



City of Guadalupe AGENDA

Regular Meeting of the Guadalupe City Council

Tuesday, October 26, 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 no later than 1:00 pm on Tuesday, October 26, 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 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

- a. Proclamation declaring October 11, 2021 – Indigenous Peoples’ Day in Guadalupe CA.
- b. Proclamation – Michael Cash, Director of Public Safety

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 21, 2021.
- C. Approve the Minutes of the City Council and the Recreation & Parks Commission Special Joint meeting of October 5, 2021, to be ordered filed.
- D. Approve the Minutes of the City Council regular meeting of October 12, 2021, to be ordered filed.
- E. Adopt Resolution No. 2021-82 approving the City of Guadalupe 2021 Water Master Plan Update.
- F. Adopt Resolution No. 2021-83 entering into an agreement with Mr. William (Bill) Scott for independent contractor planning services.

- G. Approve the extension of deadline for Cannabis Business Permit Applications for Non-Retail Cannabis Businesses.
- H. Adopt Resolution No. 2021-84 adopting a classification and salary range for Recreation Service Manager.

I. MONTHLY REPORTS FROM DEPARTMENT HEADS

- 1. Department of Public Safety Reports – September 2021
 - a. Police Department Report
 - b. Fire Department Report
 - c. Code Compliance Report
- 2. Human Resources Report for September 2021
- 3. City Treasurer’s Report for September 2021

8. CITY ADMINISTRATOR REPORT: (Information Only)

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

10. MAYOR’S REPORT- UPDATES:

- a. Approval of two Veteran Names for Pasadera Streets.

REGULAR BUSINESS

11. New Bus Route and Bus Stops.

Written Report: Shannon Sweeney, Public Works Director/City Engineer

Recommendation: That the City Council adopt Resolution No. 2021-85 approving a new bus routes and stops in preparation for upgraded transit services starting July 2022 per the City of Guadalupe Short Range Transit Plan.

12. Comprehensive Utility Rate Study - Update.

Written Report: Shannon Sweeney, Public Works Director/City Engineer

Recommendation: That the City Council adopt Resolution No. 2021-86 approving a rate adjustment and schedule after considering additional requested information.

13. FUTURE AGENDA ITEMS

14. ANNOUNCEMENTS - COUNCIL ACTIVITY/COMMITTEE REPORTS

15. ADJOURNMENT TO CLOSED SESSION MEETING

CLOSED SESSION

16. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Subdivision (b) of Government Code Section 54957)
Title: Director of Public Safety
17. **ADJOURNMENT TO OPEN SESSION MEETING**
18. **CLOSED SESSION ANNOUNCEMENT**
19. **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 22nd day of October 2021.

Todd Bodem

Todd Bodem, City Administrator

PROPOSED FUTURE CITY COUNCIL AGENDA ITEMS

Council Meeting: Date and Subject	Department	Agenda Category	
Tuesday, November 2, 2021, at 6:00 pm / Special Meeting			
International Association of Fire Fighters IAFF – Memorandum of Understanding	Human Resources	Regular Business	
Tuesday, November 9, 2021, at 6:00 pm / Regular Meeting			
City Administrator – Performance Review	Human Resources	Closed Session	
First Quarter Financial Report	Finance Director	Consent Calendar	
June 2021 Financial Report	Finance Director	Consent Calendar	
National School Choice Week – Proclamation		Ceremonial Calendar	
City Hall ARPA Rehabilitation	Public Works Dept.	Regular Business	
Award Contract -Dude Solutions – Planning Software	Planning Department	Consent Calendar	
Karen Treibell, 1 st District Representative – Presentation on redistricting		Presentation	
Proclamation - Terry Bauer, McKenzie Teacher		Ceremonial Calendar	
Tuesday, November 23, 2021, at 6:00 pm / Regular Meeting			
Tuesday, December 14, 2021, at 6:00 pm / Regular Meeting			
Little House by the Park (Annual Cleanup Update) Presentation		Presentation	
Recognizing “Community Changers” for their yearlong cleanup the City efforts		Ceremonial Calendar	
Recognizing Food Distribution Volunteers		Ceremonial Calendar	
Other Unscheduled Items	Proposed Date of Item	Department	Agenda Category
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
Joint Meeting – Guadalupe City Council & Guadalupe Union School District Board	11/17/2021		Special Meeting
Pasquini Lease Agreement		Public Works Dept.	Consent Calendar
Short Term Rental – Continuation of Public Hearing	TBD	City Attorney	Public Hearing
Public Hearing Proposed Water & Sewer Rates (First Reading Ordinance)	1/11/2022	Public Works Dept.	Public Hearing
Second Reading – Ordinance Proposed Water & Sewer Rates	1/25/2022	Public Works Dept.	Consent Calendar

City of Guadalupe



Guadalupe, California

Proclamation

DECLARING OCTOBER 11, 2021, AS INDIGENOUS PEOPLES' DAY IN GUADALUPE CA

WHEREAS, California is home to one of the largest and most diverse populations of Indigenous peoples anywhere in the United States; and

WHEREAS, since the first contact with Europeans in the mid-1700s, peoples indigenous to California have lived their lives in defiance of forces of oppression, violence, and discrimination, including the genocidal "war of extermination" directed by California's first governor in 1851; and

WHEREAS, for centuries prior, the Indigenous peoples of California, including Santa Barbara County, thrived in their homelands, serving as dedicated stewards of the land as they engaged in agriculture, irrigation, hunting, fishing, promoting ecological diversity, and protecting and preserving their resources; and

WHEREAS, the injustices carried out on the Indigenous peoples' homelands and against their ancestors is a trauma that impacts our Indigenous communities to this day, even as they still face long-existing disadvantages and ongoing discrimination; and

WHEREAS, in recognition of this dark history and lasting cultural trauma, the City Council of the City of Guadalupe supports steps taken by the State toward reconciliation and greater equity for California's Indigenous peoples, including a formal apology to all California indigenous peoples and establishment of a California Truth and Healing Council; and

WHEREAS, the City Council of the City of Guadalupe especially encourages and supports localized efforts to promote healing among Indigenous communities, shine a light on historical injustices against Indigenous people, correct inaccurate historical accounts, and educate non-Native populations about ancestral homelands; and

WHEREAS, State and National observances of Indigenous Peoples' Day – held the second Monday in October – give us all an opportunity to reflect on our nation's past and learn more about local tribes and their cultures.

NOW, THEREFORE, BE IT RESOLVED, 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, do hereby recognize October 11, 2021 as Indigenous Peoples' Day in the City of Guadalupe, and by doing so pay tribute and respect to the culture, diversity, land stewardship, and resilience of all of our indigenous peoples.

IN WITNESS WHEREOF, I hereunto set my hand and caused the Seal of the City of Guadalupe to be affixed on this 26th day of October 2021.

Ariston Julian, Mayor

City of Guadalupe



Guadalupe, California

Proclamation

RECOGNIZING MICHAEL CASH, DIRECTOR OF PUBLIC SAFETY

WHEREAS, On August 11, 2021, Director of Public Safety, Michael Cash, while off duty, was driving on Highway 101 to Santa Barbara. Michael Cash was on the road when the Alisal Fire began; and

WHEREAS, soon Chief Cash found himself and a few other drivers engulfed in the fire where the fire had jumped the freeway and was on both sides of the road; and

WHEREAS, Chief Cash was surrounded by the fire and visibility was minimal and he was able to feel the heat from the fire inside of his vehicle; and

WHEREAS, the only safe area was Santa Barbara Fire engine slowly driving through the fire whereby Chief Cash got next to the fire engine as they escorted them through the fire scene as the engine was blocking the heat from the fire on one side protecting them; and

WHEREAS, as they were going through the fire, on the side of the road, there was a big overturned truck completely engulfed in fire and small explosions were coming from the truck; and

WHEREAS, as they emerged from the smoke and flames, Chief Cash saw another truck stopped by the side of the road and he stopped to check on their safety; hence, he picked up the driver of the burning truck who was injured and bleeding from the gash to the forehead; and

WHEREAS, Chief Michael Cash called 911 asking for an ambulance where the dispatcher said all lanes were blocked and it was a distance before anyone could come to help; therefore, he drove the injured person to the nearest hospital.

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 sincere appreciation and recognition to:

Michael Cash, Director of Public Safety

for his act above and beyond the call of duty. His bravery and lack of personal regard to his own safety to save the life of another is in the highest tradition and spirit of the Guadalupe Police Department and the City of Guadalupe.

IN WITNESS, WHEREOF, I have hereunto set my hand and caused the Seal of the City of Guadalupe to be affixed hereto this 26th day of October 2021.

Ariston Julian, Mayor

MINUTES

City of Guadalupe

Special Joint Meeting of the Guadalupe City Council and the Recreation and Parks Commission Tuesday, October 5, 2021 @ 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

Council Member Cardenas was absent. All others were present. (Note: The abbreviation "CM" for "Council Member" is being used in these minutes.)

ROLL CALL: Recreation and Parks Commission

Commission Chair Joe Harris
Commissioner Robert Salinas
Commissioner Jesse Ramirez
Commissioner Enrique Ortiz
Commissioner Emily Dreiling

Commissioners Ortiz and Dreiling were absent. All others present. (Note: The abbreviation "RC" for "Recreation Commissioner" is being used in these minutes.)

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. COMMUNITY PARTICIPATION FORUM

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There were no written requests to speak.

BUSINESS

5. AMERICAN RESCUE PLAN ACT (ARPA) FUNDS - WORKSHOP

Mayor Julian opened the meeting saying, "This is a combined meeting with the Council and the Recreation and Parks Commission. Both Council and the Commission are members of this community. There are two council members who were prior commissioners. There's a lot of technical and financial information but I encourage questions being asked during the workshop." The mayor also mentioned that our Finance Director, Lorena Zarate, returned from leave on Monday.

At this point, Mr. Bodem gave a background on the American Rescue Plan Act (ARPA) funds. He said, "The City will receive a total of about \$1.8M ARPA funds. We've already received \$930K in July and will be receiving the second half in July of 2022. As a collective group, staff made recommendations, but the Council makes the final approval. We don't expect you to approve all of these tonight in one sweep. There are some pending things that we'd like you to approve, though. If you look at the four (4) categories which explain how these funds may be used, three (3) of the four (4) pertain to us. Category #3 doesn't pertain to us. These categories show where expenditures will be allowed under the Treasury's guidelines."

Mayor Julian added, "If more information is needed, we'll come back to it. This program runs through 2024." Mr. Bodem then said, "Yes, we can do this piecemeal, but we'd like to get as much done tonight as possible. We have the Recreation & Parks Commission input. In April 2022, there will be audit reporting. We're not quite sure yet what that will involve. But we'd probably need to look at our expenditures and justify each per category."

The mayor said, "If an item is needed now, move on the approval now. We're not taking any action. It will be recommended to the Council based on what both the Commission and Council have to say." Mr. Bodem said, "I'd agree that that could be done. If we get approval and consensus with some of the items, I'll put it in a staff report and it'll go on the next agenda. Then we can go along and look at the other items." Mayor Julian then said, "If the Recreation & Parks Commission says they want something, get their consensus, then get Council approval."

City Attorney Sinco commented, "Staff and I vetted these items. There's a logical basis for the expenditures in the categories. If something's added that's not on the spreadsheet, we'd need to research and come back later regarding eligible use". The mayor said, "This is a complex process. There are more opportunities to have this resource to backfill some of the losses the City had due to the pandemic. We may not get additional monies, but there are financial things in the pipeline to potentially fund in the future."

Emiko Gerber, HR Manager, began explaining the revised documents and spreadsheets. She talked about the four (4) different categories which explain eligibility for use of the ARPA funds. Ms. Gerber said, "Back in March 2021, the City Council conducted a public workshop to prioritize resources and budget development for the upcoming fiscal year. Through that workshop, goals were set for the City and an Ad Hoc Basic Needs Committee was formed. The priorities of the Ad Hoc Committee were

determined as follows: a) Health and Wellness; b) Physical Infrastructure (incl parks and City-owned buildings; c) Reduction of liabilities, and d) Permanent home for the library.”

The first area discussed was “Recovery Programs”. Ms. Gerber explained that the purpose of the recovery funds is to mitigate the fiscal effects stemming from the COVID-19 public health emergency. She said, “The total loss of revenue as prepared by Lorena Zarate, Finance Director, is \$246,529.97. The amount of \$46,073.80 has been earmarked to complete the General Plan Environmental Impact Review, leaving a balance to replenish the General Fund of \$200,456.17.”

For Water Utility/Debt Forgiveness, \$50,000 is shown for households/populations having negative economic impacts due to COVID-19, e.g., rent, food assistance, utility assistance, or mortgage. For Unemployment Insurance, \$5,000 is shown. We can only deposit monies what we had pre-pandemic. But Ms. Gerber is working with EDD to see the exact amount but doesn’t believe the amount exceeds \$5,000.” City Attorney Sinco added, “We’ll take monies and expand on what’s going back to the General Fund.”

CM Ramirez questioned, “But that’s ‘Enterprise Funds’, not General Fund.” City Attorney Sinco said, “It’s debt forgiveness. Households that fall behind (Category 1).” Mr. Bodem said, “It’s ‘Enterprise Funds’, not the General Fund.”

Ms. Gerber continued with her explanation of “Recovery Programs-Household Assistance”. She said, “As you know, Los Amigos de Guadalupe is a non-profit group that the City is partnered with. They’ve helped us with CV grants for the Food Bank distribution, etc. during the pandemic. There is a request for \$40,000 is shown continue their services. It was initially \$80,000 requested from LADG, but we’re starting with \$40,000. This is up to discussion. It’s listed on the last page of the spreadsheet under “Additional Considerations for ARP Funds”.

Ms. Anna Maria Michaud, City Treasurer, questioned the \$5,000 for ‘Unemployment Insurance’ recovery. She said, “We don’t have reserves for that?” Ms. Gerber said that she was waiting to hear back from the Employment Development Department (EDD). Ms. Michaud added, “As a rule, EDD charges \$7,000 per employee. Once you hit \$7,000 for an employee, you don’t have to take out anything more. And they do have a reserve for us.” Ms. Gerber responded, “I don’t know that yet.”

Ms. Gerber then said, “The City can recover personnel costs for COVID-19. There’s the Food Bank distribution, Emergency Preparedness Coordinator (pro-rated amount), IT upgrade, ransomware attack, including cyber-security for almost \$152,000 to go back to the General Fund.”

Mayor Julian asked about the financial feasibility study. Ms. Gerber said, “There’s not enough guidance regarding consultation services for the five-year cost analysis and personnel model. We took that off the table. We’re not confident that that would fly. We just didn’t have enough guidance on that. What we’d like to do is use those funds for those items that we know are recoverable.” The mayor then said, “For the Food Bank distribution, I think \$15,000 is light.” Ms. Gerber added, “We were conservative there.”

The focus then shifted to recommended "Expenditures". Ms. Gerber started first with the "Recreation Department". She said, "The Council had a list of priorities, and the Recreation & Parks Commission also had their recommendations. We need to rebuild the Recreation Department. What's shown is a department head, this new position of 'Recreation Services Manager'. This is an exempt position and responsibilities include heading up recreation programs, volunteer services, facility rentals and includes grant administration. We're looking at monies for the remainder of this fiscal year as well as the next fiscal year. Mr. Bodem added, "This is a new, expanded guidance that allows us to get monies to get the recreation program going and, hopefully, have it be self-sustaining. Recreation was part of our goal setting."

CM Ramirez asked, "Does this manager position absorb the Recreation Coordinator position?" Mr. Bodem said, "No, it's a new position to develop the program."

Ms. Gerber moved on to the 'Facility Rental Coordinator' position. She said, "This non-exempt position replaces the 'Recreation Coordinator' position as we know it now. It will oversee the full rental process working with the Recreation Services Manager and build a self-sustaining community program." Mr. Bodem added, "This manager position would have a vision and would work with the Recreation & Parks Commission to develop a recreation and community program through a goal setting process." Mayor Julian asked, "This is a 20-hour per week position. With a hire date of 7/01/2022." Ms. Gerber said, "This already was funded for this budget year. Fully funded Facility Rentals Coordinator. We're asking for monies for next fiscal year. We'll see if the program is self-sustaining."

Mayor Julian asked, "Facilities Rental Coordinator and Recreation Services Manager. What does the Recreation & Parks Commission have to say about all of this?" RC Salinas said, "The Recreation Services Manager/Grant Writer is much needed to get the program going. We need someone who can multi-task and bring it all together. Get the ball rolling that way. Position we had before didn't allow for that but this will. For the Facilities Rental Coordinator, that position would take some things off the Manager's plate. The Manager would do more developing of recreation programs and activities." RC Chair Harris commented, "We're looking for someone who will be here for a while. Be an extension of what we'd like to see here and be an extension of the Rec Commission."

Ms. Michaud asked, "What is 'exempt' and 'non-exempt'?" Ms. Gerber said, "A non-exempt position is eligible for overtime whereas an exempt position is not. An exempt position is paid a flat amount of salary." Ms. Michaud then asked, "This is one-time money?" Ms. Gerber acknowledged that it was but said, "The goal will be to build the program and have it be self-sustaining. These ARPA monies will help to get this program going, starting with this manager position."

CM Robles said, "For this new hire, we'd be looking for a grant writer. Seed with first time budget year. There are a lot of colleges that have people coming out with recreation degrees." CM Ramirez said, "Adding a position with one-time monies. We need to look at projections of this being self-sustainable or not and how that would impact General Fund monies. That would be useful for any of the positions we talk about tonight."

Mayor Julian said, "What HdL is saying about our future is good. The measures are steadily increasing. Pasadera is looking at about 357 homes. Can't totally rely on it but cannabis is coming in. Businesses

are coming here. We can look at all of it. There's the County Park commission working with us that wants to enhance the park area here that will bring further income. What does our future look like? I think it's positive."

CM Ramirez said, "This position is important. Slowing the bleed...not stopping it." Then the mayor said that the ARPA monies are a good injection". Mr. Bodem said, "The Treasury Department doesn't want us to give monies back. They want us to use it."

CM Robles added, "This new position can help coordinate things at Le Roy Park. Keep track of the various recreational programs and activities. What do we say? 37% of our population is under 18 years of age. We need recreation programs." Mr. Bodem added, "The City is looking at all its agreements and re-evaluating them. Shannon (Sweeney) did a nice cost recovery analysis, like Le Roy Park, and what it would cost on a monthly basis. So, if we negotiate with groups, like the Boys & Girls Club, or other groups, we must consider some kind of contribution to recover some of our expenses. That hasn't been done in the past."

Mayor Julian said, "That's very important. Look at 20 years ago. O'Connell Park was built for \$1.M but no monies, or little money, for maintenance. If we don't project for Le Roy Park, we could find ourselves in the same situation that we have now with O'Connell Park." CM Robles said, "When the Junior High School is built, we can coordinate using the field there."

Looking at 'Recreation and Parks Improvements', ARPA monies were allocated for O'Connell Park/ADA play structure and insulation, concession stand evaluation by the Couty, recreational programs, tables, C-train storage, cleaning and miscellaneous supplies. Ms. Gerber said, "Parks improvement is a priority for the community and residents. An investment of \$243,569.09 is requested to staff the Recreation Department, provide updates for O'Connell Park, seed money for youth programs and community activities, and replenish supplies for the City auditorium."

Mayor Julian commented about the \$25,000 allocated for playground equipment. He mentioned the T-Mobile \$50,000 grant monies. It was recommended using that grant monies for playground equipment, too, with the allocated \$25,000 ARPA monies. The mayor said, "\$25,000 for playground equipment is not a lot. But adding this \$50,000 will be a good start." CM Ramirez said, "General maintenance at O'Connell is needed."

CM Robles said, "For recreation programs, \$12,000 is a little light." RC Chair Harris agreed that \$12,000 was not enough. RC Salinas said, "It was up to \$20,000 on the original version." Ms. Gerber said, "We looked at reimbursables and had to cut to \$12,000. It's a talking point now. We'll also be getting Measure N monies, too." Mayor Julian added, "I would like to see hard figures. Take monies off somewhere else. We should come back to this."

RC Chair Harris said that having someone who is a grant writer will be very helpful. Mayor Julian said that we're working with school district already. Ms. Gerber added that getting the right manager to bridge those relationships.

Ms. Gerber then moved on to discuss Public Safety. She said, "This looks different than what the Council saw before. Not sure if everyone knows but we lost the Emergency Prepared Coordinator two weeks ago. One of the suggestions that came out of the Ad Hoc Basic Needs Committee was a welfare check program to meet mental health issues. Do we need a community liaison to assist us to connect with county resources? Combining under a new position, Battalion Fire Chief, this position would oversee the Fire staff and have emergency services, as well. A program would be created for true welfare checks. To fund this new position, and supplement what has already been budgeted, approximately \$58,000 has been allocated for the next 1.5 years."

Chief Cash spoke on this new position. He said, "The current structure is not sustainable. As Chief, I'm the only manager in public safety. I'm the only person to do certain legal things. For emergency preparedness, there are numerous meetings with the County. There are certain requirements, mediation-type plans with County, State and Federal guidelines. County's Fire is positioned to take over AMR (ambulance service). There'll be a different type of response. I need a manager in the Fire Department who can handle emergency preparedness and wellness programs. Costs for mental health and domestic violence issues. The tobacco ordinance. I'm the only one doing the checks. I'm training the Code Compliance Officer now. Cannabis audits. The Battalion Fire Chief would take over that. I would still handle the cannabis process."

Chief continued saying, "The Fire Department is the community's medical doctor. Category 1 of this ARPA program talks about first responders. Having a Battalion Fire Chief would put the Fire Captains and Fire Engineers out in the field rather than in the office doing paperwork." Mr. Bodem asked, "What's the fiscal benefit for having a Battalion Fire Chief versus not having one?" Chief responded, "The prior Police Chief wrote up impact fees for self-help housing. That's where a lot of the monies came from for new equipment. Looking to write another report for impact fees."

Mr. Bodem asked, "This new position allows for better coordination in the department?" Chief said, "Paperwork needs to be compliant with State and Federal guidelines. I can send a fire professional to various fire meetings. Everyone has had to take on administrative duties. Having a Battalion Fire Chief handling administrative duties, Fire Captains and Fire Engineers can be out in the field." Ms. Gerber said, "Concern with one-time monies. Really look at the structure in the Fire Department regarding expenses. Look at something realistic for next budget time. Now, we're looking for a little bit more money to have a higher-level position."

CM Ramirez said, "I'm having a hard time seeing a vision of what we want to see as the Public Safety Department. There's been a couple 'asks' already. There was the request for the Emergency Preparedness Coordinator to be bumped up. Overtime is huge. It's hard to see how this new position fits. There's mental health, wellness, grant writer, a catch all. I'm having a hard time seeing how this position can be sustained. Chief had outlined a Public Safety plan before. We've deviated from that. We haven't seen that. It's almost like 'What's gonna stick'? A different repackaging now to see what works. I think we need to address the root issues...seems the structure is top heavy."

RC Ramirez said, "I have the same concerns as CM Ramirez. A crisis intervention individual? I don't see a fire employee doing mental health services. I just don't see a Battalion Fire Chief doing that." Ms. Gerber added, "Let me clarify. We're looking for the Battalion Fire Chief to provide resources and

provide follow-up to make sure the individual was able to connect with those resources.” CM Ramirez said, “I don’t see that as different.”

CM Costa, Jr. asked, “Chief, with monies for the Emergency Preparedness Coordinator left on the books, and with what you’re asking for here, would that be feasible for the Battalion Fire Chief and a liaison person to handle mental health issues?” Chief said, “Financially, no. There aren’t enough monies to do both. The County won’t open social services in Guadalupe. So, what do we do? The PD first responds and if there’s a mental health issue, CARES has to come out here for evaluation. The person may not get any resources. But it’s not a police problem. If it’s a mental crisis, with Fire Department, person can be put on list for follow-up check. We’re trying to do some intervention with monies we already have.”

Mr. Bodem said, “What CM Ramirez is trying to say is how can this new position, Battalion Fire Chief, bring down the cost in the Fire Department?” Mayor Julian added, “It’s like Jell-O now? Warm now. What’s this going to do for the Fire Department budget? You need to go back to the drawing board. The County doesn’t have the resources. We need to look at what’s available locally?” CM Ramirez added, “Transitional Mental Health. Fire and Police should get in touch with them.”

Mayor Julian said, “I want to see an organizational chart to see the connections. Not succinct now. What are the needs regarding mental health? What are the numbers? I know that Fire’s calls are mainly medical responses. What’s it going to do to our budget in coming years?” Ms. Gerber said, “We’d be increasing our current budget by \$37,688 for the Battalion Fire Chief.” The mayor emphasized that numbers are important. Ms. Gerber said, “We’ll have to go back to the drawing board. We’ll look at the Fire Department’s budget, expenses, projections and MOU again.”

The “Skills for Life” section involved the Public Safety Paid-Volunteer Program, a pilot program for on-the-job training. The requested amount for ARPA funds for this program is \$10,000. Ms. Gerber said, “The Operator-in-Training (OIT) Program for Water and Wastewater Treatment Departments are funded under Public Works and will not require ARPA funds.” CM Ramirez reiterated that this OIT Program was already in the budget.

The next area discussed was ‘Software’. Ms. Gerber talked about need to modernize the Planning Department. She said, “We want to modernize the technology in that area, on applications, permitting, and archiving. Doing all of that online. There also are allocated monies to upgrade existing licenses and new licenses for Adobe Acrobat Pro-Advanced E-Sign. This additional software will provide higher security with electronic signatures, minimize signature-related paperwork delays, etc. A total of \$94,598.73 is the recommended ARPA allocation for software infrastructure improvements.” CM Ramirez requested that the laptop used for presentations be upgraded. Ms. Gerber said that she would add that request.

‘Public Communication’ was next discussed. Ms. Gerber went through a list of recommendations for this subject. She said, “There is a real need to enhance the City’s public communication, starting with overhauling the City’s website. Our website homepage must be intuitive and seamless from the first point of contact. Rebuild the website to include a calendar for event management. Have facility rentals done online. Add a feature to send requests for Public Works. Have a webpage for each

department. In addition to monies recommended for website improvements, we're also recommending Wi-Fi service for Le Roy Park, interpretation services, hardware and equipment to better provide live streaming council meetings, public hall meetings and events. We're also looking at a building attendant for live streaming administration. The total for these enhancements is approximately \$105,001.60." Mr. Bodem added, "Included in these recommendations are notepads (Surface Pro 7 with keyboard) for Council and staff for Council meetings. Having these notepads would no longer require the agenda binders and significantly reduce the amount of time spent by our Administrative Assistant collating and preparing these numerous binders."

CM Costa, Jr. asked, "On Spanish interpretation services, is that from the outside?" Ms. Gerber said, "We need to look at this further and determine what the needs are for certain segments of our population." CM Costa, Jr. continued saying, "Reach out to the School District and the Little House at the Park. We might save monies that way. There are interpreters at the School District."

Mayor Julian said, "The Santa Maria City Council had interpreters. I'd like to see someone in our audience rather than on zoom. RC Ramirez added, "I was speaking with a resident who is Spanish speaking. I asked the person to come to a Council or Rec meeting. The person said, 'Why should I go. I don't speak or understand English.' So, I support having interpretation services."

On the 'Capital Improvements' section, Ms. Gerber first talked about the Council chambers. She said, "Monies are recommended for significant improvements to the Council chambers such as replacing the wall system, changes to be ADA compliant, doors will be changed. There will be a ramp up to the dais; electrical and HVAC changes, and upgrades to livestream. Significant makeover of the chambers." Ms. Sweeney said that both civil and architectural drawings need to be done.

Mayor Julian asked about what the description, restroom redesign, involves. Ms. Sweeney responded, "Making them ADA compliant and upgrading the showers. Civil and architectural drawings for the restrooms would also have to be done." Ms. Gerber said, "The showers are necessary if the auditorium is to be used as an emergency shelter."

Ms. Gerber continued saying, "For Capital Improvement Projects, there also are funds requested for auditorium upgrades, a generator, touchless receptacles for the Senior Center, PW conference room upgrades, Finance Department upgrades, electrical vehicle charging stations and vegetation maintenance." The mayor then asked about tree trimming. Ms. Sweeney said that there are 76 trees on all our facilities and that the maintenance is necessary for public safety, for aesthetics and tree health.

There were questions from the mayor relating to recommended monies for the Senior Center. He said, "\$50,000 for the Senior Center restrooms? There are three (3) basins. That seems expensive." Ms. Sweeney said that we can look at those dollars recommended. Mayor Julian continued asking, "Touchless receptacles? Those receptacles are notorious for not working. \$50,000 is too high." Ms. Gerber interjected saying, "But actually an eligibility use of the funds is moving more into a touchless environment." The mayor said "You put 'touchless' in there. I guarantee. You're going to have problems. For three (3) basins, maybe 'touchless' is okay but not for that amount." CM Costa, Jr. added, "There are touchless receptacles at schools. We're taking them out now. Battery issues." RC

Ramirez then said, "I used to replace them. Became a headache. I agree with CM Costa, Jr. and Mayor Julian on this." Ms. Gerber said there will be a need to relook this item.

CM Costa, Jr. made additional comments. He said, "We're not talking about the workers to do the maintenance. It's okay with improving but we need staff, like for the parks. Keeping up the maintenance is important, but we just don't have the staff now." Ms. Gerber said, "Juan Montero is the new Maintenance Worker. We are replacing the landscaping and janitorial contracts. There are additional considerations. There's Le Roy Park that will have high traffic. The one-time money is not appropriate. It may carry us for one to two years but not necessarily as a long-term solution. We may earmark Measure N monies, specifically for maintenance." Mr. Bodem said, "CM Costa, Jr.'s point was well taken. That's something we need to look at, for sure"

Mayor Julian said, "There are 38 units for People Self-Help Housing. On Pioneer, there are 34 units. Then there's Escalante Meadows with 80 units. What will it take to maintain these? Three (3) staff members aren't enough." CM Costa, Jr. said, "One person for five (5) parks and City Hall and any other facilities owned by the City. You're gonna burn him or her out. There are two (2) street workers. Too much work. We need to look at the bigger picture."

CM Robles said, "The Recreation Services Manager/Grant Writer. If the manager is implementing recreation programs, we'll be keeping on top of a maintenance program – a follow-up plan. The Recreation Services Manager would work with parks & recreation and City staff. Recreation & Parks Commission can attest that's something we need to do." CM Ramirez added that it would, hopefully, be paid through the Master Fee Schedule.

Ms. Gerber also said, "It's recommended that the Electric Vehicle charging station at the Vietnam Veterans' Memorial Plaza be replaced as well as having charging stations at the Amtrak Station. Also, items such as Finance office upgrades and Public Works conference room upgrades were included here. The initial recommendation for the auditorium upgrades was \$100,000 but is now \$75,000. The total costs for these capital improvements to City properties is approximately \$852,000."

The next items Ms. Gerber addressed was "Additional Considerations for ARPA Funds". She said, "The County is asking all cities to dedicate 5% of total ARPA funds for their childcare monies pool. We're looking at possibly 2%. Also, the Recreation & Parks Commission originally recommended \$100,000 for the auditorium upgrades. We were able to put \$75,000 there. The remaining \$25,000 is up for further consideration. LADG initially asked for \$80,000 with staff recommending \$40,000 and the other \$40,000 up for more discussion. The Library Relocation, \$50,000 – the Treasury Department's eligibility rules don't have guidance for libraries or library assistance. However, there are funds for capital improvement of city buildings and to promote educational programs. There's something to consider there. The last item in this section is "Maintenance Worker I for \$57,000, annual salary and benefits."

CM Ramirez commented, "One of the reasons the library has been punted every year is that there isn't a staff person to be the point person. We might consider including 'library liaison' built into the Recreation Services Manager. Have that person be the point person for the library. Build it into the

job description. Not all of Guadalupe's 37% of our population are youth that do recreation activities. This would create a bridge for everybody."

Mayor Julian said, "The items listed under 'Additional Considerations for ARPA funds' are not budgeted?" CM Costa, Jr. asked, "Why is the County asking for monies for a childcare funding pool?" Mr. Bodem said, "All cities are being asked, not just Guadalupe. It's 5% of COVID-19 monies."

CM Ramirez said, "In the priority of things, I'd say the 5% for the County is probably low. The library came from goal setting from the Ad Hoc Basic Needs Committee. We identified certain things. It's seed money. We know this money isn't going to get us a new building. Whenever we go for grants or things that are library-focused, there's matching that needs to happen. We can't miss the opportunities for certain things because we don't have monies allocated. Every year we have to pay rent for the library."

Ms. Sweeney then said, "Since I hear there's very little support for touchless receptacles at the Senior Center, I'd advocate replacing that for support that I need to hire another Maintenance Worker, if you're supportive of removing the \$50,000 from the Senior Center touchless receptacles. Then, cover the difference with the electrical vehicle charging station monies. Lower that to \$43,000. Then replace that with the Maintenance Worker I that I heard a lot of support for. I'd be happy with those changes."

Mayor Julian said, "There's a lot of heat for Public Works to clean up the City. We're an agricultural community. How do we maintain things? There are 21 garbage cans in Guadalupe. If we have additional good staff, maintenance workers, we can take care of the City."

CM Robles said, "Receptacles at the Senior Center? We haven't painted the boards. Under eaves. Replacement of roof, need to repaint."

CM Ramirez went back to the subject of the library. He said, "I'm a big advocate for the library. The Planning software. Maybe not budget for the 3rd year and not have Surface Pro (notebooks). Those two items would be around \$34,000 and can be used for seed money for library relocation." Mr. Bodem said he wasn't sure we could just drop the third year for the Planning software.

The mayor said, "Not all monies allocated will be spent. We can cut here and there. We need to bring up as a topic with Recreation Services Manager." CM Ramirez suggested to slim down elsewhere. Mr. Bodem said, "There is a current matching facility grant for the library. But we have to have substantial monies to do it. Mary Housel, Santa Maria Library Director, told me about it."

Ms. Michaud said, "Regarding computers/notebooks, that would be a definite plus for the Council to have. They do have them for the School District and their trustees. It would save Juana (Escobar) a lot of time, etc. It would be better and so much easier. Would save both money and time." Mr. Bodem said, "Monies would be recovered with the savings in paper and Juana's time which will free her up to handle other responsibilities and projects."

CM Costa, Jr. asked, "With regards to the electrical charging stations, how much comes back to the City?" Ms. Sweeney said, "I put that in there because we had a match for a grant opportunity for cost

recovery. Since that time, I've added chargers at the Amtrak station to a potential Clean California grant. That would be leveraged with some other grant money so we could get all that done. The electrical bills for the parking lot chargers are being charged out of the Pasadera Lighting Fund. That Lighting Fund benefitted from the change of lights to LED, there's adequate funding for us to cover the charging station at the City parking lot. I'm willing to forego that line item. I like the library cause better. And I've got ways to deal with the other ones."

The mayor asked, "Correct me if I'm wrong. We're not charging for the electrical station because we don't have Wi-Fi?" Ms. Sweeney said, "They're not cost recovery." CM said, "Not in that sense. But people charge their cars and then go to businesses in the area. That's why it makes sense to have the charging station downtown rather than at the Amtrak station." Mr. Bodem added that he sees chargers as an economic development tool.

There was more discussion on chargers in the downtown area, Veterans Memorial Plaza. Ms. Sweeney said, "Fast chargers and cost recovery chargers are expensive. I could probably plot another two relatively cheap, non-cost recoverable ones like the one I just got for the Senior Center. If the Council wants more chargers for the Veterans Memorial Plaza, I can do that. I could perhaps fold that into street funding." The mayor then said, "Ok, if we pare down there, we can move monies to the library."

To recap the discussion on all items recommended for ARPA funds, Ms. Gerber went through the following:

Loss Recovery – Balance to the General Fund. The EIR for the General Plan is on the agenda for the Oct. 12th Council meeting. Council gave consensus on the \$46,073.80 for the EIR. Approximately \$200,000 would go back to the General Fund.

Water Utility Payment/Debt Forgiveness - \$35,000 back to Enterprise fund. Ms. Sweeney said that the City will be getting \$41,000 from the State. Original report said that we were \$76,000 in the hole. Put \$35,000 into recreation programs.

Unemployment Insurance/Replenish Fund - \$5,000; may be eliminated.

Los Amigos de Guadalupe – leave at \$40,000.

Additional Covid-19 Response - \$151,000 potentially going back to the General Fund; Mayor Julian suggested to look for increasing amount on Food Distribution, shown as \$15,000.

Recreation Services Manager – move forward.

Facilities Rental Coordinator – move forward.

Recreation Programs – was \$12,000; increased to \$20,000.

Battalion Fire Chief & Wellness Programs – relook; additional information requested.

Software Infrastructure Improvements – Planning Software, keep 3-year contract terms. CM Ramirez noted that this software should “talk” to the Tyler System. All other items recommended listed – move forward.

Public Communication – SurfacePro 7 with Keyboard – move forward. All other items listed – move forward.

Capital Improvements –

- a. \$300,000 earmarked for Council chambers – move forward.
- b. \$100,000 civil and architectural drawings – move forward.
- c. All restrooms – relook. Need to look at ADA compliance.
- d. \$50,000 – generator – move forward. The mayor suggested looking at both diesel and natural gas.
- e. \$75,000 auditorium upgrades– move forward.
- f. \$18,000 – Public Works conference room upgrade – move forward.
- g. \$5,000 – Finance Dept. upgrades – move forward.
- h. Electrical charging stations (Amtrak/City Parking) – eliminate. Ms. Sweeney will research more on electrical chargers.
- i. \$50,000 – Vegetation maintenance – move forward.

City Attorney Sinco said, “This is a workshop. We’re looking for feedback and where monies should be allocated. There are a couple items that are pressing that staff wants to move forward on. We have consensus on some of those items now. There’s still quite a lot of money that still needs to be allocated. Staff will take a look and get back to you. More research is needed for public safety.”

Ms. Gerber said that there’s about a \$58,000 balance of the ARPA funds. Mayor Julian said, “Let’s just keep that to see how things shake out.” Ms. Sweeney said, “With the balance of \$58,000 in the ARPA funds, the Maintenance Worker I was for one year. If we can go 1.5 years, I can hire someone quickly. Le Roy Park will be up and running in February, so it’d be good to get somebody on board.” Ms. Gerber then said, “Then there’s a balance of \$30,000. Any overages, we can consider for library at a later time.” Mayor Julian said, “Consider now. A priority.”

6. USE OF LE ROY PARK FACILITY- DISCUSSION

Mayor Julian said he saw the Recreation & Parks Commission recommendations on Le Roy Park and asked for a recap. RC Chair Harris said, “We want a five-year program.” Mr. Bodem added, “One group wanted 50 years at \$1.00 per year. The Commission, though, wants a five-year program, with some kind of cost recovery. Also, have others have the ability to share the building and not just have it be dominated by one group but.”

The mayor said, “It’s called ‘Le Roy Park Community Center’. The Boys & Girls Club have had it for 20 years. There’s still a need for that type of service. But we need to expand what we can do with that facility. Barbecue pits, picnic tables, playground equipment, etc. All that’s coming in. The City needs

to have control with an MOU. Whoever comes in, Recreation & Parks Commission and the City have control of who uses the building.”

Mayor Julian also talked about ‘SER-Jobs for Progress, Inc.’, a group that would help coordinate projects, adult classes, and community events/activities, with local people. He said, “For \$57,000 per year, they can place a person there. Mondo Valdez is working a program. He takes parents and works with the children, typically, Spanish speaking. He goes out to the community working with the population. They’re asking to be part of all of this at Le Roy Park, however it might work. We haven’t said anything to the Boys & Girls Club yet. We want to make sure we have everything in order, both from the Council and Commission’s side.”

Mr. Bodem asked what the next step would be. The mayor said, “Maybe SER-Jobs can come to a Council meeting and explain the program. If we brought that to Guadalupe, that’d be perfect. It’s Spanish speaking, dealing with the farmworkers, and English, too, working the kids. It would be nice to have him connect with the Recreation & Parks Commission to show what he can offer with his program. There’s an office in Santa Maria, but they want to come to and be part of Guadalupe.” CM Ramirez said, “It would be great if this was rolled into wellness and nutrition. That’s something our community really needs.”

RC Ramirez added, “This should be a multi-use center, not just for one group.” CM Robles then said, “Boys & Girls Club use it after school, from 2:00p.m. to about 6:00p.m. The evening time would be open. SER-Jobs would be able to use then for Spanish speaking activities and programs.” RC Ramirez said, “They get volunteers from the community. They’re college kids trained in computers, robotics, music, folklorico dancing, etc. They’re volunteers trained in all these categories. This program would be great to have here to train some of our residents to volunteer. They can use part of the building, the existing part.” The mayor added that all parts of the building at Le Roy Park should be ready in February, except the 2,000 sq. ft. addition.

CM Robles said he’d recommend Mike Jimenez if the Commission wanted to tour the facility. RC Ramirez said that he was going to come to a Recreation & Parks Commission meeting. Mr. Bodem said, “Is it possible that Mike Jimenez will come to a meeting to give a presentation to the Commission at our meeting next Wednesday? I can put it on the agenda.” RC Ramirez offered to get in touch with Mr. Jimenez. CM Robles said, “After he speaks to the Commission, he should come to the Council and give a presentation.”

Mayor Julian said, “We’ll still connect with the Boys & Girls Club but there needs to be an understanding that it’s community based. A multi-use building.”

RC Salinas said, “Five years was a starting point. The building is a community building. But when the Boys & Girls Club is there, they use it all the time and that leaves the community out.” The mayor said, “We need the Recreation Services Manager at that building at Le Roy Park. The Boys & Girls Club want a long-term commitment. The Foundation wants to give its support and funders want to put monies into it, but 50 years is a long time. We’ll meet with their new director, but we’ll wait until after we talk to Mr. Jimenez about SER-Jobs before we do anything.”

CM Robles said, "I took a tour two weeks ago. It was amazing to see the work that's being done there." RC Chair Harris asked, "Who do we need to talk to if we want to take a tour there?" The mayor said to just tell them you're with the City.

7. AUDITORIUM AND O'CONNELL PARK IMPROVEMENT IDEAS – DISCUSSION

CM Ramirez said, "Seed money for the library. We should do the same for O'Connell Park. Our field needs improvements. In the next budget, we should put monies to upgrade the fields." Mayor Julian said, "I talked to Enrique Ortiz. There are a lot of gentlemen and ladies who play soccer. Our community's changing. It's not just football and baseball anymore." CM Ramirez said, "There's the 'community benefit-side' of cannabis. Might be used for O'Connell Park improvements."

CM Robles said, "In 2007, O'Connell Park was beautiful. There's a maintenance issue now. Not the park – water issues, the gophers, etc. Upkeep and maintenance are what's needed. We don't want the same to happen at LeRoy Park."

RC Salinas added, "O'Connell Park, football program. Turned it into football field but that wasn't planned. We have the softball field and we're talking about the conversion of the concession stand. If we can get that done, we'd have a mini-sports center. We could rent it out and generate monies to maintain it." The mayor said, "We can't put lights because we're in a coastal zone. CM Cardenas is chairing ad hoc committee for the play structure. We'll soon be looking at designs for what's available in playground equipment."

City Attorney Sinco said, "Heard nothing about the auditorium." Ms. Sweeney asked, "If you can give me some ideas what you want, I can get some numbers." RC Salinas said, "Painting, windows, stage, floors, arch repair and paint, etc." Mr. Bodem said he has a list of items for the auditorium improvements that he would send to Ms. Sweeney.

The mayor asked if anyone else wanted to speak on these topics. Ms. Socorro Ramirez came to the podium and gave her comments. She said, "I agree to have a place at Le Roy Park. Pre-school for migrant families. There's housing in that area. Having programs and resources there is really valuable. A lot of families have their children there, it's a seasonal pre-school. Parents will walk their children there. Transportation is a problem. Parents would have access to programs at Le Roy Park from the Little House at the Park."

Ms. Sweeney mentioned, "I will be discussing updated bus routing concepts, hopefully, at the second meeting in October. We can have a discussion of bus stops and routing for Council-approved new transit operations that will take place starting in July 2022."

Mayor Julian said, "We're a changing community in the way of needs. We have farmworkers. Multi-lingual, Mixteco. We have to adjust to that. That's a perfect location for a program at LeRoy Park. Would like to get the Comite to use LeRoy Park again for the 16th of September. Having the parade go all the way down to the park."

8. ADJOURNMENT

Motion was made by Commissioner Salinas and seconded by Commission Chair Harris to adjourn the meeting. 3-0 Absent: Ortiz, Dreiling Passed.

Motion was made by Council Member Costa, Jr. and seconded by Council Member Ramirez to adjourn the meeting. 4-0 Absent: Cardenas Passed. Meeting adjourned at 8:35p.m.

Prepared by:

Approved by:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

MINUTES

City of Guadalupe

Regular Meeting of the Guadalupe City Council

Tuesday, October 12, 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

Council Member Costa, Jr. was absent. All others were present. (Note: the abbreviation “CM” is being used for “Council Member” in these minutes.)

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.

There were no changes made to the agenda.

5. **CEREMONIAL CALENDAR**

- Proclamation Expressing Appreciation to Sonia Rios-Ventura for her services as a Civic Spark fellow for the City of Guadalupe

Ms. Sonia Rios-Ventura was recognized for her contributions working with Los Amigos de Guadalupe (LADG) in support of the City of Guadalupe. In her two (2) years with LADG, Sonia tirelessly worked with the LADG stakeholder group, the Resilience-Guadalupe Leadership Team and was the LADG project manager for the Le Roy Park and Community Center major renovation. In addition, Sonia served the residents by her participation in the Guadalupe Food Bank operations for over an 18-month period. Her bilingual abilities (English & Spanish) demonstrated her strong communication skills which served the residents of Guadalupe well. Sonia’s enthusiasm and dedication to her work and the community will be greatly missed. The Mayor and the City Council expressed genuine and sincere recognition for her dedication, commitment, and valued contribution while servicing our City.

Ms. Rios-Ventura made a few comments. She said, "Thank you so much for this. I really loved working here. Guadalupe will always have a piece of my heart. Not only through this job but because this was the first place my grandfather called home when he moved here. Thank you."

- Lifesaving Award Presentation – Cian Lenehan, Police Officer

On April 12, 2021, Officer Lenehan and fellow Officer Orozco were called to a shooting involving a male victim. Upon arriving on the scene, Officer Lenehan immediately evaluated the victim who was bleeding with multiple gunshot wounds: two to his leg, one to his upper left arm, one to his right hand and a grazing wound to his chest. Remaining clam and focused, Officer Lenehan utilized a tourniquet to his upper left arm to stop the bleeding. He continued treatment of the gunshot wounds until the Guadalupe firefighters arrived and resumed lifesaving aid to the victim. Officer Lenehan's lifesaving actions resulted in the victim's ability to make a full recovery. Officer Lenehan's calm and composed actions under a stressful situation were deservedly recognized with this award.

The award and plaque were given to Officer Lenehan by Sergeant Medina. Sergeant Limon pinned the 'Life Saving Award' pin on him. Officer Lenehan said, "When I got the email on this, I was surprised. You do things at work, and I don't expect anything in return. Somebody mentioned to Chief, and it just snowballed. This recognition is appreciated. And I thank everyone for being here."

Chief Cash said, "The Fire Department does an awful lot. We don't recognize each other. That's something we want to change. Both departments want to honor someone who's done a lot for Fire, Police, all public safety, and for the City of Guadalupe that's helped make our job much easier. We're a city of volunteers. We want to thank our Council who has assisted us, all public safety, coming to our aid. (The Public Safety Department gave Starbucks gift cards to each council member.) That came from the departments, not City budget."

Chief continued saying, "We want to have a special recognition to our mayor and Lourdes Ramirez. The Fire Department, Administration, Police, and the Explorers, when we needed to get things done, like redoing the Administration office floors, floors in the gym, gopher potholes, you did it. That's all besides the food distribution, they're the duo that did that."

A shadowbox with a mayor's badge, police badge and patch and fire badge and patch were then given to the mayor by the Public Safety Department. The Police Officers Association presented Ms. Ramirez with a bouquet of flowers and a gift card. Fire Captain Mack said, "Great leaders don't always inspire from the front but from behind. They inspire by example." The Guadalupe Fire Association gave Ms. Ramirez a gift card to Red Lobster.

Mayor Julian said, "This is not on the agenda. There's been 117 weeks of the Food Bank. All participated. Without your efforts to support our community...11 months...17,000 people served. This is appreciated. Of course, the Council is behind this and so is staff. Glad to see young folks here in the back of the chambers. We always talk about the support we get from the community, public safety, and all City staff. Be safe out there."

Ms. Ramirez then commented, "His job of mayor is 24/7. He is really devoted and takes this seriously. He cares about this community. Always has and always will. He really appreciates support from staff. Thank you very much for all of this."

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.

George Alvarez

Mr. Alvarez relayed his concerns about the increasing homelessness in our community. He said, "We have an issue here that's going to become Guadalupe's problem, like Santa Maria, San Francisco, Monterey." Mr. Alvarez cited an incident where the police were called to assist an individual. He said that the Santa Barbara Mental Health Department had to be called. Mr. Alvarez added, "The individual was evaluated through a phone interview. The person was left in the street. Guadalupe would be liable if that person harmed someone. There are issues of liability here."

He then said, "If we don't regulate this issue, it will become a major problem. The problem developed by law. Let the County handle things. Guadalupe is a perfect spot for 'these people' to come. Also, there's garbage all over the place. Lastly, when is the school going to be built? It's already funded. It's been 10 years."

Harold Ramirez

Mr. Ramirez said that he has a petition with 280 signatures. He said, "I got mothers with kids going to school to sign it. This petition wants the City to address areas mostly specific to parks: 1) water the parks, plant grass and maintain the landscape; 2) pick up refuse in the parks and other public areas on a daily basis, and 3) clean the pedestrian bridge on 9th Street to make sure the walkway is safe, clean and sanitary." (He then handed three (3) copies of the petition to the City Clerk.)

He continued saying, "The hedge by Central Park. Who's going to clean it? City staff says they can't clean it. The private landscape company says they don't clean it. It's a health problem for children and our community. It's interesting that we're okay with it. They want the town clean."

Mayor Julian said, "We're moving on all of that." Todd Bodem, City Administrator, interjected saying, "I walked through some of the parks. Public Works has put a plan of action together to address these issues. And I just received a letter from the Department of Transportation for the 'Clean California Maintenance Agreement' (CCMA). It says that we will be receiving \$70,000 over the next three (3) years to help with clean-up efforts. Through the CCMA, Guadalupe will be able to invoice the State for trash clean-up and graffiti removal identified in problem areas within the State right-of-way. We've hired more maintenance staff. We'll work with Public Works and maybe the group, Community Changers, to deal with these issues."

Leah Watkins

Ms. Watkins said, "I want to piggyback on what Mr. Ramirez said about the parks. I agree that they need to be cleaned. It's the responsibility of parks and recreation. I can't take my dog and walk at O'Connell Park. A dog park here would be great. Central Park is full of trash which should be picked up daily. Parks are creepy. There's a homeless vibe here. Clean the bridge. But Guadalupe is a great town. I would be willing to volunteer and maintain things. Beautification of the city.

Shirley Boydston

Ms. Boydston mentioned that she was unable to attend the special City Council & Recreation and Parks Commission combined meeting on October 5th. She said that she was able to access it on Channel 20 and the video was good, but the audio was terrible. Ms. Boydston said that she had to turn the volume up to 99 and couldn't hear 90% of the speakers. She stressed, "Council members and staff, you must remember that you are speaking to an unseen audience, plus a couple of real souls present, and speak directly into those ancient microphones. Don't just make conversations among yourselves. You are elected to serve the community who would like to support and participate in activities if they knew what they were. Not everyone wants to just read the agenda on the computer."

She referenced SBCAG and Santa Maria City Council meetings. She said that those people speak audibly for the benefit of the community audience. She then suggested, "Use some of the T-Mobile money to upgrade the ancient microphones and have separate ones for every member and staff. Use them correctly. I've asked many residents if they watch the meetings on TV. Most don't, saying they can't see anything and can't hear most of the speakers." Ms. Boydston's final comment was, "I must commend CM Cardenas and Chief Cash as being the best communicators under these bad conditions."

7. 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 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

Items #7B, F, H, I and J-4 were all pulled. Motion was made by Council Member Ramirez and seconded by Council Member Robles to approve the remainder of the Consent Calendar. 4-0 Absent: Costa, Jr. Passed.

Item #7B. Warrants – CM Cardenas

On page 016, New computer for new body cameras in the Police Department. She asked, “Is this computer compatible with other computers in the PD? Is storage from the body cameras on these computers?” Chief Cash answered, “Officers check out cameras at start of shift. Cameras are signed back in and put on board to be downloaded. Only three (3) people have access for security purposes. A supervisor needs to be asked if an officer needs to see something.” Ms. Cardenas further asked, “Will data security be there?” Ms. Emiko Gerber said that there’s a software cloud base system which is separate.

On page 018, David Rose, Building Inspector – Mileage for inspections. She questioned the cost, \$3,308.88, and asked if that amount was that all for mileage to do these inspections. Mr. Bodem said, “No, this is not all mileage costs. He drove 123 miles and the amount was \$68.88. The building inspection costs are reimbursed through the building permit application process. The reimbursement for mileage, at the current IRS rate, is in his contract.”

Item #7F. Adopt Resolution No. 2021-77 - Resiliency Plan

Ms. Shirley Boydston questioned whether some of the ARPA funds could be used for a unisex bathroom at the Amtrak Station. She said, "The funds have to be used by December 2024. I detect an undercurrent that Guadalupe could lose our Amtrak stop which would be a major blow to the City. The station should be as inviting as possible to keep attracting area commuters. Some go to UCSB to the Goleta station frequently on the train. Another reason for wanting to have the station here is to attract travelers with the potential for a rail-tourism partnership down the line."

She also mentioned that the food truck ordinance should be settled soon so that a food truck could be at the Amtrak station from 7:10 a.m. to 7:30 a.m. to supply coffee and pastries for travelers. She commented, "Food on the train is very pricey and difficult to obtain. The servicing food trucks would be advertising Guadalupe's hospitality...and making some extra money."

Item #7H. – Adopt Resolution No. 2021-79 American Rescue Plan Act (ARPA) Funds – Mayor Julian and CM Cardenas

CM Cardenas asked, "The PD female locker room which was approved in last FY budget. Are the touchless receptacles to be used in that locker room, too? Mr. Bodem said, "No, that money was set aside from Fund 76." Chief Cash then said, "There has been a delay in fixing the female locker room. After COVID, the price of wood has skyrocketed, we've held off and put that locker room on hold."

She questioned the library relocation which says \$30,000 on the spreadsheet. She asked, "There was a staff recommendation of \$50,000. Where's the other \$20,000?" Ms. Gerber said, "On page 3 of the spreadsheet, \$50,000 was put there. Council decided on \$30,000. As discussions in the workshop progressed, \$30,000 was kept for the library relocation. There was not an extra \$50,000." CM Ramirez asked, "Didn't Shannon (Sweeney) give up something else to make up that difference?" Ms. Gerber said, "It was for the Maintenance Worker. We eliminated the electrical charging stations and the touchless receptacles at the Senior Center. That's how we came up with the compensation and benefits package for 1.5 years for the Maintenance Worker." CM Ramirez said, "There was something else." Ms. Gerber said, "I don't recall. I just remember that there was \$30,000+ in the ARPA balance and that the Council approved that for the library relocation."

Mr. Bodem said, "There was the Water Utility/Debt Forgiveness that went from \$50,000 to \$35,000 but it still doesn't balance out." Mayor Julian added, "We need to come back and look at the details. 90% of the monies that's going to be spent is earmarked. Come back and look and see where we are with the library. I think the \$50,000 came from the thought that a building would be renovated for the library for that amount, but things didn't pan out. But we need to look at the library again. So, it isn't lost."

Mr. Bodem said, "This is a budget and can change. We may look at the auditorium and say only \$50,000 is needed, leaving \$25,000 for use elsewhere. Things could really end up looking different than what we have here. But there are some priorities here now. Costs will true up in the end and will probably be different than what will be approved now. We'll then need to come back and look at how you want to spend the balance of those funds."

CM Ramirez questioned the positions that were being recommended and how they could be self-sustaining. Ms. Lorena Zarate, Finance Director said, "I didn't have time to calculate those numbers. But I'm working on medical updates, benefits that could come into play for the exempt position. There are a few moving parts. If I have a little more time, I'll have that for you."

CM Cardenas asked, "The Surface Pro 7 w/keyboards. What are they to be used for and do we need 16 of them?" Mr. Bodem answered, "There are two (2) major purposes for these. One is in the case of an emergency. The City didn't buy laptops but did buy desktops. If services needed to continue in an emergency, staff couldn't access their offices but could use these and set up shop elsewhere. The 16 recommended would be for elected officials and staff required to maintain services in the event of an emergency."

CM Cardenas said, "Seems like a large number to have. I see the need for remote access, but I don't see the need for all 16. Is the vision for Council to take home and bring back?" Mr. Bodem said, "The idea is that these will save paper, and especially, Juana Escobar's time copying and collating numerous agenda binders." Ms. Gerber added, "For elected officials, they can have access to City information, email, to the network. Provide another resource for communication and to house archived information. We can pare down and look at reserving 9-10 for key positions." The mayor said, "There are 12 of us now in this meeting."

CM Cardenas added that she has a concern with security levels. Ms. Gerber deferred to the Finance Director, Ms. Zarate, who said, "I have to discuss with ITech who'll have to maintain the computers. Anti-virus, firewalls, and other security measures. I'd have to ask ITech." Ms. Gerber then said, "The Surface Pros would replace what we currently have as desktops. We're just shifting hardware and adding six (6) more for our officials." CM Cardenas asked a question about the desktops that were just purchased. Ms. Gerber replied, "They can be reallocated towards other employees who didn't receive new desktops and are working on older systems."

CM Cardenas also said that another concern is maintenance. She said, "We're only seeing the purchase costs, not maintenance. They could become obsolete. I'd need more data, then would consider approving." CM Ramirez said that he agreed with CM Cardenas.

CM Ramirez again mentioned needing information and data on whether the new positions being discussed can be self-sustaining. Mayor Julian said, "We have the resources to move forward on this. If we put a hold on them, we can't do any recruiting. I mentioned before that the future looks good. We will be okay financially."

CM Robles asked what positions were being discussed now. CM Ramirez said, "Anything for the General Fund. The Recreation Services Manager, Facilities Rental Coordinator, Maintenance Worker, Battalion Fire Chief. Would those be self-sustaining?" Ms. Gerber added that the Facilities Rental Coordinator position is in the current budget. The mayor said, "Met with the Recreation & Parks Commission. The head of the Recreation Department is needed soon." Ms. Gerber said, "No one is specialized in creating recreation programs to determine how these programs would be self-sustaining? We could look at the Master Fee Schedule and re-evaluate that. But we need extra guidance on how to determine all of that."

Ms. Gerber shifted to discussing the new position, Battalion Chief. She said, "More clarity is needed here. We want to roll in a couple other functions into this position. To support that, we were going to roll over the existing budgeted monies for the Emergency Preparedness Coordinator (EPC) compensation and benefits into this one, which would bring a higher level in emergency preparedness. There'd be an overage of about \$20,000 in FY 21/22 and about \$37,000 more than EPC in FY 22/23, going forward."

At this point, Ms. Zarate asked, "For these positions that CM Ramirez is asking about, how should that data/information be presented? I'll have a report for June 2021, finishing the year. Rolling that forward, these positions wouldn't be funded by the General Fund until July 2023. And then predict how we'll look at June 2023. How do we predict that with the growth of the City? There'll be Measure N, Pasadera, maybe cannabis, union contracts to consider. Then see what General Fund balance will look like. It'll be a rough estimate." CM Ramirez said, "Yes, just looking at your best guess here." Ms. Zarate then said she'd bring June numbers to the Council as well as a rough analysis for 2023.

Mayor Julian said, "There's a need to re-evaluate. Recreation is important. The spreadsheet has a December 1, 2021, date of hire for the Recreation Services Manager. This has to move forward. Le Roy Park is coming online. We need to get in front of this to help programs that want to come in. So, we need trained recreation and parks staff. And we need the grant writing side. Curation wants to do something for the community, in terms of funding. For maintenance, we need another person." Mr. Bodem added, "If we get somebody in there, we can start driving the recreation programs. What's the worst-case scenario? Maybe it's not working, and we don't have enough money. We have to reconsider three (3) years from now. If we don't try it, we won't see it. And this is a good way to put a little boost and get it going. And it's allowed under ARPA funding. The Recreation Services Manager will round out our City really well."

The mayor said, "When we were in the black, we had full-time recreation positions. About 4-5 staff." Mr. Bodem said that beginning October 1st thru November 15th, the application period, cannabis inquiries tell us something re: interest, not just retail but other cannabis business. Ms. Gerber handed out job descriptions to the Council on the Recreation Services Manager and Facilities Rental Coordinator.

Mayor Julian referred to page 1 of the spreadsheet showing "Food Bank-\$15,000". He had calculated some numbers to show that that amount was far too low. He said, "116 weeks of the Food Bank. There were three (3) public safety employees, 1044 hours. Volunteer at \$26 p/hour to plant trees. Factor in $\$26 \times 1,044 = \$27,000$. And public safety employees make more than \$26 an hour."

The mayor then shifted to page 3 of the spreadsheet for "Touchless receptacles and Restroom design. He said, "Eliminate that from the definition, touchless receptacles. Just say 'Restroom Design' for \$154,000."

Ms. Zarate said, "With the Le Roy Park project being finished, there'll be payment of an interfund loan, CDBG, of \$707,000. Part of Pasadera transaction. Quimby monies. Will be repaid when the Le Roy Park project is finished. Maybe this money could be used to fund some of these positions." City Attorney Sinco said that the Quimby monies must be for parks themselves, physical

infrastructure, equipment, etc., not for staffing, maintenance, etc. For the park itself.” The mayor said, “We can replace monies, and move monies around.” City Attorney Sinco said, “Removing “touchless” may not justify monies. I caution leaving qualifying fixtures.” The mayor clarified saying the change was only in the description. CM Cardenas offered, “Maybe if we reword. Say ‘Restroom redesign for mitigation of infection’. That might fit in Category 4.” City Attorney Sinco agreed saying, “As long as it complies. We need to survive an audit.”

Shirley Boydston

Ms. Boydston talked about targeting monies for medical, health and welfare services and promoting socialization. She said, “To help our older citizens, yes, even some older than I, have better stability and balance and fewer falls needing the Fire’s medical response, I’d suggest classes in Tai Chi. I can see a half hour of exercising for seniors before lunch at the Senior Center. We know that instructors are available as Santa Maria has classes running. If budget isn’t available, a grant could be obtained through some health agency. Maybe even have the participants pay a small fee. I think this should be a priority on the list of the new Recreation Services Director.” Mayor Julian agreed with this suggestion.

Mayor Julian said, “Approving now or coming back with more information for further discussion?” CM Cardenas said, “On the computers, I want to see numbers for security and maintenance. On positions, move forward but state they’re one-and two-year positions.” City Attorney Sinco added, “That’s possible. Say they’re grant funded and no guarantee of longer time, or something like that.”

The mayor then said, “For Item #7H now, approve based on discussions. Surface Pro computers. We want to see numbers. New positions, CM Ramirez is okay with them showing ‘grant funded’. There are monies that can be moved around. Pasadera will have 357 homes. Property tax, fees, new businesses, not definite.” CM Robles said, “I thought that was why we had the workshop to go over all of this and give direction to staff. There’s a pivotal position – the Recreation Services Manager/grant writer. The numbers are there. 37% of our population is under age 18. Le Roy Park is scheduled to be completed in February 2022. Someone with that expertise will be needed at the start. That person will be a benefit for our City, our health, wellness, and our children. Someone who can give us direction on using parks and recreation. I thought that was a ‘go’.”

Mayor Julian said that he had a meeting with Todd Bodem and Amelia Villegas on use of the City auditorium/gym. He said, “There was COVID issues. We could use the Recreation Services Manager to flesh it all out. With Le Roy Park coming online, we need to meet with differing organizations. There’s the Boys & Girls Club. There’s ‘SERS-Jobs for Progress’ who is looking at funding for staffing a portion of that facility. Groundwork is starting at Le Roy Park. We need to have someone in line ready to move as the park moves toward completion.” CM Robles said that if we’re running a recreation program with the School District, and if there are issues, the school needs to deal with the City. Also, having that manager position, that person can work with Public Works staff on maintenance of the parks, i.e. irrigation, fertilization, etc. All seasons and all sports could be handled well.”

The mayor asked if there was a motion on Item #7H – Approving the use of American Rescue Plan Act (ARPA) Funds in the amount of \$1,603,625.59. CM Cardenas asked, “If we do a motion, what

does that mean?" City Attorney Sinco said, "A resolution doesn't have to change. Changes should be made to the attachment."

Ms. Gerber went through the spreadsheet listing any changes as a result of discussions in the Council meeting. The notation "Move Forward" indicates that the City Council has approved the dollar amounts for each item listed. The results are as follows:

RECOVERY PROGRAMS

Total Loss Revenue:

- Recovery to the General Fund: \$200,456.17 - Move Forward

Household Assistance:

- Water Utility/Debt Forgiveness to the General Fund: \$35,000.00 – Move Forward
- Los Amigos de Guadalupe Continuous Work: \$40,000.00 – Move Forward

Unemployment Insurance/Replenish: \$5,000.00 – Eliminate

Additional COVID-19 Response:

- COVID response recovery to the General Fund: \$151,912.00 (HOLD-potential monies going back to the General Fund)

EXPENDITURES

Recreation Department:

- Recreation Services Manager/Grant Writer – Grant-funded position; contingent on continuous funding – Move Forward
- Facilities Rental Coordinator – Funded thru FY 21/22; Grant-funded for FY 22/23 & contingent on continuous funding – Move Forward

Recreation & Parks Improvements:

- O'Connell Park Investments – ADA Play Structure & Insulation: \$25,000.00 – Move Forward
- Concession Stand Evaluation: \$1,000.00 – Move Forward
- Recreational Programs: \$20,000.00 (was \$12,000) – Move Forward
- Tables (8 Rectangular w/cart): \$725.00 – Move Forward
- Tables (10 Round w/cart): \$2,200.00 – Move Forward
- C-Train Storage – Rental: \$3,000.00 – Move Forward

Cleaning & Maintenance Supplies (FY 21/22 and FY 22/23): \$4,800.00 – Move Forward

Public Safety:

- *Battalion Fire Chief, replacing Emergency Preparedness Coordinator, adding Wellness Check; (all under that one umbrella; job description being written) – Grant-funded position; contingent on continuous funding- Move Forward*
- *Public Safety Paid Volunteer Program: \$10,000.00 – Move Forward*

Software Infrastructure Improvements:

- *Planning Software: \$62,933.13 – Move Forward*
- *Existing and New Adobe Licenses: \$18,207.72 - Move Forward*

Public Communication:

- *WiFi for Le Roy Park – Change Orders: \$39,000.00 – Move Forward*
- *Live Streaming Equipment: \$5,000.00 – Move Forward*
- *Building Attendant-Live Streaming Administration: \$4,320.00 – Move Forward*
- *Web Cameras (2 @ \$750/each): \$1,450.00 – Move Forward*
- *Televisions (4): \$1,800.00 – Move Forward*
- *Television Carts (2): \$250.00 – Move Forward*
- *Spanish/Mixteco Interpreting Services (3-year): \$7,500.00 – Move Forward*
- *Website Update (one-time): \$15,000.00 – Move Forward*
- *Website Content (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 (16 @ \$1,230.10/each): \$19,681.60 (HOLD-more date requested)*

Capital Improvement Projects:

- *Council Chambers Update: \$300,000.00 – Move Forward*
- *Architectural Drawings/Space Planning: \$100,000 – Move Forward*
- *City Hall Restrooms Re-Design: \$154,000 – Move Forward*
- *Generator: \$50,000 – Move Forward*
- *Auditorium Upgrades: \$75,000 – Move Forward*
- *Public Works Conference Room Upgrades: \$18,000 – Move Forward*
- *Finance Department Upgrades: \$5,000 – Move Forward*
- *Vegetation Maintenance: \$50,000.00 – Move Forward*
- *Senior Center touchless Receptacles: Eliminated*
- *Electric Vehicle Charging Stations (Amtrak/City Parking): Eliminated*

Additional Considerations for ARPA Funds:

- *Maintenance Worker I: \$57,000.00 – Grant-funded position; contingent on continuous funding – Move Forward*
- *Library Relocation: \$30,000.00, starting point – Move Forward*

Motion was made by Council Member Robles and seconded by Mayor Julian to approve Resolution No. 2021-79 as updated with discussions. 4-0 Absent: Costa, Jr. Passed.

Item #7I. – Adopt Resolution No. 2021-80 – Agreement with EMC Planning Group, Inc.- CM Cardenas

CM Cardenas asked, “REAP grant. Is that no longer going to cover our General Plan?” Mr. Bodem answered, “The SB2 grant for \$160,000 was for the General Plan. The REAP grant, for \$104,000, paid to reimburse the Planning Director’s time. The LEAP \$65,000 grant was to cover CEQA. The General Plan’s budget was \$160,000. CEQA is another element of the General Plan. It will cost \$100,000. We put out an RFP and EMC said they could do it. ARPA funds can cover the additional \$46,000 CEQA cost which would complete the General Plan process.”

CM Cardenas said, “Originally, they had it covered. Now they can’t cover the cost?” Mr. Bodem said, “We got a good deal overall on the General Plan. It was mostly grant-funded but where we especially got the good deal is in the total amount.”

Motion was made by Council Member Cardenas and seconded by Council Member Ramirez to approve the warrants. 4-0 Absent: Costa, Jr. Passed.

Motion was made by Council Member Cardenas and seconded by Council Member Ramirez to 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. 4-0 Absent: Costa, Jr. Passed.

Motion was made by Council Member Cardenas and seconded by Council Member Ramirez to 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 \$11,073.80, utilizing \$65,000 from LEAP grant and \$46,073.80 from American Rescue Plan Act (ARPA) funding. 4-0 Absent: Costa, Jr. Passed.

Item #7J-4 Los Amigos de Guadalupe (LADG) Updates

LADG CEO, Thomas Brandeberry, said he had spoken with the mayor and Mr. Bodem and thought it would be helpful to have LADG come to the City Council meetings to give updates on the various projects LADG is involved.

- Central Park: Application in for a \$5M State grant. Waiting on it now.
- Le Roy Park: Starting on groundwork this week. Met with the renovation construction team, Quincon, and the design team and ironed out issues which pushed the finishing date off to January 28, 2022. We feel this is a solid date.
- Resilience Plan: The plan is being written for draft review. Looking to have the leadership team and stakeholders in front of the City Council by December or January. Looking for the plan to go before Council in December or January.
- Micro-Enterprise Assistance: There are 16 individuals and/or businesses that are eligible and have signed up for the program. About four or five are in the process now. A couple were

deemed ineligible. Three businesses are Spanish speaking only. The technical assistance classes are done bilingually. We had press on this program which helped a lot.

- CV1 CDBG Grant: With this grant we will be able to get an electric vehicle charging station at the Senior Center which should be installed in a couple of weeks. MariaElena Garcia was hired on a part-time basis for food distribution which is down to once a month and brown bag delivery program on the 2nd and 4th Wednesday of every month. Some of MariaElena's hours have been moved over to the Micro-Enterprise Assistance program to assist with those who are Spanish speaking.
- CDBG, Capital Campaign Monies & State Parks Grant: Monies will pay for the barbecue areas and the children's playground area. CDBG monies will be used first, then the other monies to finish the project.
- CV2&3 CDBG: CV 2&3 are having some problems centered around the State. Originally, we were going to do a Food Bank and Food Pantry. It was determined that we couldn't do both. Santa Barbara County Food Bank said we either do one or the other. We asked the State to change activity, which was approved, but the contract didn't show Senior Meals. There are pending issues before the program starts. The State has asked the scope of work and the cost to redo the kitchen to meet County Health standards.
- Tree Grant Program: LADG applied for and received \$30,500 to buy and plant 76 trees at Le Roy Park.
- Royal Theatre: The City, Stakeholders and the design team have met once and are scheduled to meet again on Friday, October 15th. We are waiting to hear back from the State on a grant for \$250, 000. This grant will reimburse planning money for architectural design. There is also a construction-side grant, EDA federal grant, with up to \$10M available per project. LADG will do the "leg work" on the grant and an outside grant writing group will do the actual grant writing.
- Sonia Rios-Ventura: Her last day is Wednesday, October 13th. Recruitment has started. The mayor said "Postings the jobs. I met representatives from Lauris College at a luau/mayors' meeting I attended. They'll take the job and post it and see if they can find candidates."

Until a replacement is found, Thomas will be here until Saturday, October 16th. He has a pre-planned vacation. When he returns on November 9th, he will be here Monday thru Friday until Sonia's replacement is hired and trained.

The mayor said, "This report proves that LADG has a lot going on. The monies moved over wasn't quite what was needed. We'll reap the benefits of what you're doing and what Sonia has done." CM Ramirez said, "Maybe financials should be reported on a quarterly basis. So, we can see where the monies going."

Mr. Brandeberry also said, "One other grant we applied for is a planning grant to help fund the design-side. We applied for a \$500,000 grant in youth services that would be operated by the Boys & Girls Club in Le Roy Park. It'll pay for equipment we no longer have at the community center. It'll pay for one position with the Boys & Girls Club to manage the facility. We don't have an answer yet. \$1.7M earmarked monies for Le Roy Park for 2,000' building addition. Second phase was approved by the Senate and House, but not the whole budget. Grant for Central Park still being discussed."

Motion was made by Council Member Cardenas and seconded by Council Member Ramirez to approve Item 7J-4 of the Consent Calendar. 4-0 Absent: Costa, Jr. Passed.

8. CITY ADMINISTRATOR REPORT: (Information Only)

The T-Mobile grant for \$50,000 was received. It will be used for the O'Connell Park playground equipment for a total of \$97,000.

We received a clean-up grant for \$70,000 over three (3) years through the Clean California Maintenance Agreement from the Department of Transportation.

The Recreation & Parks Commission will meet tomorrow, Wednesday, October 14th. Two commissioners will be assigned to the two (2) ad hoc committees.

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

Chief said there was no report to be given. Mayor Julian asked Chief to talk about his experience with the Alisal Fire down south. Chief explained, "I was going to Santa Barbara yesterday for a meeting. The traffic stopped. Freeway was on fire. Kept going. We used the fire truck as a break. Vehicles were beginning to get engulfed. A big rig had gone over the edge and was also on fire. There were explosions going off. The fire truck was protecting me and two other vehicles, but there was a lot of smoke. The fire truck had to stop and take care of that. I continued on and two other vehicles followed me. We finally got out of that and I noticed a vehicle on the side of the road. I went to check on the driver of the truck. Inside the rig was an injured person, bleeding from the head, who had been wandering around. I called 911 but was told an ambulance couldn't get to the site. They asked me to take the person to the hospital. All we had were baby wipes to put pressure on the wound. I got him in my car and drove to the hospital with 911's help and directions. I dropped him off at the hospital. The Santa Barbara City Fire used their truck to help us get through. They used their truck to protect us off the road as the fire was going on. Everyone came together to help everyone."

The mayor then asked Chief Cash if he was able to meet with the Attorney General. Chief said, "We were to meet with the Attorney General, but the meeting was cancelled because of the fire. We did meet with the Director from Los Angeles. They look at Guadalupe as a model for the new law where the Department of Justice is involved with shootings. Impressed with our community. Other cities have protests and riots. It was nice to tell them that our citizens here are waiting to hear facts and are supportive of the family and the Police Department. That starts from our staff, our Council, our community. We have an offer to go to the Attorney General's office. They like how the Police Department worked with them and want to use us as a guide. The Director wants to come and see our community."

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

Mayor Julian briefly mentioned the 'Mayor's Report' saying that Mr. Bodem prepares it. He

said, "I won't go through it. You can read it on the City's website."

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.

Thomas Brandeberry explained, "The technical assistance guidelines had been approved by the Council. The financial assistance guidelines have not yet been full developed. We first need to get a loan advisory committee (LAC) which should develop the criteria for loans and grants as they are the ones to approve or deny requests for both."

Mr. Brandeberry further said, "There will be three (3) positions on the LAC: City Finance Director, member of EDC/SBDC (the group doing the technical assistance) and a City Council Member. If the Council approves, this loan advisory committee will be added to the guidelines. LADG will work with LAC regarding loans and grants requirements. Then those changes would come before the Council. We would meet once a week to get things pulled together. Then we'd meet on an as needed basis when someone has a loan or grant request. Juliana Ramirez, who provides all the technical assistance in Guadalupe, cannot be on the LAC. These meetings can be zoom meetings."

Mayor Julian said, "The council member should be a businessperson, like CM Cardenas." City Attorney Sinco interjected, "The action on the agenda is only to approve a resolution, not for the council member to be appointed."

Motion was made by Council Member Ramirez and seconded by Council Member Robles to approve revisions to the City of Guadalupe Microenterprise Financial Assistance Guidelines to identify the Loan Advisory Committee (LAC) members – Resolution No. 2021-81. 4-0 Absent: Costa, Jr. Passed.

12. FUTURE AGENDA ITEMS

CM Ramirez asked that a proclamation be on next meeting's agenda, October 26th, to recognize "Indigenous People Month".

Mayor Julian asked, "On the Short-Term Rentals, it shows "To Be Determined" on the proposed date. Where are we on this?" City Attorney Sinco said, "I'm waiting to get feedback from Chief Cash and the Planning Director. When I get that feedback, I'll then bring back to the Council."

The mayor also mentioned McKenzie's 'Cross Country 21st Year'. He asked that a proclamation be prepared for Terry Bauer who has coordinated this event for all those 21 years. He said, "Terry may be retiring but he'll still run the cross country meets. I want to thank City staff for helping him preparing the field. There was a great turnout. There was a video he sent and it's a powerful video. It shows the run, the field, the hot spots and all the kids running. I'd like him and some of students to come before us to recognize him. Let's put it on the November 9th agenda."

13. ANNOUNCEMENTS - COUNCIL ACTIVITY/COMMITTEE REPORTS

CM Robles said that the mural that he's working on with Stephanie Krause at the "old Dolcini house" is getting closer to being done. He said, "We talked to the owners of the house to promote Guadalupe and its history. We've been approached to do another mural in town. Working on some designs now. Need to celebrate and promote Guadalupe."

CM Ramirez, "I have a soft 'ask' for Shannon. What would be the cost to run a program to paint the utility boxes. May be something where the City can work with LADG?" Ms. Sweeney said she'd look into the costs to paint the utility boxes.

Mayor Julian

There was a Regional Park Program zoom meeting October 6th. Agenda included Santa Maria River Trail (Santa Maria levee to Guadalupe), Beach Trail, Le Roy Park, housing and childcare centers in Escalante Meadows. There was a campground site selection study. Owners want to sell about 4.0 acres sat the old rodeo grounds and make a campground. The County would buy the land and create the campground. Oso Flaco State Park Campground – walk to beach. Point Sal access. State owns Point Sal area, Paradise Beach. Road improvements.

Air Pollution Control District: 656 clean air purifiers were distributed free here at the Dunes Center. Community supported this project. There's a waiting list. The total cost of the air purifiers is approximately \$100,000.

There's an SBCAG meeting on Thursday, October 14th.

Karen Treibell, 1st District Representative, has had meetings on redistricting. Only 1 or 2 people show up. CAUSE wants Guadalupe and Northwest Santa Maria connected as one district. Look at the website. It shows demographics, districts. 89,000 population per district (+ or – 5%). She's willing to come to talk to the Council.

14. ADJOURNMENT

Motion was made by Council Member Robles and seconded by Council Member Ramirez to adjourn the meeting. 4-0 Absent: Costa, Jr. Passed. Meeting adjourned at 8:30 p.m.

Prepared by:

Amelia M. Villegas, City Clerk

Approved by:

Ariston Julian, Mayor



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of October 26, 2021**

Shannon Sweeney

Todd Bodem

Prepared by:
Shannon Sweeney
Public Works Director/City Engineer

Approved by:
Todd Bodem, City Administrator

SUBJECT: City of Guadalupe 2021 Water Master Plan Update finalization.

RECOMMENDATION:

That City Council adopt Resolution No. 2021-82 adopting the City of Guadalupe 2021 Water Master Plan Update.

DISCUSSION:

Utility master plans are typically updated every five years to capture changes in development, water use, and expected growth, to make sure that capital projects necessary to accommodate future growth are identified and appropriately budgeted. The last time the City of Guadalupe Water Master Plan was updated was 2014. This latest update captured water use changes associated with the latest drought, as well as recent legislation regarding conservation. Information from this report helped inform the City of funds necessary to make sure that the City infrastructure meets upcoming City needs.

This project was fully funded from a disadvantaged community planning grant.

FISCAL IMPACT:

The consultant team stayed within the contract plus contingency amount of \$34,901. The end of the grant was September 30, 2021. The final report was submitted to the City on September 22, 2021. The City has submitted paperwork requesting reimbursement against the grant for the full amount of this project.

ATTACHMENTS:

1. Resolution No. 2021-82
2. Water Master Plan 2021 Update

RESOLUTION NO. 2021-82

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE
ADOPTING THE "CITY OF GUADALUPE 2021 WATER MASTER PLAN UPDATE"**

WHEREAS, the City's Water Master Plan was last updated in 2014, and it is common industry practice to update utility master plans every five years; and

WHEREAS, the City Council contracted with Michael K Nunley & Associates, Inc. (MKN) to update the Water Master Plan; and

WHEREAS, disadvantaged community planning grant monies funded the project; and

WHEREAS, MKN submitted a final report to the City on September 22, 2021, in advance of the grant deadline and within available funds,

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

The City Council hereby adopts the "City of Guadalupe 2021 Water Master Plan Update."

PASSED, APPROVED AND ADOPTED at a regular meeting on the 26th 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. 2021-82** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 26, 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

CITY OF GUADALUPE

ATTACHMENT 2



2021 Water Master Plan Update



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City of Guadalupe
2021 Water Master Plan Update
Final September 2021

City Council

Mayor – Ariston Julian

Mayor Pro Tem – Tony Ramirez

Council Member – Liliana Cardenas

Council Member – Gilbert Robles

Council Member – Eugene Costa Jr.

City Staff

Shannon Sweeney – Public Works Director/Engineer

Jaime Vidales – Water Department Supervisor

Michael K Nunley & Associates, Inc. Staff

Jon Hanlon, PE

Robert Lepore, GISP

Jason Wong, EIT

Prepared by:



Jon Hanlon, PE
Project Manager
MKN & Associates, Inc.



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Table of Contents

1.0	INTRODUCTION AND OVERVIEW.....	1-1
1.1	Purpose and Scope.....	1-1
1.2	Status of 2015 Supplemental Report Recommended Improvements.....	1-1
1.3	Overview	1-2
2.0	POPULATION AND LAND USE.....	2-1
2.1	General	2-1
2.2	Accessory Dwelling Unit.....	2-1
2.3	Residential Development and Population.....	2-2
2.4	Commercial Development	2-3
2.4.1	Curation Value Added Cooler	2-3
2.4.2	Beachside Cooling Facility.....	2-3
2.5	Land Use.....	2-4
3.0	EXISTING AND PROJECTED WATER DEMAND.....	3-1
3.1	Historical Water Demand	3-1
3.1.1	Curation Historical Water Demand	3-3
3.2	Existing Water Demand	3-4
3.3	Unaccounted Water	3-4
3.4	Future Water Demand	3-6
4.0	EXISTING WATER SYSTEM OVERVIEW	4-1
4.1	Overview	4-1
4.2	Water Production Wells	4-1
4.3	State Water Project.....	4-2
4.4	Booster Pump Stations (BPS).....	4-3
4.4.1	Obispo Street Booster Pump Station.....	4-3
4.4.2	Bonita Booster Pump Station.....	4-4
4.5	Storage	4-4
4.5.1	Distribution System Control	4-4
4.6	Distribution and Transmission Pipelines	4-5
5.0	DESIGN CRITERIA.....	5-1
5.1	Supply Facilities	5-1
5.2	Storage Facilities.....	5-1
5.2.1	Equalization Storage.....	5-1
5.2.2	Fire Storage.....	5-2
5.2.3	Emergency Storage.....	5-2
5.2.4	Booster Pump Stations.....	5-2

5.3	Distribution Pipelines.....	5-3
5.4	Criteria Summary	5-3
6.0	HYDRAULIC MODEL DEVELOPMENT	6-1
6.1	Initial Model Development	6-1
6.1.1	Demand Allocation.....	6-1
6.1.2	Model Scenarios	6-2
6.1.3	Model Settings	6-2
6.1.4	Model Calibration.....	6-3
7.0	ABILITY OF SYSTEM TO MEET EXISTING DEMANDS.....	7-1
7.1	Sources of Supply	7-1
7.1.1	State Water Project Deliveries	7-1
7.1.2	Groundwater Production Capacity	7-1
7.2	Storage Facilities.....	7-3
7.3	Booster Pump Station.....	7-4
7.4	Distribution and Transmission Pipelines	7-5
8.0	ABILITY OF SYSTEM TO MEET FUTURE DEMANDS.....	8-1
8.1	Sources of Supply	8-1
8.1.1	State Water Project Deliveries	8-1
8.1.2	Groundwater Production Capacity	8-1
8.2	Storage Facilities.....	8-3
8.3	Booster Pump Station.....	8-3
8.4	Distribution and Transmission Pipelines	8-5
9.0	RECOMMENDED IMPROVEMENTS.....	9-1
9.1	Capital Improvements Summary.....	9-1
9.2	Basis for Opinion of Probable Cost	9-1
9.3	Supply Sources.....	9-2
9.4	Storage Facilities.....	9-2
9.5	Booster Pump Station.....	9-2
9.6	Distribution and Transmission Pipelines	9-3

List of Tables

Table 1-1: Status of 2015 Supplemental Report Recommended Capital Improvement Projects	1-2
Table 2-1: ADU Potential Population	2-1
Table 2-2: Buildout Population Estimate.....	2-2
Table 2-3: Existing Zoning for City	2-5
Table 3-1: Historical Usage from Billing Information.....	3-1
Table 3-2: Historical Per Capita Water Usage.....	3-2
Table 3-3: Curation Historical Average Daily Water Use.....	3-3
Table 3-4: Current Average Day Demand.....	3-4
Table 3-5: Non-Revenue Water.....	3-5
Table 3-6: Existing Demands & Peaking Factors.....	3-6
Table 3-7: Future Water Demand	3-6
Table 3-8: Future Demands & Peaking Factors.....	3-6
Table 4-1: Active City Production Wells	4-1
Table 4-2: State Water Deliveries to Guadalupe (2009-2020)	4-2
Table 4-3: Future SWP Delivery Projections.....	4-3
Table 4-4: Obispo Booster Pump Station	4-3
Table 4-5: Bonita Booster Pump Station.....	4-4
Table 4-6: Existing Storage Facilities.....	4-4
Table 4-7: Existing Pipeline Inventory by Size.....	4-5
Table 4-8: Existing Pipeline Inventory by Material	4-5
Table 5-1: Typical Values for Equalization Volume	5-1
Table 5-2: Fire Flow Requirements.....	5-2
Table 5-3: Hydraulic Evaluation	5-3
Table 6-1: Hazen-Williams Pipe Roughness Factors	6-1
Table 6-2: Obispo Street BPS Pump Operations.....	6-3
Table 6-3: Hydrant Tests for Model Calibration	6-4
Table 7-1: Water Supply Availability for Existing Demands.....	7-1
Table 7-2: Ability of Production Facilities to Meet Existing Demands	7-2
Table 7-3: Available Storage Volume.....	7-3
Table 7-4: Storage Evaluation for Existing Demands	7-3
Table 7-5: Water Distribution System Deficiencies based on Existing Demand.....	7-8
Table 8-1: Water Supply Availability for Future Demands.....	8-1
Table 8-2: Ability of Production Facilities to Meet Future Demands	8-2
Table 8-3: Storage Evaluation for Future Demands	8-3
Table 8-4: Water Distribution System Deficiencies based on Future Demand	8-5
Table 9-1: WMP Cost Summary	9-1
Table 9-2: Construction Cost Criteria	9-2
Table 9-3: Capital Improvements to address Water Supply and Storage Deficiencies.....	9-4
Table 9-4: Capital Improvements to address Fire Flow Deficiencies	9-5
Table 9-5: 5-Year Recommended Capital Improvements Program.....	9-6

List of Figures

Figure 2-1: Population Growth Rate Chart	2-3
Figure 2-2: Land Use Map.....	2-6
Figure 2-3: Residential and Commercial Development Projects.....	2-7
Figure 3-1: Annual Average Water Usage by Type (2009 – 2020).....	3-2
Figure 3-2: Curation Annual Average Water Usage (2009 – 2020)	3-3
Figure 4-1: Existing Water Distribution System	4-6
Figure 4-2: Future Water Distribution System	4-7
Figure 7-1: Obispo Street BPS Pump Performance for Existing Demands.....	7-4
Figure 7-2: Required Fire Flow Based on Land Use	7-6
Figure 7-3: Fire Flow Availability at 20 psi Residual Pressure for Existing Demands.....	7-7
Figure 8-1: Obispo Street BPS Pump Performance for Future Demands	8-4
Figure 8-2: Fire Flow Availability at 20 psi Residual Pressure for Future Demands	8-6
Figure 9-1: Capital Improvements for System Deficiencies.....	9-7

Previous Studies and Reports

The following reports, studies, and other resources were reviewed during preparation of this Water Master Plan report.

1. Central Coast Water Authority Urban Water Management Plan Update dated June 2021 and prepared by Provost and Pritchard.
2. Regional Growth Forecast 2050 Santa Barbara County dated October 2018 and prepared by Santa Barbara County Association of Governments.
3. City of Guadalupe Water Master Plan Update Supplemental Analysis Report dated August 4, 2015 and prepared by MKN & Associates, Inc.
4. Bonita Tank, Booster Pump Station, and Tognazzini Waterline Assessment dated May 30, 2014 and prepared by MKN & Associates, Inc.
5. City of Guadalupe Water Master Plan Update dated May 13, 2014 and prepared by MKN & Associates, Inc.
6. Revised DJ Farms Specific Plan dated August 2012 and prepared by Urban Planning Concepts, Inc. and Bethel Engineering.

Appendices

Appendix A – City Fire Flow Testing

List of Acronyms

AC	Asbestos Cement	MG	Million Gallons
ADD	Average Day Demand	MGD	Million Gallons per Day
ADU	Accessory Dwelling Unit	MKN	Michael K. Nunley & Associates, Inc.
AF	Acre Foot	MSL	Mean Sea Level
AFY	Acre Foot per Year	NA	Not Applicable/Not Available
APN	Assessors Parcel Number	O	Open Space
AWWA	American Water Works Association	PF	Peaking Factor
BGS	Below Ground Surface	PF	Public Facilities
BPS	Booster Pump Station	PF-CZ	Public Facilities - Coastal Zone
CAD	Computer Added Drafting	PHD	Peak Hour Demand
CAG	County Association of Governments	PSI	Pounds per Square Inch
CCI	Consumer Confidence Index	PVC	Polyvinyl chloride
CCWA	Central Coast Water Authority	R/N-SP-CZ	Neighborhood Residential - Specific Plan - Coastal Zone
CIP	Capital Improvement Project	R-1	Single Family Residential (Low density)
City	City of Guadalupe	R-1-3000	Residential Small Lot
C-N	Neighborhood Commercial	R-1-5000	Medium Density Residential
C-S	Service Commercial	R-1-6000	Low Density Residential
CUP	Conditional Use Permit	R-1-7000	Very Low Density Residential
CUR	Curation	R-1-M	Single Family Residential (Medium Density)
DOF	Department of Finance	R-1-SP	Single Family Residential - Specific Plan
DWR	Department of Water Resources	R-2	Multiple Family Residential (Medium Density)
ENR	Engineering New Record	R-3	Multiple Family Residential (High Density)
EWCIIP	Existing Water Capital Improvement Project	REC	Recreation
FF	Fire Flow	SCADA	Supervisory Control and Data Acquisition
FWCIIP	Future Water Capital Improvement Project	SCHOOL	School Site
G-C	General Commercial	SWP	State Water Project
G-I	General industrial	UWMP	Urban Water Management Plan
GIS	Geographic Information System	VAC	Value Added Cooler
GPCD	Gallons per Capita per Day	VFD	Variable Frequency Drive
GPD	Gallons per Day	WMP	Water Master Plan
GPM	Gallons per Minute		
GW	Groundwater		
HP	Horsepower		
LF	Linear Foot		
M-C	Industrial Commercial		
MDD	Maximum Day Demand		

1.0 INTRODUCTION AND OVERVIEW

1.1 Purpose and Scope

In 2014, MKN completed the City's Water Master Plan (2014 WMP) update. The 2014 WMP evaluated the City's water supply, storage, pumping facilities, and distribution system to support existing and future demands through buildout, and developed a list of recommended Capital Improvement Projects (CIPs) to address system deficiencies. In 2015, MKN completed a Supplemental Report to the 2014 WMP to address changes in water demand by Curation (formerly Apio), completion of a number of recommended CIPS from the 2014 WMP, and changes to the City's existing water system to serve the Pasadera Development (formerly DJ Farms).

Over the past six years, the Pasadera Development has been under construction and the City has completed several recommended CIPs from the 2015 Supplemental Report. The purpose of this project is to provide an update to the 2015 Supplemental Report and develop a revised 10-Year CIP plan to allow the City to continue to prioritize, plan, and implement critical water infrastructure projects. The scope of services for this project included the following:

1. Information Review including:
 - a. Water billing data from 2016 to 2020
 - b. Water production records from 2016 to 2020
 - c. Projects completed since the 2015 WMP Supplemental Report
 - d. Known future development and population data
 - e. Changes in system operation
2. Update system-wide water demands for existing and buildout conditions
3. Update the hydraulic model and GIS database based on recent system improvements, completed CIPs and/or City input
4. Evaluate impacts to the Capital Improvement Program for:
 - f. Supply
 - g. Storage
 - h. Distribution
5. Provide revised recommendations for improvements with associated construction cost estimates

This 2021 Water Master Plan Update (2021 WMP) is structured with sections that follow the overall format of the 2014 WMP and 2015 Supplemental Report with updated information provided by the City.

1.2 Status of 2015 Supplemental Report Recommended Improvements

The 2015 Supplemental Report identified revised recommendations for the required system improvements based on infrastructure changes to serve the Pasadera Development, overall system operations, and completed projects since the 2014 WMP. **Table 1-1** provides a summary of the remaining improvements from the 2015 Supplemental Report and current project status (completed, deferred, etc.) of the 2015 Supplemental Report improvements.

Table 1-1: Status of 2015 Supplemental Report Recommended Capital Improvement Projects

Project Identification	Project Title	Priority	Cost	Status
EWCIIP-1	Obispo Booster Station Fire Flow Pressure Setting Modification	High	\$0	Completed
EWCIIP-2	Bonita Reservoir Rehabilitation	Low	\$450,000	Not Completed
	Bonita Pump Station Rehabilitation	Low	\$80,000	Not Completed
EWCIIP-3	Tognazzini Intertie	High	\$110,000	Completed
EWCIIP-4	New Water Supply Well	High	Variable	Not Completed
EWCIIP-5	Kermit Mckenzie Jr School Water Main Upgrade	High	\$420,000	Not Completed
EWCIIP-6 ¹	Mary Buren Elementary School Water Main Upgrade	High	\$950,000	Not Completed
EWCIIP-7	Tognazzini Street Water Main Upgrade	High	\$300,000	Not Completed
EWCIIP-8	Escalante Street Water Main Upgrade	High	\$290,000	In Process under new development project
EWCIIP-9	South Obispo Street Industrial Area Water Main Upgrade and Extension	High	\$430,000	Not Completed
EWCIIP-10	Eighth Street Waterline Extension	High	\$90,000	Not Required
EWCIIP-11 ²	North Obispo Street Industrial Area Pipe Upgrade	High	\$400,000	Not Completed
FWCIIP-1	DJ Farms Groundwater Supply Well	DJ Phase 1	Variable	Completed
FWCIIP-2 ³	DJ Farms Phase 1 Storage Tank	DJ Phase 1	\$760,000	Completed
FWCIIP-3 ⁴	DJ Farms Booster Pump Station	DJ Phase 1	\$600,000	Not Required per 2014 WMP
FWCIIP-4 ⁴	DJ Farms Phase 2 Storage Tanks	DJ Phase 2	\$760,000	Not Required per 2014 WMP
FWCIIP-5 ⁴	DJ Farms Booster Pump Station Expansion	DJ Phase 2	\$180,000	Not Required per 2014 WMP
FWCIIP-6	New Water Supply Well	Low	Variable	Not Completed

Notes:

1. Approximately 500 linear feet has been replaced along this pipeline alignment.
2. Approximately 460 linear feet has been replaced along this pipeline alignment.
3. FWCIIP-2 storage tank was constructed at the existing Obispo Street tank site and referred to as Obispo Tank No. 2.
4. FWCIIP-3 through FWCIIP-5 were determined to no longer be required per revised system analysis in the 2015 Supplemental Report.

This master plan update supersedes the analysis and recommendations from the 2014 WMP and 2015 Supplemental Report.

1.3 Overview

A number of planning and operational changes to the City's water distribution system have occurred since the completion of the 2015 Supplemental Report. Many of these changes may impact the scope, priority, or necessity of certain recommended CIPs from the 2015 Supplemental Report. Some of the significant planning changes include:

1. Several residential and commercial development projects not previously identified in the 2015 Supplemental Report.
2. Relocation of the Pasadera Development storage tank to the Obispo Street tank site and construction of a single 700,000 gallon storage tank in lieu of two (phased) 350,000 gallon storage tanks.

3. Pipeline changes associated with the Pasadera Development.
4. Tognazzini well interconnection improvements.
5. Failure of the Tognazzini Well.
6. Replacement of a portion of the recommended pipeline improvements on Obispo Street.
7. Construction of the Pasadera production well and transmission pipeline.
8. Inclusion of automated sprinkler system for new buildings per the City's Municipal Code Chapter 15.08.
9. Inclusion of accessory dwelling units per the City's Municipal Code Chapter 18.53.

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2.0 POPULATION AND LAND USE

This section provides an overview of the existing City service area, population, land uses, and future growth within the City.

2.1 General

The City of Guadalupe is an incorporated city of 8,081 residents as of 2020 (Department of Finance Table E-5) and located in northern Santa Barbara County, approximately four miles inland from the Pacific Ocean along the scenic coastal Highway 1. The City is approximately 1.4 square miles and is situated in the heart of the fertile Santa Maria Valley, an agricultural region of statewide and national importance. US Highway 101 (US 101), a regional highway linking California's coastal cities, is located 10 miles to the east. The City of Santa Barbara is located approximately 60 miles to the south and San Luis Obispo is located 25 miles to the north. Neighboring communities include the cities of Santa Maria, 10 miles to the west, and Pismo Beach, 15 miles to the north. The topography in the vicinity of the City is relatively flat and the average elevation is 85 feet above mean sea level. The predominant land use surrounding Guadalupe is agriculture (Guadalupe Community Plan, 2009).

2.2 Accessory Dwelling Unit

Per the City's Municipal Code Chapter 18.53¹, an Accessory Dwelling Unit (ADU) as an attached or detached residential dwelling unit that provides complete independent living facilities for one or more persons. It includes permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as a primary dwelling unit is situated. ADUs can only be built on R-1, R-1-SP, R-1-M, R-2, and R-3 land uses that are only occupied with one single family dwelling unit or are vacant with approved plans for the construction of a single-family dwelling unit.

Based on the definition above, **Table 2-1** provides a summary of the number of lots within the City that have the potential of add an ADU in the future.

Table 2-1: ADU Potential Population

Zoning	Description	Number of Parcels	Number of ADUs
R-1	Single Family Residential (Low density)	548	548
R-1-M	Single Family Residential (Medium Density)	396	396
R-1-SP	Single Family Residential - Specific Plan	257	257
Total		1,201	1,201

Notes:

1. It was assumed that most existing R-2 (44 parcels) and R-3 lots (200 parcels) already have multiple family units and are therefore ineligible to add an ADU.

It should be noted that the information in **Table 2-1** is for reference only and future population/water demand projections do not include increases from ADUs since each parcel listed above would require planning and permitting to add an ADU.

¹ Guadalupe Municipal Code Amendments August 2017 to January 2019

2.3 Residential Development and Population

As identified in the City's 2014 WMP, the Pasadera development will increase the City's future population by 3,208 people once the project is built out in 2040. As of January 1, 2021, 327 dwelling units (out of 802) were issued certificates of occupancy. This leaves approximately 475 dwelling units remaining to be constructed. It should be noted that the DJ Farms Specific Plan identified a City buildout population of 10,288 persons in the year 2040, representing 1.25% growth per annum.

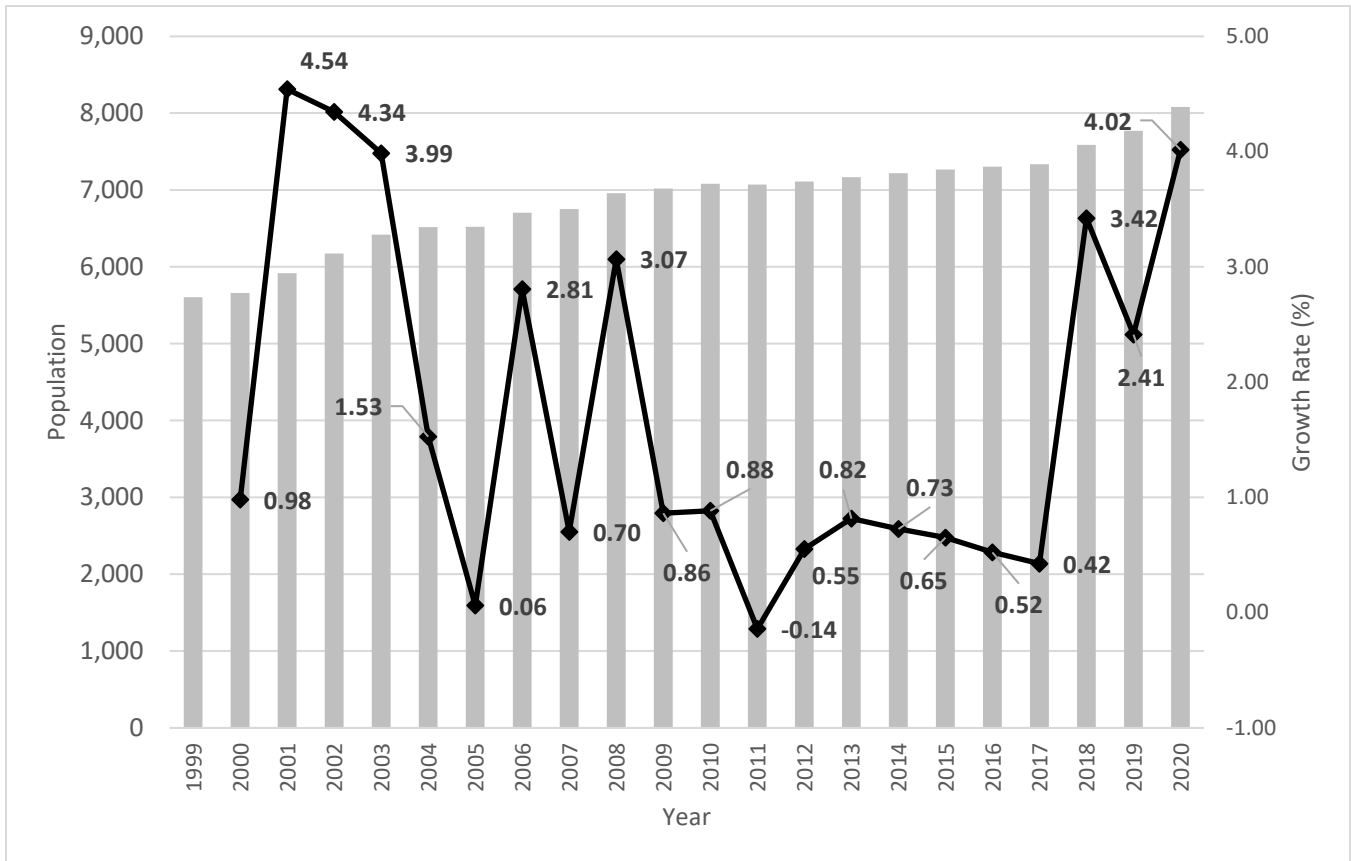
Additional development not previously included in the 2015 Supplemental Report includes the Escalante Meadows redevelopment project located on Escalante Street off of 11th St, which will replace 52 existing units with 80 new units and the addition of a duplex, triplex and two ADU's to the existing four duplexes on the northeast corner of 11th and Olivera.

For the purposes of the 2021 WMP, future population growth will be attributed to the Pasadera development, additional development described above, development of existing vacant lots, and the occupation of existing unoccupied residences per US Census data. Using this approach, the buildout population of the City was estimated to be 10,624 persons (excluding population associated with ADUs) as presented in **Table 2-2**.

Table 2-2: Buildout Population Estimate			
Population Served	Source	Notes	Persons
2020 Population	California Department of Finance	Population estimated as of January 1, 2020 per Table E-5	8,081
Unoccupied Dwellings as of 2020	2010 California Census	77 dwellings at 3.9 ¹ persons per dwelling	300
Planned Developments			
Pasadera Development	DJ Farms Specific Plan/City Staff Correspondence	475 remaining dwelling units at approximately 4.0 ² persons per dwelling	1,900
Escalante Meadows	City Staff Correspondence	13 additional dwellings at 3.9 persons per dwelling	51
11th and Olivera	City Staff Correspondence	Five units at 3.9 persons per dwelling with two ADUs at one person per ADU ³	22
Vacant Residential Properties			
Vacant Developable Residential Lots R-1	City Land Use Information	11 dwellings at 3.9 persons per dwelling	43
Vacant Developable Residential Lots R-2 & R-3	City Land Use Information	5.4 acres medium and high density residential undeveloped at 29.6 persons per acre ¹	160
2021 City WMP Population Estimate (Year 2040)			10,556
DJ Farms Specific Plan Population Estimate (Year 2040)			10,288
Santa Barbara CAG Population Estimate (Year 2040)			8,900
Notes:			
1. Per City of Guadalupe Water Master Plan Update dated May 13, 2014 and prepared by MKN & Associates, Inc.			
2. Revised DJ Farms Specific Plan dated August 2012 and prepared by Urban Planning Concepts, Inc. and Bethel Engineering.			
3. Per direction from City Staff June 2021.			

Figure 2-1 depicts the City’s historical population growth rate over the past 20 years per California Department of Finance population data.

Figure 2-1: Population Growth Rate Chart



The chart above shows a peak population growth in 2001 and declining from 2002 to 2009. From 2009 to 2017 annual population growth is less than 1%, with an increase occurring in 2018.

2.4 Commercial Development

2.4.1 Curation Value Added Cooler

During the preparation of the 2015 Supplement Report, it was noted that Curation (previously Apio) was in the process of obtaining a Conditional Use Permit (CUP) for the expansion of their Value Added Cooler (VAC) production lines. The 2015 Supplemental Report noted that Curation would be required to limit their existing and future total water usage to 373 AFY. However, recent discussions with City staff indicated that this requirement was not included in the conditions of approval for the project in 2018. However, current usage (Section 3.1.1) from the City’s 2019 and 2020 water billing records indicate that daily water usage associated with Curation has decreased.

2.4.2 Beachside Cooling Facility

The proposed project is located at 4529 11th Street and 1211 Peralta Street in the City of Guadalupe. The existing 10.41 acre cooling facility, warehouse, loading and storage development spans across seven parcels: APNs 115-020-028; 115-020-029; 115-020-030; 115-020-031; 115-020-025; 115-041-022; and 115-041-010. A

residence also exists on the property against the southern property line of APN 115-041-022. The existing development is currently being used for packing and shipping of produce only. The existing ammonia cooling facility on the property has been unused for approximately seven years. The project proposes to reinstate the ammonia cooling facility use and expand the packing and shipping capacities to accommodate an increased demand. The existing cooling system will be replaced with a new system. Additionally, portions of the warehouse will be reconstructed and additions will be added to expand the storage, packing, and product loading areas. The proposed reconstruction and expansions would be completed over three phases. Based on information provided by the project developer, the annual water usage for the facility is estimated as follows:

- Year 1: 12 AFY
- Years 2-3: 21 AFY
- Years 4-6: 25 AFY
- Years 7-10: 28 AFY

Since the 2015 Supplemental Report, reconstruction of the facility for Year 1 usage has been completed. For the purpose of the 2021 WMP, water usage of 16 AFY (14,284 gpd) associated with Years 2 - 10 will be used for the estimated buildout of the facility.

2.5 Land Use

As described previously, the Pasadera Development will increase the City's population by 3,208 at buildout. **Table 2-3** provides a summary of existing land uses within the City including the land uses associated with the Pasadera Development.

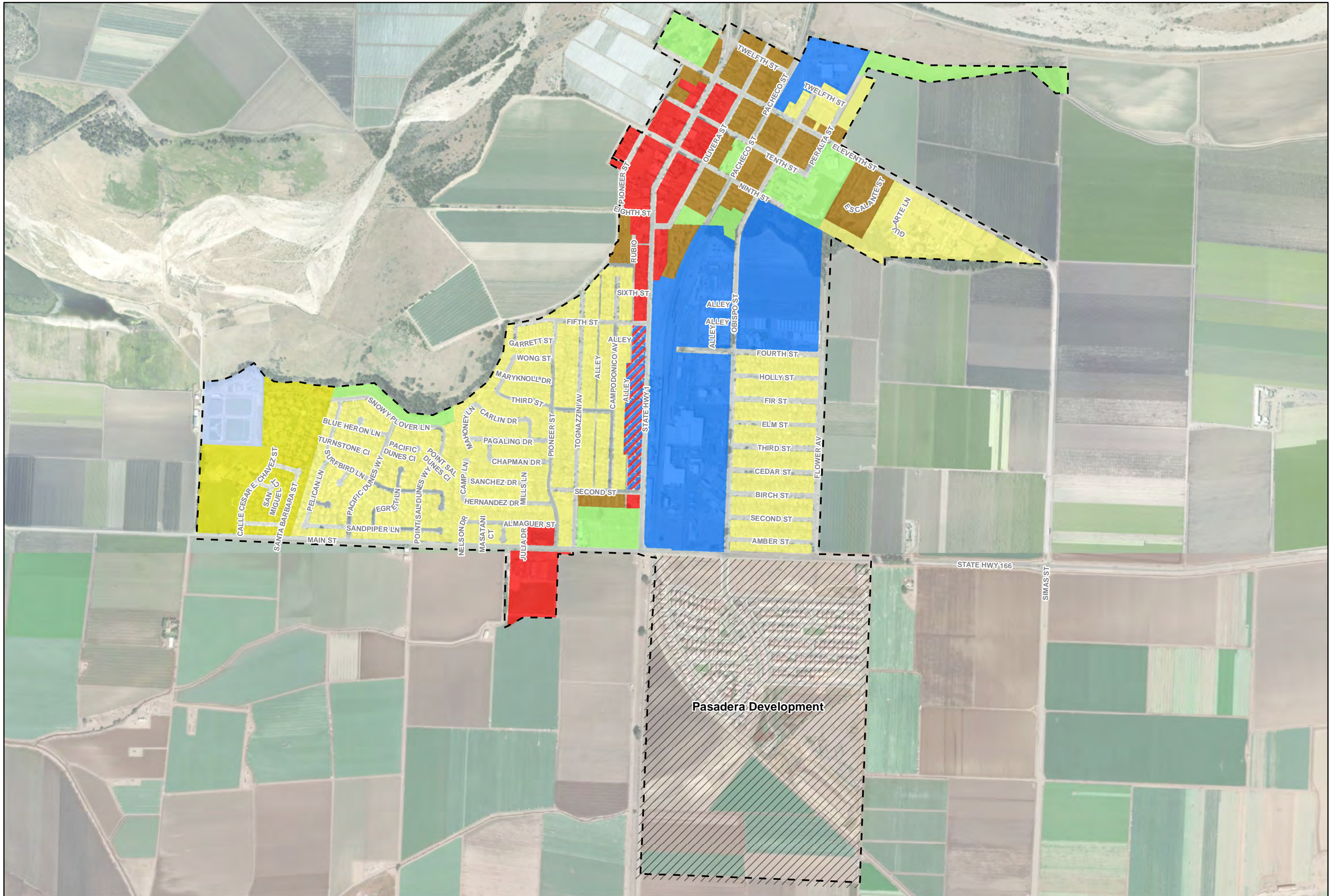
Table 2-3: Existing Zoning for City			
Zoning	Description	Number of Parcels	Acres
G-C	General Commercial	129	42
G-I	General industrial	55	121
M-C	Industrial Commercial	21	8
O	Open Space	19	39
PF-CZ	Public Facilities - Coastal Zone	1	13
R/N-SP-CZ	Neighborhood Residential - Specific Plan - Coastal Zone	52	38
R-1	Single Family Residential (Low density)	548	105
R-1-M	Single Family Residential (Medium Density)	396	46
R-1-SP	Single Family Residential - Specific Plan	257	48
R-2	Multiple Family Residential (Medium Density)	44	19
R-3	Multiple Family Residential (High Density)	200	29
<i>Pasadera (DJ Farms) Development</i>			
C-N	Neighborhood Commercial	3	15
C-S	Service Commercial		7
PF	Public Facilities	4	13
R-1-3000	Residential Small Lot	322	45
R-1-5000	Medium Density Residential	357	71
R-1-6000	Low Density Residential	108	25
R-1-7000	Very Low Density Residential	15	5
REC	Recreation	16	16
SCHOOL	School Site	1	13
Total		2,548	715

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City of Guadalupe 2021 Water Master Plan Update

Figure 2-2:
Land Use
Map



Legend

- City Limits
- Zoning**
- G-C
- G-I
- M-C
- O
- PF-CZ
- R-1
- R-1-M
- R-1-SP
- R-1/G-I
- R-2
- R-3
- R/N-SP-CZ
- Pasadera



1 inch:1,000 feet

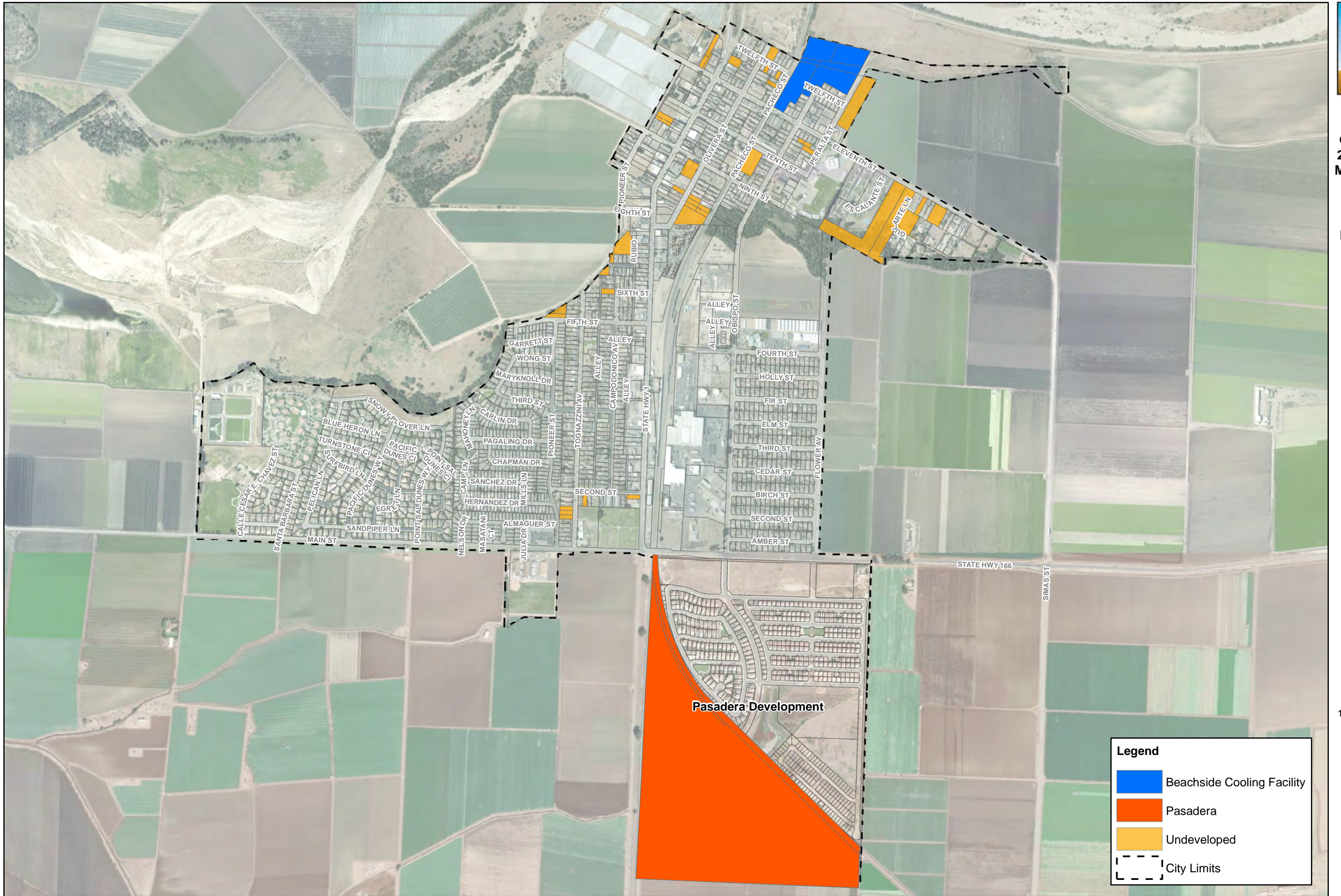


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City of Guadalupe
2021 Water Master Plan Update

Figure 2-3:
Vacant Parcels



1 inch:1,000 feet

Legend

- Beachside Cooling Facility
- Pasadera
- Undeveloped
- City Limits



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3.0 EXISTING AND PROJECTED WATER DEMAND

This section provides an overview of historical water usage, current water demand conditions, and future demand projections associated with growth.

3.1 Historical Water Demand

Based on updated City billing records for calendar year 2015 through 2020, it is estimated that 55 percent of the total water sold was used for residential purposes, approximately 39 percent used for commercial (with significant usage by Curation) and the remaining 7 percent consisting of public authority, multi-family and irrigation usage as shown in **Table 3-1**.

Table 3-1: Historical Usage from Billing Information						
Calendar Year	Usage (MGD)					
	Residential	Commercial	Public Authority	Multi-family Dwelling	Irrigation	Total
2020	0.54	0.26	0.00	0.01	0.07	0.88
2019	0.49	0.22	0.03	0.01	0.04	0.78
2018	0.42	0.45	0.03	0.00	0.04	0.94
2017	0.40	0.43	0.03	0.00	0.02	0.88
2016	0.39	0.42	0.00	0.01	0.03	0.84
2015	0.39	0.42	0.02	0.01	0.03	0.86
2014	0.47	0.45	0.03	0.01	0.04	0.99
2013	0.51	0.30	0.02	0.01	0.03	0.87
2012	0.54	0.28	0.01	0.01	0.03	0.86
2011	0.50	0.26	0.00	0.01	0.03	0.80
2010	0.50	0.27	0.00	0.01	0.03	0.80
2009	0.48	0.27	0.00	0.01	0.03	0.78

Figure 3-1 provides a graphical representation of the average annual historical water usage by customer type from 2009 to 2020.

Figure 3-1: Annual Average Water Usage by Type (2009 – 2020)

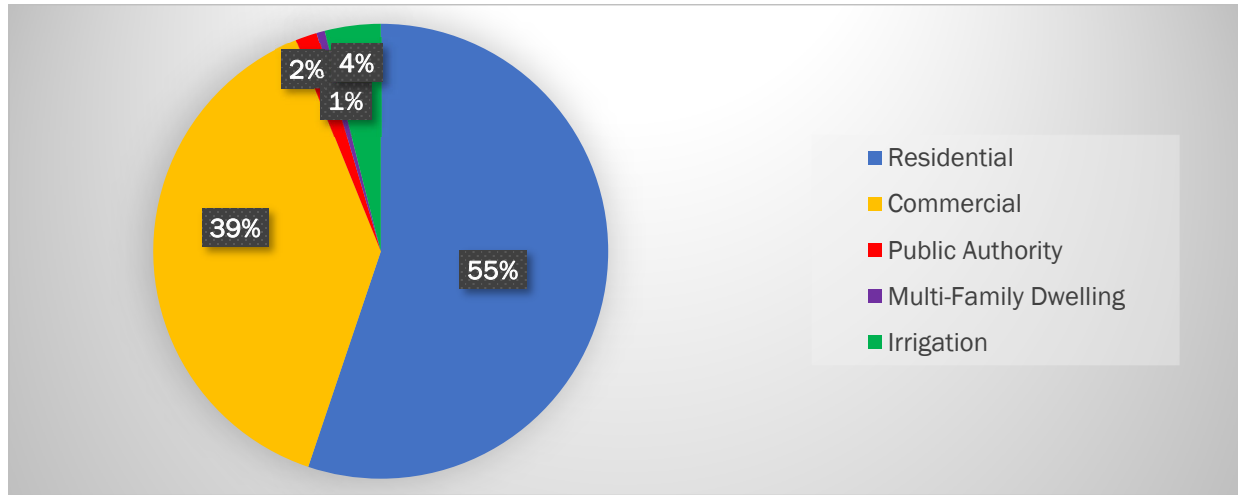


Table 3-2 provides an overview of the historical per capita water usage for the City from calendar year 2015 through 2020. Population based on Department of Finance (DOF) Population and Housing Estimates for Cities 2011-2020.

Table 3-2: Historical Per Capita Water Usage			
Calendar Year	Population ¹	Gross Per Capita Water Use (GPD/Person)	Residential Per Capita Water Use (GPD/Person) ²
2020	8,081	106	66
2019	7,769	98	62
2018	7,586	121	54
2017	7,335	117	53
2016	7,304	116	54
2015	7,266	118	54
2014	7,219	137	66
2013	7,167	121	72
2012	7,109	121	77
2011	7,070	113	72
2010	7,080	113	71
2009	7,018	111	69

Notes:

1. Population based on California Department of Finance Table E-4 and E-5.
2. Includes residential and multi-family usage only.

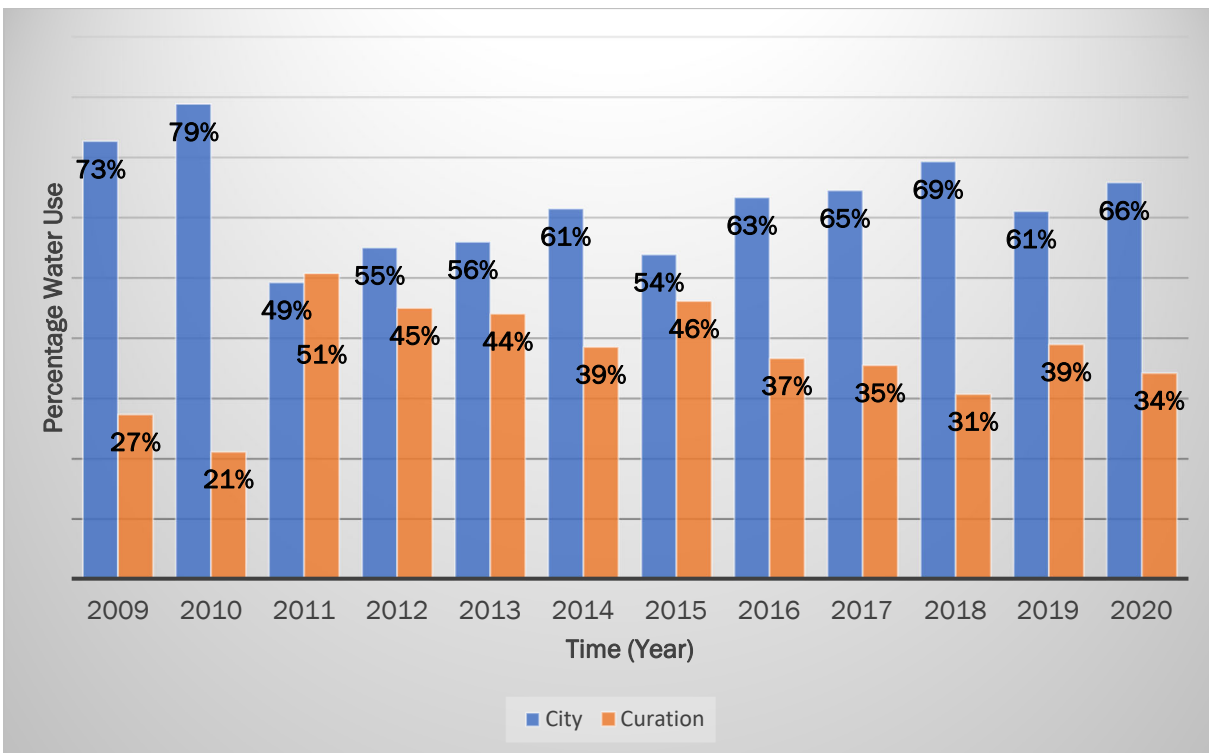
3.1.1 Curation Historical Water Demand

Table 3-3 below provides an overview of Curation’s historical water usage for all onsite water meters from 2009 to 2020.

Table 3-3: Curation Historical Average Daily Water Use										
Calendar Year	Usage (GPD)									Total ADD
	CUR 1	CUR 2	CUR 3	CUR 4	CUR 6	CUR 7	CUR 8	CUR 9	CUR 10	
2020	297	400	57,483	23	2,504	27,770	121	124,496	0	213,094
2019	291	621	25,053	23	3,082	27,862	109	111,436	184	168,661
2018	477	1250	189,568	20	6,134	29,520	86	178,473	59	405,588
2017	455	730	204,372	59	18,233	31,758	88	131,740	59	387,495
2016	449	547	226,189	68	26,096	36,183	37	93,465	64	383,097
2015	363	844	228,406	6	14,870	43,218	31	93,635	64	381,437
2014	447	721	229,900	10	22,711	40,947	20	102,421	47	397,224
2013	348	3,635	239,524	12	32,312	29,881	20	3,648	NA	309,380
2012	303	7,138	235,745	57	40,339	28,395	33	NA	NA	312,010
2011	289	7,611	214,981	51	32,963	32,488	18	NA	NA	288,402
2010	533	11,396	214,147	57	38,347	37,740	27	NA	NA	302,247
2009	547	19,389	204,802	137	30,209	45,567	12	NA	NA	300,663

Figure 3-2 provides a graphical representation of Curation’s average annual historical water usage versus overall City usage from 2009 to 2020.

Figure 3-2: Curation Annual Average Water Usage (2009 – 2020)



3.2 Existing Water Demand

To determine current Average Day Demand (ADD) conditions for the 2021 WMP update, customer usage from the City’s public water system statistics reports for calendar years 2015 through 2020 were reviewed. The billing information was used to estimate water usage and assign updated demands throughout the City. To remain consistent with the demand analysis completed for the 2015 Supplement Report, MKN averaged the last four years for water usage to determine the estimated ADD for the 2021 WMP.

Table 3-4: Current Average Day Demand Usage (MGD)						
Calendar Year	Residential	Commercial	Public Authority	Multi-family Dwelling	Irrigation	Total
2020	0.54	0.26	0.00	0.01	0.07	0.88
2019	0.49	0.22	0.03	0.01	0.04	0.78
2018	0.42	0.45	0.03	0.00	0.04	0.94
2017	0.40	0.43	0.03	0.00	0.02	0.88
4-Year Average						0.87

Based on the last four years of water usage the current ADD for the City was estimated to be 0.87 MGD (0.01 MGD less than the 2015 Supplemental Report value of 0.88 MGD).

3.3 Unaccounted Water

Based on comparison of historical annual production and consumption reports (provided by the City) not all water supplied to the distribution system generates revenue for the City. This water loss is commonly referred to as Non-Revenue Water and can generally be accounted for as part of a system wide water audit. Based on the American Water Works Association (AWWA) Manual of Water Supply Practices M36 - Water Audits and Loss Control Programs, non-revenue water includes unbilled authorized consumption, apparent losses, and real losses as defined below:

- Unbilled Authorized Consumption – Typically authorized consumption by the utility that does not generate revenue and consists of the following:
 - Unbilled Metered Consumption: Includes all uses that are metered but do not generate revenue for the utility. Such use is typically associated with metered operational uses by the water utility, such as flushing programs that utilize temporary meters to track usage.
 - Unbilled Unmetered Consumption: Includes authorized uses by the utility that are not metered including reservoir draining, water quality testing, flushing water mains (hydrant flushing), storm inlets, culverts and sewers, firefighting and training, fire flow tests performed by the utility, street cleaning, landscaping/irrigation in public areas, and construction sites in the City.
- Apparent Losses – The nonphysical losses that occur when water is successfully delivered to the customer but is not measured or recorded accurately, and consisting of the following:
 - Unauthorized Consumption: Consumption that is not explicitly or implicitly authorized by the utility, commonly known as water theft

- Customer Metering Inaccuracies: Inaccuracies in registering water consumption by retail customer meters.
- Systematic Data Handling Errors: Errors caused by accounting omissions, errant computer programming, data gaps, and data entry; inaccurate estimates used for accounts that fail to produce meter readings, and billing adjustments that manipulate billed consumption so as to generate a rightful financial credit in such a way that billed consumption does not reflect actual consumption.
- Real Losses – Physical water losses from the pressurized system (water mains and customer service connections) and the utility’s storage tanks, up to the point of customer consumption. In metered systems this is the customer meter, whereas in unmetered situations this is the first point of consumption (stop tap/tap) within the property.

Based on review of water production and consumption data (2009 to 2020), the City’s non-revenue water volume has ranged from 5% to 17% of total water produced annually as shown in **Table 3-8**.

Table 3-5: Non-Revenue Water					
Calendar Year	Production (AFY) ¹	Metered Water Delivery (AFY) ²	Unaccounted for Water (AFY)	Percentage	Notes
2020	1,070	985	85	8%	
2019	1,045	870	175	17%	
2018	1,189	1,052	137	12%	
2017	1,102	986	117	11%	
2016	1,119	968	151	13%	
2015	1,101	988	113	10%	
2014	1,123	1,109	14	1%	Obispo Well flow meter replaced
2013	956	975	-19	-2%	
2012	924	965	-41	-4%	
2011	886	895	-9	-1%	
2010	881	894	-13	-2%	CCWA Not Received
2009	916	871	45	5%	
Notes:					
1. Production values based on the City's annual reports to California DWR.					
2. Usage values based on water usage information provided by the City.					

In the previous sections, existing and future water demands were estimated for the City on an average annual basis. However, water use fluctuates notably according to time of day and with seasonal characteristics such as outdoor temperature and precipitation. For a typical community, seasonal demands are highest in July and August, and lowest in the months of January and February. However, the City is unique with peak water usage occurring during the fall-winter months as a result of Curation’s production processes. The three demand conditions used to assess the distribution system were average day demand (ADD), maximum day demand (MDD), and peak hour demand (PHD). Based on updated water usage information from the City for calendar years 2017 to 2020, the estimated existing water demand and associated peaking factors are identified in **Tables 3-6**.

Table 3-6: Existing Demands & Peaking Factors			
Demand Condition	Demand (MGD)	Peaking Factor	Source
Average Day	0.87	-	-
Maximum Day	1.82	2.1	Peaking factor from 2014 WMP
Peak Hour	3.04	3.5	Peaking factor from 2014 WMP

3.4 Future Water Demand

For the 2021 WMP update, it was assumed that population growth within the City would be attributed not only to the development of the Pasadera development, but would also include development of existing vacant lots within the City, as well as the occupation of existing unoccupied residences. Although build-out is assumed to occur within the next 20 years, actual build-out may occur earlier or later, as future decisions by the City may alter the ultimate boundaries, population, and water demands of the City.

To estimate the City’s build-out water demand, the General Plan, DJ Farms Specific Plan, and available information for planned residential and commercial projects were used to project future demands. These demands are summarized in **Table 3-7**. A future gross per capita water demand of 120 GPD was assumed for City unoccupied residential and vacant lots. This value is slightly less than the DJ Farms Specific Plan estimates, but provides a projected demand that is conservative compared to existing water usage.

Table 3-7: Future Water Demand			
Source	Population	Per Capita Demand (GPCD)	Average Day Demand (GPD)
Residential Development			
Pasadera Development (475 Remaining Units)	1,900	120	228,000
Escalante Meadows	51	120	6,120
11th and Olivera	22	120	2,640
Unoccupied Residential Dwellings	300	120	36,000
Vacant Developable R-1 Residential Lots	43	120	5,160
Vacant Developable R-2 & R-3 Residential Lots	160	120	19,200
Residential Development Subtotal			297,120
Commercial Development			
Beachside Cooling Facility (Years 2-10)			14,284
Future City Demand			311,404
Existing City Demand			868,270
Total Future Demand			1,179,673

The estimated future water demands and associated peaking factors for buildout are identified in **Tables 3-8**.

Table 3-8: Future Demands & Peaking Factors		
Demand Condition	Demand (MGD)	Peaking Factor
Average Day	1.18	-
Maximum Day	2.48	2.1
Peak Hour	4.13	3.5

4.0 EXISTING WATER SYSTEM OVERVIEW

This section provides an overview of the City's existing supply sources, storage facilities, booster pump stations, and distribution system pipelines.

4.1 Overview

There is one primary pressure zone within the City. Since the topography of the City is relatively flat, the City must rely on either elevated storage or pumping facilities to pressurize the City's water system to an adequate hydraulic grade. Water storage is primarily provided by Obispo Street Tank No. 1 and No. 2 with a total nominal storage of 2.5 MG. The Elevated Tank with total nominal storage of 0.1 MG is currently used only at night to meet nighttime demands and to improve circulation throughout the distribution system. During the nighttime hours, the Obispo Street Booster Pump Station can be called upon to supplement flows from the Elevated Tank. The Bonita Reservoir and booster pump station (total storage of 0.5 MG and an overflow elevation of 108 MSL) is currently offline and is not being used by the City. Detailed descriptions of the City's facilities are provided below.

4.2 Water Production Wells

The City currently operates two groundwater wells drawing from the Santa Maria Valley Groundwater Basin. The City has a current groundwater pumping limitation of 1,300 acre-feet per year for its developed water supply from Twitchell reservoir. The City also has unquantified prescriptive and appropriative groundwater rights. Until a water shortage is identified in the annual hydrogeologic report developed for the Twitchell management authority, the City does not have a defined limit on the amount of groundwater that may be pumped. In addition, as Pasadera develops there is approximately 25 acre feet of Twitchell Yield that will be transferred to the City. The Obispo Street Well, was constructed in 2008 and has a pumping capacity of 1,000 gpm. The second well is located within the Pasadera Development and has a pumping capacity of 1,000 gpm. There is also a dedicated 12-inch transmission pipeline from the Pasadera Well to the Obispo Tank Site. It should be noted that City has utilized several other wells in that past, but that those wells have been decommissioned because of water quality and/or operation issues. They include the 9th Street Well, 242 Obispo Well, 5th Street Well, and Tognazinni Well. **Table 4-1** provides a summary of the existing operating wells.

Description	Obispo Well	Pasadera Well
Year Installed	2008	2015 well bore, 2020 facility startup
Depth (feet)	750	940
Screened Interval (feet)	NA	570-930 BGS
Pump Horsepower	75	100
Capacity (GPM)	1,000	1000
Pump Head (feet)	NA	280
Standby Power	Yes	Yes
Water Quality Issues	Hardness	-

4.3 State Water Project

Since 1998, State Water Project (SWP) water has been imported into the Santa Maria Valley Groundwater Basin by the Central Coast Water Authority (CCWA) to provide supplemental water to the Oceano Community Service District, City of Pismo Beach, City of Guadalupe, City of Santa Maria, and Golden State Water Company. The City has a “Table A” allocation of 550 AFY, plus a drought buffer of 55 AFY to supplement the City’s water supply.² Each year, prior to the start of the calendar year, the California Department of Water Resources (DWR) evaluates the availability of water and determines the year’s allocation for each recipient. This allocation is adjusted each month as water availability conditions become known.

The long term reliability and allocations of State Water is not guaranteed. Many factors combine to affect SWP water delivery reliability. The primary factors affecting SWP supply availability include the availability of water at the source of supply in northern California, the ability to transport that water from the source to the primary SWP diversion point in the southern Delta, and the total user demand for that water. Typically, the amount of SWP supplied to users is less than their maximum Table A amounts, and can be significantly less in very dry years. **Table 4-2** below summarizes the SWP deliveries to Guadalupe from 2009 to 2020.

Table 4-2: State Water Deliveries to Guadalupe (2009-2020)					
Calendar Year	Total Table A Amount (AFY)	Delivery Requested by City (AFY)	Delivery Received (AFY)	% of Table A Amount Delivered (AFY)	% of Requested Delivery (AFY)
2020	605	595	222	37%	37%
2019	605	595	483	80%	81%
2018	605	527	318	53%	60%
2017	605	120	584	97%	487%
2016	605	120	279	46%	233%
2015	605	120	0	0%	0%
2014	605	180	11	2%	6%
2013	605	485	294	49%	61%
2012	605	605	415	69%	69%
2011	605	605	176	29%	29%
2010	605	455	0	0%	0%
2009	605	455	39	6%	9%

Every two years, DWR publishes a reliability study, summarizing the hydrological conditions related to the SWP and estimating short and long-term reliability of the system. In addition, the CCWA has prepared their 2020 Urban Water Management Plan (UWMP) that includes future SWP deliverables to the City based on a long-term average delivery projection, a five year consecutive drought delivery projection of 25% of Table A, and a worst-case delivery projection of 5% of Table A. The SWP projections are presented in **Table 4-3** below.

² The Table A allocation represents the theoretical maximum amount of water that can be delivered and is used to determine the proportional share of the SWP the facilities that may be deliverable to project participants

Delivery Projection (AFY)	2020	2025	2030	2035	2040	2045
Long Term Average Projection ¹	356	353	350	347	344	340
Five Year Drought Delivery Estimate (23% - 25% of Table A) ²	137	140	142	145	148	151
Lowest Allocation on Record Year 2014 (5% of Table A) ³	30	30	30	30	30	30
Notes:						
1. Per Table 4-3 of the Central Coast Water Authority final 2020 Urban Water Management Plan.						
2. Per Table 6-5 of the Central Coast Water Authority final 2020 Urban Water Management Plan.						
3. Per Table 6-4 of the Central Coast Water Authority final 2020 Urban Water Management Plan.						

It should be noted that for year 2021, the City of Guadalupe will only receive 5% of their 605 AFY allotment, which represents 30 AF total for 2021. This reduction in State Water allotment is due in part to continued drought conditions being experienced throughout California. MKN completed the supply and storage analysis (Sections 7 and 8) based on the delivery conditions identified in **Table 4-3** for long-term SWP delivery projections from CCWA,

4.4 Booster Pump Stations (BPS)

Due to the relatively flat topography of the City, there are no opportunities to provide pressure for the City’s water distribution system by placing storage tanks on nearby hillsides. Although the City does operate a small elevated storage tank, costs associated with constructing large volumes of elevated storage make constructing additional elevated storage prohibitive. The City therefore relies primarily on the Obispo booster pump station to pressurize and supply water to the distribution system.

4.4.1 Obispo Street Booster Pump Station

The Obispo Street BPS consists of three low flow (booster) pumps and three high flow (fire) pumps, all utilizing variable frequency drives (VFDs). The booster pumps feature a 2+1 configuration (two operational pumps, with one standby). The booster pumps alternate and are used to maintain system pressure and low system demand. The three fire pumps are used to meet all other system demands including fire-flow. Each booster pump has a rated capacity of 500 gpm at the design head of 115 feet and each fire pump has a rated flow of 1,750 gpm at a design head of 115 feet. Based on input from City’s Water Operation staff the Obispo Street BPS is regulated by an external pressure gauge to maintain a constant system pressure of no less than 70 psi. **Table 4-4** summarizes detailed information regarding each of the pumps.

Pump	Design Flow (GPM)	Design Head (Ft)	Impeller Diameter (In)	Motor (HP)	Standby Power
Low Flow (Booster) Pump (3) Berkeley B70137 (B3TPM)	500	115	6.25	20 each	Yes
High Flow (Fire) (3) Berkeley B6JPBMS	1,750	115	12.625	75 each	Yes

4.4.2 *Bonita Booster Pump Station*

The booster pump station at the Bonita Reservoir is currently offline due to condition issues associated with the Bonita Reservoir. Under normal operating conditions, the Bonita Reservoir and BPS were only operated during off-peak hours. The Bonita BPS is currently equipped with two pumps. The existing generator at Bonita is no longer in service and is in need of replacement. In 2011, the City performed an upgrade to the Bonita BPS and replaced the existing pumps with the same pumps installed at the Obispo Street BPS. **Table 4-5** summarizes detailed information regarding each of the pumps.

Table 4-5: Bonita Booster Pump Station					
Pump	Design Flow (GPM)	Design Head (Ft)	Impeller Diameter (In)	Motor (HP)	Standby Power
Booster Pump (2) Berkeley B3TPMS	500	115	6.25	20 each	Yes

4.5 Storage

The City has four storage facilities, but currently only utilizes three of the facilities for system storage and pressure. The first is the Obispo Tank No. 1 which receives water from the Obispo Well, and continually receives State Water on a 24-hour basis (when the SWP is online). The second is the Obispo Tank No. 2 and this tank receives water from the Pasadera Well. Both tanks are connected together to maintain a uniform water level between the two tanks. All water entering the distribution system is delivered to the Obispo tanks, which is then pumped into the distribution system through the Obispo Street BPS.

The third facility is the Elevated storage tank. This tank is operated during nighttime (off-peak) hours. The tank floats on the system (fills from the distribution system, through the Obispo Street BPS), and operates based on system pressure and a timer. The tank remains isolated during daytime hours with a solenoid-activated valve.

The fourth facility is the Bonita Reservoir, which is currently offline due to physical deterioration. **Table 4-6** summarizes detailed information regarding each tank.

Table 4-6: Existing Storage Facilities						
Tank	Status	Year Installed	Material	Nominal Capacity (gallons)¹	Diameter (feet)	Operational Height (feet)
Obispo Tank No. 1	Active	2006	Steel	1,790,000	100	30
Obispo Tank No. 2	Active	2018	Steel	730,000	64	30
Elevated Tank	Active	2007	Steel	110,000	30	139
Bonita Reservoir	Offline	1981	Steel	500,000	58	25
Notes:						
1. Nominal capacity includes the height of the tank from the floor to the overflow.						

4.5.1 *Distribution System Control*

The Obispo Reservoir level is controlled by telemetry and a level switch to fill the reservoir. When the Obispo Reservoir reaches a low level, the Obispo Well begins pumping to the reservoir where the well water is blended with

State Water, disinfected, and discharged to the distribution system. When the Obispo Reservoir reaches a specified fill level, the well and disinfection system shut off, but State Water continues to fill the reservoir. The elevated storage tank is controlled by system pressure, a timer, and a solenoid-activated valve. The Elevated Tank is allowed to fill and drain during the low demand hours (night). Water is provided to the Elevated tank from the distribution system, which is pressurized by the Obispo Street BPS. When in operation the Bonita Reservoir is controlled by a timer, level switches, and a solenoid-actuated valve. Like the Elevated Tank, the Bonita Reservoir was operated during nighttime hours to minimize storage time of the reservoir and to avoid nitrification and other issues associated with inadequate turnover.

4.6 Distribution and Transmission Pipelines

The existing distribution system contains over 18 miles of water mains ranging from 4-inch to 16-inch in size. The existing water supply, storage and distribution system is shown in **Figure 4-1**. An inventory of the existing water main distribution system by pipe size is summarized in **Table 4-7**.

Diameter (Inches)	Length	
	Feet	Miles
4	8,710	1.7
6	22,424	4.2
8	55,522	10.5
12	11,461	2.2
16	372	0.1
Undefined	660	0.1
Total	99,149	18.8

The existing distribution system is composed of a variety of pipe material and sizes. There is some cast iron pipe still in service that was installed in 1928. It is uncertain how much of the cast iron pipe is lined or unlined. The approximate lineal footage associated with each water main material is summarized in **Table 4-8**.

Material	Length	
	Feet	Miles
Asbestos Cement	19,581	3.7
Cast Iron	7,774	1.5
Galvanized	374	0.1
PVC	62,236	11.8
Steel	8,523	1.6
Undefined	660	0.1
Total	99,149	18.8

With the addition of the Pasadera Development, the City’s distribution system will be expanded to include seven miles of pipeline as shown in **Figure 4-2**.

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City of Guadalupe
2021 Water Master Plan Update

Figure 4-1:
Existing Water Distribution System



- Legend**
- Well (Production)
 - Tanks
 - 4" or less
 - 6"
 - 8"
 - 16"
 - 12"
 - City Limits



1 inch:1,000 feet



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City of Guadalupe 2021 Water Master Plan Update

Figure 4-2:

Future Water Distribution System

Legend

- Well (Production)
- Tanks
- 4" or less
- 6"
- 8"
- 16"
- 12"
- City Limits



1 inch:1,000 feet



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5.0 DESIGN CRITERIA

This section summarizes the criteria that was used as a basis for analyzing the system’s adequacy to provide for existing and build-out demands.

5.1 Supply Facilities

Adequacy of the City’s water supply was assessed based on the ability of the City’s annual allocations to meet existing and future demands. A redundancy assessment was performed to evaluate the ability to meet system demands in the event of a system failure. It is recommended that the City’s supply be able to meet MDD under any of the following scenarios:³

- All water supplies intact
- Reduced and/or no State Water supply
- The largest groundwater well is out of service

5.2 Storage Facilities

To analyze the adequacy of a system’s storage facilities, three criteria are typically considered: fire storage, emergency storage, and equalization (or operational) storage. These are defined in the following sections.

5.2.1 *Equalization Storage*

Equalization storage (also known as operational storage) is the volume of storage required meet short-term peak daily demands that are in excess of production, ideally without using water maintained for emergency or fire storage. Equalization volume criteria for this report are based on the recommendations found in the AWWA Water Distribution Systems Handbook⁴ as summarized in the table below:

Table 5-1: Typical Values for Equalization Volume	
Type of Operation	Equalization volume needed as a fraction of MDD
Constant pumping	0.10 – 0.25
Follow demand (constant speed)	0.05 – 0.15
Off-peak pumping	0.25 – 0.50
Variable speed pumping	0

The City’s current water production operation can be described as “follow demand (constant speed)”. The well pumps turns on when Obispo Street tank level drops below a set point. The State Water is delivered at a constant

³ It is good practice for a water distribution system that relies primarily on groundwater to have capacity to meet at a minimum its MDD with its largest well out of service. (AWWA Water Distribution Systems Handbook, Mays, 2000).

⁴ American Water Works Association, 2000, Water Distribution Systems Handbook, Mays.

rate throughout the day. Based on this, a conservative factor of 0.15 from **Table 5-1** was used for equalization storage requirements.

5.2.2 Fire Storage

Fire storage is the volume of storage recommended to meet fire-flow requirements for the duration of the event. Fire flow requirements are set by the City of Guadalupe and are based on land use. The following fire-flow requirements were used as the criteria for this study, based on direction from City staff.

Table 5-2: Fire Flow Requirements		
Land Use	Required Flow (gpm)	Duration (hours)
Existing Residential	1,000	1
Existing Commercial	2,500	2
Site Specific Fire Flow Requirements²		
Beachside Cooling	1,500	4
Mary Buren School	1,750	3
Kermit McKenzie School	3,750	3
Curation	3,250	3
Minimum Flow with Fire Sprinklers³		
New Residential	1,000	1
New Commercial	2,000	2
New Industrial	2,000	2
Notes:		
1. Existing fire flows per City's 2014 Water Master Plan.		
2. Per 2019 California Fire Code Appendix B, direction by City Engineering Department and Fire Department staff.		
3. Based on 2019 California Fire Code Appendix B Tables B105.1(2) and B105.2.		

The fire storage requirement for the City should be based on the most stringent requirement, which is the City's requirement for the Kermit McKenzie School. A 3,750 gpm fire-flow rate for a duration of three hours requires a minimum fire storage volume of 675,000 gallons.

5.2.3 Emergency Storage

Emergency storage is the volume of storage recommended to ensure ongoing supply in the event of a water supply emergency. Typically, the emergency storage requirement is calculated by multiplying the population by 50 gallons per day for three days.

5.2.4 Booster Pump Stations

The primary source of system flow and pressure is provided by the Obispo Street BPS. The BPS was simulated in the model as described in Section 4 and the ability to provide flow and pressure was evaluated through the hydraulic model. The fire-flow scenarios represent the greatest requirements for the BPS, which simulate a fire demand during MDD conditions. During future conditions, these demands also include City infill areas and the Pasadera Development. The model scenarios assume up to three fire pumps running.

5.3 Distribution Pipelines

To analyze the adequacy of the distribution pipelines, the following criteria was used:

- During ADD the system was assessed assuming a maximum allowable flow velocity of 5 fps during ADD and a minimum pressure of 40 psi. Maximum allowable system pressures were limited to 80 psi. Additionally, headloss was limited to 10 ft per 1,000 feet of pipe
- During MDD+FF conditions, the system was assessed assuming a minimum residual pressure of 20 psi and maximum velocities of 5 fps.
- During PHD, the system was assessed assuming a maximum allowable flow velocity of 10 fps and a minimum system pressure of 30 psi.

5.4 Criteria Summary

Table 5-3 provides a summary of the design criteria used to determine the system deficiencies and recommended improvement for the WMP update.

Table 5-3: Hydraulic Evaluation	
Scenario	Criteria
Maximum Day Demand Factor	2.1 times ADD
Peak Hour Demand Factor	3.5 times ADD
Fire-flow Requirements	Existing Residential: 1,000 GPM Existing Commercial: 2,500 GPM Site Specific Fire Flow Requirements¹ Beachside Cooling: 1,500 GPM Mary Buren School: 1,750 GPM Curation: 3,250 GPM Kermit McKenzie School: 3,750 GPM Minimum Flow with Fire Sprinklers New Residential: 1,000 GPM New Commercial: 2,000 GPM New Industrial: 2,000 GPM
ADD Minimum Service Pressure	40 psi
MDD Minimum Service Pressure	30 psi
PHD Minimum Service Pressure	30 psi
MDD plus Fire-flow Minimum Residual Pressure	20 psi
ADD Pipeline Velocity	< 5 fps
MDD plus Fire-flow Pipeline Velocity	< 10 fps (< 15 fps near fire demand)
PHD Pipeline Velocity	< 10 fps
Notes:	
1. Per 2019 California Fire Code Appendix B, direction by City Engineering Department and Fire Department staff.	

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6.0 HYDRAULIC MODEL DEVELOPMENT

The section provides an overview of the existing water system hydraulic model and update for this project.

6.1 Initial Model Development

For the original 2014 WMP, a hydraulic model was prepared using WaterCAD software (by Bentley Systems) to simulate the operation of the water system. WaterCAD incorporates the Hazen-Williams formula as a basis for calculating flow distributions and pressures throughout the water system. MKN updated the existing hydraulic model per atlas map updated provided by City staff and current public improvement plans for the Pasadera Development. **Table 6-1** identifies the Hazen-Williams pipe roughness factors that were applied to the water distribution system within the model.

C-Factor	Material
23	Cast Iron (Installed 1928)
40	Cast Iron (Installed 1929-1960)
60	Cast Iron (Installed 1960-1975)
90	Galvanized Iron
100	Steel
135	Asbestos Cement
130-140	Polyvinyl Chloride

The model was used to evaluate average day, maximum day, peak hour demands, fire protection, water main capacity, and system pressures throughout the community under existing and build-out demand scenarios.

6.1.1 *Demand Allocation*

In order to apply a demand pattern within the model, water usage account information was provided by the City's water billing system. Each account was assigned to its corresponding Assessor's Parcel Number (APN), water usage was summarized per APN and water demand was assigned to the closest hydraulic model node within a proximity of the parcel. These demands were then adjusted by peaking factors Section 3.3 to develop the necessary modeling scenarios used to conduct the analysis. To model the phased impacts from the Pasadera Development several scenarios were developed to analyze the anticipated project development. During a project meeting (for preparation of the 2014 WMP) with Bethel Engineering, the following scenarios were developed to model the phased construction of the development:

- Pasadera Phase 1: Corresponding to 368 dwelling units at Pasadera Development and the City's existing population
- Pasadera Phase 2: Corresponding to 473 dwelling units at Pasadera Development and the City's existing population

- Pasadera Phase 3: Corresponding to 473 dwelling units at Pasadera Development and the City's future (build-out) population
- Pasadera Phase 4: Corresponding to 802 dwelling units at Pasadera Development and the City's future (build-out) population

The demands for Pasadera were developed assuming four persons per dwelling unit (per Pasadera Specific Plan) and 120 GPCD.

6.1.2 Model Scenarios

The following model simulations were completed as part of the WMP project to evaluate pipeline capacities to serve existing and future demands:

- Existing conditions with 1) existing system; and 2) existing system including capital improvements
 - Average Daily Demand
 - Maximum Day Demand
 - Maximum Day Plus Fire-flow
 - Peak Hour Demand
- Future conditions with 1) existing system; and 2) existing system including capital improvements
 - Average Daily Demand
 - Max Day Demand
 - Max Day Plus Fire-flow
 - Peak Hour Demand

To evaluate MDD plus fire flow conditions, MKN configured an automated system-wide fire flow analysis tool within WaterCAD. All nodes within the model were assigned with a required fire flow based on land use classification (**Table 5-2**). In addition, a minimum system-wide residual pressure of 20 psi was required during any fire flow event. When the simulation was performed, a single fire flow was simulated at each system node while checking that residual system-wide pressure remained greater than 20 psi. If the minimum residual pressure was not maintained at a specific node location, WaterCAD identified the available fire flow while maintaining 20 psi residential pressure. This reduction in fire flow was used to identify pipeline deficiencies.

6.1.3 Model Settings

Bonita Tank and BPS were not included in the model simulation because the facility is currently offline. The Elevated Tank was set as "inactive" in the model simulation because scenarios are based on daytime water usage conditions. Based on information provided by the City's water operations staff Elevated Tank is used during the night to meet lower demands conditions. Adequacy of the existing wells and storage facilities to meet existing and future demands are discussed in Sections 7 and 8.

To simulate the flow and pressure characteristics of the Obispo Street BPS, the manufacturer's pump curves for the booster and fire pumps were entered into the model and the pump on/off settings were adjusted for each scenario based on the required demand conditions. The BPS was modeled to maintain 65 psi on the discharge side of the pump station. The pump operation settings from the City's supervisory control and data acquisition (SCADA) system were used to simulate conditions for the pump flow and pressure in the hydraulic model. **Table 6-2** provides an overview of the pump settings from the City's SCADA system.

Table 6-2: Obispo Street BPS Pump Operations		
Pump Operation	SCADA Setting	Flow (GPM)
1 Low Flow Pump On	Flow Band A	250 - 400
2 Low Flow Pumps On ⁵	Flow Band B	400 - 800
1 High Flow Pump On	Flow Band C	800 - 1,400
2 High Flow Pumps On	Flow Band D	1,400 - 2,800
3 High Flow Pumps On	Flow Band E	2,800 - Max

The Obispo Street BPS was modeled to provide the required fire-flow during all existing and future MDD+FF scenarios for the City and Pasadera Development.

6.1.4 Model Calibration

MKN completed initial model calibration using fire flow testing data acquire for the 2014 WMP. A series of calibration runs were performed to determine how closely the computer model simulated actual field conditions. To accomplish this a series of four hydrant tests were conducted at various locations throughout the City. Static pressure was measured with a pressure gauge at the flowed and residual hydrant before each test. The hydrants were than equipped with a pitot measuring device and fully opened. While flowing, the pitot measurement and residual pressure were simultaneously recorded (taken at the same location as the static pressure). The static and residual pressure results of each test were compared when a similar flow and demand pattern was applied to the model. If the model predicted residual and static pressures within 5 psi, and residual pressures within 10 psi, the model was considered to be in reasonable agreement with field conditions. Overall, the fire flow and model results are within an acceptable range to consider the model to be calibrated.

⁵ Obispo Booster Station is a triplex pump system for both the low flow and high flow pumps, however the booster pumps are operated as duplex (2+1) with one pump for backup.

For the 2021 WMP, City staff provided recent hydrant flow test data to test the calibration of the existing hydraulic model. **Table 6-3** summarizes the updated calibration results. The hydrant flow test reports include the following information:

- Flowed hydrant with identification number and field flow
- Read hydrant with identification number, static pressure, and residual pressure during field test
- Hypothetical flow at 20 psi

Table 6-3: Hydrant Tests for Model Calibration							
Location	Flow Hydrant		Read Hydrant (Field Results)			Read Hydrant (Model Results)	
	Number	Flow (GPM)	Number	Static (psi)	Residual Pressure (psi)	Static (psi)	Residual Pressure (psi)
South Side Parking Lot McKenzie Jr High	McKenzie	817	65	62	32	67	54
		1,017			20	-	-3
Olivera St/Eleventh St	167	944	172	65	58	65	56
		2,581		-	20	-	-104
Tenth Street/Peralta St	181	944	183	61	58	64	63
		3,880			20	-	-281
1050 Peralta St	183	967	244	65	52	63	61
		2,100			20	-	-38
La Guardia/Gularte Ln	La Guardia/Gularte Ln	944	189	59	46	55	52
		1,709			20	-	-135

Notes:

- The flow at 20 psi during field conditions is a theoretical maximum flow based on extrapolating the actual field test data.
- It was assumed that 2 fire pumps are running during actual field tests and 3 fire pumps are running during the theoretical 20 psi scenario.
- Hydrant 65 is assumed to be located at the intersection of Highway 1 and West Main St.
- Hydrant 189 is assumed to be located at the intersection of La Guardia Ln and Gularte Ln.
- The pressure sustaining valve was assumed to be set at 70 psi.

It should be noted that the hypothetical flow at 20 psi only identifies the maximum fire flow at the flowed hydrant based on the characteristics of the hydrant and does not consider negative pressure impacts through the water distribution system. The higher flow rates are not representative of actual fire flow availability. Fire Flow testing results provided by the City are included in Appendix A.

7.0 ABILITY OF SYSTEM TO MEET EXISTING DEMANDS

The section includes an evaluation of the City’s existing water supply, storage and distribution system to serve existing demands.

7.1 Sources of Supply

The City’s existing water supply consists of two sources – groundwater from the Santa Maria Valley Groundwater Basin and imported water from the Coastal Branch of the State Water Project.

7.1.1 State Water Project Deliveries

As identified in Section 4.3, the long term reliability and allocations of State Water to the City are not guaranteed and have varied greatly depending on drought conditions. **Table 7-1** includes an evaluation of the City’s existing water supply sources to serve existing demands. This evaluation includes reduced and no State Water deliveries as described in Section 4.3.

Table 7-1: Water Supply Availability for Existing Demands					
SWP Supply (AFY)		Minimum Santa Maria Groundwater Basin Supply, Twitchell Allocation Only (AFY)	Total Supply (AFY)	Average Annual Demand (AFY)	Supply Surplus / (Deficit) (AFY)
Full Table A Allocation	605	1,300	1,905	973	932
Long Term Average Table A Allocation ¹	340	1,300	1,640	973	667
25% Table A Allocation ²	151	1,300	1,451	973	479
5% Table A Allocation ³	30	1,300	1,330	973	358
No Allocation	0	1,300	1,300	973	327
Notes:					
1. Per Table 4-3 of the Central Coast Water Authority final 2020 Urban Water Management Plan.					
2. Per Table 6-5 of the Central Coast Water Authority final 2020 Urban Water Management Plan.					
3. Per Table 6-4 of the Central Coast Water Authority final 2020 Urban Water Management Plan.					

Assuming that the City can pump a minimum of 1,300 AFY from the Santa Maria Valley Groundwater Basin (not including unquantified prescriptive rights), supply allocations appear sufficient to meet existing demands, even with reduced or no State Water deliveries.

7.1.2 Groundwater Production Capacity

MKN reviewed the ability of the City’s groundwater production facilities to deliver water to the system and provide system redundancy. The adequacy of the existing production facilities to meet existing demands and provide redundancy is presented in **Table 7-2**. Criteria for redundancy requirements are summarized in Section 5. The assessment evaluates the City’s ability to meet existing MDD with any one supply facility out of commission. It is

recommended that the City be able to meet all three criteria. The remaining surplus or deficit is calculated for each criteria scenario.

Table 7-2: Ability of Production Facilities to Meet Existing Demands						
Criteria	Production Capacity (gpm)				Demands (gpm)	Surplus / (Deficit) (gpm)
	State Water Project	GW Supply Obispo St Well	GW Supply Pasadera Well	Total Supply	Existing MDD	
Reduced State Water Supply						
Meet MDD with all supplies (Full SWP Allocation)	375	1,000	1,000	2,375	1,266	1,109
Meet MDD with all supplies (Average Long Term SWP)	211	1,000	1,000	2,211	1,266	945
Meet MDD with all supplies (25% SWP)	94	1,000	1,000	2,094	1,266	828
Meet MDD with all supplies (5% SWP)	19	1,000	1,000	2,019	1,266	753
Meet MDD with all supplies (No SWP)	0	1,000	1,000	2,000	1,266	734
Largest Well Out of Service						
Meet MDD with largest well out of service (Full SWP Allocation)	375	0	1,000	1,375	1,266	109
Meet MDD with largest well out of service (Average Long Term SWP)	211	0	1,000	1,211	1,266	(55)
Meet MDD with largest well out of service (25% SWP)	94	0	1,000	1,094	1,266	(172)
Meet MDD with largest well out of service (5% SWP)	19	0	1,001	1,020	1,266	(246)
Meet MDD with largest well out of service (No SWP)	0	0	1,002	1,002	1,266	(264)

Based on the evaluation completed in **Table 7-2**, the City has sufficient production capacity to serve existing MDD demands with no State Water delivery and both active production wells in service. However, with the recent failure of the Tognazzini Well the City does not have sufficient production redundancy to meet the existing MDD with the Obispo Well or the Pasadera Well offline unless the City received their full State Water Allocation, which is not guaranteed. It is recommended that the City consider the construction of a third production well to provide production redundancy.

7.2 Storage Facilities

The City has three active water storage facilities in operation including the Obispo Tank No. 1, Obispo Street Tank No. 2, and the Elevated Tank. However, the City is evaluating the feasibility of decommissioning the Elevated Tank because of extensive maintenance required to keep the facility in service. A fourth water storage facility, Bonita Reservoir, is currently out of service due to degraded physical condition. The Bonita Reservoir have a total storage volume of 0.50 MG, but was not considered as available storage for the purposes of this assessment. The existing available storage volumes are summarized in **Table 7-3** below and assumes “available volume” to be 10 feet from the bottom of the tanks to the high water level of the tanks.

Tank	Base Elevation (ft) ¹	Top of Tank Outlet (ft) ²	Overflow Elevation (ft) ³	Nominal Volume (MG)	Available Volume (MG) ⁴
Obispo Tank No. 1	91.22	93.22	121.72	1.79	1.20
Obispo Tank No. 2	91.22	93.22	121.72	0.73	0.49
Elevated Tank	-	-	-	0.10	0.10
Total				2.62	1.80
Notes:					
<ol style="list-style-type: none"> 1. Elevation based on Obispo Street Water Storage Tank No. 2 and DJ Farms Well plan set dated 2016. 2. Pipe elevation based on Obispo Street Water Storage and Booster Station plan set dated 2004. 3. Elevation based on Obispo Street Water Storage Tank No. 2 and DJ Farms Well plan set dated 2016. 4. For Obispo Tank No. 1 and No. 2 it was assumed that the bottom 10 feet was not usable for available storage as to provide sufficient suction head to operate the pumps in the Obispo BPS. 					

The storage evaluation to serve existing City demands is summarized in **Table 7-4** below. Definitions and descriptions of the criteria used for the various storage components, fire, emergency, and equalization, are contained in Section 5. According to the Water Distribution System Handbook⁶ if an agency has several supply sources with auxiliary power (standby generator), the requirement for emergency storage can be reduced and served by the supply source. For the purpose of the storage evaluation, it was assumed that the required emergency storage volume of 1.2 MG (50 gpcd x 3 days x 8,081 pp) could be served by one of the City’s existing supply wells, which are fitted with emergency generators.

Storage Type	Criteria	Storage Volume (Gallons)
Fire Storage	3,750 gpm x 3 hours	675,000
Equalization Storage	0.15 x MDD of 1.82 MGD	273,505
Emergency Storage	50 gpcd x 3 days x 8,081 pp	0 (Served by wells)
Total Recommended Storage		948,505
Total Available Physical Storage		1,796,762
Existing Surplus/(Deficit)		848,257

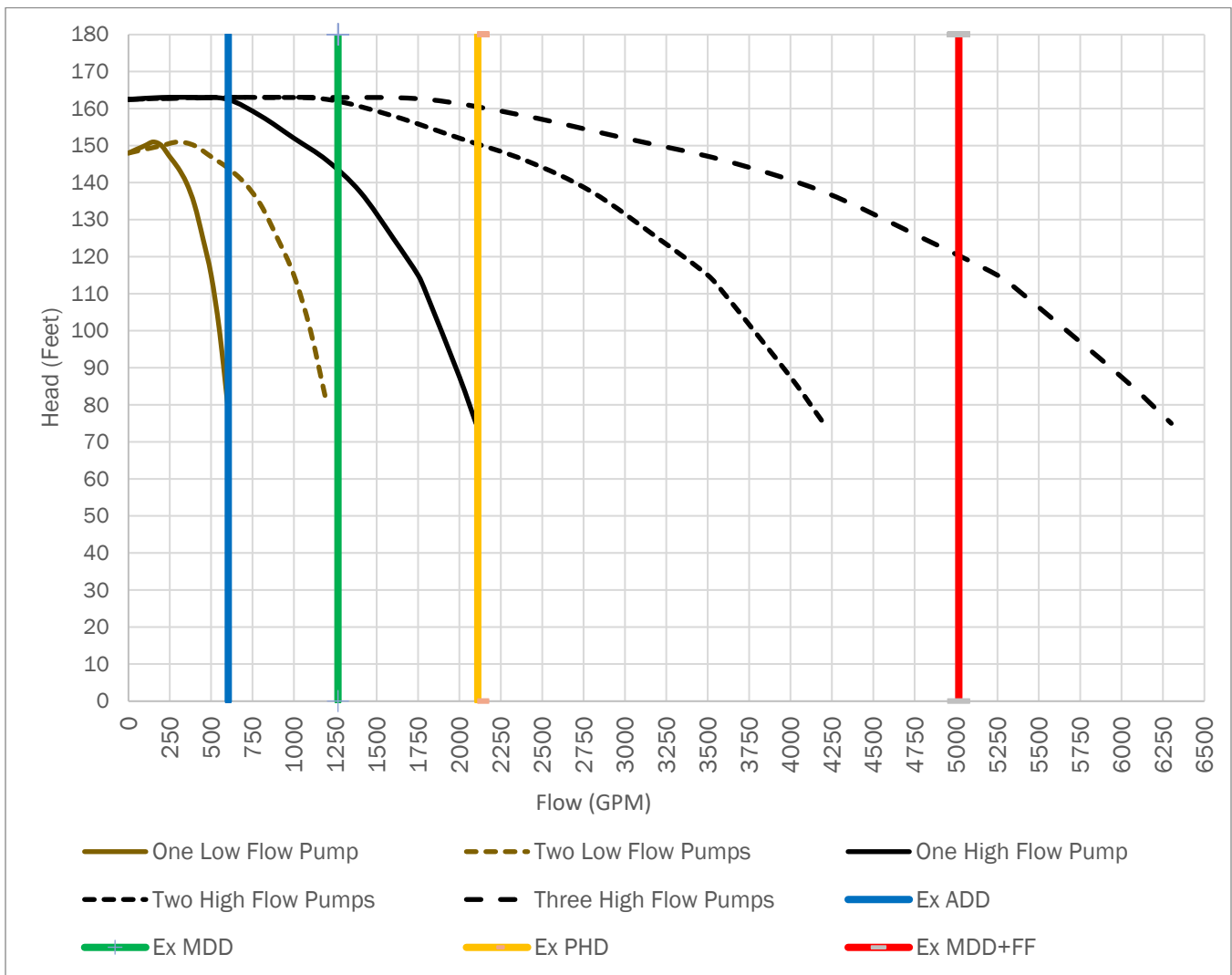
⁶ McGraw-Hill Handbooks 2000 Chapter 10 Section 10.6.3.3 Emergency Storage

Based on the available physical storage as identified in **Table 7-4**, the analysis suggests a storage surplus of approximately 0.8 MG based on existing City demand. The City has indicated that they will meet emergency storage requirements through groundwater pumping therefore no additional physical storage is recommended.

7.3 Booster Pump Station

The hydraulic modeling results indicate the existing Obispo Street BPS is sufficient to meet existing ADD, MDD, PHD, and MDD plus FF for the City. The Obispo Street BPS is sufficient to provide the required pressure and flow during future ADD, MDD and PHD conditions. The greatest demand requirement for the Booster Pump Station is realized during fire flow conditions, which is modeled as a fire during MDD conditions. **Figure 7-1** provides an overview of the pumping operations of the Obispo Street BPS to serve existing demands.

Figure 7-1: Obispo Street BPS Pump Performance for Existing Demands



The following observations about the pumping performance of the BPS were concluded based on results of the hydraulic model and **Figure 7-1**:

- Two low flow (booster) pumps could serve existing ADD with a discharge pressure of approximately 61 PSI at the pump station
- One to two high flow (fire) pumps could serve existing MDD with discharge pressures ranging from 61 to 70 PSI at the pump station
- Two to three high flow (fire) pumps could serve existing PHD with discharge pressures ranging from 65 to 70 PSI at the pump station
- Three high flow (fire) pumps could serve existing MDD plus Fire Flow with a discharge pressure of approximately 52 PSI at the pump station

Based on the above-described pump performance, the BPS can provide the minimum system and residual pressures throughout the system.

7.4 Distribution and Transmission Pipelines

The City's existing water distribution system contains over 18 miles of water mains ranging from 4-inch to 16-inch in size and a variety of pipe material and sizes. There is some cast iron pipe still in service that was installed in 1928. It is uncertain how much of the cast iron pipe is lined or unlined. For existing ADD, MDD and PHD conditions, the existing water distribution is sufficient to meet the pressure and flow requirements as defined in Section 5.

The existing demand deficiencies are based largely on the ability of the existing water distribution system to provide the required fire-flow throughout the City during MDD+FF simulations. **Figure 7-2** identifies the required fire flow based on land use (user type) and **Figure 7-3** identifies the available fire flow while maintaining 20 psi residual throughout the distribution system. Improvements were recommended for pipeline segments that could not meet the required fire flow.

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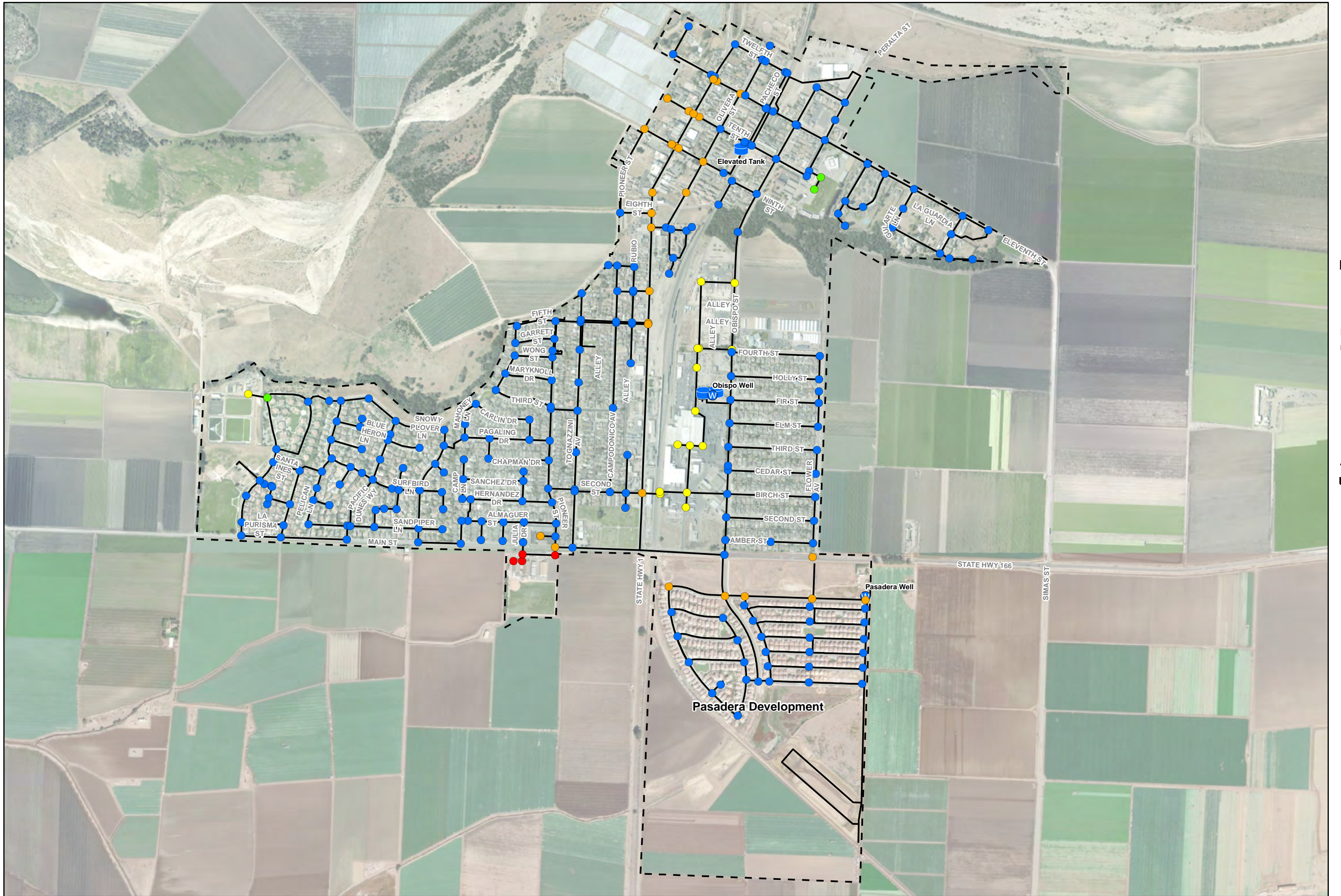
City of Guadalupe 2021 Water Master Plan Update

Figure 7-2:

Required Fire Flow Based on Land Use

Legend

- Fire Flow Needed (GPM)
 - 1000
 - 1750
 - 2500
 - 3250
 - 3750
- Well (Production)
- Tanks
- City Water Mains
- City Limits



1 inch:1,000 feet



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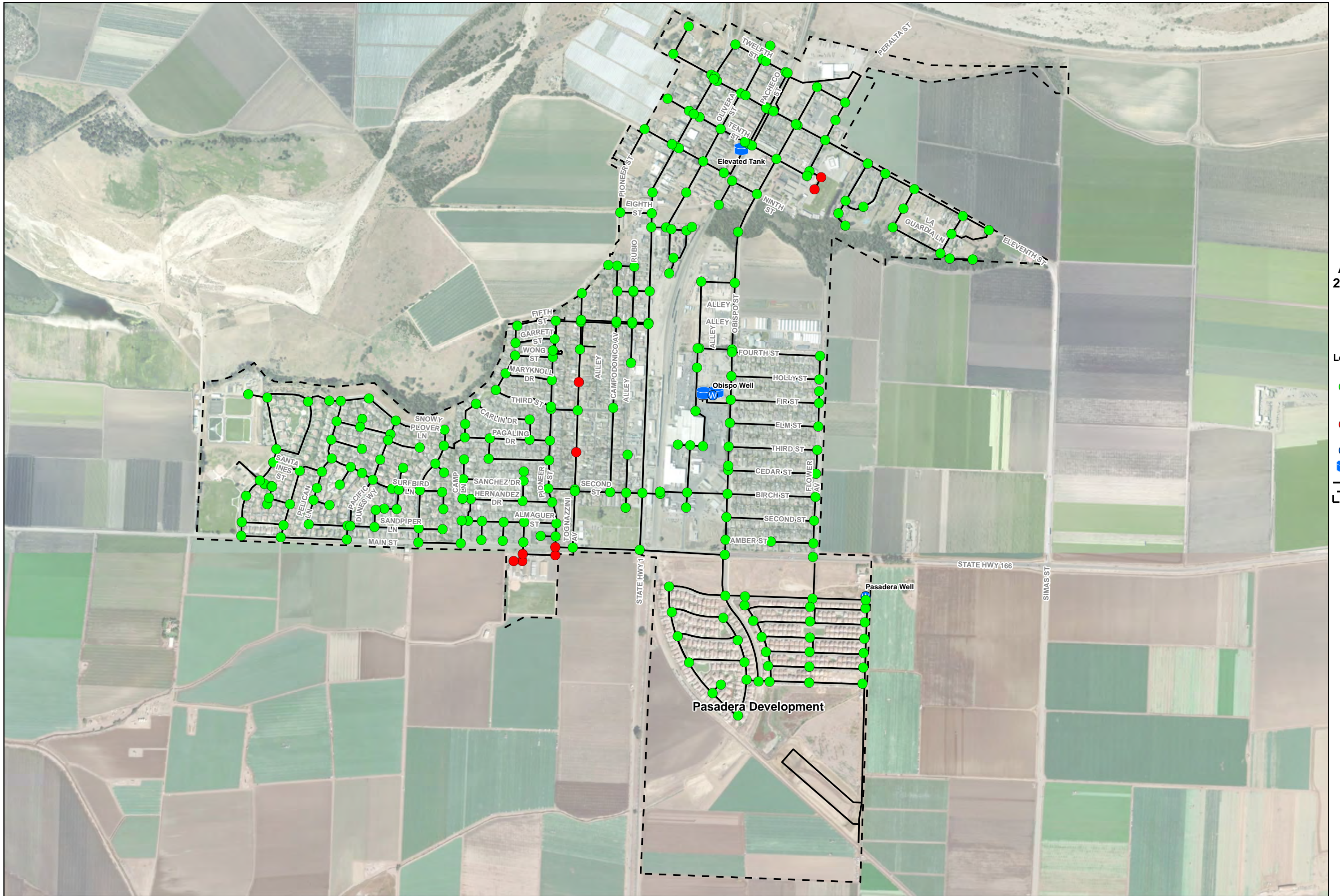
**City of
Guadalupe
2021 Water
Master Plan
Update**

Figure 7-3:

**Fire Flow
Availability at
20 PSI Residual
Pressure for
Existing
Demands**

Legend

-  Meets Minimum Fire Flow & Residual Pressure Requirements
-  Does Not Meet Minimum Fire Flow & Residual Pressure Requirements
-  Well (Production)
-  Tanks
-  City Water Mains
-  City Limits



1 inch:1,000 feet



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The results of the hydraulic analysis under existing demand conditions, deficient pipelines, and recommended improvements are presented in **Table 7-5**. It should be noted that some of the pipeline projects below will require an increase in ultimate pipe size and/or additional piping to serve future MDD+FF demands.

Table 7-5: Water Distribution System Deficiencies based on Existing Demand				
Project Name	Location	Existing Facility	Deficiency	Recommended Upgrade
Kermit Mckenzie Jr School Water Main Upgrade	Along West Main Street from Pioneer Street to Guadalupe Street	1,000 LF of 4-inch steel pipe	Fails 3,750 gpm fire-flow requirement. Model indicates 1,000 gpm available	Install 1,660 LF of 12-inch PVC pipe
	On Kermit Mckenzie Jr School property	660 LF of 8-inch PVC pipe		
Tognazzini Street Water Main Upgrade	Along Tognazzini Street from Second Street to Tognazzini Well	1,630 LF of 6-inch cast iron pipe	Fails 1,000 gpm residential fire-flow requirement	1,630 LF of 8-inch PVC pipe
Mary Buren Elementary School Water Main Upgrade	On Mary Buren Elementary School property	400 LF of 6-inch cast	Fails 1,750 gpm fire-flow requirement. Model indicates 950 gpm available	400 LF of 8-inch PVC pipe

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8.0 ABILITY OF SYSTEM TO MEET FUTURE DEMANDS

The section includes an evaluation of the City’s existing water supply, storage and distribution system to serve future demands.

8.1 Sources of Supply

The City’s existing water supply consists of two sources – the Santa Maria Valley Groundwater Basin and the State Water imported from the Coastal Branch of the State Water Project.

8.1.1 State Water Project Deliveries

As identified in Section 4.3, the long-term reliability and allocations of State Water to the City are not guaranteed and have varied greatly depending on drought conditions. **Table 8-1** includes an evaluation of the City’s existing water supply sources to serve existing demands. This evaluation includes reduced and no State Water deliveries as described in Section 4.3.

SWP Supply (AFY)		Minimum Santa Maria Groundwater Basin Supply, Twitchell Allocation Only (AFY)	Total Supply (AFY)	Average Annual Demand (AFY)	Supply Surplus / (Deficit) (AFY)
Full Table A Allocation	605	1,325	1,930	1,321	609
Long Term Average Table A Allocation ¹	340	1,325	1,665	1,321	344
25% Table A Allocation ²	151	1,325	1,476	1,321	155
5% Table A Allocation ³	30	1,325	1,355	1,321	34
No Allocation	0	1,325	1,325	1,321	4
Notes:					
1. Per Table 4-3 of the Central Coast Water Authority final 2020 Urban Water Management Plan.					
2. Per Table 6-5 of the Central Coast Water Authority final 2020 Urban Water Management Plan.					
3. Per Table 6-4 of the Central Coast Water Authority final 2020 Urban Water Management Plan.					

Assuming that the City can pump a minimum of 1,300 AFY from the Santa Maria Valley Groundwater Basin, and receives an additional 25 AFY of Twitchell Yield for Pasadera, supply allocations appear sufficient to meet future demands, even with reduced or no State Water deliveries. It should also be noted that City has additional prescriptive and appropriative water rights that could potentially also be made available to serve demands.

8.1.2 Groundwater Production Capacity

MKN reviewed the ability of the City’s groundwater production facilities to deliver water to the system and provide system redundancy. The adequacy of the existing production facilities to meet future demands and provide redundancy is presented in **Table 8-2**. Criteria for redundancy requirements are summarized in Section 5. The assessment evaluates the City’s ability to meet future MDD with any one supply facility out of commission. It is

recommended that the City be able to meet all three criteria. The remaining surplus or deficit is calculated for each criteria scenario.

Table 8-2: Ability of Production Facilities to Meet Future Demands						
Criteria	Production Capacity (gpm)			Total Supply	Demands (gpm)	Surplus / (Deficit) (gpm)
	State Water Project	GW Supply Obispo St Well	GW Supply Pasadera Well		Future MDD	
Reduced State Water Supply						
Meet MDD with all supplies (Average Long Term SWP)	375	1,000	1,000	2,375	1,720	655
Meet MDD with all supplies (Average Long Term SWP)	211	1,000	1,000	2,211	1,720	490
Meet MDD with all supplies (25% SWP)	94	1,000	1,000	2,094	1,720	373
Meet MDD with all supplies (5% SWP)	19	1,000	1,000	2,019	1,720	298
Meet MDD with all supplies (No SWP)	0	1,000	1,000	2,000	1,720	280
Largest Well Out of Service						
Meet MDD with largest well out of service (Full SWP Allocation)	375	0	1,000	1,375	1,720	(345)
Meet MDD with largest well out of service (Average Long Term SWP)	211	0	1,000	1,211	1,720	(510)
Meet MDD with largest well out of service (25% SWP)	94	0	1,000	1,094	1,720	(627)
Meet MDD with largest well out of service (5% SWP)	19	0	1,001	1,020	1,720	(701)
Meet MDD with largest well out of service (No SWP)	0	0	1,002	1,002	1,720	(718)

Based on the evaluation completed in **Table 8-2**, the City has sufficient production capacity to serve future MDD demands with no State Water delivery and both active production wells in service. However, the City does not have sufficient production capacity (redundancy) to meet the future MDD with the Obispo Well or the Pasadera Well offline and with/without State Water. It is recommended that the consider the construction of a third production well with a minimum pumping capacity of 800 - 1,000 gpm.

8.2 Storage Facilities

The storage evaluation to serve future City demands is summarized in **Table 8-3** below. Definitions and descriptions of the criteria used for the various storage components, fire, emergency, and equalization, are contained in Section 5.

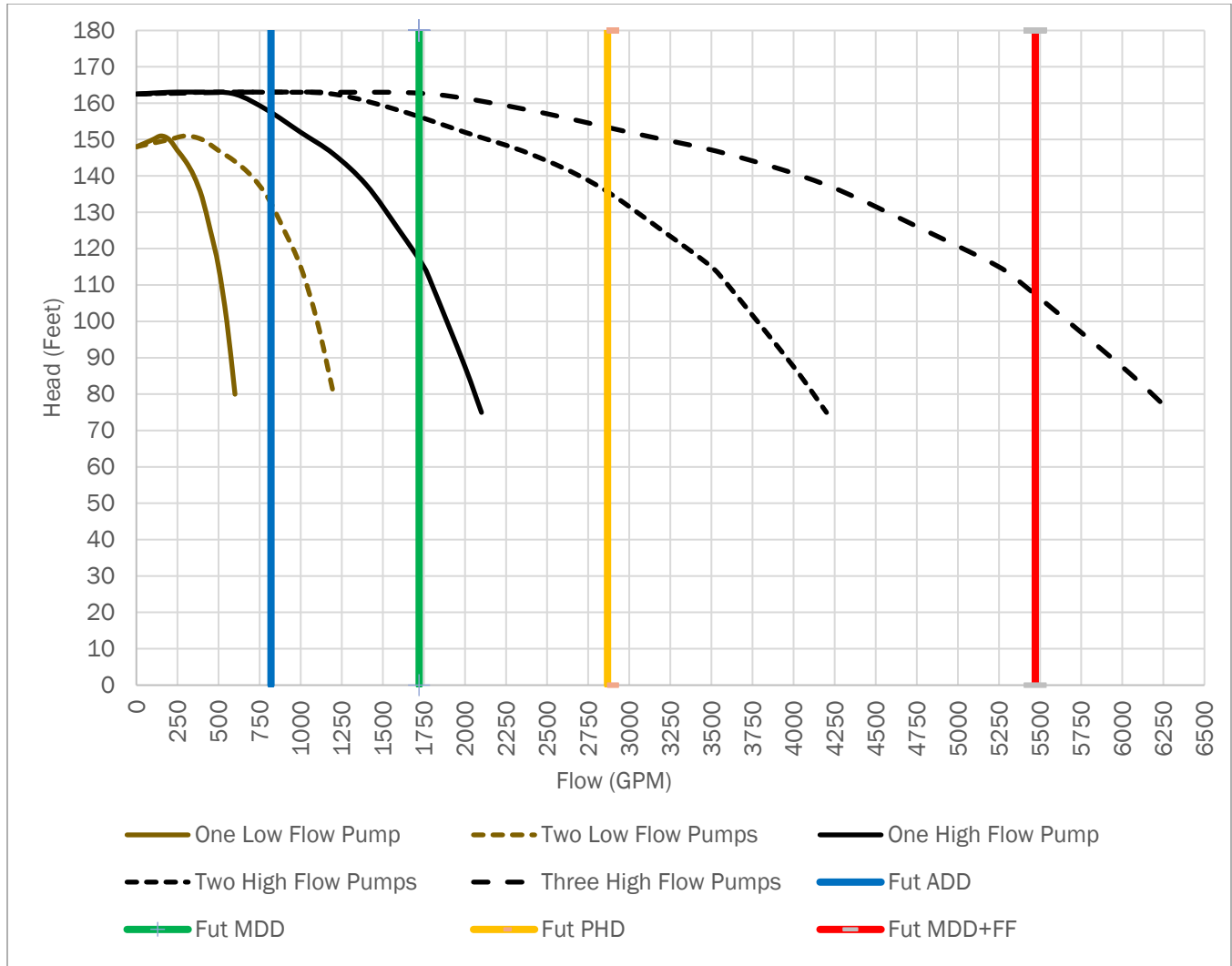
Table 8-3: Storage Evaluation for Future Demands		
Storage Type	Criteria	Storage Volume (Gallons)
Fire Storage	3,750 gpm x 3 hours	675,000
Equalization Storage	0.15 x MDD of 2.48 MGD	371,597
Emergency Storage	50 gpcd x 3 days x 10,556 pp	0 (Served by wells)
Total Recommended Storage		1,046,597
Total Available Physical Storage		1,796,762
Future Surplus/(Deficit)		750,165

Based on the available physical storage as identified in Table 8-3, the analysis suggests a storage surplus of approximately 0.75 MG based on future City demand. The City has indicated that they will meet emergency storage requirements through groundwater pumping therefore no additional physical storage is recommended.

8.3 Booster Pump Station

The hydraulic modeling results indicate the existing Obispo Street BPS is sufficient to meet future ADD, MDD, PHD, and MDD plus FF for the City and future development, including Pasadera. The Obispo Street BPS is sufficient to provide the required pressure and flow during future ADD, MDD and PHD conditions. The greatest demand requirement for the Booster Pump Station is realized during fire flow conditions, which is modeled as a fire during MDD conditions. **Figure 8-1** provides an overview of the pumping operations of the Obispo Street BPS to serve future demands.

Figure 8-1: Obispo Street BPS Pump Performance for Future Demands



The following observations about the pumping performance of the BPS were concluded based on results of the hydraulic model and **Figure 8-1**:

- Two low flow (booster) pumps or one high flow (fire) pump could serve future ADD with a discharge pressure of approximately 56 PSI and 67 PSI respectively at the pump station
- One to two high flow (fire) pumps could serve future MDD with discharge pressures ranging from 52 to 67 PSI at the pump station
- Two to three high flow (fire) pumps would be required to serve future PHD with discharge pressures ranging from 58 to 65 PSI at the pump station
- Three high flow (fire) pumps would be required to serve the existing MDD plus Fire Flow with a discharge pressure of approximately 48 PSI at the pump station. However, pressures below 20 PSI were observed at



Kermit Mckenzie School during a 3,750 gpm fire flow event. In addition, it should be noted that under this condition the three high flow pumps may be operating outside the manufacturer’s recommended operating range

It is recommended that the City consider completing a detailed assessment of the pump station to determine the feasibility and requirements to add a fourth pump to serve future demands.

8.4 Distribution and Transmission Pipelines

To analyze impacts to the existing water distribution system with the addition of future water demands the modeling scenarios were configured as follows:

- Additional future water demands were added to the existing system water demands
- Pipelines identified as being deficient to serve existing MDD+FF simulations were upsized as recommended in **Table 7-5**

For future ADD, MDD, PHD condition simulations the existing water distribution system is sufficient to meet the pressure and flow requirements as defined in Section 4. The future demand deficiencies are based largely on the ability of the existing water distribution system to provide the required fire-flow throughout the City during MDD+FF simulations. **Figure 8-2** identifies the available fire flow while maintaining 20 psi residual throughout the distribution system. Improvements were recommended for pipeline segments that could not meet the required fire flow as described in **Table 8-4**.

Table 8-4: Water Distribution System Deficiencies based on Future Demand				
Project Name	Location	Existing Facility	Deficiency	Recommended Upgrade
Curation Water Main Extension	Connection between waterline on Curation property to Obispo Street at Third Street	New connection	Fails industrial 3,250 gpm fire-flow requirement	Install 400 LF of 10-inch PVC pipe

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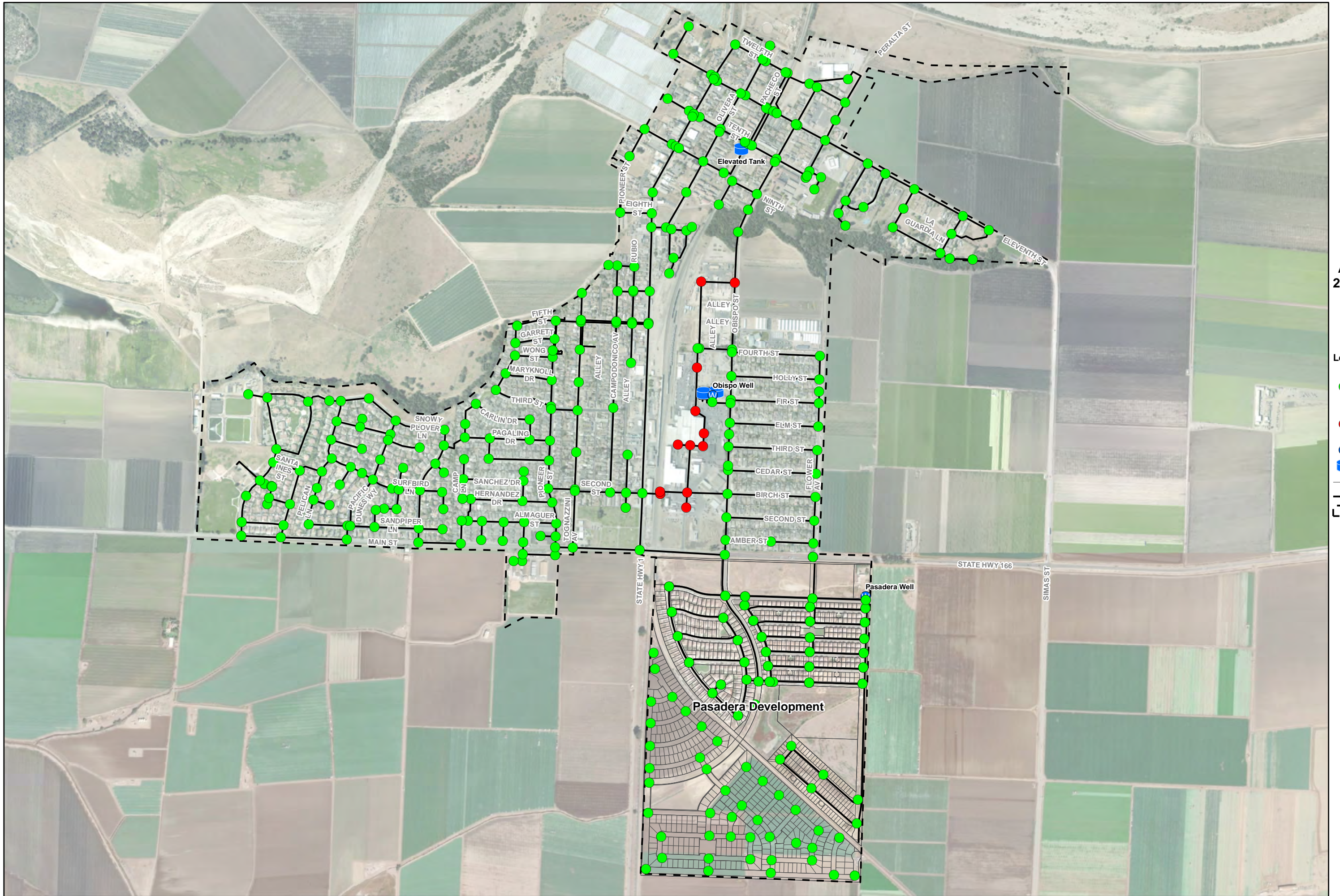
**City of
Guadalupe
2021 Water
Master Plan
Update**

Figure 8-2:

**Fire Flow
Availability at
20 PSI Residual
Pressure for
Future
Demands**

Legend

-  Meets Minimum Fire Flow & Residual Pressure Requirements
-  Does Not Meet Minimum Fire Flow & Residual Pressure Requirements
-  Well (Production)
-  Tanks
-  DJ_Farms
-  City Water Mains
-  City Limits



1 inch:1,000 feet



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9.0 RECOMMENDED IMPROVEMENTS

9.1 Capital Improvements Summary

Table 9-1 provides an overview of the recommended supply, storage, and distribution system improvements to serve existing and future demands.

Improvement	Estimated Project Cost
Supply	\$1,750,000
Storage	\$250,000
Distribution System (Fire Flow Deficiencies)	\$1,386,000
Total	\$3,386,000

In addition, Table 9-5 provides a recommended 10-Year capital improvement plan for completing the improvements.

9.2 Basis for Opinion of Probable Cost

Cost opinions for recommended project are based on the following assumptions:

Except where other data are available, cost opinions are generally derived from bid prices from similar water utility projects, with adjustments for inflation, size, complexity, and location.

- Construction cost opinions were developed in July 2021. Use 20-Cities ENR CCI July 2021 = 12237 to escalate estimated cost to present value
- Engineering, project administration, and construction management were estimated at 30 percent of total construction costs.
- Construction contingency was estimated at 30 percent of total construction costs.
- Cost opinions are “budget-level” and may not fully account for site-specific conditions or design decisions that will affect the actual costs.

The opinions of probable cost prepared by MKN represent our judgment and are supplied for the general guidance of the City. Assumptions have been included based on the information available at the time of preparation. Since MKN has no control over the cost of labor and material, or over competitive bidding or market conditions, MKN does not guarantee the accuracy of such opinions as compared to contractor bids or actual project costs. Pipeline costs are based on work in existing streets and include excavation, installation, backfill, pavement repair, normal appurtenances, traffic control and connection of existing service to new main. Table 9-2 contains the unit cost for the water infrastructure improvements recommended as part of this update.

Table 9-2: Construction Cost Criteria		
Item Description	Unit	Unit Cost
8-inch pipeline	Linear Foot	\$140
10-inch pipeline		\$150
12-inch pipeline		\$200
8-inch isolation valve	Each	\$2,800
10-inch isolation valve		\$3,900
12-inch isolation valve		\$4,400
New Storage	Gallon	\$2
Engineering, project administration, and construction management	-	30%
Construction Contingency	-	30%
Notes: 1. Pipeline costs are based on work in existing streets and include excavation, installation, backfill, pavement repair, normal appurtenances, and traffic control. 2. Water main upgrades within distribution system assumed installation of two new isolation valves at point of connections and pavement repair.		

9.3 Supply Sources

The City’s existing supply facilities include the State Water turnout and two groundwater wells. The City will have sufficient production capacity to meet future demand, however it is recommended that one additional production well and/or supply source with a total capacity of 1,000 gpm be developed in the future to provide production redundancy if either existing well is out of service. Recommended improvements for supply are included in **Table 9-3**.

9.4 Storage Facilities

As identified in Sections 7.2 and 8.2, the City has indicated that they will meet emergency storage requirements through groundwater pumping for existing and future demand conditions, therefore no additional physical storage is recommended. Based on discussions with City staff it is understood that the Elevated Tank is a historic and iconic symbol for the City, but may be taken out of service in the near future. Based on the analysis, the City would have a surplus in storage if the Elevated Tank is abandoned. In addition, since no additional physical storage will be required it is recommended that the Bonita Reservoir and pump station be demolished. Recommended improvements for storage are included in **Table 9-3**.

9.5 Booster Pump Station

Based on the pump performance evaluation completed in Section 8.3, it is recommended that the City consider completing a detailed assessment of the pump station to determine the feasibility and requirements to add a fourth pump to serve future demands. Recommended improvements for pumping are included in **Table 9-4**.

9.6 Distribution and Transmission Pipelines

For the water distribution system, the recommended improvements to address pipeline deficiencies under existing and future Maximum Day Demand plus Fire-flow conditions are shown in **Table 9-4**. It should be noted that several pipelines require additional upgrades to meet future MDD+FF demands and have been sized accordingly. The location of the proposed improvements described above are shown on **Figure 9-1**.

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Table 9-3: Capital Improvements to address Water Supply and Storage Deficiencies

Project	Improvement	Location	Deficiency	Recommended Improvement	Priority	Construction Cost (\$)	Engineering, Project Administration, and Construction Management (\$)	Contingency Cost (\$)	Opinion of Cost (\$)
Supply									
WSCIP-1	Well Siting Study	NA	City cannot serve existing/future demands with largest existing supply well offline	Initial study to determine location and capacity of new supply well	System Redundancy	\$0	\$150,000	\$0	\$150,000
WSCIP-2	New Supply Well	NA	City cannot serve existing/future demands with largest existing supply well offline	Construction of new supply well with 1000 gpm capacity to service existing and future demands	System Redundancy	\$1,000,000	\$300,000	\$300,000	\$1,600,000
Supply Subtotal									\$1,750,000
Storage									
STCIP-1	Demolition of Bonita Reservoir and BPS	Pioneer Street at Wong Street	Existing facilities are not in use and future storage is assumed to be constructed at the Obispo Street tank site	Demolition of existing reservoir and BPS	Operational	\$250,000	\$0	\$0	\$250,000
Storage Subtotal									\$250,000

Notes:

1. Costs rounded to the nearest \$1,000.
2. Engineering and Administration costs estimated at 30%.
3. Construction contingency estimated at 30%
4. Construction cost opinions were developed in July 2021. Use 20-Cities ENR CCI July 2021 = 12237 to escalate estimated cost to present value.
5. Bonita Reservoir cost estimate based on cost opinion from Bonita Tank, Booster Pump Station, and Tognazzini Waterline Assessment dated May 2014 and escalated to July 2021 dollars.

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Table 9-4: Capital Improvements to address Fire Flow Deficiencies

Project	Project Name	Location	Existing Facility	Deficiency	Recommended Improvement	Construction Cost (\$)	Engineering, Project Administration, and Construction Management (\$)	Contingency Cost (\$)	Opinion of Cost (\$)
WDCIP-1	Kermit Mckenzie Jr School Water Main Upgrade	Along West Main Street from Pioneer Street to Guadalupe Street	1,000 LF of 4-inch steel pipe	Fails school 3,750 gpm fire-flow requirement.	Install 1,660 LF of 12-inch PVC pipe	\$350,000	\$105,000	\$105,000	\$560,000
		At Kermit Mckenzie Jr High School	660 LF of 8-inch PVC pipe						
WDCIP-2	Mary Buren Elementary School Water Main Upgrade	On Mary Buren Elementary School property	400 LF of 6-inch cast	Fails 1,500 gpm fire-flow requirement. Model indicates 950 gpm available	Install 400 LF of 8-inch PVC pipe	\$138,000	\$42,000	\$42,000	\$222,000
WDCIP-3	Tognazzini Street Water Main Upgrade	Along Tognazzini Street From Second Street to Tognazzini Well	1,630 LF of 6-inch cast iron pipe	Fails residential fire flow requirement	Install 1,630 LF of 8-inch PVC pipe	\$240,000	\$72,000	\$72,000	\$384,000
WDCIP-4	Curation Water Main Extension	Connection between waterline on Curation property to Obispo Street at Third Street	New connection	Fails industrial 3,250 gpm fire-flow requirement	Install 400 LF of 10-inch PVC pipe	\$106,000	\$32,000	\$32,000	\$170,000
WDCIP-5	Obispo Street Booster Pump Station Assessment	Obispo Street Tank Site	Six pump system	Residual system pressures below 20 PSI during fire flow event at Kermit Mckenzie School and future demands	Complete a detailed assessment of the pump station to determine the feasibility and requirements to add a fourth pump to serve future demands.	TBD	\$50,000	\$0	\$50,000
-	Escalante Water Main Upgrade	Escalante Street	1,600 LF of 4-inch pipe	Substandard pipeline size based on current City design standard	Existing 4-inch water main to be upgraded to 8-inch by others in 2021-2023	\$0	\$0	\$0	\$0
Total									\$1,386,000

Notes:

1. Costs rounded to the nearest \$1,000.
2. Engineering and Administration costs estimated at 30%.
3. Construction contingency estimated at 30%.
4. Construction cost opinions were developed in July 2021. Use 20-Cities ENR CCI July 2021 = 12237 to escalate estimated cost to present value.
5. TBD = To be determined.

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Table 9-5: 5-Year Recommended Capital Improvements Program							
Item	Project Name	Opinion of Cost - July 2021	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Recommended CIP for Supply							
WSCIP-1	Well Siting Study	\$ 150,000	\$ -	\$ -	\$ 150,000	\$ -	\$ -
WSCIP-2	New Supply Well	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ 1,600,000
	Subtotal	\$ 1,750,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 1,600,000
Recommended CIP for Storage							
STCIP-1	Demolition of Bonita Reservoir and BPS	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -
	Subtotal	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -
Recommended CIP for Distribution							
WDCIP-1	Kermit Mckenzie Jr School Water Main Upgrade	\$ 560,000	\$ 560,000	\$ -	\$ -	\$ -	\$ -
WDCIP-2	Mary Buren Elementary School Water Main Upgrade	\$ 222,000	\$ -	\$ 222,000	\$ -	\$ -	\$ -
WDCIP-3	Tognazzini Street Water Main Upgrade	\$ 384,000	\$ -	\$ -	\$ 384,000	\$ -	\$ -
WDCIP-4	Curation Water Main Extension	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000	\$ -
WDCIP-5	Obispo Street Booster Pump Station Assessment	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ 1,386,000	\$ 610,000	\$ 222,000	\$ 384,000	\$ 170,000	\$ -
	TOTAL	\$ 3,386,000	\$ 610,000	\$ 222,000	\$ 534,000	\$ 420,000	\$ 1,600,000

Notes:

1. Costs rounded to the nearest \$1,000.
2. All costs shown in July 2021 dollars and no escalation factors are provided.
3. Construction cost opinions were developed in July 2021. Use 20-Cities ENR CCI July 2021 = 12237 to escalate estimated cost to present value.

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City of Guadalupe
2021 Water Master Plan Update

Figure 9-1:
Capital Improvements for Deficiencies Under Existing and Future Conditions



To be upgraded to 8-inch (by others) in 2021-2023

- Legend**
- WDCIP-1
 - WDCIP-2
 - WDCIP-3
 - WDCIP-4
 - Well (Production)
 - Tanks
 - Distribution System
 - City Limits



1 inch:1,000 feet



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Appendix A

City Fire Flow Testing

Hydrant Flow Test Report

Test Date 4/23/2021

Test Time 1:45 min

Location

Olivera St / Eleventh St, Guadalupe CA
93434
Hydrant 167

Tested by

Notes

Residual Hydrant #172 (4526 Eleventh St) - S:65,
R:58

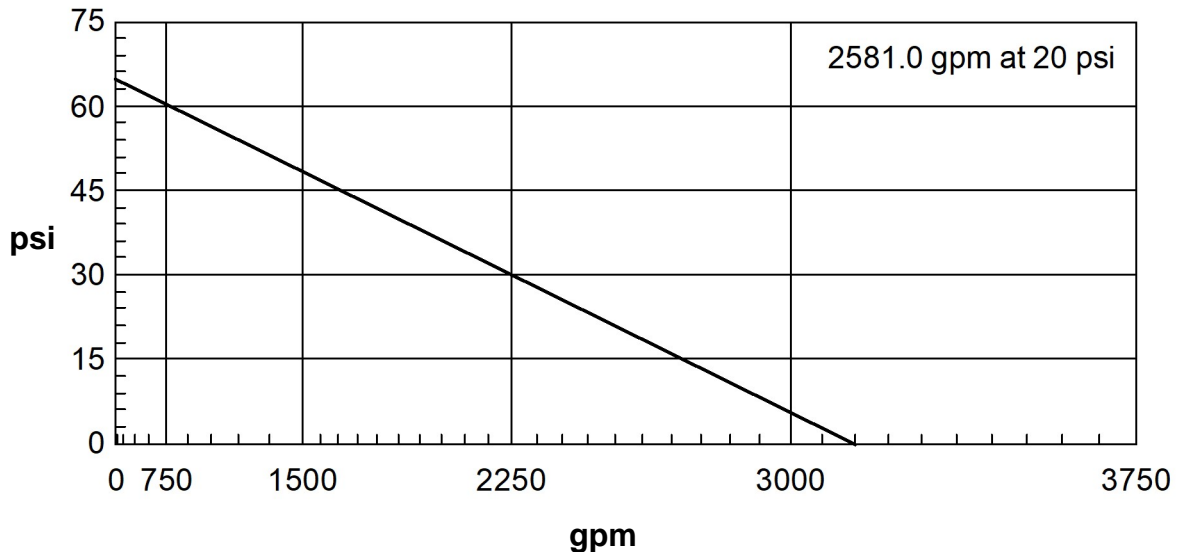
Read Hydrant

65 psi **static pressure**
58 psi **residual pressure**
70 ft **hydrant elevation**

Flow Hydrant(s)

Outlet	Elev	Size	C	Pitot Pressure	Flow
#1	2	2.5	0.80	40	944 gpm

Flow Graph



Hydrant Flow Test Report

Test Date 4/23/2021

Test Time 1:45 min

Location

Tenth St / Peralta St, Guadalupe CA 93434
Hydrant 181

Tested by

Notes

Residual Hydrant #183 (1050 Peralta St) - S:61, R:58

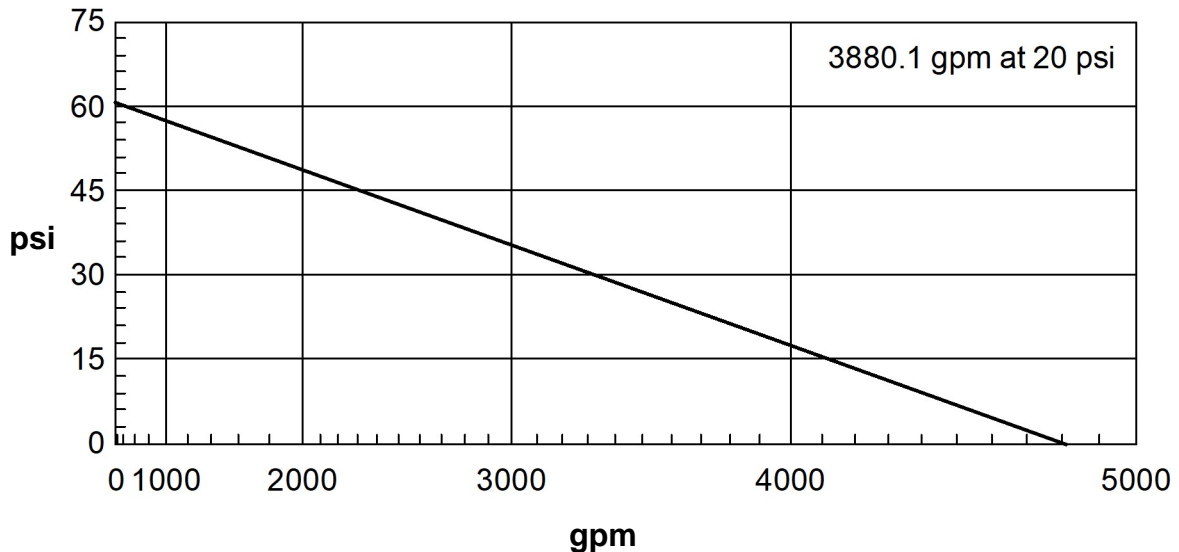
Read Hydrant

61 psi **static pressure**
58 psi **residual pressure**
76 ft **hydrant elevation**

Flow Hydrant(s)

Outlet	Elev	Size	C	Pitot Pressure	Flow
#1	2	2.5	0.80	40	944 gpm

Flow Graph



Hydrant Flow Test Report

Test Date 5/23/2021

Test Time 1:30

Location

1050 Peralta St, Guadalupe CA 93434
Hydrant 183

Tested by

Notes

Residual Hydrant# 244

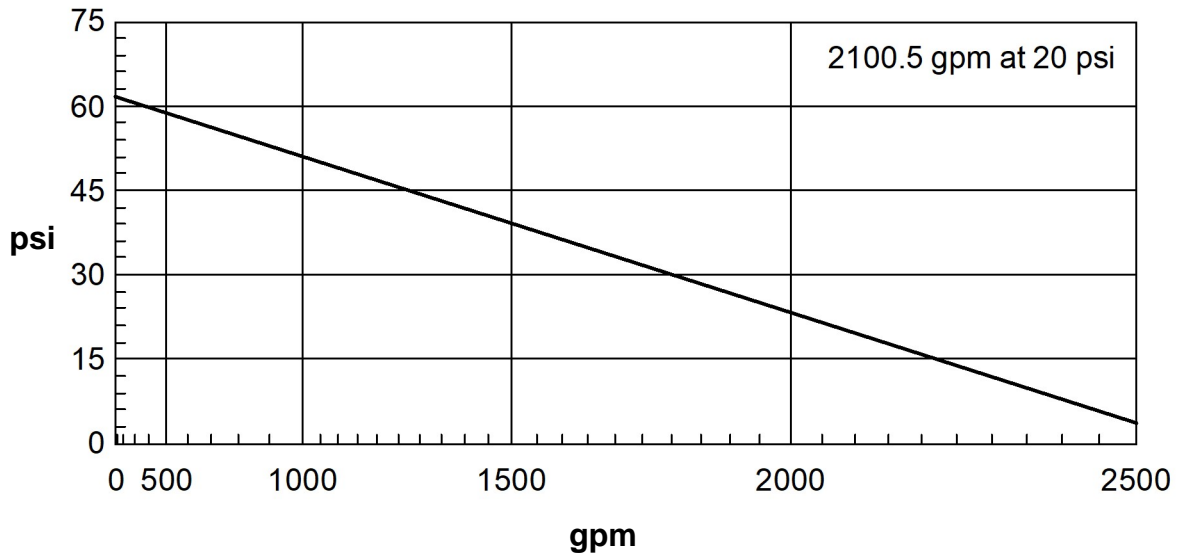
Read Hydrant

62 psi **static pressure**
52 psi **residual pressure**
74 ft **hydrant elevation**

Flow Hydrant(s)

Outlet	Elev	Size	C	Pitot Pressure	Flow
#1	2	2.5	0.80	42	967 gpm

Flow Graph



Hydrant Flow Test Report

Test Date 11/17/2018

Test Time 16:55

Location

La Guardia / Gularte Ln

Tested by

Patrick Schmitz

Notes

Hydrant 189
Test duration 00:03:05

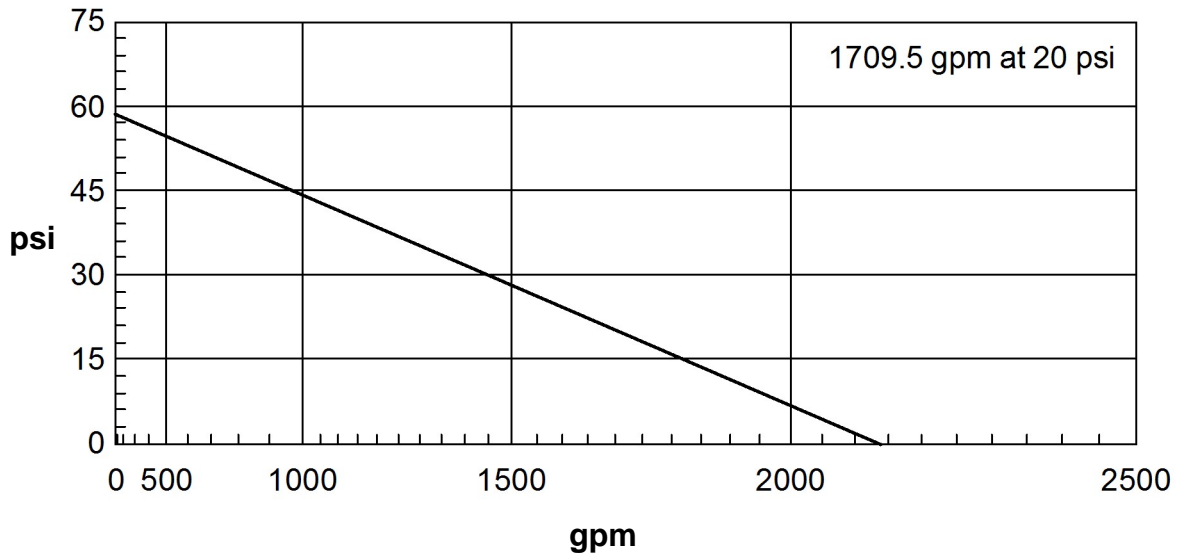
Read Hydrant

59 psi **static pressure**
46 psi **residual pressure**
70 ft **hydrant elevation**

Flow Hydrant(s)

Outlet	Elev	Size	C	Pitot Pressure	Flow
#1	2	2.5	0.80	40	944 gpm

Flow Graph



Hydrant Flow Test Report

Test Date 11/17/2018

Test Time 16:55

Location

South Side Parking Lot
McKenzie Jr. High

Tested by

Patrick Schmitz

Notes

Hydrant 65
Test duration 00:03:18

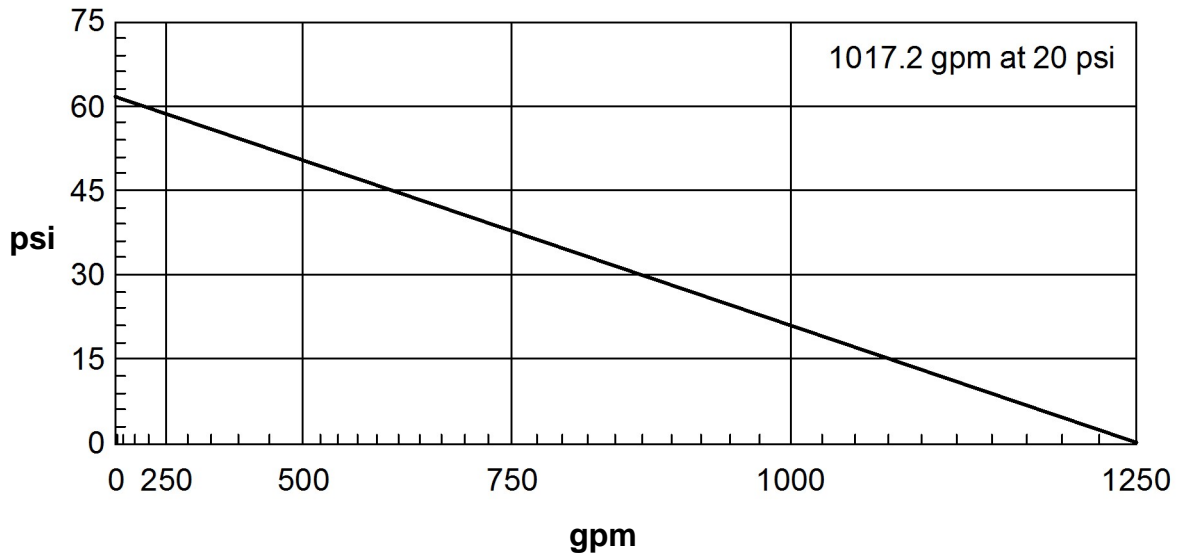
Read Hydrant

62 psi **static pressure**
34 psi **residual pressure**
80 ft **hydrant elevation**

Flow Hydrant(s)

Outlet	Elev	Size	C	Pitot Pressure	Flow
#1	2	2.5	0.80	30	817 gpm

Flow Graph





**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of October 26, 2021**

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: Consider entering into an agreement with Mr. William (Bill) Scott for independent contractor planning services.

RECOMMENDATION:

It is recommended the Council adopt Resolution No. 2021-83 authorizing the City to enter into a new Agreement for Planning Services with Mr. William (Bill) Scott.

BACKGROUND/DISCUSSION:

On September 22, 2020, the City entered into an agreement with Mr. William (Bill) Scott, a retired former Planner II with the City of San Jose and former Senior Planner for the City of Santa Maria who has now worked for the City of Guadalupe a little over one (1) year as a part-time independent contractor at the hourly rate of \$75 per hour. Since the current agreement with Bill Scott expired on September 22, 2021, the City Council must consider renewing the agreement. To assist in the Planning Department, Mr. Scott is willing to enter a contract through October 26, 2022. Mr. Scott is a very experienced planning professional with several years of experience in the profession and has done a phenomenal job this past year ensuring that the City receives quality planning services. His primary responsibilities included taking over all Pasadera related items from Mr. Larry Appel and processing of applications for accessory dwelling units (ADU's). This freed up Mr. Appel's time to work on other long-range planning efforts like updating the General Plan and the Zoning Ordinances.

Attached for Council consideration is the proposed agreement with Mr. Scott (see Attachment No. 2). The proposed agreement is essentially identical to the current agreement, except for a proposed negotiated hourly rate increase from \$75 per hour to \$80 per hour commencing on October 26, 2022, through October 26, 2022. In staff's opinion, it is in the City's best interest to continue with Mr. Scott based on his experience.

Options Available to the Council

1. The Council could approve the agreement as recommended;
2. The Council could direct that changes be made to the agreement; or
3. The Council could decide not to enter into the agreement.

If the City Council chooses the first option above, the new agreement will be effective on October 26, 2021, for a one-year term through October 26, 2022.

FISCAL IMPACT:

Mr. Scott's agreement calls for an hourly rate of \$80.00. With Mr. Scott, the City will continue to see a reduction to the City's General Fund for planning related services from years past. It should be noted that a significant portion of the charges for services noted in the contract would be offset by the planning fees the City collects. Additionally, the City will continue to collect a 35% overhead on all hours Mr. Scott's bills when working on reimbursable projects (applicant-paid projects).

ATTACHMENTS

1. Resolution No. 2021-83 "A Resolution of the City Council of the City of Guadalupe authorizing the City to enter into an agreement with William (Bill) Scott, for Independent Contractor Planning Services".
2. Standard Consultant Agreement between the City of Guadalupe and William (Bill) Scott

RESOLUTION NO. 2021-83

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH WILLIAM (BILL) SCOTT FOR INDEPENDENT CONTRACTOR PLANNING SERVICES

WHEREAS, the City of Guadalupe is still in need of supplemental professional planning services; and

WHEREAS, On September 22, 2020, the City entered a contract with Mr. William (Bill) Scott, a retired former Planner for the City of Santa Maria who has worked for the City of Guadalupe a little over one (1) year as a part-time independent contractor at an hourly rate of \$75 per hour; and

WHEREAS, Mr. William (Bill) Scott provides supplemental planning services for the City including matters related to the Pasadera project, processing applications for accessory dwelling units and other ministerial permit applications which frees up Contract Planning Director Mr. Larry Appel of Integrity Planning to work on more long-range planning efforts including updating the General Plan and the Zoning Ordinance; and

WHEREAS, Mr. William (Bill) Scott confirmed his interest to continue providing supplemental planning services for the City of Guadalupe at a negotiated newly hourly rate of \$80.00 per hour at approximately 10 hours per week commencing on October 26, 2021 through October 26, 2022, which agreement is attached to the staff report for this item as Attachment 2.

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

SECTION 1. The Agreement for Consulting Services between the City of Guadalupe and Mr. William (Bill) Scott, attached to the staff report for this item as Attachment 2, and incorporated in this resolution, is hereby approved.

SECTION 2. The Mayor is authorized to sign the Agreement with William (Bill) Scott on behalf of the City.

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, APPROVED AND ADOPTED at a regular meeting on the 26th 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. 2021-83** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 26, 2021 and that same was approved and adopted.

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Phillip Sinco, City Attorney

**AGREEMENT FOR CONSULTANT SERVICES
BETWEEN
THE CITY OF GUADALUPE
AND
WILLIAM (BILL) SCOTT**

THIS AGREEMENT FOR CONSULTANT SERVICES (the "Agreement") is made and entered into this 26th day of October 2021, by and between the CITY OF GUADALUPE, a municipal corporation ("City") and WILLIAM (BILL) SCOTT, a California ("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.

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) 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) 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.

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
 Guadalupe, CA 93434

To Consultant: William (Bill) Scott
 733 Laguna Avenue
 Santa Maria, CA 93454

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:

WILLIAM (BILL) SCOTT

By: William Scott
William Scott (Oct 18, 2021 10:02 PDT)
William (Bill) Scott

APPROVED AS TO FORM:

Phillip Sinco, City Attorney

ATTACHMENT A – Scope Service

Consultant will provide City with planning services like a fully trained planner, working in conjunction with the Contract Planning Director. Supervision of the Consultant will be through the City Administrator. Consultant will not maintain an office at the City as Consultant is an Independent Contractor and will maintain his own office, but Consultant will provide ministerial and discretionary planning services as needed to process Zoning Clearance applications, prepare California Environmental Quality Act (CEQA) documents, Categorical and General Exemptions as needed for privately submitted projects, or City projects. Consultant shall attend meetings and hearings, at the request of the City Administrator, as needed to perform the job of contract planner and communicate with staff and the public through electronic mail and telephonically. In general, the Consultant will not exceed 10 hours per week, unless working on a discretionary project (applicant reimbursable) or as otherwise requested by the City Administrator.

ATTACHMENT B – COMPENSATION

Contract Planner shall be compensated at the rate of Eighty (\$80.00) Dollars per hours.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of October 26, 2021

Todd Bodem

Prepared by:

Todd Bodem, City Administrator

SUBJECT: Extension of Deadline for Cannabis Business Permit Applications for Non-Retail Cannabis Businesses

RECOMMENDATION:

It is recommended that the City Council approve, by motion, an indefinite extension of time for the filing of cannabis business permit applications for non-retail cannabis businesses, to be ended after the City Council approves giving a 30-day notice of the new deadline.

BACKGROUND:

The City Council approved the City's Cannabis Business Permit Applications Procedure and Guidelines at its meeting on August 24, 2021. Thereafter, minor revisions were proposed by staff and approved by the City Council at its meeting on September 14, 2021. At that meeting, the Council also approved an application period for submission of retail and non-retail cannabis business permits to begin on October 1, 2021, and end on November 15, 2021.

DISCUSSION:

Since the commencement of the application period on October 1, 2021, staff has been contacted by various persons and/or entities interested in submitting applications for cannabis business permits, both for retail and non-retail cannabis businesses. Some of the persons/entities interested in submitting applications for non-retail cannabis businesses have informed the City of the difficulty (and even infeasibility) of being able to complete the necessary investigation and "due diligence" required for certain non-retail cannabis businesses by the current application deadline of November 15, 2021. This "due diligence" entails ensuring adequate water and power for the operation, and tenant improvements agreements with the property owner prior to leasing or purchasing property, which considerations are not as critical for retail operations.

Staff believes that the application deadline for non-retail cannabis business can be extended for an indefinite period to allow for these businesses to complete their "due diligence" without negatively impacting the applications of retail cannabis businesses. It is also in the City's best interests to allow additional time for non-retail cannabis businesses to submit applications since requiring them to comply

with the current November 15th deadline might cause these potentially beneficial businesses to forego submitting applications.

Staff does not believe there is a similar rationale for extending the deadline for applications for retail cannabis businesses, and therefore, does not recommend that the City Council do so.

Accordingly, staff is recommending that the City Council extend the application period to apply for a cannabis business permit to operate a distribution, manufacturing, testing lab, or cultivation (processing only) business for an indefinite time beyond November 15, 2021, and to continue until 30 days from when notice of a new deadline is approved by the City Council.

When it appears that enough time has transpired to allow non-retail cannabis businesses to have completed their “due diligence,” staff will request that the City Council direct that a 30-day notice of a new deadline for submission of applications be issued at a future meeting.

FISCAL IMPACT

None.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of October 26, 2021

Prepared by:
Emiko Gerber, Human Resources Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: Adoption of Classification and Salary Range for Recreation Services Manager

BACKGROUND:

Last fiscal year, the City of Guadalupe passed tax Measure N to ensure continued funding towards recreation and parks. City Council members reestablished recreation and parks as a City priority echoing community requests to enhance parks, programs, and offerings. Traditionally, only one part-time personnel was budgeted to coordinate City-wide efforts. With the grand opening of LeRoy Park, park improvements to Jack O’Connell, and additional grant-funded initiatives, staff recommends creating a new classification and salary range for a department leadership position, Recreation Services Manager.

DISCUSSION:

With a population of approximately 8,200, the City of Guadalupe is a unique family-oriental coastal community that prides itself on fostering a “small town” feel. Many of Guadalupe’s residents are highly engaged and involved in the community. According to a demographic report, 32% of our community are children under 18 years old and 10% are seniors 65+ or older.

Over the course of the pandemic, it was evident that the Department’s structure was not functioning efficiently or up to its capacity. There were no recreation programs or activities tailored to support the community in a safe or socially distanced manner from early 2020 to present date.

With recent funding through the American Rescue Plan Act, council approved funding especially focused on Recreation and Parks Department development. If the classification for the new Recreation Services Manager is approved, the position will oversee the part-time position already budgeted and on-call building attendants. This is an unrepresented, exempt position, not represented by a labor union. The City needs a strategic and self-motivated leader committed to creating a shared vision, executing the strategy of sustainable programs through completion. The successful candidate will have experience with operating in a fiscally constrained environment, as well as seeking, obtain, and managing grants; they will have knowledge of current public service trends and forecasts, be active in developing growth of City’s youth, and have steadfast integrity. This candidate will have a proven track record of building and maintaining effective working relationships with community members, program participants, coworkers, elected officials, citizens, and contractors.

In order to develop a proposed salary range, staff performed a local market median salary survey of neighboring cities (see attachment). Listed below is the proposed salary range.

Recreation Services Manager/Grant Administrator							
Full-time Staff (1);							
Exempt/Unrepresented							
Range	A	B	C	D	E	L1	L2
Hourly	31.887	33.482	35.156	36.914	38.760	40.698	42.732
Bi-Weekly	2,550.960	2,678.560	2,812.488	2,953.112	3,100.768	3,255.806	3,418.597
Annually*	66,324.960	69,642.560	73,124.688	76,780.922	80,619.969	84,650.967	88,883.515

*Based upon 2,080 hours

FISCAL IMPACT

The estimated additional cost this fiscal year is \$57,227.28 and next fiscal year is approximately \$111,637.92. American Rescue Plan Act earmarked monies total \$168,865.20.

ATTACHMENT:

1. Resolution No. 2021-84
2. Recreation Services Manager Job Description
3. Recreation Services Manager Salary Study

RESOLUTION NO. 2021-84

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE
ADOPTION OF CLASSIFICATION FOR RECREATION SERVICES MANAGER**

WHEREAS, the City of Guadalupe currently does not have a systemic classification for Recreation Services Manager for its Recreation and Parks Department and a standardization of hourly wages for this exempt position; and

WHEREAS, this is a grant funded position that may allow for continuous employment contingent upon identifying additional funding sources, such as tax Measure N, General Fund earmarking, and/or additional grants; and

WHEREAS, a salary schedule is hereby established for the purpose of salary administration. The classification is assigned to a specific salary schedule and a specific range, rate, and effective date; and it is recommended that the salary range be as follows:

Recreation Services Manager/Grant Administrator							
Full-time Staff (1); Exempt/Unrepresented							
Range	A	B	C	D	E	L1	L2
Hourly	31.887	33.482	35.156	36.914	38.760	40.698	42.732
Bi-Weekly	2,550.960	2,678.560	2,812.488	2,953.112	3,100.768	3,255.806	3,418.597
Annually*	66,324.960	69,642.560	73,124.688	76,780.922	80,619.969	84,650.967	88,883.515

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Guadalupe that the City of Guadalupe hereby adopts the classification for Recreation Services Manager position effective December 1, 2021.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 26th day of October 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. 2021-84**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 26, 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



CITY OF GUADALUPE

Recreation Services Manager

Unrepresented/Exempt

JOB DESCRIPTION

8/4/2021

DEFINITION:

Under general direction of City Administrator, Recreation Services Manager plans, organizes and directs major programs and services providing and ensuring a comprehensive leisure program including parks, sports, special events, classes, club activities, maintenance and/or other services. This position supervises other department staff.

The Recreation Services Manager position is a management role that provides resources, support and supervision to recreation front-line attendants and coordinator; giving them the ability to create, build and grow programs for the youth, teens, adults, and families.

This position is grant funded for approximately 20 months and is anticipated to end in June of 2023. Continuation is contingent upon securing additional funding source(s).

ESSENTIAL FUNCTIONS:

- Prepares, implements, and administers division budget(s), which includes developing, researching, preparing and reviewing budget reports; monitoring revenues and expenditures; approving requisitions; researching, preparing, and administering grant programs; and, performing other related activities.
- Provides staff support to the Parks and Recreation Commission, Youth Commission, and the Senior Commission.
- May serve as the departmental project manager for major Capital Improvement Projects (CIPs).
- Directs and coordinates the work plan for the Recreation Division including programs, sports, special events, and facilities management; meets with staff to identify and resolve problems; assigns work activities, projects, and programs within the Division; plans and implements system program and service improvements.
- Supervises employees to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.
- Evaluates community needs and environment to develop service goals and plans for recreational use of all department programs and facilities.
- Communicates with citizens, private contractors, government officials and vendors in the operation of the division.
- Provides specialized programs in service to the public, youth, and City's senior community.
- Explore and advance ways to continue integrating the City's Branch Library and Recreation Department's shared values of collaboration, customer services, and inclusiveness with the partnership of Santa Maria Public Library services.
- Support the full implementation of recreation and facility management registration system.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



CITY OF GUADALUPE

Recreation Services Manager

Unrepresented/Exempt

JOB DESCRIPTION

ESSENTIAL FUNCTIONS:

- Administer a City-wide volunteer program that facilitates citizen involvement, provides challenging volunteer opportunities, and ensures a safe and healthy work environment for volunteers and patrons. Attends meetings with other departments regarding the activities of assigned divisions.
- Manages community public relations and division customer service implementation, which might include overseeing division marketing plans; handling sensitive and difficult public inquiries and complaints; developing and implementing customer service practices and policies; participating in professional group meetings; and keeping abreast of trends in assigned area of responsibility.
- Gives presentations at public hearings and formal/informal meetings to elected officials, appointed officials, external agencies, and the public.
- Prepares comprehensive reports and presentations for City Council, Commissions, and Board meetings; prepares letters, memorandums, and other related written documents and correspondence.
- Develops policies, rules, and procedures for the effective operation of the Division, including establishing goals, objectives, and priorities.
- Develops and administers contracts, which includes negotiating agreements; preparing contracts and developing fees; monitoring contracts for compliance; and performing other related tasks.

PERFORMANCE STANDARD:

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

KNOWLEDGE/SKILLS:

- Foster and develop sustainable programs.
- Develop successful relationships with internal and external stakeholders.
- Be a strong leader in the City's administration and a voice that represents the community.
- Have a strong understanding of municipal operations, budgeting and personnel management.
- Be an exceptional problem solver.
- Seek community connection and communication opportunities to gain insight and develop programs and services that fit the needs of the community.
- Develop and pursue grants, fundraising and new revenue-generating business relationships.
- Be highly community-oriented, customer service minded and an interdepartmental collaborator.
- Have an entrepreneurial spirit and see partnerships where they don't currently exist.
- Simplify bureaucracy to better serve the community.
- Be forward-thinking and creative, using technical expertise to meet goals and objectives.
- Please importance of teams and spirit of collaboration.
- Proficiency in Spanish/English verbal and written communication is strongly preferred.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



CITY OF GUADALUPE

Recreation Services Manager

Unrepresented/Exempt

JOB DESCRIPTION

EDUCATION/EXPERIENCE:

Recreation Services Manager Minimum Qualifications, Training and Experience (position requirements at entry):

- Bachelor's Degree in Recreation Administration or a related field, plus three years of progressive experience in assigned area of responsibility, including supervisory experience, or an equivalent combination of education and experience.
- Experience working for or with a municipal organization in parks and recreation is ideal, however someone with a background in private or non-profit sector recreation management; or educational management will also be considered.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at, and below shoulder level.
- Ability to occasionally lift, carry, push, and pull materials and objects up to 20 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to communicate to exchange information effectively verbally both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally use telecommunications equipment; drive motorized equipment/vehicles.
- Frequently use a computer.
- Frequently sit; occasionally stand or walk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally work in outside weather conditions and is exposed to wet and/or humid and dirty conditions.
- Occasionally work near moving mechanical parts and electrical hazards.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

SALARY RANGE & BENEFITS:

HOURLY SALARY: \$31.887 – \$42.732, plus benefits

BENEFITS: Vacation, Sick Leave, and Holidays. Medical/Dental/Vision/Life Insurance. CalPERS Retirement Plan – 2% @ 57 formula. (Current CalPERS member – 2% @ 55.)

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

City of Guadalupe
Recreation Department Payscale

ATTACHMENT 3

Recreation Services Manager/Grant Administrator Full-time Staff (1); Exempt/Unrepresented							
Range	A	B	C	D	E	L1	L2
Hourly	31.887	33.482	35.156	36.914	38.760	40.698	42.732
Bi-Weekly	2,550.960	2,678.560	2,812.488	2,953.112	3,100.768	3,255.806	3,418.597
Annually*	66,324.960	69,642.560	73,124.688	76,780.922	80,619.969	84,650.967	88,883.515

*Based upon 2080 hours

City of Guadalupe
External Equity

Agency Job Classification	Guadalupe			Arroyo Grande			Buellton			Grover Beach			Lompoc		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
Recreation Services Manager*	31.887	5,527.080	66,324.960	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	33.490	5,804.882	69,658.580
Recreation Department Supervisor	N/A	N/A	N/A	29.956	5,192.450	62,309.400	33.825	5,863.000	70,356.000	N/A	N/A	N/A	27.687	4,799.000	57,588.000
Program Coordinator	N/A	N/A	N/A	23.987	4,157.740	49,892.880	25.633	4,443.000	53,316.000	25.465	4,414.000	52,968.000	23.752	4,117.000	49,404.000
Facility Rental Coordinator	19.564	3,391.093	40,693.120	23.993	4,158.740	49,904.880	18.000	Part-Time		19.580	Part-Time		19.759	3,424.893	41,098.720
Recreation Leader/Building Attendant	15.000	Part-Time		14.000	Part-Time		14.000	Part-Time		17.710	Part-Time		14.000	Part-Time	

*New City Position: Manager - Exempt/Unrepresented

Job Classification	Nipomo			Morro Bay			Pismo Beach			Solvang			Santa Maria		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
Recreation Services Manager*	N/A	N/A	N/A	37.756	6,544.333	78,532.000	39.750	6,890.000	82,680.000	N/A	N/A	N/A	40.256	6,977.680	83,732.160
Recreation Department Supervisor	N/A	N/A	N/A	N/A	N/A	N/A	31.830	5,517.200	66,206.400	29.170	5,056.133	60,673.600	27.608	4,785.460	57,425.520
Program Coordinator	17.000	2,946.667	35,360.000	23.837	4,131.750	49,581.000	21.200	Part-Time		23.360	4,049.067	48,588.800	23.855	4,134.880	49,618.560
Facility Rental Coordinator	14.500	2,513.333	30,160.000	20.398	3,535.667	42,428.000	18.170	Part-Time		20.600	3,570.667	42,848.000	22.445	3,890.440	46,685.280
Recreation Leader/Building Attendant	14.500	Part-Time		14.700	Part-Time		15.000	Part-Time		N/A			14.000	Part-Time	

*New City Position: Manager - Exempt/Unrepresented

City of Guadalupe
Internal Equity

Position	Union	Current Step	Next Increase	Base	Regular Cost	OT	Bilgl	pager other ben	Def Comp	Uniform	EDU	Total Gross	Gross (No OT)	Employer	Employer	Employer	Total Benefits	Total Remaining Costs
				Hrly rate at 7/1										Payroll Taxes	PERS	Med/Den/Vis Ins		
City Administrator	N/A	Contract	N/A	66.106	137,500.48	-	-	-	-	-	-	137,500.48	137,500.48	10,477.51	10,436.29	17,854.98	38,768.78	176,269.26
Director, Public Safety	N/A	Contract	10/9/2021	62.179	132,242.30	-	-	-	-	1,196.00	-	133,438.30	133,438.30	9,561.57	14,718.57	20,005.99	44,286.13	177,724.43
Director, Public Works	Unrep	N/A	MAX	63.927	132,968.06	-	-	-	-	-	-	132,968.06	132,968.06	9,659.73	19,147.40	22,192.56	50,999.69	183,967.75
Director, Finance	Unrep	B	11/1/2021	46.462	99,862.91	-	-	-	-	-	-	99,862.91	99,862.91	7,625.91	7,579.59	16,871.40	32,076.90	131,939.81
Manager, Human Resources	Unrep	E	3/1/2023	37.331	77,649.15	-	-	-	-	-	-	77,649.15	77,649.15	5,898.89	5,893.57	17,921.54	29,714.00	107,363.14
Manager, Recreation Services	Unrep	EQ 205/A	TBD	31.887	66,324.96	-	3,250.00	-	-	-	-	69,574.96	69,574.96	6,500.00	6,500.00	17,000.00	30,000.00	99,574.96
Supervisor, Water Dept	SEIU	205A/D	4/1/2023	38.705	80,506.40	9,971.55	3,250.00	6,000.00	-	-	-	99,727.95	89,756.40	7,583.79	11,725.90	19,667.64	38,977.33	138,705.28
Manager, Business/Finance	SEIU	205/L2	MAX	41.486	86,290.88	1,853.25	3,250.00	-	-	-	-	91,394.13	89,540.88	6,950.38	12,272.83	17,879.68	37,102.89	128,497.02
Assistant, City Administration	SEIU	205/E	4/20/2024	37.629	78,268.01	-	3,250.00	-	-	-	1,565.36	83,083.37	83,083.37	6,314.61	11,947.39	17,879.68	36,141.67	119,225.04
Supervisor, Wastewater Dept	SEIU	205A/A	7/1/2021	32.699	68,014.13	9,655.73	-	6,000.00	-	-	-	83,669.86	74,014.13	5,394.16	5,162.27	24,273.10	34,829.53	118,499.39
Operator II, Wastewater	SEIU	188/C	9/7/2022	26.923	57,399.84	11,081.35	-	6,000.00	-	-	-	74,481.18	63,399.84	5,669.63	4,356.65	14,896.88	24,923.16	99,404.34

Denotes Internal Equity Marker

Denotes Gross Annual without Projected Overtime

GUADALUPE POLICE DEPARTMENT
 MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
 MONTH OF SEPTEMBER 2021

PART I: CRIMES

TYPE OF CRIMES		THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
		REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
187 PC	HOMICIDE	0	0	0	0	0	0	0	0
261 PC	RAPE	0	0	0	0	3	3	4	4
211 PC	ROBBERY	0	0	0	0	0	0	0	0
242/245 PC	ASSAULT	5	4	10	10	43	37	53	50
459 PC	BURGLARY	1	0	0	0	21	2	14	2
484/487 PC	THEFT	7	0	3	0	26	2	33	1
10851 VC	VEH THEFT	2	0	3	0	30	6	20	6
451 PC	ARSON	0	0	0	0	0	0	1	1
TOTAL		15	4	16	10	123	50	125	64

PART II: REPORTED CRIMES

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	68	82	589	680
TOTAL REQUEST FOR SERVICE	236	273	2,207	2,680
TOTAL ACTIVITY FOR THE MONTH	304	355	2,796	3,360
DOMESTIC VIOLENCE REPORTS	2	8	20	22
TOTAL PROPERTY STOLEN	\$2,799	\$830	48,840	\$38,728
TOTAL PROPERTY RECOVERED	\$0	\$0	\$0	\$300

PART III: ARREST SUMMARY

OFFENSES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES
FELONY	4	0	12	0	43	3	62	10
MISDEMEANOR	11	1	9	1	89	3	115	6
TOTAL	15	1	21	1	132	6	177	16
23152(a&b) VC ARREST	2		1		20		25	
WARRANT ARREST	1		3		9		25	

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



GUADALUPE FIRE DEPARTMENT



TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
FROM: CAPTAIN PATRICK SCHMITZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 September 1, 2021 – September 30, 2021

DATE: 10/03/2021

CALLS FOR SERVICE

SEPTEMBER 2021

INCIDENT TYPE	This Month	Last Month	Year to Date (2021-2022)	Year to date (2020-2021)
Medical	40	35	113	108
Structure Fire	0	0	0	1
Cooking Fire	0	0	1	1
Trash or Rubbish Fire	0	1	1	1
Vehicle Fire	0	0	1	0
Grass/Vegetation Fire	0	1	1	4
Other Fire	0	0	0	1
Motor Vehicle Accidents with Injuries	5	0	8	4
Motor Vehicle Accidents No Injuries	2	0	3	3
Motor Vehicle/Pedestrian Accident	0	0	0	2
Hazardous Materials Spill/Release	0	0	0	2
Hazardous Condition Other	1	0	2	1
Water Problem/Leak	0	0	0	1
Animal Problem	0	0	0	0
Search / Rescue	0	0	0	0
Public Assistance	4	1	6	6
Police Matter/Assistance	1	0	2	1
Illegal Burn	0	0	0	0
Smoke Detector Activation	0	0	0	6
Dispatch and Canceled En-route	3	4	10	13
False Alarm	3	2	6	3
TOTAL	59	44	154	158

Additional Information

STAFFING: 1 Public Safety Director (Police/Fire Chief)
 3 Fire Captains
 3 Fire Engineers
 3 Paid Call Firefighters 3 Position Vacant



GUADALUPE FIRE DEPARTMENT



Special Assignments / Coverage:

- Strike Team Deployment E-681 (F. Garcia, Bonifacio) Dixie Fire 09/09/21 – 09/21/21.
- Food Distribution Senior Center 09/02/21

CODE COMPLIANCE CASES

SEPTEMBER 2021

INCIDENT TYPE	This Month	Last Month	Year to Date (2021-2022)	Year to date (2020-2021)
Business License (GMC 5.04.040)	0	0	0	0
Litter Accumulation (GMC 8.12.020)	0	0	0	7
Abatement of Weeds and Rubbish (GMC 8.16.010)	0	0	0	1
Working Without Permits (GMC15.04.020)	0	0	0	1
Address Number (GMC 15.08.020 (505.1))	0	0	0	3
Complaints (No Violation Found)	0	2	2	2
Apartment Inspections	0	0	0	0
Yearly Business Inspections	0	0	3	2
Other	3	0	8	4
TOTAL	3	2	13	20
Complaints Received	0	3	4	4

Miscellaneous	This Month	Last Month	Year to Date (2021-2022)	Year to date (2020-2021)
Visitors	22	25	77	109
Public Relations (Food Handout, Bulldog Game)	2	2	4	0
School Visits	0	0	0	0



GUADALUPE CODE COMPLIANCE

PUBLIC SAFETY DIRECTOR, MICHAEL CASH

FROM:

CODE COMPLIANCE OFFICER, JOSUE MERAZ

SUBJECT:

MONTHLY SUMMARY OF CODE ENFORCEMENT CASES

SEPTEMBER 1, 2021 – SEPTEMBER 30, 2021

DATE: 10/02/2021

CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2020-2021)
Prohibition of illicit discharge (GMC 13.24.050)	0	0	4
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	2	0	3
Fowl, Livestock and Wild Animals (GMC 6.04.210)	1	0	5
Litter Accumulation (GMC 8.12.020)	7	8	48
Abatement of Weeds and Rubbish (GMC 8.16.010)	1	1	18
Unsafe Living Conditions (GMC 8.40.020)	0	0	0
Unlawful Property Nuisance (GMC 8.50.070)	0	5	19
Graffiti Abatement (GMC 9.07.060)	1	0	3
Abandoned Vehicles/ Vehicle Covers (GMC 10.36.010)	8	9	81
Portable/fixed basketball goals (GMC 10.48.050)	0	0	2
Parking of large vehicles/trailers (GMC 10.24.190)	1	0	1
Tampering with Water Service (GMC 13.04.200)	0	0	0
Working Without Permits (GMC15.04.020)	3	2	15
Address Number (GMC 15.08.020 (505.1))	0	2	43
Illegal Garage Conversion (GMC 18.08.120, 18.08.160)	0	0	0
Damage Fence (GMC 18.52.125)	0	0	1
Parking on Front Yard Setback (GMC 18.60.035)	2	0	13
Trailers/Mobile homes as living space (GMC 18.56.030)	1	1	2
Residential Solid Waste Collection (GMC 8.08.070)	0	5	10
Landscape Maintenance Required (GMC 18.64.120)	3	3	12
Discharge of illegal fireworks (GMC 8.24.020)	1	9	12
72hr Parking	6	4	46
Code 60 Citations	1	3	41
TOTAL	38	52	379
Complaints Received	8	12	71

Miscellaneous	This Month	Last Month	Year to Date (2020-2021)
Visitors	0	0	0
Public Relations (Food distribution, Covid Vaccination)	0	1	19
School Visits ()	0	0	0



Human Resources
918 Obispo Street
P.O. Box 908
Guadalupe, CA 93434
Ph: 805.356.3893
Fax: 805.343.5512

Email: egerber@ci.guadalupe.ca.us

HUMAN RESOURCES MONTHLY REPORT – September 2021

DEPARTMENT REPORT – PUBLIC SAFETY

Police Department

Currently, the Police Department is understaffed. An Officer involved in a shooting has been on administrative leave effective August 22, 2021. An Officer Trainee has on medical leave of absence effective September 10, 2021, but was not working prior to this date.

Meanwhile, the Santa Maria Airport has been adequately staffed. Michael Kuhbander, a second Airport Police Officer started September 13, 2021.

A background check on a potential Reserve Police Officer is underway, but is taking longer than expected.

Zachary Jones, Emergency Preparedness Coordinator, departed from the City on September 24, 2021.

Fire Department

As of August 25, there are 481 total mutual aid engines committed to fires statewide – the highest peak to date. Of those, 315 are local government engines and 166 directly from Cal OES. Nearly 2,200 firefighting personnel are deployed throughout the state.

The Dixie Fire is the state's largest active wildfire and the second largest in state history, burning more than 735,000 acres across Butte, Plumas, Lassen and Tehama counties.

To date, more than 1.6 million acres have burned in 2021, already ahead of last year's pace. Of the active wildfires, four have burned at least 119,000 acres each.

Since August 7, 2021, the City paid \$94,111.20 in overtime due to mutual aid agreement. The City plans to recover half or approximately \$47,000 in mutual aid reimbursement. Mutual aid agreement does not cover personnel overtime at local jurisdiction.

DEPARTMENT REPORT – PUBLIC WORKS

Devin Valdivia, Wastewater Treatment Plan Operator II started September 7, 2021.

COVID-19

California's supplemental paid sick leave that requires employers with more than 25 employees expired on September 30, 2021. The law required employers to provide up to 80 hours of paid leave for certain qualifying reasons. Absent emergency legislation or an executive order by Governor Newsom, this requirement ended on September 30.

Employers need to be aware of local city or county ordinances that still may be in place requiring paid sick leave for employees. The rules are confusing as the supplemental paid sick leave interacts or has intersected with Cal/OSHA's Emergency Temporary Standards (ETS) on various points. Employers will still be obligated to cover time off/quarantine due to workplace exposure, pay for Covid-related time off for testing and vaccinations. Employers are no longer obligated to provide supplemental time off due to Covid-related school or care center closures; or for non-workplace exposures. Employees will then need to utilize accrued sick or vacation leave. The City has not allocated additional funding for supplemental paid sick leave for the purposes listed above.

<https://www.dir.ca.gov/dlse/COVID19Resources/FAQ-Exclusion-Pay-ETS.html>

On September 9, 2021, Biden announced a move to mandate private employers with more than 100 workers to require vaccinations or to test for COVID-19 on a weekly basis. As of the date of this writing, OSHA has not published any guidelines or requirements for employers. This requirement is likely to be announced within the coming weeks. It has been reported that employers will have 50 to 90 days to comply with the requirements once they are announced.

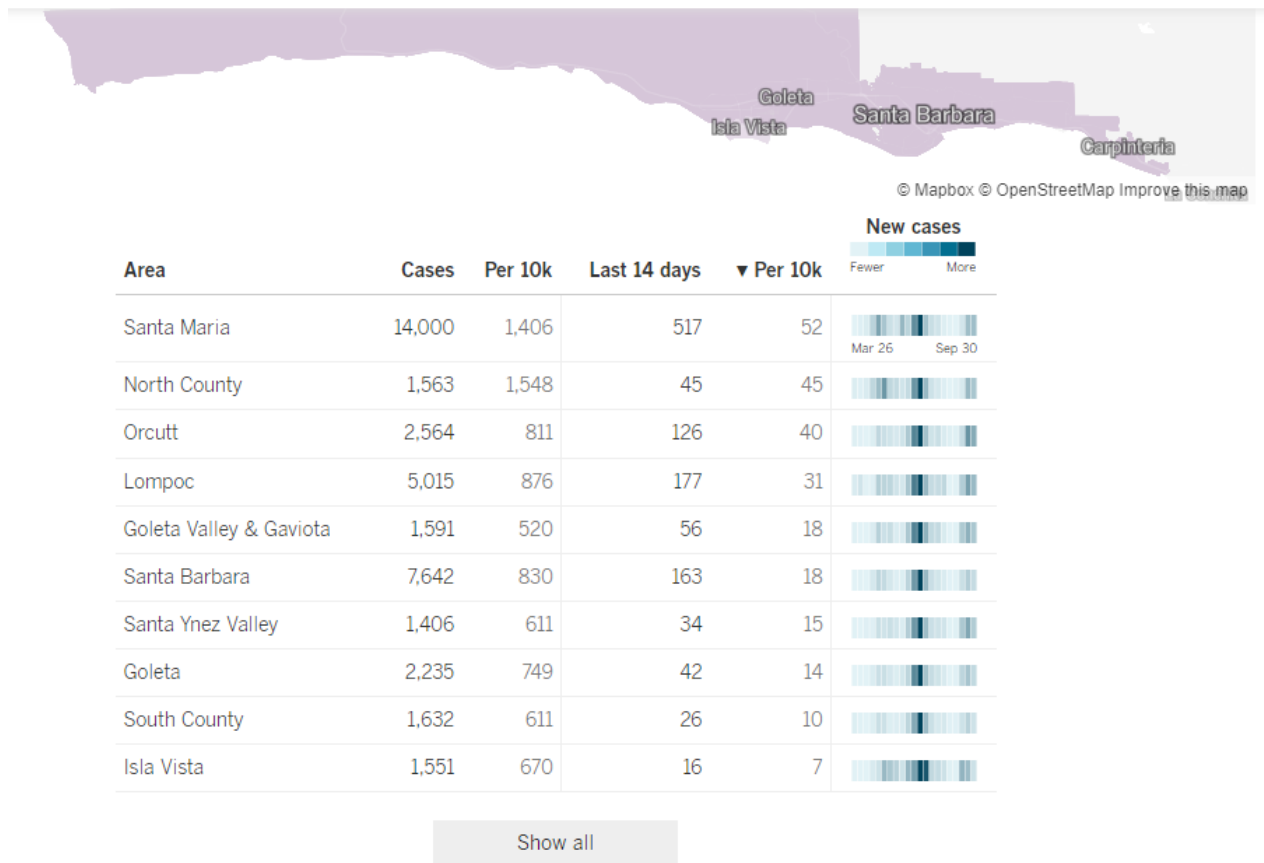
California does not have a general state-wide mandate (but this could also change in the coming weeks – likely through additional rules made through Cal/OSHA's ETS). California does have mandates for teachers and school staff, and for certain health care workers who must be vaccinated by September 30, 2021.

In addition, many local counties and cities have passed or are considering vaccination mandates, such as Los Angeles City and Palm Springs (which only applies to patrons). Los Angeles County will be issuing a new Health Officer Order requiring patrons and employees of indoor bars, wineries, breweries, nightclubs and lounges. The order will require customers and employees to have at least one dose by October 7, and the second dose by November 4.

The City does not have a mandated vaccination policy for its employees, but is reviewing the existing COVID-19 testing policy if an employee is symptomatic or if there has been potential exposure.

COVID-19 STATISTICS

So far, 1 out of every 10 people in the county has tested positive, according to a common statistical method applied by the LA Times. The figures below were recorded on September 30, 2021.



According to the Santa Barbara County Public Health Department, approximately 21% of total active cases were made up of those under the age of 17. That number is attributed back to in-person schooling. The figures below were recorded on September 30, 2021.

Cases by Age

Age Range	Daily	Community	Federal Prison in Lompoc	Total (Community & Prison)
0-17	26	4948	0	4948
18-29	30	11999	145	12144
30-49	39	13279	590	13869
50-69	25	8191	326	8517
70+	6	2691	33	2724
Age Suppressed	0			
Pending	0	9	0	9
Total	126	41117	1094	42211

WORKERS COMPENSATION

Enclosed are monthly reports and historical information, Activity Period 9/1/2021-9/30/2021.

California JPIA

Monthly Alpha Claims Cost Detail

Activity Paid: 9/1/21 - 09/30/2021

Claim Closed: 4/1/20 - 09/30/2021

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Guadalupe GU

Totals Through 09/30/2021

<u>Claim Number</u>	<u>Lit</u>	<u>FM</u>	<u>Claimant Name</u>	<u>Status</u>	<u>Loss Date</u>	<u>Closed</u>	<u>Body Part</u>	<u>DOK</u>	<u>Denied Date</u>	<u>Job Desc</u>	<u>Activity Paid</u>	<u>Recovered</u>	<u>Paid</u>	<u>Reserves</u>	<u>Incurred</u>
CJP041083GU	LIT			C	8/1/18	4/26/21	Low Back Area (Incl.	8/9/18		Police Corporal					
										EXP	\$0.00		\$20,359.04	\$0.00	\$20,359.04
										IND	\$0.00		\$135,612.39	\$0.00	\$135,612.39
										MED	\$0.00		\$34,617.92	\$0.00	\$34,617.92
										Total	\$0.00	\$0.00	\$190,589.35	\$0.00	\$190,589.35
CJP041098GU	LIT			C	7/26/18	8/25/21	Eye(s)	8/15/18		Police Explorer					
										EXP	\$99.50		\$8,324.76	\$0.00	\$8,324.76
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$32,061.90	\$0.00	\$32,061.90
										Total	\$99.50	\$0.00	\$40,386.66	\$0.00	\$40,386.66
4021027399F0 001				C	12/30/20	3/29/21	Respiratory System	2/16/21	2/26/21	Maintenance Wor					
										EXP	\$0.00		\$106.85	\$0.00	\$106.85
										IND	\$0.00		\$0.00	\$0.00	\$0.00

California JPIA

Monthly Alpha Claims Cost Detail

Activity Paid: 9/1/21 - 09/30/2021

Claim Closed: 4/1/20 - 09/30/2021

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Guadalupe GU

Totals Through 09/30/2021

<u>Claim Number</u>	<u>Lit</u>	<u>FM</u>	<u>Claimant Name</u>	<u>Status</u>	<u>Loss Date</u>	<u>Closed</u>	<u>Body Part</u>	<u>DOK</u>	<u>Denied Date</u>	<u>Job Desc</u>	<u>Activity Paid</u>	<u>Recovered</u>	<u>Paid</u>	<u>Reserves</u>	<u>Incurred</u>
										MED	\$0.00		\$0.00	\$0.00	\$0.00
										Total	\$0.00	\$0.00	\$106.85	\$0.00	\$106.85
CJP040367GU				O	2/14/18		Chest (Incl. Ribs, Sternum)		2/26/18	Police Chief					
										EXP	\$10.85		\$3,025.96	\$2,691.26	\$5,717.22
										IND	\$1,160.00		\$46,151.43	\$4,019.40	\$50,170.83
										MED	\$0.00		\$5,283.05	\$14,236.58	\$19,519.63
										Total	\$1,170.85	\$0.00	\$54,460.44	\$20,947.24	\$75,407.68
40210497F240001				O	3/1/21		Foot		4/1/21	Police Officer					
										EXP	\$0.00		\$49.90	\$2,861.10	\$2,911.00
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$160.43	\$17,139.57	\$17,300.00
										Total	\$0.00	\$0.00	\$210.33	\$20,000.67	\$20,211.00
CJP039814GU				C	9/16/17	3/4/21	Multiple Body Parts		9/19/17	Police Corporal					
										EXP	\$0.00		\$2,020.48	\$0.00	\$2,020.48

California JPIA

Monthly Alpha Claims Cost Detail

Activity Paid: 9/1/21 - 09/30/2021

Claim Closed: 4/1/20 - 09/30/2021

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Guadalupe GU

Totals Through 09/30/2021

<u>Claim Number</u>	<u>Lit</u>	<u>FM</u>	<u>Claimant Name</u>	<u>Status</u>	<u>Loss Date</u>	<u>Closed</u>	<u>Body Part</u>	<u>DOK</u>	<u>Denied Date</u>	<u>Job Desc</u>	<u>Activity Paid</u>	<u>Recovered</u>	<u>Paid</u>	<u>Reserves</u>	<u>Incurred</u>
										IND	\$0.00		\$74,361.45	\$0.00	\$74,361.45
										MED	\$0.00		\$5,800.89	\$0.00	\$5,800.89
										Total	\$0.00	\$0.00	\$82,182.82	\$0.00	\$82,182.82
402102739DB0 001				C	12/29/20	3/29/21	Respiratory System	2/16/21	2/26/21	Street Worker I					
										EXP	\$0.00		\$106.85	\$0.00	\$106.85
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$0.00	\$0.00	\$0.00
										Total	\$0.00	\$0.00	\$106.85	\$0.00	\$106.85
4020071283C0 001				C	7/4/20	8/15/20	Lower Arm	7/14/20		Patrol Officer					
										EXP	\$0.00		\$0.00	\$0.00	\$0.00
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$0.00	\$0.00	\$0.00
										Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

California JPIA

Monthly Alpha Claims Cost Detail

Activity Paid: 9/1/21 - 09/30/2021

Claim Closed: 4/1/20 - 09/30/2021

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Guadalupe GU

Totals Through 09/30/2021

<u>Claim Number</u>	<u>Lit</u>	<u>FM</u>	<u>Claimant Name</u>	<u>Status</u>	<u>Loss Date</u>	<u>Closed</u>	<u>Body Part</u>	<u>DOK</u>	<u>Denied Date</u>	<u>Job Desc</u>	<u>Activity Paid</u>	<u>Recovered</u>	<u>Paid</u>	<u>Reserves</u>	<u>Incurred</u>
4A21086D0540 001				O	3/5/21		Hip		8/31/21	Police Officer					
										EXP	\$0.00		\$0.00	\$800.00	\$800.00
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$0.00	\$1,850.00	\$1,850.00
										Total	\$0.00	\$0.00	\$0.00	\$2,650.00	\$2,650.00
4020102A14F0 001				C	4/1/20	10/23/20	Hip		10/8/20	Peace officer					
										EXP	\$0.00		\$32.00	\$0.00	\$32.00
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$0.00	\$0.00	\$0.00
										Total	\$0.00	\$0.00	\$32.00	\$0.00	\$32.00
CJP042366GU				C	6/18/19	4/26/21	Wrist(s) and Hand(s)		7/31/19	Police Officer					
										EXP	\$0.00		\$930.91	\$0.00	\$930.91
										IND	\$0.00		\$0.00	\$0.00	\$0.00

California JPIA

Monthly Alpha Claims Cost Detail

Activity Paid: 9/1/21 - 09/30/2021

Claim Closed: 4/1/20 - 09/30/2021

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Guadalupe GU

Totals Through 09/30/2021

<u>Claim Number</u>	<u>Lit</u>	<u>FM</u>	<u>Claimant Name</u>	<u>Status</u>	<u>Loss Date</u>	<u>Closed</u>	<u>Body Part</u>	<u>DOK</u>	<u>Denied Date</u>	<u>Job Desc</u>	<u>Activity Paid</u>	<u>Recovered</u>	<u>Paid</u>	<u>Reserves</u>	<u>Incurred</u>
										MED	\$0.00		\$7,377.09	\$0.00	\$7,377.09
										Total	\$0.00	\$0.00	\$8,308.00	\$0.00	\$8,308.00
40210166C460 001				C	1/17/21	3/18/21	Respiratory System		1/29/21	Fire Engineer			\$53.70	\$0.00	\$53.70
										EXP	\$0.00		\$2,901.02	\$0.00	\$2,901.02
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$0.00	\$0.00	\$0.00
										Total	\$0.00	\$0.00	\$2,954.72	\$0.00	\$2,954.72
CJP041709GU	LIT			O	1/25/19		Insufficient Info to		2/1/19	4/24/19	Police Officer				
										EXP	\$10.85		\$7,142.47	\$8,892.58	\$16,035.05
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$2,345.99	\$8,354.01	\$10,700.00
										Total	\$10.85	\$0.00	\$9,488.46	\$17,246.59	\$26,735.05
CJP041891GU	LIT			O	2/16/19		Heart		3/22/19		Police Officer				
										EXP	\$3,628.84		\$54,953.24	\$11,895.67	\$66,848.91

California JPIA

Monthly Alpha Claims Cost Detail

Activity Paid: 9/1/21 - 09/30/2021

Claim Closed: 4/1/20 - 09/30/2021

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Guadalupe GU

Totals Through 09/30/2021

<u>Claim Number</u>	<u>Lit</u>	<u>FM</u>	<u>Claimant Name</u>	<u>Status</u>	<u>Loss Date</u>	<u>Closed</u>	<u>Body Part</u>	<u>DOK</u>	<u>Denied Date</u>	<u>Job Desc</u>	<u>Activity Paid</u>	<u>Recovered</u>	<u>Paid</u>	<u>Reserves</u>	<u>Incurred</u>
										IND	\$1,740.00		\$101,148.32	\$535,743.03	\$636,891.35
										MED	\$0.00		\$17,165.86	\$105,912.50	\$123,078.36
										Total	\$5,368.84	\$0.00	\$173,267.42	\$653,551.20	\$826,818.62
4020071364D001				C	6/21/20	11/30/20	Respiratory System		7/17/20	Police Officer					
										EXP	\$0.00		\$52.00	\$0.00	\$52.00
										IND	\$0.00		\$2,033.20	\$0.00	\$2,033.20
										MED	\$0.00		\$0.00	\$0.00	\$0.00
										Total	\$0.00	\$0.00	\$2,085.20	\$0.00	\$2,085.20
40200713680001				C	7/3/20	9/30/20	Respiratory System		7/18/20	Police Officer					
										EXP	\$0.00		\$84.00	\$0.00	\$84.00
										IND	\$0.00		\$1,990.90	\$0.00	\$1,990.90
										MED	\$0.00		\$0.00	\$0.00	\$0.00
										Total	\$0.00	\$0.00	\$2,074.90	\$0.00	\$2,074.90

California JPIA

Monthly Alpha Claims Cost Detail

Activity Paid: 9/1/21 - 09/30/2021

Claim Closed: 4/1/20 - 09/30/2021

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Guadalupe GU

Totals Through 09/30/2021

<u>Claim Number</u>	<u>Lit</u>	<u>FM</u>	<u>Claimant Name</u>	<u>Status</u>	<u>Loss Date</u>	<u>Closed</u>	<u>Body Part</u>	<u>DOK</u>	<u>Denied Date</u>	<u>Job Desc</u>	<u>Activity Paid</u>	<u>Recovered</u>	<u>Paid</u>	<u>Reserves</u>	<u>Incurred</u>
402104A2C3B0 001				C	3/28/21	5/23/21	Arm, Multiple	4/13/21		Water Maintenanc					
										EXP	\$0.00		\$32.00	\$0.00	\$32.00
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$0.00	\$0.00	\$0.00
										Total	\$0.00	\$0.00	\$32.00	\$0.00	\$32.00
CJP042868GU				C	12/2/19	9/26/20	Finger(s)	12/11/19		Firefighter/Per					
										EXP	\$0.00		\$260.91	\$0.00	\$260.91
										IND	\$0.00		\$0.00	\$0.00	\$0.00
										MED	\$0.00		\$1,749.79	\$0.00	\$1,749.79
										Total	\$0.00	\$0.00	\$2,010.70	\$0.00	\$2,010.70
4020060D7A60 001				C	6/6/20	12/30/20	Respiratory System	6/15/20		Firefighter					
										EXP	\$0.00		\$52.00	\$0.00	\$52.00
										IND	\$0.00		\$2,376.53	\$0.00	\$2,376.53

California JPIA

Monthly Alpha Claims Cost Detail

Activity Paid: 9/1/21 - 09/30/2021

Claim Closed: 4/1/20 - 09/30/2021

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Ending Closed: 15

MED

\$0.00

\$0.00

\$115,182.69

\$147,492.66

\$262,675.35

Total: 20

Total

\$6,650.04

\$0.00

\$587,163.39

\$714,395.70

\$1,301,559.09

California JPIA

Workers' Compensation Summary Report

Activity Paid: 9/1/21 - 9/30/21 As Of 09/30/2021

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City of Guadalupe - GU

Fiscal Year	Claims			Medical Activity Indemnity Activity Expense Activity			Total Activity	Future			Total Reserve	
	Open	Closed	Total	Medical Paid	Indemnity Paid	Expense Paid	Total Paid	Medical	Indemnity	Expense	Total Incurred	
2007 - 2008	0	4	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				2,405.80	47.89	10.00	2,463.69					2,463.69
										Recovery:		0.00
2008 - 2009	0	5	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				985.98	560.05	0.00	1,546.03					1,546.03
										Recovery:		0.00
2009 - 2010	0	8	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				28,026.56	100,092.22	7,353.30	135,472.08					135,472.08
										Recovery:		0.00
2010 - 2011	0	6	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				30,763.90	256,554.59	10,832.32	298,150.81					298,150.81
										Recovery:		328.60
2011 - 2012	0	1	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				3,090.05	299.80	15.56	3,405.41					3,405.41
										Recovery:		0.00
2012 - 2013	0	6	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				131,267.83	180,981.33	82,271.87	394,521.03					394,521.03
										Recovery:		0.00
2013 - 2014	0	4	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				1,519.98	4,125.50	299.92	5,945.40					5,945.40
										Recovery:		0.00
2014 - 2015	0	6	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				41,837.95	35,446.10	3,770.60	81,054.65					81,054.65
										Recovery:		0.00
2015 - 2016	0	21	21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				12,964.62	26,560.49	2,073.71	41,598.82					41,598.82
										Recovery:		0.00
2016 - 2017	0	10	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				82,289.72	32,499.34	8,401.45	123,190.51					123,190.51
										Recovery:		14,008.43

California JPIA

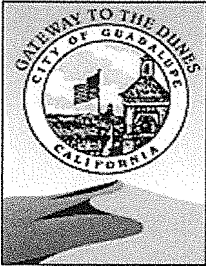
Workers' Compensation Summary Report

Activity Paid: 9/1/21 - 9/30/21 As Of 09/30/2021

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City of Guadalupe - GU

Fiscal Year	Claims			Medical Activity Indemnity Activity Expense Activity			Total Activity	Future			Total Reserve
	Open	Closed	Total	Medical Paid	Indemnity Paid	Expense Paid	Total Paid	Medical	Indemnity	Expense	Total Incurred
2017 - 2018	1	7	8	0.00	0.00	10.85	1,170.85	14,236.58	4,019.40	2,691.26	20,947.24
				77,330.66	211,881.30	13,585.71	302,797.67				
									Recovery:		0.00
2018 - 2019	2	6	8	0.00	0.00	3,739.19	5,479.19	114,266.51	535,743.03	20,788.25	670,797.79
				98,406.12	239,665.69	92,137.79	430,209.60				
									Recovery:		0.00
2019 - 2020	0	6	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
				3,088.72	4,409.73	597.70	8,096.15				
									Recovery:		0.00
2020 - 2021	2	4	6	0.00	0.00	0.00	0.00	18,989.57	0.00	3,661.10	22,650.67
				160.43	4,891.92	401.30	5,453.65				
									Recovery:		0.00
Report Totals:	5	94	99	0.00	2,900.00	3,750.04	6,650.04	147,492.66	539,762.43	27,140.61	714,395.7
				514,138.32	1,098,015.95	221,751.23	1,833,905.50				2,548,301.2
Indemnity Claims		50		Open Indemnity		4					
Medical Claims		49		Open Medical		1					
Total Claims		99		Open Claims		5					



CITY OF GUADALUPE
918 Obispo Street, Guadalupe CA 93434
Phone: 805.356.3895 Fax: 805.343.0542

Finance Department

MEMO

To: Todd Bodem, City Administrator
From: Anna Marie Santillan Michaud, City Treasurer
Date: October 19, 2021
Subject: Treasurer’s Report – September 2021

The primary change(s) in this month’s report compared to the prior month is/are as follows:

Revenue –

- MKL {Pasadera) 09/21/2021 \$110,162
- DOT 09/09/2021 \$ 66,992
- CDBG 09/09/2021 \$ 36,157

Treasurer's Report
Investments and Cash as of September 30, 2021

Local Agency Investment Fund ("LAIF") Account 98-42-346	\$8,447,703.38
Deposit RD 9/14/2021 C#49/7989 Todd Bodem	\$250,000.00
Deposit RD 9/16/2021 C#1684855 Todd Bodem	\$ 250,000.00

Total Investments **\$8,947,703.38**

Cash

Checking Account 155-503815 ("Warrant Account")	\$1,892,675.37
Checking Account 155-003261 ("Payroll Account")	\$30,163.64

Total Cash **\$1,922,839.01**

***Actual ending balances reconciled to Bank Statements** **1**

The following is a summary of the City's cash and investments as of September 30, 2021 compared with the prior month.

Investments and Cash	August 31, 2021	September 30, 2021
Investments	8,447,703.38	8,947,703.38
Cash	2,583,529.76	1922839.01
Total	\$ 11,031,233.14	\$ 10,870,542.39

**** Total Cash and Investments agree to General Ledger.**

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

Submitted: 10/19/2021

Anna Marie Santillan Michaud
Anna Marie Santillan Michaud
City Treasurer



October 26, 2021

Updates below:

1. APPROVED September 8, 2021, Recreation and Parks Commission Minutes

At their October 13, 2021, Recreation and Parks Commission meeting, the Commission unanimously approved the September 8, 2021, minutes (**Attachment 1**).

2. Federal Earmark Update-\$1.7M – Looking Positive

The Senate released their final appropriations bills on October 18th and California, as a State, did very poorly overall. There were about 2,000 earmarks in the 9 appropriations bills, and California only received 71 of them, which is less than 3% of the earmarks nationwide.

However, we were one of those 3%! California only received 5 projects out of more than 100 included in the agriculture bill, and LeRoy Park was one of them! The full amount of \$1,700,000 was included for funding.

This is a GREAT win! There were very few projects included in the Senate and even fewer that are included in both the House and the Senate, which is where things stand for us.

With the release of these Senate bills, House and Senate Appropriations Committees can now begin the task of reconciling their differing versions of the twelve appropriations bills. The good news for us is that there is no difference between what the House is requesting (\$1.7M) and what the Senate is requesting (\$1.7M) – so we are in a good position!

Government funding was extended in September until December 3. This is the deadline for them to reach an agreement. Note that appropriations bills are subject to the filibuster in the Senate so they will need to find bipartisan agreement on the final deal for it to move through the Senate. We will be fighting to make sure that our funding remains, but overall, congratulations and we will keep you updated. We are in the final push!

3. CalTrans District 5 – Clean California Program - \$70,000 Grant

The city management team met to initiate the volunteer program with Caltrans and the City of Guadalupe who will receive a \$70,000 grant. Below is the following as preliminary information on the program and processing:

a) Agreement Processing – The City Attorney will need to review a draft agreement that must be completed before funds can be made available for reimbursement.

CalTran's headquarters have worked diligently with District staff to come up with an agreement that should be amenable to all agencies. Any changes to the template will require review by Headquarters legal, and at this time, they are extremely backed up. With the potential for agreements with 58 counties, and almost 500 cities, any changes to the template have the potential to greatly stall the approval process, staff hopes for a seamless execution and delivery to CalTrans.

b) Scope of Anticipated Work - With this part of the Clean California program, interested agencies are being tasked with cleanup efforts (litter, debris, graffiti, etc.) along State highways within their jurisdictions. (District 5 is not allowing any cleanup on any freeways – those will be addressed separately.)

c) Work/Reimbursement - Once the agreement is executed, reimbursable work can start. Reimbursement requests can be submitted within reasonable timeframes – they are anticipating as much as monthly reimbursement requests, but once a quarter would be acceptable. A performance report shall be submitted with the reimbursement requests – documenting cubic yardage (CY) of dirt/debris and/or large items (appliances, etc.). City shall engage with a District Encroachment Permit (like annual blanket) at no charge.

d) Traffic Control – Will be reimbursed with proper documentation; or may be supplied by CT staff if needed with advance notice. CT cannot guarantee staff is available to assist with traffic control. If Traffic Control is going to be deployed, the District 5 Area Superintendent (as identified within the agreement) shall be informed for concurrence.

At this point, it may seem overwhelming. District 5 Maintenance Engineering Staff is here to facilitate and make the process as painless as possible. City staff will start working with Caltrans after the execution of the contract and develop a volunteer group to commence with this process for community collaboration.

4. Draft Organizational Chart

The management team is in the process of revisiting the organizational structure. There have been significant changes with all the new hires. The most significant idea/change is putting the facilities maintenance under the direction of the Recreation Services Manager/City Administrator and have the City Administrator take more control over it. Facility maintenance currently is under the direction of the Director of Public Works. **(Draft Organizational Chart – Attachment 2).**

5. Central Coast Community Energy (CCCE) Shared Seats Guadalupe & Solvang

The Cities of Guadalupe and Solvang share a two (2) year rotating seats on the Central Coast Community Energy (CCCE) Policy and Operations Board. Guadalupe has been serving as the primary on the operations (City Administrator Bodem) and Policy Board (Mayor Julian) with Solvang serving as the alternate. The term expires on December 31, 2021 and needs to be reappointed. To avoid seat vacancies, it is requested that the shared seat be reappointed before the term ends with service beginning on January 1, 2022. Mayor Charlie Uhrig, Solvang

Mayor will serve on the Policy Board and Xenia Bradford, Solvang City Manager will serve on the Operations Board.

6. City Litter, Graffiti, etc.

Please note that a group of citizens and organizations, have requested that the city support the volunteer clean-up of Central Park, and other parks, to include working with City Staff, on the irrigation system at that location. If the irrigation system is brought up to a functional state, volunteers understand that this would be handled by City staff or contractors. The trees planted at this Central Park location as well as other areas in the City, were supposed to be maintained by paid individuals from the Cal-Fire grant and not city staff. This has not happened: City staff are not expected to trim nor prune any of the trees but to maintain the irrigation system to these trees: The latter appears to be satisfactory except for O'Connell Park, Northeast Corner of the park and the 20 trees planted there.

City Attorney Philip Sinco has also reached out to local Guadalupe volunteers and offered to have his Rotary Club members assist in this clean-up effort. You may know he and Rotary group members volunteer at our local Food Bank operation. Joe Harris, Recreation Commission, has also mentioned that he would like to get a group together for the same purpose. To these efforts, organizers are gathering this group to organize a clean-up effort.

Mayor Julian, Councilmember Robles, City Administrator Bodem, Rudy Gutierrez (PW) and Harold Ramirez did a short walkabout on Monday 11/18/21, 8:00 a.m. We addressed those items of concern raised at our last several council meetings regarding our local public facilities, i.e., use of Central Park by the homeless population, tree trimming/pruning at Central and other locations, etc.

City residents and volunteers do understand that there is a need for community members and volunteers to step up and help city staff in maintaining public facilities. And it is the best interest of the City to support this desire by volunteers. Guadalupe is a community demonstrating a high degree volunteerism. Volunteering connects residents to others and creates a sense of community for participants. Volunteers serve with compassion and volunteers are willing to do whatever is needed and with a positive attitude. There is pride in community residents when volunteers see what they can do for their community. The City needs to support this effort.

Within the next several weeks, an update of what is planned will be submitted to City staff to include feedback to volunteers as to what is required on the legal and technical items required by the City. No activity will begin prior to receiving technical parameters and guidelines from the city. The Public Works Director plans on issuing the tree trimming RFQ soon. The two trees by the pedestrian bridge suggestions are to remove the large western tree and prune the eastern memorial tree adjacent to the foot bridge.

According to Chief Cash, community volunteers will be cleaning the "Far Western" parking lot on **Saturday, October 23, 2021**. Traffic may back up and or issue may arise. Public Safety personnel please assist with this project to ensure it is safe and successful.

For your information on street sweeping, please see the street cleaning schedule (**attachment 3**).

Please also see **attachment 4** for city workers and community members procedures for reporting graffiti. The police department staff and fire personnel worked on this on October 21, 2021 to come up with an easy, efficient process and procedure for everyone to follow.

7. Special City Council Meeting IAFF – Tentative November 2, 2021

City staff needs to set up a special city council meeting for council to consider a 3-year contract with the IAFF (Fire). The Association accepted a Tentative Agreement (TA) based upon the last and final proposal. They accepted Option 2: three-year term. At this juncture, staff would like Council's direction.

8 Permanent Local Housing Allocation (PLHA).

LADG will be putting an application together for permanent local housing allocations. The program is a permanent source of funding, in which the City would receive a portion of the State annual revenue from this program: \$75 recording fee on real estate documents with the intent of increasing affordable housing. The city presently has \$360 from two years. The funds can be for multi-family housing or single family. Since the funds are available each year, and the State would like the City to have a 5-year plan (the City can ask to amend the plan), Staff is contemplating two suggested uses:

a. As suggested before creating a program where low income owners of homes can receive (loans or grants, the city choice) assistance with weatherization, ADA alteration or code enforcement repairs. This will take a lot of administration, implementing running the program but it could serve several families/seniors.

b. Homebuyer Assistance via down payment. Basically, the city loans a low-income family 20% down to purchase a home in Guadalupe. This would be limited to maybe two families and the money would be gone. Obviously less administration, less implementation. This could be done via a lottery and only those living in Guadalupe, or working in Guadalupe would be eligible, and of course the home must be purchased in Guadalupe. As more money becomes available, the City can fund more home buying. Thomas Brandeberry vision this being a "buzz" through the community, but it will have to be done very professionally to ensure its fair.

9. Pasadera Veteran Street Name

The Veterans Street Naming Committee has requested that the following information be shared with Lori Speer, Bethel Engineering, Mr. Craig Smith, DJ Farms/Pasadera and to City of Guadalupe Staff for name approvals. Additionally, Lori has requested that the City Fire Department/Public Safety and other City representatives, share their opinion and feedback on the two proposed street names as noted in item #4., a & b below.

City representatives are reviewing the information and proposal below and if appropriate, Ben Kurokawa and Raymond Rico for the two veteran names as requested. If there any objections to these names, please let me, on behalf of the Committee. Please see selection process below.

There were eight (8) local veterans Killed in Action during past conflicts:

(1) Michael Pagaling and Phillip Hernandez have streets named on their behalf.

(2) Arturo Carrasco, Phillip Guerrero and Peter Herado will have street named on their behalf by Pasadera planners during the current construction.

(3) We were asked by Lori Speer, P.E., Bethel Engineering, to provide two other Veteran names needed for two streets on the south side of Santa Maria Valley Railroad.

(4) The six member Veterans Street Naming Committee, unanimously approved that the following two KIA Veterans have a street named on their behalf:

- a. Ben Kurokawa
- b. Raymond Rico

(5) The remaining KIA Veteran, Makato Yoshiroma, will have his name, along with others, submitted to Bethel Engineering and Pasadera Staff as one of the veteran street names schedules for the Development south of the Santa Maria Railroad.

Additional information will be reported at our upcoming City Council meeting 10/26/21 and if back-up information is needed, please let the mayor know.

10. Broadband Update Strategic Plan

The Santa Barbara Group of City Managers would like to assess a countywide Broadband Strategic Plan contingent on City Councils' approval, a willingness to financially contribute to the effort. Staff would like to bring to your attention a few items of interest happening last week as well as a next step for your participation in the Strategic Plan:

a. Tuesday, October 19 - Santa Barbara Board of Supervisors (Item #D-3) held a hearing regarding the American Rescue Plan Act (ARPA) of 2021, which includes a recommendation that the County allocate \$200,000 of ARPA funding toward the countywide Broadband Strategic Planning effort.

b. Thursday, October 21 - Santa Barbara County Association of Government's (SBCAG) Board of Directors (Item #8) – a representative asked for direction to present an item to each of the member jurisdictions requesting their participation and financial contribution to develop a Broadband Strategic Plan. Evidently, there has been significant feedback provided to Board of Directors from the managers group and wanted to seek approval of a methodology to divide the costs among the jurisdictions. For example, they may have received various answers on how to determine the share of the cost among the cities, with a population distribution methodology having the most votes. There may have also been comments about the need for the strategic plan to address the last mile of connectivity, affordability, and literacy of the underserved. You will see in the staff report, the proposed methodology and a corresponding table that divides the cost of the Broadband Strategic Plan among the cities based on population and factoring in the anticipated County contribution of a fixed amount of \$200,000.

The Santa Barbara County Administrator and City Manager group want Broadband as ongoing item placed on the meeting agenda to discuss the Broadband Strategic Plan moving forward.

11. Royal Theater EDA Grant Program/Renovations

City staff /community members/consultants are working on an EDA grant program (construction grant) 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.

12. Le Roy Park MOU/Lease Agreement.

On October 13, 2021, the Recreation and Parks Commission listened to 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 Commission expressed the need for a goal to optimize use of the facility for the Boys and Girls Club, S.E.R. and other organizations.

13. Masks, Vaccines, Sports.

At the Recreation and Parks Commission meeting October 13, 2021, the Commission discussed: 1) no mask wearing while playing on court; 2) mask wearing off court; 3) for games, only 2 spectators per player; 4) for practices, only coaches and players allowed; 5) for games, all spectators, coaches and players on the bench must wear masks at all times; 6) temperatures are taken for everyone prior to entry to gym, and 7) "hold harmless" form is signed.

The Recreation and Parks Commission came to the following conclusion and recommendation. Much of this was driven by the new commissioner Emily Dreiling, but the commission agreed with her assessment on the following:

This is the short plan Emily has been working on at Vandenburg that has been running for the last 15 months operating sports, both indoor and outdoor in her day job.

For all indoor sports we allow athletes that are actively participating in activity to remove their mask. For example, in basketball when you are on the court and playing your mask can come off. When you are waiting on the bench, mask is required. They require coaches, and all spectators to always wear a mask. Upon arrival at the facility, they take temperatures, and require sanitation prior to entry into the court. They open as many doors as possible for cross air flow.

For practices they hold a very strict no spectator policy regardless of age. They ask that parents drop off children at the main entrance and depart the facility. They keep emergency contact info on file for any calls they need to make. For events, each athlete/family is given two tickets per season. The athlete can give the ticket to mom and dad one week, and grandma and grandpa the next. Ultimately, regardless of circumstances no one can have more than 2 spectators in the gym per game. This allows them to plan for social distancing. Prior to entry into the gym spectators are required to have their temperature taken and sanitize. They have signs at the entrance reminding "fans" of the rules, "must wear mask at all times", please

don't enter if you are feeling ill, etc. Even siblings count towards the 2 spectators regardless of age.

At the start of the season, they have the parents sign a rule of engagement for the season, and what I would generalize as a hold harmless agreement. Stating that they are engaging in activity at their own risk, and they are assuming the risk associated with the activity. Emily's legal team drafted the letter, and it has some additional verbiage that keeps them from getting sued. The agreement signed by the parents is kept on file, and they are very clear this is a zero-tolerance policy. I could ask for the agreement for our use.

They ended up not going down the vaccinated card checking or requirement route. For several reasons, but the bottom line was legally policy is not get written to support the enforcement. Emily and the Recreation and Park Commission assumed the city would probably look at in a similar fashion. What type of exposure would the organization have for future lawsuits if someone wasn't vaccinated and was denied entry? For example, later claiming the reason from non-vaccinated was due to a medical condition or religious belief. Personally, they may revisit the requirement in the future when case law or policy is established but given the two options not enforcing was the last of least risk for future law action. They didn't go down the testing route due to cost, time, and the ability the support logistically.

Emily indicated that the procedures in place aren't perfect, but in 15 months they haven't seen an outbreak and have had very few issues with rule following. In looking at bringing back sports, Emily did quite a bit of research, not really focused as much on COVID, but more from the viewpoint of positive public health benefits from sports. The research was overwhelming on the benefits to the mental health of children and creating a positive social outlet, along with reduction in crime, improved grades, self-esteem, etc.

Afterward, City staff discovered a facility use agreement on the city's website. Staff may want to draft a COVID-19 amendment to supplement the existing agreement. Specifically, addressing COVID-19 athletic procedures. The document includes the rules of engagement outlined from Wednesday from the October 13, 2021, Recreation and Parks Commission meeting, as well as a hold harmless and indemnification agreement.

14. American Legion MOU/Lease

The City Attorney is working on a draft MOU along with staff on the various issues, and in doing so, we realized that it would be very helpful to have an accurate and clear floorplan to attach as an exhibit to the MOU and so references to the various locations can be clearly indicated. We have obtained the services of a person to prepare this floorplan and intend on providing him full access to the building on a future Saturday.

15. Clean California Local Grant Program

City staff met last week about a 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>

For more details about this opportunity, see Clean California Local Grant Program criteria on **Attachment 5**.

16. Cycle Cal Coast Meeting.

Recap: 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 and Parks 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 Santa Maria Bici Centro and will be doing a demo day the week of **November. 1** in Santa Maria. They could do another demo day in **Guadalupe on Sunday, November 7 from 2 p.m. to 4 p.m.**

17. 2021 Pavement Rehabilitation Project.

The Public Works Directed wanted to make everybody aware of the paving project schedule. Please see **Attachment (s) 6**. Traffic will be impacted, but contractor has told Shannon there will be no complete street closures. Please note that a letter was sent to all residents living on the impacted streets.

18. Manager's Team Building Training.

The Management Team will more than likely participate in a Teambuilding session to enhance communication and alleviate any bad feelings and or frustrations. We will invite a trainer in to assist, management feels this is needed.

19. Northern Branch Jail Project

The County of Santa Barbara Northern Branch Jail Project is located near the city of Santa Maria, California. The project scope is for a 376-bed jail facility, of which 32 beds are for medical and mental health beds in a specialized housing unit. The facility is being constructed on a portion of the 50-acre property previously acquired by the County, located at Black and Betteravia Roads. The project is funded primarily by a Conditional Award of \$80 million from the California Board of State and Community Corrections (BSCC). The County has a 10% match requirement. The Agreement Documents between the County and State for the conditional award were approved by the County Board of Supervisors on January 15, 2013, and by the California State Public Works Board (SPWB) on February 11, 2013.

It is anticipated that there will be positive a positive economic multiplier with the new Branch. As far as jobs created, staff has provided original projections. This is a somewhat moving number as being 'in' the building is a bit different than 'planning' to be in the building. Direct

jobs created by the Northern Branch Jail is estimated at 100 jobs for the facility. Another 24 jobs would be moved to the facility from other county locations.

Staff does not have an estimate of indirect jobs that are going to be created in the surrounding community.

The Ribbon Cutting will be on November 18, 2021 @ 10 A.M. Commander Sullivan is leading that event.

END OF REPORT

MINUTES

**CITY OF GUADALUPE
MEETING OF THE RECREATION AND PARKS COMMISSION
WEDNESDAY September 8, 2021**

Call to Order: Recreation Commission Chair- Joe Harris called the meeting to order at 6:00 p.m.

Roll Call: City Administrator Bodem noted the Commissioner Attendance as Follows:

Commission Chair: Joseph Harris- Present
Commissioner: Enrique Ortiz- Absent
Commissioner: Robert Salinas- Present
Commissioner: Jesse Ramirez- Present
Commissioner: Emily Dreiling - Present

Pledge of Allegiance:

Commission Chair Joe Harris was recognized and led the Commission in the pledge of allegiance.

Ceremonial Calendar:

The Oath of Affirmation was administered by the City Administrator to Emily Dreiling taking the Oath as a new Commission member to the Recreation and Parks Commission.

City Administrator Bodem stated that at their August 24, 2021, City Council meeting, Council approved the appointment of Ms. Emily Dreiling to fill a vacancy left open on the Recreation and Parks Commission. Ms. Dreiling said a few words about herself stating that she lived in Guadalupe since 2017. She said that she is currently the Deputy Director of the Force Support Squadron at Vandenberg Space Force Base. Furthermore, she sees all aspects of the Moral, Welfare, and Recreation to Vandenberg's 16K population. She continued to mention about her wide array of experiences and would like to be an apart of the Recreation and Parks Commission and continue to support positive recreation programs in Guadalupe. She mentioned that her family plans to put down roots in Guadalupe, and they plan on staying here for the rest of their life.

Community Participation Forum:

No participation

Consent Calendar:

1. There were no meeting minutes to approve.

Regular Business:

Park Rules Signs. Public Works Director Shannon Sweeney stated that the City of Guadalupe fiscal year 2021–22 budgets approved on May 25, 2021 allocates \$45,000 in funds for parks improvements (project #089–203). Staff received direction from both the Recreation Commission and City Council on how to spend these funds.

At the City Council meeting of August 10, 2021, City Council allocated \$5,000 for new Park signage. Some of the required signage includes adult supervision, user age group recommendations, and other safety measures associated with play structures. Ms. Sweeney said that the signage being presented tonight is specific to park rules. Existing signage regarding park rules is sporadic and outdated. Mr. Sweeney showed an exhibit of an existing park rule sign located at Paco Park. This sign does not include most prohibitions listed in the municipal code, does not clearly define the jurisdiction, contains outdated code references, does not provide a phone number to call if problems occur, and generally looks dilapidated.

Ms. Sweeney then presented an alternative option. She said this sign clearly identifies jurisdiction, can be fabricated with graffiti resistant materials, contains updated code references, provides a phone number to call problems occur and with minor exceptions includes all municipal code provisions. This sign was presented to the Recreation Commission for comment and may be edited in any manner, including size, shape, color, and content.

The Commission members had some discussion about the shape, color, logo, letter font size, content, and size of the sign.

The Commission asked if a sign could be made in Spanish too? Ms. Sweeney said that the budget is limited but would follow up with the Commission after all the budget projects are complete and then revisit the Recreation and Parks Commission later to see if there are monies left in the budget to order a sign written in Spanish.

Motion was made by Chair Harris, seconded by Ramirez to approve the purchase of new signage at each park suggested by City Staff along with an increase in fonts size of the letters and other comments made above. All ayes, Motion passed.

Recreation and Parks Commission Handbook. Mr. Bodem asked if the Parks and Recreation Commission would be interested in developing a Commission handbook that outlines their responsibilities. The City Administrator said we could start developing a handbook, and if it does not get finished in a month or so, then the new recreation and parks manager would finish it as part of his/her position. By consensus, the Commission agreed.

Use of American Rescue Plan (ARP) Funds. The Mr. Bodem mentioned that the City will receive \$1.8 million-dollar Covid-19 ARP funds, part of which can be used for recreation and parks programs. There are other city needs and uses for these funds, but the Commission expressed the following funds they would like for some of their needs:

Existing concession facility:	\$ 15,000 (county permit included in this)
Tree Trimming (large trees):	\$ 50,000
Loss Rental Income Replenishment:	\$ 13,000
Auditorium/Stage/Paint/Upgrades:	<u>\$100,000</u>
Total	\$178,000

The Commission then proceeded to the City Auditorium to visualize what colors would look nice in a newly painted gym. It was determined that a 3-scheme color theme be considered. The Commission suggested some color ideas and stated that Ms. Sweeney come back the next meeting with some color pallets (3 color scheme) to show.

Mr. Bodem stated that there is a separate fund category within the ARP fund spreadsheet the reserves funding to hire a full-time recreation and parks recreation manager. Mr. Bodem mentioned that the recreation and parks ARP fund request will be presented to the city council at the October workshop on all fund options for use of these funds, as well.

Recreation and Parks Goals and Aspirations. The City Administrator asked the Commission if they would like to express some of their goals and aspirations. Commissioner Salinas stated that he has a recent list of goals that he would like to bring back to the Commission at their next meeting. Hence, this item will be put on the agenda the next Recreation and Parks Commission meeting.

LeRoy Park MOU/Lease between the City and Boys and Girls Club. The Commission discussed their recommended general terms on what should be included in the MOU/Lease between the City and the Boys and Girls Club. They are as follows:

- 5-year lease with language to allow the Boys and Girls Club to be removed if they fail to comply with the terms of the agreement.
- Start negotiating rent at \$6,681.50/month.
- Agreement must allow community access and other to use the facility for events, etc.

Other items. The Commission stated that they would like to see more garbage cans and dog mitt holders installed in the parks. Ms. Sweeney will assess this item after she sees what is left over from the park signage and park equipment in Jack O'Connell Park.

Staff and Commission Request and Announcements:

Mr. Bodem provided the Commission with an update on several projects in the community including the status and proposed renovation of the Royal Theater, Al's Union property, street projects, Central Park grant, etc. Mr. Bodem mentioned that the garbage in Central Park was picked up and a member of the community would like to see a comprehensive plan forward on park maintenance and the pedestrian bridge overpass. Chair Harris indicated that they would develop a volunteer group to help maintain the integrity of Central Park. Mr. Bodem mentioned that the Public Works Department might be fixing the sprinkling system, replace fence, trim trees,

and continue to edge grass around the trees. Mr. Bodem stated that the city will find out if they receive a \$5M Central Park improvement grant in October 2021. If so, it might behoove us to avoid spending in the park if the grant dollars for construction and new renovations upheaves any improvements we make by using the general fund dollars. The Commission contemplated the idea and still would like the Central Park to be maintained now and always.

The Commission requested Staff to continue to monitor and furnish updates on City Recreation and Parks business especially involving any MOU agreements. Commissioner Ortiz reported on the success of the snack trailer to be located at Jack O'Connell Park during the youth football season. Commissioner Harris would like to improve communication between the City Council and Recreation and Parks Commission and suggest that Joint City Council and Recreation and Parks Commission meeting be established.

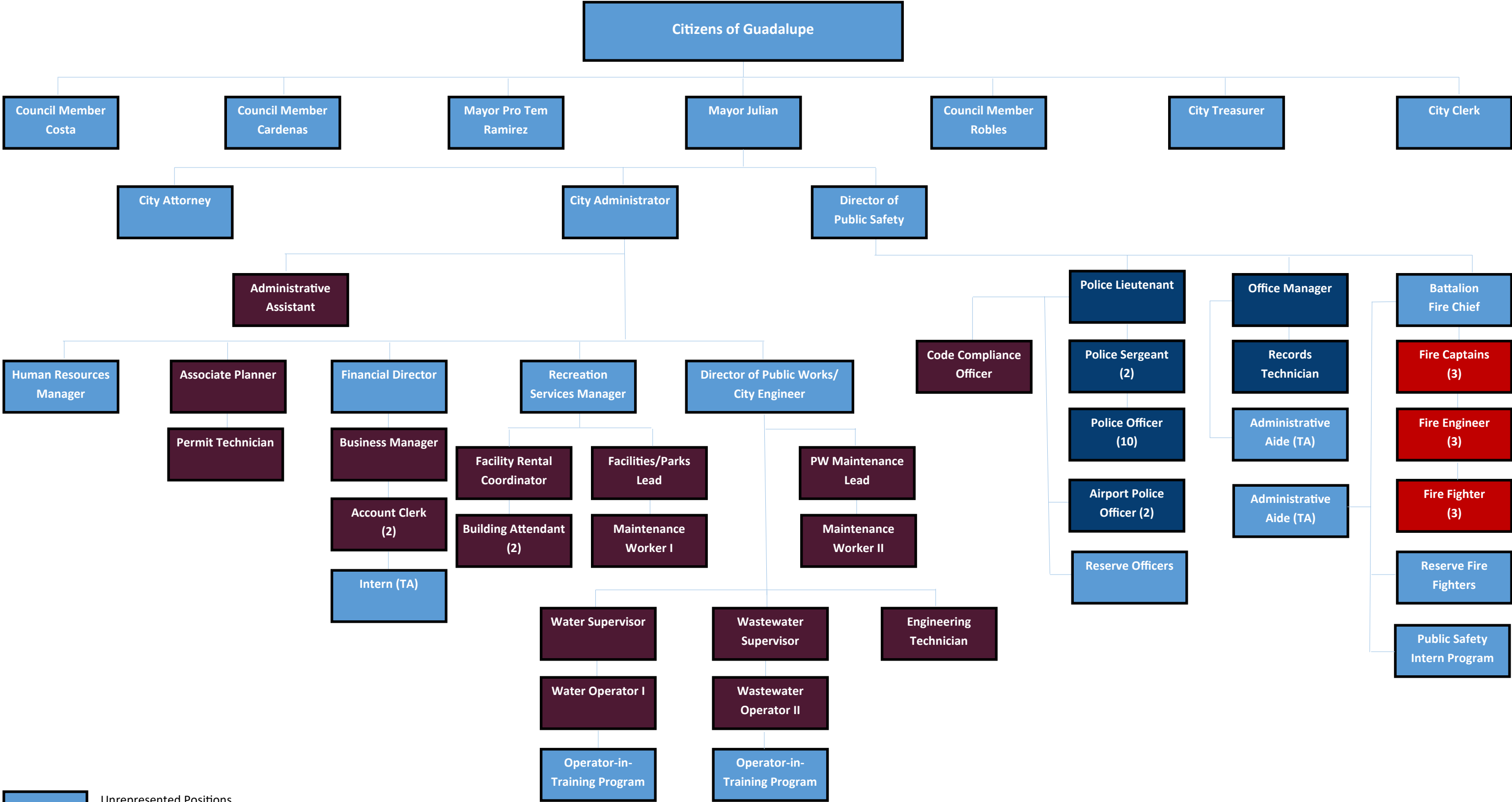
Adjournment:

At 8:17 p.m. a **Motion** was made by Commissioner **Salinas**, seconded by Commissioner **Ortiz** for adjournment. The unanimous vote resulted in the meeting's closure.



City Administrator, Todd Bodem

Recreation Chair, Joe Harris



- Unrepresented Positions
- SEIU Represented Positions
- POA Represented Positions
- IAFF Represented Positions



City of Guadalupe

Street Sweeping Map & Schedule

BLUE AREA SWEEP EVERY FRIDAY 4:00 AM - 6:00 AM
RED AREA SWEEP - SECOND FRIDAY (ONCE A MONTH)



Graffiti Reporting Procedures

Procedures:

No Evidence Left at Scene

1. When graffiti is observed and **no evidence** is left at the scene, (marker, spray can)
 - a. Take a picture of the graffiti
 - b. Call the Santa Maria Police Dispatch at 805-928-3781 ex 2277
 - c. Give the dispatcher the following.
 - Location (Address) of the graffiti
 - Time you saw the graffiti
 - Date of reporting
 - Type of crime (example vandalism, graffiti)
 - Provide your reporting party information (example your name)
 - Provide business address and phone number (918 Obispo Street, work cell)
 - Advise the dispatcher you took a photo and will turn into police department at end of shift.
 - d. You are now either free to leave or clean the graffiti

If Evidence is located at the Scene

2. When graffiti is observed and **evidence** is left at the scene, (marker, spray can)
 - e. Take a picture of the graffiti
 - f. Call the Santa Maria Police Dispatch at 805-928-3781 ex 2277
 - g. Give the dispatcher the following.
 - Location (Address) of the graffiti
 - Time you saw the graffiti
 - Date of reporting
 - Type of crime (example vandalism, graffiti)
 - Provide your reporting party information (example your name)
 - Provide business address and phone number (918 Obispo Street, work cell)
 - Advise the dispatcher you took a photo and will turn into police department at end of shift.
 - h. Stand-by for an officer to arrive at your location to collect the evidence and give you further instructions if needed.

Clean California Local Grant Program

General Information

Eligibility: Cities, Counties, Tribes

Timeline:

- Call for Project (Opening of competition): December 1, 2021
- Project Application Deadline: February 1, 2022
- Award Notice: March 2022
- Projects Completion (open to the public and all funds expended)

(Very short time frame at each stage)

Eligible Project Types (not a complete list):

- Community litter abatement and beautification projects
- Community litter abatement events and/or educational programs

Example Projects:

- Beautification and placemaking of existing public spaces: (not a complete list):
 - o Community Park space/public space
 - o Transit centers
 - o Park-and-ride facilities
 - o Viaducts, underpasses, or pedestrian overpasses
- Educational campaigns or community events about litter abatement, proper waste disposal or how to get involved with doing sanctioned artwork in a community
- A combination of project types, including beautification and educational projects

Eligible Activities and Expenses (not a complete list):

- Enhanced paving to address the needs of the space, using permeable pavements where possible
- Pavement alternatives, such as wood chips
- Inert material, such as rubberized pavement
- Shade structures
- Shade trees or drought-tolerant plantings
- Irrigation systems
- Bioretention, swales, and other green street elements
- Architectural fencing

- Art installations, including community identification or cultural elements
- Human-scale, energy-conserving lighting
- Walking and/or biking facilities through the space
- Wayfinding signage
- Amenities (e.g., signage, bins, etc.) related to proper waste collection or prevention
- Seating and play equipment
- Public bathrooms and water fountains

Ineligible activities and expenses (not a complete list):

- Displacing people experiencing homelessness
- Acquisition of rights-of-way or land with the funds awarded by Caltrans.
- Work performed prior to the execution of the grant agreement.
- Acquisition of vehicles
- Other items unrelated to the project or CCLGP goals.

Match:

Sliding from 50% to Zero based on AMI (\$50,864) of the community compared to SMI (\$75,235) (68%) This needs to be checked. But it looks like the City would a minimum of 12.5% to 25%.

Scoring Methodology

Scored Component	Possible Score (points)	Weight (percent of overall score)
Narrative (Qualitative) Maintenance Plan*	20	10
Project's Population Benefit (Quantitative)	25	12.5
Project's Benefit to Underserved Communities (Quantitative)	35	17.5
Needs Assessment (Quantitative)	50	25
Estimated Performance (Quantitative)	40	20
Scope, Cost, Schedule (Qualitative)	30	15
Sum	200	100



**City of Guadalupe
Public Works Department
918 Obispo Street
P.O. Box 908
Guadalupe, CA 93434**

October 1, 2021

**Subject: 2021 Pavement Rehabilitation Project
Asunto: 2021 Proyecto de Rehabilitación de Pavimento**

You are receiving this letter because you live on a street that will be impacted by the 2021 Pavement Rehabilitation Project. 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 9th and 11th Streets. Several curb ramps will also be installed or replaced.

During construction, there may be inconveniences to residents in the area, including traffic control and parking limitations.

Project construction is scheduled to begin in October 2021 and end in December 2021. As the project gets closer to your residence, the contractor will be providing additional notification.

If you have any questions or need more information, please do not hesitate to contact Public Works Director Shannon Sweeney at 805 – 356 – 3910.

Usted está recibiendo esta carta porque usted vive en la calle que estará afectada por el proyecto de rehabilitación de pavimento. Este proyecto envuelve repavimentación de las calles Almaguer Ave, Nelson Drive, Masatani Court, Montez Court, Julia Drive, Hernandez Drive, Mills Lane, Camp Lane, Sanchez Drive, Chapman Drive, y Obispo Street entre calle 9 y calle 11. Varias rampas de bordillo serán instaladas y reemplazadas.

Durante la construcción, podría ver inconveniencias para residentes en el área, incluyendo control de tráfico y limitación de estacionamiento.

El proyecto de construcción empezó en Octubre 2021 y termina en Diciembre 2021. En cuanto el proyecto se acerca a su residencia, el contratista le proveerá notificación adicional.

Si tienes algunas preguntas o necesita más información, por favor no tarde en contactar a la directora de Servicios al Publico Shannon Sweeney at 805-356-3910.

PROJECT	PM/ENG	October							October							November							November						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13
21-0032 City of Guadalupe 2021 Pavement Rehab	MB									S	S	S																	
Paving																													
Concrete																													
Grinding																													
Grading/Excavation																													
Underground																													
Shoulder Backing																													
Traffic for Sub																													
Subcontractors																													
Nights																													
HOLIDAY/ NO WORK																													

Week of Oct 18th

- Remove and Replace Curb Ramp (Hernandez and Chapman)
- Start Demo of ADA (10th and Obispo)

Week of Oct 25

- Set out No Parking for Paving
- Lowering Man Holes, Water Valves, and Survey Monuments
- Complete Remove and Replace ADA (10th and Obispo)
- Cannon &CPC to Markout Digout Locations

Week of Nov 1st

- Edge Grind each location
- Remove and Replace 4" HMA and 6" HMA(3/4" & 1/2" Mix)
- Production Start up on 1/2" HMA
- Start Placing Leveler Course (3/8" Mix)

Week of Nov 8th

- Complete Leveler Course (3/8" Mix)
- Place Overlay (1/2" Mix)

November							November							November							December						December							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of October 26, 2021**

Shannon Sweeney

Prepared by:
Shannon Sweeney
Public Works Director/City Engineer

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT: New bus routes and bus stops

RECOMMENDATION:

That City Council approve the new bus routes and stops in preparation for upgraded transit service starting July 2022 per the City of Guadalupe Short Range Transit Plan.

DISCUSSION:

City Council adopted the December 2020 City of Guadalupe Short Range Transit Plan at its January 12, 2021 meeting. In the development of the Short Range Transit Plan seven service options were presented to City Council for consideration. Council's consensus was to move ahead with option C of the plan, which will divide Guadalupe Flyer service into an express portion and a local portion, eliminating the need for the on-demand service.

The biggest challenge associated with section was the increase in cost of \$165,508 per year over baseline (existing) service. After four years of operation, the transit fund would be \$-178,062. Staff was uncomfortable proceeding with this new operation scenario until at least three years of additional funding were available to cover the increase in cost. \$520,548 became available in stimulus funds, providing the City over three years of adequate funding for the new service.

The new express route will run from hourly from 7 AM, starting at the Santa Maria Transit Center, to 6:50 PM. The express route will include all existing stops in Santa Maria, but only one stop in Guadalupe, at the Amtrak train station, at 7:30 every hour, adjusted by a few minutes as necessary to align with the train schedule. Figure 1 shows the planned express route.

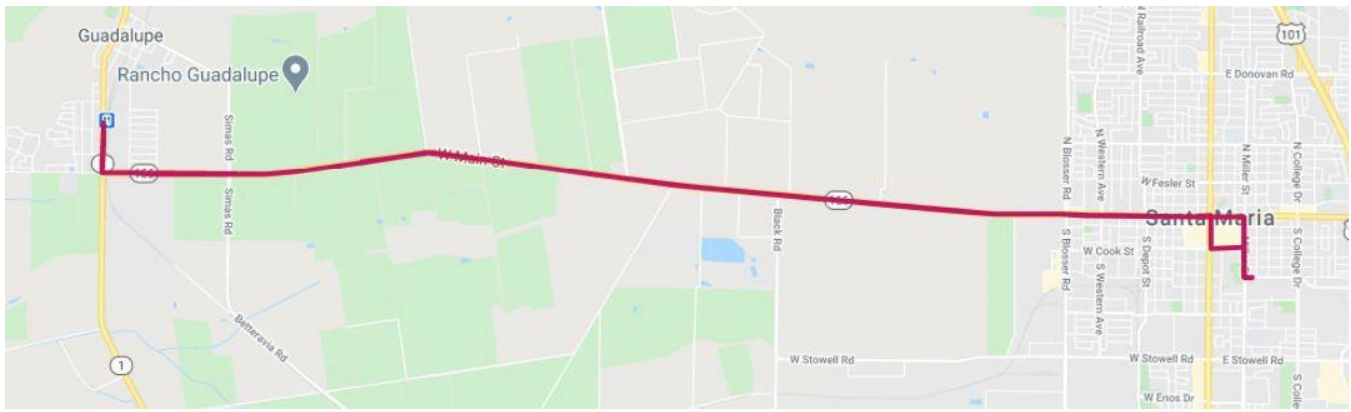


Figure 1: Express Route

The new local route will run every half hour from 7 AM to 6:50 PM within City limits. Staff, with input from our contract transit service and some residents, recommends adjustments to the existing route and stops. The local route will meet up with the express route at the Amtrak train station half past every hour. Figure 2 shows the general plan of the local route. Staff recommends a deviation from this route by turning right on 2nd Street after the Pioneer and 2nd Street stop rather than proceed to 5th and Tognazzini. The stop at 5th and Tognazzini is underutilized, very nonstandard, and creates route inefficiencies.

Existing Stop	Proposed Stop	Comment
Amber & Obispo		Remove, duplicate
	Amtrak Station	Meets up with train and express route
Hwy 1 & Olivera	Hwy 1 & Olivera	Popular stop
10 th & Senior Center	10 th & Senior Center	Popular stop
	Mary Buren School	Requested by school
Peralta & 11th		Remove, duplicate
	Escalante Meadows	To address new development
Obispo & Fir	Obispo & Fir	Popular stop
Flower and Elm	Flower & Elm	Serves Treasure Park
Flower & Birch		Remove, duplicate
	Pasadera	To address new development
W Main & Pt Sal Dunes	W Main & Pt Sal Dunes	Nearest to middle school
Jack O'Connell Park	Jack O'Connell Park	Popular stop
Pioneer & 2nd	Pioneer & 2nd	Popular stop
Tognazzini & 5th		Remove?

Bus stop upgrades are needed to conform to ADA standards and improve bus shelter aesthetics and safety. \$160,000 was budgeted in fiscal year 21– 22 for these upgrades assuming receipt of a \$100,000 grant. The City did not receive this grant. Remaining funding is not sufficient for all necessary upgrades. Once the bus routes and stops are confirmed, staff will begin prioritizing upgrades using existing funding, and propose funding in the next fiscal year for the remaining necessary upgrades.

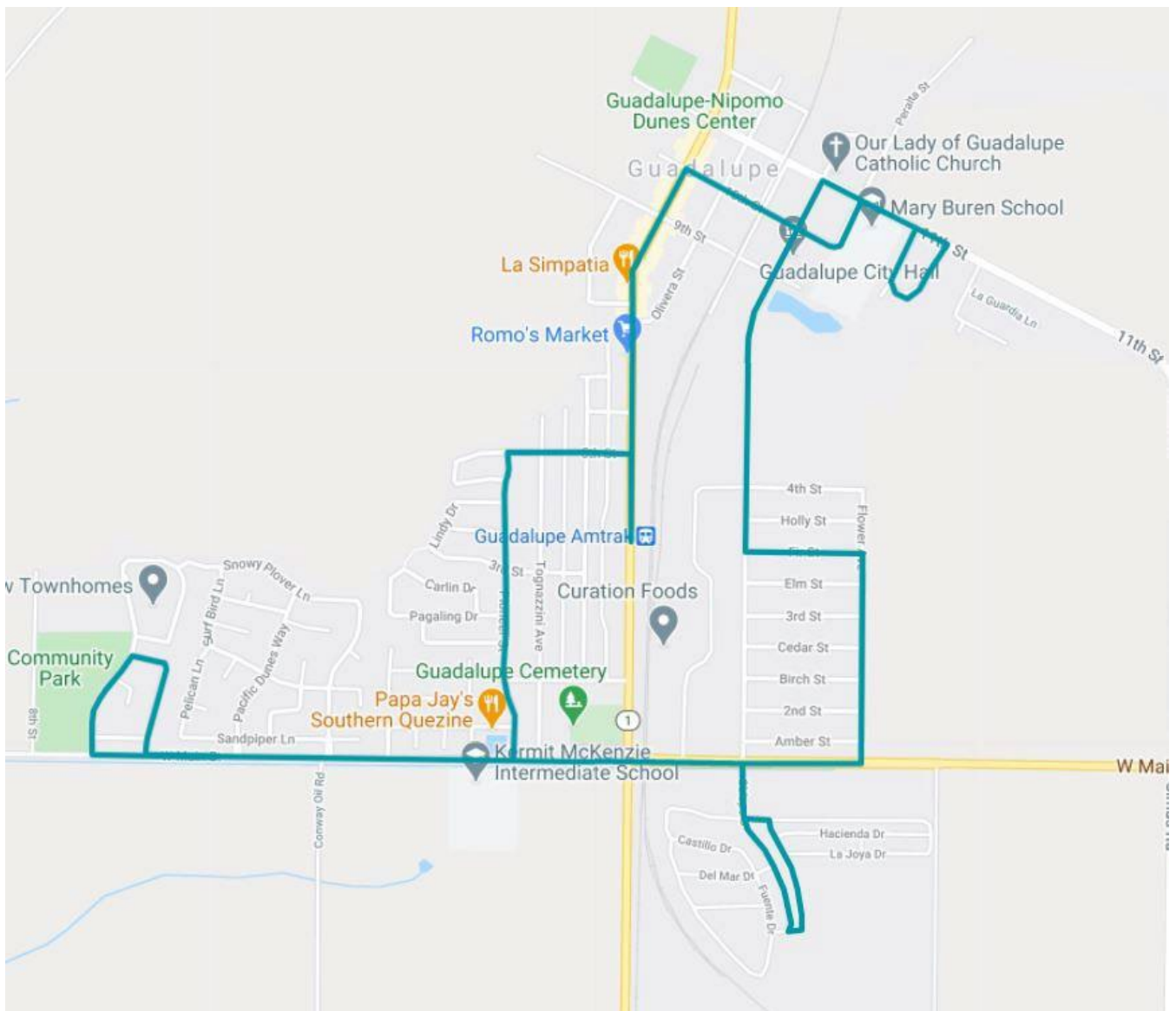


Figure 2: Local route

The 2020 Short Range Transit Plan can be found on the City's website at ci.guadalupe.ca.us under miscellaneous documents.

ATTACHMENTS:

1. Resolution 2021-85

RESOLUTION NO. 2021-85

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE
APPROVING NEW BUS ROUTES AND STOPS**

WHEREAS, City Council adopted the December 2020 City of Guadalupe Short Range Transit Plan at its January 12, 2021 meeting; and

WHEREAS, Council's consensus was to move ahead with option C of the plan, which will divide Guadalupe Flyer service into an express portion and a local portion, eliminating the need for the on-demand service; and

WHEREAS, recent stimulus funding provides adequate financial resources to proceed with this upgraded service; and

WHEREAS, staff wishes for Council approval of new routes and bus stops prior to investing limited resources into bus stop upgrades.

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

That City Council approve the new express and local bus routes and bus stops associated with the local route as shown in the table below:

Proposed Local Bus Route Stops	Comment
Amtrak Station	Meets up with train and express route
Hwy 1 & Olivera	Popular stop
10 th & Senior Center	Popular stop
Mary Buren School	Requested by school
Escalante Meadows	To address new development
Obispo & Fir	Popular stop
Flower & Elm	Serves Treasure Park
Pasadera	To address new development
W Main & Pt Sal Dunes	Nearest to middle school
Jack O'Connell Park	Popular stop
Pioneer & 2nd	Popular stop

The express route will continue to have the same bus stops in Santa Maria but only one stop in Guadalupe at the Amtrak train station at the bottom of each hour.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 26th 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. 2021-85**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 26, 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 26, 2021**

Shannon Sweeney

Prepared by:
Shannon Sweeney
Public Works Director/City Engineer

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT: Comprehensive Utility Rate Study - Update

RECOMMENDATION:

That City Council approve a rate adjustment and schedule after considering additional requested information.

DISCUSSION:

Staff worked with Willdan Financial Services to complete a Comprehensive Utility Rate Study. Staff presented this report to City Council on September 14, 2021. Council approved the study but asked for additional information regarding the impact to water rates if the number of units provided under the base rate was lowered from six units down to zero units the first year.

Willdan submitted a memo on October 13, 2021, showing the impact to water rates if the number of units of water available at the base rate was lowered from six units to zero units the first year. That memo is attached. Table 1 of the memo shows that if no minimum flow allowance is included in the base charge, the greatest differential in cost to existing water bills will occur for customers using between four and eight units of water. Customers using significantly more or less than that range would see smaller or even negative impacts to their bills. Willdan was unable to find a single base rate and variable charge that did not result in this same impact. While they concurred that eliminating the minimum usage allowance for purposes of equity and common industry practices is a good goal for the future, they are concerned that making that change all at once will create sticker shock to existing customers, especially ones that use only a moderate amount of water.

Their recommendation is to phase out the number of units provided under the base rate and reevaluate once the billing system is upgraded. Based on this recommendation from the consultant and with input from the Finance Director, staff recommends proceeding with the first three years of rate adjustment as outlined in the approved Comprehensive Utility Rate Study (instead of the originally recommended five-year plan). This rate schedule moves towards the elimination of the minimum usage allowance, while both reducing the sticker shock to the customer and providing adequate time for the City to gather sufficient information to reevaluate water rates using the new financial software.

The original public notice that was developed is attached. If Council approves the recommended rate adjustment and schedule, this public notice will be edited to remove the last two years of rate adjustment, and dates changed to meet Proposition 218 requirements.

ATTACHMENTS:

1. Willdan memo October 13, 2021
2. Resolution 2021-86
3. Draft Proposition 218 notice



MEMORANDUM

To:	Shannon Sweeney, City of Guadalupe
From:	Daryll Parker & Michael Cronan, Willdan Financial Services
Date:	October 13, 2021
Subject:	Rate Structure Considerations

The City of Guadalupe, California (the "City") owns and operates public water storage, pumping and transmission facilities, and wastewater collection, treatment and disposal facilities providing utility services to both residential and nonresidential customers within the incorporated limits of the City. The City commissioned a water and wastewater rate study to analyze the revenue sources and expenditures of the utility system and provide recommendations for proposed rate and/or rate structure adjustments in order to meet the financial and administrative objectives of the City. The primary objectives of the rate study include:

- Full cost recovery (i.e. operating costs, debt and other expenditure requirements);
- Cost-based rate structure;
- Consistency with industry standards;
- Equity among customer classes;
- Administrative efficiency (i.e. easy to understand and implement); and
- 5-Year Capital Funding Plan.

The rate analysis consisted of reviewing the historical operating results of the utility system, analyzing the budget to identify the expenditure requirements to be recovered from user rate revenues, and revising the rates as needed to generate sufficient revenues. In addition, a review of the system customers and usage characteristics was performed to identify recent growth trends and forecast future customers.

The rate analysis was performed based on the general guidelines of the defined objectives, as well as common industry standards with regard to setting utility rates. In addition to focusing on these major objectives, the rate analyses considered other factors in developing rates. Such other rate considerations generally include sensitivity to the impact on existing customers, the relative comparability with neighboring utilities, the City's existing rate structure, the availability of data and the impact on future development.

The proposed water and wastewater rates were presented to City Council during a public meeting in September. One of the proposed rate structure changes was to reduce the amount of minimum flow currently included in the monthly base charge. During the meeting, Council

asked staff to estimate the impact on rates and customers if the minimum flow allowance was eliminated completely.

Although there was not a sufficient level of detailed customer data to determine the precise impact, an analysis was done to develop a reasonable estimate. The goal was to reduce the monthly base charge to offset the flow that customers would now be paying on a per-unit basis while remaining revenue neutral to the financial projections developed in the rate study. The comparative results for the monthly water bills of customers at various levels of flow is provided in **Table 1**.

Column A: Monthly metered water usage in Cubic Feet (1 CF = 7.48 gallons)

Column B: Monthly water bill at the City's current rates

Column C: Monthly water bill at the rates currently proposed to Council

Column D: Monthly water bill by eliminating the minimum usage allowance

Column E: Monthly water bill adjustment at proposed rates (C – B = E)

Column F: Monthly water bill adjustment eliminating the usage allowance (D – B = F)

Table 1 –Water Bill at Different Units of Flow

[A] Monthly Flow (CF)	[B] [C] [D] Monthly Water Bill @ Different Units of Flow			[E] [F] Difference From Existing Bill	
	Existing Bill With 600 CF Included	Proposed Bill With 500 CF Included	Proposed Bill without Flow Included	\$Amount w/ Flow Included [C] - [B]	\$Amount w/o Flow Included [D] - [B]
All Customers					
0	\$ 31.07	\$ 32.00	\$ 20.00	\$ 0.93	\$ (11.07)
100	\$ 31.07	\$ 32.00	\$ 24.12	\$ 0.93	\$ (6.95)
200	\$ 31.07	\$ 32.00	\$ 28.24	\$ 0.93	\$ (2.83)
300	\$ 31.07	\$ 32.00	\$ 32.35	\$ 0.93	\$ 1.28
400	\$ 31.07	\$ 32.00	\$ 36.47	\$ 0.93	\$ 5.40
500	\$ 31.07	\$ 32.00	\$ 40.59	\$ 0.93	\$ 9.52
600	\$ 31.07	\$ 37.34	\$ 44.71	\$ 6.27	\$ 13.64
700	\$ 36.25	\$ 42.68	\$ 48.83	\$ 6.43	\$ 12.58
800	\$ 41.43	\$ 48.02	\$ 52.95	\$ 6.59	\$ 11.52
1,000	\$ 51.79	\$ 58.70	\$ 61.18	\$ 6.91	\$ 9.39
1,200	\$ 62.15	\$ 69.38	\$ 69.42	\$ 7.23	\$ 7.27
1,400	\$ 72.51	\$ 80.06	\$ 77.65	\$ 7.55	\$ 5.14
1,600	\$ 82.87	\$ 90.74	\$ 85.89	\$ 7.87	\$ 3.02
1,800	\$ 93.23	\$ 101.42	\$ 94.13	\$ 8.19	\$ 0.90
2,000	\$ 103.59	\$ 112.10	\$ 102.36	\$ 8.51	\$ (1.23)

While Willdan is in agreement with eliminating the minimum usage allowance for purposes of equity and consistency with common industry standards, based on the results identified in the previous table, it is recommended that a phase-out approach be applied (e.g., reducing the amount of the minimum usage allowance by 100 CF every year or two). Such a phasing approach will:

- Mitigate rate shock to existing customers.
- Reduce negative calls and correspondences to City staff and Council members.
- Offer a rate stabilization effect.
- Move toward promoting water conservation.
- Provide revenue stability (more fixed/guaranteed revenues and less reliance on variable/volumetric revenues) as the City upgrades its billing systems to generate more reliable, detailed customer data to support the next rate study.

RESOLUTION NO. 2021-86

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE
APPROVING CITY OF GUADALUPE RATE ADJUSTMENT AND SCHEDULE**

WHEREAS, the basic legal authority for the City to establish water and wastewater service rates is contained in Government Code Section 54344, which allows the City to prescribe, revise, and collect charges for the services, facilities, or water furnished by the City; and

WHEREAS, Willdan Financial Services completed a Comprehensive Utility Rate Study, approved by Council on September 14, 2021; and

WHEREAS, at the September 14, 2021, Council meeting, City Council requested additional information prior to adopting a final rate adjustment and schedule; and,

WHEREAS, in light of the new information, staff, in concert with the consultant, recommends a three-year rate adjustment schedule, per the following tables:

Water Rates

Description	Existing Rates	Rate for calendar year, starting January 1:		
		2022	2023	2024
Basic Rate ⁽¹⁾:				
All Customers	\$ 31.07	\$ 32.00	\$ 32.96	\$ 33.95
Volumetric Rates Per 100 Cubic Feet ⁽²⁾:				
All Flow	\$ 5.18	\$ 5.34	\$ 5.50	\$ 5.67

Notes:

(1) The existing basic rate includes 600 cubic feet of flow. Based on discussions with staff, the flow amount included in the basic rate will be reduced to 500 cubic feet of flow for FY 2022 and further reduced to 400 cubic feet of flow for fiscal years 2023 and 2024.

(2) All flow will be billed at a uniform rate for every 100 cubic feet of flow metered over the allocated amount of flow included in the basic rate.

Sewer Rates

Description	Existing Rates	Rate for calendar year, starting January 1:		
		2022	2023	2024
Basic Rate:				
Residential ⁽¹⁾	\$ 2.72	\$ 54.30	\$ 55.93	\$ 57.61
Commercial ⁽²⁾	\$ 2.72	\$ 54.30	\$ 55.93	\$ 57.61
Commercial Volumetric Rate Per 100 Cubic Feet ⁽³⁾:				
All Flow	\$ 2.22	\$ 2.29	\$ 2.36	\$ 2.43
<p>Notes:</p> <p>(1) Residential customers are billed a flat monthly fee regardless of usage.</p> <p>(2) The existing basic rate includes 500 cubic feet of flow. Based on discussions with staff, the flow amount included in the basic rate will remain at 500 cubic feet of flow for FY 2022 and further reduced to 400 cubic feet of flow for fiscal years 2023 and 2024.</p> <p>(3) For Commercial customers, all flow will be billed at a uniform rate for every 100 cubic feet of water flow metered over the allocated amount of flow included in the basic rate.</p>				

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

That the City Council approve the rate adjustment and schedule shown above.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 26th 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. 2021-86**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held October 26, 2021, and that same was approved and adopted.

ATTEST:

Amelia Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney



NOTICE TO PROPERTY OWNERS OF PUBLIC HEARING REGARDING PROPOSED WATER AND SEWER RATES

Hearing Date & Time: **November 9, 2021, at 6:00 p.m.**

Location: City Council Chambers, City Hall, 918 Obispo St, Guadalupe, CA 93434

Why are you receiving this notice?

The City of Guadalupe (City) is mailing this notice to you because you are a water and/or sewer customer or are the owner of record of a property that receives water or sewer service. This notice describes proposed changes to the water and sewer rates and gives information about a public hearing to be held on **November 9, 2021**, in the City Council Chambers at City Hall, 918 Obispo St, Guadalupe, CA 93434 regarding these proposed changes.

What do water and sewer rates fund?

The City provides water service to approximately 2,478 customers, and sewer service to approximately 2,406 customers. Monthly rates charged to system users (customers) on a monthly basis are the primary source of revenue to operate the water and sewer systems and are used solely for this purpose. Rate revenue provides funding for annual operating and maintenance costs, including water and sewer treatment, capital projects to improve water and sewer infrastructure, debt service obligations, adequate fund reserves and planning for contingencies.

The proposed rates are based on a comprehensive utility rate study and financial plan developed by an independent consultant.

The rate structures for each utility were designed so that revenues derived from the proposed rate changes do not exceed the amount of revenue required for the property-related services provided by the City, nor will the revenue from the rates and charges referenced herein be used for any purpose other than that for which the corresponding rates are imposed. The amount of the proposed rates imposed on any parcel or person as an incident of property ownership will not exceed the proportional cost of the service(s) attributable to such parcel; and no rate will be imposed for a service unless that service is actually used by, or immediately available to, the property owner or customer in question.

Why are rate increases needed?

To develop water and sewer rates that will generate sufficient revenue to meet fiscal and policy objectives of the City, a determination of the amount of annual revenue required from rates was completed. The first step of this analysis resulted in the identification of revenue requirements for the water and sewer utilities, including operating and maintenance expenses, capital expenses such as routine replacement of aging system components and replacement and/or upgrades of water and sewer lines, debt repayment costs (including required debt service coverage) and funding of reserves at appropriate levels to smooth out cash flow timing and provide for unexpected costs.

These revenue requirements were then compared to the total sources of funds during each year of the forecast period to determine the adequacy of projected revenues to meet those requirements. The study results demonstrated that revenue over the next five years from the City's current water and sewer rates will not fully provide for the costs identified above, and as a result, a series of rate revenue increases were calculated, which if implemented, will provide revenue sufficient to meet those needs. The rate study report providing the rate development methodology is available at City Hall and on the City's website at <https://ci.guadalupe.ca.us>.

Proposed rates have been calculated based on the City's cost to provide water and sewer service to users. For the water utility, all customers are charged a basic rate that includes an initial allotment of 500 cubic feet of water flow, then they are charged an additional uniform rate for each 100 cubic feet of water used beyond the initial allotment. The initial allotment is being reduced from the current 600 cubic feet to 500 cubic feet, and will be further reduced to 400 cubic feet, beginning in Fiscal Year 2023.

For residential customers, the proposed sewer rates consist of a basic flat monthly rate, regardless of flow. For commercial customers, the proposed sewer rates consist of a basic monthly rate that includes an initial allotment of 500 cubic feet of flow, with an additional charge for each 100 cubic feet of flow beyond the basic allotment. The allotment included in the basic monthly rate for commercial customers will be decreased from 500 cubic feet to 400 cubic feet beginning in Fiscal Year 2023.

New rates

In order to provide necessary funding for the water and sewer systems, the City is proposing to implement new rates as a series of annual adjustments starting on **January 1, 2022**, with additional increases following each July 1, until July 2025. The following tables summarize the proposed water and sewer rates. The Fixed and Volume charges will go into effect and remain in effect until superseded by Council action.

Proposed Water Rates

Fiscal Years 2021-22 through FY 2025-26

Description	Existing Rates	Projected For Fiscal Year Ending June 30:				
		2022	2023	2024	2025	2026
Basic Rate ⁽¹⁾:						
All Customers	\$ 31.07	\$ 32.00	\$ 32.96	\$ 33.95	\$ 34.46	\$ 34.98
Volumetric Rates Per 100 Cubic Feet ⁽²⁾:						
All Flow	\$ 5.18	\$ 5.34	\$ 5.50	\$ 5.67	\$ 5.76	\$ 5.85
Notes:						
(1) The existing basic rate includes 600 cubic feet of flow. Based on discussions with staff, the flow amount included in the basic rate will be reduced to 500 cubic feet of flow for FY 2022 and further reduced to 400 cubic feet of flow for fiscal years 2023						
(2) All flow will be billed at a uniform rate for every 100 cubic feet of flow metered over the allocated amount of flow included in the basic rate.						

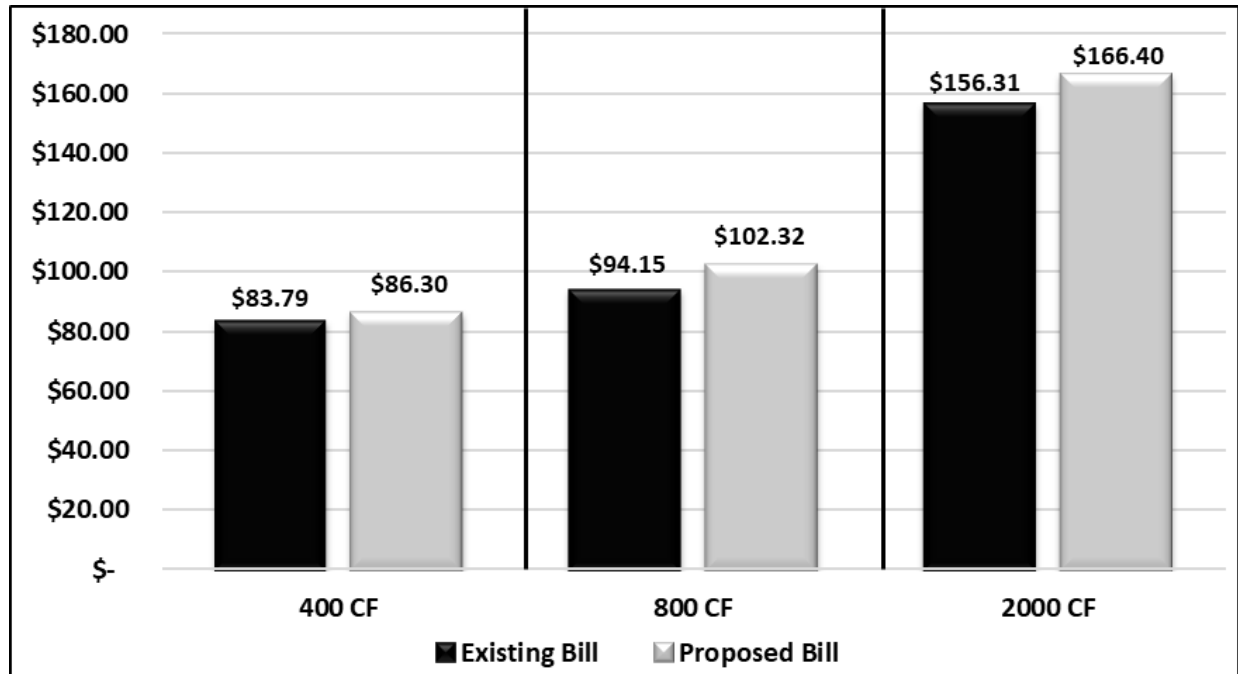
Proposed Sewer Rates

Fiscal Years 2021-22 through FY 2025-26

Description	Existing Rates ⁽²⁾	Projected For Fiscal Year Ending June 30:				
		2022	2023	2024	2025	2026
Basic Rate:						
Residential ⁽¹⁾	\$ 52.72	\$ 54.30	\$ 55.93	\$ 57.61	\$ 58.47	\$ 59.35
Commercial ⁽²⁾	\$ 52.72	\$ 54.30	\$ 55.93	\$ 57.61	\$ 58.47	\$ 59.35
Commercial Volumetric Rate Per 100 Cubic Feet ⁽³⁾:						
All Flow	\$ 2.22	\$ 2.29	\$ 2.36	\$ 2.43	\$ 2.47	\$ 2.51
Notes:						
(1) Residential customers are billed a flat monthly fee regardless of usage.						
(2) The existing basic rate includes 500 cubic feet of flow. Based on discussions with staff, the flow amount included in the basic rate will remain at 500 cubic feet of flow for FY 2022 and further reduced to 400 cubic feet of flow for fiscal years 2023 through 2026.						
(3) For Commercial customers, all flow will be billed at a uniform rate for every 100 cubic feet of water flow metered over the allocated amount of flow included in the basic rate.						

Impact on your bill

With the proposed rates effective **January 1, 2022**, for a typical single-family home that uses 8 Units of water every month, the water portion of your bill would increase from \$41.43 per billing cycle (monthly) currently to \$48.02 per billing cycle. The sewer portion of the bill would increase from \$52.72 to \$54.30 per billing cycle. The accompanying graph provides a summary of combined bills, existing and proposed, for water and sewer under three usage scenarios.



How do you file a protest or participate in the public hearing?

The City will consider the new rate structure and proposed revenue increase at a public hearing on Tuesday, **November 9th, 2021 at 6:00 p.m.**, in the City Council Chambers, at City Hall, 918 Obispo St, Guadalupe, CA 93434. You are invited to present oral or written testimony at the public hearing, or via the virtual meeting. Any owner or customer of record of a parcel subject to the proposed rates may submit a written protest against the proposed rate revisions. If written protests are filed for a majority of the affected parcels, the proposed rate revisions will not be adopted.

In order for a written protest to be counted it must include the following: a statement indicating that the identified property owner or customer of record is in opposition to the proposed rate changes; whether the protest is against the proposed water rates, the proposed sewer rates, or both; the street address or Assessor's Parcel Number (APN) for the parcel(s) with respect to which the protest is made; and the name and signature of the owner or customer.

Protests may be mailed, or hand delivered to 918 Obispo St, Guadalupe, CA 93434, or delivered to the City Clerk at the Public Hearing. To be valid, a signed written protest must be received by the City Clerk before the conclusion of the Public Hearing. Any protest submitted via e-mail or other electronic means will not be accepted. Please identify on the front of the envelope for any written protest, whether mailed or submitted in person to the City Clerk, that the enclosed protest is for the Public Hearing on the Proposed Rate Changes – Water and Sewer Service Fees.

The City Council will hear and consider all written and oral protests to the proposed rate changes at the Public Hearing. Oral comments at the Public Hearing will not qualify as formal protests unless accompanied by a written protest. Upon the conclusion of the Public Hearing, there will be no more written protests accepted and no more testimony taken, and the City Council will consider adoption of the proposed rates for water and sewer service described in this notice. If written protests as outlined above, are not presented by a majority of property owners or customers of record, the City Council will be authorized to adopt the proposed rates. While both property owners and customers of record may submit written protests, only one protest will be counted for each parcel. If adopted, the **rates for water and sewer service will be in effect beginning January 1, 2022.**