



City of Guadalupe Financial Report Fiscal Year to Date through September 30, 2019

Overview

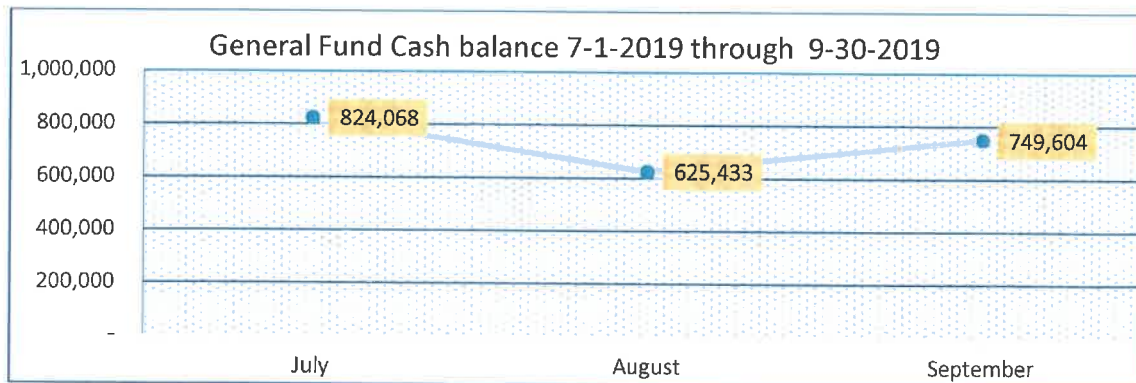
The fiscal year 2019-20 financial report concentrates on the General Fund and Water/Wastewater Enterprise Funds as of September 30, 2019, or 25 percent of the year expended. The purpose of the report is to provide a status of cash, fund balance and budgeted Revenue and Expenditures versus actual at 25 percent of the fiscal year expended.

Fund Balance

The term fund balance is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). It is intended to serve as a measure of the financial resources available to the fund. There are constraints in spending fund balance depending on the type of resources (nonspendable, restricted, committed and assigned). Fund balance represents the total amount accumulated in the fund from prior years at a point in time. The fund balance in the General Fund as of September 30, 2019 is positive \$54,928 and is expected to increase by fiscal year-end. Retroactive payouts to all bargaining were completed in the first quarter of this fiscal year. The reduction in cash resulting from these payouts, caused the prior year's ending fund balance to decrease. The fund balance is expected to increase and remain on an upward trend throughout the fiscal year.

General Fund Cash

The monthly cash balance below shows positive cash balances through September and total cash at the end of the quarter was \$749,604.

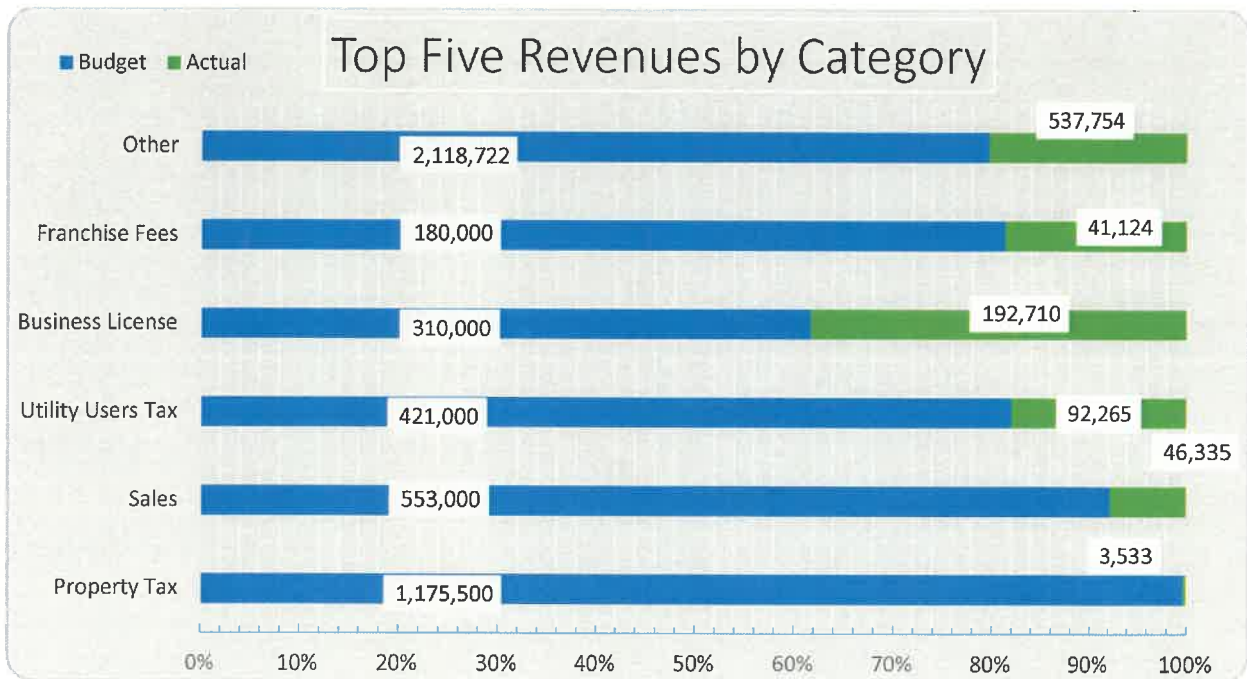


General Fund Revenue

Budgeted revenues versus actual revenue received through September 30, 2019 shows the General Fund slightly below target at 19 percent of expected revenues.

The table and chart below show the Top Five revenue categories for the City with Business License revenue exceeding budget. All categories are expected to meet budget by year-end as revenue timing delays catch up.

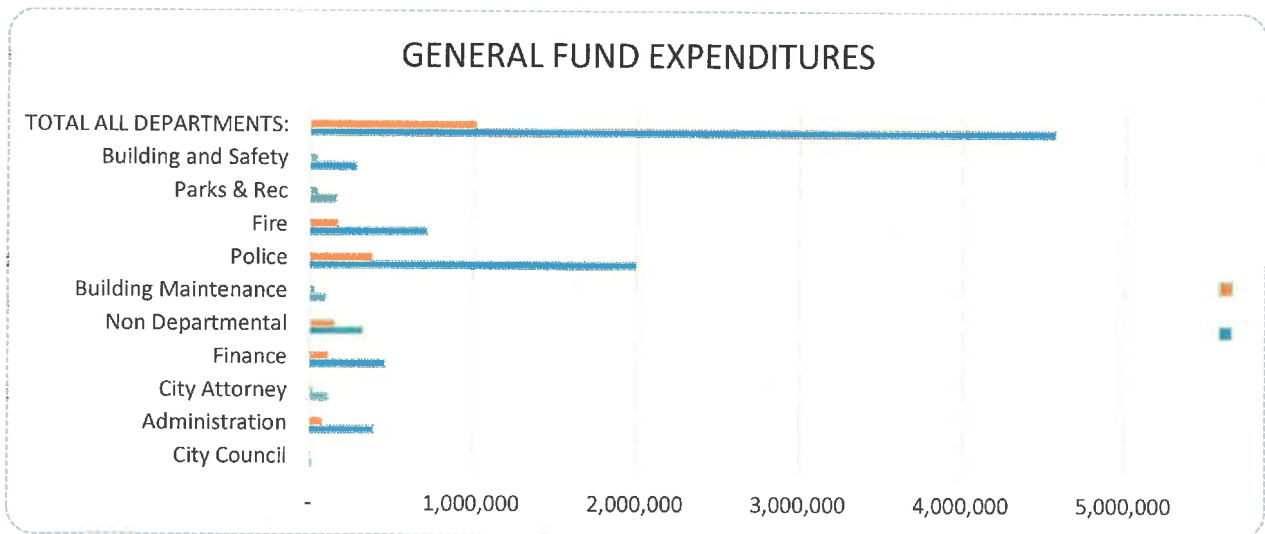
Top Five Revenue by Category			
Category	Budget	Actual	%
Property Tax	1,175,500	3,533	0.3%
Sales	553,000	46,335	8.4%
Utility Users Tax	421,000	92,265	21.9%
Business License	310,000	192,710	62.2%
Franchise Fees	180,000	41,124	22.8%
Other	2,118,722	537,754	25.4%
Total Revenue	4,758,222	913,721	19.2%



General Fund Expenditures

Expenditures are just under budget at 22 percent expended. The Table and Chart below shows all General Fund Departments and spending trends as of September 30, 2019.

2019-20 GENERAL FUND EXPENDITURES			
DEPARTMENT NAME	Adopted Budget	Actual Spent as of 9/30/2019	25%
City Council	15,377	4,553	30%
Administration	391,608	77,305	20%
City Attorney	110,000	14,496	13%
Finance	463,310	109,175	24%
Non Departmental	330,663	153,112	46%
Building Maintenance	94,136	25,114	27%
Police	1,994,855	381,246	19%
Fire	719,072	168,266	23%
Parks & Rec	158,282	41,635	26%
Building and Safety	286,060	41,686	15%
General Streets	-	-	
TOTAL ALL DEPARTMENTS:	4,563,363	1,016,588	22%



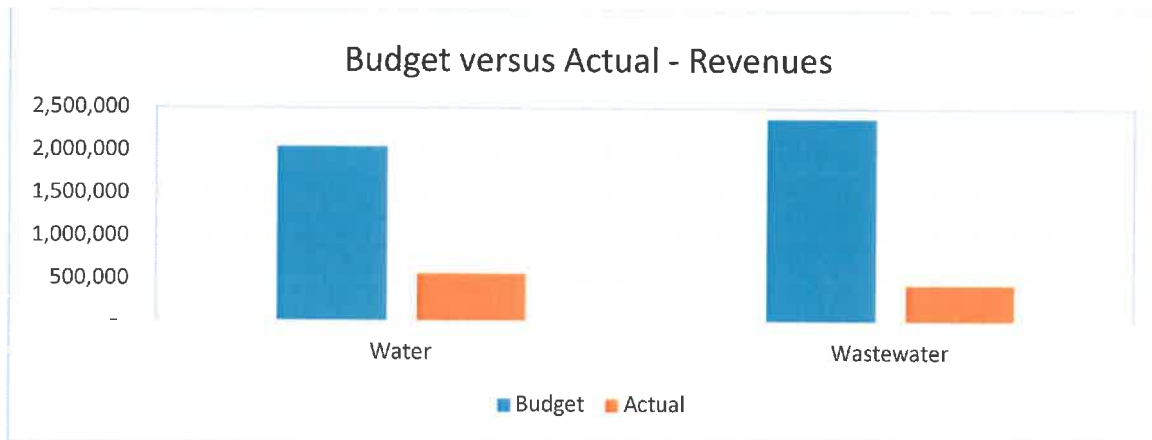
Budget unit Non Departmental is over budget reflecting 46 percent spent. This is due to the Annual California Joint Powers Agreement (CJPIA) insurance payment. This payment will be allocated to other departments and funds prior to the next quarterly report. This budget unit is expected to be within budget at that time.

ENTERPRISE FUNDS – WATER AND WASTEWATER

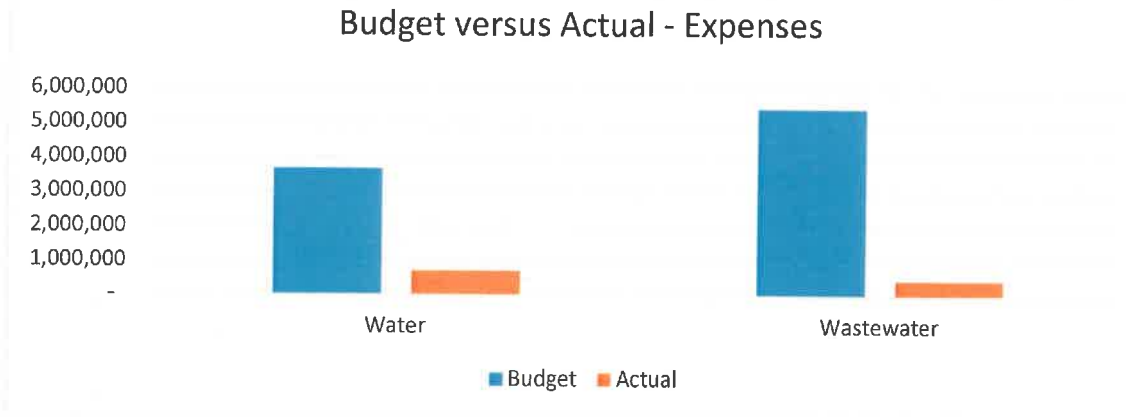
The Statement of Revenues and Expenditures for the first quarter of fiscal year 2019-20 is shown in the Table below.

Actuals Through September 30, 2019	Water	Wastewater
<u>REVENUES</u>		
Charges for Services	548,386	425,366
Interest	12,644	-
Other	-	-
Connection Fees	-	10,835
Developer Fees	-	-
Total	561,030	436,201
<u>EXPENSES</u>		
Operating	345,245	428,547
Capital	7,086	7,004
Depreciation	-	30,226
State Water	271,077	-
Debt Service	92,136	-
Total	715,544	465,777

The following charts compare budget to actual Revenue and Expense:



The Enterprise funds experienced revenue at 24 percent of budget for Water. Wastewater was slightly below budget at 18 percent of revenue expected for the period.



Operating expenses for Water and Wastewater are below budget at 19 percent and 8 percent, respectively.

CONCLUSION

The funds analyzed in this report are generally in line with budget. Overall Revenue exceeded Expenditures in the Enterprise Funds. Although overall General Fund Revenue fell short of expenditures, there were no significant budget fluctuations at the first quarter and revenue is expected to fall in line with expenditures.

Information in this report is unaudited.

**REPORT TO THE GUADALUPE CITY COUNCIL
City Council Agenda of November 12, 2019**


for Bob.

**Prepared by: Robert Perrault
Former Interim City Administrator**



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

SUBJECT: Guadalupe Police Officers Association Memorandum of Understanding for the time period 01/01/2018 through 06/30/2020.

RECOMMENDATION:

It is recommended the Council adopt Resolution No. 2019-70 approving a Memorandum of Understanding (MOU) with the Guadalupe Police Officers Association for the time period of 01/01/18 through 06/30/2020.

BACKGROUND:

The previous agreement between the City and the Guadalupe Police Officers Association (GPOA) expired on December 31, 2017. Consequently, the GPOA has been working without a contract for more than 18 months. City management and the GPOA negotiation team jointly worked on an approach that would put in place an updated agreement. The intent of the negotiation was to move member compensation closer to the market for small cities in the region. Prior to this negotiation entry level for a police officer in Guadalupe was \$23.17, which is 27% less than the entry level offered by the City of Grover Beach. With the approval of the agreement compensation for an entry level officer will move to \$27.36 per hour. Increasing compensation in this manner will assist with both the recruitment and retention of law enforcement personnel. Key components of the proposed MOU are as follows:

- 2.5 year term from 01/10/18- 06/30/20
- The following COLA adjustments have been incorporated:
 - 2% retroactive to the expiration of the last agreement or January 1, 2018
 - 2% effective on approval of the Agreement
 - 3% effective 1/1 2020
 - 2% effective 7/1/ 2020
- Modification of Salary Range Steps - effective with agreement approval. Range is converted from a 7-step system to 6-step system. Each step will be valued at 5% per step. Existing system will be collapsed. Currently, A step will be converted to current D step, current B step converted to E step, and current C step will be converted to E step

etc. Modification will be phased over the first year to lessen financial impact. The advantage of the new system is that it should assist with recruitment and retention. Officers at lower ranges will benefit more than officers who have been with the City for a significant amount of time.

- Eliminate the word “sworn” from Article 2.16 of the MOU. This will enable office staff to receive the same incentive for receipt of POST certificate as police officers. Cost impact will be limited.
- Modification to Article 2.17 of the MOU to indicate that an Associates Degree is valued at 3% education incentive and an additional 2.5% for an employee who in addition to Associates degree obtains a Bachelor’s Degree and 4% for a Bachelor’s Degree without having obtained an Associates Degree. In no event shall the combined incentive equal greater than 5.5%. Change will have a limited positive cost impact for the City.
- Modification of insurance payment cap from \$775 to \$975. This will affect a limited number of members. This change will take effect 1/01/2020

FISCAL IMPACT: The cost for the entire agreement is \$110,000 which is approximately 6% of the annual compensation and benefit cost for the entire Department which is \$1,793,494 for FY 19-20. While the total cost of the agreement is not insignificant, the costs will also be spread over two fiscal years. Approval of this MOU should assist with the recruitment and retention of police officers and with the reduction of overtime costs. Overtime costs were in excess of \$160,000 during this last fiscal year.

ATTACHMENTS

1. Resolution No. 2019-70
2. Memorandum of Understanding with Guadalupe Police Officers’ Association

RESOLUTION NO. 2019-70

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE
ADOPTING A MEMORANDUM OF UNDERSTANDING
WITH THE GUADALUPE POLICE OFFICERS ASSOCIATION**

WHEREAS, the Guadalupe Police Officers Association (GPOA) is the recognized employee representative for employees in the police employees' representation unit; and

WHEREAS, the City of Guadalupe and GPOA were signatories to a memorandum of understanding that expired on December 31, 2017; and

WHEREAS, the City and GPOA have met and conferred in an attempt to reach agreement on a memorandum of understanding for the time period 01/01/18 through 06/30/20, and

WHEREAS, the City and GPOA have reached tentative agreement on all issues;

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

SECTION 1. The City Council hereby approves the Memorandum of Understanding for the time period 01/01/18 through 06/30/20 attached hereto as Exhibit "A" and incorporated herein by reference, and the Mayor is hereby authorized to execute the Memorandum of Understanding on behalf of the City.

SECTION 2. If any provision or any part of a provision of this resolution shall be finally determined to be invalid, illegal, or otherwise unenforceable, such determination shall not impair or otherwise affect the validity, legality or enforceability of the remaining provisions or parts of provisions of this resolution, which shall remain in full force and effect as if the unenforceable provision or part were deleted.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED at regular meeting on the 12th day of November 2019 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the foregoing Resolution, being CC. Resolution No. 2019-70 has been duly signed by the Mayor

and attested by the City Clerk, all at a regular meeting of the City Council, held November 12, 2019 and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF GUADALUPE

AND

**GUADALUPE POLICE OFFICERS
ASSOCIATION**

January 1, 2018 – June 30, 2020

MEMORANDUM OF UNDERSTANDING
January 1, 2018 – June 30, 2020

1. INTRODUCTION

1.01 Preamble. The following constitutes a Memorandum of Understanding (MOU) that resulted from meeting and conferring in good faith concerning the wages, hours and other terms and conditions of employment, between the City of Guadalupe (City) and the Guadalupe Police Officers Association (POA).

1.02 Recognition. The City recognizes the POA to be the recognized employee bargaining association representing the classifications of Police Officer, Police Corporal, Police Sergeant, Police Office Manager and Records Technician.

1.03 Purpose. It is the purpose of this MOU to promote and provide for harmonious relations, cooperation and understanding between the City and employees covered herein and to provide an orderly and equitable means of resolving any misunderstanding or differences which may arise regarding wages, hours and other terms and conditions of employment.

1.04 Maintenance of Operations. For the term of this MOU, neither the POA or any members of the POA, nor any person acting in their behalf, will cause, authorize, engage in, or strike against the City, or engage in a work stoppage, slow down, or concerted failure to report for duty, or unauthorized absence or abstinence from the full and faithful performance of their duties of employment. This is not to mean that the POA members are waiving any rights as to the protection of personal safety as they may pertain to the refusal to cross the picket lines of another public employee organization on strike, or to the informational picketing by employees on their own time.

1.05 Maintenance of Benefits. All wages, hours and other terms and conditions of employment of POA members shall remain in full force and effect during the term of this contract. Any changes to those policies, practices or procedures that impact wages, hours and other terms and condition of employment must be effectuated by the mutual written agreement of the parties.

2. WAGES, BENEFITS AND WORK-RELATED RULES.

2.01 Wages.

(a) Salaries for employees covered by this MOU shall be increased by 2% effective January 1, 3018 and an additional 2% effective with the execution of the agreement, an additional 3% effective January 1, 2020 and an additional 2% effective on June 30, 2020. (See Attached Hourly Pay Rates.)

(b) Effective with the execution of this MOU the step system for all ranges covered by this MOU will be modified from a seven-step system to a six step system in the following manner:

Old Step	New Step
Step A	Old Step C (for 1 year)
Step B	Step A
Step C	Step B
Step D	Step A
Step E	Step B
Step L-1	Step C
Step L2	Step D
	Step E
	Step F

Incumbent employees covered by this MOU residing in Step A prior to the agreement will be moved to former Step C; those incumbents residing in the previous Step B will be moved to the new Step A; and those residing in Step C prior to the execution of this agreement will be moved to the new Step B.

For example a Police Officer hired in March 2019 at Step A will move to the “old” Step C and will remain there for at least one year and will be eligible to move to the “new” Step B at anniversary date.

The following are the position titles and salary grades covered by this MOU:

- Records Technician – Range 159
- Office Manager – Range 171
- Police Officer – Range 182
- Corporal – Range 192
- Sergeant – Range 202

2.02 Application of Salary Steps. All employees entering the permanent, full-time employment of City shall be paid at the first step of the salary range, unless otherwise determined by the Police Chief and the City Administrator established for his/her position classification. Salary step increases, as provided herein, are not automatic, but based upon performance and merit. Employees shall be placed on the step designated by the City Administrator for initial full-time permanent employment and qualify for increase in compensation or advancement to the next higher step of his/her salary range in the following manner. A Performance Evaluation Report on each employee recommended for advancement shall be submitted to the City Administrator by the Chief of Police prior to final action on such recommendation.

A. The salary range as set forth for each classification is divided into six (6) steps, which shall be interpreted and applied as follows:

(1) The first step is the minimum rate, and normally shall be hiring rate (Step A).

(2) The second step is granted to employees upon their anniversary date who are eligible for this adjustment after completion of one (1) full calendar year of satisfactory service in a classification and not prior the completion of a probationary period. The adjustment shall be made only if granted by the Chief of Police, and subject to approval of the City Administrator (Step B).

(3) The third step shall be granted to an employee upon their anniversary date who has given satisfactory service in a given classification for one (1) full additional year from granting of previous step increase only if granted by the Chief of Police, and subject to approval of the City Administrator (Step C).

(4) The fourth step shall be granted to an employee upon their anniversary date who has given satisfactory service for an additional one (1) full additional year by the Chief of Police, and with approval of the City Administrator (Step D).

(5) The fifth step shall be granted to an employee who has given satisfactory service for one (1) full additional year by the Chief of Police, and with approval of the City Administrator (Step E).

(6) The sixth step shall be granted to an employee who has given satisfactory service for one additional years by the Chief of Police, and with approval of the City Administrator (Step F).

A. An employee must always continue to maintain an acceptable level of performance and shall be evaluated by the Chief of Police annually.

2.03 Standard Work Periods.

A. Work Hours. (1) The standard work shift for employees represented by the POA is 8 hours for non-sworn personnel and 12 hours for sworn personnel (inclusive of all breaks and meal periods). For sworn personnel, the standard 12-hour work shift shall consist of 80 hours of regular time work and 4 hours of mandatory overtime every two weeks, plus any other authorized overtime work.

(2) Officers may, upon mutual agreement, swap shifts with another officer of same rank, for a full or partial deployment period. The employees involved shall notify the Police Chief of the shift swap in writing. An officer who, as part of a disciplinary action, is required to work a particular shift, may have his or her shift swap cancelled by the Police Chief.

B. Breaks. Employees shall be entitled to one (1) thirty-minute paid meal break per duty shift, during which time sworn personnel shall remain in uniform and subject to call if necessary for any urgency or emergency. Calls not of an urgent nature shall be handled after the meal break. Employees shall be allowed to take two (2) fifteen-minute paid break periods. Breaks shall be as close to two (2) hours from the start of the shift and two (2) hours before going off duty as practical. A meal period shall be as close to four (4) hours after the start of the shift as possible. The time limits shall be adjusted on a case-by-case basis taking into consideration the nature of police work, specifically, calls for service and 'on-view' violations observed by the officer.

If an employee is required to work an additional four (4) hours overtime, he/she shall be entitled to additional paid meal periods of thirty (30) minutes each, four (4) hours from the last scheduled meal period. If an employee is required to work overtime, he/she shall be entitled to additional paid rest breaks of fifteen (15) minutes each, two (2) hours from the last scheduled rest break.

C. Work Day. The standard work day shall be from 0001 hours to 2400 hours.

D. Work Week. The standard work week shall be from 0001 hours on any Saturday to 2400 hours on the following Friday.

E. Relief Shifts. Relief shifts shall be scheduled as to minimize the impact on the employee assigned to that shift.

F. Time Limits. Shift schedules shall be posted and employees shall be notified thirty (30) days in advance of an impending departmental shift change. Officers shall be assigned to a department shift for four (4) months at a time. Departmental shifts shall be January through April; May through August and; September through December, or as close as practical to meet the needs of the department.

G. Call Outs. Employees called out to replace a sick or injured employee shall have a reasonable time to respond.

H. Mandatory Schedule Changes. During a mandatory schedule change, no officer shall work two (2) straight shifts back to back (24 hours). The schedule shall be adjusted so that the officer shall have at least an eight (8) hour break in between shifts. In the event of an emergency, the City reserved the right to modify shift schedules, including the requirement to work back to back shifts.

2.04 Pay Periods.

(A) Hourly Benefits. Pay periods for hourly benefits shall be fourteen (14) days in duration. The pay period shall start on Saturday at 0001 hours and end of Friday at 2400 hours, and shall number 26 for the year. Checks shall be available to employees by 1700 hours on the Friday following the end of the pay period.

(B) Monthly Payments of Benefits. The City shall make payments for all cash benefits due to the credit of employees by the tenth (10th) day of the month following the month of accrual.

2.05 Overtime. An employee shall be entitled to premium overtime compensation of one and one-half times the employee's regular rate of pay for all hours worked beyond twelve (12) hours for sworn and eight (8) hours for non-sworn in one day or forty (40) hours for non-sworn in a week or 80 hours for sworn in a two week period. All paid leaves shall be regarded as hours worked. An employee shall be eligible to receive overtime compensation or compensatory time off, at the employee's option.

A. Overtime Administration. All overtime must be approved by a supervisor prior to the work being performed, with the exception of emergency situations.

B. Time Limits. Subject to call-out minimums, overtime shall begin at the end of an officer's regularly scheduled shift or upon reaching the station.

C. Court and Testimony. Subject to call-out minimums, overtime for employees who attend court or other hearings shall be paid at the regular overtime rate. This shall include travel time from the station to court, and back to the station

D. Paid Leave Time. When any employee is off on paid leave time, such as sick leave, holiday or vacation, jury duty leave, or compensation time, such time shall be considered as hours worked for the purpose of calculating overtime.

E. Mandatory Schedule Changes. During a shift change, if an employee is required to work more than forty (40) hours in his/her regular work week to adjust to the new schedule, the employee will be paid overtime or receive compensatory time within a specific pay period.

G. Management Rights. Since the City Administrator is responsible for the efficient administration of all the affairs of the City, management reserves the right to control overtime hours worked, consistent with State and Federal law, and not in conflict with this MOU.

2.06 Cell Phones. When any employee is required to carry (wear) a department issued cell phone, said employee shall be responsible for telephonic response to any emergency pages from the department and/or supervisor(s) within a reasonable time period based upon each individual circumstance.

The employee shall not be held responsible for a telephonic response if the employee is deemed to have not been within cell phone range, the employee's cell phone is found to be defective, the employee is unable to reasonably respond to the emergency situation, or if the employee's response would be of little or no value given time and distance considerations.

An employee who responds to an emergency call to service shall be paid for all time spent in such response, beginning when the employee starts traveling to the site of the emergency or the police department, at one and one-half times the employee's regular rate of pay with a minimum of two hours.

2.07 Compensatory Time.

A. Eligibility. All regular and probationary employees shall be entitled to accrue compensatory time.

B. Compensatory Time Administration. Employees may take compensatory time off in lieu of paid overtime as approved by the Chief of Police, subject to applicable state or federal law. Employees whose compensatory time is interrupted or postponed due to injury on the job, sickness, court, call-backs for manpower shortage, schedule changes and such, shall be rescheduled after such interruption or postponement as approved by the Chief of Police. No compensatory time previously scheduled shall be lost to an employee exceeding the maximum compensatory accrued during the interruption or postponement. When requested in writing, all employees shall be given their time off within two (2) weeks of that request, subject to departmental needs. Compensatory time may be used in uninterrupted blocks of time subject to departmental needs and as approved by the Chief of Police.

C. Accrual. Compensatory time shall be accrued at one and one-half (1.5) hours for every hour of overtime worked.

D. Limit of Accrual. An employee who is a sworn peace officer may accrue a bank of up to 280 hours of compensatory time off at any given time. An employee who is not a sworn peace officer may accrue a bank of up to 240 hours of compensatory time off at any given time. Upon written request, an employee may cash out compensatory time every other calendar month. Such request must be submitted in writing no later than the end of the pay period preceding the pay period payment is to be made.

2.08 Call Outs. Employees called back to work from their day off, or other off-duty hours, shall receive paid overtime or compensatory time at the employee's discretion. There shall be two (2) hours minimum guarantee.

2.09 Holidays.

A. Non-Sworn. Except as otherwise set forth below, thirteen 8-hour paid holidays shall be observed by full-time non-sworn personnel,

January 1, New Year's Day
January- 3rd Monday, Martin Luther King Day
February – 3rd Monday, Presidents Day
May - last Monday, Memorial Day
July 4, Independence Day

- September, 1st Monday, Labor Day
- November 11, Veterans Day
- November - 4th Thursday, Thanksgiving Day
- November - 4th Friday, day following Thanksgiving Day
- December 24, Christmas Eve
- December 25, Christmas Day
- Two Floating Holidays (to be taken within the given year.)

When any of the above holidays falls on a Saturday or Sunday, the holiday will be observed on the previous Friday or following Monday, respectively.

B. Sworn Personnel. In lieu of fixed holidays, full-time sworn personnel will be paid 5.07 hours per pay period. Full-time sworn personnel will continue to receive two 10-hour floating holidays per calendar year. Any full-time permanent or probationary sworn employee who works overtime on a City recognized holiday shall receive two (2) times his/her regular base pay for all overtime hours worked.

2.10 Vacation.

A. Eligibility. All regular and probationary employees shall accrue vacation time from the date of hire. The purpose of vacation is to enable each eligible employee to have time for rest and relaxation, and return to work mentally and physically refreshed. Each eligible employee shall be required to have served the equivalent of one (1) year of continuous service with the City in order to be eligible for full annual vacation leave. However, in the event an employee so chooses, he/she may, after six (6) continuous months of service, take vacation leave not to exceed four (4) working hours with his/her Supervisor's approval.

B. Vacation Administration. Employees whose vacations are interrupted or postponed due to injury on the job, sickness, court, call-backs for manpower shortage, or schedule changes shall be rescheduled after such interruption or postponement. No vacation previously scheduled shall be lost due to an employee exceeding the maximum vacation accrual during the interruption or postponement.

C. Accrual. For full-time employees, vacation shall be accrued and credited on a monthly basis at the following rate for time in service.

<u>Years</u>	<u>Days</u>	<u>Hours Per Month</u>
0 - 1	10	6.67
2	12	8.00
3	13	8.67
4	14	9.34
5	15	10.00
6	16	10.67
7	16	10.67
8	17	11.34

9	18	12.00
10	18	12.00
11	19	12.67
12	19	12.67
13	19	12.67
14	20	13.33
15	21	14.00

D. Limits of Accrual. There is a cap of two years worth of accrual upon the number of hours of accrued vacation leave an employee may accrue and carry over from year to year. Upon written request, an employee may cash out vacation time every other calendar month. Such request must be submitted in writing no later than the end of the pay period preceding the pay period payment is to be made. Notwithstanding the foregoing, employees are encouraged to utilize their vacation leave for rest and relaxation.

E. Compensation at Termination. Employees leaving the City with accrued vacation leave shall be paid the amount of accrued vacation to the date of termination and their current rate.

2.11 Sick Leave.

A. Eligibility and Purpose. All regular and probationary full-time employees shall accrue sick leave at a rate of eight (8) hours per calendar month effective from that employee's date of hire.

B. Use. An employee may use accrued sick leave in the case of actual personal illness, illness or disability, medical or dental appointments, parental leave, or in the case of injury to, illness of, and medical or dental appointments for the employee's immediate family. For purposes of this section only, "immediate family" shall mean (1) spouse or domestic partner, (2) child, (3) parent, (4) sibling, (5) persons in "step" relationship of (1) through (4), and (6) any other person approved in advance by the Chief of Police. In the event the Chief of Police does not approve use of accrued leave for a person described in (6), the employee may appeal such determination to the City Administrator, whose decision shall be the final administrative decision.

C. Sick Leave/Bereavement Leave While on Paid Leave.

1. An illness or injury occurring while on vacation leave or compensatory time off shall be covered as sick leave, provided the employee has sufficient accumulated sick leave available to cover the time off.

2. Employees who are on paid time off (i.e., sick, vacation, CTO) at the time of a death in the employee's immediate family shall be entitled to substitute sick or bereavement leave for vacation or other paid time off, provided the employee has sufficient accumulated sick leave available to cover the time off. The total period of absence from City employment (vacation and sick leave) shall not exceed beyond that time initially

approved for vacation, without specific approval. Unused vacation or other paid compensation time shall be retained by the affected employee.

D. Accumulation. Accrued sick leave may be accumulated to a maximum of 2,080 hours. An employee may use 100% of unused sick leave to "retire" early before the commencement of PERS retirement benefits. Employees shall be paid on a monthly basis until accumulated sick leave is utilized or until PERS retirement benefits begin, whichever is earlier. At separation, an employee may choose to be paid 50% of his or her unused sick leave, to a maximum of 480 hours at his or her current rate of pay and/or upon retirement unused accrued sick leave may be converted to PERS service credit per the City's contract with PERS.

E. Application of Unused Sick Leave to Retirement Benefits. Upon retirement under the Public Employees Retirement System (PERS), unused sick leave shall be credited to the total years of service.

D. Transfer of sick time. Employees may transfer up to 50% of accumulated sick leave voluntarily to a fellow employee who has exhausted all his/her leave time due to an extended illness or injury. The transfer shall be on an hour for hour basis, and shall not exceed eighty (80) hours of sick leave.

E. Maternity Leave. The City shall provide leave to eligible employees as required by the California Family Rights Act, the Family and Medical Leave Act, and the California Pregnancy Disability Law.

2.12 Bereavement Leave. Employees shall be granted three (3) days of paid leave for bereavement purposes in each case of a death within his/her immediate family. An additional two (2) days of bereavement leave shall be granted if out of state travel or two hundred (200) miles or more of travel from home is required. Immediate family shall be defined as the employee's spouse or registered domestic partner, child or step-child, parent or grandparent, brother or sister, or in-laws.

2.13 Military Leave. Every employee of the City shall be granted military leaves of absence and other benefits as provided in Division 11, Part I, Chapter VII of the Military and Veteran's Code of the State of California and any applicable amendments. All employees applying for military leave shall give the department head, within the limits of military regulations, an opportunity to determine when such leave shall be taken. Employees may use compensation time and vacation leave for weekend drills.

2.14 Leave of Absence Without Pay. Leave of absence without pay may be granted by the City Administrator upon recommendation by the department head for a period not to exceed thirty (30) days. Leave of absence without pay in excess of thirty (30) days shall be granted only by the City Council.

2.15 Bilingual Pay. An employee, whose assignment and duties require the frequent and regular use of bilingual skills in English and Spanish, or any other language designated

by the City Administrator to be of benefit to the City, shall be designated by the City Administrator to receive a bilingual allowance. For the purposes of this section only, all classifications represented by the Association, regardless of assignment, perform duties that require the frequent and regular use of their Spanish and English bilingual skills. Full-time employees who demonstrate basic verbal bilingual skills shall receive compensation of \$60 per pay period and full-time employees who pass a written and verbal examination shall receive compensation of \$125 per pay period. The form of the examination shall be agreed upon by the City and the Association and the examination shall be given a minimum of twice per year.

2.16 P.O.S.T. (Police Officers Standard of Training) Certification Incentive Pay.

An employee who qualifies for a Regular or Specialized Intermediate POST Certificate shall receive premium compensation of four percent (4%) above his/her base salary. An employee who qualifies for a Regular or Specialized Advanced POST Certificate shall receive premium compensation of an additional four percent (4%) above his/her base salary, for a total of eight percent (8%).

2.17 Educational Incentive Pay. All employees represented by the POA shall receive premium compensation above their base salary for possessing the following degrees, provided they are in a subject that is law enforcement or job related:

Associate's Degree: three percent (3%) compensation above base salary;
Bachelor's Degree: an additional two .five percent (2,5%) for an employee who in addition to Associates degree obtains a Bachelor's Degree and four percent (4%) for a Bachelors Degree with out having obtained an Associates Degree. In no event shall the combined incentive equal greater than five and one-half percent (5.5%)

The Police Chief shall use reasonable criteria to determine what educational degrees are law enforcement related.

2.18 Uniform Allowance. Employees who are required to wear a uniform shall receive a uniform maintenance allowance. The allowance shall be used by the employee to replace, maintain, repair, and clean all designated uniform garments, hats, caps, shoes, leather wear, ornamentation, and inclement weather clothing.

A. Uniform Administration. The uniform maintenance allowance paid to full-time unit members shall be \$23 per pay period (\$598.00 per year). In addition, each June and December, full-time sworn employees shall be permitted to purchase up to \$400 of new uniforms and/or work-related equipment at the City's expense.

B. Payment. The uniform maintenance allowance shall be paid each biweekly pay period.

C. New Employees. New employees shall receive a prorated uniform allowance at the end of the first pay period following the date of hire. Thereafter, they shall be paid their uniform allowance in the same manner as all other employees. New employees shall

receive four (4) uniforms and/or work-related equipment, at the time of hire.

2.19 Medical Insurance.

A. Eligibility. All regular and probationary employees shall be eligible for medical insurance and deferred compensation from the date of hire.

B. Medical Insurance Administration.

1. The City's monthly contribution towards a medical plan provided by the City for full-time employees and dependents shall be \$975, effective January 1, 2020. If the total of the premium cost for an individual employee, plus eligible dependents, is less than the City's contribution, the difference between the City's contribution, and the insurance premium, the insurance premium may be deposited in the employee's deferred compensation account.

2. Upon providing the City written proof that medical insurance coverage is in force through coverage provided by another source, a full-time employee may opt out of the City's medical insurance plan and receive the entire monthly contribution as deferred compensation.

2.20 Vision Insurance. The City shall provide a Vision Care Plan during this agreement, or select an alternate vision care provider which maintains equivalent or increases benefits to the employee. Effective the pay day of January 10, 2014, the City and a full-time employee shall share in vision premiums with the City paying 75% and the employee paying 25%.

2.21 Dental Insurance. The City shall provide a Dental Care Plan during this agreement, or select an alternate vision care provider which maintains equivalent or increases benefits to the employee. Effective the pay day of January 10, 2014, the City and a full-time employee shall share in dental premiums with the City paying 75% and the employee paying 25%.

2.22 Life Insurance. The City shall provide group term life insurance benefits plan which shall provide for fifty thousand dollars (\$50,000) life coverage for full-time employees during the term of their employment.

2.23 Reimbursements. Effective the pay period starting December 7, 2013, the City shall end its practice of reimbursing employees for the employee share of State Disability Insurance, Medicare and FICA (approximately 9%).

2.25 Retirement / PERS – Public Safety Members

A. Eligibility. All regular and probationary employees shall be entitled to participate in the current retirement system from the date of hire.

B. Sworn PERS “Classic” Personnel. The City shall provide the PERS 2% @ 55

retirement formula for all sworn personnel. Effective July 1, 2015, employees will contribute 2% of the employee "pickup" for Public Employees Retirement System benefits. Effective January 1, 2016, employees will contribute 4% of the employee "pickup" for Public Employees Retirement System benefits.

C. Sworn PEPR New Hires. For employees hired on or after January 1, 2013 and classified as "new" members of CalPERS as defined by Public Employees Pension Reform Act (PEPRA), the City shall maintain a contract with CalPERS for the provision of a 2% @ 57 (highest 36 months) retirement benefit formula. Also pursuant to PEPRA these employees and the City are each responsible for paying one-half of the normal cost of this retirement plan.

2.26 Retirement / PERS – Miscellaneous Members

A. Eligibility. All regular and probationary employees shall be entitled to participate in the current retirement system from the date of hire.

B. Miscellaneous PERS "Classic" Personnel. The City shall provide the PERS 2% @ 55 retirement formula for all miscellaneous personnel. Effective July 1, 2015, employees will contribute 2% of the employee "pickup" for Public Employees Retirement System benefits. Effective January 1, 2016, employees will contribute 4% of the employee "pickup" for Public Employees Retirement System benefits.

C. Miscellaneous PEPR New Hires. For employees hired on or after January 1, 2013 and classified as "new" members of CalPERS as defined by Public Employees Pension Reform Act (PEPRA), the City shall maintain a contract with CalPERS for the provision of a 2% at 62 (highest 36 months) retirement benefit formula. Also pursuant to PEPRA these employees and the City are each responsible for paying one-half of the normal cost of this retirement plan.

2.26 Mileage Reimbursement. Employees required to use their private vehicle for authorized City business or training shall receive reimbursement at the rate set forth by IRS.

2.27 Dues Deductions. The City will deduct, without charge, dues from the pay of those employees who individually provide written authorization for such dues in an amount certified be current and correct by the President of the POA by the 10th of the month following the month of deduction. Dues in this context mean any deduction voluntarily authorized by a POA member and City Employee.

2.28 Automatic Deposit. The City shall deposit for those employees who so request paychecks to employee accounts in a bank, credit union or savings and loan association per existing City policy.

2.29 Safety Equipment. The City shall supply all officers with adequate safety equipment. The City may issue patrol rifles upon officers completing necessary training

and the rifles being available. Personal rifles may be authorized for use by officers upon the approval of the Chief of Police.

2.30 Recognition for Investigation Work. After a minimum of two (2) years tenure with the City, an officer will be recognized for satisfactory completion or authorized investigative work performed by that officer in the form of an acknowledgment letter written by the Chief of Police and placed in the officer's personnel file.

2.31 Incentive Pay for Special Assignments. Police Officers assigned to Special Assignments will be entitled to a premium above their base salary payable with the normal payroll, with a maximum of two (2) assignments. These Officers must satisfactorily perform their Special Assignments as well as their regular patrol duties. In the event an Officer resigns from their Special Assignment or the assignment no longer exists, the Officer will lose the premium pay. The Special Assignments for the period of the MOU are:

- K-9 Officer 3%
- School Resource Officer (SRO) 3%
- Motor Officer 3%
- Narcotics Officer 3%

Police Officers covered by this MOU are eligible for incentive pay at the rate of 4% for Field Training Officer assignments, but only on shifts when they are actually training other Police Officers (reserve or regular). Effective on July 2, 2016, Corporals and Sergeants are not eligible for the 4% Field Training Officer incentive pay.

Police Officers covered by this MOU are eligible for incentive pay at the rate of 4% for Senior Officer Assignments. Senior Officer Assignments will be at the discretion of the Chief and shall have a term of not greater than 3 years. Corporals and Sergeants are not eligible for the 4% Senior Officer Assignments or compensation

2.31 Movie /Special Events Assignments. All employees represented by the POA who are assigned to a movie/commercial detail or a special event detail shall be compensated at the rate of \$40.00 per hour.

2.32 Shift Differential. An employee whose shift covers 1900 – 0700 shall be paid a shift differential of \$1.00 per hour for the duration of said shift.

3. DISCIPLINARY ACTION.

3.01 Disciplinary action shall be in accordance with the City's Personnel Manual and the Guadalupe Police Department Police Manual.

4. GRIEVANCE PROCEDURES.

4.01 Employees covered by this MOU may file grievances in accordance with the

following rules and procedures:

A. Grievances may be filed concerning the interpretation of this MOU, other rules and regulations concerning terms and conditions of employment, directions of supervisors and disciplinary actions, but may not be filed for rejecting during probation.

B. The Police Department shall allow a grieving employee time off from regular duties without loss of pay when such time off is reasonably necessary for the drafting of a grievance.

C. Time limits specified herein may be extended with the written approval of both parties.

D. Failure of a grieving employee to file an appeal within the specified time limits shall constitute abandonment of a grievance.

E. An aggrieved employee may be accompanied by and assisted by representative of the employee's choice, but must be personally present and participate in discussions at each formal step in the proceedings.

F. No grievance shall be acted on unless filed within thirty (30) days of the time the grieving employee had first knowledge of the matters on which the grievance is based.

G. In each grievance filed, the grieving employee shall state the action the employee wishes taken to cure the grievance, as well as specific and pertinent information as to the matter grieved. The steps in the procedure shall be as follows:

Step No. 1: The employee shall discuss the matter with the immediate supervisor, clearly stating that a grievance is being commenced. The supervisor shall refer the employee to the next level of supervision, if the matter is beyond the immediate supervisor's control, or shall respond verbally or in writing within five (5) days if the matter is within the scope of his/her control. If the employee is unsatisfied with the supervisor's response or is referred to the next level of supervision, the employee shall file a written grievance within five (5) days to the next level of supervision.

Step No. 2: On receipt of a grievance by the second level supervisor, that supervisor shall either refer the grievance to the next level of supervision, if the matter is beyond the second level supervisor's control, or schedule a meeting with the grieving employee to discuss the matter. The meeting shall be scheduled within five (5) days, and the second level supervisor shall respond in writing giving the reason for the decision made within five (5) days after completion of the meeting.

Step No. 3: The process shall continue through higher levels of supervision in the same manner as described in Step No. 2 until the employee is satisfied or the City Council is reached. A grievance to the City Council shall also state whether the grieving employee desires a closed or open hearing. Such grievance shall be scheduled for the next regular

City Council meeting for which the agenda is open. The City Council shall hold such hearing and may make additional investigations into the matter. It shall direct a decision in writing with the reasons thereof within a reasonable time, and such decision shall be final.

5. EMPLOYMENT STATUS.

5.01 Personnel Files. An employee may inspect and copy his/her personnel file as required by law

5.02 Probationary Period. All appointments shall be tentative and subject to a probationary period of twelve (12) months. The Chief of Police, with consent of the City Administrator, may extend the probationary period for specified cause(s). The extension shall be provided in writing to an employee. All probationary employees who are being placed on an extended probationary period shall be given written notice of the extension prior to the expiration of their probationary period. In the event notice is not give, the employee shall be considered to have successfully completed the probationary period. An employee who is in a position that is reclassified shall be required to complete an additional probationary period. The probationary period shall be regarded as part of a continuing testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the position and for rejecting any probationary employee whose performance does not meet the required standard.

5.03 Demotion. Demotion of an employee to a lower class shall result in reduction of salary. The employee's salary shall be placed in the identical step in the lower class that the employee enjoyed in the class from which demotion was made. Demotion can be made for cause, which shall be provided to the employee in writing by the Chief of Police prior to any action taking place. The demoted employee may appeal demotion for disciplinary reasons through the grievance procedure. Demotion for any other reason is not appealable.

5.04 Lay-Off. Whenever, in the judgment of the City, it become necessary to make a reduction in force, whenever possible, the reduction shall be accomplished through attrition. Employees subject to a reduction in force shall be given at least thirty (30) working days notice prior to the effective date of the layoff, or thirty (30) days severance pay in lieu of notice. The POA shall receive concurrent notice and may be granted an opportunity to meet and consult with the City to discuss the proposed alternatives to a reduction in force.

When one (1) or more employees performing in the same class in the Police Department are to face reduction in force, the Chief of Police and the POA representative shall meet to discuss the procedures and order of lay-off.

5.05 Part-Time Employees. Part-time employees in represented classifications shall receive pro-rated benefits base on their percentage of FTE status.

6. POLITICAL ACTIVITIES. Pursuant to the City's Personnel Policy Manual and California Law.

7. MISCELLANEOUS.

7.01 Conclusiveness. It is not the intent of either party to change any plan, program, rule or regulation not specifically referred to in this MOU by the execution of the MOU. The parties may mutually agree to meet and confer on any matter at any time. This MOU is intended to be the full and final definition of wages, hours and working conditions for the period specified. However, other rules and policies set out in the City Personnel Policy Manual and the Administrative Procedures may apply. When in conflict with other policy documents, this MOU shall control.

7.02 Saving Clause. If any article or section of the MOU or any addendum thereof should be held to be invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance or enforcement of any article or section should be restrained by such tribunal or by enactment of a superseding rule, regulation, law or order by any governmental authority other than the City, such article or section shall be immediately suspended and be of no force and effect, and the parties shall immediately begin the meet and confer process for the purpose of arriving at a mutually satisfactory replacement for such article or section. Invalidation of a part or portion of this MOU shall not invalidate any remaining portion, unless those remaining portions were contingent upon the Operation of the invalidated article or section.

7.03 Non-Discrimination. Both the City and the POA agree that they shall not unlawfully discriminate against any employee on the basis of age, race, sex, handicap, creed, color, national origin, or ancestry. Neither the City nor the POA shall interfere with, intimidate, restrain, coerce, or discriminate against any employee because of the exercise of rights to engage or not engage in lawful POA activity.

7.04 City Rights Clause. The POA recognizes the City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer and manage its municipal services and work force performing those services in all respect subject to this MOU.

The City has and will continue to retain exclusive decision-making authority on matters not officially and expressly modified by specific provisions of the MOU.

The exclusive rights of the City shall include, but not be limited to: the right to determine the organization of the City government and the purpose and mission of its constituent agencies; to set standards of service to be offered to the public, and through its management officials, to exercise control and discretion over its organization and operations; to establish and effect administration and employment rules and regulations consistent with law and specific provisions of this MOU, to direct its employees; to classify and reclassify positions, to take disciplinary action for just cause; to relieve its

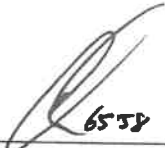
employees from duty because of lack of work or for other legitimate reasons; to determine whether goods or services shall be made; purchases or contracted for; to determine the methods, means and personnel by which the City's services are to be provided, including the right to schedule assigned work and overtime; and to otherwise act in the interest of efficient service to the community.

For the City:

Ariston Julian, Mayor

Todd Bodem, City Administrator

For the POA:



Carlos Limon, President



Salvador Curiel Jr., Vice President

**CITY OF GUADALUPE
POA Employee Payscale**

cc: 10/31/19

Effective January 1, 2018 - 2% COLA (Retro)

Base: 19.992

Range	A	B	C	D	E	L1	L2
159	20.392	21.411	22.482	23.606	24.786	26.026	27.327

Base: 21.559

Range	A	B	C	D	E	L1	L2
171	21.990	23.090	24.244	25.456	26.729	28.066	29.469

Base: 23.167

Range	A	B	C	D	E	L1	L2
182	23.630	24.812	26.052	27.355	28.723	30.159	31.667

Base: 24.789

Range	A	B	C	D	E	L1	L2
192	25.285	26.549	27.876	29.270	30.734	32.270	33.884

Base: 29.306

Range	A	B	C	D	E	L1	L2
202	29.892	31.387	32.956	34.604	36.334	38.151	40.058

**CITY OF GUADALUPE
POA Employee Payscale**

cyc 10 31 19

Effective November 12, 2019 = 2% COLA (Ratification)

Base:	23.606 (after 2% retro - Step D)					
Range	A	B	C	D	E	F
159	24.078	25.282	26.546	27.874	29.267	30.731
Base:	25.456 (after 2% retro - Step D)					
Range	A	B	C	D	E	F
171	25.966	27.264	28.627	30.058	31.561	33.139
Base:	27.355 (after 2% retro - Step D)					
Range	A	B	C	D	E	F
182	27.902	29.297	30.762	32.300	33.915	35.611
Base:	29.270 (after 2% retro - Step D)					
Range	A	B	C	D	E	F
192	29.856	31.348	32.916	34.562	36.290	38.104
Base:	34.604 (after 2% retro - Step D)					
Range	A	B	C	D	E	F
202	35.296	37.061	38.914	40.859	42.902	45.048

CITY OF GUADALUPE
POA Employee Payscale

cgC 10 31 19

Effective January 1, 2020 = 3% COLA

Range	A	B	C	D	E	F
159	24.801	26.041	27.343	28.710	30.146	31.653

Range	A	B	C	D	E	F
171	26.744	28.081	29.485	30.960	32.507	34.133

Range	A	B	C	D	E	F
182	28.739	30.176	31.685	33.269	34.932	36.679

Range	A	B	C	D	E	F
192	30.751	32.289	33.903	35.598	37.378	39.247

Range	A	B	C	D	E	F
202	36.355	38.173	40.081	42.085	44.190	46.399

CITY OF GUADALUPE
POA Employee Payscale

cgc 10 31 19

Effective July 1, 2020 = 2% COLA

Range	A	B	C	D	E	F
159	25.297	26.562	27.890	29.284	30.749	32.286

Range	A	B	C	D	E	F
171	27.279	28.643	30.075	31.579	33.158	34.816

Range	A	B	C	D	E	F
182	29.314	30.780	32.319	33.935	35.631	37.413

Range	A	B	C	D	E	F
192	31.366	32.934	34.581	36.310	38.126	40.032

Range	A	B	C	D	E	F
202	37.082	38.936	40.883	42.927	45.073	47.327

REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 12, 2019

19
Prepared by:
Michael Cash, Director of Public Safety


Approved by:
Todd Bodem, City Administrator

SUBJECT: Adoption of a resolution authorizing the Police Department to auction three (3) police vehicles as surplus property.

BACKGROUND:

The following vehicles were acquired for police patrol and rescue functions. The vehicles have outlived their service and capabilities and are available for surplus.

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Vin#</u>
1986	AM General	M998 (Humvee)	009470
2010	Ford	Crown Victoria	2FABP7BV0AX110237
2010	Ford	Crown Victoria	2FABP7BV6AZ108654

RECOMMENDATIONS:

Staff recommends that Council review and approve the list of vehicles to surplus through a sealed bid process. Please note that the needed repairs for the Humvee are not cost-effective and the vehicle is non-operational. The two (2) Crown Victoria Police Cruisers are not up to current industry police vehicle packages for patrol and high-speed pursuit standards and safety.

FISCAL IMPACT:

Approval of the request will result in an unidentified amount of revenue. However, any funds obtained would be fully realized by the City without commissions to an auctioneer or consignment fees from a sales service. The proceeds will be deposited in the appropriate police related fund for future police vehicle purchases.

RESOLUTION NO. 2019-71

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA ALLOWING STAFF TO DISPOSE OF SURPLUS PROPERTY THROUGH LOCAL ADVERTISING AND SOLICITATION OF SEALED BIDS

WHEREAS, City Staff periodically has a need to dispose of surplus property through wear or discontinuation of need,

WHEREAS, the City Council authorizes the City Administrator and the City Clerk to advertise and offer for sale to the general public items that are no longer needed, and

WHEREAS, the City Administrator and the City Clerk will open sealed bids for individual items offered for sale and award the sale to the highest cash bidder without the expense of an outside or contracted auctioneer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Guadalupe, California, that the property listed below is hereby declared to be surplus to the needs of the City; and

BE IT FURTHER RESOLVED, that such property as described below for sale as surplus property is within the best interests of the City, and the City Administrator and City Clerk are authorized to advertise and receive sealed bids for surplus property depositing any revenues into the Police Safety Fund.

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Vin#</u>
1986	AM General	M998 (Humvee)	009470
2010	Ford	Crown Victoria	2FABP7BV0AX110237
2010	Ford	Crown Victoria	2FABP7BV6AZ108654

PASSED, APPROVED AND ADOPTED at a regular meeting held on the 12th day of November 2019 by the following vote:

Motion:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, **Joice Earleen Raguz, City Clerk of the City of Guadalupe** DO HEREBY CERTIFY that the foregoing Resolution, being C.C. **Resolution No. 2019-71**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 5, 2019, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

7a.



PLANNING DEPARTMENT

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

To: Mr. Mayor and City Councilmembers
From: Larry Appel, Contract Planning Director
Date: November 4, 2019
Re: **Monthly Planning Report Covering October 2019**

MINISTERIAL PROJECTS

Zoning Clearances Approved	5
Zoning Clearances Denied	2
Zoning Clearances Appealed	0
Business Licenses Approved	0
Business Licenses Denied	0

DISCRETIONARY PROJECTS

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

- Housing Authority of S. B. Co. – working on draft Initial Study
- Working on SB 2 grant application, take to Council on Nov 12th
- Revised map for Pasadera (2019-067-TTM) approved by Council 10-9-19
- Following all Accessory Dwelling Unit (ADU) bills in Sacramento

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

Guadalupe City Planning Department Planning Processing Summary for October 2019 (11-04-19 update)

<u>Case No.</u>	<u>Name</u>	<u>Submittal Date</u>	<u>Comp. Date</u>	<u>Status</u>	<u>OK for Bldg. Permit Issuance</u>
2017-130-TPM \$\$	DJ Farms South Master TPM	10-12-17	Complete-09-27-19	COMPLETE letter sent on 09-27-19. Project under review by new planner.	NO
2019-063-DR 2019-064-CUP \$	Housing Authority of SB Co	06/12/19	INC letter sent 07-08-19	Revised project plans have been resubmitted, staff reviewing and completing Initial Study	NO
2019-127-CUP \$\$	AGS Recycling Facility	8/28/19	Complete 9-11-19	CUP approved at Council on 9/24 and business opened on 9/25	YES
2018-135-GPZ No\$	General Plan amendment and Rezone of two areas of the City	08/29/18	N/A	CC Workshop on 9-25 provided direction on various GPZs throughout the City. Staff working on amendments as time permits.	N/A
2018-133-OA No\$	Round 2 Zoning Ordinance Updates	8/12/198	N/A	First reading of amended ADU chapter went to CC on 9/24/19, continued to 11/12, to be cont'd to 12/10.	N/A
2019-067-TTM \$\$	DJ Farms Lot 9	5/28/19	COMP	Noticing completed and staff report packet prepared. Approved at CC on 10/8.	NO

No\$ = unreimbursed planning work

\$ = projects where a fixed fee has been paid

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

11/04/19

Ministerial Permit Report– October 2019

(Reported 11-4-19)

Zoning Clearances Approvals

2019-046-ZC	RV parking in Rear/side 4513 11 th Street
2019-142-ZC	Roberts front/rear paving 211 Las Flores
2019-143-ZC	Ojeda front paving 4456 Elm St.
2019-145-ZC	Room Addition 149 Santa Barbara St.
2019-149-ZC	Room Add,Kit. Expan. 280 Pioneer St.

Zoning Clearances Denied

2019-049-ZC	Brewer illegal rear structure 5008 Surfbird.
2019-146-ZC	Tapio ZV front paving 4885 Alamguer

Business License Approvals

None

Business License Denials

None

Administrative Use Permits

None



**CITY OF GUADALUPE
BUILDING DEPARTMENT**

STATUS REPORT

MONTH: October, 2019

	This Month	Last Month	Year to Date	Last Year
Visitors	43	37	386	382
Inspections	502	713	5,698	5,107
Building Permits Issued	45	19	257	185
Certificate of Occupancy	14	11	74	61

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

Tuesday, October 1, 2019

								CORRECT	CORRECT/PROCEED
10/1/2019 AD 9	918 Obispo	Scheduling -							
F 1	Lot 14	Final Building					x		
F2	Lot 14	Final electrical					x		
F 3	Lot 14	Final plumbing					x		
F 4	Lot 14	Final mechanical					x		
F 6	Lot 14	Final smoke alarms					x		
F 6	Lot 14	Fire sprinkler final					x		
F 6	Lot 14	Fire sprinkler bell test					x		
FR 6	Lot 14	Fire sprinkler flow test					x		
FR 6	Lot 14	Fire sprinkler piping and supports					x		
F 8	Lot 14	Final Drainage					x		
F 8	Lot 14	Landscape final					x		
F 11	Lot 14	Project final, C of O and paperwork close out					x		
PDPW	Pasadera	Grading continues on Arroyo Seco and Manzanita							x
FR 7	Lot 165	Fire sprinkler piping and supports					x		
FR 7	Lot 165	Fire sprinkler hydro pressure test					x		
FR 7	Lot 182	Fire sprinkler piping and supports					x		
FR 7	Lot 182	Fire sprinkler hydro pressure test					x		
FR 3	Lot 165	Rough Mechanical							
AD 2	918 Obispo	Complete monthly report					x		
AD 4	918 Obispo	Captain Schmitz on 887 Guadalupe St.							x
MS 4	4626 11th St.	Progress Inspection at Guadalupe Court							x
FR 1	Lot 15	Fire Flow test					x		
FR 1	Lot 14	Fire Flow test					x		
FR 1	Lot 13	Fire Flow test					x		
FR 1	Lot 12	Fire Flow test					x		
FR 1	Lot 11	Fire Flow test					x		PDPW 1 hour
FR 1	Lot 10	Fire Flow test					x		Guadalupe 7 hours
FR 1	Lot 9	Fire Flow test					x		32 Inspections
FR 1	Lot 8	Fire Flow test					x		

F 6	Lot 12	Fire sprinkler bell test		X		
FR 6	Lot 12	Fire sprinkler flow test		X	2.5 hours	
FR 6	Lot 12	Fire sprinkler piping and supports		X	15 Inspections	
F 8	Lot 12	Final Drainage		X	PDPW .75	
F 8	Lot 12	Landscape final		X		
F 11	Lot 12	Project final, C of O and paperwork close out		X		
FR 3	Lot 163	Rough Mechanical		X		
FR 7	918 Obispo	Records update		X		
					CORRECT	CORRECT/PROCEED
10/4/2019 AD 9	918 Obispo	Scheduling -		X		
SC 6	Lot 158	Insulation		X		
F 1	4778 Third St	Final Building		X		
F11	4778 Third St	Project final approval		X		
F 1	4705 Third St.	Final Building		X	9 Inspections	
F11	4705 Third St.	Project final approval		X	Guadalupe 2.5 hours	
PDPW	Ladera + Lazo	Road Base Install continues		X	PDPW .25 hours	
MS 4	4202 11th St.	Periodic progress inspection PSHH			X	
FR 7	918 Obispo	Records update		X		
					CORRECT	CORRECT/PROCEED
10/7/2019 AD 9	918 Obispo	Scheduling - Alice Off		X		
FR 1	155 Flower	Rough Electric				
FR 2	155 Flower	Rough Plumbing				
FR 3	155 Flower	Rough mechanical				
FR 4	155 Flower	Gas Piping				
FR 5	155 Flower	Frame				
F 1	Lot 10	Final Building		X		
F2	Lot 10	Final electrical		X		
F 3	Lot 10	Final plumbing		X		
F 4	Lot 10	Final mechanical		X		
F 6	Lot 10	Final smoke alarms		X		
F 6	Lot 10	Fire sprinkler final		X		
F 6	Lot 10	Fire sprinkler bell test		X		

PDPW	Pasadera	Observe road base install						x
SW 6	Lot 140	Underground conduit					x	
SW 6	Lot 141	Underground conduit					x	
SW 6	Lot 118	Underground conduit					x	
SW 6	Lot 119	Underground conduit					x	
AD 4	155 Flower	Meet G. Alvarez on ADU's					x	
AD 4	918 Obispo	Develop review team meeting 2 hours					x	
AD 2	918 Obispo	Meeting preparation					x	
AD 10	Pasadera	Assist Shannon on Mobility Plan 1 hour						
FR 6	Lot 34	Gas Piping					x	
FR 10	Lot 34	Gas pressure test					x	24 Inspections
AD 8	918 Obispo	Research on Grounding electrode conductor					x	PDPW .5 hours
SC 1	Lot 159	Drywall nail					x	Guadalupe 7.5 hours
AD 4	918 Obispo	Captain Schmitz on Splitting on unit into two units						x
SC 6	Lot 158	Insulation					x	
AD 4	918 Obispo	Meet W/ Shannon on Mobility study					x	
FR 7	918 Obispo	Records update					x	
10/9/2019	AD 9	Scheduling -					x	
	PDPW							
	FR 6	Second lift road base Lazo, Ladera, Arroyo Seco, Manzanita						x
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	
	FR 6	Initial Gas Pressure test					x	
	FR 10	Gas Piping					x	

CORRECT CORRECT/PROCEED

FR 10	4202 11th "B" unit 7	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 8	Gas Piping	X		
FR 10	4202 11th "B" unit 8	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 9	Gas Piping	X		
FR 10	4202 11th "B" unit 9	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 10	Gas Piping	X		
FR 10	4202 11th "B" unit 10	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 11	Gas Piping	X		
FR 10	4202 11th "B" unit 11	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 12	Gas Piping	X		
FR 10	4202 11th "B" unit 12	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 13	Gas Piping	X		
FR 10	4202 11th "B" unit 13	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 14	Gas Piping	X		
FR 10	4202 11th "B" unit 14	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 15	Gas Piping	X		
FR 10	4202 11th "B" unit 15	Initial Gas Pressure test	X		
FR 6	4202 11th "B" unit 16	Gas Piping	X		40 inspections
FR 10	4202 11th "B" unit 16	Initial Gas Pressure test	X		Guadalupe 6 hours
FN 2	Lot 112	Grounding electrode system	X		PDPW .5 hours
FN 2	Lot 113	Grounding electrode system	X		
FN 2	Lot 114	Grounding electrode system	X		
FR 10	Lot 35	Initial Gas Pressure test	X		
FR 6	Lot 35	Gas Piping	X		
FR 7	918 Obispo	Records update	X		
10/10/2019 AD 9	918 Obispo	Scheduling -			CORRECT
F 1	Lot 11	Final Building	X		CORRECT/PROCEED
F 2	Lot 11	Final electrical	X		
F 3	Lot 11	Final plumbing	X		
F 4	Lot 11	Final mechanical	X		
F 6	Lot 11	Final smoke alarms	X		
F 6	Lot 11	Fire sprinkler final	X		

F 6	Lot 11	Fire sprinkler bell test				X
FR 6	Lot 11	Fire sprinkler flow test				X
FR 6	Lot 11	Fire sprinkler piping and supports				X
F 8	Lot 11	Final Drainage				X
F 8	Lot 11	Landscape final				X
F 11	Lot 11	Project final, C of O and paperwork close out				X
F 1	Lot 9	Final Building				X
F 2	Lot 9	Final electrical				X
F 3	Lot 9	Final plumbing				X
F 4	Lot 9	Final mechanical				X
F 6	Lot 9	Final smoke alarms				X
F 6	Lot 9	Fire sprinkler final				X
F 6	Lot 9	Fire sprinkler bell test				X
FR 6	Lot 9	Fire sprinkler flow test				X
FR 6	Lot 9	Fire sprinkler piping and supports				X
F 8	Lot 9	Final Drainage				X
F 8	Lot 9	Landscape final				X
F 11	Lot 9	Project final, C of O and paperwork close out				X
FN 2	Lot 115	Grounding Electrode system				X
FN 2	Lot 116	Grounding Electrode system				X
FN 2	Lot 147	Grounding Electrode system				X
AD 2	Lot 34	DI report on framing, anchoring, roof diaphragm and shear				X
AD 2	Lot 35	DI report on framing, anchoring, roof diaphragm and shear				X
AD 2	Lot 36	DI report on framing, anchoring, roof diaphragm and shear				X
AD 2	Lot 37	DI report on framing, anchoring, roof diaphragm and shear				X
AD 2	Lot 38	DI report on framing, anchoring, roof diaphragm and shear				X
AD 2	Lot 39	DI report on framing, anchoring, roof diaphragm and shear				X
AD 2	Lot 40	DI report on framing, anchoring, roof diaphragm and shear				X
AD 2	Lot 41	DI report on framing, anchoring, roof diaphragm and shear				X
AD 2	Lot 42	DI report on framing, anchoring, roof diaphragm and shear			45 Inspections	X
AD 2	Lot 43	DI report on framing, anchoring, roof diaphragm and shear			Guadalupe 8 hours	X
SC 3	Lot	Exterior lath			PDPW .5	X
SC 6	Lot	Insulation				X
SC 1	Lot	Drywall nail				X

FN 5	4202 11th St	Form for carports		X	
FN 5	4202 11th St	Footings		X	
FN 5	4202 11th St	Reinforcements		X	
FN 5	4202 11th St	Anchors		X	
FR 7	918 Obispo	Records update		X	
					CORRECT CORRECT/PROCEED
10/21/2019	AD 9	918 Obispo	Scheduling -	X	
	PDPW	Pasadera	Curb and gutter progress		X
	SW 4	Lot 34	Sewer Lateral	X	
	SW 4	Lot 35	Sewer Lateral	X	
	SW 4	Lot 36	Sewer Lateral	X	
	SW 4	Lot 37	Sewer Lateral	X	
	SW 4	Lot 38	Sewer Lateral	X	
	SW 4	Lot 39	Sewer Lateral	X	
	SW 4	Lot 40	Sewer Lateral	X	
	SW 4	Lot 41	Sewer Lateral	X	
	SW 4	Lot 42	Sewer Lateral	X	
	SW 4	Lot 43	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	SW 4	Lot	Sewer Lateral	X	
	F 1	Lot 8	Final Building	X	
	F 2	Lot 8	Final electrical	X	
	F 3	Lot 8	Final plumbing	X	
	F 4	Lot 8	Final mechanical	X	
	F 6	Lot 8	Final smoke alarms	X	
	F 6	Lot 8	Fire sprinkler final	X	
	F 6	Lot 8	Fire sprinkler bell test	X	
	FR 6	Lot 8	Fire sprinkler flow test	X	
	FR 6	Lot 8	Fire sprinkler piping and supports	X	
	F 8	Lot 8	Final Drainage	X	

F 8	Lot 8	Landscape final		X		
F 11	Lot 8	Project final, C of O and paperwork close out		X		
FR 2	Lot 113	Floor nail		X		
FR 5	235 Guadalupe St.	Framing		X		
F 11	621 Guadalupe St.	Reroof final		X		
MS 4	Pioneer St. Apartment	Project begins			X	
MS 4	CHC	Progress inspections			X	
FR 1	263 Mahoney	Frame		X		
FR 3	263 Mahoney	Electrical		X		
FR 5	263 Mahoney	Mechanical		X		
FR 2	874 Pioneer	Roof sheathing		X		
FR 2	155 Flower	Roof sheathing		X		
FN 5	117 Julia	Forms		X		
FN 5	117 Julia	Footings		X		
FN 5	117 Julia	Set backs		X		50 Inspections
FN 5	117 Julia	Reinforcement		X		PDPW .75 hours
FR 2	4769 3rd street	Roof sheathing		X		Guad 7.5 hours
FR 2	931 Obispo	Roof sheathing		X		
AD 4	918 Obispo	Meet with Shannon on Public work issues		X		
AD 4	918 Obispo	Meet with Bob on Pasadera issues		X		
FR 7	918 Obispo	Records update		X		
				PASS	CORRECT	CORRECT/PROCEED
10/22/2019	AD 9	Scheduling -		X		
F 11	918 Obispo	Final approval on Rec. office windows		X		
SC 5	202 Egret	Gas pressure test		X		
FR 6	202 Egret	Gas piping		X		
F 1	4545 Egret	Final building PV		X		
F 2	4545 Egret	Final electrical		X		
MS 4	4202 11th St.	Progress inspection			X	
MA 4	4626 11th St.	Progress inspection			X	
PDPW	Pasadera	Final grade prior to paving			X	
AD 2	918 Obispo	Prep for Development group meeting		X		
AD 4	918 Obispo	Development group meeting 2 hours		X		

AD 2	Arroyo Seco	Deputy inspector report Geo Grid		X			
AD 2	Ladera	Deputy inspector report Ladera compaction		X			
AD 2	Ladera	Deputy inspector report Ladera Geo grid		X			
AD 2	Lazo	Deputy inspector report Lazo compaction		X			
AD 2	Arroyo Seco	Deputy inspector report Compaction		X			
F 1	Lot 7	Final Building		X			
F2	Lot 7	Final electrical		X			
F 3	Lot 7	Final plumbing		X			
F 4	Lot 7	Final mechanical		X			
F 6	Lot 7	Final smoke alarms		X			
F 6	Lot 7	Fire sprinkler final		X			
F 6	Lot 7	Fire sprinkler bell test		X			
FR 6	Lot 7	Fire sprinkler flow test		X			
FR 6	Lot 7	Fire sprinkler piping and supports		X			
F 8	Lot 7	Final Drainage		X			
F 8	Lot 7	Landscape final		X			
F 11	Lot 7	Project final, C of O and paperwork close out		X			
FN 2	Lot 140	Grounding electrode system		X			
FN2	Lot 141	Grounding electrode system		X			
FN 2	Lot 142	Grounding electrode system		X			
FR 3	Lot 34	Rough Mechanical		X			
FR 3	Lott 35	Rough Mechanical		X			
SC 5	Lot 38	Gas pressure test		X		Guad 8	
FR 6	Lot 38	Gas piping		X		PDPW .5	
SC 5	Lot 36	Gas pressure test		X		39 Inspections	
FR 6	Lot 36	Gas piping		X			
SC 5	Lot 38	Gas pressure test		X			
FR 6	Lot 38	Gas piping		X			
FR 7	918 Obispo	Records update		X			
10/23/2019	AD 9	Scheduling -					CORRECT
	FR 1	Rough Electric			X		CORRECT/PROCEED
	FR 1	Rough Electric		X			
				X			

FR 1	Lot 37	Rough Electric	X			
SC 6	Lot 162	Insulation	X		PDPW .5	
SC 3	Lot 162	Exterior lath	X		Guad 3.5 hours	
AD 5	918 Obispo	Email Captain Schmitz on sprinklers for Padre Maseo			X	
AD 4	918 Obispo	Meet with Captain Mack on installation of cabinets	X		14 Inspections	
AD 1	918 Obispo	Contractor Shai on invoicing of windows				
PDPW	Ninos	Meet with Craig Smith and Mike Dwyer on Street paving			X	
FR 7	918 Obispo	Records update	X			
AD 4	4202 11th St.	Site Visit PSHH			X	
MS 4	4626 11th St	Site visit Alvarez Apts			X	
FR 7	918 Obispo	Records update	X			
10/24/2019	AD 9					CORRECT CORRECT/PROCEED
		Scheduling -	X			
FR 2	Lot 34	Roof nailing	X			
FR 2	Lot 35	Roof nailing	X			
FR 2	Lot 36	Roof nailing	X			
FR 2	Lot 37	Roof nailing	X			
FR 2	Lot 38	Roof nailing	X			
FR 2	Lot 39	Roof nailing	X			
FR 2	Lot 40	Roof nailing	X			
FR 9	Lot 34	Shear walls	X			
FR 9	Lot 35	Shear walls	X			
FR 9	Lot 36	Shear walls	X			
FR 9	Lot 37	Shear walls	X			
FR 9	Lot 38	Shear walls	X			
FR 9	Lot 39	Shear walls	X			
FR 9	Lot 40	Shear walls	X			
FN 2	Lot 119	Grounding Electrode system	X		3.5 Guadalupe	
FN 2	Lot 118	Grounding Electrode system	X		PDPW .5	
FN 2	Lot 117	Grounding Electrode system	X		21 Inspections	
FR 10	Lot 140	Gas pressure test	X			
FR 6	Lot 140	Gas piping	X			
FR 7	918 Obispo	Records update	X			

FR 4	Lot 39	Water Piping	X	
FR 4	Lot 34	Water Pressure test	X	
FR 4	Lot 35	Water Pressure test	X	
FR 4	Lot 36	Water Pressure test	X	
FR 4	Lot 37	Water Pressure test	X	
FR 4	Lot 38	Water Pressure test	X	
FR 4	Lot 39	Water Pressure test	X	
FR 1	Lot 40	Rough Electrical	X	
FR 1	Lot 39	Rough Electrical	X	
SC 2	Lot 39	Electrical meter	X	
SC 2	Lot 40	Electrical meter	X	
FR 3	Lot 36	Rough mechanical	X	
FR 3	Lot 39	Rough mechanical	X	
FR 3	Lot 38	Rough mechanical	X	
FR 7	Lot 35	Fire sprinkler piping	X	
FR 7	Lot 35	Fire sprinkler hydro pressure test	X	
FR 7	Lot 37	Fire sprinkler piping	X	
FR 7	Lot 37	Fire sprinkler hydro pressure test	X	
FR 3	Lot 36	Rough mechanical	X	
FR 5	Lot 34	Framing	X	
FR 5	Lot 35	Framing	X	
FR 5	Lot 36	Framing	X	
FR 5	Lot 37	Framing	X	
FR 5	Lot 38	Framing	X	
FR 5	Lot 39	Framing	X	
FR 5	Lot 34	Framing	X	
FR 7	Lot 38	Fire sprinkler piping	X	
FR 7	Lot 38	Fire sprinkler hydro pressure test	X	Guadalupe 7.5
FR 7	Lot 34	Fire sprinkler piping	X	PDPW .5
FR 7	Lot 34	Fire sprinkler hydro pressure test	X	64 Inspections
FR 5	Lot 40	Framing	X	
FR 8	Lot 34	Drain waste vent test	X	
FR 4	Lot 34	Drain waste piping	X	
FR 7	918 Obispo	Records update	X	

						PASS	CORRECT	CORRECT/PROCEED
10/29/2019	AD 9	918 Obispo	Scheduling -			X		
	FR8	Lot 43	Drain waste vent test			X		
	FR 4	Lot 43	Drain waste piping			X		
	FR8	Lot 42	Drain waste vent test			X		
	FR 4	Lot 42	Drain waste piping			X		
	FR8	Lot 41	Drain waste vent test			X		
	FR 4	Lot 41	Drain waste piping			X		
	FR8	Lot 40	Drain waste vent test			X		
	FR 4	Lot 40	Drain waste piping			X		
	FR 4	Lot 43	Water piping			X		
	FR 4	Lot 43	Water pressure test			X		
	FR 4	Lot 42	Water piping			X		
	FR 4	Lot 42	Water pressure test			X		
	FR 4	Lot 41	Water piping			X		
	FR 4	Lot 41	Water pressure test			X		
	FR 4	Lot 40	Water piping			X		
	FR 4	Lot 40	Water pressure test			X		
	FR 7	Lot 39	Fire sprinkler piping			X		
	FR 7	Lot 39	Fire sprinkler hydro pressure test			X		
	PDPW	Las Flores	Sidewalk forms			X		
	SC 1	Lot 163	Insulation			X		
	F 11	874 Pioneer	Reroof final			X		
	PDPW	Cielo	Asphalt instillation				X	
	SC 1	Lot 162	Insulation			X		
	AD 4	Cielo	Meet with Special Inspector for asphalt			X		
	FR 7	Lot 36	Fire sprinkler piping			X		
	FR 7	Lot 36	Fire sprinkler hydro pressure test			X		
	FR 1	Lot 41	Rough Electric			X		
	SC 2	Lot 41	Electrical meter release inspection			X		
	SC 1	Lot 164	Drywall nail			X		
	SC 1	Lot 166	Drywall nail			X		
	SC 1	Lot 164	Insulation			X		

AD 2	Lot 39	Concrete compression test report	X			
AD 2	Lot 40	Concrete compression test report	X			
AD 2	Lot 41	Concrete compression test report	X			
AD 2	Lot 42	Concrete compression test report	X			
AD 2	Lot 43	Concrete compression test report	X			
AD 2	Lot 37	Concrete compression test report	X			
AD 2	Lot 38	Concrete compression test report	X			
AD 2	Lot 160	Concrete compression test report	X			
AD 2	Lot 161	Concrete compression test report	X			
AD 2	Lot 168	Concrete compression test report	X			
AD 2	Lot 166	Concrete compression test report	X			
AD 2	Lot 167	Concrete compression test report	X			
AD 2	Lot 159	Concrete compression test report	X			
F 1	Lot 150	Final Building	X			
F 2	Lot 150	Final electrical	X			
F 3	Lot 150	Final plumbing	X			
F 4	Lot 150	Final mechanical	X			
F 6	Lot 150	Final smoke alarms	X			
F 6	Lot 150	Fire sprinkler final	X			
F 6	Lot 150	Fire sprinkler bell test	X			
FR 6	Lot 150	Fire sprinkler flow test	X			
FR 6	Lot 150	Fire sprinkler piping and supports	X			
F 8	Lot 150	Final Drainage	X			
F 8	Lot 150	Landscape final	X			
F 11	Lot 150	Project final, C of O and paperwork close out	X			
F 1	Lot 179	Final Building	X			
F 2	Lot 179	Final electrical	X			
F 3	Lot 179	Final plumbing	X			
F 4	Lot 179	Final mechanical	X			
F 6	Lot 179	Final smoke alarms	X			
F 6	Lot 179	Fire sprinkler final	X			
F 6	Lot 179	Fire sprinkler bell test	X			
FR 6	Lot 179	Fire sprinkler flow test	X			
FR 6	Lot 179	Fire sprinkler piping and supports	X			

FR 5	4626 11th St	Frame partial					X
F 1	Lot 5	Final Building				X	
F 2	Lot 5	Final electrical				X	
F 3	Lot 5	Final plumbing				X	
F 4	Lot 5	Final mechanical				X	
F 6	Lot 5	Final smoke alarms				X	
F 6	Lot 5	Fire sprinkler final				X	
F 6	Lot 5	Fire sprinkler bell test				X	
FR 6	Lot 5	Fire sprinkler flow test				X	
FR 6	Lot 5	Fire sprinkler piping and supports				X	
F 8	Lot 5	Final Drainage				X	
F 8	Lot 5	Landscape final				X	
F 11	Lot 5	Project final, C of O and paperwork close out				X	
F 1	Lot 6	Final Building				X	
F 2	Lot 6	Final electrical				X	
F 3	Lot 6	Final plumbing				X	
F 4	Lot 6	Final mechanical				X	
F 6	Lot 6	Final smoke alarms				X	
F 6	Lot 6	Fire sprinkler final				X	
F 6	Lot 6	Fire sprinkler bell test				X	
FR 6	Lot 6	Fire sprinkler flow test				X	
FR 6	Lot 6	Fire sprinkler piping and supports				X	
F 8	Lot 6	Final Drainage				X	
F 8	Lot 6	Landscape final				X	32 Inspections
F 11	Lot 6	Project final, C of O and paperwork close out				X	Guadalupe 8 hours
AD 2	918 Obispo	Process meter releases through PG&E				X	PDPW .5 hours
AD 8	918 Obispo	Research plans for Pioneer apartments					
FR 7	918 Obispo	Records update				X	
502 Inspections							

Public Works/Engineering Report

November 2019

Development**Pasadera**

Work continues on the Pasadera Well. Remaining tasks include adjustments to the flow control valves and fixing the soft start to function properly with the emergency generator.

The developer replaced one tee and 60 feet of pipe from 6" to 8" on Manzanita to facilitate water quality.

Wildan presented options for addressing long term maintenance and replacement of the railroad bridge. Options were discussed with the developer.

General

A revised Landscape Maintenance Request for Proposals was released on October 9 and closed October 23. Seven proposals were received. Once reviews and interviews are completed, staff will report to City Council on the results.

Trash service on Guadalupe Street was modified starting October 16 so that these businesses would get their trash picked up first thing in the morning to avoid needing to drag their trash bins through their facilities during business hours. Affected businesses were notified by letter two weeks in advance of this modification.

A shared Public Works Service Request spreadsheet was initiated on August 1, 2019. As of October 31, 75 requests have been made from departments throughout the City. The spreadsheet tracks cost, status and completion date, and facilitates time efficiency and communication. Most requests are resolved quickly but some take more planning or evaluation. Completed tasks are shown in a different color so that incomplete tasks stand out and remain on the list to be completed. Out of the 75 requests, only 10 are outstanding.

Fleet

Multiple City vehicles were identified for potential surplus.

Parks & Recreation

Jack O'Connell

Public Works staff helped prepare the site for Kid's Day at the Park, October 19, 2019.

LeRoy Park

City staff assisted with the development of the PG&E application for the new building at LeRoy Park.

Stormwater

Public Works completed its annual Municipal Separate Storm Sewer System (MS4) reporting, along with a response to a March 6, 2019 Notice of Violation from the Regional Water Quality Control Board.

Streets

The 2019 pavement maintenance project was completed September 3.

City staff submitted comments on the administrative draft of the Mobility Study on October 11. City staff met with the Guadalupe Unified School District superintendent for input. Staff met with the consultant on October 25 to discuss comment incorporation and a revised schedule.

Pavement Engineering Inc. (PEI) submitted a draft 2019 Pavement Maintenance Project report on October 21. Staff reviewed the report with the consultant on October 25.

The City received the necessary documentation from Caltrans to move forward with the ATP project that includes sidewalk on Guadalupe Street from the Amtrak station to 10th Street. The City is on track to have their allocation request for their ATP project approved by the California Transportation Commission (CTC) at the December CTC meeting so construction should occur in early to mid-2020.

Transit

Staff completed a draft Short Range Transit Study Request for Proposals on October 23 and sent the draft to SMOOTH, our transit provider, for input. The RFP is scheduled to be issued in November. This document is important to remain eligible for future transit funds.

Water

Elevated Tank Coating Project

60% design drawings were submitted to City staff to review on October 3. Staff continues to work with the antennae owners to coordinate temporary placement for the anticipated 2-3 month duration of the project.

Water Maintenance Operator I

Interviews for a new Water Maintenance Operator I were held on September 12. Five candidates were invited to interview. Joe Sagisi was determined to be the best candidate. He accepted the position and started on October 28, 2019.

Obispo Tank

The Uninterruptable Power Supply (UPS) at Obispo Tank failed in August. It was replaced on October 25.

Wastewater

Effluent Spray Field

The City received a Notice of Violation from the Regional Water Quality Control Board on September 10 resulting from an inspection in June 2019 that revealed problems with the operation of the wastewater treatment plant effluent spray field. Fortunately, City staff had already begun addressing these issues, including the installation of a new system. The installation of this new system is underway. Response to the Notice of Violation was submitted October 18.

Effluent Pump Station Rehabilitation

The City submitted a grant application for \$302,821 through the Integrated Regional Water Management Program (IRWMP). This particular funding is only available to disadvantaged communities within the Santa Barbara County IRWM, is noncompetitive, and requires no match. The most straightforward project that is needed by the City and meets the IRWM goals is the replacement of the wastewater treatment plant effluent pump station. This project has design funds of \$76,725 in the fiscal year 2019 – 20 budget. City staff continues working on the application package for this grant.

Equipment Maintenance

Blower 2, one of three blowers that are used to provide vital oxygen to the wastewater process was returned to service after eight months at the repair shop. The blower failed very soon after startup, resulting in process failure. The blower blew all of its belts because a critical cotter pin was not properly installed. The repair shop made the necessary repairs on October 28.

The mechanical bar screen received much needed maintenance in October, including replacement of wear parts.

Capital Projects Status Update

October 2019

PROJECT DESCRIPTIONS	2019-20 TOTAL	Status
Buildings		
Public Works Corporation Yard Building	\$ 60,000	On hold.
O'Connell Park Booster Pump	\$ 30,000	Paid \$4,450 for service. Tech said pump should last 5 more years. No further work needed.
Financial Accounting Software	\$ 75,000	Finance.
Parks		
Leroy Park (Community Center and Site)	\$ 1,000,000	In progress.
O'Connell Park Improvement	\$ 200,000	Awaiting grant funding guidance
Streets, Sidewalks, Bicycle Facilities		
Street Maintenance FY 19/20	\$ 315,000	Done 9/3/19. Total cost \$257,177.76.
Street Rehabilitation FY 19/20 (West Main Street)	\$ 451,200	Awaiting completion of Mobility study and Pavement Maint. Program to guide design.
Mobility and Downtown Revitalization Project	\$ 117,029	Mobility study admin draft submitted 9/5/19. Comments submitted October 11.
Guadalupe and Obispo Streets Pedestrian Improvements	\$ 400,000	Funding allocation request scheduled to be approved at CTC December meeting.
La Guardia and Gularate Lanes Pedestrian Improvements	\$ 179,537	Evaluated. Easement needed.
Water		
Recoat Elevated Tank (Design)	\$ 50,000	60% draft design drawings submitted 10/3/19.
Bonita Water Facilities Removal	\$ 400,000	On hold.
Tognazini Well Discharge	\$ 100,000	\$1,200 new chem feed pump reduced starts from 4x/day to 4x/week. No further work needed.
Wastewater		
WWTP Site Cleanup	\$ 50,000	Effluent spray field improvements installation began 10/18/19.
WWTP Office Improvements	\$ 30,000	Substantially completed. Included roof, hot water heater, fumigation, cleanup.
Effluent Irrigation Pump Station Rehabilitation (Design)	\$ 76,725	Submitted IRWM grant application 8/14/19. Presented project 9/23/19.
Sewer Main Improvements	\$ 1,400,000	CDBG grant unsuccessful. Plan is to resubmit.
Collection System Cleaning	\$ 50,000	Bulk of funding may be diverted to collections emergency generator.
Transfer to CIP fund 089:	4,984,491	

Completed.

Recreation Department Update –

Verbal Presentation from Charlie Guzman, Recreation Coordinator