-21	A		477.78	.00	477.78	
		10/13/21	04-22						
3343530-	AMD-COPIES	09/30/21	10-21	A		482.84	.00	482.84	
		10/13/21	04-22						
** Vendor's Subtotal ----->						960.62	.00	960.62	
Check #: 834651 Check Date.: 10/13/21		Vendor I.D.: UNI06 (UNION PACIFIC RAILROAD)							
90110759-	PW-PROJECT #768556 ENG SERVICES	09/14/21	10-21	A		2618.75	.00	2618.75	
		10/13/21	04-22						

Invoice No	Description	Invoice	Actual	Tm	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Date	Period					
Check #.: 834652 Check Date.: 10/13/21		Vendor I.D.: VEL02 (FULGENCIA VELASCO)						
092321-	P&R-SECUTIRY DEPOSIT REFUND	09/23/21 10/13/21	10-21 04-22	A		150.00	.00	150.00
Check #.: 834653 Check Date.: 10/13/21		Vendor I.D.: VER05 (VERIZON WIRELESS)						
887997669-	FIRE-COMMUNICATION	09/08/21 10/13/21	10-21 04-22	A		391.64	.00	391.64
888716199-	PW-MOBILE PHONES	09/18/21 10/13/21	10-21 04-22	A		476.15	.00	476.15
889038642-	PD-COMMUNICATION	10/14/21 10/13/21	10-21 04-22	A		299.99	.00	299.99
** Vendor's Subtotal ----->						1167.78	.00	1167.78
Check #.: 834654 Check Date.: 10/13/21		Vendor I.D.: WIL03 (WILLDAN FINANCIAL SERVICES CORP.)						
010-49153-	PW-ANNUAL ADMINISTRAION SERVICES FOR PASADERA	09/23/21 10/13/21	10-21 04-22	A		3300.00	.00	3300.00
Check #.: 834655 Check Date.: 10/13/21		Vendor I.D.: ZIE01 (ZIERMAN PLUMBING INC)						
15445-	PW-LAS LEAK UNDER FURNACE	09/01/21 10/13/21	10-21 04-22	A		286.50	.00	286.50
Check #.: 834656 Check Date.: 10/13/21		Vendor I.D.: \D001 (MIKE DALLA COSTA )						
000C11001-	MQ CUSTOMER REFUND FOR DAL0001	10/04/21 10/13/21	10-21 04-22	A		87.23	.00	87.23
Check #.: 834657 Check Date.: 10/13/21		Vendor I.D.: \E003 (STEVE EDWARDS )						
000C11001-	MQ CUSTOMER REFUND FOR EDW0006	10/04/21 10/13/21	10-21 04-22	A		12.58	.00	12.58
** Total Checks Paid ----->						354766.46	.00	354766.46



REPORT.: Oct 13 21 Wednesday  
 RUN....: Oct 07 21 Time: 09:03  
 Run By.: Veronica Fabian

City of Guadalupe  
 Automatic Check Listing/Update  
 General Ledger Accounts Summary for October 13, 2021  
 Accounting Period is October, 2021

PAGE: 008  
 ID #: PY-CL  
 CTL.: GUA

G/L Account No	Total Amount	Extension	FUND Description	DEPT Description	OBJT Description
01 2010	59948.59	59948.59	General Fund	Accounts Payable	
10 2010	15669.06	75617.65	Wtr. Oper. Fund	Accounts Payable	
100 2010	90.51	75708.16	CDBG 2017 AWARD	Accounts Payable	
12 2010	12268.56	87976.72	Wst.Wtr.Op.Fund	Accounts Payable	
20 2010	230.00	88206.72	Gas Tax Fund	Accounts Payable	
42 2010	1643.81	89850.53	Pol.Safty Fund	Accounts Payable	
60 2010	455.48	90306.01	Guad.Assmt.Dist	Accounts Payable	
63 2010	3300.00	93606.01	Pas L&L Dist	Accounts Payable	
71 2010	11380.84	104986.85	MEASURE A	Accounts Payable	
89 2010	248509.61	353496.46	CIP	Accounts Payable	
91 2010	1270.00	354766.46	2003 Bond Refi	Accounts Payable	
99 1000	-354766.46	.00	Cash Clearing	General Checking Account	

REPORT.: Oct 07 21 Thursday  
 RUN...: Oct 07 21 Time: 09:03  
 Run By.: Veronica Fabian

City of Guadalupe  
 General Ledger Interface  
 Journal 03 Cash Disbursements Journal Interface for (PY) Period 10-21

PAGE: 001  
 ID #: PY-GI  
 CTL.: GUA

Date	G/L Account No	Description	Amount	Extension
10/13/21	01 2010	(1): Check Update 10/13/21	59,948.59	59,948.59
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	10 2010	(1): Check Update 10/13/21	15,669.06	75,617.65
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	100 2010	(1): Check Update 10/13/21	90.51	75,708.16
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	12 2010	(1): Check Update 10/13/21	12,268.56	87,976.72
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	20 2010	(1): Check Update 10/13/21	230.00	88,206.72
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	42 2010	(1): Check Update 10/13/21	1,643.81	89,850.53
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	60 2010	(1): Check Update 10/13/21	455.48	90,306.01
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	63 2010	(1): Check Update 10/13/21	3,300.00	93,606.01
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	71 2010	(1): Check Update 10/13/21	11,380.84	104,986.85
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	89 2010	(1): Check Update 10/13/21	248,509.61	353,496.46
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	91 2010	(1): Check Update 10/13/21	1,270.00	354,766.46
		(2): A/P Auto Checks PY-CP-CL		
10/13/21	99 1000	(1): Check Update 10/13/21	-354,766.46	.00
		(2): A/P Auto Checks PY-CP-CL		

REPORT.: Oct 07 21 Thursday  
RUN....: Oct 07 21 Time: 09:03  
Run By.: Veronica Fabian

City of Guadalupe  
General Ledger Interface (Summary)  
Journal 03 Cash Disbursements Journal Interface for (PY) Period 10-21

PAGE: 002  
ID #: PY-GI  
CTL.: GUA

Journal	G/L Account No	Amount	Extension
03	01 2010	59,948.59	59,948.59
03	10 2010	15,669.06	75,617.65
03	100 2010	90.51	75,708.16
03	12 2010	12,268.56	87,976.72
03	20 2010	230.00	88,206.72
03	42 2010	1,643.81	89,850.53
03	60 2010	455.48	90,306.01
03	63 2010	3,300.00	93,606.01
03	71 2010	11,380.84	104,986.85
03	89 2010	248,509.61	353,496.46
03	91 2010	1,270.00	354,766.46
03	99 1000	-354,766.46	.00

Date	G/L	Account No	Description	Amount	Extension
10/07/21	01	2004	(1): VBIL01*I 009 ,L0003	93.75	93.75
			(2): PASADERA LOT 9 LANDSCAPE (3): BILL SCOTT CONSULTANT		
10/07/21	01	2004	(1): VBIL01*I 009 ,L0004	56.25	150.00
			(2): PASADERA SOUT TPM (3): BILL SCOTT CONSULTANT		
10/07/21	01	2004	(1): VBIL01*I 009 ,L0005	825.00	975.00
			(2): PASADERA SOUTH LOT 1 (3): BILL SCOTT CONSULTANT		
10/07/21	01	2004	(1): VBIL01*I 009 ,L0006	750.00	1,725.00
			(2): PASADERA SOUTH LOT 2 (3): BILL SCOTT CONSULTANT		
10/07/21	01	2010	(1): Invoices 10/07/21	-59,948.59	-58,223.59
10/07/21	01	2044	(1): VPER08*I 092921 ,L0001	550.00	-57,673.59
			(2): P&R-SECURITY DEPOSIT REIMBURSEMENT (3): LUCIANO PEREZ		
10/07/21	01	2044	(1): VPUL01*I 093021 ,L0001	540.00	-57,133.59
			(2): P&R-ADDITIONAL REFUND FOR RENTAL (3): MARTHA PULIDO		
10/07/21	01	2044	(1): VVEL02*I 092321 ,L0001	150.00	-56,983.59
			(2): P&R-SECUTIRY DEPOSIT REFUND (3): FULGENCIA VELASCO		
10/07/21	01	2048	(1): VVJL01*I 092921 ,L0001	92.00	-56,891.59
			(2): BUILDING - REIMBURSEMENT OF DEPOSIT (3): J.J. LEON CONSTRUCTION		
10/07/21	01	2048	(1): VLUP01*I 092721 ,L0001	507.00	-56,384.59
			(2): BUILDING-ENCHROACHMENT PERMIT REIMBURSEMENT (3): LUPE'S COMPANY		
10/07/21	01	2048	(1): VUNT06*I 90110759 ,L0001	2,618.75	-53,765.84
			(2): PW-PROJECT #768556 ENG SERVICES (3): UNION PACIFIC RAILROAD		
10/07/21	01	2070	(1): VBIL01*I 009 ,L0007	112.50	-53,653.34
			(2): ALMAGUER GPZ (3): BILL SCOTT CONSULTANT		
10/07/21	01	2070	(1): VBIL01*I 009 ,L0009	506.25	-53,147.09
			(2): EDWARDS 5 UNIT APT COMPLEX (3): BILL SCOTT CONSULTANT		
10/07/21	01	2070	(1): VGRE01*I 17 ,L0002	260.00	-52,887.09
			(2): EDWARDS 5 UNIT APARTMENT COMPLEX (3): MARK GREEN		
10/07/21	01	2070	(1): VINT01*I 45 ,L0002	57.50	-52,829.59
			(2): EDWARDS 5 - UNIT APT COMPLEX (3): INTEGRITY PLANNING		
10/07/21	01	20CR	(1): VBIL01*I 009 ,L0008	562.50	-52,267.09
			(2): CRANDALL 12TH ST APTS DR (3): BILL SCOTT CONSULTANT		
10/07/21	01	20CR	(1): VGRE01*I 17 ,L0003	130.00	-52,137.09
			(2): CRANDALL 6 UNIT APARTMENT COMPLEX (3): MARK GREEN		
10/07/21	01	20CR	(1): VINT01*I 45 ,L0003	115.00	-52,022.09
			(2): CRANDALL 12TH STREET APTS (3): INTEGRITY PLANNING		
10/07/21	01	4100	(1): VPRI02*I 20824 ,L0001	97.82	-51,924.27
			(2): ADM-BUSINESS CARDS FOR MAYOR JULIAN (3): PRINTMASTERS DESIGN & PRINT		
10/07/21	01	4105	(1): VAMA02*I7DDV94N7V ,L0001	27.14	-51,897.13
			(2): INV#:1CH7-DDV9-4N7V (3): AMAZON BUSINESS		
10/07/21	01	4105	(1): VAMA02*IJ76JKCN6X ,L0001	63.27	-51,833.86
			(2): INV#:1KQJ-76JX-CN6X (3): AMAZON BUSINESS		
10/07/21	01	4105	(1): VSTA11*I 081721 ,L0001	32.37	-51,801.49
			(2): ADM-ADMIN OFFICE SUPPLIES (3): STAPLES CREDIT PLAN		
10/07/21	01	4105	(1): VULT01*I 3282971 ,L0005	234.00	-51,567.49
			(2): ADM-COPIES (3): ULTREX		
10/07/21	01	4105	(1): VULT01*I 3343530 ,L0005	249.14	-51,318.35
			(2): AMD-COPIES (3): ULTREX		
10/07/21	01	4105	(1): VHDL01*ISIN011720 ,L0001	150.00	-51,168.35
			(2): ADM-SALES TAX CONTRACT SERVICES (3): HINDERLITER DE LLAMAS & ASSOCIATES		
10/07/21	01	4105	(1): VSTA08*I001769535 ,L0001	61.18	-51,107.17
			(2): ADM-ALARM SERVICES - SEPT 2021 (3): STANLEY CONVERGENT SECURITY SOLUTION IN.		
10/07/21	01	4105	(1): VSTA08*I001805847 ,L0001	61.18	-51,045.99
			(2): ADM-ALARM SYSTEM - OCT 2021 (3): STANLEY CONVERGENT SECURITY SOLUTION IN.		
10/07/21	01	4110	(1): VTHE07*I 10167 ,L0001	8,530.50	-42,515.49
			(2): ADM -PROFESSIONAL LEGAL SERVICES (3): PHILIP F. SINCO		
10/07/21	01	4120	(1): VAMA02*IKWHWD1QD6 ,L0001	49.32	-42,466.17
			(2): INV#:1HPK-WHWD-1QD6 (3): AMAZON BUSINESS		
10/07/21	01	4120	(1): VULT01*I 3282971 ,L0003	46.63	-42,419.54
			(2): ADM-COPIES (3): ULTREX		
10/07/21	01	4120	(1): VULT01*I 3343530 ,L0003	42.69	-42,376.85
			(2): AMD-COPIES (3): ULTREX		
10/07/21	01	4120	(1): VCOR01*I00C109151 ,L0001	628.89	-41,747.96
			(2): ADM-ENHANCEMENT AND SERVICE FEE (3): CORBIN WILLITS SYSTEM CORP		
10/07/21	01	4120	(1): VSTA08*I001764383 ,L0001	56.64	-41,691.32
			(2): ADM-FINANCE OFFICE-ALARM -SEPT 2021 (3): STANLEY CONVERGENT SECURITY SOLUTION IN.		
10/07/21	01	4120	(1): VSTA08*I001803673 ,L0001	56.64	-41,634.68
			(2): FINANCE-ALARM SYSTEM-OCT 2021 (3): STANLEY CONVERGENT SECURITY SOLUTION IN.		
10/07/21	01	4140	(1): VMAN01*IPRM066150 ,L0001	77.33	-41,557.35
			(2): HR-37 SUBSCRIBERS (3): MANAGED HEALTH NETWORK COMPANY		
10/07/21	01	4140	(1): VCAR09*I 4491 ,L0001	13.99	-41,543.36
			(2): FINANCE-DREAM HOST (3): CARDMEMBER SERVICE		
10/07/21	01	4145	(1): VCIT08*I 100621 ,L0005	858.62	-40,684.74
			(2): 884,330,1025,1025A GUAD,9180BSP,4550,4545 10TH (3): CITY OF GUADALUPE (FINANC		
10/07/21	01	4145	(1): VSOU01*I 092421 ,L0001	23.59	-40,661.15
			(2): PW-4545 10TH ST (3): SOUTHERN CALIFORNIA GAS		
10/07/21	01	4145	(1): VCHA03*I362091321 ,L0001	144.97	-40,516.18
			(2): PW-ACCOUNT#:8245 10 114 0008362 (3): CHARTER COMMUNICATIONS		
10/07/21	01	4145	(1): VCHA03*I972091721 ,L0001	649.00	-39,867.18
			(2): PW-918 OBISPO ST -FIBER (3): CHARTER COMMUNICATIONS		
10/07/21	01	4145	(1): VIMP01*I 73168 ,L0001	1,255.02	-38,612.16
			(2): PW-COMMUNICATIONS (3): IMPULSE INTERNET SERVICES		
10/07/21	01	4145	(1): VERN01*I 90424458 ,L0001	698.33	-37,913.83
			(2): PW-CAN LINER 38X58 2MIL LD BLK 55GAL STOCK (3): ERNEST PACKAGING SOLUTIONS INC.		
10/07/21	01	4145	(1): VGUA02*I 51594 ,L0001	34.71	-37,879.12
			(2): PW-STREETTS-CFL BULB 1600 LM (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4145	(1): VARA01*I000284487 ,L0001	47.66	-37,831.46
			(2): PW-PARK AND REC-WET MOP,SCRAPPER MAT,DUST MOP (3): ARAMARK UNIFORM SERVICES		

Date	G/L	Account No	Description	Amount	Extension
10/07/21	01	4145 2150	(1): VARA01*I000284497 ,L0001	.90	-37,830.56
			(2): PW-STREETS-UNIFORM SERVICE (3): ARAMARK UNIFORM SERVICES		
10/07/21	01	4145 2150	(1): VARA01*I000290049 ,L0001	47.66	-37,782.90
			(2): PW-PARK & REC-WET MOP,SCRAPPER MAT, DUST MOP (3): ARAMARK UNIFORM SERVICES		
10/07/21	01	4145 2150	(1): VARA01*I000290057 ,L0001	8.96	-37,773.94
			(2): PW-STREETS-UNIFORM ALLOWANCE (3): ARAMARK UNIFORM SERVICES		
10/07/21	01	4145 2150	(1): VCAS07*I 092132 ,L0001	879.00	-36,894.94
			(2): PW-LANDSCAPE MAINTENANCE SEPT 2021 (3): CASSIA LANDSCAPE		
10/07/21	01	4145 2150	(1): VCLA01*I 091421 ,L0001	315.00	-36,579.94
			(2): PW-PEST AWAY SERVICE (3): CLARK PEST CONTROL OF STOCKTON, INC.		
10/07/21	01	4145 2150	(1): VJ&E01*I 42894 ,L0001	200.00	-36,379.94
			(2): ADM-AFTER EVENT CLEANING SERVICE - SEPT 7TH (3): J&E CLEANING		
10/07/21	01	4145 2150	(1): VJ&E01*I 42945 ,L0001	1,050.00	-35,329.94
			(2): ADM-CLEANING SERVICES (3): J&E CLEANING		
10/07/21	01	4145 2150	(1): VZIE01*I 15445 ,L0001	286.50	-35,043.44
			(2): PW-LAS LEAK UNDER FURNACE (3): ZIERMAN PLUMBING INC		
10/07/21	01	4200 0450	(1): VCAR09*I 5851A ,L0001	125.06	-34,918.38
			(2): PD-TECHNICAL AIDE UNIFORM (3): CARDMEMBER SERVICE		
10/07/21	01	4200 1150	(1): VSAT01*IS10210834 ,L0001	42.75	-34,875.63
			(2): FIRE-IRIDIUM SIM CARD (3): SATCOM GLOBAL FZE		
10/07/21	01	4200 1150	(1): VVER05*I888716199 ,L0004	60.97	-34,814.66
			(2): PD (3): VERIZON WIRELESS		
10/07/21	01	4200 1150	(1): VVER05*I889038642 ,L0001	299.99	-34,514.67
			(2): PD-COMMUNICATION (3): VERIZON WIRELESS		
10/07/21	01	4200 1200	(1): VFED01*I751108073 ,L0001	339.15	-34,175.52
			(2): HR-SHIPMENTS (2) (3): FEDERAL EXPRESS CORP.		
10/07/21	01	4200 1300	(1): VCAR09*I 8589 ,L0001	74.22	-34,101.30
			(2): THE CORK AND PLOUGH-BUSINESS LUNCH KING CITY (3): CARDMEMBER SERVICE		
10/07/21	01	4200 1460	(1): VREY01*I 4192 ,L0001	67.31	-34,033.99
			(2): SLICK TOP (3): REYNA AUTO REPAIR		
10/07/21	01	4200 1460	(1): VREY01*I 4201 ,L0001	215.43	-33,818.56
			(2): UNIT 15-03 (3): REYNA AUTO REPAIR		
10/07/21	01	4200 1460	(1): VSAN02*I 143111 ,L0001	371.83	-33,446.73
			(2): PD-2 TIRES UNIT 15-02 (3): SANTA MARIA TIRE CORP		
10/07/21	01	4200 1460	(1): VSAN02*I 143113 ,L0001	185.91	-33,260.82
			(2): PD-ONE TIRE - UNIT 15-01 (3): SANTA MARIA TIRE CORP		
10/07/21	01	4200 1460	(1): VSAN02*I 143114 ,L0001	557.73	-32,703.09
			(2): PD-3 TIRES UNIT 15 -3 (3): SANTA MARIA TIRE CORP		
10/07/21	01	4200 1550	(1): VAMA02*IX7666GWHT ,L0001	65.60	-32,637.49
			(2): INV#:1FFX-7666-GWHT (3): AMAZON BUSINESS		
10/07/21	01	4200 1550	(1): VAMA02*IX7666GWHTC ,L0001	-28.64	-32,666.13
			(2): INV#:1FFX-7666-GWHT (3): AMAZON BUSINESS		
10/07/21	01	4200 1550	(1): VCAR09*I 1764 ,L0001	40.45	-32,625.68
			(2): PD-QUICK ID (3): CARDMEMBER SERVICE		
10/07/21	01	4200 1550	(1): VCAR09*I 2574 ,L0001	82.17	-32,543.51
			(2): PD-ESTRELLA MEAR MARKET-DEPARTMENT MEETING (3): CARDMEMBER SERVICE		
10/07/21	01	4200 1550	(1): VCAR09*I 6473 ,L0001	45.99	-32,497.52
			(2): PD-SANTA MARIA WASH & LUB-CHIEF CAR DETAIL (3): CARDMEMBER SERVICE		
10/07/21	01	4200 1550	(1): VCAR09*I 9959 ,L0001	63.04	-32,434.48
			(2): PD-MICHAELS CRAFTS-SUPPLIES FOR AWARD PRESENTATION (3): CARDMEMBER SERVICE		
10/07/21	01	4200 1550	(1): VGUA02*I 52015 ,L0001	19.23	-32,415.25
			(2): PD-GALV STEEL SHEET 24X12 26 GA (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4200 1550	(1): VGUA02*I 52079 ,L0001	16.20	-32,399.05
			(2): CONFERENCE ROOM SUPPLIES (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4200 1550	(1): VGUA02*I 52171 ,L0001	23.79	-32,375.26
			(2): CONFERENCE ROOM SUPPLIES (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4200 1550	(1): VULT01*I 3282971 ,L0002	132.51	-32,242.75
			(2): ADM-COPIES (3): ULTREX		
10/07/21	01	4200 1550	(1): VULT01*I 3343530 ,L0002	130.08	-32,112.67
			(2): AMD-COPIES (3): ULTREX		
10/07/21	01	4200 1560	(1): VHEN01*I 188322 ,L0001	1,328.93	-30,783.74
			(2): PD-FUEL CHARGES (3): EAGLE ENERGY, INC		
10/07/21	01	4200 2350	(1): VCIT12*I 86022 ,L0001	1,026.06	-29,757.68
			(2): PD-MDC SERVICES - AUGUST 2021 (3): CITY OF SANTA MARIA		
10/07/21	01	4200 2350	(1): VCIT12*I 86023 ,L0001	4,121.16	-25,636.52
			(2): PD-DISPATCH SERVICES GUAD (3): CITY OF SANTA MARIA		
10/07/21	01	4200 2350	(1): VDEP09*I 534770 ,L0001	35.00	-25,601.52
			(2): PD-BLOOD ALCOHOL ANALYSIS (3): DEPARTMENT OF JUSTICE		
10/07/21	01	4200 2999	(1): VJ&E01*I 42945 ,L0003	320.00	-25,281.52
			(2): GUADALUPE POLICE DEPT (3): J&E CLEANING		
10/07/21	01	4220 1150	(1): VSAT01*IS10210834 ,L0002	42.75	-25,238.77
			(2): FIRE-IRIDIUM SIM CARD (3): SATCOM GLOBAL FZE		
10/07/21	01	4220 1150	(1): VVER05*I887997669 ,L0001	391.64	-24,847.13
			(2): FIRE-COMMUNICATION (3): VERIZON WIRELESS		
10/07/21	01	4220 1460	(1): VGUA02*I 52184 ,L0001	440.58	-24,406.55
			(2): FIRE-3/8" ID 5/8 OD CLEAR TUBING (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4220 1460	(1): VGUA02*I 52238 ,L0001	6.92	-24,399.63
			(2): FIRE-1/2-13 X 3 1/2 HEX BOLT GR 5Z (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4220 1460	(1): VGUA02*I 52242 ,L0001	9.80	-24,389.83
			(2): FIRE-1/2 X 1/2 FENDER WASHER Z (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4220 1460	(1): VGUA02*I 52252C ,L0001	-32.22	-24,422.05
			(2): FD-1/4 SS TEE, 1/4 SSCAP (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4220 1460	(1): VGUA02*I 52253 ,L0001	8.31	-24,413.74
			(2): FIRE-7/8 IN INS. CLAMP W/ 3/8 IN M (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	01	4220 1550	(1): VULT01*I 3282971 ,L0004	2.33	-24,411.41
			(2): ADM-COPIES (3): ULTREX		
10/07/21	01	4220 1550	(1): VULT01*I 3343530 ,L0004	1.58	-24,409.83
			(2): AMD-COPIES (3): ULTREX		

Date	G/L	Account No	Description	Amount	Extension
10/07/21	01	4220 2350	(1): VCIT12*I 86023 ,L0002	2,013.09	-22,396.74
			(2): PD-DISPATCH SERVICES GUAD (3): CITY OF SANTA MARIA		
10/07/21	01	4300 1000	(1): VCIT08*I 100621 ,L0003	9,708.55	-12,688.19
			(2): 180PNR,4800THRD,4760GARET,4689A11,406TOG,5301MAIN (3): CITY OF GUADALUPE (FINANC		
10/07/21	01	4300 1550	(1): VULT01*I 3282971 ,L0006	3.49	-12,684.70
			(2): ADM-COPIES (3): ULTREX		
10/07/21	01	4300 1550	(1): VULT01*I 3343530 ,L0006	3.47	-12,681.23
			(2): AMD-COPIES (3): ULTREX		
10/07/21	01	4300 2150	(1): VARA01*I000284497 ,L0002	.90	-12,680.33
			(2): PW-STREETS-UNIFORM SERVICE (3): ARAMARK UNIFORM SERVICES		
10/07/21	01	4300 2150	(1): VCAS07*I 092132 ,L0002	1,873.00	-10,807.33
			(2): PW-LANDSCAPE MAINTENANCE SEPT 2021 (3): CASSIA LANDSCAPE		
10/07/21	01	4405 1550	(1): VULT01*I 3282971 ,L0001	58.82	-10,748.51
			(2): ADM-COPIES (3): ULTREX		
10/07/21	01	4405 1550	(1): VULT01*I 3343530 ,L0001	55.88	-10,692.63
			(2): AMD-COPIES (3): ULTREX		
10/07/21	01	4405 2150	(1): VBIL01*I 009 ,L0001	393.75	-10,298.88
			(2): ADM-GENERAL PLANNING (3): BILL SCOTT CONSULTANT		
10/07/21	01	4405 2150	(1): VBIL01*I 009 ,L0002	1,121.25	-9,177.63
			(2): ZONING CLEARANCE (3): BILL SCOTT CONSULTANT		
10/07/21	01	4405 2150	(1): VGRE01*I 17 ,L0001	260.00	-8,917.63
			(2): PEREZ KITCHEN-291 MAHONEY LANE (3): MARK GREEN		
10/07/21	01	4405 2150	(1): VGRE01*I 17 ,L0005	195.00	-8,722.63
			(2): RAMIREZ DETACHED ADU 256 TOGNAZZINI (3): MARK GREEN		
10/07/21	01	4405 2150	(1): VGRE01*I 17 ,L0006	260.00	-8,462.63
			(2): GONZALES DETACHED ADU 302 OBISPO ST (3): MARK GREEN		
10/07/21	01	4405 2150	(1): VGRE01*I 17 ,L0007	65.00	-8,397.63
			(2): T-MOBILE GENERATOR - 4550 10TH ST (3): MARK GREEN		
10/07/21	01	4405 2150	(1): VINT01*I 45 ,L0001	5,088.75	-3,308.88
			(2): ADM-GENERAL PLANNING (3): INTEGRITY PLANNING		
10/07/21	01	4405 2150	(1): VROS04*I 9 ,L0001	3,308.88	.00
			(2): ADM-MILEAGE FOR INSPECTIONS, BLDG INSP (3): DAVID ROSE		
10/07/21	10	2010	(1): Invoices 10/07/21	-15,669.06	-15,669.06
10/07/21	10	2049	(1): V\D001*I000C11001 ,L0001	87.23	-15,581.83
			(2): MQ CUSTOMER REFUND FOR DAL0001 (3): MIKE DALLA COSTA		
10/07/21	10	2049	(1): V\E003*I000C11001 ,L0001	12.58	-15,569.25
			(2): MQ CUSTOMER REFUND FOR EDW0006 (3): STEVE EDWARDS		
10/07/21	10	4420 1150	(1): VGWA01*I01752101I ,L0001	50.00	-15,519.25
			(2): INV#:210901752101 SERVICE PERIOD 10/01 TO 10/31/21 (3): GREAT WESTERN ALARM & COMMUNICATION INC.		
10/07/21	10	4420 1150	(1): VVER05*I888716199 ,L0001	160.33	-15,358.92
			(2): PW-MOBILE PHONES (3): VERIZON WIRELESS		
10/07/21	10	4420 1200	(1): VQUA01*I 091221 ,L0001	1,619.66	-13,739.26
			(2): ADM-POSTAGE (3): QUADIENT FINANCE USA, INC.		
10/07/21	10	4420 1550	(1): VBRE02*IBPI181449 ,L0001	961.25	-12,778.01
			(2): PW-WATER-L A CHEMCHLOR SOD HYPOCHL (3): BRENNTAG PACIFIC, INC.		
10/07/21	10	4420 1550	(1): VEWI01*I 15115291 ,L0001	132.08	-12,645.93
			(2): PW-EMP 50LB KING TALL FESCUE, L/P CAUTION TAPE 3IN (3): EWING CORP.		
10/07/21	10	4420 1550	(1): VGUA02*I 51539 ,L0001	4.34	-12,641.59
			(2): PW-WATER-BLEACH HE REGULAR GL (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	10	4420 1550	(1): VGUA02*I 51572 ,L0001	57.62	-12,583.97
			(2): PW-WATER-MOD ALK EN WHITE GALLON (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	10	4420 1550	(1): VGUA02*I 51731 ,L0001	53.28	-12,530.69
			(2): PW-WATER-TOWEL C-FOLD WHT CS9PK (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	10	4420 1550	(1): VGUA02*I 51739 ,L0001	67.96	-12,462.73
			(2): PW-WATER-PRO SFTY YEL GAL VOC (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	10	4420 1550	(1): VIC001*I116049025 ,L0001	1,329.67	-11,133.06
			(2): PW-WATER-8 DR 18 C900-16 CL235 BLUE PVC PIPE (3): ICONIX WATERWORKS (US) INC.		
10/07/21	10	4420 1560	(1): VHEN01*I 188300 ,L0001	259.25	-10,873.81
			(2): PW-WATER-FUEL CHARGES (3): EAGLE ENERGY, INC		
10/07/21	10	4420 2150	(1): VARA01*I000284488 ,L0001	15.90	-10,857.91
			(2): PW-WATER DEPT - UNIFORM SERVICES (3): ARAMARK UNIFORM SERVICES		
10/07/21	10	4420 2150	(1): VARA01*I000290052 ,L0001	15.90	-10,842.01
			(2): PW-WATER-UNIFORM SERVICES (3): ARAMARK UNIFORM SERVICES		
10/07/21	10	4420 2150	(1): VCAS07*I 092132 ,L0003	200.00	-10,642.01
			(2): PW-LANDSCAPE MAINTENANCE SEPT 2021 (3): CASSIA LANDSCAPE		
10/07/21	10	4420 2150	(1): VCRA01*I 4564 ,L0001	6,850.00	-3,792.01
			(2): PW-WATER-PIPE REPLACEMENT (3): CRANDALL CONSTRUCTION		
10/07/21	10	4420 2150	(1): VNUN01*I 9683 ,L0001	3,742.51	-49.50
			(2): PW-GUADALUPE WATER MASTER PLAN UPDATE 2021 (3): MICHAEL K. NUNLEY & ASSOCIATES, INC.		
10/07/21	10	4420 2150	(1): VTHE07*I 10167 ,L0002	49.50	.00
			(2): CCWA/WATER (3): PHILIP F. SINCO		
10/07/21	100	2010	(1): Invoices 10/07/21	-90.51	-90.51
10/07/21	100	4010 2164	(1): VQUI01*I 19362113 ,L0001	90.51	.00
			(2): ADM-SONIA CDBG OFFICE SUPPLIES (3): QUILL CORPORATION		
10/07/21	12	2010	(1): Invoices 10/07/21	-12,268.56	-12,268.56
10/07/21	12	4425 1000	(1): VCIT08*I 100621 ,L0001	5,749.01	-6,519.55
			(2): W MAIN ST (3): CITY OF GUADALUPE (FINANC		
10/07/21	12	4425 1150	(1): VVER05*I888716199 ,L0002	152.91	-6,366.64
			(2): PW-MOBILE PHONES (3): VERIZON WIRELESS		
10/07/21	12	4425 1200	(1): VQUA01*I 091221 ,L0002	1,619.67	-4,746.97
			(2): ADM-POSTAGE (3): QUADIENT FINANCE USA, INC.		
10/07/21	12	4425 1500	(1): VAMA02*INC4R36Q33 ,L0001	326.24	-4,420.73
			(2): INV#:1HVN-C4R3-6Q33 (3): AMAZON BUSINESS		
10/07/21	12	4425 1550	(1): VAMA02*I1XXD6DK1X ,L0001	19.46	-4,401.27
			(2): INV#:1MJ1-XXD6-DK1X (3): AMAZON BUSINESS		
10/07/21	12	4425 1550	(1): VAMA02*IMQPLCPJ1F ,L0001	108.58	-4,292.69
			(2): 1QKM-QPLC-PJ1F (3): AMAZON BUSINESS		

Date	G/L	Account No	Description	Amount	Extension
10/07/21	12	4425 1550	(1): VAMA02*IQDF4NDY7 ,L0001	269.62	-4,023.07
			(2): INV#:IQMQ-DF4-NDY7 (3): AMAZON BUSINESS		
10/07/21	12	4425 1550	(1): VAMA02*IQDF4NDY7C,L0001	-24.35	-4,047.42
			(2): INV#:IQMQ-DF4-NDY7 (3): AMAZON BUSINESS		
10/07/21	12	4425 1550	(1): VAMA02*IWGRR1PV3X ,L0001	104.19	-3,943.23
			(2): INV#:1YJW-GRR1-PV3X (3): AMAZON BUSINESS		
10/07/21	12	4425 1550	(1): VGUA02*I 52013 ,L0001	27.54	-3,915.69
			(2): PW-WASTEWATER-2''HOSE SHANK COUPLER (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	12	4425 1550	(1): VGUA02*I 52424 ,L0001	25.16	-3,890.53
			(2): PW-WWTP-1 1/2X3 1/2 GALV NIPPLE (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	12	4425 1560	(1): VHEN01*I 188301 ,L0001	113.84	-3,776.69
			(2): PW-WWTP-FUEL CHARGES (3): EAGLE ENERGY, INC		
10/07/21	12	4425 2150	(1): VARA01*I000284494 ,L0001	36.40	-3,740.29
			(2): PW-WASTE WATER-UNIFORM SERVICE (3): ARAMARK UNIFORM SERVICES		
10/07/21	12	4425 2150	(1): VARA01*I000290056 ,L0001	25.83	-3,714.46
			(2): PW-WASTE WATER-UNIFORM SERVICES (3): ARAMARK UNIFORM SERVICES		
10/07/21	12	4425 2150	(1): VCLA02*I 71990 ,L0001	1,857.36	-1,857.10
			(2): PW-WWTP-REMOVED MAN HOLE AT 11TH (3): CLAY'S SEPTIC & JETTING, INC.		
10/07/21	12	4425 2150	(1): VCLA02*I 72006 ,L0001	1,636.14	-220.96
			(2): PW-WWTP-SEPTIC & JETTING INC (3): CLAY'S SEPTIC & JETTING, INC.		
10/07/21	12	4425 2150	(1): VJ&E01*I 42945 ,L0002	110.00	-110.96
			(2): WWTP CLEANING SERVICE (3): J&E CLEANING		
10/07/21	12	4425 2150	(1): VSTA08*I001756036 ,L0001	55.48	-55.48
			(2): PW-WWTP-MAINTENANCE/MONITORING CHARGES (3): STANLEY CONVERGENT SECURITY SOLUTION IN.		
10/07/21	12	4425 2150	(1): VSTA08*I001793306 ,L0001	55.48	.00
			(2): PW-WWTP-MAINTENANCE/MONITORING CHARGES -5125 MAIN (3): STANLEY CONVERGENT SECURITY SOLUTION IN.		
10/07/21	20	2010	(1): Invoices 10/07/21	-230.00	-230.00
10/07/21	20	4430 0100	(1): VIN001*I 111042 ,L0001	230.00	.00
			(2): HR-JUAN MONTERO-BASIC PHYSICAL EXAM (3): INDUSTRIAL MEDICAL GROUP INC.		
10/07/21	42	2010	(1): Invoices 10/07/21	-1,643.81	-1,643.81
10/07/21	42	4210 1550	(1): VAMA02*ILYVMPJTKY ,L0001	97.85	-1,545.96
			(2): INV#:19XL-YVMP-JTKY (3): AMAZON BUSINESS		
10/07/21	42	4210 1550	(1): VCAR09*I 7444 ,L0001	99.00	-1,446.96
			(2): PD-BODY CAMERA PC-MICROSOFT (3): CARDMEMBER SERVICE		
10/07/21	42	4210 1550	(1): VOFF01*I 14868410 ,L0001	1,446.96	.00
			(2): PD-NEW COMPUTER FOR NEW BODY CAMERAS (3): OFFICE DEPOT CREDIT PLAN		
10/07/21	60	2010	(1): Invoices 10/07/21	-455.48	-455.48
10/07/21	60	4490 1000	(1): VCIT08*I 100621 ,L0004	130.48	-325.00
			(2): 4913,5101,5001,5201 MAIN (3): CITY OF GUADALUPE (FINANC		
10/07/21	60	4490 2150	(1): VCAS07*I 092132 ,L0004	325.00	.00
			(2): PW-LANDSCAPE MAINTENANCE SEPT 2021 (3): CASSIA LANDSCAPE		
10/07/21	63	2010	(1): Invoices 10/07/21	-3,300.00	-3,300.00
10/07/21	63	4472 2150	(1): VWIL03*I010-49153 ,L0001	3,300.00	.00
			(2): PW-ANNUAL ADMINISTRATION SERVICES FOR PASADERA (3): WILLDAN FINANCIAL SERVICES CORP.		
10/07/21	71	2010	(1): Invoices 10/07/21	-11,380.84	-11,380.84
10/07/21	71	4454 1000	(1): VCIT08*I 100621 ,L0002	195.72	-11,185.12
			(2): 1075,949,873A,110,912,1070 GUADALUPE (3): CITY OF GUADALUPE (FINANC		
10/07/21	71	4454 1150	(1): VVER05*I888716199 ,L0003	101.94	-11,083.18
			(2): PW-MOBILE PHONES (3): VERIZON WIRELESS		
10/07/21	71	4454 1550	(1): VGUA02*I 51398 ,L0001	57.64	-11,025.54
			(2): PW-STREETS-GLASS CLEANER FRESH 190Z (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	71	4454 1550	(1): VGUA02*I 51555 ,L0001	33.76	-10,991.78
			(2): PW-STREETS-4'' PRO SOLTNS WVN MINI ROL 1/4 (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	71	4454 1550	(1): VGUA02*I 51749 ,L0001	46.09	-10,945.69
			(2): PW-STREETS-1/2 -13 X 1 1/2 HEX BOLT GR 5 Z (3): GUADALUPE HARDWARE COMPANY INC.		
10/07/21	71	4454 1550	(1): VSTA02*I 090821 ,L0001	71.22	-10,874.47
			(2): PW-2'' BOLT BRACKET ASSEMBLY (3): STATEWIDE TRAFFIC SAFETY & SIGNS INC		
10/07/21	71	4454 1560	(1): VHEN01*I 188302 ,L0001	386.47	-10,488.00
			(2): PD-FUEL CHARGES (3): EAGLE ENERGY, INC		
10/07/21	71	4454 2150	(1): VARA01*I000284497 ,L0003	7.16	-10,480.84
			(2): PW-STREETS-UNIFORM SERVICE (3): ARAMARK UNIFORM SERVICES		
10/07/21	71	4454 2150	(1): VCAS07*I 092132 ,L0005	505.00	-9,975.84
			(2): PW-LANDSCAPE MAINTENANCE SEPT 2021 (3): CASSIA LANDSCAPE		
10/07/21	71	4454 2150	(1): VCIT12*I 99389 ,L0001	40.84	-9,935.00
			(2): PW-LANDFILL BILLING - AUGUST 2021 (3): CITY OF SANTA MARIA		
10/07/21	71	4454 2150	(1): VMIN02*I 886 ,L0001	9,935.00	.00
			(2): PW-TRAFFIC,CIVIL & SYSTEMS ENGINEERING SERVICES (3): MINAGAR & ASSOCIATES INC		
10/07/21	89	2010	(1): Invoices 10/07/21	-248,509.61	-248,509.61
10/07/21	89	4444 3045	(1): VEMC01*I 21-348 ,L0001	20,260.66	-228,248.95
			(2): ADM-EMC PLANNING GROUP INC (3): EMC PLANNING GROUP INC.		
10/07/21	89	4444 3051	(1): VQUI08*I 083121 ,L0001	227,953.45	-295.50
			(2): PW-LEROY PARK & COMMUNITY CENTER REHABILITATION (3): QUINCON INC.		
10/07/21	89	4444 3085	(1): VNUN01*I 9684 ,L0001	295.50	.00
			(2): PW-GUAD EFFLUENT PS & SEWER MAIN (3): MICHAEL K. NUNLEY & ASSOCIATES, INC.		
10/07/21	91	2010	(1): Invoices 10/07/21	-1,270.00	-1,270.00
10/07/21	91	4542 3150	(1): VFIR03*I718113368 ,L0001	750.00	-520.00
			(2): ADM-836 GUADALUPE ST (3): FIRST AMERICAN TITLE COMPANY		
10/07/21	91	4542 3150	(1): VGRE01*I 17 ,L0004	520.00	.00
			(2): ROYAL THEATER (3): MARK GREEN		

Journal	G/L Account No	Amount	Extension
04	01 2004	1,725.00	1,725.00
04	01 2010	-59,948.59	-58,223.59
04	01 2044	1,240.00	-56,983.59
04	01 2048	3,217.75	-53,765.84
04	01 2070 03	112.50	-53,653.34
04	01 2070 05	823.75	-52,829.59
04	01 20CR	807.50	-52,022.09
04	01 4100 1550	97.82	-51,924.27
04	01 4105 1200	122.78	-51,801.49
04	01 4105 1550	483.14	-51,318.35
04	01 4105 2150	272.36	-51,045.99
04	01 4110 2150	8,530.50	-42,515.49
04	01 4120 1200	49.32	-42,466.17
04	01 4120 1550	89.32	-42,376.85
04	01 4120 2150	742.17	-41,634.68
04	01 4140 0400	77.33	-41,557.35
04	01 4140 2150	13.99	-41,543.36
04	01 4145 1000	882.21	-40,661.15
04	01 4145 1150	2,048.99	-38,612.16
04	01 4145 1550	733.04	-37,879.12
04	01 4145 2150	2,835.68	-35,043.44
04	01 4200 0450	125.06	-34,918.38
04	01 4200 1150	403.71	-34,514.67
04	01 4200 1200	339.15	-34,175.52
04	01 4200 1300	74.22	-34,101.30
04	01 4200 1460	1,398.21	-32,703.09
04	01 4200 1550	590.42	-32,112.67
04	01 4200 1560	1,328.93	-30,783.74
04	01 4200 2350	5,182.22	-25,601.52
04	01 4200 2999	320.00	-25,281.52
04	01 4220 1150	434.39	-24,847.13
04	01 4220 1460	433.39	-24,413.74
04	01 4220 1550	3.91	-24,409.83
04	01 4220 2350	2,013.09	-22,396.74
04	01 4300 1000	9,708.55	-12,688.19
04	01 4300 1550	6.96	-12,681.23
04	01 4300 2150	1,873.90	-10,807.33
04	01 4405 1550	114.70	-10,692.63
04	01 4405 2150	10,692.63	.00
04	10 2010	-15,669.06	-15,669.06
04	10 2049	99.81	-15,569.25
04	10 4420 1150	210.33	-15,358.92
04	10 4420 1200	1,619.66	-13,739.26
04	10 4420 1550	2,606.20	-11,133.06
04	10 4420 1560	259.25	-10,873.81
04	10 4420 2150	10,873.81	.00
04	100 2010	-90.51	-90.51
04	100 4010 2164	90.51	.00
04	12 2010	-12,268.56	-12,268.56
04	12 4425 1000	5,749.01	-6,519.55
04	12 4425 1150	152.91	-6,366.64
04	12 4425 1200	1,619.67	-4,746.97
04	12 4425 1500	326.24	-4,420.73
04	12 4425 1550	530.20	-3,890.53
04	12 4425 1560	113.84	-3,776.69
04	12 4425 2150	3,776.69	.00
04	20 2010	-230.00	-230.00
04	20 4430 0100	230.00	.00
04	42 2010	-1,643.81	-1,643.81
04	42 4210 1550	1,643.81	.00
04	60 2010	-455.48	-455.48
04	60 4490 1000	130.48	-325.00
04	60 4490 2150	325.00	.00
04	63 2010	-3,300.00	-3,300.00
04	63 4472 2150	3,300.00	.00
04	71 2010	-11,380.84	-11,380.84
04	71 4454 1000	195.72	-11,185.12
04	71 4454 1150	101.94	-11,083.18
04	71 4454 1550	208.71	-10,874.47
04	71 4454 1560	386.47	-10,488.00
04	71 4454 2150	10,488.00	.00
04	89 2010	-248,509.61	-248,509.61
04	89 4444 3045	20,260.66	-228,248.95
04	89 4444 3051	227,953.45	-295.50
04	89 4444 3085	295.50	.00
04	91 2010	-1,270.00	-1,270.00
04	91 4542 3150	1,270.00	.00



## MINUTES

### City of Guadalupe

#### Regular Meeting of the Guadalupe City Council

Tuesday, September 28, 2021, at 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

1. **ROLL CALL:**

Council Member Liliana Cardenas  
Council Member Gilbert Robles  
Council Member Eugene Costa Jr.  
Mayor Pro Tempore Tony Ramirez  
Mayor Ariston Julian

*All council members were present. (Note: The abbreviation "CM" is being used for "Council Member" in these minutes.)*

2. **MOMENT OF SILENCE**

*Mayor Julian mentioned Mr. Greg San Diego who grew up in Guadalupe. He was a Vietnam Veteran, and his children will hold a memorial service on Sunday, October 3<sup>rd</sup>, at the Veterans Memorial Building.*

3. **PLEDGE OF ALLEGIANCE**

4. **AGENDA REVIEW**

*There were no requests to change the agenda.*

5. **CEREMONIAL CALENDAR**

- Swearing in Michael Kuhbander, Police Officer

*Chief Cash spoke saying, "Officer Kuhbander is from the Sheriffs' Department where he worked as a sergeant. He is the second officer to be hired and assigned to the Santa Maria Airport duty. Officer was with me when there was an emergency at Mary Buren School. A child in 2<sup>nd</sup> grade was not breathing. Officer Kuhbander was with me when the call came in and he assisted the child and the school staff. I saw then that we made the right decision on his hire with us."*

*Then Officer Kuhbender briefly spoke saying he was retired from the Sheriffs' Department, having spent 26.5 years there. He said he had worked from Santa Maria to Carpinteria during those years. He is familiar with the Guadalupe PD as he had worked with the officers on various occasions before.*

## **6. PRESENTATION**

- Santa Barbara County Department of Public Health – Tobacco Prevention Program

*In Community Participation on this subject, Ms. Anna Marie Michaud spoke prior to the presentation. She said, "When this ordinance was passed, I really wasn't paying close attention. The consideration of Main Street Market was on the agenda when this was done. I don't smoke. My lease for tenants that I have says they're not to smoke on the premises. If they want to smoke, they'll go outside. I don't know how someone can tell me what I can do with my own property. City and County of Santa Barbara Health Department don't pay my mortgage. They don't pay my property taxes. Can citizens do anything to change the ordinance if they want? Thank you."*

*Ms. Renata Valladares said that the ordinance that Guadalupe passed makes the City a showcase, not only in our jurisdiction, but across the state. She further said, "While other jurisdictions are grappling with this issue, piece-meal, Guadalupe has shown that it is possible to move forward with tobacco control and prevention in a comprehensive way." She then began the presentation with a brief history on the Tobacco Prevention Program stating that after four (4) City Council meetings, the ordinance was passed on July 28, 2020, and included the following: 1) Smoke-free Multiunit Housing; 2) Smoke-free Air; 3) Flavored Tobacco Ban, and f4) Tobacco Retail License (TRL). She emphasized that there was strong youth participation fighting back smoking, specifically around flavored tobacco.*

*Ms. Valladares then broke down the City's Ordinance No. 2020-489, starting with regulating smoking in multi-unit housing and public spaces, Chapter 8.70. A multiunit residence is property containing two (2) or more units, like apartment buildings, condominium complexes, senior and assisted living facilities, hotels/motels. Smoking is no longer allowed inside your apartment, townhouse, condominium, duplex, etc. or even outside on a balcony, porch, deck, etc. She said, "If there are shared entry ways and someone is smoking in one unit, that smoke can come through windows, and doorways for second-hand and even third-hand smoke."*

*She spoke briefly about "buffer zones". She said, "Smoking is prohibited in outdoor property located within 20 feet in any direction of any doorway, window, opening, or other vent into a multiunit residence. Ms. Valladares gave some examples of notices and signage required after January 28, 2021, by every seller of a multiunit residence stating where smoking is prohibited. She also emphasized that this smoke-free prohibition relates to cannabis, too.*

*She also mentioned penalties for violations. She said, "Each incident of prohibitive smoking carries a \$100 fine. Other violations may be subject to civil action with fines from \$250 to \$1,000. These violations are considered public nuisances, such as noise."*

*Ms. Valladares then spoke on "enforcement tips" for building managers and staff. She said, "Always start with education. People need to understand how this is going to affect businesses, property managers and tenants. I believe there's going to be a flier going out with the utility bills." She talked about a multi-step that went from initially sending a letter to all residents regarding non-smoking*

rules, to posting notices and signs, to documenting reported violations, up through encouraging community compliance. She did emphasize that property managers are supportive because of the amount of time and expense on property where smoking was permitted.

She then shifted to “no smoking in public spaces”. Areas where smoking is prohibited would include places like city facilities, places of employment, dining areas, recreational areas, general public places, etc. Ms. Valladares clarified the prohibition in outdoor areas. She said, “Smoking in any outdoor area must be at a reasonable distance (20 feet) away from open entryways into an indoor area and outdoor area where smoking is prohibited. The City of Santa Barbara is smoke-free, even outdoors, with no complaints on the outdoor prohibition.”

Ms. Valladares then spoke about Chapter 5.53, “Flavored Tobacco Ban and Tobacco Retail License”. She said that stores will no longer be able to sell flavored tobacco products (including menthol) or paraphernalia. She said, “Within the past three (3) weeks, flavored tobacco was denied marketing approval by the FDA. Contrary to what people think, flavored tobacco is not safe or help to quit smoking.” She then shifted her focus to “Tobacco Retail License”, or TRL. Ms. Valladares emphasized, “All retailers that sell tobacco will need to apply for and receive an annual local retail tobacco license.”

Ms. Valladares ended her presentation by showing the six (6) provisions of the ordinance: 1) All tobacco retailers in the City must obtain and maintain a valid Tobacco Retailer’s License; 2) Sale of Flavored tobacco products is prohibited; 3) Large cigars must be sold in a pack of at least six (6) cigars and sold for a price of at least \$5 per cigar; 4) Little cigars, or cigarillos, must be sold in a pack of at least twenty (20) little cigars and sold for a price of at least \$10 per package; 5) Pack of cigarettes (2) must be priced at \$10 or more, and 6) Retailers may not use coupons, discounts or deals.” Ms. Valladares also said that it’s been proven that the youth will buy when the price is low.

Mayor Julian asked if Chief Cash had any comments on this subject. Chief said, “The City already has a TRL Program. The license costs \$418. There are 11 different facilities here. About once every 2-3 weeks, we do a check. We’re hoping to get a grant that we didn’t get last year. We applied and are waiting to hear. There are three things we look for: 1) are locations adhering to code; 2) making sure our kids aren’t buying and 3) are the fees being paid. This has been very successful for the City.”

Mayor Julian said, “Several years ago, we were rated an F.” Ms. Valladares responded, “Yes, but now you’re an A+.” The mayor continued saying, “Our population is 30% under age 18. We need to set a standard for our youth in our community, and I feel we’re on the right path. We appreciate giving your support. Thank you.” Ms. Valladares said, “I can see that your program is well underway. Congratulations on the implementation of your TRL here in Guadalupe.”

## **7. COMMUNITY PARTICIPATION FORUM**

Each person will be limited to a discussion of three (3) minutes or as directed by the Mayor. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

*Ms. Martha Pulido spoke regarding continued disagreement on the amount of refund due her. She said, "I've been a community member for close to 60 years. I was at a council meeting a couple of months ago. The issue is on the deposits for the Veterans' Hall. On June 24<sup>th</sup> I rented the Veterans' Hall for a funeral. I've never been treated like this. A lot of my family members are active for the past 40 years. The mayor and some of the Council can attest to that."*

*Ms. Pulido then explained the specifics of her issue. She said, "Chief of Police was in charge of the rental agreement. (She held up a copy of that agreement.) There's nothing to show about the additional costs that were never agreed upon until I was told of them. I gave the City a check for \$1,300 for a 3-hour period. The Chief has now given me a \$550 refund. He billed me \$300 and I got \$150 back because he decided to check on things. Our agreement was that if the police had to be called, we'd be charged. There were no issues, no one called the police, so why was I charged \$150? Cleaning deposit, \$500. I was refunded \$250 because of 'Covid cleaning'. That was never mentioned in the agreement. Chief never mentioned that before, only after. I'm okay with fees. \$90 per hour to rent but not fair to be charged for additional fees that I didn't agree to. The contract doesn't show 'Covid cleaning'. When we rented the facility, there had been a meeting that same day. That place had not been cleaned."*

*She continued by saying, "I met with the Chief. The appointment was set up at 3:30p.m. He gave me his draft showing what the account looked like. Chief said he was doing this in good faith and then told me he had another meeting at 3:30 p.m. I didn't have a chance to speak to him. I guess my time wasn't important to him since he had scheduled another appointment at the same time. I'm requesting \$150 he previously said would be refunded and \$250 be returned to me for a total of \$400 and together with \$550 already paid, total would be \$950 returned to me." Mayor Julian then said, "Your request will go to staff and then to legal for review."*

*Mr. John Velasquez then spoke on the same matter. He said, "I was surprised that this situation has not been resolved. The Pulido family has been renting the American Legion for the last twenty years. They always left it nice and clean. Mr. Pulido was not a veteran but helped out at the Veterans' Hall with upkeep of the roses there. I'm surprised they didn't get the cooperation they expected, but those things happen." He then shifted to another subject and said, "I want to invite the City Council and City staff on Saturday, October 9<sup>th</sup> from 11a.m. to 2:00p.m. We're having a chicken barbecue. Come and have lunch with us. You'll all be American Legion guests. Thank you."*

*Mayor Julian requested the City Attorney Sinco address Ms. Pulido's issue from the legal standpoint and what needs to be done. City Attorney Sinco responded, "The proper procedure is to file a claim. The City has the form. It's either on the City website or we can give you a form. That starts the process. We'll review and determine the merits of the claim. That's the official way if you haven't been able to resolve it previously. Todd Bodem, City Administrator, will provide you with that form." (Mr. Bodem requested contact information from Ms. Pulido.)*

## **8. CONSENT CALENDAR**

The following items are presented for City Council approval without discussion as a single agenda item in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.

- A. Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting unless City Council indicates otherwise.
- B. Approve payment of warrants for the period ending September 23, 2021.
- C. Approve the Minutes of the City Council special meeting of August 26, 2021, to be ordered filed.
- D. Approve the Minutes of the City Council regular meeting of September 14, 2021, to be ordered filed.
- E. Approve the amended scope of work and budget for agreement with Los Amigos de Guadalupe (LADG).
- F. **MONTHLY REPORTS FROM DEPARTMENT HEADS**
  - 1. Department of Public Safety Reports – August 2021
    - a. Police Department Report
    - b. Fire Department Report
    - c. Code Compliance Report
  - 2. Human Resources Report for August 2021
  - 3. City Treasurer’s Report for August 2021

*No items were pulled for further discussion from the Consent Calendar. Motion was made by Council Member Robles and seconded by Council Member Costa, Jr. to approve the Consent Calendar. 5-0 Passed.*

**9. CITY ADMINISTRATOR REPORT: (Information Only)**

*Mr. Bodem gave a brief report on a visit the prior Tuesday to a cannabis facility in King City. Accompanying him were Mayor Julian, Chief Cash and CM Robles. They met with King City’s Mayor, City Manager, Police Chief and some planning representatives of a cannabis consultant to tour a 450,000 sq. ft. manufacturing cultivation facility. Mr. Bodem said, “It was a very high tech, climate-controlled facility. Their equipment was from Italy. They had their own power system. It was just an amazing tour and facility to see.”*

*Mr. Bodem then said that our website, the application has been posted for our commercial cannabis entries for those who want to apply. The actual form and guidelines are there.” CM Ramirez asked about how many applications have been received. Mr. Bodem said, “None at this time. It was just posted. The application process starts October 1<sup>st</sup>.”*

*Mayor Julian said, “At that facility, you see the process, from the growth to getting out the door. The product can get out in eight (8) weeks. They haven’t started to move it out yet. There were 140 inside cameras. A hundred employees there. Closed to the public. They built their own heating and*

power plant for \$18M. This was an impressive and secure operation. King City's City Manager, Mayor, Police Chief and consultants all said to make sure Guadalupe has the latest standard for manufacturing and production. There are no indoor or outdoor growth in Guadalupe."

The mayor further said, "The people involved in this industry are scientists, basically. There are several ways to pull out the oils, one being with volatile chemicals. However, they don't do that but rather use machines purchased in Israel. Very high tech. I don't see that happening here, but, at least, it gives us an idea what we can look for and details of what's going on in the industry."

CM Robles added, "There's a lot of science behind it. A lot of detail. It was very interesting to see, close up, something at that level. Pharmaceutical grade. Their power source and their water were amazing. Every detail is there."

Chief Cash then gave his comments about the tour. He said, "I spoke with their Chief. I recognized the parks and trees and got a visual of what could be appearing here. The population looks like us. We saw jobs that were created. I'd never been to King City before. King City's really our sister city. The PD is almost the same as ours. Guadalupe's City Council, City staff, public works, our overall structure, is better than King City's, as far as our Council, staff and everything else. I saw their downtown. That's what we could be. Everything was so similar so I could see what we could be with our infrastructure and what we're doing. So, I see that we're better situated to be more successful. King City has community cameras, but Guadalupe doesn't. The visit to King City was very eye opening. For Public Safety, I saw what we can do regarding infrastructure."

Mayor Julian added, "One of the community camera's facing the facility, the facility paid for it. The crime rate has gone down." Mr. Bodem then said, "Every employee going in the facility gets scanned and gets checked when leaving the facility."

CM Ramirez said, "So, what I get from this is that we are adequately staffed, public safety-wise, to handle things." Chief clarified, "We are more prepared to implement. King City Chief will come to Guadalupe. Their camera system expands their 'reach and eyes' which we don't have. But we're prepared more, as far as our infrastructure, with our staff to meet some of those challenges. The biggest challenge that they don't have that we already have is a code compliance program. So, we're already ahead in some areas. We're already training information between cities." Mayor Julian said, "King City has an all-volunteer fire department. Their population is around 14,000."

The mayor also said, "The manufacturing facility was a garlic factory – five football fields long and one football field wide. Different firms will be contacting us to visit other cities to look at those facilities. Some scrupulous people will try to take advantage of us, but we're making sure we're doing everything by the book."

At this point, City Attorney Since said that the discussion was getting off topic. Mr. Bodem had no further items for the City Administrator's report.

#### **10. DIRECTOR OF PUBLIC SAFETY REPORT: (Information Only)**

Chief Cash said that he had already spoken about the King City trip and had no further report to give.

## **11. MAYOR'S REPORT- UPDATES**

Mayor Julian said, "There's a lot happening. For many years, we've been pushing this boulder up a hill. Now, we're at the top of that hill, in terms of developments here in Guadalupe." He reported the following which he said was listed on the City's website:

1. Broadband: this is moving forward with efforts to bring broadband here. There was a recent zoom meeting.
2. Bike Challenge: Project Hero "California Challenge" – scheduled October 21<sup>st</sup> & 22<sup>nd</sup> beginning in Pismo and ending on October 21<sup>st</sup>; then beginning in Solvang and ending in Santa Barbara on October 22<sup>nd</sup>. Benefit for injured veterans and first responders. Bikers will be coming through Guadalupe and stopping at McKenzie Middle School.
3. Pasadera Veterans Street Naming Committee: Mayor Julian said that there are at least 20 streets that will be named for veterans. He said, "On the website is the 'Veterans Street Naming Program'. There's a nomination form and information on how to submit. There's a list of those who are committee members for this program. We've yet to meet but we wanted to bring this to the City to make sure we have an appropriate process for this program."

CM Ramirez asked, "Is this going to be a separate agenda item where we can talk about this more?" Mayor Julian said, "Yes. The process is that the nomination forms will first go to the City Administrator. Then to the naming committee for review, discussion and approval of recommended names. Then that approved list of recommended names will go to the City Administrator which will then go before the City Council for approval. Council's approved list will go to Pasadera/Developers for final approval."

CM Ramirez made reference to a statement in the guidelines for this program which read: '...street names shall be of English language original and shall be easy to spell and pronounce...'. He questioned that guideline and felt it should be removed. He said, "There's a lot of rich heritage here. We could be missing out on some great names. I think we can just strike that section." The mayor responded saying, "This is cut-and-paste. This is a draft. I appreciate your feedback. There are a couple of names that are Filipino from WWII. "Laging Una" was their motto which means 'Always First'. They were stationed at Camp Cooke. So, your recommendation makes sense for our community."

Mayor Julian mentioned that two names are already committed for street names: Carrasco and Guerrero. He also said, "There is no deadline date yet on applying. Citizens can find the application packet online. One family had a POW. Another has four brothers who were in the military. There are 14 people just on Birch Street who were in Vietnam."

4. Regional Park Zoom Meeting - October 6<sup>th</sup>: Purpose of the meeting: Vision for Guadalupe area recreation and open space. The Nature Conservancy has funds and is looking at the Rodeo-site here as possible camping area, RV park, etc.

5. Food Bank: next distribution will be Thursday, October 7<sup>th</sup>, from 11:30 a.m. through 1:00 p.m. Distribution may be increased to two times per month. Miguel Jimenez, "Dough Boy", gave \$150 gift certificate for the Guadalupe Café for the volunteers at the Food Bank.
6. Central Coast Community Energy – Battery Storage/Microgrids: the City expressed interest in being involved in a battery operation. If our power goes out, we'll have the ability use some back-up power."

## **REGULAR BUSINESS**

### **12. Temporary Appointments of Councilmember, Committee, Commission or Community Representative to Ad hoc groups.**

Written Report: Todd Bodem, City Administrator

Recommendation: That the Mayor and City Council nominate temporary appointments from the City Council and various committees/commissions/community/staff to the following ad hoc committees:

- City Hall Auditorium Renovation Ad hoc Committee
- T-Mobile Hometown Techover Program \$50,000 Grant Ad hoc Committee

*Mayor Julian talked about two efforts that are coming to fruition: 1) City Hall Renovation and 2) T-Mobile Hometown Techover Program \$50K Grant. He said, "This grant could enhance funds for O'Connell playground equipment. At one point, the Lion's Club looked at redoing that whole area. That was about \$200K. CM Cardenas and staff have information on what can go there." The mayor then said, "Next Tuesday is the American Rescue Plan Act Workshop combined with the Recreation and Parks Commission. I asked CM Cardenas to chair the ad hoc committee for the T-Mobile grant." Mr. Bodem then mentioned that Ms. Shannon Sweeney, Public Works Director, has already budgeted monies for playground equipment and suggested CM Cardenas and Ms. Sweeney work together. The mayor then said, "CM Cardenas suggested inviting the people from Riverview. They're right across the street. Ask the parents what the kids want; what do they need there at the park. Hearing from the public is the way to go, especially from the Spanish-speaking side." CM Cardenas said, "There's already an established group there of a couple mothers and other residents."*

*The mayor then talked about the City Hall Auditorium Renovation. He said, "CM Robles will work with staff and residents to look at what's needed. The Recreation and Parks Commission had already suggested that \$100K of the ARP funds be used for this renovation. This will be brought out at next Tuesday's workshop." Mr. Bodem asked if a recreation person should be on both committees, and the mayor said, "Yes, there should be a representative on both committees." Mr. Bodem added, "In about ten (10) business days, T-Mobile will send the \$50k check to the City."*

*At this point, City Attorney Sinco said, "If you're nominating two council members, and these are official City committees, there needs to be a motion for each committee."*

**Motion was made by Council Member Robles and seconded by Council Member Ramirez to have Council Member Liliana Cardenas chair the T-Mobile Hometown Techover Program \$50,000 Grant Ad hoc Committee. There was some discussion about a recreation person for this committee. City Attorney Sinco suggested to let the committee nominate that individual. 5-0 Passed.**



Motion was made by Council Member Ramirez and seconded by Council Member Costa, Jr. to have Council Member Gilbert Robles chair the City hall Auditorium Renovation Ad hoc Committee. 5-0 Passed.

## PUBLIC HEARING

### 13. Short-Term Rentals Ordinance.

Written Report: Philip Sinco, City Attorney

Recommendation: That the City Council introduce on the first reading, and continue to its meeting on October 12, 2021, for second reading and adoption, an ordinance regulating short-term rentals in the City of Guadalupe and amending various provisions of Title 18 (Zoning) of the Guadalupe Municipal Code.

*City Attorney Sinco mentioned that there was only one (1) suggestion made by the City Council which was to limit a property owner one (1) short-term rental per property. He also said, "A deed, CCRs, HOA rule could have language written to prohibit short-term rentals. However, such prohibition could only be applied if property owner took title after the rule went into effect, not retroactively." He then said that there were two (2) votes to change the 120-days maximum for un-hosted short-term rentals. But that was not decided so that was left."*

*City Attorney Sinco said, "At the September 14, 2021 Council meeting, I had gone into much detail regarding the ordinance. I won't go into the same amount of detail but I will highlight portions of the ordinance if anyone missed the previous presentation." He then explained that the purpose of the short-term rentals ordinance is to:*

- *Allow limited short-term rental uses while preserving residential character.*
- *Establish operating standards to reduce potential noise, parking, traffic, property maintenance, safety, and other impacts on adjacent neighbors.*
- *Provide a process to track and enforce these requirements as needed and ensure appropriate collection of transient occupancy taxes.*

*He talked about 'hosted and un-hosted' short-term rentals. A hosted short-term rental is where the property owner lives or spends time and is there onsite while the rental is going on. The un-hosted is the property owner is not onsite and there is no supervision. The un-hosted short-term rentals had a limit of a maximum of 120 calendar days, and an administrative use permit (AUP) must be obtained prior to submitting an application. There is no limit imposed on hosted short-term rentals and they did not have to obtain an AUP. Another requirement for the un-hosted short-term rental must designate a local contact to respond to complaints about the rental within 60 minutes. Hosted short-term rentals are permitted uses throughout the City. Un-hosted short-term rentals are conditionally permitted and require the AUP. Both types of short-term rentals require an initial registration certificate which must be renewed annually thereafter. There will be a fee and the City Council will approve that later. The registration would be a ministerial process and would have to be granted if all the conditions were met in this ordinance. Another condition for an un-hosted short-term rental*

*is that an AUP must be obtained prior to applying for the registration. Otherwise, it couldn't be granted ministerially."*

*City Attorney Sinco then said that there are operating standards that must be followed after an approved registration for short-term rentals: 1) must obtain a business license; 2) property owner would only be able to register and operate only one short-term rental; 3) no special events such as weddings, corporate events, commercial functions or similar events creating traffic, parking, noise, or other problems won't be allowed; 4) TOT (transient occupancy tax) must be collected; 5) records documenting compliance with these requirements must be kept for a three-year period after each period of short-term rental, and 6) for an un-hosted short-term rental, a local contact person must be identified to neighbors and guests. That person must be available seven (7) days a week, 24 hours a day during un-hosted stay and respond to complaints within a 60-minute periods, as take remedial action."*

*The enforcement process was then explained by City Attorney Sinco. He said, "Mostly, the code enforcement tools would be available. If someone's in violation of either their operating requirements or their administrative use permit, any kind of nuisance could be handled through code enforcement. In addition, the Planning Department could revoke the certificate or the administrative use permit or both. That would then not allow them to operate at all. Once that was approved, they would then not be able to renew their registration for at least one (1) year." He mentioned an 'amnesty period' by saying, "We will allow for an amnesty period, the time to make property owners aware of these new requirements and let them handle any existing rentals on the books. This is recommended to be one (1) year after the effective date of the ordinance. If the short-term rental property is not legalized at that point, the property owner will be considered out of compliance." He then briefly spoke about having amended the code creating an administrative use permit process that has advantages to the applicant of a short-term rental.*

*The discussion was then turned back to the Council. CM Robles again brought up for the possibility of having cameras onsite for un-hosted short-term rentals. City Attorney Sinco said, "That's not in the ordinance. I'll leave that to the discretion of the Planning Director to impose conditions. It's a case-by-case basis depending on location. It would probably be a standard condition for use of cameras for entry and exit. We would then ask them to retain that footage so if they were in violation, we could check it."*

*Mayor Julian said, "There's one Airbnb next door to me. In the summer, property owner stays there. For the last two (2) weekends, they've had visitors. I emailed City Attorney Sinco and other staff. One owner of the property. That's fine. You're not going to stop. If I have a daughter and I buy another property, that's still legal. They could do that. That's not gonna stop them. They have their own deed. So, they'll do that." City Attorney said, "The property must be in the daughter's name. That's taking a risk. Yes, there's a way around this, especially in a husband-and-wife situation."*

*The mayor then referenced the woman from Pasadera who spoke at a prior Council meeting regarding period of time. He had charted out the number of weekends, Friday thru Sunday, in a year's time. He said, "There are 11 months with 12 weekend days or 132 days, starting in July. The*

other month has 15 weekend days. The total weekend days per year is 147 days. If we go with 90 days maximum, the property could be rented out 7.5 months; 120 days maximum, 10 months, and 180 days maximum would equal every weekend for the year could be rented out. Also, if 180 days maximum, there would be an additional 33 weekdays to every weekend that could be rented out for the year.”

The mayor continued saying, “In Pasadera, people are buying and just renting out. If we go with 180 days maximum, every weekend someone can be there. If the rent is \$250 per night, that would be \$45,000 if we used the 180 days maximum. I have an issue with both 120 days and 180 days. We must have parking availability since garages aren’t available. The rate for my neighbor’s short-term rental is \$400 per night. If there are four (4) people, there could be four (4) vehicles. The parking is terrible. We’d have to provide off-street parking.” City Attorney Sinco said, “No additional parking is required. Onsite parking should be available meaning the garage would have to be available. The ordinance requires onsite parking.” The mayor said that they won’t provide the garage. City Attorney Sinco said, “The garage has to be empty to make parking available. AUP states this.”

The mayor then asked, “What if there’s no response within 60 minutes of complaint?” City Attorney Sinco responded saying, “Evidence would be needed. Investigate on basis to revoke permit. We’d have tools to address if done on a regular basis and we’d be able to shut it down.” Mayor Julian said, “It’s human nature that people won’t call. They won’t fall for fireworks now. Somewhere we have to put some teeth there. If they complain and nothing happens, they probably won’t complain anymore.” CM Robles asked if there could be a link to the City’s code enforcement if they don’t comply within 60 minutes. City Attorney Sinco said, “If there’s no response within that 60-minute timeframe, you can report to the City. They couldn’t report anonymously but we’d not release their name if it’s confirmed independently by code enforcement. Would be a normal police operation. They’re in violation. So, for a short-term un-hosted rental, nobody responded – call the police. If the police documented the complaint, we could revoke their permit.”

CM Cardenas asked, “The 60-minute response time. Who tracks that?” City Attorney Sinco answered, “The neighbors. They know who to call. That’s set forth in the ordinance. A condition of their AUP says must have local contact name given to neighbors and guests.” Mayor Julian then asked again, “There’s no response. Then what?” City Attorney Sinco said, “We’d initiate research. We’d issue a notice of violation or there’d be a potential hearing to revoke registration. We’d give them opportunity to tell their side of why there was no response within 60 minutes of call.”

The mayor continued the discussion of the local contact person’s responsibility to respond. He said, “It’s human nature. That contact person won’t go to the house and say, ‘you can’t do that’.” City Attorney Sinco said, “It’s a violation of the permit. The same tools used to enforce other planning-type violations would be used to shut down the rental.”

Mayor Julian then shifted the discussion saying, “There are a lot of issues. I’m okay with going forward with this if we can come back if there are problems. What is the number of these types of units in Guadalupe? There are 10 in Pasadera and one in Point Sal Dunes. What about commercial areas?” City Attorney Sinco said, “This ordinance says short-term rentals only in residential areas.”

*Some commercial zone areas permit short-term rentals, like for hotels and motels but we don't have any. For a commercial area, still need a building permit. This ordinance only applies to residential areas. Nothing is being changed in the commercial zones. We want hotels, motels, Airbnbs that are licensed, registered commercial properties in the downtown. But an argument might be made that an upstairs single-family apartment in the downtown area could be considered residential for the purpose of using it for a short-term rental. If that's the case, the same enforcement tools would apply for an un-hosted rental."*

*The mayor had another question. He asked, "What if there's a rental without permission?" City Attorney Sinco said, "Address nuisance conduct. If the ordinance passes, and someone is supposed to have to have permit or registration and doesn't, not only do we have the code enforcement tools, but we could criminally process. But right now I wouldn't feel comfortable to criminally process."*

*Mayor Julian questioned the amnesty period. He asked, "Amnesty period for one (1) year. A short-term rental could come now. We'd have no control for one (1) year. Why one (1) year?" City Attorney Sinco said, "The one (1) year period was just a thought. It could be three (3) months or no amnesty period. It's really a policy decision."*

*CM Robles talked about waiving three (3) months TOT just to get the short-term renter on board. City Attorney Sinco said that by doing that, you're giving away something for nothing.*

*Mayor Julian went back to the amnesty period discussion. He said, "In my opinion, I'd go with a three (3) month amnesty period." City Attorney Sinco said, "Back in 2020, the Council gave me instructions. We had a meeting to bring issues forward. Some good points came from that and I'm capable of changing anything. This is a public hearing. We can make changes for first reading tonight."*

*The mayor cited a recent example of un-hosted short-term rental. He said, "This Saturday, there were four (4) cars at the rental. At 11:30p.m. they were still outside, with a fire pit, a heater, canopy, drinking, making a lot of noise. Is there something we can put in there about 9:00 p.m.? Is that for the owner? We need to have some teeth in the ordinance regarding stopping outside activities at a certain time." Chief Cash responded, "The existing noise ordinance is 10:00 p.m. There's been a lot of review here on enforcement. I'd like a little voice in that discussion. We need to look at this and be a little realistic. It took 3.5 years on the fireworks issues. We have a hotline for that but not everyone calls. We know that. We want to see teeth. If I come back again, people want action right away. I understand this but if PD is going to be the catalyst with enforcing this and going to people's home, we need to do this right. People (un-hosted rentals) will just 'wait us out'. We're talking about putting a lot of resources out there. We need to have our processes set regarding permits, fees, abiding by the permit, etc. Revoke permit or send to attorney, etc. Those are a lot of processes that need to be set."*

*CM Ramirez asked, "Can this be brought up in your managers meeting? Seems a lot needs to be worked out. Sounds like Chief has a whole list. I'm sure Shannon (Sweeney) has some input for how*

*this impacts public works. I'd table for now and turn over to managers' meeting. We also need to hear from the public. Then bring back to the Council."*

*At this point, Mayor Julian asked if the woman from Pasadera who spoke at a prior meeting was in the audience and wished to speak. Ms. Aniela Hoffman was present and said, "Thank you, everybody for the consideration of this issue. This is something I live with daily. It's not just weekends. From my standpoint, it's 24/7 and the number of cars on the street. At Pasadera, driveways can't fit cars, so cars are hanging on the sidewalk. I have to live there so I don't call and complain to the police. Thank you for taking the time to consider this. This topic is very near and dear to my heart. Thank you."*

#### **Public Hearing opened at 7:50 p.m.**

*City Attorney Sinco said, "Driveways. You don't want everything spelled out. You want to give some discretion on a case-by-case basis to the Planning Director who would be the one issuing the permit. We're talking about un-hosted rentals here. For Pasadera, you might want stricter parking requirements. You'd want to have a case-by-case ability to explain why you might want to treat one property different than another. Also, in the administrative use process, it allows people who are affected, they would receive notice of hearing to raise their concerns. Then the Planning Director could add conditions not previously known, e.g. Pasadera driveways don't allow for parking there so maybe the garage must be available, limit number of cars, etc."*

*Mayor Julian then said, "We have procedures but not the teeth. For staff, what's going to be required of each department impacted by this ordinance? There's a lot to discuss still."*

#### **Public Hearing closed at 7:54 p.m.**

*City Attorney Sinco commented, "It's fine to send this back to the staff. I don't think much will change but probably just an understanding what each role is. Let's continue this then."*

*CM Cardenas asked, "Our noise compliance, is it administrative?" City Attorney Sinco answered, "Criminal and administrative. Our code enforcement is very powerful, but it still is in the infancy stage. It has potential but it doesn't have the experience to take on a lot right now. This is something that will grow as Josue Meraz, the Code Compliance Officer, gains more experience and will be able to process issues more efficiently. That will come with time. All problems that are currently existing in the City, problems with short-terms rentals, and with the ordinance would be handled the same way through code enforcement processes. Ordinance will have more tools and not have everything fall on code enforcement."*

*CM Cardenas said, "That's why this has been written up and you having taken into account everything we've said. It's more of us discussing this and really understanding what you wrote and for all of us being on the same page of understanding this."*

CM Cardenas also asked, "Are there rules outlined for Airbnbs?" City Attorney Sinco said, "I'd want the Planning Director to have discretion for case-by-case flexibility. But it might make sense to have a standard set of conditions that the Planning Director could come up with but not be limited by them. This set of conditions could be brought back with the ordinance."

**Motion was made by Council Member Ramirez and seconded by Council Member Costa, Jr. to table further discussion on Short-Term Rentals Ordinance and send back to staff for further discussion.** City Attorney Sinco asked, "Give me some idea when you want to bring this back." CM Cardenas said, "Whenever managers meeting next, and staff feels ready to bring back." **5-0 Passed.**

Mayor Julian said, "We have an ordinance that says regardless of time, if the noise is in excess of 60 decibels, you can call the police."

#### **14. FUTURE AGENDA ITEMS**

CM Cardenas asked that the "Community Changers" be recognized by the Council. She said that this group has had a year-long clean-up program, from January 19<sup>th</sup> and will end December 11<sup>th</sup>. She suggested whenever the best time to do this; no specific date given.

CM Ramirez asked for a presentation to educate the residents on "redistricting". Mayor Julian said that there is an individual from the district who wants to come here to talk about just that. The mayor further said that Guadalupe will either be in the 4<sup>th</sup> or 5<sup>th</sup> district after redistricting.

Mayor Julian talked about State of the City: there are many projects occurring in the City: LeRoy Park, Royal Theatre, Pasadera Street Naming Program, City auditorium, street projects, Dunes Center, etc. He said that Council and department staff could go to River View or some other location and meet with residents to discuss all that is occurring in Guadalupe, as well as getting feedback from the residents. The meeting would be in both English and Spanish, with the possibility of also being in Mixteco. This wouldn't be a regular Council meeting. Mr. Bodem added that this would be good to get information for the Council's joint meeting with the School District.

CM Robles said, "After Covid, we should thank all the 30-35 volunteers who've worked for 17 months at the food distribution and MariaElena who has been there every other Wednesday. Everybody knows their job. The food moves and we have the process down. Give them a certificate or something to thank them."

#### **15. ANNOUNCEMENTS - COUNCIL ACTIVITY/COMMITTEE REPORTS**

CM Cardenas

The Alzheimer's Association contacted me and requested to do more outreach here in Guadalupe. For the Food Distribution, I've connected them with Mayor Julian and the "Little House" whose food distribution is the 4<sup>th</sup> Wednesday of the month. Those are locations where our community members

are. It would be nice to have their materials out. They also want to do a workshop to explain in more detail all their services, but right now they're looking to have more outreach here.

The 'Taste of Guadalupe' runs from October 1<sup>st</sup> thru October 30<sup>th</sup>. Sponsored by the Guadalupe Business Association, you obtain a passport for the local restaurants. There are 10 restaurants, and your passport gets stamped when you eat at each of those restaurants. Once you have your passport fully stamped, you'll be entered into a raffle for a large screen TV. This project is to promote Guadalupe restaurants.

The car club, Touch of Style, will have their toy drive on Saturday, November 13<sup>th</sup>, at O'Connell Park.

### CM Robles

Food Bank distribution will be the first Thursday of the month, October 7<sup>th</sup>.

I've been working with Stephanie Krause on a mural at the old Dolcini house on the corner of Olivera and 9<sup>th</sup> Streets. We've worked on it last weekend and put in about six (6) hours yesterday. We hope to finish this off during incremental weekends. First of many murals for our beautification project, celebrating our cultural history. The theme is a panoramic view of the coast. You can see Muscle Rock, Avila, native fauna and flowers, full coastal view.

### Mayor Julian

1. SBCAG meeting on Sept. 16<sup>th</sup>: general business and closed session.
2. Central Coast Water Authority meeting on Sept. 23<sup>rd</sup>: There was a general business update and a closed session on a lawsuit. Mayor Julian said that City Attorney Sinco would be contacted on this matter. City Attorney Sinco said that he is in regular communication with CCWA and would be prepared to update the mayor in possibly another month or so.
3. LeRoy Park update: work is starting on the outside of the building more.
4. McKenzie's 21<sup>st</sup> Cross Country Meet - scheduled for Saturday, October 9<sup>th</sup> at O'Connell Park.
5. Chevron Environmental Management Company: Chevron requested permission to treat the contaminated soil onsite. Waste discharge requirement. Instead of trucking the soil out, they're going to treat it onsite. City Council has been invited to view the process of treating contaminated soil onsite.

Mr. Bodem added that for the development review for the Royal Theatre, they're diving into the process. Mayor Julian added, "Goodwin Designs engineers are looking at the building. It's been recommended that nobody go into the building without a hardhat. Also, for a 5,000 sq. ft. building, there never was any parking. Now for the building in the back, they're looking at reciprocal parking, like the parking at the old Far Western building, Dunes Center." Mr. Bodem then said that there is an application for a grant for architectural drawings.

## **16. ADJOURNMENT**

**Motion was made by Council Member Costa, Jr. and seconded by Council Member Ramirez to adjourn meeting. 5-0 Passed. Meeting adjourned at 8:17 p.m.**

**Prepared by:**

**Approved by:**

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Amelia M. Villegas, City Clerk

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Ariston Julian, Mayor





REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE  
Agenda of October 12, 2021

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**Prepared by:**  
Emiko Gerber, Human Resources Director

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**Approved by:**  
Todd Bodem, City Administrator

**SUBJECT:** Adoption of Flexible Spending Account (FSA) Benefit Cafeteria Plan for Pre-Tax Savings

**RECOMMENDATION:**

It is recommended that the City Council approve the proposal from Health Equity to provide City employees with a flexible spending account (FSA) benefit cafeteria plan for pre-tax savings.

**BACKGROUND:**

Section 125 of the Internal Revenue Code authorizes employers to offer employees benefits on a pre-tax basis. An employer's benefit plan that offers benefits on a pre-tax basis is referred to as an "FSA", "Section 125 Plan" or a "Cafeteria Plan" (due to the fact that the employee can select from among different benefit options, including some pre-tax). Internal Revenue Code Section 125 requires that in order for an employer to offer pre-tax benefits, the employer must have an approved written Cafeteria Plan document that describes all benefits and establishes rules for eligibility and elections.

**DISCUSSION:**

Employees participating in a Cafeteria Plan must be permitted to choose among at least one taxable benefit and one qualified benefit. Examples of qualified benefits include medical, dental and vision benefits, and dependent care assistance. FSAs are tax-advantaged accounts that let employees use pre-tax dollars to pay for eligible expenses. Employees can save on average 30 percent on healthcare costs by using pre-tax dollars versus after-tax dollars. Once enrolled, the subscriber is issued a debit card for eligible payments.

There are rules subscribers must abide by: The FSA carryover allows for up to \$500 of unused funds into the next plan year. The FSA grace period allows for an extra 2.5 months at the end of the plan year to spend FSA money or file a claim for reimbursement. The dependent care flexible spending account qualifies a "dependent" as a child under age 13, a disabled spouse, or an older parent in eldercare.

Health Equity was established in 2002 and has provided individuals with tools to manage and minimize healthcare costs. Health Equity acquired WageWorks, a benefits administration platform and FSA provider. Health Equity is considered a leading flexible spending account provider and is compatible with the City's existing medical plan options. Health Equity provides 24/7 member services, online bill

pay, mobile app processing, direct reimbursement into a subscriber's checking account and an FSA Debit Card for direct payment.

**FISCAL IMPACT**

Minimal financial impact. There is a one-time implementation fee of \$250.00 and a recurring monthly fee of \$75.00. The subscriber or participant fee of \$4.00 per month is charged directly from the subscriber's account and is the employee's responsibility. The annual cost for first year is \$1,150.00. The annual cost thereafter is \$900.00.

**ATTACHMENT:**

1. Resolution No. 2021-75 Adoption of Flexible Spending Account (FSA) Benefit Cafeteria Plan for Pre-Tax Savings
2. Health Equity Proposal
3. Health Equity Breakdown of Annual Fees

**RESOLUTION NO. 2021-75**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE  
APPROVING A FLEXIBLE SPENDING ACCOUNT (FSA) BENEFIT CAFETERIA PLAN FOR PRE-TAX SAVINGS  
TO BE ADMINISTERED BY HEALTH EQUITY**

**WHEREAS**, the City of Guadalupe currently does not offer an Flexible Spending Account (FSA) or Section 125 Plan, also known as a Cafeteria Plan for the pre-tax benefit and savings for its employees; and

**WHEREAS**, a FSA allows for tax-advantages towards eligible medical and dependent care expenses; and

**WHEREAS**, the City of Guadalupe desires to offer the FSA, which it believes complies with IRS Code, and the savings available thereunder will provide valuable benefits to its employees; and

**WHEREAS**, the City of Guadalupe would like to enter into a provider agreement with Health Equity, a leading FSA or Cafeteria Plan service and administrative provider.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Guadalupe that the City of Guadalupe hereby approves a Flexible Spending Account/Cafeteria Plan for the benefit of its employees and authorizes and directs the City Administrator to execute the attached provider agreement with Health Equity on behalf of the City of Guadalupe and to provide Health Equity or any duly appointed successor agent with such information and cooperation as may be needed on an ongoing basis in the administration of the Flexible Spending Account/Cafeteria Plan.

**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 12<sup>th</sup> day of October 2021 by the following vote:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2021-75**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 12, 2021, and that same was approved and adopted.

**ATTEST:**

\_\_\_\_\_  
Amelia M. Villegas, City Clerk

\_\_\_\_\_  
Ariston Julian, Mayor

**APPROVED AS TO FORM:**

---

Philip Sinco, City Attorney

# HealthEquity®

Proposal  
for  
City of Gaudalupe



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**Integrated, powerful, end to end solutions**

Jason Nurse | Regional Sales Director

[jnurse@healthequity.com](mailto:jnurse@healthequity.com) |

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## Executive Summary

In today's complex healthcare landscape, clients need a consumer-directed benefits administrator with depth of experience, a full suite of service-focused offerings and cutting-edge technologies to support their needs. As a leader in consumer-directed benefits administration, HealthEquity delivers on that need through comprehensive solutions and education. Our solution was designed to ensure remarkable service, increase adoption, ease of use all while improving member satisfaction.

In 2002, HealthEquity was established with the intent to transform health care and help Americans better save and spend their health care dollars. Since our inception, we have strived to develop a 'purple' culture both internally as a company as we serve more than 12 million accountholders throughout the United States. Our constant focus on exceeding our clients' expectations launched HealthEquity to become the nation's largest independent custodian of health savings accounts (HSAs). As a U.S. Department of Treasury-licensed nonbank HSA administrator and trustee, we administer more than 12 million accounts nationwide and serve as the custodian for approximately \$11.5 billion in assets. With the acquisition of WageWorks in 2019, we have expanded our focus to provide our clients a total solutions for benefit administration, including administering flexible spending accounts (FSAs), health reimbursement arrangements (HRAs), COBRA, direct bill, commuter, fitness, education and other reimbursement programs. Together, our unparalleled level of experience has resulted in the development of an offering to fully support members on a journey of managing, paying, and growing their health and wealth.

## the DEFINITION of purple

1. Exceptional in character, extent, degree: **remarkable**
2. Worthy of notice or attention; **outstanding**
3. Notably or conspicuously unusual; **extraordinary**

### Synonyms:

Noteworthy, extraordinary remarkable, unusual or **uncommon**



### Build on 20+ years of industry best practices.

In 2002 we reimagined what employee benefits could be. Today we push innovation forward with data-driven experiences and integrated solutions expertly tailored to your unique business needs.



### Tap into powerful data in sights.

Managing benefits for 1/7 of the American workforce enables us to gain unique perspective on what works and what doesn't.



### Our scale is your advantage.

Because we manage benefits for 100,000+ organizations, we can deliver powerful solutions at much better value.

As an industry leader, we offer clients a single source for convenient solutions and are differentiated in the industry by our:

- Comprehensive administration capabilities delivered through innovative proprietary systems
- Proven implementation approach and account management services to ensure a smooth transition to services and seamless ongoing administration
- Corporate initiatives to provide superior service to members, family members, and the benefits team
- Scalability, financial strength, and long-term attention on the importance of *health and wealth*

## **Notable User Experience**

We are committed to helping members and dependents become more informed healthcare consumers. Key goals driving our engagement in partner initiatives include:

- Help reduce long-term medical plan and member cost trend
- Improve member engagement through multiple member education channels
- Support clients, members, dependents, and HR professionals
- Offer tools and resources resulting in a seamless member experience
- Provide convenient, online decision-support tools and provider payment options

Our solution is built around the imperative our client experience must be top notch. To support this initiative, our intuitive and robust web portal supports users in accomplishing most of their Consumer Directed Benefits (CDB) management tasks securely online. Due to our uptime of more than 99%, users can access and manage their accounts virtually anytime, anywhere.

We recognize the importance of partnering with a proven administrator to oversee this vital component of your benefits strategy. HealthEquity is committed to providing comprehensive and service-focused capabilities to support member health and wealth initiatives. Our product suite offers a unique combination of healthcare and financial services capabilities – a critical differentiator in the industry and a pillar of our success. By leveraging this expertise, your members can realize long-term benefits by learning to better save and spend their healthcare dollars. Clients and partners can enjoy a robust solution delivered by a single partner and industry leader. Our expertise and dedication result in convenient solutions for clients seeking one partner to guide their benefit strategy to impact members' health and wealth.



## HealthEquity Overview

### About HealthEquity

HealthEquity was established in 2002 with a focus on transforming the healthcare industry by empowering individuals with tools to manage healthcare costs. When health savings accounts were signed into law in 2004, HealthEquity was well-positioned to help guide individuals and clients to become informed consumers of these new tax-advantaged financial accounts. As members leverage HSAs alongside a qualified high deductible health plan, they save significantly in the short-term through reduced monthly premiums as well as in the long-term by growing their savings both at contribution and investment.

With the acquisition of WageWorks, a leading benefits administrator, we are uniquely positioned to help individual account holders connect health and wealth. Only HealthEquity delivers the integrated end-to-end solutions to simplify benefits administration and provide members a truly cohesive experience. Our services benefit millions of members as well as more than 100,000 clients, ranging in size from the largest enterprises to small businesses. Our total solution includes:

- Healthcare accounts
  - Health Savings Account (HSA)
  - Flexible Spending Account (FSA)
  - Health Reimbursement Arrangement (HRA)
  - Retiree Healthcare Spending Account
- Dependent Care FSA (DCFSA)
- Commuter benefits
- COBRA administration
- Direct Bill administration
- Employer-sponsored programs (ESP)
  - Emergency Disaster Relief programs
  - Gym reimbursement
  - Tuition reimbursement
  - Wellness reimbursement

With decades of experience, we know how to scale quickly, influence legislation, and provide leadership within the employee benefits industry. We strive to ensure our clients and their members receive innovative programs supported by superior service. We understand the cost pressures associated with benefits; therefore, we are committed to delivering efficient and cost-effective services capable of eliminating hassle and saving companies both time and money. Our goal is to provide support to empower individuals to achieve wellness today and financial wellbeing tomorrow.

**20+ Years**  
**INDUSTRY**  
**LEADERSHIP**

 **1/7 of the**  
**AMERICAN**  
**WORKFORCE**

**100,000 +**  
**ORGANIZATIONS** 



### **Our Mission and Vision**

It is our mission is to help Americans thrive in today's healthcare system by offering a variety of tax-advantaged products designed to incentivize informed decision-making and encourage long-term savings. With a full suite of healthcare financial products, we help millennial consumers better save, manage, spend, and grow their pre-tax dollars through government-approved health savings vehicles.

Our vision involves facilitating access to affordable healthcare through the combination of high-deductible health plans and our tax-advantaged health account products. We view our financial tools as a way for individuals and companies to maximize their dollars in real-time, while building greater wealth for the long run. While some administrators or financial institutions offer single product solutions as a sideline business, connecting health and wealth is our sole focus. At HealthEquity, we want every American to have our accounts as part of their lifelong plan.

# **One partner. Total solution.**

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Only HealthEquity delivers the end-to-end integrated solutions you need to simplify benefits administration and give employees a truly cohesive experience.

## How We Provide Remarkable Service

Through passion for sharing insight and support, we begin our commitment to remarkable service as we transition clients and members to our services. Ongoing, we continue supporting members with 24-hour access to service representatives. Clients are provided ongoing support by highly trained client service personnel.

### Implementation

When converting new clients to our solutions, an implementation team guides them through the process and coordinates efforts directly with clients. This implementation team consists of professional project managers who lead internal resources, manage timelines and deliverables, and provide direct oversight. Vast knowledge of our products and solutions aids our implementation managers in delivering a seamless transition to our solutions.

### Service Delivery

We staff a robust and seamless support team dedicated to managing client relationships. Our service delivery teams consist of experienced professionals capable of satisfying the needs of our clients for the life of the partnership — we are here for you every step of the way.

Clients will be supported by a knowledgeable Employer Services team ready to provide ongoing support for the day-to-day needs of your plan. Team members provide account administration assistance for questions or concerns which may arise. Clients can also look to this team for support with other administration duties, such as enrollment and group maintenance activities. Team members are available Monday through Friday, from 9:00 a.m. until 8:00 p.m. Eastern Time via toll-free phone or email.

### Innovative Tools

Members have access to many innovative tools to make it easy for them to access and spend funds in their accounts. Alongside their healthcare debit card – which provides point-of-service funds access for healthcare purchases – members can submit claims using our mobile app or online via our member portal. Additionally, we support automatic health plan claims, working with carriers (medical, dental, pharmacy, and vision) to receive claims information. We currently receive integrated claims data from more than 130 carriers and enrollment, eligibility, and contribution data from partners (e.g., enrollment and eligibility providers, payroll vendors, HRIS providers, etc.).

### Member Services

HealthEquity ensures members have the availability to access important information and support related to their accounts when they need to do so. We offer 24/7 toll-free access to our knowledgeable service representatives<sup>1</sup> and members may access member support via online chat between 8 a.m. until 8 p.m. Eastern Time. Our toll-free interactive voice response (IVR) system and member portals also provide information 24/7.

Member Services Representatives are trained to assist members with questions related to our full suite of products and services. With direct access to specific plan information, our Member Services team can easily view meaningful details, answer questions, and resolve issues. Additionally, we record all calls and perform quality reviews to monitor accuracy and professionalism. Callers are primarily serviced from our service centers in Draper, UT; Tempe, AZ; and Irving, TX.

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<sup>1</sup> COBRA and Direct Bill member service is available weekdays, from 8:00 a.m. to 8:00 p.m. Eastern Time.

## Member Portal

Our online member portal was uniquely designed to provide meaningful and easy-to-use guidance as members understand how their health plan and healthcare accounts work together as part of their overall health benefit. Our user-friendly portal presents members with a variety of resources to aid in determining how to best spend or save their healthcare dollars. We realize these account programs can be complex in nature and difficult for members to understand, therefore we have developed a unique mix of messaging and media to help make our programs approachable and understandable.

The member portal captures a record of individual member's account activity including a snapshot of balances on the account dashboard. Other account activity is displayed as an overview of transaction details and history with robust search options. Regardless of health insurance provider or pharmacy benefit manager, we are able to provide members access to their claims through a single member portal alongside a single view of health savings and investment balances, transactions, and reimbursement activity. When logging in to the portal, members can easily access the features listed below:

- Online claims submission for direct reimbursement or provider payments
- On-demand, printable statements of activity and claim forms
- Manage HSA investments
- Savings calculators
- Order additional debit cards
- Alerts and messages
- Elect Commuter options

Regardless of submission method, 99% of claims are processed within two business days, and members can opt to receive an email or text message when each claim is received, processed, and payment is made. Additionally, members can pay providers directly from their account(s), using our pay my provider feature.

Additionally, we provide an editable member profile, which allows members to customize their email address, mailing address, reimbursement method (direct deposit or check), and text preferences.

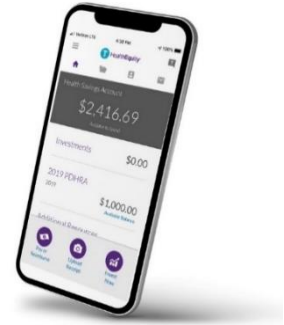


## Mobile App

Members can also view account information and manage claims directly from their mobile devices. Members can use our mobile app to view claims, access real-time account balances, chat with member services personnel, and manage account funds directly from iOS and Android mobile devices. By allowing members to view integrated claims, submit new information, pay providers, and request reimbursement without navigating away from the online portal, members can take secure actions regarding their accounts anytime, anywhere.

The mobile app provides convenient access to account information for members on the go. Our app allows members to perform the tasks listed below:

- File claims for reimbursement with the ability to have dependent care provider sign within the app to create a receipt for services
- Snap a photo of receipts for submission or storage
- View transactions and account balances
- Schedule provider payments
- Manage HSA Investments
- View/edit account profile and preferences



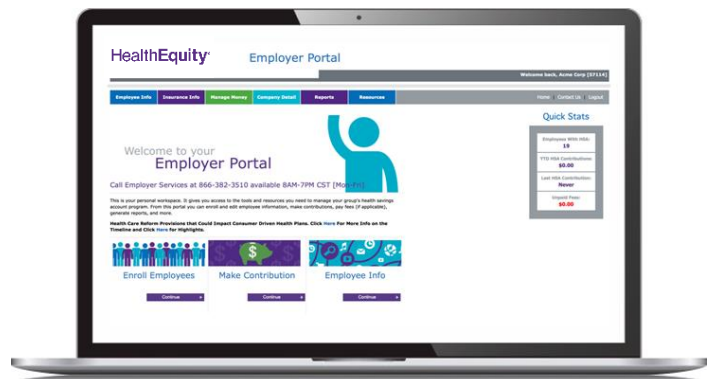
Members can also receive balance and claim status via text message.

## Client Portal

Online access to our client portal allows users to run real-time reports and view summary data of plan(s) and members. Clients receive portal training and documentation during implementation to ensure acceptable adoption levels and optimal use.

The client portal provides the following features:

- **Program Dashboard:** Home page with on-demand program metrics, including enrollment, elections, and client/member estimated savings by plan type
- **Member Tab:** Lookup capability allowing view and/or edit access
- **Reports Tab:** Access to current and historical standard reports. Each report downloadable in Excel format; we also provide customizable parameters for date range, sorting, and filtering
- **Files Tab:** File processing results and error logs
- **Benefits Tab:** Plan setup information and provisions
- **Company Tab:** Company specifics with system users and access level



## Communications

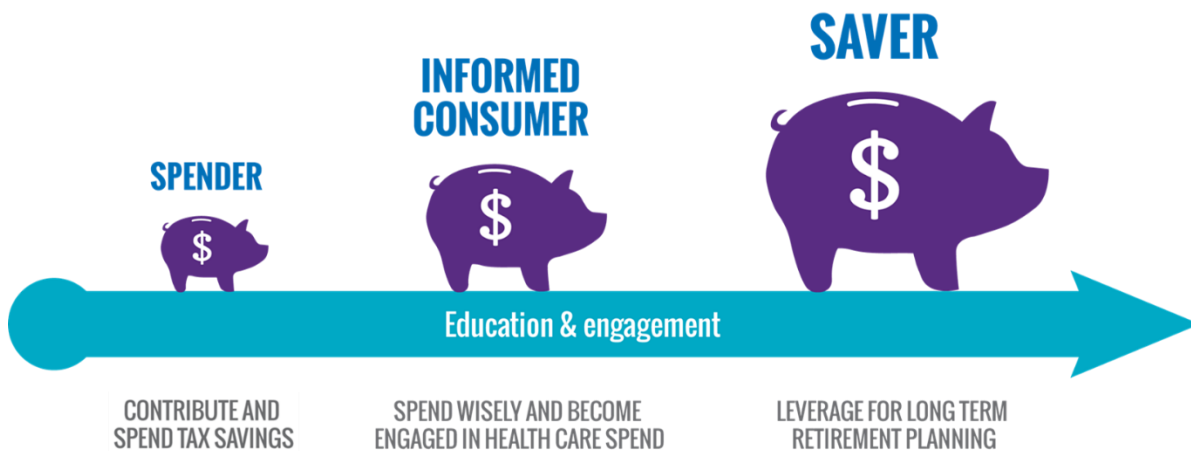
HealthEquity understands initial and ongoing education is critical in helping members achieve their health and wealth goals. Our internal, dedicated marketing team works closely with clients to develop and implement a communications plan to align with the client's culture and initiatives. The

communication campaign employs a variety of tools, including educational websites, videos, webinars, email campaigns, member guides, brochures, payroll stuffers, workplace posters and signage, etc. Our clients have access to comprehensive digital communications library 24/7.

Member education is a continual process at HealthEquity, rather than a one-time event. We provide communications, services, and support during pre-enrollment, open enrollment, and ongoing. This dedication to continuous member understanding increases program adoption and satisfaction. Educational focuses and methods vary throughout the member life cycle. We combine consumer incentives with relevant tutorials and communication pieces on our pre-enrollment site for convenient online access. Post-enrollment we continue education initiatives to ensure members maximize savings and benefits. We offer the following communication services:

- Online and printed enrollment tools, including open enrollment tool kits as well as pre- and post-enrollment promotional communications/guides
- Templates and design services for customized communication materials
- Claims email/text notifications to members for timely delivery of information, such as rejected card swipes, rejected claims, and indication of when claims were processed

## Empowering members to thrive and save



## FSA Administration

Flexible Spending Accounts (FSAs) offer a pre-tax benefit account allowing members to pay for eligible healthcare and dependent care expenses. Members decide how much to contribute to their FSA each year and funds are withdrawn automatically from each paycheck for deposit into their account before taxes are deducted.

We believe FSAs are beneficial for all working Americans, and with our decades of experience, we know education and ease of use lead to greater participation. For this reason, it is our goal to continually focus on educating members about the advantages of FSAs, resulting in increased levels of engagement.

Our full suite of FSAs includes healthcare, limited purpose, dependent-care, and post-deductible FSAs. With a common member web portal experience and member-friendly substantiation, our reimbursement account administration comes with the unmatched features below:

- On-demand access to account activity
- Quality plan document services (digital copy to client for distribution)
- Professional support for a variety of plan designs
- Flexible payment and reimbursement options including healthcare debit cards
- Discrimination testing
- Integrated, user-friendly payment platform
- Member support and education, 24/7
- Robust communications media gallery
- On-demand, real-time reporting for clients
- Convenient product extras, including mobile app (for iOS and Android devices)

## Dependent Care FSA Administration

Dependent Care FSA (DCFSA) plans can be administered in addition to, or separate from, the FSA product. Funds allocated for member DCFSA through payroll can be used to pay for eligible dependent care expenses. The DCFSA plan can be selected by members who regularly pay for daycare, preschool, or other child, elder, or similar dependent care expenses. Members can make direct payment to providers or submit claims for reimbursement through the member portal or via our mobile app.



## Limited Purpose FSA Administration

Limited Purpose FSAs (LPFSAs) can be used in conjunction with an HSA to pay for eligible expenses not covered by dental and vision plans. This allows members to contribute and use pre-tax dollars for eligible vision and dental expenses exclusively. While the focus of these accounts is very specific, they can help members save money with tax-advantaged contribution options. As is true of other FSA plans, LPFSAs operate under use it or lose it restrictions, meaning any funds in the account at the end of the plan year generally cannot be carried over to the next year. These plans can allow for either a grace period or carryover provisions, making the LPFSA an attractive option for members who have regular vision and dental expenses.



### Use it or Lose it

FSAs are generally “use it or lose it” plans. This means the balance remaining in the FSA at the end of the plan year cannot be carried over to the next plan year. However, the plan can provide for either a grace period or a carryover if appropriate. Additionally, if an accountholder leaves a client or retires, unused funds may be forfeited by the member and returned to the client. For more details, please see IRS publication 969 or consult a tax advisor.

### Carryover

Some plans allow up to \$500 of unused healthcare FSA funds remaining at the end of a plan year to be carried over to the next year.

### FSA Reporting

Our comprehensive suite of standard online reports was designed to meet the accounting, payroll, and benefits management needs of our clients when managing healthcare and dependent care programs. Current and historical reports are available online, at any time, via our client portal, and are downloadable in Excel format. The following table outlines some of the key features of our reporting package:

Report Name	Description of Contents	Availability
<b>Enrollment Report</b>	List of members and pertinent account settings	On-demand
<b>Invoice Report</b>	List of members per plan type for each billing month	On-demand
<b>Funding Report</b>	Complete accounting of payments issued versus program funding deposits	On-demand
<b>Account Activity Report</b>	Plan year-to-date totals for all payments, posted account funding, and member account balances	On-demand
<b>Contribution and Payments Report</b>	Complete accounting of payments issued versus member funding deposits	On-demand
<b>Healthcare Card Report</b>	Summary of debit card information, including card status and amount of unverified card transactions per member	On-demand
<b>Good Will Payments Report</b>	Detailed information for payments made to the member without affecting the account balance, will be invoiced back to the program sponsor	On-demand
<b>Unclaimed Checks Report</b>	List of all uncashed member check payments returned to the program sponsor for escheatment	On-demand
<b>Late Repayments Report</b>	Summary of all late repayments processed during the specified date range	On-demand
<b>Carryover Report</b>	List of amounts carried over from previous plan year healthcare FSA to current plan year healthcare FSA	On-demand
<b>Custom Contributions Report (if applicable)</b>	List of all contribution records with employer-defined contribution labels	On-demand



Additionally, we deliver scheduled and year-end operational reviews, detailing contributions and withdrawals for each account. Report records are easy to sort. Each record contains eight-member reference fields, including last name, first name, member identification number, last four digits of Social Security number, benefit group code, payroll group code, company code, and location code.

FSA Features & Capabilities			
Feature	Capability	Client Benefit	Member Benefit
<b>Payment Options</b>	<b>Healthcare Debit Card</b> <ul style="list-style-type: none"> <li>Works seamlessly with our platform</li> </ul>	<ul style="list-style-type: none"> <li>Increased card activation</li> <li>Lower program noise</li> <li>Customizable rules and appearance</li> <li>100% compliant with IRS regulations</li> </ul>	<ul style="list-style-type: none"> <li>Access to funds at point of sale</li> <li>Swipe-and-go convenience</li> <li>No fees</li> <li>Additional cards for eligible dependents</li> </ul>
	<b>Pay My Provider</b> <ul style="list-style-type: none"> <li>Schedule one-time or recurring payments online</li> </ul>	<ul style="list-style-type: none"> <li>Increased member satisfaction</li> <li>Lower program noise</li> </ul>	<ul style="list-style-type: none"> <li>Convenience of online bill pay</li> <li>Easy FSA fund allocation</li> </ul>
	<b>Pay Me Back</b> <ul style="list-style-type: none"> <li>Online and traditional claims submission</li> <li>Claims processed in two business days</li> <li>All claims imaged and stored</li> </ul>	<ul style="list-style-type: none"> <li>Increased member satisfaction</li> <li>Lower program noise</li> </ul>	<ul style="list-style-type: none"> <li>Quick turnaround</li> <li>Toll-free fax submission</li> <li>Reimbursement by check or direct deposit</li> </ul>
	<b>Automatic Health Plan Claims</b> <ul style="list-style-type: none"> <li>Electronic claims submission via carrier claim files</li> <li>Direct member reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>Increased member satisfaction</li> <li>Lower program noise</li> </ul>	<ul style="list-style-type: none"> <li>Reimbursement by check or direct deposit</li> </ul>
<b>File Enrollment</b>	<ul style="list-style-type: none"> <li>Customizable file enrollment and account setup</li> <li>Easy, anytime, anywhere access</li> </ul>	<ul style="list-style-type: none"> <li>Convenience of paperless enrollment</li> <li>Instant reporting and measurement to promote increased participation</li> </ul>	<ul style="list-style-type: none"> <li>Ease and convenience of electronic enrollment</li> <li>Easy access to open enrollment tools</li> </ul>
<b>Grace Period/ Carryover/ Run-Out</b>	<ul style="list-style-type: none"> <li>Multi-wallet capability</li> <li>Standard 90-day run-out</li> <li>Continuation of claims processing</li> </ul>	<ul style="list-style-type: none"> <li>No extra charge, client-controlled lower FSA forfeiture</li> <li>One-, two-, or two and a half-month grace period option</li> </ul>	<ul style="list-style-type: none"> <li>More time to use funds/submit claims</li> <li>Reduced forfeiture risk</li> <li>Convenience</li> </ul>

FSA Features & Capabilities			
Feature	Capability	Client Benefit	Member Benefit
<b>Third-Party Card Substantiation via Carrier File</b>	<ul style="list-style-type: none"> <li>Proprietary claim substantiation logic</li> </ul>	<ul style="list-style-type: none"> <li>Reduced administrative burden</li> <li>Increased administrator and member satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>Healthcare expense paid via card are auto-substantiated via carrier file</li> <li>No need to send in receipts</li> </ul>
<b>Member Portal</b>	<ul style="list-style-type: none"> <li>Secure, multi-use and multi-plan, self-service account portal and administrative site</li> </ul>	<ul style="list-style-type: none"> <li>Reduced administrative burden</li> <li>Increased member plan ownership</li> </ul>	<ul style="list-style-type: none"> <li>Convenience</li> <li>Instant, secure access to account funds and information</li> </ul>
<b>Member Service</b>	<ul style="list-style-type: none"> <li>Available 24/7</li> <li>24-hour live chat support</li> <li>24-hour IVR</li> </ul>	<ul style="list-style-type: none"> <li>Reduced administrative burden</li> <li>Increased member satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>Clear explanation of benefits</li> <li>Enrollment assistance</li> <li>Immediate issue resolution</li> </ul>
<b>Member Resource Center</b>	<ul style="list-style-type: none"> <li>Multi-plan and media, online benefits educational portal</li> </ul>	<ul style="list-style-type: none"> <li>Reduced administrative burden</li> <li>Increased member participation and satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>Increased plan knowledge and confidence</li> </ul>
<b>Client Portal</b>	<ul style="list-style-type: none"> <li>Secure, multi-plan, online administrative portal</li> <li>Program reporting and reconciliation</li> <li>Secure file transfer</li> </ul>	<ul style="list-style-type: none"> <li>24/7 access to program information, comprehensive reporting, and a downloadable collateral and communications library</li> </ul>	<ul style="list-style-type: none"> <li>Informed plan administrators</li> </ul>
<b>In-Plan Communications</b>	<ul style="list-style-type: none"> <li>Comprehensive welcome guides</li> <li>On-demand statement of activity</li> <li>Claims and event-driven email and text notifications/alerts</li> </ul>	<ul style="list-style-type: none"> <li>Reduced administrative burden</li> <li>Increased administrator and member satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>Increased account visibility and control</li> <li>Convenience</li> <li>Account confidence</li> </ul>

**Fee Schedules**

Service Fees			
Product Name	Fee Type	Fee	Description
<b>FSA</b>	Admin Fee	\$4.00 PPPM	Per Participant Per Month
<b>FSA</b>	Monthly Minimum	\$75.00	
<b>Implementation Fee</b>	Implementation Fee	\$250.00	
<b>Plan Documents - Initial</b>	Additional Service Fee	\$0.00	Administrative fees are waived for initial Plan Document and Summary Plan Description (SPD) (while employer is in implementation). Ongoing Plan Document and SPD service must be requested separately.
<b>Non-Discrimination Testing - Initial</b>	Additional Service Fee	\$0.00	Administrative fees are waived for initial nondiscrimination testing. Ongoing nondiscrimination testing session must be requested separately (fees may apply).

<b>FSA Service Fees</b> <small>(Fees subject to change with appropriate advance notice)</small>	
<b>FSA plan document and SPD</b>	Included (One set)
<b>Non-discrimination testing</b>	One round standard testing per plan year included (additional rounds or enhanced testing \$600 per test)
<b>Direct deposit or check reimbursement</b>	Included
<b>Debit card</b>	Included
<b>Online member account statements</b>	Included
<b>Electronic communications</b>	Included
<b>24/7 access to web portal</b>	Included
<b>Reporting via web</b>	Included
<b>24/7 call center support</b>	Included
<b>Paper communications collateral</b>	Quote based on volume
<b>Custom debit card options</b>	\$2,000 setup fee for thermal logo on card
<b>File conversion</b>	\$150 per hour
<b>Custom reporting</b>	\$150 per hour
<b>Single sign on (SAML 2.0)</b>	Quoted per request
<b>Incidental expenses</b>	Quoted per request (e.g., printing, copying, postage for custom materials or non-standard mailings, retrieval of archived records, etc.)
<b>5500 preparation and filing</b>	The information required to complete Form 5500 is available upon request at no charge. We will also provide Form 5500 preparation services for an additional fee of \$150 per hour with a two-hour minimum

*\*The monthly PPPM fee for FSA, DCRA, and LPFSA will be bundled at a single monthly fee for accountholders who choose one or more of these options. Separate administration fees will only be charged to employees who elect a single reimbursement account.*

# One partner. Total solution.



Let us take care of *everything*

15 West Scenic Pointe Drive  
Draper, UT 84020  
[info@healthequity.com](mailto:info@healthequity.com) | [www.HealthEquity.com](http://www.HealthEquity.com)

*HealthEquity, Inc. does not provide legal, tax, financial or medical advice. Nothing in this communication is intended as legal, tax, financial or medical advice. Always consult a professional when making life-changing decisions.*

*Investments are subject to risk, including the possible loss of the principal invested and are not FDIC Insured or guaranteed by HealthEquity. Before making any investments, review the fund's prospectus. HealthEquity Advisors, LLC is a separate, wholly owned subsidiary of HealthEquity, Inc.*

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**Attachment 3**

Health Equity Service Fees					
Product Name	Fee Type	Fee	Description	Year 1 - Employer Annual Cost	Year 2 - Employer Annual Cost
Flexible Spending Account	Admin Fee	\$4.00 PPM	Per Participant Per Month – Employee Burden	N/A	N/A
Flexible Spending Account	Monthly Minimum	\$75.00	Recurring	\$ 900.00	\$ 900.00
Implementation	Implementation Fee	\$250.00	One-Time	\$ 250.00	\$ -
				<u>\$ 1,150.00</u>	<u>\$ 900.00</u>



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE  
Agenda of October 12, 2021**

*Tom Brandeberry*

*Todd Bodem*

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**Prepared by:**  
**Thomas Brandeberry, LADG**  
**President and CEO**

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**Approved by:**  
**Todd Bodem, City Administrator**

**SUBJECT:** Adoption of resolution for Andrew Goodwin Design's additional service agreement #5 for the Le Roy Park and Community Center renovation.

**RECOMMENDATION:**

It is recommended that the City Council review and adopt Resolution No. 2021-76 to approve Andrew Goodwin Design's additional service agreement #5.

**DISCUSSION:**

Due to unforeseen change orders, City staff and Los Amigos de Guadalupe (LADG) have decided to rescind the approval of PCO-008C Parking Lot Upgrades (\$121,394) in order to have money to cover pending change orders, future change orders, and any other contract increases needed to successfully complete the Le Roy Park and Community Center. Rescinding PCO-008C will result in a positive contingency balance for Le Roy Park in the amount of \$85,606.83.

Andrew Goodwin Design (AGD) agreed to subcontract Earth Systems for the Le Roy Park and Community Center renovation project. The amount of special inspections needed from Earth Systems has exceeded the proposed scope and the construction inspector has indicated that significant special inspections are needed to complete the project. AGD needs to increase Earth Systems' contract in order for them to be able to continue working on the project. Based on the most recent project schedule provided by Quincon, AGD and Earth Systems will need an additional \$21,400 to make sure that Earth Systems is able to perform all special inspections needed through the end of the project. Approving this will bring the contingency balance down to \$64,206.83.

**ATTACHMENTS:**

1. Add Service 5 – Andrew Goodwin Design -Le Roy Park
2. Resolution No. 2021- 76





ANDREW GOODWIN DESIGNS  
DESIGN | ARCHITECTURE | PLANNING

**ADD SERVICE #5 AGREEMENT**

AGREEMENT made as of: September 30, 2021

Between the OWNER: City of Guadalupe  
918 Obispo Street  
Guadalupe, CA 93434

and the ARCHITECT: Andrew Goodwin, AIA  
Andrew Goodwin Designs  
2050 Parker Street, San Luis Obispo, CA 93401 (805-439-1611)

for the following Project: Add Service #5 for Earth Systems Construction Site Inspections

**SECTION 1: SCOPE OF SERVICES:**

- 1.1** Andrew Goodwin Designs (AGD)' services consist of those described in this section. This agreement is for the addition of hours for the already contracted Special Inspections required by the City and performed by Earth Systems. This contract in reference is for the LeRoy Park and Community Center Rehabilitation Project between the City of Guadalupe and AGD dated March 26, 2019. Additional work is needed specifically from the AGD and Earth Systems team members.
- 1.2** All services performed outside of these services listed in the previous contract and below shall be considered Additional Services. Additional Services will be billed at an hourly rate or as agreed upon by the Client and Consultant(s).

**SCOPE OF SERVICES BREAK-DOWN**

**TASK 1: SITE AND SOIL INSPECTIONS**

Services Include but are not limited to:

1. Soils Testing
2. Inspection of CMU and site walls.

**EXCLUSIONS**

The exclusions included in the previous contract are still valid. No further exclusions are required.

**SECTION 2: COMPENSATION**

**2.1** The work described in Section 1 will be billed monthly by Andrew Goodwin Designs, and the work will be performed on an hourly basis per the Rate Schedule below. **(NTE = Not-To-Exceed)**

TASK	Description	Rate	Cost
1	CONSTRUCTION ADMINISTRATION		
	Andrew Goodwin Designs Earth Systems	NTE NTE+ 10%	\$19,500.00 \$1900.00
	<b>TOTAL</b>		<b>\$21,400.00</b>

**Note:** Hourly rate/fees for professional services only and does not include Reimbursable Expenses.

**Rate Schedule for AGD (existing Rate Schedules for consultants still applicable from original contract)**

- Principal Architect/Stamping \$150.00
- Principal Design/Senior Project Manager \$110.00
- Professional Designer/Project Manager \$90.00
- Architectural Designer/Rendering \$75.00
- Clerical/Intern \$60.00

**SECTION 3: ACCEPTANCE**

**3.1** Commencement of the outlined work above may immediately after the receipt of this signed proposal, the initial payment indicated in Section 2, and a complete contract if client requires.

Your signature below indicates your acceptance of this agreement. This proposal is valid for 30 days.

Sincerely,



**Andrew Goodwin, AIA, LEED AP**  
Architect, Owner

\_\_\_\_\_

Client Acceptance	Date	Phone
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Print Name: \_\_\_\_\_

RESOLUTION NO. 2021-76

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE RESCINDING PCO-008C (PARKING LOT UPGRADES) FOR LE ROY PARK AND APPROVING ADDITIONAL SERVICE AGREEMENT #5 WITH ANDREW GOODWIN DESIGNS TO PROVIDE AN ADDITIONAL \$21,400 FOR SPECIAL INSPECTIONS BY EARTH SYSTEMS**

**WHEREAS**, the City of Guadalupe owns and maintains Le Roy Park and Community Center; and

**WHEREAS**, the City received a grant of \$4.1 million to renovate Le Roy Park and Community Center; and

**WHEREAS**, the City entered into an agreement with Andrew Goodwin Design (AGD) in March 2019 to provide certain services for the renovation of Le Roy Park and Community Center; and

**WHEREAS**, AGD contracted with Earth Systems to provide special inspections for the project; and

**WHEREAS**, there has been a number of unforeseen special inspections needed for the project; and

**WHEREAS**, Earth Systems and AGD have reviewed Quincon's (the project construction contractor's) proposed schedule and have come up with a not to exceed increase of \$21,400 for these unforeseen special inspections.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Guadalupe that:

**SECTION 1:** the rescinding of PCO-008C Parking Lot Upgrades (\$121,394) is approved, which will result in a contingency balance for Le Roy Park in the amount of \$85,606.83.

**SECTION 2:** an amount not to exceed \$21,400 for additional special inspections to be performed by Earth Systems under the City's agreement with Andrew Goodwin Designs;

**SECTION 3:** the Additional Service Agreement #5 with Andrew Goodwin Designs is approved and the Mayor is authorized to sign the agreement on behalf of the City;

**SECTION 4:** The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 12<sup>th</sup> day of October 2021 by the following vote:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2021-76**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 12, 2021, and that same was approved and adopted.

**ATTEST:**

\_\_\_\_\_  
Amelia M. Villegas, City Clerk

\_\_\_\_\_  
Ariston Julian, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Philip Sinco, City Attorney



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE**  
**Agenda of October 12, 2021**

*Sonia Rios-Ventura*

*Todd Bodem*

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**Prepared by:**  
**Sonia Rios-Ventura, LADG**  
**Community Development Manager**

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**Approved by:**  
**Todd Bodem, City Administrator**

**SUBJECT:** Approving the Economic Development Opportunities/Constraints and Recommendations, prepared by Lisa Wise Consulting, Inc., to be incorporated into the City's Resilience-Guadalupe Plan.

**RECOMMENDATION:**

It is recommended that the City Council approve the Economic Development Opportunities/Constraints and Recommendations, prepared by Lisa Wise Consulting, Inc., for inclusion in the City's Resilience-Guadalupe Plan, under the plan's economic development section. In doing this, the City Council will also consider this plan as a temporary Comprehensive Economic Development Strategy (CEDs) under the Economic Development Administration (EDA) process of approving local economic development plans.

**DISCUSSION:**

The City of Guadalupe hired Los Amigos de Guadalupe (LADG) to, among other things, complete a community resilience plan. As part of that process LADG hired Lisa Wise Consulting, in part due to their work on the Multimodal Transportation and Revitalization Plan, to complete a downtown resilience economic development plan addressing short, medium, and long term economic strategies.

Additionally, LADG has been working with the City on funding for the renovation and development of the Royal Theatre. Two promising funding sources are EDA grant programs. The EDA looks at local or regional approved CEDs to determine if a particular project for funding is consistent with the approved CEDs.

At this time, there are no regional approved CEDs that covers Guadalupe. The County's temporary CEDs covers only those areas that are covered in the CDBG Urban County Agreement, which the City is not a party to. There is a CEDs being developed that would cover San Luis Obispo and Santa Barbara counties but it does not call out the need for projects like the Royal Theatre. The Economic Development Opportunities/Constraints and Recommendation does call out the Royal Theatre as part of an economic development strategy for the redevelopment of downtown Guadalupe, taking advantage of the uniqueness of the area in becoming a destination location.

If the City Council approves this document to be included in the Resilience-Guadalupe Plan, and to consider the report written by Lisa Wise Consulting, Inc., as a temporary CEDS for the City of Guadalupe, the EDA, which has reviewed the report, has indicated it will write a letter approving the report as the City's temporary CEDS.

This will, in addition to making an application for the renovation of the Royal Theatre more competitive, give the City opportunities to apply for other EDA grants/loans.

**ATTACHMENTS:**

1. "City of Guadalupe Resilience Plan Economic Development Opportunities/Constraints and Recommendations"
2. Resolution No. 2021-77



MEMO

To: Thomas Brandeberry, Los Amigos de Guadalupe  
From: Lisa Wise Consulting, Inc.  
Date: July 13, 2021  
Subject: City of Guadalupe Resilience Plan Economic Development Opportunities/Constraints and Recommendations

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## Introduction and Purpose

This memorandum summarizes economic development constraints and opportunities and provides a summary of actions the City and community partners may consider to spur economic development for the Downtown area of Guadalupe. It is intended to ultimately serve as a section of the City's Resilience Plan currently under development by Los Amigos de Guadalupe (LADG). The findings and recommendations in this memorandum are informed by recent community and planning initiatives, such as feedback received from the January 2021 focus group, analysis from the Mobility Revitalization Plan, and conversations with both City staff and LADG.

## Opportunities and Constraints: Background and Context

An assessment of constraints and opportunities provides a clearer understanding of how existing characteristics either limit or encourage economic development. **Opportunities** refer to characteristics that provide the potential for the Downtown area to grow the local economy, while **constraints** refer to characteristics that limit the ability for the area to grow the local economy. Local governments typically review both opportunities and constraints in developing their economic development strategies as they provide a foundation from which to build policies and programs that address the jurisdiction's most critical obstacles while complementing and gaining advantage from existing assets.

### Study Area

The area of focus for this economic analysis and subsequent recommendations is Downtown Guadalupe, which runs along Guadalupe Street (California Highway 1), bordered by 11th Street on the north end and the Royal Theater building on the south end. However, the area extending south from the Royal Theater to 5<sup>th</sup> Street is considered a secondary boundary for commercial uses.

Though this analysis primarily focuses on Downtown Guadalupe in the north, the area leading up to this neighborhood is also important for introducing the community's character and tone as visitors travel north along Guadalupe Street. Some of the City's core assets, such as the Amtrak Station, are located just south of Downtown Guadalupe.

### COVID-19

The Guadalupe Resilience Plan effort was well underway when the COVID-19 pandemic disrupted daily lives of citizens across the globe. The resulting shelter-in-place directive and economic shutdown negatively impacted businesses across California, where the economy began to contract during the first quarter of 2020. The economic effects of the COVID-19 crisis most severely impacted retail and service sectors, core considerations of this economic analysis. This assessment was developed with the expectation that businesses and retail will re-open and remain open due to ongoing vaccination efforts. As the County of Santa Barbara recently removed restrictions on occupancy and social distancing in any business per the

State's re-opening framework, pursuing strategies towards economic revitalization in light of COVID-19 impacts is now more important than ever.

### Recent Initiatives

The following recent planning initiatives in Guadalupe complement this assessment:

- **Guadalupe Mobility Revitalization Plan:** The goal of this plan is to enhance connectivity and mobility options within and between neighborhoods, and to improve mobility between the neighborhoods and the historic town center. The plan also addresses regional connectivity between the city and regional destinations, taking into account the specific setting of Guadalupe in relation to the ocean and dunes to the west and the City of Santa Maria to the east. The community feedback and findings from this plan resulted in an award of \$1.9 million from the California Transportation Committee's State Highway Operations and Protection Program (SHOPP). These funds will address some of the priorities outlined in the plan, such as increasing connectivity to the Amtrak station and improving sidewalk landscaping. Investing in connectivity and streetscapes will also address some constraints to economic development outlined below.
- **LeRoy Park Rehabilitation:** The City was awarded \$4.1 million in CDBG funds to renovate LeRoy Park and Community Center, located near the Downtown study area, and make the open space more inviting while providing additional recreation and community-serving facilities for Guadalupe. However, construction costs increased in the three-year period between grant submission and construction, threatening the timeline and scope of the project. Additional funds have been granted (\$900,000 in CDBG and \$177,000 on Prop 68) and the Capital Campaign has reach 70% of the remaining funds needed as of March 2021. With the present construction schedule showing completion in November 2021, the space that has in the past been the City's unofficial town square will be up and operating.

### Current Snapshot of the Economy

The City of Guadalupe generates lower retail sales per capita than many neighboring jurisdictions, such as Goleta, Lompoc, Buellton, Carpinteria, and Solvang. This disparity is in part due to lower median household incomes, which depresses the spending and investment potential of many Guadalupe residents. However, in the past 10 years, the City's income distribution has shifted. Fewer households are earning under \$75,000 and households earning \$100,000 to \$149,999 have increased more than sixfold, from 2.8% of all households in 2010 to 18.2% in 2019. This shift suggests the changing demographics of the city and growing near-term spending potential.

Additionally, retail sales for residents are disproportionately captured outside of the city where there are more options such as big box stores and full-service grocery stores. Due to the current size of the city and proximity to Santa Maria, its larger next-door neighbor, Guadalupe will have difficulty attracting more sizeable retail chains. For site selection, larger retail tenants typically seek regional visibility and accessibility, considering factors such as:

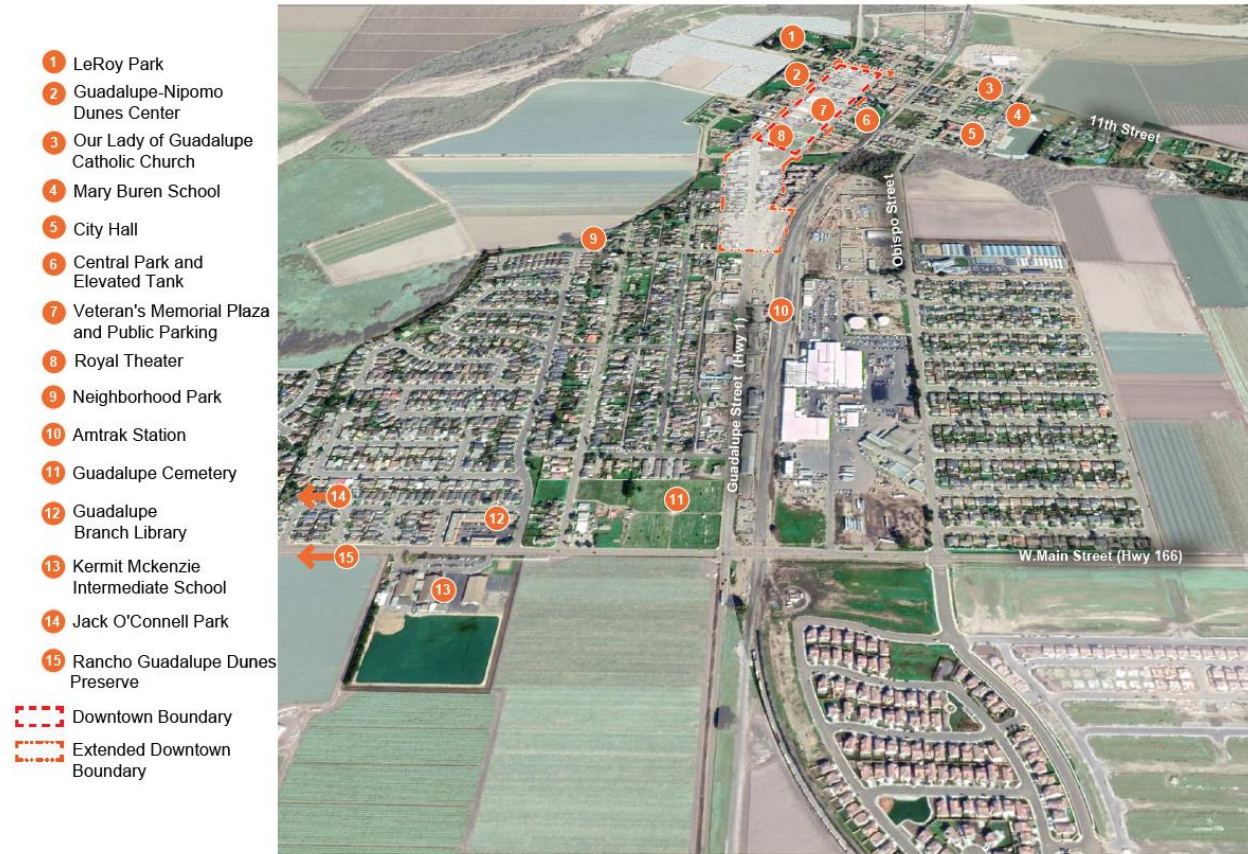
- Proximate location to major transportation corridors (e.g., Highway 101)
- Intersection locations (i.e., where two streets converge there is double the traffic – whether vehicles or pedestrians – compared to a mid-block location)
- Access in and out of the property using both right and left turns
- Ability to place signage that is clearly visible
- Parking (unless a very high level of pedestrian activity exists)

However, an advantage for Guadalupe is its lower retail rents, which make it more attractive to businesses with low margins, such as restaurants. This could support a concentration of locally operated low-margin businesses in the city.



The City could take advantage of existing assets and momentum to absorb more revenue from residents with higher discretionary spending capacity and visitors who are drawn to Guadalupe for various reasons but are not yet incentivized to spend more time (and money) in Guadalupe.

**City of Guadalupe Local Assets\***



\* Guadalupe is also home to a variety of murals that showcase Guadalupe's heritage and culture. These murals are painted throughout the Downtown area.

## Opportunities and Constraints

The following two tables identify economic development opportunities (Table 1) and constraints (Table 2) in Guadalupe. The tables are organized by priority (i.e., high, medium, and low), which is defined by the ability to effectively provide a relative level of economic value:

- High: Higher level of economic value
- Medium: Moderate level of economic value
- Low: Lower level of economic value

The topic areas are also coded by color to enable ease of review.

- **Access and Connectivity**
- **Tourism**
- **Retail/Local Businesses**
- **Community Identity**

**Table 1: Prioritized Opportunities**

Priority	Topic Area	Opportunities
High	Access and Connectivity	<b>Guadalupe is a regional destination location with many local assets in proximity to one another.</b> The City is home to the world-famous Guadalupe-Nipomo Dunes, is close to the beach, has a walkable Downtown studded with murals and historical buildings, and connected to the larger region (and state) by Amtrak train service. Guadalupe is unique in terms of its diversity of urban and recreational offerings that provides something for everyone to enjoy.
High	Access and Connectivity	<b>Streetscape improvements along commercial corridors can increase business visibility and activity.</b> Promoting bicycle- and electric vehicle-friendly infrastructure along the Downtown corridor can take advantage of the City’s location along Highway 1 by encouraging cyclists and electric vehicle car owners to rest, eat, and/or shop.
High	Access and Connectivity	<b>The Amtrak station provides an opportunity for train passengers to stop in Guadalupe.</b> Trains on the Pacific Surfliner route, running from San Diego to San Luis Obispo, can pick up and drop off passengers in walking distance from the Downtown core. Some of these passengers, driven by train-centric enthusiasm and tourism, are also particularly attracted to the station. The City can capitalize on adventurers seeking to explore more natural parts of the California through the convenience of train travel.
High	Tourism	<b>Guadalupe's downtown provides a historic urban experience that is unique in the area.</b> Tourists tend to seek places that provide a unique experience and highlight the qualities that make an area special. While Santa Maria offers more shopping and dining options, it lacks a fully developed pedestrian-friendly area for shopping, dining, and community events that reflects the history of the area. With improvements to the public realm and unique local programming, Guadalupe Street could offer this experience for locals and tourists alike attracted to the Dunes. Signage along W. Main Street and a coordinated wayfinding and branding strategy along Guadalupe Street could help raise awareness

Priority	Topic Area	Opportunities
		of the businesses located there, providing a draw for tourists visiting the Dunes.
High	Tourism	<b>The planned redevelopment of the Royal Theater will serve as a catalyst for Downtown revitalization.</b> An RFP to renovate the Royal Theater building and its adjacent land was released in March 2020, the timing of which coincided with the COVID-19 global economic shutdown. Future redevelopment is expected to contain a community arts facility and other commercial uses that take advantage of the Theater's central location and historic characteristics.
High	Retail/Local Businesses	<b>Guadalupe Street is home to unique small businesses and independent shops.</b> Locating more businesses within proximity to existing businesses creates a convenient "one-stop" shopping environment that attracts more customers making daily and convenience purchases. An improved public realm that is inviting and comfortable for pedestrians is critical to support momentum among local businesses. To that end, vacant and underutilized parcels along Guadalupe Street can be targeted for infill development. Pleasant landscaping and clear, appropriately scaled signage can also enhance public commercial space.
Medium	Tourism	<b>Unique programming can attract locals and tourists alike.</b> Guadalupe's Downtown core is well-positioned to provide a space for outdoor events in underutilized parking lots, vacant lots, or the street (with Caltrans approval). Regular programming, such as live music, farmers markets, art and performance gatherings, and local food festivals can reinforce the Downtown's identity while incentivizing visitors to patronize nearby businesses. These events also provide a space for communal gatherings, which are especially important after the COVID-19 lockdowns.
Medium	Tourism	<b>Regional and state tourism platforms can be further leveraged to promote Guadalupe's assets.</b> Existing tourism entities, such as the Santa Maria Valley Chamber or VisitCalifornia.com, market on behalf of and drive visitors to attractions around the region or state. Guadalupe could leverage existing platforms to develop greater visibility as a tourist destination.
Medium	Retail/Local Businesses	<b>A Business/Merchant's Association can align local businesses on priorities and projects.</b> The recently formed Guadalupe Business Association (GBA) can more easily address the needs of the greater business community, such as maintaining landscaping to create a welcoming environment for customers, coordinating on parking, and improving business representation at City Hall. The GBA could eventually evolve into a more formal Business Improvement District (BID).
Medium	Retail/Local Businesses	<b>Providing more resources for small businesses can spur businesses incubation.</b> The City can promote existing resources for

Priority	Topic Area	Opportunities
		small businesses, such as the County’s Small Business Development Center, and consider a façade improvement revolving loan program or other programs that could assist or incubate local businesses. Local business support in terms of online presence would be beneficial considering opportunities related to visitor attraction.
Low	Community Identity	<b>Guadalupe has authentic character, a wealth of community culture, interesting history, and a strong branding strategy as "Gateway to the Dunes".</b> Guadalupe's community identity is informed by a variety of inputs, including the community's agricultural economy, Chumash Native American culture, the nearby Guadalupe-Nipomo Dunes, a history of Spanish colonial activity, and the diverse cultural groups that settled in Guadalupe. Several key intersections offer gateway opportunities that could reinforce Guadalupe's identity through branding and signage.
Low	Community Identity	<b>Guadalupe is currently host to many murals showcasing the City's unique cultural heritage.</b> Further investment in public art can enhance Guadalupe's brand as well as help to draw and capture tourists. Eye-catching, large-scale murals not only support local artists, but also can promote awareness of the City through Instagram and other social media news feeds.
Low	Retail/Local Businesses	<b>The Pasadera community is partially completed and includes 802 homes, a school, and small commercial center.</b> This new housing is expected to boost the city's population to around 11,000. In addition to an expected increase in property taxes, these new families will inject the city with more discretionary income to support existing and new businesses in Guadalupe. However, Pasadera residents would have to walk approximately one mile or more to get to Downtown Guadalupe, including crossing the railroad tracks and W. Main Street.
Low	Access and Connectivity	<b>Improving the safety and operational efficiency of existing crossings could help improve connectivity within Guadalupe.</b> The U.S. Department of Transportation provides guidance for pedestrian crossing features that could improve the safety of railroad crossings in Guadalupe, including fencing, gates, special paving, and pedestrian-scale lighting and signage. These features could be especially helpful on routes with heavy or increasing automobile and truck traffic such as W. Main Street and 11 <sup>th</sup> Street. In addition, if passenger rail activity continues to rise, active transportation and connectivity between the Amtrak station and Pasadera, such as a walking/biking path, could be considered. A recent \$1.9 million SHOPP grant will also be leveraged to repair existing Complete Streets facilities and address crossing issues.

**Table 2: Prioritized Constraints**

Priority	Topic Area	Constraints
High	Retail/Local Businesses	<b>Unused/vacant storefronts can depress Downtown activity.</b> Especially in light of COVID-19 impacts on small businesses, more stores have shut down and have created greater hurdles to revitalization.
High	Retail/Local Businesses	<b>Guadalupe's retail and services are limited, and don't meet shopping and dining needs of residents.</b> Guadalupe is home to a variety of restaurants, stores, and service-oriented businesses. While these satisfy many of the shopping and dining needs of Guadalupe residents and workers, it is necessary to travel to Santa Maria or other nearby cities to shop at a full-service grocery store or dine at a restaurant with late-night operating hours. Additionally, high turnover of businesses in Guadalupe reflects the challenging operating environment for small businesses.
High	Tourism	<b>The Guadalupe-Nipomo Dunes and Oso Flaco Lake attract tourists from around the world and across the region, but few visit Guadalupe on their way to or from these destinations.</b> Tourism is a large and growing economic sector nationally and within California. While shops, restaurants, and historic attractions in Guadalupe could attract more tourism spending to the town, a lack of awareness has kept Guadalupe off most tourists' itineraries. As such, Guadalupe has no lodging to offer visitors that might consider an overnight stay. The elevated tank in Central Park advertises the community as the "Gateway to the Dunes." Additional branding and marketing efforts could do more to attract tourists to the community, or encourage visitors driving from one destination to the next to make a stop in Guadalupe.
Medium	Retail/Local Businesses	<b>The City's regulatory environment could inhibit the growth of small businesses.</b> The City may benefit from a regulatory environment that is more predictable and business friendly. The City should reevaluate its fee schedule, ensure appropriate zoning and reasonable flexibility (especially in the Guadalupe Street corridor), and ensure its permitting procedures are easy-to-follow for new businesses.
Medium	Access and Connectivity	<b>Current parking regulations impede direct customer access to businesses.</b> Because the City parking lot has a 2-hour limit, parking spaces along the street can be used all day by employees, which decreases parking supply for customers.
Low	Access and Connectivity	<b>The Union Pacific railroad bisects Guadalupe in the north-south direction and acts as a barrier between the east and west sides of the community.</b> Between W. Main Street and 9th Street — a distance over three-quarters of a mile — there are no formalized crossings over the Union Pacific tracks. The Guadalupe Amtrak train station is located in between W. Main Street and 9th Street on the west side of the tracks, making access to the train station and businesses along Guadalupe Street inconvenient for residents living east of the tracks.

Priority	Topic Area	Constraints
Low	Community Identity	<b>At entrances to Guadalupe and throughout the city, branding and signage is limited and lacks a consistent aesthetic expression.</b> The built environment does not adequately reflect the history or identity of Guadalupe. The southern entrance on Guadalupe Street from W. Main Street is not cohesive, and the Amtrak station does not lead directly to a convenient or attractive entrance to the rest of town. While the downtown core includes a public plaza on Guadalupe Street, this public space could be enhanced as a center of activity and identity through the addition of public art, programming, and celebration of Guadalupe's history.

## Recommendations

Based on the opportunities and constraints identified above, recommendations for economic development were prepared. These recommendations were also informed by case study research of cities similar to the size and position of Guadalupe. The following table provides a menu of actionable recommendations to support economic development in Downtown Guadalupe. The recommendations are organized by time horizon (short-, medium-, or long-term) for completion, as well as action topic area. The recommendations consist of four topic areas as mentioned above:

- **Access and Connectivity:** The Amtrak station and proximity to Highway 1 are crucial assets that connect Guadalupe with the rest of the region. The City should build upon these resources to improve the traveling experience and enhance mobility, both intra-city and inter-city, for residents and visitors alike.
- **Tourism:** Guadalupe is a destination city with many attractions, such as the Guadalupe-Nipomo Dunes, Oso Flaco Lake, and the historic Downtown. The City can support its tourism activities through unique programming and greater marketing efforts.
- **Retail/Local Business:** Providing additional retail options should be a top priority for the City. In addition to retail diversity, the City can incentivize new business development and help to strengthen the existing business community.
- **Community Identity:** Guadalupe has a wealth of local culture, interesting history, and community pride. The City should amplify its brand and identity at major entrances and throughout the Downtown.

## Recommendations by Time Horizon

Recommendations are presented in the following tables by time horizon for completion:

- Short-Term (less than 2 years)
- Medium-Term (2-5 years)
- Long-Term (5 or more years)

**Table 3: Implementation Recommendations: Short-Term**

Action	Topic Area	Description
<b>Bike and EV</b>	Access and Connectivity	<p>Install a fast-charging electric vehicle station near Downtown and bike lanes along the 1, partnering with companies like EVGo (PPP) to provide fast-charging stations with no upfront capital costs or maintenance expenses. Promoting bicycle- and electric vehicle-friendly infrastructure along the Downtown corridor can take advantage of the City's location along Highway 1 by encouraging cyclists and electric vehicle car owners to rest, eat, and/or shop.</p> <p><i>Case Study Example: The State of Colorado is planning on installing fast-charging EV stations along popular driving routes to support its climate action goals.</i></p> <p><a href="https://energyoffice.colorado.gov/zero-emission-vehicles/electric-vehicle-fast-charging-corridors">Link: https://energyoffice.colorado.gov/zero-emission-vehicles/electric-vehicle-fast-charging-corridors</a></p>
<b>Maintenance District</b>	Access and Connectivity	<p>Explore the creation of a landscape, lighting, maintenance district to identify opportunities for and fund streetscape improvements, like street furniture, unique lighting, trees, and landscaping, etc. Such districts can provide economics of scale for property owners who can spread the cost of maintenance across many individuals.</p> <p><a href="#">Link to CA State Code regarding Maintenance Districts</a>; <a href="#">Link to City of Santa Clarita Landscape Maintenance District information page</a></p>
<b>Multi-Use Zoning</b>	Retail/Local Businesses	<p>Ensure Zoning Code is flexible enough to allow for multiple uses that can provide for the daily needs and services of residents. City can review the Mixed-Use District zoning and consider requiring at least 20% ground floor retail. This action addresses a regulatory barrier and supports meeting the needs of Guadalupe residents by providing goods, services, and dining within a short pedestrian shed.</p> <p><a href="#">Link to Sustainable Development Code Mixed-Use Zoning description</a></p>
<b>GBA Coordination</b>	Retail/Local Businesses	<p>Regularly coordinate with the Business Association to solicit input on the needs of the business community. The Association could form a Business Improvement District (BID) when economic activity increases.</p> <p><i>Case Study Example: The City of Fortuna's BID is made up of 500+ members. They recently received a marketing grant to assist</i></p>

Action	Topic Area	Description
		<p><i>with tourism, business recruitment, and retention.</i></p> <p><a href="#">Link to Fortuna BID</a>; <a href="#">Link to Description of Mammoth Lakes Tourism BID</a></p>
<b>Small Biz Guide</b>	Retail/Local Businesses	<p>Develop a handbook to starting a small business in Guadalupe that links to information and resources available on City/County webpage.</p> <p><i>Case Study Example: The City of Bishop posted the County's "Guide to Starting a Business in Inyo County" on Economic Development webpage.</i></p> <p><a href="#">Link to City of Bishop "How to Get Started" Information Page</a></p>
<b>Chamber Marketing</b>	Retail/Local Businesses	Develop marketing materials aimed at the tenant and Santa Maria Valley Chamber community to promote Guadalupe as business-friendly. GBA is the business lead (not the creation of a new chamber of commerce).
<b>Fees and Permits</b>	Retail/Local Businesses	Evaluate fee schedule and permitting procedures to ensure ease-of-use for small businesses.
<b>Low-Cost Lease</b>	Retail/Local Businesses	Provide low-cost leases on publicly owned buildings (in coordination with the reuse of the Royal Theater building) to retain small businesses and encourage desired uses.
<b>Parking Regs</b>	Retail/Local Businesses	Revise parking regulations to remove the 2-hour limit off street. This update would incentivize employee parking in City lots, increasing parking supply for visiting customers.
<b>Vacant Storefront Art</b>	Retail/Local Businesses	Work with property owners to encourage the installation of attractive window displays, including art, in vacant storefronts. Consider developing artist-in-residence programs for display of work by juried artists. Provide short-term workspace in available vacant spaces.
<b>Vacancy Pop-Up Biz</b>	Retail/Local Businesses	Market vacant spaces to pop-up businesses (retailers, test kitchens with a food service component, etc.) and other potential niche users as interim tenants, particularly in visible vacant spaces on the ground floor.

**Table 4: Implementation Recommendations: Medium-Term**

Action	Topic Area	Description
<b>Local Asset Survey</b>	Access and Connectivity	Inventory, document condition of, and periodically review Guadalupe's local assets, such as historic buildings and murals. This inventory can form the basis of a historic resources survey in the future. This exercise could utilize University student support.
<b>Grant Opps</b>	Access and Connectivity	Identify and apply for federal infrastructure grant opportunities. The new Administration has identified Amtrak as a priority for federal infrastructure spending.



Action	Topic Area	Description
<b>Mobility Plan</b>	Access and Connectivity	<p>Continue the implementation of the Mobility Revitalization Plan to connect the east vs. west sides of the city and improve safety of crossings.</p> <p><i>Case Study Example: The City of Woodlake completed its multi-phase Downtown Enhancement Project and fulfilled its goal of providing pedestrian, bicycle, and transit connectivity to shopping, office, and recreational destinations in the Downtown, as well as improving the aesthetic appearance and usefulness of the area.</i></p> <p><a href="#">Link to article on Woodlake's transportation investment program.</a></p>
<b>Wayfinding</b>	Community Identity	<p>Improve branding, wayfinding, and signage at entrances to Guadalupe to enhance local identity and public realm aesthetic, and along Guadalupe St. to showcase businesses in the area and draw tourists who are visiting the Dunes or passing through the city on CA-1.</p>
<b>Retail Brokers</b>	Retail/Local Businesses	<p>Work with the Guadalupe Business Association to attract and retain businesses with the efforts of retail brokers who work with a pool of potential commercial tenants.</p>
<b>Website Update</b>	Retail/Local Businesses	<p>Create webpages for Community and Economic Development and Social Services on City's website that consolidates all local and regional resources and links.</p> <p><i>Case Study Example: The City of Bishop has an Economic Development webpage with information from both the City and County on resources and requirements for starting a small business.</i></p> <p><a href="#">Link to City of Bishop's Economic Development webpage.</a></p>
<b>Festivals</b>	Tourism	<p>Host unique festivals that celebrate local heritage/cuisine and market Guadalupe to a larger audience. Example: cauliflower, which is rapidly becoming one of the most widely-eaten vegetables in the country.</p>
<b>Regular Programming</b>	Tourism	<p>Provide regular programming, such as live music, farmers markets, arts and performance gatherings, as well as annual festivities, to promote community-building and showcase local retailers and artists. Example: Autumn Pumpkin Patch photo opportunity.</p> <p><i>Case Study Example: The City of Apalachicola hosts an annual community-wide Easter Egg hunt in partnership with State Parks.</i></p>

Action	Topic Area	Description
<b>RV Campgrounds</b>	Tourism	<p>Revise Zoning Code to allow for RVs campgrounds, which can provide a destination for visitors interested in overnight stays. These campgrounds can also accommodate overflow from nearby beach cities and provide an opportunity for the City to collect TOT revenue.</p> <p>A smaller version of the Flying Flags RV Resort and Campground in nearby Solvang could be used as an example of the accommodations and amenities expected of RV camping in the area.</p> <p><a href="#">Link to Flying Flags website.</a></p>
<b>Short-Term Rental</b>	Tourism	Revise Zoning Code to allow for short-term rentals. Guadalupe does not currently have a hotel, so short-term rental options like Airbnb can increase the number of options visitors have to remain in Guadalupe for longer periods of time.
<b>Community Space</b>	Tourism	Continue to support a public place to gather, such as the Guadalupe Arts and Education Center and/or Leroy Park Community Center, to facilitate a sense of community and enhance the public realm.

**Table 5: Implementation Recommendations: Long-Term**

Action	Topic Area	Description
<b>Amtrak Longevity</b>	Access and Connectivity	Secure the Guadalupe Amtrak stop to ensure longevity of the rail station connection through continued investment in and around the physical station, the promotion of Guadalupe as a regional transit destination, and increased City representation in relevant Amtrak discussions and meetings.
<b>Holistic Branding</b>	Community Identity	Explore a more updated and holistic branding identity and logo that is reflective of Guadalupe's history and culture. This identity should not be exclusively staked to the Dunes and should appeal to residents and tourists alike.
<b>Murals</b>	Community Identity	Continue to invest in Instagram-worthy public art in appropriate locations. Consider art that reflects, celebrates, and is complementary to Guadalupe's history and supports the community's identity, while also encourages people to engage with the physical space.
<b>Art Competition</b>	Community Identity	Host an art & design competition to create eye-catching branding while promoting regional artists.
<b>Vacant Land Fee</b>	Retail/Local Businesses	<p>Levy a fee on vacant or dilapidated land to incentivize usage and maintenance. Additionally, coordinate with the County Assessor's Office to ensure proper valuation with each transfer.</p> <p><i><b>Case Study Example:</b> A voter-approved measure in the City of Oakland establishes an annual tax of \$3,000 to \$6,000 on vacant properties (allowable exemptions apply).</i></p>

Action	Topic Area	Description
		<a href="#">Link to City of Oakland's vacant property tax information.</a>
<b>Revolving Loan</b>	Retail/Local Businesses	Provide a revolving façade improvement loan program.
<b>Fee Deferral</b>	Retail/Local Businesses	Create an impact fee deferral program.  <i>Case Study Example: The City of Gonzales' Economic Development Incentives Program offers a variety of benefits, such as impact fee deferrals, impact fee financing, fee rebates, and small business loans.</i>  <a href="#">Link to the City of Gonzales' Incentives Programs.</a>
<b>Fee Financing</b>	Retail/Local Businesses	Create an impact fee financing program, in partnership with the Statewide Community Infrastructure Program (SCIP).
<b>Fee Reductions &amp; Rebates</b>	Retail/Local Businesses	Provide other incentives, such as: • Fee reductions • Property/sales/TOT tax rebate
<b>Small Biz Loan</b>	Retail/Local Businesses	Create a small business loan program capitalized by CDBG.
<b>Agritourism</b>	Retail/Local Businesses	Promote the diversification of farm-related activities through adoption of an agritourism ordinance, a Zoning Code update to include agritourism as a use, streamlined permitting for commercial uses on working farms, and the development of a handbook to provide additional information and links to permitting processes and insurance.  <i>Case Study Example: The City of Gonzales' agritourism industry is comprised of 46 vineyard properties that offer tasting rooms, picnic areas, and wine country charm.</i>  <a href="#">Link to City of Gonzales Agritourism webpage.</a>
<b>Royal Theater Reuse</b>	Tourism	Support the redevelopment of the Royal Theater building into a vibrant, community-focused commercial space to promote the capitalization of the Downtown area.
<b>Tourism Marketing</b>	Tourism	Create a strategy to increase Guadalupe's visibility on regional (Santa Barbara) and statewide tourism platforms and websites.

## Prioritization Maps

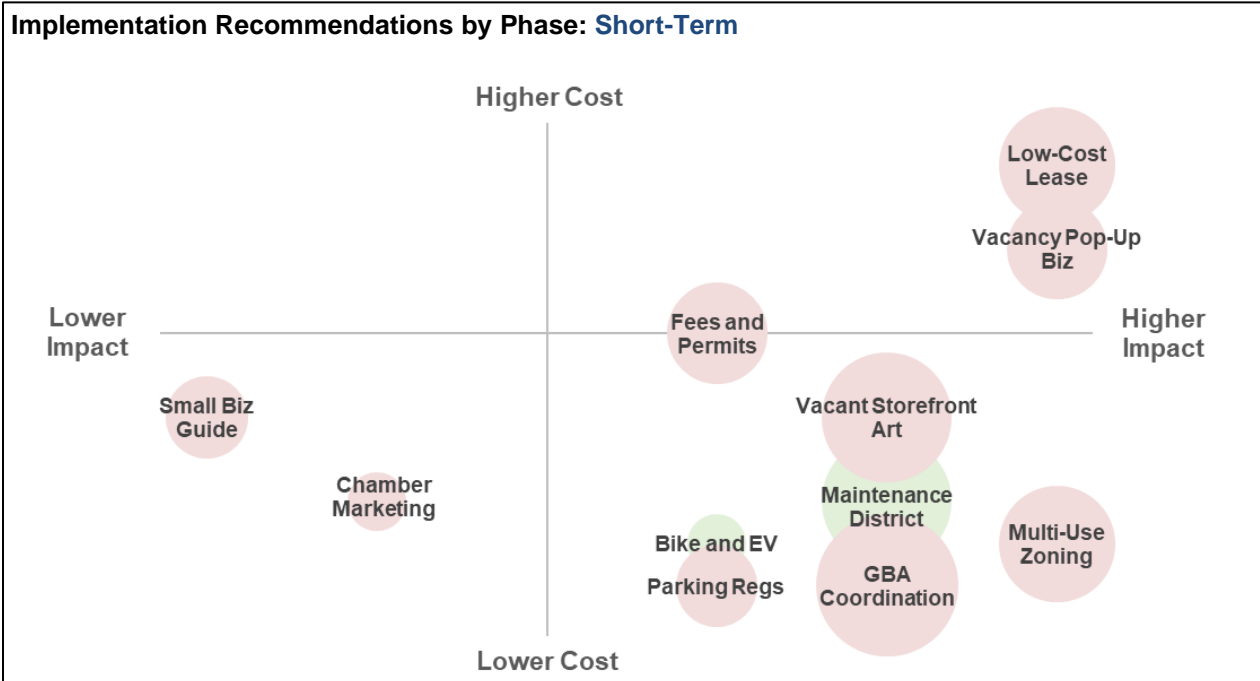
Prioritization maps reflect the recommendations in a visual manner. The recommendations are generally organized by three metrics: impact, cost, and City staff resources. These maps are also grouped by short-, medium-, and long-term action items, as well as by topic area.

- **Impact:** This metric estimates the level of economic impact or benefit of each action. This metric is measured across the x-axis of each map.
- **Cost:** This metric estimates the dollar cost of each action. This metric is measured across the y-axis of each map.

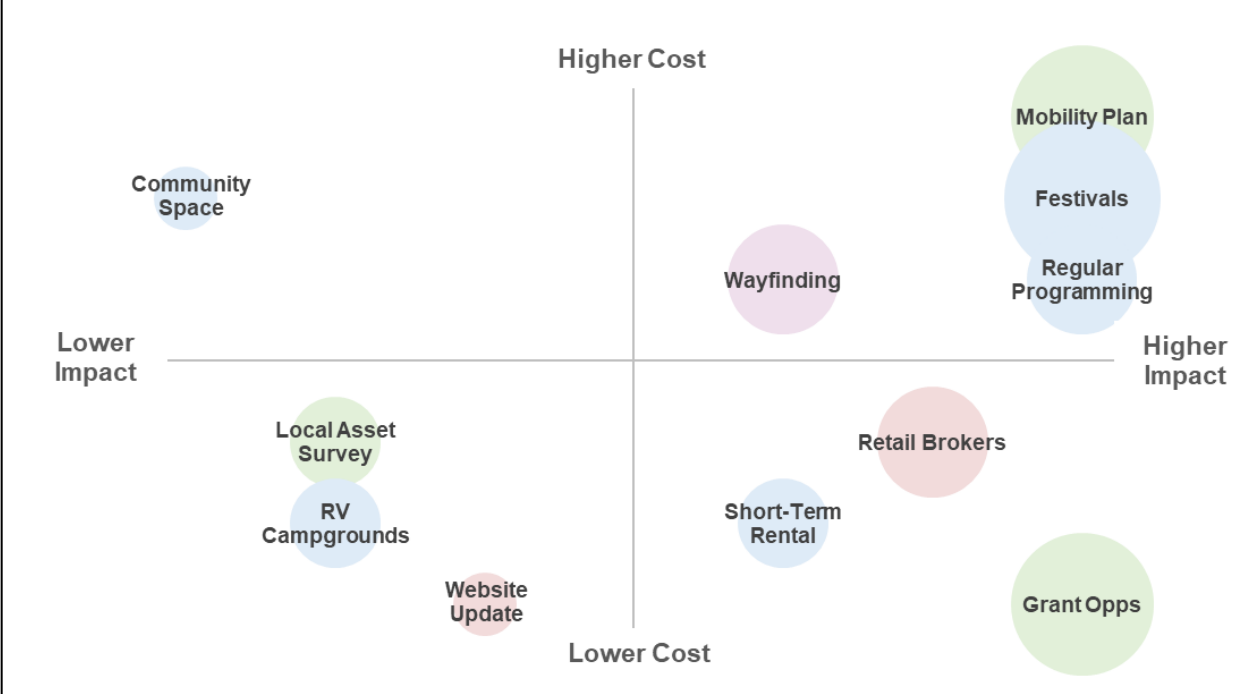
- City Staff Resources:** This metric estimates the level of City staff resources required to execute each action. This metric is demonstrated by the size of each bubble. The larger the bubble, the greater the amount of City staff time is expected for each action.

These maps are intended to be illustrative and provide a conceptual approach to understanding the variety of potential actions that could be taken.

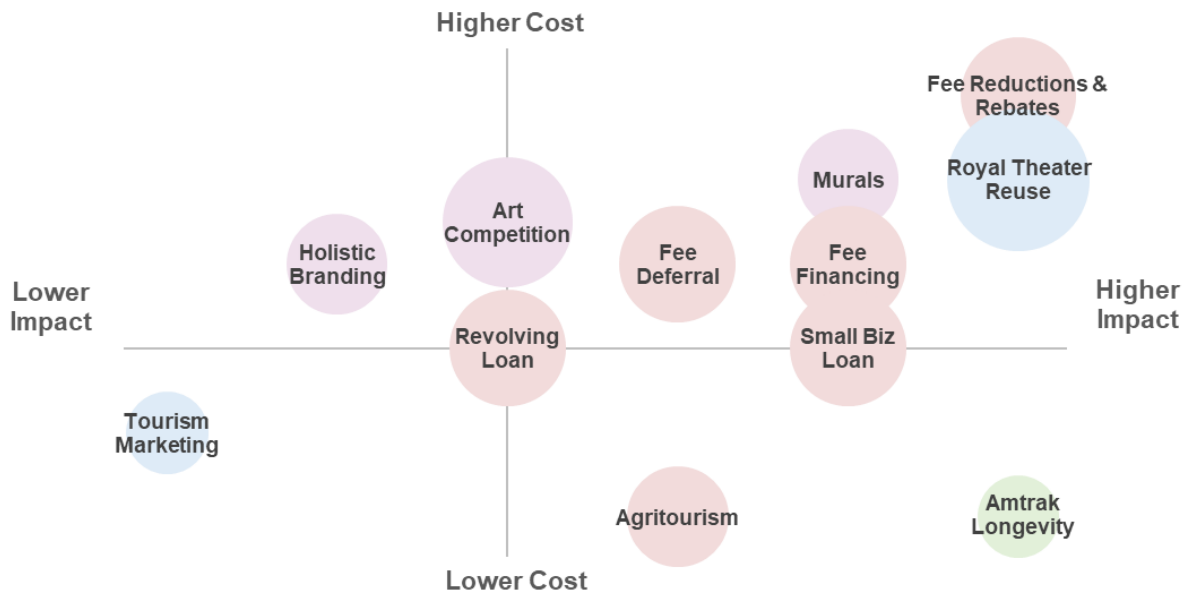
### Prioritization Maps by Phase



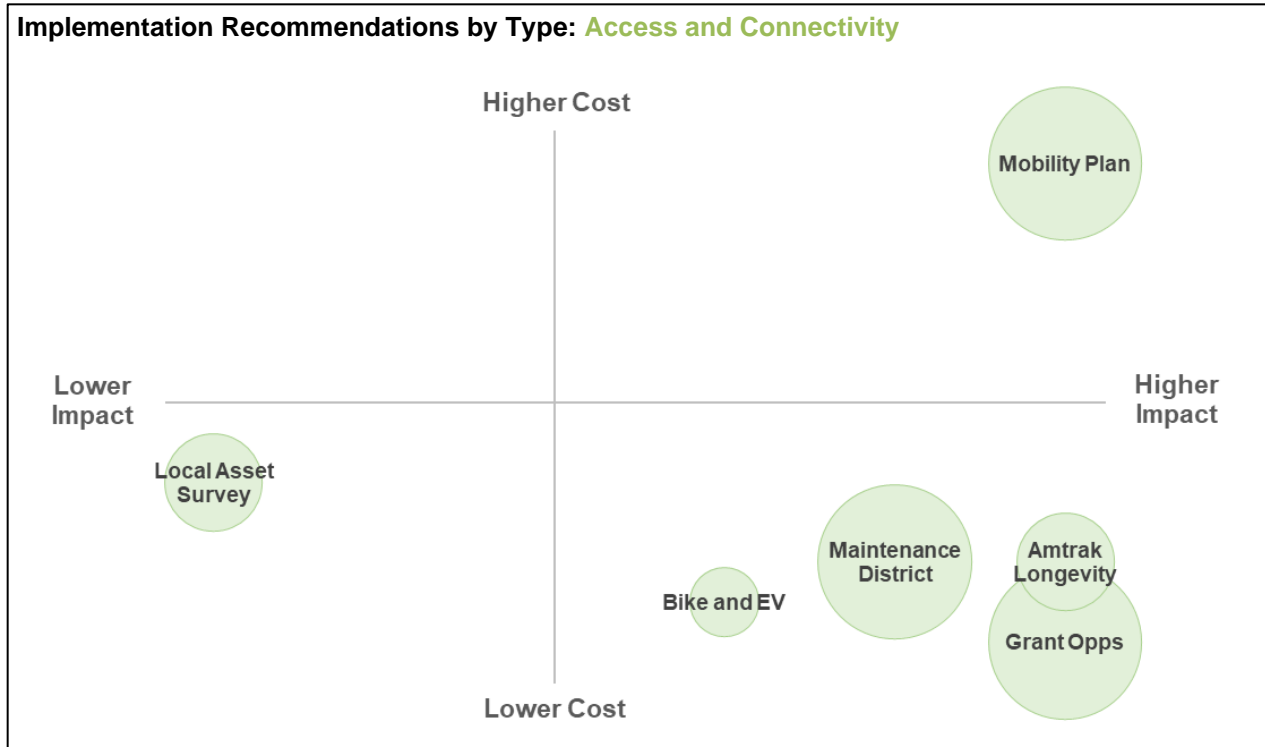
### Implementation Recommendations by Phase: Medium-Term



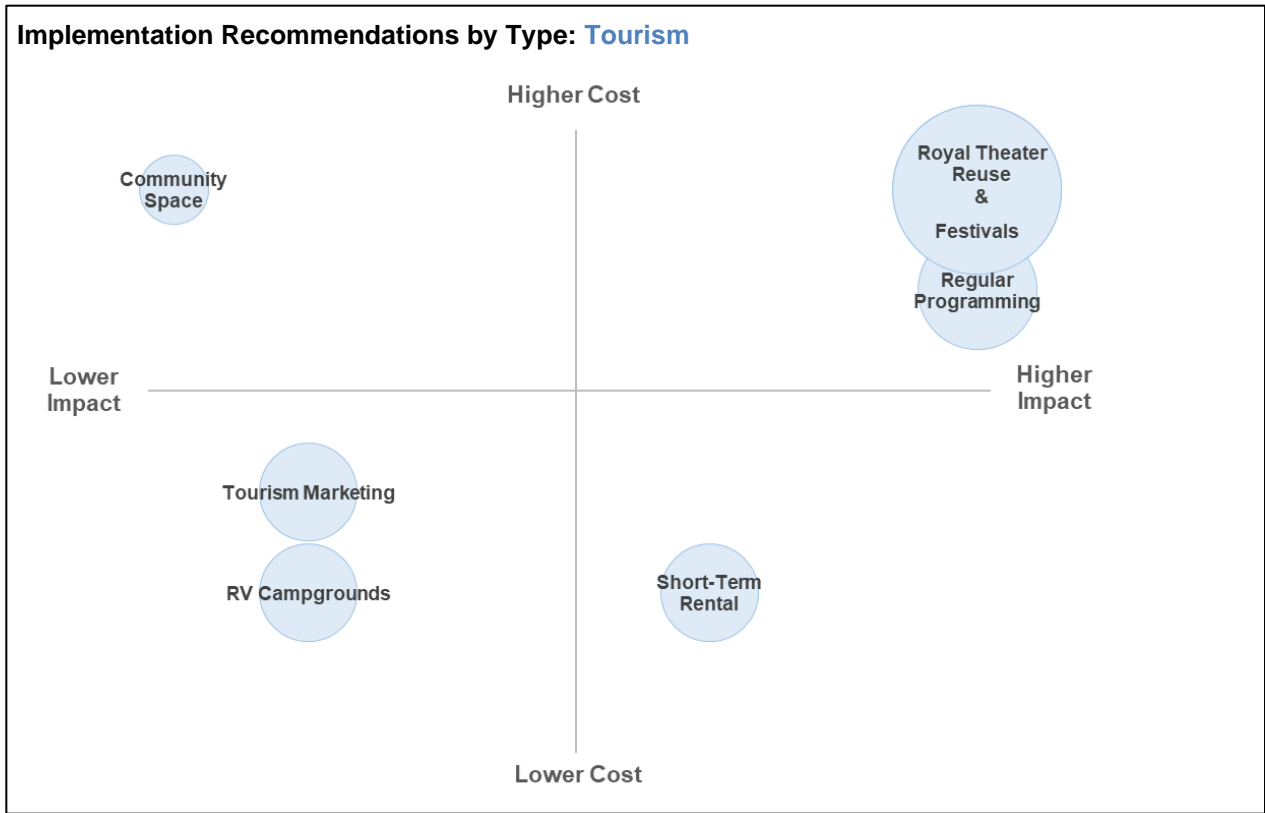
**Implementation Recommendations by Phase: Long-Term**



## Prioritization Maps by Topic Area

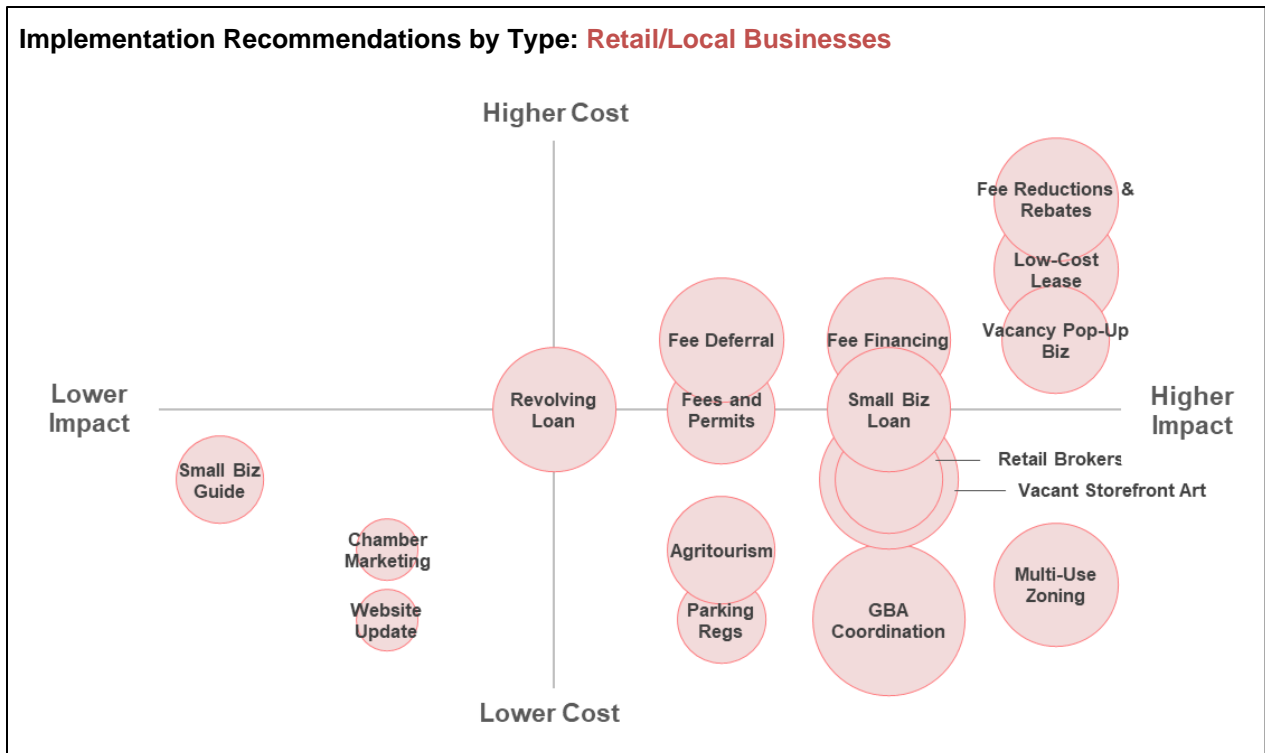


### Implementation Recommendations by Type: **Tourism**

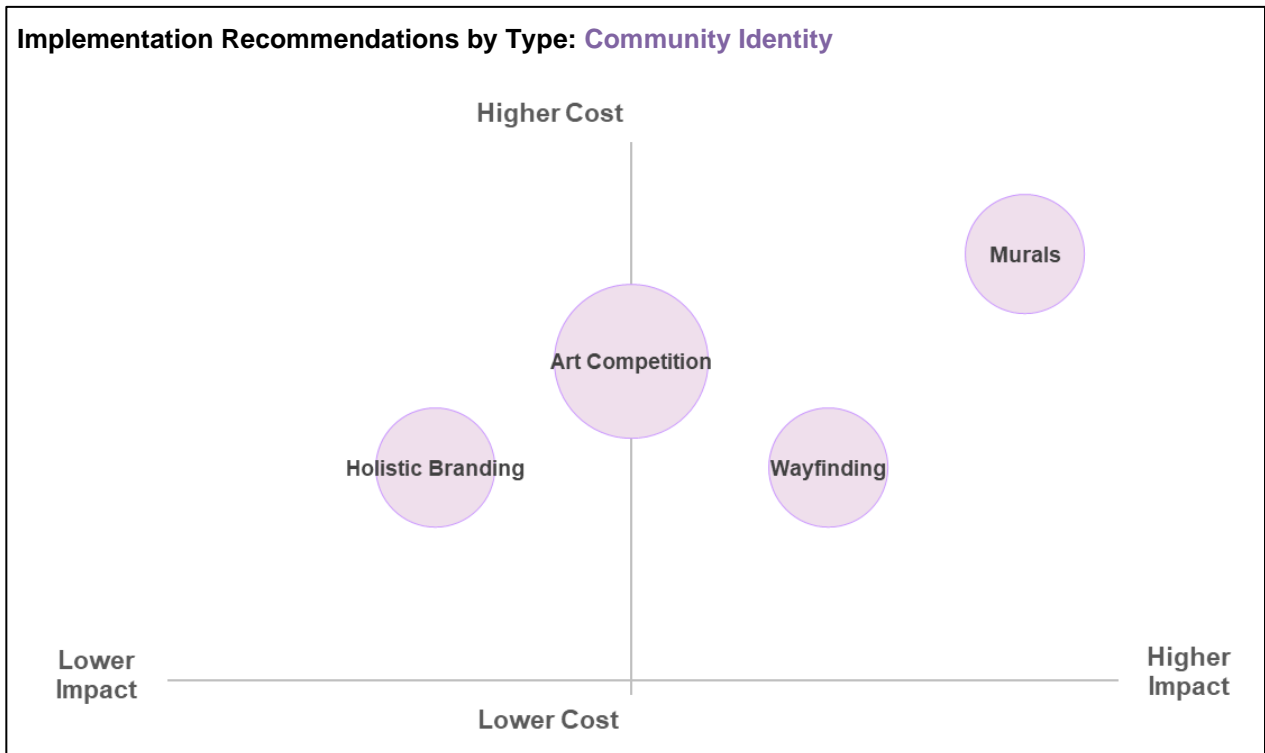




## Implementation Recommendations by Type: Retail/Local Businesses



**Implementation Recommendations by Type: Community Identity**



**RESOLUTION NO. 2021-77**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE TO APPROVE THE TEMPORARY USE OF THE CITY OF GUADALUPE RESILIENCE PLAN ECONOMIC DEVELOPMENT OPPORTUNITIES/CONSTRAINTS AND RECOMMENDATIONS AS THE TEMPORARY COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY**

**WHEREAS**, Lisa Wise Consulting, Inc. was hired to complete an Economic Development Opportunities/Constraints and Recommendations Report for inclusion in the Resilience-Guadalupe Plan being developed by Los Amigos de Guadalupe; and

**WHEREAS**, the report can be considered a temporary Comprehensive Economic Development Strategy (CEDs) under the federal Economic Development Administration (EDA).

**WHEREAS**, once the report is approved by the EDA, future EDA grant opportunity in line with the report will be more competitive for EDA funding,

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Guadalupe that the City Council has reviewed and hereby approves the incorporation of the Lisa Wise Consulting, Inc.'s Economic Development Opportunities/Constraints and Recommendations Report as part of the Resilience-Guadalupe Plan, and authorizes City staff and LADG to submit the report to the EDA for authorization of the report as a temporary CEDs.

The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 12<sup>th</sup> day of October 2021 by the following vote:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2021-77**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 12, 2021, and that same was approved and adopted.

**ATTEST:**

---

Amelia M. Villegas, City Clerk

---

Ariston Julian, Mayor

**APPROVED AS TO FORM:**

---

Philip Sinco, City Attorney



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE  
Agenda of October 12, 2021**

*Shannon Sweeney*

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

*Todd Bodem*

---

**Approved by:**  
**Todd Bodem, City Administrator**

**SUBJECT:** Sewer Trunk Main Improvement Project Inspection Services Notice of Award

**RECOMMENDATION:**

That the City Council adopt Resolution No. 2021-78 award a contract with Wallace Group for inspection services on the Sewer Trunk Main Improvement Project and authorizing the Mayor to execute the agreement on behalf of the City.

**DISCUSSION:**

In 2014, the Wastewater Master Plan identified project number EWCIP – 5 as an upgrade of 2,900 feet of 12-inch sewer main to 18-inch pipe generally from 5<sup>th</sup> Street to past Mahoney Lane to meet future capacity deficiencies. In addition, this project addresses the repair of known broken pipe, moves sewer from private property into City right-of-way where practicable, and reduces wastewater staff overtime to respond to blockages that occur from time to time on this undersized sewer pipe.

On June 22, 2021, the City awarded the construction project to V Lopez Junior and Sons Construction in the amount of \$1,550,949.60.

The City issued an informal request for proposals for contract inspection services at the same time. The RFP was sent to a list of potential bidders, made available on the City's website, and advertised in the Santa Maria Times. Bid opening was June 9, 2021. Three proposals were received, ranging from \$89,444 to \$216,980. The low bid, from Wallace Group in the amount of \$89,444 was found to meet the City's needs.

Originally, staff did not recommend awarding this contract because the sum of the contract (\$1,550,949.60) plus inspection services (\$89,444.00), \$1,640,393.60, exceeded the original budget amount of \$1,600,000.00. However, as construction begins, it has become evident that outside inspection services on this project are needed. If full contingency is expended, the total cost of this project plus inspection services will be \$1,886,452.64. Although this exceeds the budgeted amount, adequate funding is available in the wastewater cash balance to cover the difference. Proceeding with the inspection services contract will help ensure that this very important trunk main is installed correctly.

Staff recommends awarding the inspection services contract to Wallace Group for a total of \$89,444.00. It is also recommended to authorize the City Administrator to approve contract change orders during the project up to 15% over the contract amount if deemed necessary.

**FISCAL IMPACT:**

As of August 31, 2021, the wastewater capital fund cash balance was \$2,945,951.89. The 2021 Trunk Main Improvement Project, which was awarded June 22, 2021, is approved for \$1,783,592.04 if full contingency is exercised. The effluent pump station rehabilitation project plus inspection services, which was awarded July 13, 2021, is approved for \$582,821.00 if full contingency is exercised. The Trunk Main Improvement Project inspection services contract, if awarded and full contingency is expended, will be \$102,860.60.

Subtracting all projects with full contingency exercised would leave the cash balance of \$476,681.25, well below the desired reserves of \$1.5 million. However, cash balance in wastewater is currently increasing by approximately \$60,000 per month, and both the Trunk Main Project and Pump Station Project will take an estimated 6 months to complete. Therefore, while there may be a temporary drop in desired reserves as these projects progress, by the time both are expected to be completed and grant funds of \$302,821.00 are reimbursed, reserves should be restored close to desired levels.

**ATTACHMENTS:**

1. Resolution No. 2021-78
2. Bid Results
3. Agreement, Inspection Services

**RESOLUTION NO. 2021-78**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE  
AWARDING A CONTRACT WITH WALLACE GROUP  
FOR CONTRACT INSPECTION SERVICES ON THE 2021 TRUNK MAIN IMPROVEMENT PROJECT**

**WHEREAS**, Staff solicited informal proposals to provide contract inspection services for the 2021 Trunk Main Improvement Project; and,

**WHEREAS**, the City of Guadalupe received three bids for inspection services for this project; and,

**WHEREAS**, Wallace Group submitted the lowest bid in the amount of \$89,444.00; and

**WHEREAS**, Wallace Group meets the qualifications for inspection services on this project; and,

**WHEREAS**, Staff recommends the award of inspection services on the 2021 Trunk Main Improvement Project to Wallace Group.

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

**SECTION 1.** That an agreement (attached to the staff report for this item) with Wallace Group for \$89,444.00 for contract inspection services is authorized.

**SECTION 2.** The Mayor is authorized to sign the agreement on behalf of the City.

**SECTION 3.** That the City Administrator is authorized to approve change orders to this contract during construction up to 15% of the bid price, if deemed necessary.

**SECTION 4.** That the City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 12<sup>th</sup> day of October 2021 by the following vote:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2021-78**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 12, 2021, and that same was approved and adopted.

**ATTEST:**

\_\_\_\_\_  
Amelia M. Villegas, City Clerk

\_\_\_\_\_  
Ariston Julian, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Philip Sinco, City Attorney



**BID OPENING REPORT**



Bids were opened on June 9, 2021 at 3:00 p.m.

For 2021 Trunk Main Improvement Project - Inspection Services

Pre-Bid Estimate N/A

CONTRACTOR:

BID AMOUNT:

1. Cannon \$126,100

2. Wallace Group \$89,494

3. Filippin Engineering \$216,980

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

Signed: [Signature]

Date: 6/9/21

THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED.

THE BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

**AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN  
THE CITY OF GUADALUPE  
AND  
WALLACE GROUP**

THIS AGREEMENT FOR CONSULTANT SERVICES (the "Agreement") is made and entered into this 12 day of October 2021, by and between the CITY OF GUADALUPE, a municipal corporation ("City") and Wallace Group, a California corporation ("Consultant").

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 one (1) year 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. Consultant agrees to perform the services set forth in Exhibit A (Scope of Services) and made a part of this Agreement.

Section 3. Additional Services. Consultant 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. Consultant 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 Consultant the amounts specified in Exhibit B (Compensation) and made a part of this Agreement.

(b) Each month Consultant 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, subconsultant contracts, and miscellaneous expenses. City shall independently review each invoice submitted by Consultant 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 Consultant 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 Consultant, which are disputed by City, City will cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice.

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

(e) Consultant 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 Consultant'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 Consultant'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. Consultant 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, paper files, and other documents prepared, developed or discovered by Consultant 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 Consultant. Reuse of any materials outside the scope of this Agreement shall be at the sole risk of the City.

Section 7. Consultant's Books and Records.

(a) Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services pursuant to this Agreement. Consultant 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 Consultant 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 Consultant's address indicated for receipt of notices in this Agreement. The City shall compensate the Consultant 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 Consultant'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 Consultant.

(a) Consultant is and shall at all times during the terms of this Agreement remain a wholly independent Consultant and not an officer, employee or agent of City. Consultant 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 Consultant shall at all times be under Consultant'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 Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, employees or agents of City.

(c) Neither Consultant nor any of Consultant'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. Consultant expressly waives any claim Consultant may have to any such rights.

Section 9. Standard of Performance. Consultant 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. Consultant 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, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

Section 10. Compliance With Applicable Laws, Permits and Licenses. Consultant 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 Consultant. Consultant 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 Consultant to comply with this section.

Section 11. Nondiscrimination. Consultant 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. Consultant 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, Consultant 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. Consultant will comply with all conflict-of-interest laws and regulations including, without limitation, the City's Conflict of Interest Code (on file in the City Clerk's Office). All officers, employees and/or agents of Consultant who will be working on behalf of the City pursuant to this Agreement, may be required to file Statements of Economic Interest with the Fair Political Practices Commission. Therefore, it is incumbent upon Consultant to notify that City of any staff changes relating to this Agreement.

A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant, unless as indicated in Subsection B, will be performing a very limited and closely supervised function, and, therefore, unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection B.

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Initials

B. In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, Consultant shall be subject to Disclosure Category "1" of the City's Conflict of Interest Code.

Section 14. Confidential Information; Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant 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) Consultant, its officers, employees, agents or subconsultants, 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 Consultant gives City notice of such court order or subpoena.

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

(d) Consultant shall promptly notify City should Consultant, its officers, employees, agents or sub consultants 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 Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response. Consultant shall be compensated for all costs associated with complying with this section.

Section 15. Indemnification.

(a) To the fullest extent permitted by law, City and its respective elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "**Indemnitees**") shall have no liability to Consultant or any other person for, and Consultant 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 Consultant's performance of or failure to perform any services under this Agreement or by the negligent or willfully wrongful acts or omissions of Consultant, its agents, officers, directors, sub consultants 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 Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant'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 Consultant under Section 16 shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant 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 Consultant for any such neglect or willfully wrongful acts committed by City or its officers, agents or employees.

Section 16. Insurance. Consultant 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 Consultant, 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. Consultant agrees to provide City with copies of required policies upon request. Prior to the beginning of and throughout the duration of the Work, Consultant and its subconsultants shall maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, Consultant agrees to amend, supplement, or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to Consultant or its subconsultants in excess of the limits and coverage identified in this Agreement and which is applicable to a given loss, claim or demand, will be equally available to City.

Consultant shall provide the following types and amounts of insurance. Without limiting Consultant's indemnification of City, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City:

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 Consultant and all risks to such persons under this Agreement, along with a waiver of subrogation endorsement.



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

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

(1) General Liability Insurance: Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, and a \$2,000,000 completed operations aggregate. The policy shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. This insurance and any umbrella or excess liability insurance shall be maintained for a minimum of three years or as long as there is a statutory exposure to completed operations claims, with the City and its officers, officials, employees, and agents continued as additional insured.

(2) Automobile Liability: Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

(3) Workers' Compensation and Employer's Liability: Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000) for Consultant's employees in accordance with the laws of the State of California, Section 3700 of the Labor Code. In addition, Consultant shall require each subConsultant to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California, Section 3700 for all of the subConsultant's employees. Consultant shall submit to City.

(4) Errors and Omissions Liability: \$1,000,000 per claim as appropriate for the profession.

(5) Umbrella or excess liability insurance (if needed): Consultant shall obtain and maintain an umbrella or excess liability insurance that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall “follow form” to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

(6) Pollution liability insurance. Environmental Impairment Liability Insurance shall be written on a Consultant’s Pollution Liability form or other form acceptable to City providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than \$1,000,000 dollars per claim and in the aggregate. All activities contemplated in this Agreement shall be specifically scheduled on the policy as “covered operations.” The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

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

(1) Notice of Cancellation: 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) Primary/noncontributing: Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City’s own insurance or self-insurance shall be called upon to protect it as a named insured.

(3) City’s Rights of Enforcement: In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(4) Waiver of Subrogation: All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or

appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City and shall require similar written express waivers.

(5) Enforcement of Contract Provisions (non estoppel): Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(6) Requirements not Limiting: Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(7) Prohibition of Undisclosed Coverage Limitations: None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

(8) Separation of Insureds: A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(9) Pass through Clause: Consultant agrees to ensure that its subconsultants, subconsultants, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the project will be submitted to City for review.

(10) City's Right to Revise Requirements: The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant a ninety (90) day advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(11) Self-insured Retentions: Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(12) Timely Notice of Claims: Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(13) Additional Insurance: Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

Section 17. Assignment. The expertise and experience of Consultant 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 Consultant under the Agreement. In recognition of that interest, Consultant shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant'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 Consultant, in the performance of its duties pursuant to this Agreement, may utilize sub consultants.

Section 18. Continuity of Personnel. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant'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 Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.

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



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 Consultant represents and warrants that they have the authority to so execute this Agreement and to bind Consultant 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 Consultant 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 Consultant 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 Consultant 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:

Consultant:

CITY OF GUADALUPE

By: \_\_\_\_\_  
Ariston Julian, Mayor

By:  \_\_\_\_\_

Title: Michael Brennan  
Director of Construction Management

APPROVED AS TO FORM:

By: \_\_\_\_\_

\_\_\_\_\_  
Phillip Sinco, City Attorney

Title: \_\_\_\_\_

City of Guadalupe | Inspection Services for 2021 Trunk Main Improvement Project No. 2021-04

**COST PROPOSAL**

As stated in the RFP this project is scheduled for 100 working days. This is approximately 21 weeks from July to November 2021. The table below outlines our assumptions for developing our proposed fees.

Task	Dates	Staff	Weeks	Working Days	Hours/Period	Total Hours
Pre-Construction	July 6 - July 30	Project Manager	4	18		4
		Inspector	4	18		8
Construction	August 2- November 12	Project Manager	17	71	2/wk	34
		*Inspector	17	71	6/day	426
		** Project Assistant	17	71	.5/wk	8.5
Post-Construction	November 15-Novembmer 30	Project Manager	3	9		4
		Inspector	3	9	4.5/day	41

\*Assume an average of 6 hours per day for construction, this may include shorter or longer days as required by the project schedule.

\*\*Assume 1/2 hour per pay period to process certified payroll.

**Fees**

Wallace Group Team Resource Estimate for the Guadalupe - Inspection Services Trunk Main									
PHASE/TASK	TASK DESCRIPTION	DIRECTOR / PROJECT MANAGER	CONSTRUCTION INSPECTOR	PREVAILING WAGE - CONSTRUCTION INSPECTOR	PROJECT ASSISTANT III	Misc. Direct Costs	TOTAL LABOR HOURS	LABOR \$	TOTAL COST \$
		HRS	HRS	HRS	HRS	Cost	HRS		
1	PRE-CONSTRUCTION	4	8			\$39	12	\$1,924	\$1,963
2	CONSTRUCTION	34		426	8.5	\$2,386	468	\$77,643	\$80,028
3	POST-CONSTRUCTION	4	24	16.5		\$78	45	\$6,999	\$7,077
	<b>SUB-TOTALS</b>	42	32	442.5	8.5	\$2,503	525		
	<b>WALLACE GROUP LABOR COSTS</b>	\$7,854	\$4,704	\$73,013	\$995				\$86,565
	<b>WALLACE GROUP DIRECT COSTS</b>								\$2,503
	<b>SUBCONSULTANT DIRECT COSTS</b>								
	<b>DIRECT COSTS OVERHEAD @</b>							15%	\$375.48
	<b>TOTAL</b>								\$89,444





**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE  
Agenda of October 12, 2021**

*Todd Bodem*

**Prepared by:**  
**Todd Bodem, City Administrator**

**SUBJECT:** Proposed City Priorities for American Rescue Plan Act of 2021

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 2021-79 approving the use of American Rescue Plan Act (ARPA) Funds in the amount of \$1,603,625.59.

**BACKGROUND/DISCUSSION:**

The American Rescue Plan Act of 2021 (ARPA) provided \$1,860,000 to the City of Guadalupe through the State and Local Fiscal Recovery Fund in response to the COVID-19 public health emergency and its negative economic impacts.

City Council will use this one-time funding to make strategic investments in Guadalupe's future and equitably deliver resources and services to City residents. On October 5, 2021, the City Council and the Recreation and Parks Commission held a special joint meeting to discuss proposed uses for the ARPA funds provided to the City of Guadalupe.

In pursuit of these goals, in July 2021 the City Administrator established the Office of Recovery Programs, responsible for administering all aspects of ARPA funding and regularly reporting to the federal government, as well as the public.

Efforts to improve public communication are herein. The website will serve as a central communications hub on Recovery Programs in the City of Guadalupe.

**About American Rescue Plan Act Funds**

The American Rescue Plan Act, signed into law on March 11, 2021, includes State and Local Fiscal Recovery Funds (SLFRF) – the source of Guadalupe's \$1.8 million allocation.

The Treasury Department, the federal agency authorized to disburse and oversee ARPA funds, provided Guadalupe with the first half of the local relief funds in the spring of 2021. The City will receive the second half of these funds by mid-2022.

By law, the City must commit all the funds by December 31, 2024. Through the Fiscal Recovery Funds, Congress provided State, local, and Tribal governments with significant resources to respond to the

COVID-19 public health emergency and its economic impacts through four categories of eligible uses. Sections 602(c)(1) and 603(c)(1) provide those funds may be used:

Category 1	Category 2	Category 3	Category 4
Respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;	Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;	For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;	Make necessary investments in water, sewer, or broadband infrastructure.

**City Council Goal Setting Workshop**

In March 2021, City Council conducted a public workshop to prioritize resources and inform budget development for the upcoming fiscal year(s). City Council discussed the goal setting process and provided direction to staff. This included inviting members of the community to participate in an Ad Hoc Basic Needs Committee, which also met in March and April 2021.

Priorities for this Committee (in no order):

- Health and Wellness
- Physical Infrastructure including parks and city-owned buildings
- Reduction of liabilities
- Permanent home for the library

**Recovery Programs**

As directed by City Council, the proposed staff recommendations married its priorities and work plan according to ARPA eligibility.

The purpose of the recovery funds is to mitigate the fiscal effects stemming from the COVID-19 public health emergency. Broadly, recovery funds can be utilized for COVID-19 response, mitigation, and prevention activities. Additional eligibility includes:

- support for vulnerable populations to access medical or public health services;
- utility assistance;
- public communication efforts;
- capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public buildings to implement COVID-19 mitigation tactics;
- purchases of personal protective equipment;
- public safety and/or human services staff providing or administering medical, health, and welfare services;
- public jobs programs or on-the-job training programs;
- improving outdoor spaces, investments in parks;
- promoting recreation, educational services and programs, and socialization;

- revenue loss recovery.

### **Special Joint Meeting of the City Council and the Recreation and Parks Commission**

On October 5, 2021, a Special Joint Meeting of the City Council and the Recreation and Parks Commission met to discuss and reach consensus by adjusting and agreeing to uses for ARPA funds proposed by City staff. After receiving direction from the Council and the Recreation and Parks Commission, staff revised the proposed uses to comply with this direction. See **“Exhibit A” of Attachment 1 (Resolution No. No. 2021-79) to this staff report.**

### **Revenue Recovery Program**

Section 603 establishes a fund for metropolitan cities, non-entitlement units of local government, and counties: For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.

The City’s Revenue Recovery Program covers the following areas:

- Recovery Funds to General Fund
- General Plan Environmental Impact Review
- Water Utility Assistance and Debt Forgiveness
- Unemployment Insurance Replenishment Fund (removed)
- Extending Partnership with Los Amigos de Guadalupe

The Total Loss of Revenue is \$246,529.97. The City is committed to complete the General Plan Environmental Impact Review but was not able to fully fund during the last fiscal budget review. The Joint Body agreed to take \$46,073.80 from the Balance to General Fund to complete this portion of the General Plan. The total balance of \$200,456.17 or 10.78% of ARPA Funds is recommended for General Fund.

### **Attachment 2: Revenue Loss Worksheet**

The Treasury Department Guidance allows for financial recovery of expenses related to COVID-19 Response. This includes personnel costing for Food Bank Distribution, 65% of personnel costing for Emergency Preparedness Coordinator, and cyber-security upgrades for Information Technology (IT) costs. This provides an additional balance of \$151,912.50 or 8.17% of ARPA Funds staff recommended for deposit to General Fund. *The Joint Body decided to hold off on these expenses.*

### **Recreation Department**

There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses. Programs and services include services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health.

In conjunction with Recreation Commission proposals and City Council priorities, the buildout of a Recreation Department is crucial. This includes the addition of personnel to carry out these program and services, while maximizing City assets for sustainability. Funding for the remainder of the current fiscal year and the following fiscal year is recommended until a Master Fee Schedule can be re-

evaluated with appropriate burden rates. The fiscal objective is for these programs, services, and rental facilities carry the maintenance burden.

City Council also recommended an in-house Grant Writer to be hired. While most grant writing responsibilities are the focus of Los Amigos de Guadalupe (LADG), staff recognized the need for Grant Administration and oversight in-house. This function is responsible for working with LADG, provide additional project and budget management. It is cost-effective to roll this function under the umbrella of a Recreation Services Manager. The Recreation Services Manager serves as department head of recreation programs, volunteer services, facility rentals, and grant administration.

Park Improvements is a priority for the City of Guadalupe, its community, and residents. An investment of \$251,569.09 or 13.53% of ARPA monies is requested to staff the department, provide updates to Jack O'Connell Park, provide seed money for youth programs and community activities, and replenish supplies for the auditorium.

An additional \$75,000 has been allocated for Auditorium capital improvements (CI). This increases the investment to \$326,569.09 or 17.55% of the ARPA budget.

### **Welfare Check Program & Emergency Services**

City Council and Basic Needs Ad-Hoc Committee identified needs and barriers to mental health services. The Interim Final Rule provides several ways for recipients to “respond to” this pandemic-related gun violence, ranging from community violence intervention programs to mental health services to hiring of public safety personnel.

With the departure of the City’s Emergency Preparedness Coordinator coupled with financial oversight in the Fire Department, staff recommended the hiring of a Battalion Chief to spearhead a Welfare Check Program and Emergency Services. Currently, Fire Department personnel serve as medical first responders. A continued health response program under the direction of a Battalion Chief and Director of Public Safety can provide community members with additional resources for wrap-around services and act as a liaison to county or direct services.

Staff recommended folding the Emergency Preparedness Coordinator duties into a higher-level management position and asked for overages in compensation and benefits for the remainder of the current fiscal year and the following fiscal year to secure the position. The estimated overage for this period is \$57,846.83 or 3.11% of the ARPA budget. *The Joint Body agreed to hold off on this request and have staff revisit this in the future.*

### **Skills for Life**

The Public Safety Paid-Volunteer Program offers a monthly stipend in exchange for on-the-job training hours within the scope of public safety, exposure to fire and police departments, and emergency response. Program details to implement a Pilot Program are currently under development. The Pilot Program expense is \$10,000 or .54% of the ARPA Budget.

The Operator-in-Training (OIT) Program for the Water and Wastewater Treatment Departments will be funded under Public Works and there are no requests for ARPA monies.

## **Software Infrastructure**

Government services can include, but are not limited to, maintenance or pay-go funded building of infrastructure, including the modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency.

The ability to work virtually with residents, business owners, and contractors is critical. The Planning Department would like to modernize and deliver services in a new way. This includes automation of licensing applications and renewal, online permit applications, processing, and payment, streamlining communications and reporting. The Joint Body agreed to staff's recommendation earmarking \$62,933.13 for upgrading to a business solution-based software.

Aside from Acrobat Reader, most City staff do not have access to editing Adobe PDF documents or preparing forms for digital signature. The Joint Body agreed to staff's recommendation to upgrade team licenses for personnel. Benefits of Adobe E-Sign include higher security associated with electronic signatures such as authentication and duplication prevention capabilities, minimizes signature-related paperwork delays, allows users to sign documents from any location and on any device, and tracks every step of e-signature business process to make forms easier to audit.

Software infrastructure improvements total an estimated \$94,598.73 or 5.09% of ARPA budget.

## **Public Communication**

Mitigating the impact of COVID-19, including taking actions to control its spread and support, continues to require a major public health response from State, local and Tribal governments. New public communication efforts are needed to keep residents safe and informed, while continuing to provide critical services when the community needs them the most.

Starting with a critical feature of any digital experience, the City's website homepage must be intuitive and seamless from the first point of contact. Clearly mapped services provide online access to social services, permit applications, utility payment, while updating the community on state of emergency and progress of ongoing projects or grant-based initiatives.

With funding available through the ARPA, governments can not only update their customer service, but further develop efficient solutions for civic engagement and build their relationship with their residents. Hardware and equipment are required to provide better live streaming for council meetings, public hall meetings, and events; WIFI service for LeRoy Park; and interpretation services to further strengthen access to information. Public communication enhancements are estimated at \$105,001.60 or 5.655% of ARPA budget.

## **Capital Improvements – City Properties**

Capital Improvement Projects (CIP) are city-funded improvements to city land, parks, building and infrastructure. City Council and Basic Needs Ad-Hoc Committee agree with residents that critical updates are needed. Ventilation and no-touch receptacle needs have been identified, as well as addressing better space planning at City facilities.

Staff recommended replacing the broken Electric Vehicle charging station at the Vietnam Veterans’ Memorial Plaza and providing charging stations at the Amtrak Station/Transit Center to lower cost of driving for the community and visitors, increase property value, and commit to clean air initiatives.

Safety is a main concern of Public Works. Roadway and walkway safety cannot be achieved without a vegetation maintenance program. Vegetation management includes controlling or eliminating vegetation through a variety of strategies: mowing, brush cutting, tree trimming, cultivating desirable vegetation, and re-vegetation, etc. However, the Joint Body agreed to eliminate the Senior Center Touchless Receptables and Electric Vehicle Charging Stations (Amtrak/City Parking) equaling \$100,000. See spreadsheet in ‘red’ that is removed.

City staff provided a serious of additional considerations and the Joint Body agreed to move forward in setting aside \$30,000 for Library relocation funding. The Joint Body also agreed to include \$85,500 to hire a Le Roy Park Maintenance Worker 1 position over the course of one- and one-half years.

CIP accounts for approximately \$752,000 or 40.43% of ARPA budget.

<b>Category</b>	<b>Dollar Amount</b>	<b>% of Budget</b>
Revenue Recovery Program –Balance to General Fund	\$200,456.17	10.7%
Recovery Program – Additional Response(s)	\$75,000.00	4%
Recreation Department	\$251,569.09	13.53%
<b>Battalion Fire Chief ON HOLD for now</b>	<b>\$57,846.83</b>	<b>3.11%</b>
Public Safety Paid-Volunteer Program	\$10,000.00	.54%
Software Infrastructure	\$94,598.73	5.09%
Public Communication	\$105,001.60	5.65%
Capital Improvements	\$752,000.00	40.43%
Maintenance Worker 1   ½ years	\$85,000.00	4.5%
Library Relocation	\$30,000.00	1.6%
<b>Total Staff Recommendations</b>	<b>\$1,603,625.59</b>	<b>86.04%</b>

**FISCAL IMPACT**

By consensus, the City Council and the Recreation and Parks Commission agreed to a significant portion of the COVID-19 operational response funded by the American Rescue Plan proposed uses of funds in the amount of \$1,603,625.59 or 86.04% of the allocated amount.

The City received \$930,000 of ARP funds in July 2021 and will receive approximately \$930,000 more in July 2022. After the City Council approves the proposed uses for ARPA funds as described, the City can only spend \$930,000 of it until the City receives of the second half of funding in July 2022; therefore, City staff must prioritize its spending of these funds based on need and timing of project initiatives as funding is available. City staff understands that individual line-item costs confirming amounts will change and budget amendments will be necessary along the way. The remaining balance of these of the ARPA funds will be revisited by the City Council later.

**ATTACHMENTS:**

1. Resolution No. 2021-79 Approving the Use of American Rescue Plan Act (ARPA) Funds in the Total Amount of \$1,603,625.59
2. Fund Revenue Loss Spreadsheet

RESOLUTION NO. 2021-79

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE  
APPROVING THE USE OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS IN THE  
TOTAL AMOUNT OF \$1,603,625.59**

**WHEREAS**, the American Rescue Plan Act of 2021 (“ARPA”) passed by the United States Congress and signed into law by President Joe Biden on March 11, 2021; and

**WHEREAS**, the American Rescue Plan includes \$360 billion in direct funding to states, counties and cities of offset economic losses and increased expenses resulting from the pandemic; and

**WHEREAS**, the City of Guadalupe received \$930,000 of the expected \$1.8 million to be used under specific categories to mitigate the effects stemming from COVID-19 public health emergency; and

**WHEREAS**, the City of Guadalupe expects to receive an additional amount of \$930,000 of ARPA funds in July 2022; and

**WHEREAS**, the City of Guadalupe developed a set of priorities and work plan expenditures according to COVID-19 eligibility for operational response funded by ARPA attached hereto as Exhibit A.

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

**SECTION 1.** The City Council hereby approves the distribution of the ARPA funds set forth in Exhibit A, attached hereto, to mitigate the impact of COVID–19 that disproportionately impacts and exacerbates health inequities along racial, ethnic, and socioeconomic lines, including taking actions to control its spread and provide supportive health and human services.

**SECTION 2.** Proposed program development and services are designed to build stronger neighborhoods and communities and to offset capital costs to finance, but not limited to, the maintenance of infrastructure, building new infrastructure, enhance public communications, modernize hardware, software, recreation, and parks.

**SECTION 3.** The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

**PASSED AND ADOPTED** at a regular meeting on the 12<sup>th</sup> day of October 2021 by the following vote:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**



I, Amelia M. Villegas, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY that** the foregoing Resolution, being **Resolution No. 2021-79**, has been duly signed by the Mayor and attested by the Deputy City Clerk, all at a regular meeting of the City Council, held October 12, 2021, and that same was approved and adopted.

**ATTEST:**

\_\_\_\_\_  
Amelia M. Villegas, City Clerk

\_\_\_\_\_  
Ariston Julian, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Philip Sinco, City Attorney

# EXHIBIT A

General Plan Environmental Impact Review		One-time	\$	246,529.97			Recovery Program - Total Loss Revenue	10.78%
			\$	46,073.80	Move Forward			
			\$	200,456.17	Move Forward			
Water Utility Payment/Debt Forgiveness		One-time	\$	35,000.00	Move Forward		Recovery Program - Household Assistance	1.88%
Unemployment Insurance (UI) Funds		One-time			Eliminated		Recovery Program - Unemployment Insurance	0.00%
Los Amigos de Guadalupe - Sole Source of Continuous Work			\$	40,000.00	Move Forward		Recovery Program - Household Assistance	2.15%
Food Bank Distribution - Personnel Costs			\$	15,000.00	Hold - Confirm Amount		Recovery Program - Additional COVID-19 Response	8.17%
Emergency Preparedness Coordinator - Personnel Costs			\$	61,912.50				
Cyber-Security Upgrades - IT Costs			\$	75,000.00				
			\$	151,912.50				
Recreation Services Manager/Grant Administrator Full-time Staff (1); Exempt December 1, 2021 - June 30, 2023							Recreation Department	13.53%
FY 21-22	Range Unrepresented	Step A	Hours	Annual Salary	Benefits/Payroll Taxes			
			36.29	\$ 44,020.98	\$ 13,206.29	Move Forward		
FY 22-23	Range Unrepresented	Step B	Hours	Annual Salary	Benefits/Payroll Taxes			
			39.25	\$ 81,637.92	\$ 30,000.00			
				\$ 211,379.86	\$ 73,206.29			
					\$ 168,865.20	Move Forward		
Facility Rental Coordinator Part-time Staff (1); Non-Exempt July 1, 2022 - June 30, 2023								
FY 22-23	Range 156	Step B	Hours	Annual Salary	Bilingual Pay/Payroll Taxes			
			21.16	\$ 19,803.89	\$ 3,200.00	Move Forward		
Jack O'Connell Park Investment - ADA Play Structure & Insulation				\$ 25,000.00			Recreation & Park Improvements	
Concession Stand Evaluation				\$ 1,000.00				
				\$ 26,000.00		Move Forward		
Recreational Programs				\$ 20,000.00		Move Forward - Change from \$12k to \$20k		
Tables (8 Rectangular w/cart)				\$ 725.00				
Tables (10 Round w/cart)				\$ 2,200.00				
C-Train Storage - Rental				\$ 3,000.00				
				\$ 8,900.00		Move Forward		
FY 21-22				\$ 2,400.00			Cleaning & Maintenance Supplies	
FY 22-23				\$ 2,400.00				
				\$ 4,800.00		Move Forward		
				\$ 251,569.09				

Category 3: Replenish Loss Revenue - calculated to the expected trend 4.1% growth, based upon beginning of last full fiscal year prior to pandemic

Category 1: Assistance to households or populations facing negative economic impacts due to COVID-19 is also an eligible use. This includes: Food assistance; rent, mortgage, or utility assistance

Category 3: UI can be restored to pre-pandemic balances

Category 1: Meeting the immediate needs of unserved and underserved households with community services (i.e. Food Pantry) and securing funds for outdoor spaces (LeRoy Park)

Category 3: Replenish Loss Revenue - Recipients may use payments from the Fiscal Recovery Funds for the provision of government services to the extent of the reduction in revenue experienced due to the COVID-19 public health emergency

Category 4: Payroll to support communities working to reduce and respond to increased violence due to the pandemic, ranging from intervention programs to recreation and enrichment programs

Category 4: Outdoor space investment designed to build stronger neighborhoods, promoting outdoor recreation and socialization

Category 3: Summer education and enrichment programs, summer camps; Serving households, populations, and geographic areas disproportionately impacted by the pandemic

Category 4: PPE: N-95 Masks for Unvaccinated City Staff, Gloves for Food Pantry, Hand Sanitizer

City of Guadalupe  
 COVID-19 Operational Response Funded by American Rescue Plan  
 Proposed Uses of Funds

December 1, 2021 - June 30, 2023							Batallion Fire Chief 3.11%		
FY 21-22	Range Unrepresented	Step A	Hours	1215	Annual Salary	\$ 63,909.00	Benefits/Payroll Taxes	\$ 30,333.00	Emergency Preparedness Coordinator Comp/Ben 74,083.33 Fire Chief 94,242.00 <b>20,158.67</b>
			52.60						
FY 22-23	Range Unrepresented	Step A	Hours	2080	Annual Salary	\$ 112,688.16	Benefits/Payroll Taxes	\$ 52,000.00	127,000.00 164,688.16 <b>37,688.16</b>
			54.18						
					\$ 352,440.36	\$ 160,333.00			<b>57,846.83</b>
					\$ 258,930.16	\$ 160,333.00	Hold - Staff to Revisit		

Category 1: CSFRF/CLFRF recognizes that the response to COVID-19 has changed and will continue to change. Funds used for payroll and benefits for public safety, public health, health care, human services, including first responders.

Response to COVID-19 impacts such as behavioral, mental health, substance abuse treatment, crisis intervention services

September 1, 2021 - June 30, 2022					Public Safety Paid-Volunteer Program - Part-time Volunteer (2) 0.54%		
FY 21-22	Number of Interns	2	Monthly Stipend	500.00	Pilot Program Budget	\$ 10,000.00	Move Forward

Category 1: Subsidized jobs for youth, programs that provide workforce readiness training skills development, coaching and mentoring

Planning Software					3-year	Software Infrastructure Improvements 5.09%
1st year Set-up and Support					\$ 35,000.00	
2nd year Support					\$ 13,625.92	
3rd year Support					\$ 14,307.21	
					\$ 62,933.13	Move Forward
Adobe Acrobat Pro Advanced E-Sign New Licenses:						
Permit Technician	Business Manager	PD Office Manager	Code Compliance Officer	Director Public Works		
A/P Clerk	A/R Clerk	PD Records Technician	Director Public Safety	PW Engineering Technician		
Mayor	Mayor Pro Temp	City Administrator	Battalion Chief	Police Lieutenant		
Sergeant	Sergeant				\$ 263.88	3-year
					\$ 13,457.88	Move Forward
Upgrade Existing Licenses to Adobe Acrobat Pro Advanced E-Sign Licenses:						
Admin Assistant	Finance Director	Fire Captain				
HR Manager	WWTP Supervisor	Fire Captain				
					\$ 263.88	3-year
					\$ 4,749.84	
					\$ 18,207.72	Move Forward
					\$ 94,598.73	

Category 4: Govt services can include maintenance or pay-go funded building infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; school or educational services; and the provision of other public safety services; enhancement to service capacity

WiFi for LeRoy Park - Change Orders				\$ 39,000.00	Move Forward	Public Communication 5.65%
Live Streaming Equipment				\$ 5,000.00	Move Forward	
Building Attendent - Live Streaming Administration				\$ 4,320.00	Move Forward	
Web Camera	\$	725.00	2	\$ 1,450.00	Move Forward	
Televisions			4	\$ 1,800.00	Move Forward	
Television Cart			2	\$ 250.00	Move Forward	
Spanish/Mixteco Interpreting Services			3-year	\$ 7,500.00	Move Forward	
Website Update	\$	15,000.00	One-time	\$ 15,000.00	Move Forward	
Website Content	\$	4,800.00	1-year	\$ 4,800.00	Move Forward	
Website Event Management Plugin				\$ 5,000.00	Move Forward	
Website PW Request - Workflow Management				\$ 1,200.00	Move Forward	
Surface Pro 7 w/Keyboard	\$	1,230.10	16	\$ 19,681.60	Move Forward	
				\$ 105,001.60		

Category 4: Support vulnerable populations to access health services by enhancing public communications

City of Guadalupe  
 COVID-19 Operational Response Funded by American Rescue Plan  
 Proposed Uses of Funds

Council Chambers - ADA/Window Ventilation Update	\$	300,000.00	Move Forward	Capital Improvements - City Properties 40.43%
Architectural Drawings	\$	100,000.00	Move Forward	
Touchless Restroom Receptacles/Restroom Redesign	\$	154,000.00	Move Forward	
Generator (1)	\$	50,000.00	Move Forward	
Auditorium Upgrades	\$	75,000.00	Move Forward	
Senior Center Touchless Receptacles			Eliminated	
PW Conference Room Upgrades	\$	18,000.00	Move Forward	
Finance Office Upgrades	\$	5,000.00	Move Forward	
Electric Vehicle Charging Stations (Amtrak/City Parking)			Eliminated	
Vegetation Maintenance	\$	50,000.00	Move Forward	
	\$	<u>752,000.00</u>		

Category 4: Capital improvements mitigating infection, ventilation improvements in congregate settings

Capital investments in public facilities to meet operational needs; adaptations to public buildings

Maintenance Worker I January 1, 2022 - June 30, 2023	\$	85,500.00	Move Forward
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Library Relocation	\$	30,000.00	Move Forward
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Total ARP	\$	<u>1,859,958.72</u>
Total Granted ARP Funds	\$	<u>1,860,000.00</u>
Total Balance of ARP Funds	\$	<u>41.28</u>
<b>Balance to General Fund</b>	\$	<b>352,368.67</b>

- Denotes Emergency Purchases
- Denotes Treasury Department Guidance
- Denotes Balance to General Reserves

Additional Considerations for ARP Funds					
Description	Staff Recommendation	ARP % Recommendation	Original Request	ARP % Request	
2% City Contribution to County Childcare Funding Pool	\$ 37,200.00	2.00%	County Request \$93k	5.00%	
Recreation Commission Recommendation for Auditorium Improvements (\$75k listed in CI)	\$ 25,000.00	1.34%	Commission Request \$100k	5.38%	
Los Amigos de Guadalupe - FY 22-23	\$ 40,000.00	2.15%	LADG Request \$80k	4.30%	
Library Relocation	\$ 50,000.00	2.69%	Restrictive Funds for CI & Ed Programs	2.69%	Move Forward - \$30k
LeRoy Park Maintenance Worker I	\$ 57,000.00	3.00%			Move Forward - 1.5 Year
	\$				<u>209,200.00</u>

City of Guadalupe  
 COVID-19 Operational Response Funded by American Rescue Plan  
 Proposed Uses of Funds

Through the Fiscal Recovery Funds, Congress provided State, local, and Tribal governments with significant resources to respond to the COVID-19 public health emergency and its economic impacts through four categories of eligible uses. Sections 602(c)(1) and 603(c)(1) provide that funds may be used:			
Category 1: Respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;	Category 2: Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;	Category 3: For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;	Category 4: Make necessary investments in water, sewer, or broadband infrastructure.

Attachment 2

General Fund Revenue Loss

GL Acct	GL Acct Description	FY2019 End Balance	FY2019 Eligible Balance	4.10% Growth Rate	Jan-June 2020	July-Dec 2020	Total 2020 Calendar Year	Compared to FY2019 with growth
3130	Sales And Use Taxes	(450,002.45)	(450,002.45)	(468,452.55)	(293,410.30)	(194,860.53)	(488,270.83)	(19,818.28)
3134	DIVIDENDS	(1,165.64)	(1,165.64)	(1,213.43)	(405.44)	(810.88)	(1,216.32)	(2.89)
3135	Franchise Fees	(180,812.85)	(180,812.85)	(188,226.18)	(177,653.93)	(86,416.10)	(264,070.03)	(75,843.85)
3136	Local Sales Tax	(160,145.45)	(160,145.45)	(166,711.41)	(103,388.39)	(58,290.42)	(161,678.81)	5,032.60
3140	Real Property Transfer Tax	(24,556.93)	(24,556.93)	(25,563.76)	(16,424.32)	(12,096.61)	(28,520.93)	(2,957.17)
3145	Tax Increments	(1,124,843.60)	(1,124,843.60)	(1,170,962.19)	(1,063,400.68)	(190,402.66)	(1,253,803.34)	(82,841.15)
3150	Utility User Tax	(408,898.97)	-	-	-	-	-	-
3210	Business License	(304,868.92)	(304,868.92)	(317,368.55)	(2,033.05)	(262,889.52)	(264,922.57)	52,445.98
3212	Conditional Use Permit	-	-	-	-	-	-	-
3215	Construction (Building) Permit	(197,021.00)	(197,021.00)	(205,098.86)	(134,451.07)	(64,014.24)	(198,465.31)	6,633.55
3216	Other License And Permits	(25,571.50)	(25,571.50)	(26,619.93)	(15,329.17)	(10,588.16)	(25,917.33)	702.60
3217	Electrical Permit	(37,279.00)	(37,279.00)	(38,807.44)	(25,508.24)	(17,182.72)	(42,690.96)	(3,883.52)
3218	Mechanical Permit	(37,489.00)	(37,489.00)	(39,026.05)	(19,404.00)	(12,436.00)	(31,840.00)	7,186.05
3219	Plumbing Permit	(45,020.00)	(45,020.00)	(46,865.82)	(25,075.00)	(12,012.00)	(37,087.00)	9,778.82
3220	Bldg Misc - Plan Check (Other)	(87,657.00)	(87,657.00)	(91,250.94)	(58,397.40)	(28,228.87)	(86,626.27)	4,624.67
3223	Over the Counter Plan Check	(1,510.00)	(1,510.00)	(1,571.91)	-	-	-	1,571.91
3310	Criminal Fines and Penalties	(7,332.58)	(7,332.58)	(7,633.22)	(196.53)	(191.82)	(388.35)	7,244.87
3320	Other Fines and Penalties	(17,768.68)	(17,768.68)	(18,497.20)	(3,816.00)	(2,676.29)	(6,492.29)	12,004.91
3406	COPS Grant	(99,999.98)	(99,999.98)	(104,099.98)	(65,556.79)	(92,183.28)	(157,740.07)	(53,640.09)
3415	Trailer Coach In Lieu Tax	-	-	-	-	-	-	-
3450	Peace Officers Standards & Trn	-	-	-	-	-	-	-
3479	CONTRIBUTIONS	-	-	-	462.74	419.72	882.46	882.46
3481	Calif Beverage Container Grant	(9,070.39)	(9,070.39)	(9,442.28)	(7,981.89)	-	(7,981.89)	1,460.39
3483	School Resource Officer	(42,579.67)	(42,579.67)	(44,325.44)	(20,173.90)	(7,626.24)	(27,800.14)	16,525.30
3490	Other Government Grants	(3,650.04)	(3,650.04)	(3,799.69)	(6,204.12)	-	(6,204.12)	(2,404.43)
3498	Vehicle Anti-Theft Fees	(2,952.57)	(2,952.57)	(3,073.63)	(1,914.23)	(2,039.67)	(3,953.90)	(880.27)
3499	Revenue From Other Agencies	(60,476.09)	(60,476.09)	(62,955.61)	(108,783.46)	(73,005.58)	(181,789.04)	(118,833.43)
3522	Grading Permits	(2,118.00)	(2,118.00)	(2,204.84)	-	-	-	2,204.84
3524	Public Improvement Inspect.Fee	-	-	-	-	-	-	-
3525	Public Improvement Plan Ck.Fee	(795.00)	(795.00)	(827.60)	-	-	-	827.60
3537	Plans & Specs	(25,145.00)	(25,145.00)	(26,175.95)	(22,450.00)	(8,454.00)	(30,904.00)	(4,728.06)
3547	Special Fire Services	(14,688.21)	(14,688.21)	(15,290.43)	(8,623.42)	-	(8,623.42)	6,667.01
3548	AMR FIRE emergency revenue	(15,776.78)	(15,776.78)	(16,423.63)	(13,415.39)	(4,051.25)	(17,466.64)	(1,043.01)
3549	CA OES Fire Assistance	2,707.14	2,707.14	2,818.13	-	-	-	(2,818.13)
3550	Other Permit & Fees	(4,103.00)	(4,103.00)	(4,271.22)	(466.00)	(2,140.00)	(2,606.00)	1,665.22
3560	Special Police Services	(1,332.63)	(1,332.63)	(1,387.27)	(1,375.30)	-	(1,375.30)	11.97
3580	Other Service Charges & Fees	(435.00)	(435.00)	(452.84)	(250.00)	(135.00)	(385.00)	67.84
3604	Contributions-non governmental	-	-	-	-	-	-	-
3605	Interest Income	(6,698.77)	(6,698.77)	(6,973.42)	(10,564.36)	(1,480.52)	(12,044.88)	(5,071.46)
3606	Investment Income	(3,595.28)	(3,595.28)	(3,742.69)	11,856.12	-	11,856.12	15,598.81
3610	Rental Of Property	(111,680.86)	(111,680.86)	(116,259.78)	(52,221.20)	(50,115.10)	(102,336.30)	13,923.48
3615	Refund - Prior Year Exp.	(1,030.07)	(1,030.07)	(1,072.30)	-	-	-	1,072.30
3618	Admin Overhead - Priv Projects	(45,656.45)	(45,656.45)	(47,528.36)	(29,204.72)	(17,944.22)	(47,148.94)	379.42
3619	Police Administrative Overhead	-	-	-	(22,073.72)	(14,819.56)	(36,893.28)	(36,893.28)
3620	Miscellaneous Income	(25,732.97)	(25,732.97)	(26,788.02)	(3,824.08)	(436.64)	(4,260.72)	22,527.30
3621	CASH OVER/SHORT	12.39	12.39	12.90	27.92	-	27.92	15.02
3625	Public Donations	-	-	-	(2,210.00)	(1,000.00)	(3,210.00)	(3,210.00)
3638	W/C Reimbursement	(47,001.92)	(47,001.92)	(48,929.00)	(6,176.81)	-	(6,176.81)	42,752.19
3642	P.D. Holding Fund	-	-	-	(3,285.20)	-	(3,285.20)	(3,285.20)
3643	Misc Revenue - Police	(25,399.58)	(25,399.58)	(26,440.96)	(6,485.93)	(7,745.98)	(14,231.91)	12,209.05
3646	Surplus property sales	(493.60)	(493.60)	(513.84)	-	-	-	513.84
3808	Transfer from CDBG	(492.00)	-	-	-	-	-	-
3810	Transfer From Water Oper.Fund	(109,992.00)	-	-	-	-	-	-
3815	Transfer From WasteWtr Op.Fund	(205,896.00)	-	-	-	-	-	-
3816	Tr from Gldp Assessment Dist	(3,552.00)	-	-	-	-	-	-
3820	Transfer From Gas Tax Fund	-	-	-	-	-	-	-
3824	Transfer from Measure A	-	-	-	-	-	-	-
3831	LTF-Transit	(34,992.00)	-	-	-	-	-	-
3835	Transfer From Redevelopment-Op	(62,500.00)	-	-	-	-	-	-
3847	Transfer from Successor Agency	(62,500.00)	-	-	-	-	-	-
3851	Tr from Guadalupe Lighting Dis	(11,436.00)	-	-	-	-	-	-
		<b>(4,150,995.90)</b>	<b>(3,250,736.93)</b>	<b>(3,384,017.14)</b>	<b>(2,319,787.26)</b>	<b>(1,235,854.14)</b>	<b>(3,555,641.40)</b>	<b>(171,624.26)</b>
							<b>Total Loss of Revenue</b>	<b>246,529.97</b>



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE**  
**Agenda of October 12, 2021**

Larry Appel

*Todd Bodem*

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**Prepared by:**  
**Larry Appel, Planning Director**

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**Approved by:**  
**Todd Bodem, City Administrator**

**SUBJECT:** General Plan Update – CEQA Contract for EMC Planning Group, Inc.

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 2021-80 awarding an agreement to EMC Planning Group, Inc. to prepare a Mitigated Negative Declaration (MND) for the General Plan Update utilizing up to \$65,000 from the LEAP grant and \$46,073.80 from ARP funding, and authorizing the Mayor to execute the agreement on behalf of the City.

**BACKGROUND:**

The City Council selected EMC Planning Group, Inc. to prepare the General Plan Update and approved the agreement on August 25, 2020. EMC has been actively preparing the update for the past year. The initial term of this agreement was for one-year, and was extended to August 26, 2022 or until the General Plan Update has been completed. The City previously received \$65,000 in LEAP grant funding specifically to assist with preparation of the environmental document for the General Plan Update.

**DISCUSSION:**

At a special meeting on August 26, 2021, the City Council heard a presentation from staff and EMC that summarized the Draft General Plan which was released the previous week in Spanish and English. At the conclusion of the meeting, City Council directed staff to move forward with the environmental phase of the update process by releasing a Request for Proposal (RFP) on the website as well as a legal ad in the Santa Maria Times. Proposals were due to the City no later than September 17, 2021. EMC Planning Group, Inc. was the only firm that submitted a proposal for preparation of the environmental document. The proposal projects a seven month work program to complete the CEQA process and adopt the final General Plan update. Once complete, the Final CEQA document and Final General Plan will be brought back to City Council for approval of the MND and adoption of the General Plan. The proposal submitted by EMC to prepare a Mitigated Negative Declaration (MND) was for a not-to-exceed figure of \$111,073.80. Initially staff was requesting that the proposal consider preparation of an environmental impact report (EIR), but as was pointed out by EMC, since the General Plan Update does not propose to expand the City's boundaries, impacts will be limited to those of the existing City which can be addressed through the MND. Further, if a full EIR was to be prepared, the proposal would have increased by at least \$50,000.

**FISCAL IMPACT:**

The entire General Plan update has been paid through funding from the SB-2 grant. The LEAP grant received by HCD to assist with our CEQA document was for a maximum of \$65,000. Since the sole proposal is for \$111,073.80 and the grant provides \$65,000, there is a shortfall of \$46,073.80. It is highly unlikely that staff would be able to identify any other consulting firms that could offer the City a proposal as thorough as EMC for less cost. Four planning firms were solicited in addition to EMC and none chose to bid on this project.

At the special joint City Council-Recreation Commission meeting on October 5, 2021, a consensus of the Council indicated support for using American Rescue Plan (ARP) funds (from the lost government revenue category) to cover the funding gap for the environmental review of the General Plan Update. An item to approve the use of APRA funds for this purpose was included on the agenda for this meeting, prior to the consideration of this item, and in the event that the Council approved the use of APRA funds as requested, the Council can proceed to vote on whether to award a contract to EMC. If the use of APRA funds is not approved for this purpose, the Council can still vote to award the contract to EMC, but should direct staff to prepare a budget amendment to reallocate funding in the general fund.

Staff time to manage the General Plan Update and CEQA contract is being covered by a third grant (REAP) which offsets planning services from the Contract Planning Director. The project should be completed by summer 2022 and well before the end of the SB-2 program, which ends on June 30, 2023.

**ATTACHMENTS:**

1. Resolution No. 2021-80 "A Resolution of the City Council of the City of Guadalupe Approving an Agreement with EMC Planning Group, Inc. for Preparation of the General Plan Update's environmental document."
2. Agreement between the City and EMC Planning Group, Inc.



**RESOLUTION NO. 2021-80**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING AN AGREEMENT WITH EMC PLANNING GROUP, INC. FOR THE PREPARATION OF THE GENERAL PLAN UPDATE'S ENVIRONMENTAL DOCUMENT**

**WHEREAS**, the City of Guadalupe has received funding from a Local Early Action Planning (LEAP) grant in the amount of \$65,000 for preparation costs of an environmental document for the General Plan Update; and

**WHEREAS**, EMC Planning Group, Inc. ("EMC") met the qualifications for preparing the CEQA document and was the sole firm responding with a Proposal (Attachment 1), which was reviewed by the City Council at its meeting on October 12, 2021; and

**WHEREAS**, EMC's not-to-exceed proposal was for \$111,073.80 which exceeds the \$65,000 LEAP grant so an additional \$46,073.80 is required; and

**WHEREAS**, the City Council has approved the use of American Rescue Plan Act (ARPA) funds in this amount to fully cover the cost of the environmental document.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Guadalupe that it authorized the City to enter into an agreement with EMC Planning Group, Inc. to prepare the Mitigated Negative Declaration for the City's General Plan Update, a copy of which is attached to the staff report as Attachment 2, and hereby authorizes the Mayor to sign the agreement on behalf of the City.

**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 12<sup>th</sup> day of October 2021 by the following vote:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

I, Amelia M. Villegas, City Clerk of the City of Guadalupe, DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2021-80** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 12, 2021, and that same was approved and adopted.

**ATTEST:**

\_\_\_\_\_  
Amelia M. Villegas, City Clerk

\_\_\_\_\_  
Ariston Julian, Mayor

**APPROVED AS TO FORM:**

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Philip F. Sinco, City Attorney

**AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN  
THE CITY OF GUADALUPE  
AND  
EMC PLANNING GROUP, INC.  
FOR PREPARATION OF A MITIGATED NEGATIVE DECLARATION**

THIS AGREEMENT FOR CONSULTANT SERVICES (the "Agreement") is made and entered into this 12<sup>th</sup> day of October 2021, by and between the CITY OF GUADALUPE, a municipal corporation ("City") and EMC Planning Group, Inc., a California S-Corporation ("Consultant").

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 one (1) year 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. Consultant agrees to perform the services set forth in Exhibit A (Scope of Services) and made a part of this Agreement.

Section 3. Additional Services. Consultant 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. Consultant 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 Consultant the amounts specified in Exhibit B (Compensation) and made a part of this Agreement.

(b) Each month Consultant 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, subconsultant contracts, and miscellaneous expenses. City shall

independently review each invoice submitted by Consultant 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 Consultant 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 Consultant, which are disputed by City, City will cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice.

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

(e) Consultant 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 Consultant'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 Consultant'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. Consultant 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, paper files, and other documents prepared, developed or discovered by Consultant 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 Consultant. Reuse of any materials outside the scope of this Agreement shall be at the sole risk of the City.

Section 7. Consultant's Books and Records.

(a) Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services pursuant to this Agreement. Consultant 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 Consultant 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 Consultant's address indicated for receipt of notices in this Agreement. The City shall compensate the Consultant 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 Consultant'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 Consultant.

(a) Consultant is and shall at all times during the terms of this Agreement remain a wholly independent Consultant and not an officer, employee or agent of City. Consultant 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 Consultant shall at all times be under Consultant'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 Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, employees or agents of City.

(c) Neither Consultant nor any of Consultant'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. Consultant expressly waives any claim Consultant may have to any such rights.

Section 9. Standard of Performance. Consultant 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. Consultant 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, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

Section 10. Compliance With Applicable Laws, Permits and Licenses. Consultant 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 Consultant. Consultant 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 Consultant to comply with this section.

Section 11. Nondiscrimination. Consultant 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. Consultant 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, Consultant 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. Consultant will comply with all conflict-of-interest laws and regulations including, without limitation, the City's Conflict of Interest Code (on file in the City Clerk's Office). In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, Consultant shall be subject to Disclosure Category "1" of the City's Conflict of Interest

Code, and all officers, employees and/or agents of Consultant who will be working on behalf of the City pursuant to this Agreement, shall be required to file Statements of Economic Interest with the Fair Political Practices Commission.

Section 14. Confidential Information; Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant 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) Consultant, its officers, employees, agents or subconsultants, 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 Consultant gives City notice of such court order or subpoena.

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

(d) Consultant shall promptly notify City should Consultant, its officers, employees, agents or subconsultants 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 Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response. Consultant 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 Consultant or any other person for, and Consultant 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 Consultant's performance of or failure to perform any services under this Agreement or by the negligent or willfully wrongful acts or omissions of Consultant, its agents, officers, directors, sub consultants 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 Consultant has agreed to indemnify Indemnitees as provided above, Consultant, upon notice from City, shall defend Indemnitees at Consultant'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 Consultant under Section 16 shall ensure Consultant's obligations under this section, but the limits of such insurance shall not limit the liability of Consultant 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 Consultant for any such neglect or willfully wrongful acts committed by City or its officers, agents or employees.

Section 16. Insurance. Consultant 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 Consultant, 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. Consultant agrees to provide City with copies of required policies upon request. Prior to the beginning of and throughout the duration of the Work, Consultant and its



subconsultants shall maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, Consultant agrees to amend, supplement, or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to Consultant or its subconsultants in excess of the limits and coverage identified in this Agreement and which is applicable to a given loss, claim or demand, will be equally available to City.

Consultant shall provide the following types and amounts of insurance. Without limiting Consultant's indemnification of City, and prior to commencement of Work, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City:

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 Consultant and all risks to such persons under this Agreement, along with a waiver of subrogation endorsement.

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

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

(1) General Liability Insurance: Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, and a \$2,000,000 completed operations aggregate. The policy shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO

“insured contract” language will not be accepted. This insurance and any umbrella or excess liability insurance shall be maintained for a minimum of three years or as long as there is a statutory exposure to completed operations claims, with the City and its officers, officials, employees, and agents continued as additional insured.

(2) Automobile Liability: Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

(3) Workers' Compensation and Employer's Liability: Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000) for Consultant's employees in accordance with the laws of the State of California, Section 3700 of the Labor Code. In addition, Consultant shall require each subConsultant to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California, Section 3700 for all of the subConsultant's employees. Consultant shall submit to City.

(4) Errors and Omissions Liability: \$1,000,000 per claim as appropriate for the profession.

(5) Umbrella or excess liability insurance (if needed): Consultant shall obtain and maintain an umbrella or excess liability insurance that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall “follow form” to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

(6) Pollution liability insurance. Environmental Impairment Liability Insurance shall be written on a Consultant's Pollution Liability form or other form acceptable to City providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than \$1,000,000 dollars per claim and in the aggregate. All activities contemplated in this Agreement shall be specifically scheduled on the

policy as “covered operations.” The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

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

(1) Notice of Cancellation: 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) Primary/noncontributing: Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

(3) City's Rights of Enforcement: In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(4) Waiver of Subrogation: All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City and shall require similar written express waivers.

(5) Enforcement of Contract Provisions (non estoppel): Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(6) Requirements not Limiting: Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given

issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(7) Prohibition of Undisclosed Coverage Limitations: None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

(8) Separation of Insureds: A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(9) Pass through Clause: Consultant agrees to ensure that its subconsultants, subconsultants, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subconsultants, and others engaged in the project will be submitted to City for review.

(10) City's Right to Revise Requirements: The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant a ninety (90) day advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(11) Self-insured Retentions: Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(12) Timely Notice of Claims: Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(13) Additional Insurance: Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

Section 17. Assignment. The expertise and experience of Consultant 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 Consultant under the Agreement. In recognition of that interest, Consultant shall not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant'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 Consultant, in the performance of its duties pursuant to this Agreement, may utilize sub consultants.

Section 18. Continuity of Personnel. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant'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 Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.

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

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

(d) Upon termination of this Agreement by either Consultant or City, all property belonging exclusively to City which is in Consultant's possession shall be returned to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, 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 Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating

Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

Section 21. Excusable Delays. Consultant 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 Consultant. 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 Consultant 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  
   P.O. Box 908  
   Guadalupe, CA 93434

To Consultant:              Teri Wissler Adam Vice-President/Sr. Principal  
   EMC Planning Group, Inc.  
   301 Lighthouse Avenue, Ste. C  
   Monterey, CA 93940

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 Consultant represents and warrants that they have the authority to so execute this Agreement and to bind Consultant 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 Consultant 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 Consultant 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 Consultant 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: \_\_\_\_\_  
Ariston Julian, Mayor

Consultant:

EMC PLANNING GROUP INC.

By: Teri Wessler Adam  
Title: Vice-President

APPROVED AS TO FORM:

\_\_\_\_\_  
Phillip Sinco, City Attorney



Attachment A – Mitigated Negative Declaration Proposal (attached)

## WORK PROGRAM

The City has requested a scope and budget for preparation of an EIR; however, because the City of *Guadalupe 2021 General Plan Public Review Draft* (hereinafter “draft general plan”) does not include growth beyond its existing planning boundary, growth will occur internal to the city, much of which will be redevelopment or infill. Therefore, it is not clear that an EIR will be required. An EIR is only required if the draft general plan would result in a significant environmental effect that cannot be mitigated to a less-than-significant level. Additionally, the maximum budget of \$65,000 is not even sufficient to prepare an initial study and mitigated negative declaration on the draft general plan, and the cost to prepare an EIR would be significant higher.

Therefore, this work program addresses preparation of an initial study and mitigated negative declaration. EMC Planning Group will follow all state-mandated timelines when preparing the document.

### 3.1 Approach

An initial study and mitigated negative declaration will be prepared in strict compliance with the California Environmental Quality Act (CEQA). The initial study will address all of the issues in the CEQA initial study checklist. The following resources will be utilized in preparation of the initial study:

- *Guadalupe 2021 General Plan Public Review Draft*;
- Background documentation to the draft general plan; and
- Other environmental documentation prepared for projects in Guadalupe and/or north Santa Barbara County.

### 3.2 Scope of Work

#### Task 1 Management/Consultation

- Prepare project files, coordinate staff and subconsultants, general management, and administration;
- Provide CEQA consultation for client, including SB52 Tribal Consultation; and
- Attend up to 16 hours of virtual meetings/telephone conferences.

## **Task 2 Research and Development**

- Review all background materials;
- Consult with resources agencies, as applicable; and
- Conduct a records search with the Central Coast Information Center to document known historic and pre-historic cultural resources in the vicinity.

## **Task 3 Transportation and Vehicle Miles Travelled Analysis**

LLG Engineers will conduct the following scope of work:

### ***Existing Conditions***

- Review the current general plan, major development traffic studies, and other applicable transportation-related documents; and
- Obtain the most recent available existing average daily traffic (ADT) counts from City records or recent transportation-related documents. Up to ten (10) circulation element roadways will be evaluated.

### ***Trip Generation***

- Prepare a trip generation forecast based on the growth projections for 2040 for a typical weekday over a 24-hour period

### ***Traffic Modeling***

- Verify the general plan baseline and proposed street network;
- Verify the general plan baseline and proposed socio-economic data for eight (8) traffic analysis zones (TAZ). Socio-economic data will be based on the proposed land use/growth for Guadalupe;
- Conduct model runs for the following scenarios:
  - Existing general plan; and
  - Draft general plan.
- Determine a VMT per capita for each TAZ; and
- Calculate a VMT per capita average for Guadalupe.

### ***Traffic Volume Forecast***

- Utilize the existing data collection per Existing Conditions task as the baseline traffic volumes for all mobility element roadways. Supplement the existing data with information from the SBCAG model baseline traffic volumes and/or data from other City transportation-related studies; and
- Prepare colored graphics showing the forecast daily traffic volumes on all mobility element roadways for the draft general plan. This will be utilized to support other elements of the draft general plan (e.g., noise analysis).

### *VMT Analysis*

- Compare the project VMT per capita against the Regional VMT per capita;
- Based on City, County and/or OPR guidance, determine the potential VMT transportation impacts;
- Identify key contributing factors to the VMT transportation impact, if any;
- Provide a toolbox of potential mitigation or alternatives for consideration in the analysis; and
- Consider multimodal opportunities as general recommendations or as part of potential mitigation if an impact is identified.

### *Meetings*

- Attend two (2) meetings with EMC Planning Group and/or City staff

## **Task 4 Community Noise Survey and Analysis**

WJV Acoustics will conduct the following scope of work:

- Prepare an assessment of existing and future noise levels in the plan area as required by Government Code Section 65302(f). Conduct noise monitoring to document existing ambient noise levels at representative locations within the plan area. Continuous ambient noise level monitoring will be conducted for a minimum of 24-hours concurrently at up to four (4) representative locations using automated noise monitoring equipment. Short-term (15-minute) ambient noise level measurements will be conducted at up to six (6) additional locations. Noise monitoring sites will include areas potentially impacted by industrial land uses;
- Calculate traffic noise exposure for existing and future traffic conditions along State Highways within the City, using the FHWA Highway Traffic Noise Model and annual average traffic data to be obtained from Caltrans, The Santa Barbara County Association of Governments (SBCAG), or other sources as may be appropriate;
- Conduct reference railroad operations noise level measurements along the Union Pacific Railroad (UPR) and the Santa Maria Valley Railroad (SMV) within of Guadalupe, and use operations data to be obtained from the Federal Railroad Administration (FRA) to calculate railroad noise exposure within Guadalupe;
- Prepare noise contour data representing existing and future conditions based upon data developed during the performance of the first two tasks;
- Prepare a written technical report summarizing the data, methods and findings of the study; and
- Respond to comments from the City and other interested parties on the public review document.

## **Task 5 Biological Resources Evaluation**

This evaluation will assess potential habitat present for special-status species in the area and recommend mitigation measures for the protection of biological resources. The following scope of work is proposed.

## *Research*

Conduct a review to determine the special-status species that have been recorded as occurring within the general vicinity based on current database searches of CDFW's *California Natural Diversity Database* (CNDDDB), the California Native Plant Society (CNPS) *Rare and Endangered Plant Inventory*, the US Fish and Wildlife Service (USFWS) *Endangered Species Program*, the USFWS NWI; and other biological studies conducted in the vicinity of the project site, if available.

## *Reconnaissance-level Desktop Google-Earth Survey*

Complete a desk-top survey to (1) identify and map the principal plant communities; (2) assess the potential for special-status species and their habitats, wildlife movement corridors, potentially jurisdictional wetlands and waterways, regulated trees, and other significant biological resources to occur; and (3) identify and map any observed locations of special-status species and/or habitats.

## **Task 6 Air Quality, Greenhouse Gas Emissions, and Energy Analysis**

EMC Planning Group will prepare air quality, greenhouse gas (GHG) and energy analyses to assess the significance of impacts from constructing and operating new residential and non-residential development at buildout in 2040. The significance of air quality and GHG impacts would be determined based largely on quantified thresholds of significance, while the energy impact analysis will be qualitative. Each of these analyses is underpinned in whole or part by data produced by running the California Emissions Estimator Model (CalEEMod), and to a more limited extent by the Emissions Factor (EMFAC) model. As such, the modeling work is fundamental to conducting the respective impact analyses. The modeling and impact analyses scopes of work are summarized below.

### *Emissions Modeling*

- Review the draft general plan project description and information related to the proposed increase in residential uses, and possible reductions in other land uses, to identify new sources of criteria air pollutants, GHGs, and energy demand;
- Run the California Emissions Estimator Model (CalEEMod) to calculate unmitigated projected criteria air pollutant, greenhouse gas (GHG) emissions, and electricity and natural gas demand based on the new buildout residential and non-residential development capacity identified in Table 2-2, Land Use Capacity Estimates by Use Type, in the draft general plan;
- Calculate transportation fuel consumption data for use in the energy analysis using EMFAC. Vehicle miles traveled (VMT) data generated through CalEEMod will be used as input to EMFAC for this purpose;
- Conduct up to two additional CalEEMod runs to quantify criteria pollutants and GHG emissions volumes resulting from applying mitigation in the form of draft general plan policies and/or mitigation measures as may be included in the initial study;
- Conduct up to two additional EMFAC runs to quantify electricity and natural gas demand reductions resulting from applying draft general plan policies and/or mitigation measures as may be included in the initial study;

- Conduct “out-of-model” calculations as needed to assess emissions reductions that may accrue from implementing draft general plan policies, state legislative regulations, and/or mitigation as may be included in the initial study; and
- Prepare a technical memorandum describing the CalEEMod and EMFAC modeling methodologies, out-of-model emissions calculation methodologies, assumptions, and results for inclusion as an appendix to the initial study.

### *Air Quality*

The draft general plan would result in an increase in operational criteria air emissions, primarily due to new vehicle trips generated by additional housing and commercial development intensification. Community health risks and hazards could also occur by placing sensitive receptors near existing or planned sources of toxic air contaminants (TACs) or other hazardous emissions, although a draft general plan goal was to minimize such land use conflicts.

The following tasks will be completed to assess air quality impacts:

- Conduct a consistency analysis to determine if the proposed project is consistent with the Santa Barbara County Air Pollution Control District’s (air district) Clean Air Plan (2013);
- Review current air district documents, policies, and regulatory requirements applicable to the proposed project;
- Compare CalEEMod results for operational criteria air pollutant emissions to air district operational impact thresholds to determine if the proposed project would result in significant impacts from criteria air pollutant emissions;
- Identify local community risk and hazards and existing or planned sensitive receptors:
  - Identify locations of existing and planned sources of TACs and PM<sub>2.5</sub>;
  - Within 500 feet on each side of all high-volume roadways, and
  - Goals, policies, and objectives to minimize potentially adverse impacts.
- Identify odors and existing or planned nearby sensitive receptors that could be affected by them; and
- Present mitigation measures to reduce significant impacts to a less-than-significant level.

### *Greenhouse Gas Emissions*

Like criteria air emissions, construction and operation of new development enabled by the draft general plan would generate new sources of GHGs; transportation would also likely be the predominant source. To assess GHG impacts, the following tasks will be completed:

- Describe the existing climate change setting at the global, state and local levels;
- Summarize existing climate change policy and regulatory setting;
- Describe policies and programs in the draft general plan that address GHG emissions and climate change;

- Identify an appropriate quantified threshold of significance based on guidance from the air district, or in-lieu of such guidance, based on achieving state reduction targets for 2030 as embedded in adopted legislation, and for the 2040 buildout year;
- Compare project emissions to the threshold to determine impact significance; and
- If GHG impacts are significant, identify feasible mitigation to reduce impact significance. Mitigation would be presented in the form of recommended policies for inclusion in the draft general plan.

### *Energy*

The draft general plan creates opportunities for new development that would result in increased energy demand. The three primary sources of energy demand would likely be fuel use in vehicles, and electricity and natural gas use in buildings. As described in the Emissions Modeling section above, the change in demand for these types of energy will be modeled in CalEEMod and EMFAC. Because the threshold of significance for energy impacts is qualitative, the impact discussion and analysis will also be qualitative.

The following tasks will be completed:

- Describe and quantify the primary sources of energy demand increases using CalEEMod and EMFAC;
- Present the CEQA Guidelines thresholds of significance;
- Present draft general plan policies and state regulations that would serve to reduce energy demand;
- Compare electricity and natural gas energy demand increases to projected demand within Santa Barbara County for comparison purposes;
- Describe energy impacts; and
- Present mitigation measures, if necessary.

### **Task 7 Draft Initial Study/Mitigated Negative Declaration and Noticing**

- Prepare the draft initial study and mitigated negative declaration, and provide five (5) hard copies to City staff for review and comment; and
- Prepare the Notice of Intent to Adopt a Negative Declaration and the Notice of Completion, and provide electronic copies to City staff for review and comment.

### **Task 8 Public Review Initial Study/Mitigated Negative Declaration and Noticing**

- Prepare the public review initial study and mitigated negative declaration, and the final notices. Provide twenty (20) copies (in English and Spanish) to City staff for public distribution and provide an electronic copy of the public review initial study and mitigated negative declaration for City staff to file with the Office of Planning and Research and on the City's website.

### ***Assumptions:***

- This scope of work assumes City staff will distribute all documents and notices, including to the County Clerk. The Office of Planning and Research is now requiring electronic submission only.

### **Task 9 Mitigation Measures and General Plan Policies and Implementation Programs**

- Revise the *Guadalupe 2021 General Plan Public Review Draft* to incorporate mitigation measures as policies and/or implementation measures as appropriate.

### **Task 10 Response to Comments**

- Review the comments received during the public review period and prepare a draft response letter for review and approval by City staff. The response to comments will be in the form of a letter, with the public comment letters attached. One electronic copy will be provided to City staff. Upon receipt of City staff's comments, prepare the final response to comments for incorporation into the City staff report and use by the decision-makers.

#### ***Assumptions:***

- This Scope of Work assumes no more than eight (8) hours will be required by EMC Planning Group to respond to comments received on the public review initial study and mitigated negative declaration.

### **Task 11 Public Hearing Attendance and Notice of Determination**

- Attend up to two (2) public hearings to respond to questions on the environmental analysis.
- Prepare the Notice of Determination for City staff to file with the County Clerk and OPR.

## **3.3 Meeting/Public Hearing Summary**

- Attend up to 16 hours of virtual meetings/telephone conferences.
- Attend up to two (2) public hearings to respond to questions on the environmental analysis.

## **3.4 Deliverables Summary**

- Five (5) hard copies of the draft initial study/mitigated negative declaration for City staff comment and review.
- Twenty (20) hard copies each of the public review initial study/mitigated negative declaration in English and Spanish plus the same number of CDs or thumb drives also in English and Spanish. OPR requires electronic submittals only. Hard copies of documents and notices are no longer acceptable.



## Attachment B – Cost7005 Proposal

City Guadalupe 2021 General Plan Initial Study/Mitigated Negative Declaration Budget

EMC Planning Group Inc.												
Task	Senior Principal	Principal	Senior Planner	Associate Planner	Reg. Prof. Archaeologist	Principal Biologist	Associate Biologist	Graphics	Production Manager	Adm./ Production	Total Hours	Total Cost
Billing Rate (Per Hour)	\$250.00	\$225.00	\$175.00	\$150.00	\$125.00	\$190.00	\$130.00	\$95.00	\$125.00	\$115.00		
1. Management/Consultation	24.0	0.0	0.0	14.0	0.0	0.0	0.0	0.0	0.0	2.0	40.0	\$8,330.00
2. Research & Development	2.0	0.0	2.0	8.0	2.0	0.0	2.0	0.0	0.0	0.0	16.0	\$2,560.00
3. Transportation and Vehicle Miles Travelled Analysis	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	\$500.00
4. Community Noise Survey and Analysis	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	\$500.00
5. Biological Resources Evaluation	1.0	0.0	0.0	0.0	0.0	4.0	16.0	0.0	0.0	0.0	21.0	\$3,090.00
6. Air Quality, Greenhouse Gas Emissions, and Energy Analysis	2.0	28.0	70.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	\$19,060.00
7. Draft IS/MND	4.0	0.0	0.0	40.0	8.0	0.0	0.0	8.0	6.0	2.0	68.0	\$9,740.00
8. Public Review IS/MND	2.0	0.0	0.0	6.0	0.0	0.0	0.0	2.0	16.0	0.0	26.0	\$3,590.00
9. Mitigation Measures and General Plan Revisions	2.0	12.0	0.0	14.0	0.0	0.0	0.0	8.0	8.0	0.0	44.0	\$7,060.00
10. Response to Comments	4.0	4.0	4.0	32.0	0.0	2.0	0.0	0.0	0.0	0.0	46.0	\$7,780.00
11. Public Hearings and Notice of Determination	16.0	0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	17.0	\$4,150.00
<b>Subtotal (Hours)</b>	61.0	44.0	76.0	115.0	10.0	6.0	18.0	18.0	30.0	4.0	<b>382.0</b>	<b>Total Cost</b>
<b>Subtotal (Cost)</b>	\$15,250.00	\$9,900.00	\$13,300.00	\$17,250.00	\$1,250.00	\$1,140.00	\$2,340.00	\$1,710.00	\$3,750.00	\$460.00		<b>\$66,350.00</b>

Additional Costs	
Production Costs	\$1,558.00
Travel Costs	\$1,000.00
Postal/Deliverables	\$200.00
Miscellaneous (CIC and CNDD Records)	\$600.00
Administrative Overhead 10%	\$335.80
<b>Total</b>	<b>\$3,693.80</b>

Subconsultant Fees	
LLG Engineers (Transportation)	\$30,800.00
WJV Acoustics (Noise)	\$6,500.00
<b>Subconsultant Overhead 10%</b>	<b>\$3,730.00</b>
<b>Total</b>	<b>\$41,030.00</b>

<b>Total Costs</b>	<b>\$111,973.80</b>
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OPTIONAL TASKS	
1. Preparation of an EIR (Ballpark Additional Cost)	\$50,000.00
2	\$0.00
3	\$0.00
4	\$0.00

NOTE: This proposal is valid for 90 days



**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:** **October 1, 2021 Planning Report Covering September 2021**

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**MINISTERIAL PROJECTS**

Zoning Clearances Approved	20
Zoning Clearances Denied	0
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 August:

- Sign Ordinance – Comments from GBA being reviewed by City Attorney who will provide comments and edits to the draft ordinance prior to redistribution to GBA and public.
- General Plan Update – Public Draft General Plan released and Special Meeting of Council held on August 26<sup>th</sup> with direction to staff to proceed with CEQA review. CEQA contract scheduled for October 12<sup>th</sup> Council meeting.
- 2021-048-DR Crandall 12<sup>th</sup> Street Apartments Staff report prepared, but on hold, will revise for denial pending a meeting with property owner.
- 2020-003-GPZ/2020-101-LLA Almaguer GPZ/LLA heard by Council 8-24. Preparing applications for County Surveyor and LAFCo review.
- 2021-078-DR Edwards Olivera 4-unit apartment and ADU –INC letter sent 9/21/21
- 2021-100-DR Royal Theater application submitted 9-8-21

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.

## **Ministerial Permit Report– September 2021**

(Reported 10-1-2021)

### **Zoning Clearance Approvals**

2021-102-ZC	Woodside SFD, ADU, JADU	394 Campodonico
2021-104-ZC	Pan Am Seed monument sign	400 Obispo Street
2021-080-ZC	Pasadera	4360 Herado Drive
2021-081-ZC	Pasadera	4364 Herado Drive
2021-082-ZC	Pasadera	4368 Herado Drive
2021-083-ZC	Pasadera	4372 Herado Drive
2021-084-ZC	Pasadera	4376 Herado Drive
2021-085-ZC	Pasadera	4380 Herado Drive
2021-086-ZC	Pasadera	4384 Herado Drive
2021-087-ZC	Pasadera	4388 Herado Drive
2021-088-ZC	Pasadera	4392 Herado Drive
2021-089-ZC	Pasadera	4395 Guerrero Drive
2021-090-ZC	Pasadera	4391 Guerrero Drive
2021-091-ZC	Pasadera	4387 Guerrero Drive
2021-092-ZC	Pasadera	4381 Guerrero Drive
2021-093-ZC	Pasadera	4375 Guerrero Drive
2021-094-ZC	Pasadera	4369 Guerrero Drive
2021-095-ZC	Pasadera	4363 Guerrero Drive
2021-096-ZC	Pasadera	4357 Guerrero Drive
2021-097-ZC	Pasadera	4351 Guerrero Drive

### **Zoning Clearances Denied**

None

### **Business License Approvals**

None

### **Business License Denials**

None

## Guadalupe City Planning Department Planning Processing Summary for September 2021 (10-1-2021 update)

Case No.	Name	Submittal Date	Comp. Date	Status	OK for Bldg. Permit Issuance
2021-098-TTM	DJ Farms South Tract map	Sept 2021	Incomplete-10-01-21	First tract map for development south of RxR.	NO
2021-099-TTP	DJ Farms South Tract map	Sept 2021	Incomplete-10-01-21	First tract map for development south of RxR.	NO
2020-101-LLA	Almaguer LLA/GPZ	Oct 2020	t	Applications being prepared for Surveyor and LAFCo	NO
2021-048-DR	Crandal 12 <sup>th</sup> Street Apartments	July 2021	COMP	Staff report prepared for denial due to owners refusal to upsize sewer line	NO
N/A \$\$ thru SB2 grant	General Plan Update	2019 City Council authorization	N/A	CEQA contract to be presented to Council on October 12 <sup>th</sup> .	N/A
N/A	Snowy Plover	6-21-21	N/A	Council initiated the project on 3-23. Meeting with staff on 6-21 and Pre-Ap held on 7-2-21. App. to submit plans soon.	N/A
2018-133-OA No\$	Round 3 Zoning Ordinance Updates	8/12/19	N/A	Preparing new zoning ordinance Chapter 55 for Home Occupations and Cottage Food Industries (ongoing)	N/A
2018 -133 OA No\$	Sign Ordinance	2/24/20	N/A	City Attorney reviewing comments and suggested edits by GBA before releasing the latest version to the public.	N/A
2021-100-DR	Royal Theater	9/8/21	INC 10/8/21	Renovation and expansion of theater	NO

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 //



**CITY OF GUADALUPE  
BUILDING DEPARTMENT**

**STATUS REPORT**

**MONTH: September, 2021**

	<b>This Month</b>	<b>Last Month</b>	<b>Year to Date</b>	<b>Last Year</b>
<b>Visitors</b>	<b>35</b>	<b>19</b>	<b>131</b>	<b>118</b>
<b>Inspections</b>	<b>247</b>	<b>204</b>	<b>1,740</b>	<b>5,058</b>
<b>Building Permits Issued</b>	<b>46</b>	<b>49</b>	<b>223</b>	<b>192</b>
<b>Certificate of Occupancy</b>	<b>1</b>	<b>1</b>	<b>35</b>	<b>125</b>

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







9/8/2021	FN 1	Lot 66, Setbacks.	x							
9/8/2021	FN 1	Lot 66, Footings.	x							
9/8/2021	FN 2	Lot 66, Grounding electrode, #4 rebar.	x							
9/8/2021	FN 1	Lot 66, Forms.	x							
9/8/2021	FN 1	Lot 66, Reinforcing steel, holdowns,	x							
9/8/2021	FN 1	Lot 66, Capillary break.	x							
9/8/2021	SW 6	Lot 66, Electric sweep conduit at panel.	x							
9/8/2021	SW 3	Curb and gutter water flow test for both sides of Arroyo Seco,	x							
9/8/2021	SW 3	Guerrero, Promesa, Herrado, some high spots noted can be	x							
9/8/2021	SW 3	buffed down to acceptable flow surfaces	x							
9/8/2021	SW 3	Lot 17, 2nd floor nailing, joists and girders,	x							
9/9/2021	AD 9	Scheduling and records update.	x						David, 4.75 hrs	
9/9/2021	UN 1	Lot 61, Underslab drain plumbing.	x						21 inspections,	
9/9/2021	UN 1	Lot 62, Underslab drain plumbing.	x						1 site visit,	
9/9/2021	UN 1	Lot 63, Underslab drain plumbing.	x						warm, clear no wind.	
9/9/2021	UN 1	Lot 64, Underslab drain plumbing.	x						9/9/2021	
9/9/2021	SC 1	Lot 2, Drywall nailing.	x							
9/9/2021	FR 5	Lot 5, Rough framing.	x							
9/9/2021	FR 2	Lot 5, Roof framing and nailing.	x							
9/9/2021	FR 9	Lot 5, Shear walls, straps and holdowns	x							
9/9/2021	FR 1	Lot 5, Rough electrical.	x							
9/9/2021	FR 3	Lot 5, Rough mechanical.	x							
9/9/2021	FR 7	Lot 5, Rough sprinklers.	x							
9/9/2021	FR 5	Lot 6, Rough framing.	x							
9/9/2021	FR 2	Lot 6, Roof framing and nailing.	x							
9/9/2021	FR 9	Lot 6, Shear walls, straps and holdowns	x							
9/9/2021	FR 1	Lot 6, Rough electrical.	x							
9/9/2021	FR 3	Lot 6, Rough mechanical.	x							
9/9/2021	FR 7	Lot 6, Rough sprinklers.	x							
9/9/2021	FR 6	Lot 7, Gas piping.	x							
9/9/2021	FR 10	Lot 7, Gas presure test.	x							
9/9/2021	FR 6	Lot 9, Gas piping.	x							
9/9/2021	FR 10	Lot 9, Gas presure test.	x							
9/9/2021	MS 4	Leroy Park, Sewer requirements from plumbing code book	x							
9/9/2021	MS 4	delivered to job site engineer and super Gary.	x							
9/10/2021	AD 9	Scheduling and records update.	x						David, 2.5 hrs,	
9/10/2021	FR 1	Lot 7, Rough electrical.	x						6 inspections	
9/10/2021	FR 7	Lot 7, Rough sprinklers	x						fog early, then clear	
9/10/2021	FR 5	Lot 7, Rough framing.	x						9/10/2021	
9/10/2021	FR 2	Lot 7, Roof nailing and framing.	x							
9/10/2021	FR 8	Lot 7, Shear walls, holdowns and straps.	x							
9/10/2021	FN 3	Guererro, Pre-grout 1st lift ok for r.wall/site wall, this wall is	x							
9/10/2021	FN 3	near the rail road tracks.	x							
9/13/2021	AD 9	Scheduling and records update.	x						David, 4.0 hrs	







9/29/2021	AD 9	Scheduling and records update.	x			David, 4.75 hrs
9/29/2021	MS 4	Le Roy Park, Site visit with super Gary for sewer slope to	x			13 inspections
9/29/2021	MS 4	manhole near street,	x			clear and warm, some wind
9/29/2021	FR 5	4448 Holly, Rough framing.	x			9/29/2021
9/29/2021	FR 3	4448 Holly, Rough mechanical.	x			
9/29/2021	FR 5	Lot 13, Rough framing	x			
9/29/2021	FR 2	Lot 13, Roof nailing, framing.	x			
9/29/2021	FR 9	Lot 13, Shear walls, straps and holdowns.	x			
9/29/2021	FR 1	Lot 13, Rough electrical.	x			
9/29/2021	FR 4	Lot 13, Rough plumbing	x			
9/29/2021	FR 8	Lot 13, DWV top out ok.	x			
9/29/2021	FR 7	Lot 13, ough sprinklers	x			
9/29/2021	FR 7	Lot 13, Hydro test ok.	x			
9/29/2021	FR 7	Lot 11, Hydro test ok.	x			
9/29/2021	FR 7	Lot 12, Hydro test ok.	x			
9/30/2021	AD 9	Scheduling and records update.	x			David, 3.0 hrs
9/30/2021	FR 5	Lot 14, Rough framing	x			9 inspections
9/30/2021	FR 2	Lot 14, Roof nailing, framing.	x			little wind and very warm
9/30/2021	FR 9	Lot 14, Shear walls, straps and holdowns.	x			9/30/2021
9/30/2021	FR 3	Lot 12, Rough mechanical.	x			
9/30/2021	FR 1	Lot 13, Rough pv wiring.	x			
9/30/2021	FR 1	Lot 14, Rough pv wiring.	x			
9/30/2021	FR 1	Lot 15, Rough pv wiring.	x			
9/30/2021	FR 1	Lot 16, Rough pv wiring.	x			
9/30/2021	FR 1	Lot 17, Rough pv wiring.	x			
10/1/2021	AD 9	Scheduling and records update.	x			David, 4.0 hrs
10/1/2021	SW 4	4448 Fir St, Sewer tie-in, 4"	x			10 inspections,
10/1/2021	SW 8	4448 Fir St, Water service, 1".	x			warm and breeze
10/1/2021	UN 1	4461 Holly, Underslab drain plumbing.	x			10/1/2021
10/1/2021	SW 6	4461 Holly, Underslab conduit.	x			
10/1/2021	SC 9	Lot 1, Stucco scratch coat.	x			
10/1/2021	SC 9	Lot 2, Stucco scratch coat.	x			
10/1/2021	SC 9	Lot 3, Stucco scratch coat.	x			
10/1/2021	FR 3	Lot 13, Rough mechanical.	x			
10/1/2021	FR 1	Lot 14, Rough electrical.	x			
10/1/2021	SW 3	Guerrero site wall/r. wall, rock burrito ok to backfill, this	x			
10/1/2021	SW 3	sections is near the rail road tracks, east/west.	x			
		David Rose, contract bldg insp, September, 2021				
		247 total inspections, Sept 3-Oct 1, 2021.				
		Thank you very much!!				



## Public Works/Engineering Report September 2021

### Development

#### Encroachment Permits

In September, staff reviewed four encroachment permit applications and one new development application.

#### Pasadera

On September 22, the City received comments back from the County of Santa Barbara on the DJ Farms South map. In October, staff will work with the engineer to develop a coordinated response back to those comments so that this map can get recorded.

### Facilities

#### City Hall

On September 20, iTech switched the City Hall Internet and telephone service over to fiber-optic network. The faster upload and download speed will enable the City to stream meetings over Internet if desired, and will also provide the ability to properly back up the City's network on a regular basis. On September 1, the finance furnace pilot light was relit, September 7, auditorium breakers were fixed, September 13, snaked the sink in the human resources bathroom, September 14, fixed the jammed towel dispensers at City Hall and replaced the door handle to the attic in the auditorium, September 15, fixed the cable feed in Council Chambers, and September 30 move tables into Council chambers.

#### American Legion

On September 7 and again on September 23 the pilot lights on the stove were relit. The paper towel dispensers in the restrooms were replaced on September 3 so that they match other dispensers in the City and can be stocked with the same materials.

### General

#### Special projects

Public Works staff worked on several special projects in the month of September including: September 1, transferred small underutilized water heater from City Hall to replace broken one at O'Connell Park, removed large branch from tree at O'Connell Park,

verified functioning irrigation at O'Connell Park tree drip line, resolved City Hall gas leak at City Hall by relighting pilot light of Finance furnace, checked grease interceptors at American Legion, Senior Center and City Hall (need functioning facilities at Senior Center and City Hall); September 2, followed up on resident's request to address streetlight outage on Point Sal Dunes Way by reporting outage to PG&E, resodded Tognazzini Park where the Tognazzini Well was removed; September 7, replaced Amtrak sign tagged with graffiti, re-lit stove pilot light and flushed kitchen water at American Legion, ordered new doorknob for broken door at City Hall, troubleshoot failing electrical breakers on stage at City Hall auditorium, worked with Code Compliance on overgrown trees blocking traffic line of sight on 11<sup>th</sup> St.; September 13, snaked the line in the human resources bathroom; September 14, fixed jammed towel dispensers at City Hall and fixed the door handle to the attic in the auditorium; September 15, fixed the cable feed in Council Chambers; September 21, updated the Royal theater marquee message, smogged the 2003 Silverado, repaired the wiring pedestrian cost lights at Olivera and Guadalupe streets; September 23, restored the pilot light on the stove at American Legion; September 27, performed maintenance on the City mower, including blades, battery, hydraulic fluid; September 28, replaced batteries in crosswalk lights on W. Main St. across from McKenzie school; September 30, moved large tables into Council Chambers.

## September

The Public Works Director participated in the following meetings in September:

- September 1: Transportation Technical Advisory Committee. The Public Works Director is a board member on this committee.
- September 3: Maintenance Worker Interview.
- September 8: Recreation Commission meeting.
- September 9: meeting with Guadalupe Unified School District to discuss mutual interests involving public transit.
- September 9: meeting with Curation operations staff to discuss water and wastewater issues and upcoming Trunk Main improvement Project.
- September 13: meeting with electrical demand response provider to discuss opportunity for City to participate in demand response programs involving shutting down large power demand systems, such as water wells, for financial incentives.
- September 14: meeting with Spectrum to coordinate City Hall telephone settings for switchover to new system.
- September 20: meeting with Willdan to discuss water and wastewater rate structure options.
- September 21: meeting with new wastewater operator Devin Valdivia to evaluate his readiness for on-call duty.
- September 22: biweekly Leroy Park construction coordination meeting.
- September 22: meeting with PG&E to discuss how to implement new Rule 20A regulations for the undergrounding of electrical lines on 11<sup>th</sup> St.
- September 22, 23: meetings with Leroy Park contractor to discuss aligning working days and construction costs to align with grant deadline and budget.

- September 27: Broadband convening meeting.
- September 30: 2021 Pavement Rehabilitation Project Preconstruction meeting.

### Water and Wastewater Rate Study

In September, the consultant finalized the draft water and wastewater rate study. To address Council questions raised at the September 14 City Council meeting, staff requested the consultant to evaluate water rates in the absence of any base water use. Staff discuss this with the consultant on September 20, 2021 and sent relevant data to the consultant on September 22, 2021. A meeting is tentatively scheduled for the week of October 4, 2021 to discuss the results. This information will be brought back to Council at a future meeting.

### Benefit Districts

The County of Santa Barbara sent information confirming the taxing information associated with each of the City of Guadalupe's benefit districts. Staff verified information against the original request to ensure its accuracy.

### IRWMP

The Integrated Regional Water Management Program (IRWMP) disadvantaged community (DACI) grant ended on September 30. To tie up loose ends, the grant administrator requested grant compliance letters from two of the design consultants. Those two letters, along with a final request for reimbursement, are due to the grant administrator by October 15. The last item to be paid from that grant, the Water Master Plan Update, was substantially completed in September.

## **Parks**

### LeRoy Park Community Center

City staff met with the contractor, inspector, and consultant for biweekly coordination site meetings the mornings of September 8 and 22. City staff also met with the contractor the afternoon of September 22 and again on September 23 to determine how to align contractor's schedule and costs with the LeRoy Park grant deadline and funding. With some minor adjustments to change orders, the contractor's schedule and cost are now aligned with the grant's deadline and funding.

### O'Connell Park

Field staff completed several tasks in September, including replacing the water heater, fine-tuning the irrigation system, and special mowing to accommodate football games.



## **Streets**

### Street Rehabilitation

The 2021 pavement rehabilitation project was awarded on September 14. The preconstruction meeting was held on September 30. Notification letters were drafted in September and will be issued to impacted residents the first week in October. The contractor is scheduled to begin construction on October 4 and is scheduled to be completed by the end of December. This project involves resurfacing Almaguer Avenue, Nelson Drive, Masatani Court, Montez Court, Julia Drive, Hernandez Drive, Mills Lane, Camp Lane, Sanchez Drive, Chapman Drive, and Obispo Street between 9<sup>th</sup> and 11th Streets. Several curb ramps will also be installed or replaced.

### Repairs

In the month of September, the City had several failures of its flashing pedestrian crosswalk lights. On September 15, staff was notified that the lights at Olivera and Guadalupe Streets were not functioning. Repair to these lights required rental of a lift and took five hours to rewire on September 21 because the wire had rotted. On September 27, staff was notified that the lights at the crosswalk on W. Main St. in front of the middle school had failed. These lights were repaired with a \$700 battery changeout later that week. The speed sign on W. Main St. is still not functioning. The battery, voltage, and wiring have checked out fine. It appears to be failure of the main circuit board. A new one will need to be ordered.

## **Water**

### Water Master Plan Update

The final Water Master Plan update was submitted to the City on September 22.

### Distribution System

On September 16, 14 feet of 6-inch cast-iron pipe was upgraded to 8-inch plastic pipe on Obispo Street just south of 9th Street. This portion of pipe was replaced due to concerns that it was causing a restriction in fire flows in the northern part of the City. The Fire Department conducted a fire flow test in front of Mary Buren School on September 26 to confirm adequate flows.

### Advanced Metering Infrastructure (AMI)

A Request for Quote was issued to eight potential bidders on September 17. A first set of questions was answered on September 22. The answers to a second set of questions is expected to be issued first week in October. Bid opening is scheduled for October 22. Once fully implanted, AMI can reduce the time required for meter reading from two weeks to 10 minutes a month, while also providing better customer service, improved reporting, and reduced unaccounted for water.

### Wells

In September, water staff began adjusting drinking water well operational parameters in order to reduce electrical costs associated with well operation during peak power periods. Once a cost effective, yet functional operating scheme is developed, the new operational

parameters will be programmed into the control system. It is estimated that approximately \$1,000 per month can be saved in electrical costs with some minor adjustments.

## **Wastewater**

### Communications

The wastewater treatment plant at 5125 W. Main St. was successfully prepared for cable communications on September 30. Router installation and computer hookup is scheduled for October.

### Process

The wastewater treatment plant experienced no violations the month of September.

Regional Board staff visited the wastewater plant on September 16 for an inspection of City facilities. City staff was informed that a letter initiating update of our permit will be forthcoming. This is good news, as the City has not had a permit that accurately reflects its process since 2012.

The screw press, which handles solids processing, experienced a malfunction on September 24. The equipment was repaired and site cleaned up that that same day.

### Collections system

No system overflows occurred in the month of September. A significant plug occurred on September 19. Sewer monitoring device alerted staff to the imminent overflow, and staff responded with assistance from Clays and the Fire Department to avert the overflow, protect an adjacent storm drain, and clear the plug.

### 2021 Trunk Main Improvement Project

This project involves upsizing 3,000 feet of sewer main and is vital for meeting current and future capacity issues, fixing broken pipe, and moving sewer trunk main from private property into the public right-of-way where practicable. This project will impact Snowy Plover, Mahoney, Carlin, Lindy, Wong, 5<sup>th</sup>, Campodonico, and 6<sup>th</sup> streets, as well as Paco Park. Preconstruction activities such as utility locating and saw cutting took place in September. Originally, pipe installation was scheduled to begin at the end of September, however a hurricane on the East Coast delayed pipeline production and pipe installation is now scheduled to begin the third week in October. Notice was sent to residents along the streets impacted by this project on September 29. During the month of September, three submittals were reviewed for this project.

### Effluent Pump Station

This project involves the rehabilitation of the effluent pump station at the wastewater treatment plant. It is partially funded through an Integrated Regional Water Management Program (IRWMP) grant. During the month of September, eight submittals were reviewed for this project.

## Staff

Devin Valdivia started employment with the City of Guadalupe as Wastewater Operator II on September 7, 2021. He passed testing to be on-call on September 21.

**City of Guadalupe**

**Capital Improvement Projects Budget - Fiscal Year 21-22**

**September 2021 Update**

Project Numbers	PROJECT DESCRIPTIONS	2021-22 TOTAL
<b>100</b>	<b>Buildings</b>	
089-104	Financial Accounting Software	\$ 100,000 Installation in progress.
089-105	General Plan Update	\$ 130,738 Final draft review complete
089 - 106	Public facilities master plan (include parks and library)	\$ 90,000 Not started
089 - 107	American Legion wood repair	\$ 70,000 Not started
089 - 108	Building improvements (painting, roof repair, locks, utilities)	\$ 145,000 No quotes received for City Hall roof repair. No other action on this item.
<b>200</b>	<b>Parks</b>	
089-201	Leroy Park (Community Center and Site)	\$ 2,000,000 Construction underway.
089 - 203	Parks improvements (BBQ, plumbing, play grounds)	\$ 45,000 List of specific projects identified. Park signs under construction.
<b>300</b>	<b>Streets, Sidewalks, Bicycle Facilities</b>	
089-307	La Guardia and Gularte Lanes Pedestrian Improvements	\$ 179,537 Exploring alternatives
089 - 308	2021 Pavement rehabilitation	\$ 1,511,200 Award September 14, 2021. Preconstruction September 30. Construction scheduled 10/4-12/22.
089 - 309	Sidewalk repairs	\$ 41,800 included in project above
089 - 310	11th St. safe routes to school	\$ 133,270 Waiting on AHSC grant award status
089 - 311	Storm drain improvements	\$ 40,000 Not started
<b>400</b>	<b>Water</b>	
089-406	Elevated Tank Repairs/evaluate antenna revenue	\$ 295,000 Ladder fabrication drawings found
089-407	Advanced metering infrastructure phase 1	\$ 200,000 RFQ issued to 8 potential bidders. First questions answered 9/22. Bids due 10/22.
089-408	SCADA improvements	\$ 50,000 Not started
089 - 409	West Main Street water line	\$ 450,000 Ready to bid. Waiting for completion of other projects
<b>500</b>	<b>Wastewater</b>	
089-503	Effluent Irrigation Pump Station Rehabilitation (Construction)	\$ 522,821 Construction scheduled for 2/2021, delayed due to parts availability.
089-504	Hwy 1 Lift Station	\$ 1,000,000 Deferred to FY 22-23
089-505	Sewer Main Improvements	\$ 1,600,000 Construction delayed to end of November due to pipe delivery delay
089-506	Grit system replacement	\$ 400,000 Not started
089-507	WWTP equipment (tractor, maintenance boat, AIPS vault)	\$ 420,000 Maintenance boats purchased. Awaiting fabrication
<b>600</b>	<b>Transit</b>	
089-601	Infrastructure improvements	\$ 60,000 RTAP grant unsuccessful. Funding lowered from \$160,000 to \$60,000.
	<b>Transfer to CIP fund 089:</b>	<b>\$ 9,484,366</b>
	Completed.	



## Los Amigos de Guadalupe Report October 2021

### **17-CDBG-12099: LeRoy Park and Community Center**

The City was awarded \$4.5 million for the LeRoy Park renovation project and Resilience-Guadalupe Plan in October 2018. The LeRoy Park and Community Center renovation project started construction on August 14, 2020 and was set to end August 13, 2021. Due to unforeseen circumstances and increased funding allowing us to add more recreational features to the park, the project has been extended and has a current end date of January 28, 2021.

### **17-CDBG-12099: Resilience-Guadalupe Plan**

The Resilience-Guadalupe Plan is being written for draft review. We are consolidating all of our information collected during the leadership, stakeholder and focus groups meeting. We are also reviewing all demographic data publicly available to ensure any significant impediments or assets seen in the data are included in the final Plan.

### **20-CDBG-12089: Micro-Enterprise Assistance**

The City was awarded \$250,000 on March 16, 2021 to run a Micro-enterprise technical assistance and financial assistance program. This program was launched August 4th, 2021 and we have had 14 people express interest in the program with 9 applying and being eligible. Juliana, the Guadalupe EDC SBDC advisor, will start off with having 1 on 1 meetings every other Tuesday with each client and is hoping to start technical assistance classes, every other Tuesday evening (5:00pm-7:30pm), in November.

We have brought to the City a proposed Guideline revision to allow the formation of a Loan Advisory Committee (LAC). In addition to the LAC reviewing and approving loans, the committee will work with LADG to finalize the loan requirements. LADG will bring those recommendations to the City Council in the form of Microenterprise Financial Assistance Guidelines revisions for Council approval. This will then allow the City to begin making microenterprise loans and grants.

The program was highlighted on two television stations which has helped spread the word.

As of October 1, 2021 we have 9 eligible and enrolled clients. Another 5 are in process.

### **20-CDBG-CV1-00085: Foodbank Delivery Services**

The City was awarded \$84,676 on February 25, 2021 to start a food bank delivery service for those families who have COVID-19 high risk individuals in the home. Starting in June 2021, the City decided to reduce the weekly food bank distribution to once a month, because of this the weekly food bank delivery services also had to be reduced to once a month. In order to help our clients the rest of the month, the City and LADG partnered with the Santa Barbara County Foodbank and through outreach, encouraged and helped our clients apply for the Santa Barbara County Food Bank (SBCFB) Brown Bag delivery program. The brown bag delivery program takes place on the 2nd and 4th Wednesday of every month. We have been making food deliveries (including pet food) to about 54 families on the first Thursday of each month through our food delivery program and assist with the delivery for about 30 individuals on the 2nd and 4th Wednesday of each month through the SBCFB brown bag program.

### **C9801636: Prop 68 Per Capita (LeRoy Playground)**

The City was awarded \$177,952.00 on February 25, 2021 to help pay for the playground change order (\$218,715). The playground has yet to be started as Quincon is still working on the underground utilities and grading of the site.

### **20-CDBG-CV2-3-00015: Senior Meals CV 2&3**

The City will be awarded \$308,127 to help pay for a Senior meals program. The Community Action Commission terminated their senior congregate meals service that was run out of the senior center effective July 1, 2021, although it got shut down starting March 2020 when COVID was declared a national emergency. The program was serving about 15 seniors a day with congregate meals. The funding source, Area Agency on Aging (AAA) was never able to fully fund this service and the gap (50%-75%) could no longer be filled. Their funding along with this CDBG grant will fund this program.

The City, with the implementation being completed by Los Amigos de Guadalupe (LADG), will take over both of the senior meals services. Meals will be cooked at the senior center and served to those seniors who can attend the congregate meals, and delivered to those that qualify for the delivery service.

LADG, on behalf of the City, will hire one full time manager of the program and one part-time member. Between the two they will.

- Prepare healthy lunchtime meals for seniors Monday through Friday for both congregate meals and meals to be delivered. Ensure that seniors who attend the center are protected from Covid 19 and follow the CDC/County/State guidelines.
- Will manage/coordinate volunteers to support seniors in need of transportation to and from the senior center each day, Monday through Friday. And manage/coordinate volunteers to help staff deliver meals, Monday through Friday, to those eligible for delivery of daily meals.
- Continue to deliver food bank supplies to seniors, high risk individuals monthly.

LADG will also apply, on behalf of the City, for the Area Agency of Aging funding, which funded the program in the past. These funds supplement the CDBG funds to ensure any senior that wants a meal can have one.

### **2021-TREE-07: LADG LeRoy Tree Planting**

LADG was awarded \$30,508.00 on August 12, 2021 to buy and plant all 76 trees at LeRoy park. And to complete some education to the community on the benefits of trees. LADG has been working with the City Public Works Director and a local eagle scout to complete this planting project. The local eagles scout will recruit volunteers and procurement supplies for 56 trees. LADG will work with local volunteers to plant the remaining 20 trees which will be the park's windbreak trees.

### **Royal Theatre**

The City, Stakeholders and the designed team have met once, to go over the basics of what we want the theatre to be. LADG will organize a second meeting that will be held in the near future. In that meeting we get an update from the design team and LADG will discuss possible funding sources that are available for the construction side of the project.

Next meeting: Friday, Oct 15, 2021 at the Senior Center. The Design team will update the stakeholders on their progress and LADG will update the group on its work to find funding to complete the renovation.

### **Community Outreach/Community Support**

LADG has supported a number of community initiatives from the 75th Anniversary to the air purifier give away by getting the word out via our social media and email lists. LADG is also working with the GUSD and the Dune Center to apply for a Statewide Park Program, Outdoor Equity Program.

[Sonia Rios-Ventura](#) will have her last day Oct 13, 2021. Sonia has been working as the LADG Community Development Manager for over two years and will be missed by all. Her accomplishments are many and a replacement will be hard to find.

LADG has started the recruitment process. As LADG has always done, the interview process will include the City, and no candidate will be hired without City approval.



Recreation and Parks  
 918 Obispo Street  
 P.O. Box 908  
 Guadalupe, CA 93434  
 Ph: 805.356.3894  
 Fax: 805.343.5512

Email: [avillegas@ci.guadalupe.ca.us](mailto:avillegas@ci.guadalupe.ca.us)

**RECREATION AND PARKS MONTHLY REPORT**

**For the Period July through September 2021**

**Summary of Rentals/Usage for City Facilities & Parks**

FACILITY	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR-TO-DATE (FY 21/22)	LAST YEAR-TO-DATE (FY 20/21)
Auditorium/Gym	31	n/a	31	0
O'Connell Park	2	n/a	2	5
LeRoy Park	0	n/a	0	1
Senior Center	24	n/a	24	19
Veterans Memorial Plaza	4	n/a	4	4
Council Chambers	31	n/a	31	29
Central Park	0	n/a	0	0
Veterans Hall	1	n/a	1	n/a

“This Month” = three-month summary of rentals per facility

“This Month Last Year” = n/a is shown only for this summary report.

For the October Monthly Report, all columns will reflect true numbers.





October 12, 2021

Updates below:

### **1. Community Broadband Initiative**

Synopsis: As an underserved community in Santa Barbara’s North County, the City of Guadalupe lacks sufficient broadband internet services to provide high-speed connectivity to the entire City, including the downtown corridor. The Guadalupe Broadband Taskforce is working with community and Tri-County stakeholders alongside the City to change this

Status: After a kick-off tri-county convening on broadband hosted by the City, the Broadband Consortium of the Pacific Coast, and the Guadalupe Broadband Task force, there is now discussion and interest in finding and implementing a community/municipal-owned middle mile broadband solution. A solution like this would provide the City with options to lease fiber to “Last Mile” businesses whom would use this middle mile network to connect to long-haul or “Backbone” companies providing Internet services to the community at large. The existence of a community/municipal-owned system removes the need for the city to provide on-premises or on-phone customer to the residential or business customers as they would only be maintaining the connecting infrastructure.

Next Steps:

- The identification of local long-haul providers
- Connection points to said providers
- Detailed mapping of community assets
- Identification and engagement of partners/sponsors to start and complete pilot programs for infrastructure and inclusion of the local community

### **2. Bike Challenge-Project Hero**

Recap: A Public Right of Way Use Special Event permit packet for the Project Hero “California Challenge” bike ride was approved for a scheduled October 21st & 22<sup>nd</sup> (Beginning in Pismo Beach and ending on 10/21/21. Beginning in Solvang and ending in Santa Barbara on 10/22/21). Purpose: Therapeutic bicycling event to benefit injured veterans and first responders. This is a Five (5) day event with only the last two days taking place in the County. This bike ride will be traveling through the Santa Maria, Orcutt, Sisquoc, Los Olivos, Santa Ynez, Solvang, **Guadalupe**, Hope Ranch and Santa Barbara areas.

### **3. Pasadera Veteran Street Name**

Over the past year, Mayor Julian has been working with the different veteran organizations in and around Guadalupe to provide a list of Local veterans for inclusion as street names in the new Pasadera Development. The mayor has corresponded with the project manager of Pasadera to ensure the estimated 20 new street names be included. This ad hoc group has noted a selection process for local veterans who “raise to the top” for those veterans who deserve a street named after them. A draft street naming program guideline has been developed and is posted on the city website.

### **4. City of Guadalupe/Food Bank: October 7, 2021, starting at 11:30 a.m. through 1:00 p.m.**

The city had another successful foodbank distribution. There is still a lot of interest in the is program. Thank you to all the volunteers.

### **5. Live Streaming meetings or Webinars on YouTube**

There are always issues with public viewing of our city council meetings and the archiving of them. City staff is searching for to live stream a Zoom meeting or webinar on YouTube. This allows participants to join our meetings via Zoom to view it and possibly comment on it through YouTube. During the live event, there will be an approximate 20-second delay between actual Zoom meeting and webinar and live Stream. If Council approves ARPA funds, this is a possible avenue to explore.

The management team has spent some time pondering and will discuss the following options:

- a. Purchase the domain: cityofguadalupe.com from GoDaddy. It's currently on sale for \$0.42/mo. for the first year with a 2-year registration for a total of \$23.98 to get the name for 2 years.
- b. Additionally, get a free Gmail account. I suggest cityofguadalupeoutreach@gmail.com or [guadoutreach@gmail.com](mailto:guadoutreach@gmail.com)
- c. cityofguadalupeoutreach@gmail.com is long but won't be an "active" account. It would exist for the purposes of establishing a YouTube account, as well as other social media accounts; however, it doesn't have to be the main email that you or staff uses
- d. guadoutreach@gmail.com is shorter but lacks the brand recognition of the longer name. As above, you still would not need to use it as a primary email address that staff uses regularly...it's more of a tool.
- e. Create a YouTube channel with this email address
- f. Connect the YouTube channel with the zoom account
- g. Open social media accounts with Twitter, Instagram, Facebook and use those tools to communicate with the community
- h. Open a mailchimp.com account and add email addresses collected through hard-copy, website, and social media accounts.

These are simply some of the ideas, more to come.

### **6. CCWA Operating Committee**

The agenda and materials for the October 14, 2021, Operating Committee Meeting are now available at [www.ccwa.com](http://www.ccwa.com) or via this link.

Committee Members, staff, and the public may participate remotely via computer using this URL: <https://meetings.ringcentral.com/j/1469597795>

or via telephone by dialing 1(623) 404-9000 and entering code 146 959 7795#

If you have any difficulty accessing the links, please contact the Board Secretary at [lfw@ccwa.com](mailto:lfw@ccwa.com), or Administrative Assistant at [jab@ccwa.com](mailto:jab@ccwa.com).

**7. City of Guadalupe Resilience Plan Economic Development Opportunities/Constraints and Recommendations.**

Lisa Wise Consulting, Inc. completed a memorandum that summarizes economic development constraints and opportunities and provides a summary of actions the city and community partners may consider spurring economic development for the Downtown area of Guadalupe. It is intended to ultimately serve as a section of the City's Resilience Plan currently under development by Los Amigos de Guadalupe (LADG). It will also tie into the General Plan Update. The findings and recommendations in this memorandum are informed by recent community and planning initiatives, such as feedback received from January 2021 focus group, analysis from the Mobility Revitalization Plan, and conversations with both City staff and LADG. Contact the City Administrator if you would like a copy of the memorandum.

**8. Royal Theater EDA Grant Program/Renovations**

City staff / consultant is working on an EDA grant program to fund the renovation and new construction of the Royal Theatre and the two adjoining lots. Usually with federal funding it is required of this Federal Agency to complete the NEPA. We, the city, would still need to submit the supporting documents, but they do the process. Also, City staff is starting to negotiate with nearby property owners with parking lots to negotiate reciprocal agreements to meet the required parking stalls for the Royal theater project site.

**9. Citywide Cleanup/garbage/parks**

The City Administrator instructed the Public Works Director to provide a plan-of-action to clean up the city and make the City look beautiful. The city hired a 3<sup>rd</sup> PW team member who will help. The city public garbage cans will be emptied more frequently, and the hot spots cleaned as needed. The parks need to be monitored more frequently. A drinking fountain is on order for Jak O'Connell Park. The Public Works Director will also develop a workflow plan to accompany the plan-of-action. If the City Council approves another Maintenance worker 1, this will help spread out the work tasks in the department. City staff can already see improvements.

**10. American Legion MOU/Le Roy Park MOU/Lease Agreement.**

The City Attorney is working with staff in coordination with the American Legion Attorney on a draft of the MOU, but there are several issues to be worked out before the MOU for use of the facility can be completed. As for Le Roy Park, On October 13th, the Recreation and Parks Committee will see a presentation from Michael Jimenez, Vice President from S.E.R Jobs for progress who are interested in providing varying degrees of programming in the Le Roy Park Community Building. The goal is to optimize use of the facility for the Boys and Girls Club, S.E.R. and other organizations.

**11. Central Coast Community Energy's**

On Friday, at 2 p.m., the City Administrator, Mayor/others joined a Zoom meeting to talk about Front of the Meter (FOM) Battery Energy Storage Systems (BESS) Effort

Central Coast Community Energy (CCCE) is developing a 100-Megawatt (MW) network of Battery Energy Storage Systems (BESS) distributed throughout the CCCE service area including 29 cities and 4 counties within the Central Coast. The BESS will range in size from approximately 1 MW up to 5 MW. CCCE will partner with its Member Agencies to locate the BESS.

Sites close to critical facilities may provide greater future benefit for Member Agencies under the Community Microgrid Enablement Tariff (CMET). The BESS will support grid reliability and may increase local resiliency by utilizing CMET. Interconnecting distributed storage resources under this new tariff to provide on-site islanding is an evolving practice. CCCE will work with relevant stakeholders to pursue this option.

CCCE is identifying qualified vendors to support the development and interconnection of these resources with CCCE staff advising throughout the process.

### Benefits

CCCE values this effort as a critical step towards deploying local storage resources to assist in the following functions:

- Capturing cleaner electrons during non-peak hours and dispatching those captured electrons during the peak hours (4 pm – 9 pm) to help reduce the use of fossil fuel resources
- Build out local resources to support economic development
- Assist CCCE and its customer base to reduce costs related to resource adequacy which is a requirement to be a good grid citizen
- Allow for opportunities to utilize the Central Coast as a proving ground for innovative clean energy planning and enhance grid reliability

### Timeline for Implementation

- CCCE will issue up to 25 MWs of front of the meter battery energy storage systems every 6 months over the next two years with the goal of contracting for 100 MWs by 2023

### Site Suitability

Sites must meet a variety of both technical and planning requirements. Sites requiring extensive permitting via CEQA or NEPA etc. may not be suitable. Potential sites will be studied by CCCE and qualified developers to assess feasibility.

Note: Interconnecting FOM BESS requires substantial pre-project analysis and feasibility review followed by design, engineering, and a lengthy interconnection study process (18 months to 3 years+) leading to local construction permitting and BESS construction.

### Next Steps

Member Agencies may provide CCCE with a list of proposed site street addresses, or electric meter numbers, or maps clearly identifying proposed parcels and adjacent roadways.

CCCE looks forward to working with our Member Agencies to serve local communities with increased reliability and resiliency.

## **12. Cannabis Status/Process**

The Commercial Cannabis Application and Procedures with forms are posted on the City's website for proposers to submit to the City. The City is seeing a lot of interest, but no formal applications have been submitted. There is a lot to be completed by the applicants. The timeframe is from October 1 through November 15. When the Administration Department receives the applications, staff will open the packages to make sure the proposers included all the required materials which will include some documents in hard copied documents with original signatures as noted in the procedures, a check for the application fees and a flash drive in which staff will open to make sure it is complete per the procedures for all the files requested. Once that is done HdL will send the City a secure file for Staff to download all the flash drives to us. HdL will then do a more comprehensive review of the files and let City staff know if anything is missing in order for the City to send out cure letters where applicable or disqualification letters. City staff will receive them and create an excel spreadsheet with the received date, business name, primary contact, proposed business address and primary contact phone number which can be sent to HdL so that when City staff receive the files HdL can be sure that what we get is what we have recorded on the spreadsheet. Sometime after that HdL will set up a call with City staff to walk you through the next steps and provide some sample letters to use to respond to applicants. The Planning Department will handle the Zoning Verification Letters.

## **13. City Planner-Succession Planning - Initial Meeting to Hire Planner**

On Wednesday, October 6, the City Administrator, Human Resources Director, and contract Planning Director (Larry Appel) met to discuss the future of the Guadalupe Planning Department. The City of Guadalupe has maintained a Planning Department through the hiring of planning consulting firms or individuals to provide planning services for over 20 years. As Larry approaches his second retirement, this time from consulting, he wants to assist Guadalupe management in considering a permanent replacement of his contracted Planning Director position with a regular city employee functioning as the City Planner.

There were several issues that staff discussed. As one may know, there are references in the older sections of our zoning ordinance that refer to use of a planning commission, director, and city council. Larry's current position is Contract Planning Director which has allowed him to function well within the newer sections of the ordinance which gives some permit authority to the "Director or designee." Depending on what staff all decide is the best fit for the new position, it is likely that the person will be at a level lower than the director which would then require the City Administrator to serve as a figure head director and take on delegating responsibilities.

Larry prepared a table using the Santa Maria Community Development Department as an example of the various planning titles available. Larry also provided staff with annual salary ranges (without benefits) and some examples of the duties and responsibilities for the various positions. As HR gets more involved in this task, additional positions can be reviewed on the SM website.

City staff/consultant goal would be to have a person hired by next summer (within the 2021-2022 budget year) so that Larry can work with her/him and provide training prior to his resignation as contract Director in December 2022. The Planning Director and City Administrator discussed this earlier that Larry would offer to remain on retainer for special assignments such as zoning ordinance amendments or implementing the General Plan. Staff will start recruiting in April 2022

and the interview panel will consist of about three people to include Larry Appel and an outside agency city planner. The HR Director and City Administrator will sit in the audience and observe.

#### **14. Santa Barbara County Animal Services Pet Wellness Clinic.**

On Sunday, October 17 from 10 a.m. through 1 p.m. at County Shelter in Santa Maria (548 W. Foster Road), a low-cost vaccines, sprays/neuters, and medical services with walk-in mobile services.

For more information and to make appointments:

Care4paws.org

[info@care4paws.org](mailto:info@care4paws.org)

805.968.CARE (2273)

#### **15. Clean California Local Grant Program**

The Mayor City Administrator will meet in next several days to discuss the above new grant program that will be a huge opportunity for the City. The City is very competitive from a score perspective due the program's focus on disadvantaged communities. And there is an opportunity to apply for multiple projects (max \$5M per "project").

More to come on this

Call for Projects: December 2021

Project Application Deadline: February 2022

Project Award Notification: March 2022

Completed: March 2024

Website:

<https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones>

#### **15. Cycle Cal Coast Meeting.**

Chief Cash and Thomas Brandeberry would like to inform our city staff and city officials of the proposed plans to suggest this event be staged / located in Guadalupe. They would like the Recreation Commission to chime in and possibly be a partner in this endeavor. This group is Given SBBIKE-COASTs staffing shortages, and they would like to move forward in the short-term to do a EZ Bike Demo Day in Guadalupe. They spoke to Traffic Solutions team, and they have a proposed date for an EZ Bike demo day in Guadalupe. They will have the EZ Bikes and trailer at SM Bici Centro and will be doing a demo day the week of **Nov. 1** in Santa Maria. They could do another demo day in **Guadalupe on Sunday, November 7 from 2pm to 4pm.**

**END OF REPORT**



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE**  
**Agenda of October 12, 2021**

*Sonia Ríos-Ventura*

*Todd Bodem*

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**Prepared by:**  
**Sonia Rios-Ventura, Los Amigos de Guadalupe**  
**Community Development Manager**

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**Approved by:**  
**Todd Bodem, City Administrator**

**SUBJECT:** Revisions to the City of Guadalupe Microenterprise Financial Assistance Guidelines to identify the Loan Advisory Committee (LAC) members.

**RECOMMENDATION:**

It is recommended that the City Council approve the following three members for the City's LAC:

1. The City of Guadalupe Finance Director
2. Designated staff member of the Economic Development Collaborative (EDC)/Small Business Development Center (SBDC)
3. Member of the City of Guadalupe Council, assigned by the Mayor.

**DISCUSSION:**

Any changes to the CDBG Microenterprise Assistance Guidelines (Technical and Financial) requires City Council approval. The City Council approved the CDBG ED Financial and Technical Assistance Guidelines on August 11, 2020. These guidelines spoke about the Loan Advisory Committee (LAC) but did not specify who would be a part of it. LADG and City staff are recommending that "positions" be identified instead of actual persons to limit the need for the Council to approve guideline changes each time a person leaves the named position(s).

Additionally, it should be noted, some loan requirements were excluded from the presently approved Financial Assistance Guidelines, to allow the LAC to determine what loan requirements are needed. This will include subjects like credit scores minimums, maximum loan amounts, if grants will be included, when loans are given, when are grants given, and when both are given. Since this group will be reviewing loan applications, it is thought that they should develop these requirements.

Once the LAC members are approved, LADG will work with the committee to complete the loan/grant requirements portion of the guidelines and bring the final changes to the City Council for approval. The guideline revisions to add in the LAC members, can be seen in section 4.4, page 7, attached.

**ATTACHMENTS:**

1. Resolution 2021-81
2. Microenterprise Financial Assistance Guidelines

**RESOLUTION NO. 2021-81**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING REVISIONS TO THE CITY OF GUADALUPE FINANCIAL ASSISTANCE GUIDELINES TO IDENTIFY THE MEMBERS OF THE LOAN ADVISORY COMMITTEE**

**WHEREAS**, Los Amigos de Guadalupe (LADG) developed CDBG microenterprise assistance guidelines which were approved August 11, 2020; and

**WHEREAS**, The City Council needs to approve any changes to these guidelines; and

**WHEREAS**, The City along with LADG are recommending that stated "positions" instead of the names of any actual person be used to limit the need for the City Council to approve guideline changes each time a person leaves the named position(s).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Guadalupe has reviewed and hereby approves the Financial Assistance Guideline revisions and the Loan Advisory Committee to be composed of the following positions:

1. The City of Guadalupe Finance Director
2. Designated staff member of the Economic Development Collaborative (EDC)/Small Business Development Center (SBDC)
3. Member of the City of Guadalupe Council, assigned by the Mayor.

The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

**PASSED, APPROVED AND ADOPTED** at a regular meeting on the 12<sup>th</sup> day of October, 2021 by the following vote:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2021-81**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 12, 2021, and that same was approved and adopted.

**ATTEST:**

---

Amelia M. Villegas, City Clerk

---

Ariston Julian, Mayor



**APPROVED AS TO FORM:**

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Philip Sinco, City Attorney

# Guidelines

For

## Microenterprise Financial Assistance Program

Funded By

City of Guadalupe

With

Community Development Block Grant

Adopted: 10/12/2021

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# **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MICROENTERPRISE FINANCIAL ASSISTANCE PROGRAM GUIDELINES**

## **1.1 INTRODUCTION**

The City of Guadalupe hereafter referred to as the “Grantee” has established a microenterprise financial assistance program, hereafter called “the Program”. The Program is designed to stimulate economic growth and create businesses that will improve the living conditions of residents in the community. The Program provides affordable financing to eligible businesses to start up or expand. The Program is useful for small startup businesses as the loan, grant or forgivable loan terms are flexible and can be tailored to the needs of the business. These financial assistance guidelines have been formally adopted by the Grantee and approved by the California Department of Housing and Community Development, hereafter called “the Department”. See **Attachment A** for a copy of the adopting resolution.

## **2.0 MICROENTERPRISE FINANCIAL ASSISTANCE PROGRAM OVERVIEW**

### **2.1 PROGRAM ADMINISTRATION**

The Grantee or Operator will:

- Originate microenterprise financial assistance loans and/or grants;
- Market the Program;
- Accept and process applications;
- Complete 24 Code of Federal Regulations Part 5 Income Eligibility qualification and document the number of employees;
- Underwrite and recommend approval of loans and grants;
- Ensure a timely loan closing and disbursement of funds;
- Maintain loan files and fiscal records;
- Administer state grants and program income used to fund this program;
- Work with program participants and ensure compliance with these program guidelines; and,
- Ensure that all those receiving financial assistance are given Technical Assistance on owning and operating a business.

The Grantee’s staff will serve as the primary contact with the Department. The Grantee and Operator will follow these adopted program guidelines.

### **2.2 PROGRAM SERVICE AREA**

Financing under this Program is available to all eligible businesses or persons located in the Grantee’s jurisdictional limits. These CDBG funds may not be used in entitlement jurisdictions that receive CDBG funds directly from the federal Department of Housing and Urban Development (HUD) entitlement program. Funds may not be provided to program participants outside of Grantee’s

jurisdiction.

### **2.3 FUNDING SOURCE FOR LOANS AND GRANTS**

The Program is paid for with CDBG funds provided by HUD to the Department. As such, these funds have a number of federal requirements that must be met, as described below. CDBG funds are either awarded to the Grantee through a competitive NOFA process or originate from local CDBG program income (PI) funds approved by the Department in writing.

### **3.0 CDBG PROGRAM REQUIREMENTS**

#### **3.1 ELIGIBLE PROGRAM APPLICANTS**

All eligible applicants must meet the definition of a microenterprise. For CDBG purposes:

- A microenterprise is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise; or
- Persons developing microenterprises means persons who have expressed an interest in, or who are after an initial screening process, expected to be actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed.

Eligible applicants must have a physical business address in the program service area. Individuals wishing to start a new business are also eligible applicants, but they must provide proof that their primary residence is located in the program service area.

Eligible applicants documented as meeting the definition of microenterprise are here after referred to as “program participants”.

#### **3.2 INELIGIBLE PROGRAM APPLICANTS**

An ineligible existing business applicant is one that has a physical business location outside of the service area. An ineligible person applying for the program is one with a residence outside of the service area. Nonprofits are not an eligible microenterprise business. An applicant currently participating in a microenterprise TA or financial assistance program offered in the same service area as this program is not eligible.

#### **3.3 ELIGIBLE USE OF GRANT OR LOAN FUNDS**

The Grantee or Operator will review the project scope of work proposed by the business. The Grantee and the loan/grant applicant will collect third party cost estimates for all project costs at the application stage. CDBG funds are restricted to certain eligible costs, such as:

- Operating capital for staff salaries or leasing space;
- Purchasing inventory, supplies, computer programs for accounting and

- inventory control or furniture, fixtures and equipment (FF&E);
- Rehabilitation of owner occupied or leased space (tenant improvements) including engineering, architectural and local permits or fees;
- Equipment purchase (with or without installation costs);
- Refinancing of existing business debt in conjunction with financing other eligible costs, except credit cards; and
- Marketing materials and advertising with website development and servicing.

### **3.4 INELIGIBLE USE OF FUNDS**

Funds under this Program will not reimburse expenses incurred prior to Grantee approval of loan or grant. Program funds will not be used to pay off non business debt, such as personal credit cards not associated with the business. Loan funds may not be used for personal expenses such as buying a new family car or making repairs to a participant's home, unless the repairs are required to allow a home business or operate (for example, require to gain a license to operate a day care center CDBG funds may not be shifted from one approved type of cost to another without resubmitting to the Grantee or Operator for approval. Funds may not be used to support other businesses in which the borrower may have an interest.

### **3.5 MICROENTERPRISE TECHNICAL ASSISTANCE AVAILABILITY**

The Grantee will require all loan applicants for this Program to attend one or more technical assistance (TA) classes offered by a Grantee approved local Small Business Development Center (SBDC) or other local private for profit/nonprofit business development agency. Each applicant must have a letter of recommendation from the local SBDC or approved TA agency which states, at a minimum, that the applicant has completed or updated a professional business plan, has adequate management capacity and a defined financial management system in place to operate the existing or proposed business successfully. The local business development agency will confirm that the business and the owner are both financially sound and possess the capacity to execute the new business plan in order to be successful with the use CDBG funds. Please see the City of Guadalupe's Microenterprise Technical Assistance Guidelines for additional information on this section.

### **3.6 MEETING CDBG MICROENTERPRISE DEFINITION REQUIREMENT**

Loan applicants for this Program must meet the CDBG definition of a microenterprise business. The CDBG definition is a business that has five (5) or fewer employees, including the owner(s). All employees, part time and full time, on the business payroll at the time of loan application will be counted. The term "employee" includes all owners of the business on the payroll, even if the owner's "salary draws" are not on a regular basis. The Grantee will require the business to provide third party records documenting the current number of employees on the payroll, including all owners of the business. To be eligible for CDBG microenterprise financial assistance, the microenterprise business owner(s) must

also be income eligible per Section 3.7 of these guidelines.

### **3.7 MEETING CDBG NATIONAL OBJECTIVE REQUIREMENT**

Under federal regulations, use of CDBG funds for microenterprise activities must meet the national objective of benefit to low/mod income persons under the Limited Clientele definition. As such, all microenterprise owners must be documented as meeting HUD's low/mod income definition prior to receiving any Program services. This is in addition to meeting the "definition" of a microenterprise, as described above in Section 3.6. The Grantee will verify the microenterprise owner(s) meet HUD's low/mod income requirement by completing the Part 5 income verification process. Financial assistance program applicants must submit documentation to complete the Part 5 income verification process to determine program eligibility. (Separate files will be maintained by the Grantee for each CDBG Microenterprise Program).

As with other microenterprise program activities, if the Grantee determines that the applicant income information is not accurate and the program participant is over HUD's income limits, then all program services must cease immediately.

### **3.8 DECLARED DISASTER FINANCIAL ASSISTANCE**

When a local, state or federal disaster is declared, grants and forgivable loans may be offered to eligible microenterprise businesses that have been directly affected by the disaster. Covid 19 pandemic is an example of a disaster that has had a significant effect on Guadalupe businesses.

Under this program, normal rules, determined by the Financial Assistance Committee will be altered as needed to assist with business recovery. For example, this program requires program participants to complete Microenterprise Technical Assistance prior to receiving Microenterprise Financial Assistance from the City. In the case of a declared disaster, what may normally be a loan could be offered as a forgivable loan, allowing the program participant to receive financial assistance prior to completing the Technical Assistance. A forgivable loan allows the Grantee to provide financial assistance immediately but ensuring that the program participant does complete the Technical Assistance before the loan is forgiven.

### **3.9 OTHER CDBG FEDERAL REGULATIONS**

There are a number of other federal laws and state regulations that are triggered with use of CDBG funding. The Grantee, if applicable, will take the lead and ensure compliance with these requirements. Any impacts on a proposed project will be explained at the time of loan application screening so that the loan applicant knows and understands how the project might be impacted by these overlays.

An environmental review is required by HUD for each business funded with CDBG monies (24 CFR 58). The review must be completed prior to any activities



commencing with the business and the review must encompass all aggregated activities for the business. The environmental review will comply with HUD's regulations regarding the National Environmental Policy Act (NEPA). The Grantee is required to complete and certify the NEPA review along with any State environmental review under California's Environmental Quality Act (CEQA). The level of environmental review is determined by the type of proposed project and the associated activities. The loan applicant will be informed of any additional loan processing time due to the NEPA review. No costs will be charged to the applicant for this process.

Federal Davis Bacon regulations and related compliance Acts are required when utilizing CDBG funding for construction which may add additional costs to projects. In addition, state prevailing wage may be triggered with the use of CDBG funding. The Grantee will work with applicants to ensure that funded business projects are in compliance with state and federal prevailing wage laws. Applicants will be informed of any additional time, costs or administrative work required due to the prevailing wage regulations and any additional costs may be incorporated into the business loan.

Federal acquisition and Relocation laws may be triggered when using CDBG funds (24 CFR 570.606). Acquisition laws, both federal and state, must be followed when CDBG funds are used to assist in the purchase of real property. In the same way, federal and state relocation laws apply if a person or a business is displaced because of the use of CDBG funding. The Grantee will work with loan applicants to ensure that the business is in compliance with any state or federal acquisition /relocation laws triggered by the project. Applicants will be informed of any additional time or costs or administrative work required due to acquisition or relocation regulations.

Federal regulations require the use of CDBG program income (PI) first when the Grantee is operating a loan program activity with an open grant that is the same as an existing PI revolving loan fund (RLF) activity.

All businesses receiving funds under this Program will be required to obtain a Dun and Bradstreet DUNS number. The DUNS number is free and can be obtained online. A copy of the printout with the applicable DUNS number should be kept in the program participant file.

Verification must be provided to the Grantee that all businesses and participants are not on the federal debarred list.

The Department requires the Grantee collect certain income and demographic data from all program applicants and participants.

No conflict of Interest is allowed, in accordance with Title 24, Section 570.611 of the code of Federal Regulations. As such no member of the governing body and

no official, employee or agent of the local government, nor any other person who exercises policy or decision-making responsibilities (including members of the loan committee and officers, employees, and agents of the loan committee, the administrative agent, contractors and similar agencies) in connection with the planning and implementation of the CDBG program shall directly or indirectly be eligible for this program.

Grantee or Program Operator will verify and certify that a conflict of interest does not exist with the business or applicant. Exceptions to this policy can be made only after Grantee's legal counsel makes a written determination that potential conflicts are acceptable.

#### **4.0 PROGRAM OPERATIONS AND LOAN PROCESSING**

##### **4.1 PROGRAM MARKETING AND OUTREACH**

Program marketing will be conducted by the Grantee or the Program Operator. Examples of marketing include media coverage with ads in local papers, distribution of marketing brochures to local chamber of commerce and business networking organizations. Presentations will be scheduled for these groups as well as real estate groups, local commercial banks and Grantees. Social Media will also be utilized along with appropriate websites.

##### **4.2 EQUAL OPPORTUNITY COMPLIANCE**

This Program will be implemented in ways consistent with the Grantee's commitment to state and federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG program funds on the basis of his or her religion, religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (number or ages of children), physical or mental disability, sexual orientation, or other arbitrary cause.

##### **4.3 LOAN APPLICATION PROCESSING**

Loan applications will be processed on a first come first served basis after the microenterprise has received adequate technical assistance required under this program. See **Attachment B** for microenterprise financial assistance application forms. The Grantee will accept loan applications and review for income eligibility, number of employees and financial viability. Applications that do not meet basic requirements of the Program will be returned with an explanation of needed requirements. The Grantee or Program Operator will interview the applicants and review the application for funding in combination with these program guidelines. A site visit may be conducted if the business is in operation. The Grantee or Program Operator will compile a loan package with all the credit, financial, and underwriting information required for loan analysis. All loan documents from application through loan approval and disbursement of CDBG funds will be contained in a project file for future monitoring by the Department.

#### **4.4 PROGRAM LOAN ADVISORY COMMITTEE**

The Loan Advisory Committee (LAC) shall have an odd number of members. The membership of the LAC will be approved by the Guadalupe City Council. LAC members shall volunteer for this board. The LAC membership is as follows:

1. The City of Guadalupe Finance Director
2. Designated staff member of the Economic Development Collaborative (EDC)/Small Business Development Center (SBDC)
3. Member of the City of Guadalupe Council, assigned by the Mayor.

~~can be from local business groups, the Grantee, or other interested parties who have the professional capacity to review and evaluate microenterprise loans.~~

LAC loan review will take place for each loan applicant prior to funding. LAC meetings will be scheduled by Grantee or Program Operator staff once a loan has been underwritten and is ready for review and approval. LAC members are responsible for reviewing each loan application funding proposals and making recommendations to a Guadalupe City Council approved Grantee staff. LAC may request additional information and or attach contingencies for final approval and loan, grant or forgivable loan closing.

#### **4.5 LOAN APPLICANT CONFIDENTIALITY**

All personal and business financial information will be kept confidential. Program participant files with personal and business confidential information will be kept in locked secured storage units.

#### **4.6 DISPUTE RESOLUTION/APPEALS PROCEDURE**

Any person applying for a financial assistance loan through the CDBG program has the right to appeal if their application is denied. The appeal must be made in writing to the Grantee. A written response to the appeal will be provided to the applicant by the Grantee within 30 days of receipt of the applicant's appeal letter.

#### **4.7 EXCEPTIONS / SPECIAL CIRCUMSTANCES**

Exceptions are defined as any action, which would depart from policy and procedures stated in the guidelines.

#### **4.8 LOAN CLOSING PROCESS**

Upon local LAC approval, submittal of the CDBG Loan/Grant Certification Form to HCD (or any other approval documentation/form require at the time) and meeting of all special conditions of funding, the Grantee will prepare for the loan, grant or forgivable loan closing.

Local title companies may process all loan closings, especially when real property is being secured. The Grantee will prepare the escrow loan closing documents; prepare title and lien searches, and UCC-1 filings, as appropriate.

Escrow loan closing costs may be paid with Program funds. After closing, the Grantee requests funds from the Department or local finance department (depending on the source of funds; open grant or local program income funds).

All agreements and documents should be reviewed by the Grantee's legal counsel, as necessary. See **Attachment C** of these guidelines for the Grantee's Sample Loan and Grant Agreement Forms.

CDBG funds will only be disbursed for reimbursement to the borrower for documented eligible project expenses or may be paid directly to third party vendors for project costs. Ongoing operating costs for the business for working capital will be reimbursed based on monthly documented costs.

## **5.0 LOAN TERMS AND SECURITY**

### **5.1 TWO TYPES OF FINANCIAL ASSISTANCE**

Eligible microenterprise businesses may be awarded up to \$30,000 in loan funds with this Program. Loans made with this Program require repayment.

Grants funds may also be awarded with this Program. Grants of up to \$5,000 may be provided for eligible microenterprise businesses/owners that are not able to afford or support a loan. An applicant may not receive both a grant and a loan simultaneously with this program. If a business receives a grant and is successful, such that the business documents the ability to support debt, a financial assistance loan application may be processed. Grant applicants receive the same review and analysis of financial feasibility of the business and personal financials, but loan rates and terms with collateral and security do not apply.

Any combination of loan and grant maybe offered, with LAC approval, when the requested fund covers both tangible (operating capital) and non-tangible (marketing budget).

Under some circumstances, for example, declared disasters, the LAC may approve forgivable loans so that financial assistance can be offered prior to the business completing technical assistance.

The LAC will establish and publish loan terms or underwriting criteria for microenterprise financial assistance program with these guidelines. These requirements with be added to the guidelines and approved by City Council Resolution prior to implementation of the criteria.

### **5.2 LOAN TERMS AND FEES**

Loan terms can range from five to twenty years; depending on the type of financing and the security being offered by business. Typically, the loan terms are longer and more flexible than those used by conventional commercial

lenders.

The interest rate for loans will vary based on cash flow needs of business. In certain cases, interest only payments may be available for up to six months based on the need of the business for cash flow.

A loan servicing fee will be charged to the borrower upon close of the loan. This fee will be used to set up the loan servicing entity. Borrowers will be provided with a loan disclosure detailing all fees associated with the loan transaction. There is no loan pre-payment penalty.

All loans terms, with Section 5, will require greater degree of scrutiny depending on the size of the loan. While grants may not be reviewed in the same manner, the degree to which the business is able to operate into the future will be considered.

### **5.3 COLLATERAL AND SECURITY REQUIREMENTS**

All loans may be collateralized to the greatest extent possible. Both personal and business assets will be reviewed for collateral coverage. Types of collateral may include:

- Liens on real property with Deeds of Trust;
- Liens on machinery, equipment, or other fixtures;
- Lease assignments, as appropriate;
- Grantee Named as Beneficiary on Life Insurance;
- Other collateral, as appropriate; and
- Personal and corporate guarantees.

### **5.4 LOAN SECURITY POSITION**

All loans will be secured in the strongest possible position to ensure loan repayment in the event of a default. Loans may be secured in a second or third lien position.

### **5.5 LOAN-TO-VALUE RATIO (LTV)**

All loans will be secured to the highest degree possible, up to and more than 100% of collateral value. In some instances the collateral being used to secure the loan may already be fully encumbered by another Lender, in which case the LTV ratio may exceed 100%. The Grantee may choose to lien these assets although they are over encumbered.

### **5.6 DEBT SERVICE COVERAGE**

The business must show that the loan payment will be covered by the projected revenue of the business. In addition, the business owner should be able to pay themselves a reasonable living wage. Typical debt coverage ratios for the program are 1.25; coverage as low as 1.10 will be accepted on a case by case basis.

The debt ratio will be calculated for the borrower's personal financials as well as the business financials. Borrower's personal financials and debt service levels must be reviewed to ensure the existing or proposed microenterprise business is not adversely impacted by negative personal financials. In the same way, the business must contribute to the borrower's financial health. This is necessary because the financials of the borrower and business are closely tied.

## **6.0 LOAN UNDERWRITING PROCESS**

### **6.1 GENERAL CREDIT REQUIREMENTS**

In the private sector, credit scoring is a generally accepted means to underwrite certain loans, particularly small loans where the cost of underwriting can exceed the interest and fee income generated by that loan. The standard in the banking industry is a credit scoring system developed by the Fair Isaac Corporation. This system uses a formula that is applied to raw data in consumer credit files of the three largest credit-reporting bureaus. The result is known as the FICO score. The FICO credit score ranges from 300 to 850 and quantifies an individual's creditworthiness. In general, a credit score of 680 or above is considered an acceptable risk, scores at or below 620 are considered poor risks.

Applicants with FICO scores 620 and below will require targeted analysis, economic impact assessment, and mitigation for the identified credit risk.

### **6.2 MANAGEMENT AND CAPACITY REQUIREMENTS**

A Loan Applicant must show:

- Ability to operate a business successfully;
- Adequate borrowing ability or equity to operate with the new loan payments, on a sound financial basis;
- The proposed loan is of sound value and provides for the current and future needs of the business; and
- The past earning records and future prospects of profits.

### **6.3 ADDITIONAL PROJECT UNDERWRITING CRITERIA**

Each project/business will be evaluated based on how it has performed in the past and its future financial forecasts:

- The amount of private dollars used as leveraging funds;
- The past financial viability of the proposed project;
- The future financial viability of the proposed project;
- The demonstrated need for the funds; and
- Personal financial strength of borrowers.

## **7.0 LOAN SERVICING**

### **7.1 LOAN COLLECTION AND SERVICING**

The Grantee will contract with \_\_\_\_\_ as the loan collection agent for its CDBG economic development loans. The duties of the collection agent will

include the following:

- Loan payment collection and accounting;
- Return all loan payments and payoffs to the Grantee;
- Agent will provide monthly receipts of loan payments;
- Provide quarterly statements on each loan;
- Undertake loan collections, including asset liquidation;
- Obtain annual financial statements from each business to assess health of the business; and
- Negotiate any change in repayment terms to avoid foreclosure.

See **Attachment D** of these guidelines for samples of the Grantee's sample business loan servicing policies. These policies and procedures include collection of loan payments, occupancy restrictions and monitoring, changes in title or transfers of title, changes in use, being current on insurance and property tax, default and foreclosure process.

The Grantee's staff will also be responsible for securing the services of a loan servicing agent. The loan servicing agent will comply with local loan servicing policies when collecting payments. All loan repayments of past CDBG economic development loans will be serviced by one agency experienced in collecting and servicing business loans. The Grantee's staff will work closely with the loan servicing agent in monitoring the Grantee's existing economic development loans. The loan servicing agent will give monthly reports on the status of loan payments to be reviewed by the Grantee's Program over site staff and fiscal staff as well. If the loan servicing agent needs to visit a borrower to talk about late payments or discuss how the business is doing, then the Grantee's staff shall be invited to attend the meeting as well.

At each LAC meeting the Grantee's staff or Operator will brief members on any problems or concerns regarding repayments of existing loans. This includes decisions to foreclose and declare defaults. In addition, the City Council will make the final decisions regarding loan collection in conjunction with legal counsel and Grantee staff.

Operator will complete required Department CDBG financial reports for program income. Operator will complete the proper quarterly and annual program income reports for review and approval by the Grantee to the Department CDBG program representative. Grantee staff will consult and monitor the loan servicing agent in the same way the Operator is monitored.

## **8.0 GRANTS FOR MICROENTERPRISE BUSINESS EXPANSION**

### **8.1 SMALL GRANTS FOR LIMITED EXPANSION ACTIVITIES**

The Grantee may make small grants of up to \$5,000 to eligible existing microenterprise businesses. The microenterprise business must be participating in the Grantee's or other agency technical assistance program and grant funds

may be provided upon completion of technical assistance activities.

The grants compliment the training provided by the technical assistance activities provided by the Grantee or other agency. The technical assistance activities focus primarily on development of business/marketing plans and financial management capacity building. Examples of good uses of grant funds to strengthen capacity of microenterprise businesses are: 1) payment for marketing costs such as business cards, logo /branding design and development, flyers and publications/advertisements, web site enhancement or development; 2) payment for computers and/or software to implement improved financial and accounting systems or software systems to help manage inventory or billings/invoices.

## **8.2 UNDERWRITING AND ADMINISTRATION OF GRANTS**

The Grantee will only make grants available to eligible existing microenterprise businesses that have successfully completed the technical assistance courses needed for expansion of their business. The owners must have credit scores of 620 or above, unless there is a reasonable explanation of negative credit history that shows poor credit occurred for reasons beyond the owner's control (divorce, identity thief, health issues or tragic accident, etc.). The Grantee will also require documentation that the grant funded activities will have a positive impact on the future profitability and sustainability of the business. This will be done through analysis of future financial projections/proformas for the business that include the impact of the grant funded activities. Lastly, the Grantee must receive third party cost estimates of the grant eligible costs being requested.

Grant funds will be disbursed to the business as a reimbursement of costs or can be directly to third party vendors. Microenterprise grantees will be required to sign a grant agreement stipulating eligible costs, payment process and reporting procedures.



**ATTACHMENT A**  
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