



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of April 14, 2020

Presented by:
Shannon Sweeney
Public Works Director / City Engineer

Approved by:
Todd Bodem, City Administrator

SUBJECT: Second Reading of Ordinance No. 2020-485 amending Chapter 13 of the City of Guadalupe Municipal Code regarding delinquent bills – discontinuation of service

RECOMMENDATION:

It is recommended that the City Council adopt, on the second reading, Ordinance No. 2020-485 amending Chapter 13 of the City of Guadalupe Municipal Code regarding delinquent bills – discontinuation of service.

BACKGROUND:

The City Council introduced Ordinance No. 2020-485 at its meeting on March 24, 2020. This constitutes the second reading of the ordinance.

ATTACHMENTS:

1. Ordinance No. 2020-485 entitled: "An Ordinance of the City Council of the City of Guadalupe, California, amending Chapter 13 of the City of Guadalupe Municipal Code regarding delinquent bills – discontinuation of service".

ORDINANCE NO. 2020-485

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, AMENDING CHAPTER 13 OF THE CITY OF GUADALUPE MUNICIPAL CODE REGARDING DELINQUENT BILLS – DISCONTINUATION OF SERVICE

The City Council of the City of Guadalupe, State of California, does ordain as follows:

WHEREAS, On September 28, 2018, former Governor Brown approved Senate Bill 998 regarding the discontinuation of residential water service, codified in Chapter 6 of Part 12 of Division 104 of the California Health & Safety Code, Section 116900, et seq.; and

WHEREAS, the new law prohibits urban and community water systems from discontinuing residential water service under specified circumstances; and

WHEREAS, the new law also requires written policies for water shut offs, limits to reconnection fees, and reports on the number of annual discontinuations of residential service on the water provider's website; and

WHEREAS, Chapter 13.04.160 of the City of Guadalupe Municipal Code is inconsistent with the new regulation; and

WHEREAS, urban and community water systems that serve fewer than 3000 customers, such as the City of Guadalupe, are required to comply with the provisions of SB 998 by April 1, 2020; and

WHEREAS, public notice pursuant to Government Code section 65090 was given on or before March 11, 2020, and a public hearing on the item was held at the City Council meeting on March 24, 2020.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GUADALUPE DOES ORDAIN AS FOLLOWS:

SECTION 1: Chapter 13.04.160 of the Guadalupe Municipal Code regarding delinquent bills – discontinuation of service is hereby amended to read as follows:

13.04.160 Delinquent bills—Discontinuance of service.

- A. All bills for water service shall be due and payable at the City Hall, and are considered delinquent one day after the mailing date.
- B. Service may be shut off at any time after 60 days with at least 10 days' notice. The Public Works Director shall cause a meter reading to be made, and thereupon the bill for water used since the previous reading shall become immediately due and payable.

C. The amount fixed for water turn-off and turn-on, late fees, and other special water services shall be established by resolution of the City Council.

D. In addition to paying the delinquent water bill and the above charges, the water customer shall be required to provide a deposit in an amount established by resolution of the City Council before water service shall be restored, or a new account created after it has been discontinued for failure to pay.

SECTION 2. The City Council declares that each section, subsection, paragraph, subparagraph, sentence, clause, and phrase of this Ordinance is severable and independent of every other section, subsection, paragraph, subparagraph, sentence, clause, and phrase of this Ordinance. If any section, subsection, paragraph, subparagraph, sentence, clause, or phrase of this Ordinance is held invalid, the City Council declares it would have adopted the remaining provisions of this Ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this Ordinance should remain in effect after the invalid portion has been eliminated.

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.

INTRODUCED at a regular meeting of the City Council on the 24th day of March 2020, by the following roll call vote:

MOTION: TONY RAMIREZ / EUGENE COSTA JR.
AYES: 5 Councilmembers: Ramirez, Cardenas, Julian, Rubalcaba, Costa Jr.
NOES: 0
ABSENT: 0
ABSTAINED: 0

PASSED AND ADOPTED at a regular meeting of the City Council on the 14th day of April 2020, by the following roll call vote:

MOTION:
AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of April 14, 2020

Presented by:
Shannon Sweeney
Public Works Director / City Engineer

Approved by:
Todd Bodem, City Administrator

SUBJECT: CalFire "State Greenhouse Gas Reduction Funding" Urban and Community Forestry grant program to create an urban forest management plan.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2020-24 authorizing an application for a "State Greenhouse Gas Reduction Funding" Urban and Community Forestry grant to create an urban forest management plan, and accept and execute the grant if awarded.

BACKGROUND:

The City submitted a concept proposal to the "State Greenhouse Gas Reduction Funding" Urban and Community Forestry grant program on November 27, 2019. On February 6, 2020, the City received notification to submit an application by April 16, 2020. (See attached letter).

DISCUSSION:

The primary objective of the program is to create a 40-year master plan for urban forest management in the City. Elements of the program include completing a tree inventory, assessing tree canopy to map future tree sites, developing a city ordinance for trees, and identifying a list of allowable trees for future planting.

The secondary objectives are to educate the community on the importance of having an urban forest, get the community involved in the planning process and create a volunteer group for future tree planting and management. Since educating students educates the future of Guadalupe, a curriculum regarding trees will be presented to students at the intermediate school in Guadalupe. Bilingual stakeholder meetings will be held and widely advertised to provide the greatest opportunity to include residents' opinions as a part of the urban forest management plan. Residents of Guadalupe can stay updated and have the ability to get involved in the planting of trees at community events.

The grant, if awarded, would also fund the planting of 83 trees in LeRoy Park, one feature that is presently unfunded under the existing Leroy Park CDBG grant. The grants are competitive and there is no guarantee that the City would be selected to receive this funding.

FISCAL IMPACT:

Plan development is fully grant funded with no match requirements. The total grant of \$244,583.00 will be reimbursed on a quarterly basis. The City is required to, and can, certify that it has sufficient funds to operate and maintain the project on a reimbursement basis. As part of the final plan the City needs to consider how it will fund the long term management and maintenance of its urban forest, and this could have a moderate impact to the general fund going forward. Since trees cost between \$100 to \$400 annually to maintain properly, planting 83 new trees in Leroy Park will cost the City an additional \$8,300 to \$33,200 per year in landscape maintenance costs.

ATTACHMENTS

1. Resolution No. 2020-24
2. Invitation to submit an application

RESOLUTION NO. 2020-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE APPROVING AN APPLICATION FOR FUNDING FROM THE URBAN AND COMMUNITY FORESTRY GRANT PROGRAM OF THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION AS PROVIDED THROUGH THE GREENHOUSE GAS REDUCTION FUND.

WHEREAS, the City of Guadalupe identified the need to create an urban forest management plan; and

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Greenhouse Gas Reduction Funding, which provides funds to the State of California and its political subdivisions for urban forestry programs; and

WHEREAS, the State Department of Forestry and Fire Protection has been delegated the responsibility for administrating the program within the State, setting up necessary procedures governing application by local agencies and nonprofit organizations under the program; and

WHEREAS, said procedures established by the Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

WHEREAS, successful applicants will enter an agreement with the State of California to carry out an urban forestry project.

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

SECTION 1.

The City Council has reviewed and hereby approves an application in the amount of \$244,583.00 for CalFire "State Greenhouse Gas Reduction Funding" Urban and Community Forestry grant program funds.

SECTION 2.

The City certifies that it has or will have sufficient funds to operate and maintain the project.

SECTION 3.

The City certifies that funds under the jurisdiction of the City Council of the City of Guadalupe are available to begin the project.

SECTION 4.

The City certifies that it will expend grant funds prior to March 30, 2024.

SECTION 5.

Appoints the Public Works Director, or a designee, as agent for the City Council of the City of Guadalupe to conduct negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the project.

PASSED, APPROVED AND ADOPTED at a regular meeting on this 14th day of April, 2020 by the following vote:

Motion:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being C.C. **Resolution No. 2020-24**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held April 14, 2020, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Urban and Community Forestry Program

P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 657-2289
Website: www.fire.ca.gov



February 6, 2020

Sonia Rios-Ventura
City of Guadalupe
918 Obispo St
Guadalupe, California 93434

**RE: Concept Proposal for the CAL FIRE Urban and Community Forestry
California Climate Investments (CCI) Grant Program**

We are pleased to inform you that you have been selected to submit a California Climate Initiatives Project Application for your project titled **Guadalupe Urban Forest Master Plan** in the **Urban Forest Management Activities** category. Your project has been assigned a Project Tracking number: **19-CCI-UF-MGMT-050** with an award amount not to exceed \$244,583.00.

The [Urban and Community Forestry Program CCI Grant Guidelines](#) contain all the necessary information to submit your grant application. You will need to obtain the Project Application from your Regional Urban Forester listed in Appendix G of the Grant Guidelines.

CAL FIRE will carefully evaluate each application per the posted Urban and Community Forestry Program CCI Grant Guidelines. The following elements will be important in the grant evaluation process:

- a. GHG quantification for CCI projects must follow the most current Air Resources Board [Urban and Community Forestry Program Quantification Methodology FY 19-20](#) (PDF). Applicants must provide printouts of both the iTree Planting and ARB calculators with their project application. They also must follow the Air Resources Board Guidance for Jobs Benefit as referenced in the grant guidelines.
- b. Competitive projects include clear descriptions of collaboration with partners. Such projects will describe authentic community engagement as a strong project element. Letters of commitment from partners describing how they intend to contribute to the project are a way to demonstrate such collaboration. A letter of support, or a letter that does not clearly demonstrate assistance or participation in some part of the project, is not the same as a letter of commitment.
- c. Inclusion in the project of strong tree establishment practices, presence of long term urban forest management planning, a history of good urban forest practices by the

February 6, 2020

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applying entity, and a commitment to long term maintenance of the project are ways to demonstrate assurance that the state's climate adaptation goals will be achieved.

- d. All projects must show proof of what portion of their project is located within an AB 1550 community. A percentage of how much of the project will be in 1) disadvantaged communities, 2) low income communities, 3) low income communities adjacent to disadvantaged communities, and 4) benefits to low income households must be included. Please refer to the [AB 1550 map](#) to locate your project location to determine if it falls within these categories. CAL FIRE will award at least 70% of the funds to projects in such communities, therefore, this status will greatly affect a project's competitiveness.
- e. Budgets must only be submitted in the MS Excel format provided by CAL FIRE, and should be accompanied by an explanation of the expenses as provided on the project application form.
- f. A detailed tree species list as required on the project application form is of the highest importance. Failing to provide a detailed species list, with the expected number of each species to be planted, may result in disqualification. These should be the trees you intend to plant, not just trees used for determining GHG benefits in iTree.

Please submit an electronic application as instructed in the Project Application. This must be received by email at CALFIRE.Grants@fire.ca.gov no later than 3:00 PST on Thursday, April 16, 2020. You will also receive an invitation to a Box.com folder for you to submit all supporting documents. Make sure to check your 'Spam' folder as the invitation may end up there. The supporting documents must also be uploaded to your Box.com folder no later than 3:00 PST on Thursday, April 16, 2020. Failure to submit these by the due date may result in your proposal being disqualified. The Project Application funding request must not exceed the amount identified in this invitation. When submitting the required documents, each document in your application package must reference your project tracking number.

CAL FIRE typically invites twice the number of projects it will ultimately be able to fund. Therefore, the process remains very competitive. Invitations to submit an application and Department acknowledgement of a received application does not guarantee that the project will be funded. Successful applicants will be notified no later than May 29, 2020.

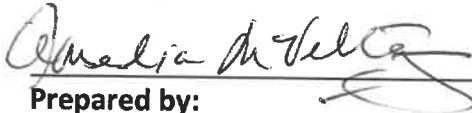
Sincerely,



JOHN MELVIN
Staff Chief – Acting State Urban Forester



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of April 14, 2020


Prepared by:
Amelia M. Villegas, Human Resources


Approved by:
Todd Bodem, City Administrator

SUBJECT: Proposed reclassification and upgrade for the Administrative Assistant Position.

RECOMMENDATION:

It is recommended the Council adopt Resolution No. 2020-25 approving the reclassification and upgrade of the Administrative Assistant position.

BACKGROUND:

In California, about 25% of cities have elected city clerks. Some are full-time and some part-time. In the past, almost all city clerks were elected, but in recent years, because the duties of city clerks have become more complex and technical in nature, many cities have moved from elected to appointed city clerk positions. Such changes had to be approved by the voters of those cities.

Other cities retain an elected city clerk to serve as a part-time “figurehead” city clerk who oversees minimal statutory tasks such as signing of resolutions and ordinances. In those cases, the administrative duties of the city clerk are performed by city employee(s). Sometimes, a city clerk's department is also responsible for other duties beyond those usually managed by the city clerk's office, such as maintaining official city records.

The City of Guadalupe falls somewhere between the two extremes of a full-time elected city clerk who performs all of the statutory duties required under the Government Code, and a “figurehead” city clerk who performs few, if any, of the city clerk’s official duties. The City of Guadalupe’s City Clerk serves in a part-time capacity, attends City Council meetings and prepares the official minutes, signs all resolutions and ordinances, and performs some other functions, but is not responsible for other typical city clerk functions such as overseeing elections, maintaining the City’s records, preparing the City Council’s agendas, etc. Over the years, the City of Guadalupe has relied on the Administrative Assistant position to assist with many of the duties that are required by statute to be performed by an elected city clerk.

DISCUSSION:

The most recent job description on file for the Administrative Assistant is dated October 2004. The description is short and fairly non-descript. (A copy of which is attached hereto as Exhibit "A".) In addition to the increasing complexity of the city clerk's responsibilities and duties, with the growth of the City over these 15+ years, the role of the City Administrator has considerably grown along with the Administrative Assistant's role. As a result, more demands and responsibilities have been placed on this position. Two key examples involve handling elections and the maintenance of City records, which are typically the responsibility of the city clerk's office in most cities. Although handling of the full process of election preparation, from preparing candidates' notebooks to providing necessary information to all candidates, committees and the public, as well as ensuring the necessary forms are filed with the Fair Political Practices Commission (FPPC) and other government agencies, is typically performed by a city clerk's office in most cities, the Administrative Assistant has more and more been required to assume these duties in the City of Guadalupe.

In addition, in other cities the "City Clerk" is responsible for public records requests (excluding those specific to the Police Department). This is another area where the Administrative Assistant has assumed more and more responsibility over the years.

This Administrative Assistant position falls under the SEIU bargaining unit and currently is evaluated Salary Range/Grade 181, with an hourly minimum of \$23.845 to maximum of \$31.955. Other positions similarly evaluated at the same level are the Account Clerk in Finance Department and Permit Technician/Firefighter in Building Department. The Administrative Assistant position, with its added duties, responsibilities and increased accountability over the years, warrants a reclassification and upgrade to Salary Range/Grade 205, with an hourly minimum of \$30.276 per to a maximum of \$40.573, making it comparable to the Business Manager position in the Finance Department.

There is no comparable position in other cities on the Central Coast that combines "administrative assistant" duties and responsibilities with those of the "City Clerk."

ATTACHMENTS:

1. Old Job Description dated October 2004 – Exhibit "A"
2. Revised Job Description dated March 2020 – Exhibit "B"
3. Resolution No. 2020-25 "A resolution of the City Council of the City of Guadalupe approving the reclassification of the Administrative Assistant position".



CITY OF GUADALUPE
ADMINISTRATIVE ASSISTANT

March 2020

Exhibit "A"

DEFINITION:

Under administrative supervision, performs varied administrative support to the City Administrator; undertakes and carries forward a wide variety of complex and routine administrative projects requiring considerable independent judgment and initiative.

ESSENTIAL FUNCTIONS

- Researches, analyzes and evaluates problem areas using independent decision making skills to analyze and resolve non-routine problems and recommend solutions
- Assists in the implementation and follow-up of Council decisions and requests. Interact directly with and act as a liaison to the City Council Members, responding to questions and preparing letters and reports
- Processes all council resolutions and ordinances for codification in Municipal Code and records documents with County Clerk-Recorder
- Assists in the maintaining the City's website, including posting agenda, various reports and general information
- Coordinates public information via press releases, newsletters and City website
- Responds to questions from City Council Members, City employees and the public
- Develops and implements various systems and procedures to meet City-wide goals, objectives, policies and priorities, working closely with management staff
- Oversees the preparation and distribution of the City Council agenda, including reviewing staff reports submitted by departments for content and consistency with City policies; formats and coordinates changes as necessary
- Responsible or elections preparation, to include preparation of candidates' notebooks; provides necessary information to candidates, committees and the public; maintains election documents for public inspection and ensures conformance with the California Elections Code, Political Reform Act and other government codes

ESSENTIAL FUNCTIONS (cont'd)

- **Uses independent decision making skills to analyze and resolve non-routine problems.**
- **Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, and processing contracts and agreements.**
- **Acts as Custodian of City records and ensures compliance with the preservation of the City's vital records and availability of these records in accordance with federal, state and local statutory requirements.**
- **Serves as a liaison with public and private organizations, community groups and other social organizations.**

KNOWLEDGE/SKILLS

- **Knowledge of municipal government and City organization, policies and procedures; operations, services and activities of all City departments**
- **Skills in administrative duties, business writing, and principles of good customer service**
- **Ability to organize own work, setting priorities, working independently on a day-to-day basis, meeting critical deadlines and balancing multiple objectives**
- **Knowledge of State laws applicable to municipal government; pertinent Federal, State and City codes, laws and regulations**
- **Excellent oral and written communication and interpersonal skills**
- **Ability to exercise sound judgment and discretion**
- **Proficient in the use of spreadsheet and varying software programs to prepare detailed narrative reports, perform complex numerical analyses and sort/file documents**
- **Knowledge to perform basic to complex research and prepare reports and recommendations**
- **Bilingual (Spanish fluency), strongly preferred**

EDUCATION & EXPERIENCE (cont'd)

- **High School Diploma, or equivalent. Supplemental business school or applicable college-level coursework, highly desirable**
- **Minimum of 4 years of progressively responsible administrative experience; prior experience in a municipal government, preferred.**
- **Experience in a confidential capacity and dealing with the public, highly desired**
- **Possession of a valid California Driver's License, Class C, and a satisfactory (clean) driving record is required**

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.

- **Frequently sits for extended periods of time. Occasionally stands for short durations of time and walks short distances**
- **Occasionally reach above, at, and below shoulder level**
- **Seldom lifts, carries, pushes and pulls materials and objects up to 10-15 pounds**
- **Occasionally bends, stoops, kneels, handles, grips, grasps, extends neck upward, downward, or side-to-side**
- **Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed**
- **Ability to effectively verbally communicate to exchange information, to hear and comprehend oral instructions and communications in an office environment**
- **Frequently uses a computer for extended periods as well as telecommunications equipment**

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.

- Primarily works indoors with no exposure to inclement weather, conditions, or hazards.

The noise level in the work environment is usually quiet in the office.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned.

CITY OF GUADALUPE
ADMINISTRATIVE ASSISTANT

Exhibit "B"

Salary Range: 181

The Position: Under supervision of the Department Head, performs varied, clerical, technical, mathematical, specialized or difficult administrative support work. May use database, spreadsheets, or various software programs. Use of independent decision making skills to analyze and resolve non-routine problems; perform assignments without specific instruction or direct supervision. Some irregular hours may be required due to governmental meetings.

Assists in the preparation of staff reports, agendas, and legal documents. Compiles, reviews and prepares reports, correspondence and documents. Performs administrative support activities as assigned by the Department Head. Conducts transactions with the public. Answers phones, screens and directs calls. Deals with other local governments, county and state agencies as necessary. Other duties as may be assigned.

Qualifications & Experience: High School diploma or equivalent, G.E.D. A minimum of four (4) years of increasingly responsible office/administrative support experience. Knowledge of various computer software programs, such as WORD, Excel, etc. Excellent grammar, punctuation and spelling skills. Experience in dealing with the public in a professional manner. Excellent interpersonal and customer service skills. Understanding of complex rules and regulations in reporting standards to state and local governments. Must be able to analyze and make recommendations utilizing sound judgment. Prior experience in a government setting preferred. Bilingual, strongly preferred.

Other Requirements: Possession of a valid California Driver's License, Class C.

RESOLUTION NO. 2020-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE
APPROVING THE RECLASSIFICATION OF THE ADMINISTRATIVE ASSISTANT POSITION**

WHEREAS, the Administrative Assistant job description was developed in October 2004; and

WHEREAS, during the past 15+ years, the City has grown as well as the expectations of the Administrative Assistant position in support of the City Administrator ; and

WHEREAS, city employee(s) in most cities perform the duties and responsibilities of the City Clerk; and

WHEREAS, the Administrative Assistant has evolved over the years to include significant responsibilities required of the City Clerk position; and

WHEREAS, it is prudent to revise the Administrative Assistant job description to more accurately reflect current duties and responsibilities and reclassify and upgrade the position to provide more equity with other SEIU positions.

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

Section 1. The reclassified and upgraded Administrative Assistant position is evaluated at Salary Range/Grade 205 and remains a part of the SEIU bargaining unit.

Section 2. This reclassification and upgrade will take effect immediately.

Section 3. The upgraded 7-step hourly salary range for the Administrative Assistant position will be from \$30.276 to \$40.573.

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

Motion:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2020-25** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held April 14, 2020, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, 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 April 14, 2020

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Prepared by:
Philip F. Sinco, City Attorney

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT: Policy for Disposition of City-Owned Surplus Personal Property

RECOMMENDATION:

That the City Council, by motion, adopt a policy for disposition of City-owned surplus personal property.

BACKGROUND:

Guadalupe Municipal Code section 4.04.050 provides that the City's "purchasing agent," among other things, is responsible for disposal of surplus personal property, and may "sell, trade, or otherwise dispose of surplus equipment, vehicles and any other surplus property belonging to the City." This surplus property does not include real property, which must be disposed of in other ways as provided by state statute. The City does not have a detailed policy concerning how surplus personal property should be disposed when it is no longer needed or useful, but Section 4.04.050.C. provides that the purchasing agent, with the approval of the City Council, may adopt operational procedures related to the duties of the purchasing agent. Guadalupe Municipal Code section 4.04.040 identifies the City Administrator, or the City Administrator's designee, as the City's "purchasing agent."

DISCUSSION:

Staff recently entered into an agreement with GovPlanet so that the City's surplus property could be offered through online auctions, which is a cost effective and efficient way of disposing of such property. Staff was comfortable offering items of relatively low value in this manner, but was not comfortable disposing of more valuable items, such as vehicles, without Council approval. Thus, for example, staff requested that the City Council adopt a resolution authorizing the sale at auction of two public transit vehicles (a 2005 Gillig Low floor transit bus and a 2008 Ford E250 raised roof passenger van).

However, other questions have arisen that led staff to the realization that a detailed policy concerning disposition of surplus personal property is necessary. For example, a police officer's service weapon is often (in other cities) given to the officer upon retirement. At present, there is no City policy that

would allow this. A similar issue that has recently arisen concerns the fact that some City-owned equipment is assigned to a particular City employee and cannot be used for any other employee. Such equipment is not considered "saleable" equipment after its useful life. An example of such an unsaleable item would be a helmet used by a Fire Department employee. After the helmet has exceeded its useful life, it is not an item of property that should be made available for purchase by the public, nor can it be used by other public agencies since it has distinctive City of Guadalupe markings (and thus, it is unsaleable). At present, this property can only be disposed of as trash; however, such an item may have personal significance for a City employee, and there is no reason why the City should prohibit the employee from having such an item as a personal memento or keepsake. There may also be occasions when "unsaleable" property could be used by charitable organizations, and rather than simply having to throw the property away, it could be given to such a charitable organization.

The proposed policy, however, does not permit giving surplus property to a charitable organization that could be otherwise sold. Only unsaleable property could be given to a charitable organization under the proposed policy. Such a donation could occur but would require a specific action by the City Council, and it would also have to meet certain conditions to avoid being a gift of public funds.

Should the City Council adopt this proposed policy, staff could dispose of surplus property in a variety of ways without having to obtain the City Council's authorization by:

- (1) sale at a live auction;
- (2) sale by online auction;
- (3) sale to a federal, state, municipality, or other government agency before offering it to sale to the public, and also, offering such property first to a local agency before non-local agencies (unless the value of the property exceeds \$50,000, in which case the Council would need to approve it); and
- (4) donating unsaleable surplus property to a City employee or a charitable organization.

FISCAL IMPACT:

Adoption of the proposed policy will have a minimally positive impact on the City's finances resulting from staff having the benefit of specific guidance on how surplus property must be disposed of, which will save time and effort in the future, such as no longer requiring staff to prepare a resolution for Council's adoption to dispose of surplus property except in rare circumstances.

ATTACHMENT:

1. City of Guadalupe (proposed) Policy for Disposition of City-Owned Surplus Personal Property.

CITY OF GUADALUPE POLICY FOR DISPOSITION OF SURPLUS PERSONAL PROPERTY

Purpose

To establish a policy regarding the disposal of City-owned surplus personal property and other personal property under the custody of the City; to ensure that sales are conducted in an open, competitive environment, and that maximum public exposure to the disposal process is accomplished; to minimize disposal costs and assure that revenue from sales is maximized and obtained in a timely manner; and to provide for a procedure for disposal of unsaleable property. For the purpose of this policy, charitable organizations shall mean a nonprofit organization exempt from taxation under the provisions of the Internal Revenue Code, 26 U.S.C. 501 (C) (3), whose primary purpose is public service.

Policy

The policy shall apply to all sales of surplus City-owned personal property, including lost or abandoned personal property and forfeiture program assets, federal and State grant personal property when authorized by the grantor, and private personal property entrusted to City officials for disposition unless otherwise excepted. Therefore, it is the policy of the City Council of the City of Guadalupe that:

1. *General.* Department heads, and staff responsible for City-owned personal property shall continually monitor the use of capital assets, minor equipment, supplies, and materials to ensure that personal property, when no longer needed or not utilized as trade-in on new acquisition, are reported to the Purchasing Agent for timely redistribution and/or disposal in accordance with the City of Guadalupe Municipal Code section 4.04.050.B.3.

2. *Auction Sales.* Disposal of applicable City-owned surplus personal property, including lost or abandoned personal property and forfeiture program assets transferred to the Purchasing Agent, shall normally be accomplished through public auction as the preferred method of sale whenever practical. Public auctions shall include the use of electronic commerce (online), live auctions, and sealed bids. Auctions should be held in cooperation with other public agencies whenever possible to minimize expenses, maximize range of items to be sold, and to increase bidder participation.

- All City-sanctioned live auctions shall be conducted by an auctioneer and/or auction company that is in compliance with California Civil Code 1812.600, et seq.
- All City live auctions shall be advertised in appropriate news and industry/trade media. In addition, all public sales of property shall be noticed on the City's Internet site.

CITY OF GUADALUPE POLICY FOR DISPOSITION OF SURPLUS PERSONAL PROPERTY

- Disposal of other than City-owned personal property, public or private, and not under the supervision of the court shall be accomplished through public auction or use of Internet or sealed bid.

3. *Sales Proceeds.* Proceeds from the sale of City-owned personal property will be retained in the general fund or returned to the special fund owning the personal property. Personal property acquired using grant funds or special funds and that require sale proceeds to be returned must be separately identified when reported to the Purchasing Agent.

4. *Sales to Federal, State, and Local Municipalities and Governmental Agencies.* When City departments and officials responsible for City-owned personal property have declared an item surplus to the City's needs, and the Purchasing Agent has determined that the item should be sold in accordance with current procedures, such items may be sold to municipalities and other government agencies in accordance with the following guidelines.

Prior to consummating any sale to a non-local municipality or government agency (not located in Santa Barbara or San Luis Obispo Counties), the Purchasing Agent shall ensure that right of first refusal is given to local governmental agencies, including dependent and independent public safety agencies.

- If the estimated fair market value, as determined by the Purchasing Agent, does not exceed \$50,000, a negotiated sale may be conducted with the governmental agency and sale of the item concluded at the price determined to be fair and reasonable without competitive bids.
- If the estimated fair market value, as determined by the Purchasing Agent, is greater than \$50,000, the City Council's approval shall be obtained prior to any sale. Information provided to the City Council shall, at a minimum, identify the government entity and the rationale behind the sale at that value.

5. *Disposal of City-Owned Surplus Personal Property Determined to be Unsaleable.*

Items of City-owned personal property that are restricted from sale by law, regulation, or code; items of City-owned personal property determined to be unsaleable; and items deemed unsuitable for sale to the general public may be scrapped, sold for refurbishment, donated to charitable organizations in lieu of discarding such property, or when appropriate, given to a specific City employee, such as when an article of clothing, hat, helmet, identification badge, etc. that was created for or exclusively used by the employee, and which item cannot be used by any other City employee, and which is determined to be unsaleable.

CITY OF GUADALUPE POLICY FOR DISPOSITION OF SURPLUS PERSONAL PROPERTY

Non-working electronic or universal wastes may not be sold or transferred, unless they are transferred to another universal waste handler who has provided a written agreement of acceptance to the City. Mercury containing devices such as gauges, thermostats, sphygmomanometers, thermometers, etc., may not be sold and must be managed in accordance with California Code of Regulations Title 22 §66273.

Donation of Surplus Property to Agencies and Organizations Affected by Natural Disasters. The City Council may authorize the donation of surplus equipment to agencies or organizations affected by natural disasters, or may ratify such donations if made by the Purchasing Agent when the donations are needed prior to the next regularly scheduled or a special meeting of the City Council.

Transfer of Potential Historical Significance Artifacts that are in the Custody of the City. Title 14, Chapter 3, Article 5, Section 15064.5, "Determining the Significance of Impacts to Archeological and Historical Resources" of the California Code of Regulations requires resources of historical significance to be preserved. City title to potential artifacts, with the approval of the Purchasing Agent, shall be transferred by contract to nonprofit or educational organizations that are dedicated to the preservation of the City's history.

Transfer of Service Weapons to Retiring Officers. The Director of Public Service may authorize the transfer without cost, to an honorably retiring police officer, of his or her previously issued service weapon.

Exceptions

Disposition of waste, scrap, and City-owned personal property for which disposition processes are otherwise covered under law, regulation, code, or City Policy are exempted from this policy.

Disposal of City-owned recyclable products such as used and waste tires, lead-acid batteries, oil, wood pallets, scrap metal, universal waste, etc., may be accomplished through the use of term contracts, trade-in, or other means. Commodity indices, industry practices, and other business and economic factors should be used as guidelines in determining the disposal process method to be applied.

City Library materials such as newspapers, books, magazines, periodicals, videocassettes, compact discs (CDs) etc., may be disposed of by public sale conducted by the City Library, Friends of the Guadalupe Library, and/or by Purchasing Agency approved third parties.

CITY OF GUADALUPE POLICY FOR DISPOSITION OF SURPLUS PERSONAL PROPERTY

Departments and officials responsible for monitoring use and disposal of personal property under their custody may seek the City Council's approval for an exception to this policy when it is in the best interest of the City.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of April 14, 2020

Prepared by:
Philip F. Sinco, City Attorney

Approved by:
Todd Bodem, City Administrator

SUBJECT: Appointment of Jack L. Owen, Jr. as a Code Enforcement Hearing Officer

RECOMMENDATION:

That the City Council, by motion, pursuant to Guadalupe Municipal Code section 8.50.030 appoint Jack L. Owen, Jr as a hearing officer for code compliance matters.

BACKGROUND:

Guadalupe Municipal Code Chapters 1.10 (administrative penalties), 1.11 (administrative citations), and 8.50 (property nuisances/compliance orders) sets forth the provisions of the City's code compliance program. These provisions authorize specified City personnel to engage in code enforcement activities such as issuing administrative citations and compliance orders, and the imposition of administrative penalties for violations of the City's Municipal Code. In order to provide due process to persons who receive administrative citations and compliance orders, it is necessary for the City to provide an opportunity for hearings and appeals of these matters. An impartial hearing officer is required to preside over such proceedings to guarantee fundamental fairness.

Guadalupe Municipal Code section 8.50.020 establishes the position of a code compliance hearing officer to determine violations of law or conditions that constitute public nuisances, and to order appropriate methods of abatement and/or the imposition of administrative penalties.

Guadalupe Municipal Code section 8.50.030 provides:

The Hearing Officer shall be appointed by the Mayor with the approval of the City Council. The term of office shall be for a period of 2 years, or until a successor is appointed. The Hearing Officer shall be a volunteer position and no compensation is authorized. The Hearing Officer shall serve at the pleasure of the City Council.

DISCUSSION:

Please see Mr. Owen's resume which is attached to this report as Attachment 1.

Mr. Owen worked for the City of Santa Maria Fire Department for 34 years, and retired in 2007 as a Fire Division Chief (Administrative Services). One month after his retirement from the Santa Maria Fire Department, Mr. Owen was appointed as a code compliance hearing officer for the City of Santa Maria in January 2008, and has served in that capacity since that date to the present. He was also appointed as a code enforcement hearing officer for the City of Buellton in March 2019, and continues to serve that city in this capacity.

Mr. Owen also has served as the Fire Chief of the City of Guadalupe. He served in that capacity from September 2008 to June 2012. In fact, it was during his service as the City of Guadalupe Fire Chief that the City established its code compliance program, and Mr. Owen was directly responsible for preparation of the ordinance adopted by the City Council's that added Chapters 1.10, 1.11, and 8.50 to the City of Guadalupe Municipal Code.

Mr. Owen has graciously agreed to volunteer his time to serve as a hearing officer for the City of Guadalupe. He is eminently qualified to serve in this capacity. Staff wholeheartedly recommends that the City Council appoint Jack Owen as the City's code compliance hearing officer to serve a two-year term beginning on May 1, 2020 and ending on April 30, 2022.

FISCAL IMPACT:

Minimal. The code compliance hearing officer serves without pay, but there are costs incurred by the City with respect to staff time for preparation for and participating in administrative hearings, although these costs are offset by the fines and administrative penalties that are assessed when upheld by the hearing officer.

ATTACHMENT:

1. Resume of Jack Owen, Jr.

JACK L. OWEN, JR

SANTA MARIA, CA 93454

JOB OBJECTIVE: To serve the City of Guadalupe as a Code Enforcement Hearing Officer

EXPERIENCE:

March 2019 to Present: City of Buellton Code Enforcement Hearing Officer.

Preside over Administrative Hearings regarding violations of the Municipal Code. Hear testimony, receive and evaluate evidence presented by City Officials and members of the public, render binding decisions regarding violations, impose administrative penalties (fines), order abatement of Municipal Code violations, recommend criminal charges be filed for extreme cases of non-compliance.

January 2013 to Present: City of Santa Maria Measure "U" Citizens Oversight Committee

Appointed by City Council to serve as one of a five-member Board to review spending of funds acquired through a sales tax measure for "Essential City Services" to ensure that the funds are spent as set forth in the ballot measure.

September 2008 to June 2012: Guadalupe Fire Department

Serve as Fire Chief for the City on a part-time basis. Manage the Fire Department, Building Department, and the Code Compliance Program. Provide administrative and technical support to the Public Works Department. Served as the City's primary Public Information Officer.

March 2008 to September 2008: Abhe & Svoboda Construction Co., Inc.

Serve as Safety and Quality Control Supervisor for highway construction project. Conducted daily inspections to ensure project complied with CalOSHA regulations, inspect paint work to ensure it was in compliance with job contract specifications, conducted weekly safety briefings, developed and implemented project safety plan, conducted air monitoring for lead contamination, complete daily reports, assist with traffic control as necessary.

January 2008 to Present: City of Santa Maria Code Enforcement Hearing Officer

Preside over Administrative Hearings regarding violations of the Santa Maria Municipal Code. Hear testimony, receive and evaluate evidence presented by City Officials and members of the public, render binding decisions regarding violations, impose administrative penalties (fines), order abatement of Municipal Code violations, recommend criminal charges be filed for extreme cases of non-compliance.

May 2006 to December 2009: United States Forest Service

Serve as a Type II Public Information Officer as part of a multi-agency Incident Management Team (CCIIMT7). Respond to major wildland fire incidents within the Western United States, primarily in California as part of an incident management team. Acquire information related to the incident, prepare news releases, distribute information to news media, maintain records and reports, acquire and process photographs related to the incident and provide them to the news media and incident personnel. Schedule and conduct interviews with local, regional and national news media outlets.

JACK L. OWEN, JR

SANTA MARIA, CA 93454

December 1973 to December 2007: Santa Maria Fire Department

May 2001 to December 2007, Fire Division Chief-Administrative Services. Manage Administrative Services functions of Fire Department manage Fire Prevention Division. Serve as the City's Emergency Services Coordinator. Managed the Department's \$5 million annual budget. Served as Fire Department's Public Information Officer.

June 1994 to May 2001, Fire Division Chief-Operations/Training. Manage Operations and Training functions of Fire Department. Developed and managed the Department's \$5 million annual budget. Served as Fire Department's Public Information Officer.

January 1993 to June 1994, Fire Division Chief-Fire Marshal. Manage Fire Prevention function of Fire Department. Manage Emergency response function in cooperation with Operations Division Chief. Served as Fire Department's Public Information Officer.

April 1988 to January 1993, Fire Battalion Chief-Fire Marshal. Manage Fire Prevention function of Fire Department. Manage Emergency response function in cooperation with Operations Battalion Chief. Served as Fire Department's Public Information Officer.

October 1980 to April 1988, Fire Captain. Supervise station of 3 personnel. Act as assistant Fire Marshal and Fire Investigator. Evaluate employees' performance and recommend promotion/demotion. Train employees.

October 1976 to October 1980, Fire Engineer. Drive and maintain fire apparatus. Operate pumps; Act as replacement for Captain as needed.

December 1973 to October 1976, Reserve Firefighter. Responded to fires and other emergencies as a paid, part-time Firefighter.

November 1973 to October 1976: Assistant Manager, Professional Ambulance Service, Santa Maria, CA. Training and Operations Assistant Manager for private ambulance company. Trained, supervised and evaluated 15 employees. Managed the vehicle maintenance function of the company for a fleet of 4 ambulances and 1 support vehicle. Provided emergency medical care to sick and injured persons.

May 1978 to Present: Fire Technology/Administration of Justice Instructor, Allan Hancock College Community College. Teach fire prevention, code enforcement and public education in the CA State Fire Marshal Certified Firefighter I Academy and Fire Department Critical Incidents in the P.O.S.T. Certified Dispatch Academy.

August 1979 to May 1996: P.O.S.T. Certified, Reserve Police Officer, Level 1. Santa Maria Police Department. General law enforcement duties on a part-time basis. Served as Training Coordinator from 1993 to 1995, and Range Master from 1985 to May 1996.

JACK L. OWEN, JR

SANTA MARIA, CA 93454

EDUCATION:

Attended Elementary schools within Santa Maria School District.

Graduated from Santa Maria High School, 1973.

Associate of Science Degree in Fire Technology, Allan Hancock College, 1991.

Completed all requirements for an A. A. Degree in Business Management.

Certified Fire Officer 1, State Fire Marshal's Office.

Certified Arson/Fire Investigator 1, State Fire Marshal's Office.

Detailed list of training and education available upon request.

ACCOMPLISHMENTS:

- ◆ Developed and implemented a Code Compliance Program for the City of Guadalupe. This program included the inspection and enforcement of all Municipal Codes, including, building, planning, zoning, junk vehicle abatement, and weed abatement. Created all necessary forms and procedures to provide a fair and equitable program that operated on a philosophy of "Education...Then Enforcement". Established and trained a Volunteer Code Compliance Hearing Officer to review disputed code cases.
- ◆ Created PowerPoint presentations to air on local Guadalupe Government Access Television channel to provide information to the community on various safety, disaster preparedness, and code compliance topics.
- ◆ Updated Guadalupe City's Multi-Hazard Functional Plan. (Last update - 1997)
- ◆ Updated Guadalupe City's Disaster Mitigation Act of 2000 Plan and obtained State and Federal approval of the plan.
- ◆ Updated Santa Maria's Disaster Mitigation Act of 2000 Plan and obtained State and Federal approval of the plan. (2011)
- ◆ Trained 300+ City of Santa Maria employees in the CA Standardized Emergency Management System (SEMS)
- ◆ Served as part of a 3-person team to train 450+ City of Santa Maria employees in the National Incident Management System (NIMS).
- ◆ Updated the City of Santa Maria Multi-Hazard Functional Plan to be NIMS-compliant (2006)
- ◆ Developed and implemented an in-house PowerPoint self-study program for the City of Santa Maria's Multi-Hazard Functional Plan. This program enables employees to review the plan at a time when it is convenient to the operation of their Department/Division and allows employees to review the plan as often as they deem necessary to stay current.
- ◆ Served as a Fire Information Officer Type II, as part of U. S. Forest Service Incident Management Team 7
- ◆ Developed a comprehensive after-action report to document the largest structure fire in the City of Santa Maria's history.
- ◆ Managed the remodel of two existing fire stations and the construction of two new fire stations in Santa Maria.
- ◆ In cooperation with Santa Maria community leaders, managed the adoption of the 1985, 1991, 1994, 2001, 2007, 2010 Uniform/California Fire Codes with progressive fire sprinkler system amendments that met both the community's needs and the Fire Department's concerns.

JACK L. OWEN, JR

SANTA MARIA, CA 93454

- ◆ Managed a pilot program to conduct a risk assessment for all buildings in the community utilizing the CA State Fire Marshal's prototype "Risk Hazard and Value Assessment" (RHAVE) Program criteria.
- ◆ Served as the manager for the Fire Department's "Standards of Cover Study".
- ◆ In cooperation with community leaders, managed the adoption of the 1985, 1991, 1994, 2001, 2007, 2010 Uniform/California Fire Codes with progressive fire sprinkler system amendments that met both the community's needs and the Fire Department's concerns.
- ◆ Developed and implemented a fire prevention plan for the U.S. Secret Service, vice-presidential Detail, for Vice-President Quayle's visit and trained the Vice-President and his staff in the implementation of the plan.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of April 14, 2020


Prepared by:

Todd Bodem, City Administrator

SUBJECT: Designation of Agents of the City of Guadalupe for the Purpose of Obtaining Federal and State Emergency Funding

RECOMMENDATION:

By resolution, on California Office of Emergency Services Form 130, designate the City Administrator, the Director of Public Safety, and the Finance Director as agents of the City of Guadalupe for the purpose of obtaining federal and state disaster and emergency funding.

BACKGROUND:

The City has incurred various costs during the COVID-19 crisis and there will be ongoing costs which are eligible for reimbursement by the Federal Emergency Management Agency (FEMA) and/or California Office of Emergency Services (Cal OES). Staff is in the beginning state of completing the reimbursement process. In order to receive this federal and state funding, it is necessary for the City Council to designate agents (City employees) who are authorized to act on the City's behalf during a disaster or emergency response. This is accomplished by the City Council adopting a resolution designating these agents either by title only, or by name and title. Cal OES requires a specific form to be used for this resolution, namely, a Cal OES Form 130 (Attachment 1), which designates representatives responsible for filing and providing information to FEMA and Cal OES on behalf of the City of Guadalupe. Submission of this particular form is required in order to obtain cost recovery for the City's disaster or emergency response. Upon approval, the attached Cal OES Form 130/resolution will be effective for the current COVID-19 emergency and for any future disasters or emergencies up to three (3) years following the date of approval by the Guadalupe City Council. For this reason, staff is recommending that the Council identify the designated agents by title only so that a new Form 130 will not be necessary should the particular person currently holding the title leave the City's employ sometime during the next three years.

FISCAL IMPACT:

All of the City Departments are in the process, and will continue to submit claims for cost reimbursement for the costs incurred since the beginning of the public health emergency related to the COVID-19 pandemic and continuing until the emergency is determined to be over. Costs to be determined. Approval of Cal OES 130 will allow the completion of the claims process. No more than 75% of cost recovery is expected, but failure to designate agents on Cal OES Form 130 will result in no cost recovery at all.

ATTACHMENTS:

1. Cal OES Form 130 (Council Resolution No. 2020-26)

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE City Council OF THE City of Guadalupe
(Governing Body) (Name of Applicant)

THAT City Administrator, OR
(Title of Authorized Agent)
Director of Public Safety, OR
(Title of Authorized Agent)
Finance Director
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Guadalupe, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Guadalupe, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this 14 day of April, 2020

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)
City of Guadalupe, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Guadalupe
(Governing Body) (Name of Applicant)
on the 14 day of April, 2020.

(Signature) (Title)



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: April 1, 2020
Re: Monthly Planning Report Covering March 2020

MINISTERIAL PROJECTS

Zoning Clearances Approved	26
Zoning Clearances Denied	0
ADUs Approved	1
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 January:

- Housing Authority of S. B. Co. – completed processing with approval at Council meeting on February 25th
- SB 2 grant final approval received by HCD, contract signed
- ADU ordinance amendments went into effect on February 28th
- DJ Farms South – tract map being processed
- Pasadera GP/SP amendment being processed
- Sign Ordinance update for Council presentation on April 28th
- Begin work on General Plan Update – preparation of RFP for release by April 10th
- Annual Progress Report (report on Housing Element progress)

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 March 2020 (04-01-2020 update)

<u>Case No.</u>	<u>Name</u>	<u>Submittal Date</u>	<u>Comp. Date</u>	<u>Status</u>	<u>OK for Bldg. Permit Issuance</u>
2017-130-TPM \$\$	DJ Farms South Master TPM	10-12-17	Complete-09-27-19	COMPLETE letter sent on 09-27-19. Project under review by planner.	NO
2019-063-DR 2019-064-CUP \$\$	Housing Authority of SB Co	06/12/19	COMP letter sent 10-15-19	Notice of Determination has been forwarded to County Clerk's office for 30-day posting.	NO
2019-067-VTTM	Pasadera Lot 9			Working on bonding prior to recordation	NO
2018-135-GPZ No\$	General Plan amendment and Rezone of two areas of the City	08/29/18	N/A	Staff working on amendments as time permits.	N/A
N/A	General Plan Update	2019 City Council authorization	N/A	RFP prepared to be mailed out by April 10 th to several interested consulting firms.	N/A
2018-133-OA No\$	Round 3 Zoning Ordinance Updates	8/12/19	N/A	Preparing new zoning ordinance Chapter 55 for Home Occupations and Cottage Food Industries	N/A
2018 -133 OA No\$	Sign Ordinance	2/24/20	N/A	Rewrite Sign Ordinance as new Chapter 18.51 of the Municipal Code. First reading on April 28 th	N/A

No\$ = unreimbursed planning work

\$ = projects where a fixed fee has been paid

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

Ministerial Permit Report– March 2020

(Reported 04-01-20)

Zoning Clearances Approvals

Perez paving	2020-029-ZC	331 Lindy Drive
Santoy paving	2020-048-ZC	213 Las Flores Drive
Magana paving	2020-049-ZC	5134 Turnstone Circle

[see next page for 23 additional ZC approvals for Pasadera construction and one ADU]

Zoning Clearances Denied

None

Business License Approvals

None

Business License Denials

None

Administrative Use Permits

None

ACTIVITY REPORT – MARCH 1 THROUGH 31 2020**APPROVED SITE PLAN REVIEWS**

Tract 29062, Guadalupe (Pasadera), DJ Farms Specific Plan Land Use Designation: RSL-14, Zone District: - RSL-1-3000 Zone District

Site Plan Review - Case No. 2020-030ZC	Site Plan: 3A- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4393 Manzanita Street, (Lot 53)
Site Plan Review - Case No. 2020-043ZC	Site Plan: 2AR- One Story, 1,196 Sq. Ft. living area and 425 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4370 Lazo Dr, (Lot 66)
Site Plan Review - Case No. 2020-033ZC	Site Plan: 3AR- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4377 Manzanita Street, (Lot 56)
Site Plan Review - Case No. 2020-037ZC	Site Plan: 3AR- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4363 Manzanita Street, (Lot 60)
Site Plan Review - Case No. 2020-046ZC	Site Plan: 3A- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4388 Lazo Dr., (Lot 69)
Site Plan Review - Case No. 2020-044ZC	Site Plan: 1A– One Story, 1,255 Sq. Ft. living area and 425 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4378 Lazo Dr, (Lot 67)
Site Plan Review - Case No. 2020-039ZC	Site Plan: 3AR- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4351 Manzanita Street, (Lot 62)
Site Plan Review - Case No. 2020-036ZC	Site Plan: 4A- Two Story, 1,869 Sq. Ft. living area and 450 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4369 Manzanita Street, (Lot 59) Tract 29062, Guadalupe (Pasadera)
Site Plan Review - Case No. 2020-035ZC	Site Plan: 3BR- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4373 Manzanita Street, (Lot 58)
Site Plan Review - Case No. 2020-040ZC	Site Plan: 3B- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4352 Lazo Dr., (Lot 63)
Site Plan Review - Case No. 2020-032ZC	Site Plan: 3B- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4379 Manzanita Street, (Lot 55)
Site Plan Review - Case No. 2020-041ZC	Site Plan: 3AR- Two Story, 1,825 Sq. Ft. living area and 496 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4362 Lazo Dr., (Lot 64)
Site Plan Review - Case No. 2020-045ZC	Site Plan: 4BR- Two Story, 1,869 Sq. Ft. living area and 450 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4380 Lazo Drive, (Lot 68)

ACTIVITY REPORT – MARCH 1 THROUGH 31 2020**APPROVED SITE PLAN REVIEWS -CONTINUED**

Tract 29062, Guadalupe (Pasadera), DJ Farms Specific Plan Land Use Designation: RSL-14, Zone District: - RSL-1-3000 Zone District

Site Plan Review - Case No. 2020-038ZC	Site Plan: 4B- Two Story, 1,869 Sq. Ft. living area and 450 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4359 Manzanita Street, (Lot 61)
Site Plan Review - Case No. 2020-034ZC	Site Plan: 4B- Two Story, 1,869 Sq. Ft. living area and 450 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4375 Manzanita Street, (Lot 57)
Site Plan Review - Case No. 2020-047ZC	Site Plan: 4AR- Two Story, 1,869 Sq. Ft. living area and 450 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4394 Lazo Drive, (Lot 70)
Site Plan Review - Case No. 2020-031ZC	Site Plan: 4AR- Two Story, 1,869 Sq. Ft. living area and 450 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4387 Manzanita Street, (Lot 54)
Site Plan Review - Case No. 2020-042ZC	Site Plan: 4A- Two Story, 1,869 Sq. Ft. living area and 450 Sq.Ft. attached two car-garage, Type: Single Family Residence	Address: 4364 Lazo Drive, (Lot 64)

APPROVED ACCESSORY DWELLING UNIT

PA2020-001ZC	Garage Conversion for an ADU Plus Laundry Room – Correction of an unpermitted enclosure – Final Review – Approved, Scanned documents, email to Oscar Martinez with copy of approval, prepared CD for Planning Files, ran one copy. Delivered to Planning Department	Address: 5713 Surf Bird Lane APN: 113-039-039
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PENDING PROJECTS AND UPDATES

DJ Farms Specific Plan Area – Parcel and Tract Maps	Phone call to LS relating to D J Farms projects – discussed parcel map south of the tracks, VTTM 29064 status, fencing along the east perimeter, discussed potential of amending DA to insure that the City is not obligated in obtaining encroachment over the track for the bridge, discussed the emergency access on the east side as well as the design of the emergency access – preliminary info crossing arms and fencing, discussed timing of and design of the east fencing – LS is to follow up on the projects and advise. Email to Lori regarding signatures – received draft format of letter identifying persons authorized to sign on behalf of DJ Farms – advised that the city needed the filed LLC which identifies authorized persons to act on behalf of the property owner.	
PA2020-050ZC-	ADU Garage Conversion 4827 Pagaling Drive, APN 113,353-010, Rodel Honrada, Drafting Services, 805-264-2701, - Called left message advising that the application is not complete - option is to review the check list and resubmit with the info. Emailed to Rodel with CC to BT, CA, Planner advising to use the check list for resubmittal	
NO PA Assigned	Emails to BT, CA, CA, Planner, regarding Covenant Agreements for ADU's, emailed Check list for ADU's for applicants, emails to Lupe regarding ADU advising that he should contact Building and obtain check list for ADU and insure that the application complies with the requirements, email to Rodel of honradadrafting@comcast.net for 4513 Eleventh St revision to ADU	
PA2020-051ZC	Email to centralcoastdrafting@gmail.com Serigo with CC to Planner, CA, CA, BT – email	

	failure to CA and BT files to large--ADU Garage Conversion and addition to building. Advised that the application is incomplete, advised that the proposed addition exceeds the 50% of the main dwelling. He wanted to know the legislation, etc. emailed the City Ordinance and various state legislation for his information.
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ADMINISTRATIVE ACTIVITY	
	Prepared Master for ADU Supplemental Checklist, copied and collated 10 sets each for Building Tech.
	Response to questions relating to ADU's and JADU's – per BT to Rodel Design. Reviewed questions prepared responses, emailed to BT with CC's to Planner, CA, and CA
	Research ADU Transit within ½ mile walking distance – looked online, email to Planner, called HCD, download new info that any bus stop available to the public qualifies. Emailed info to Planner.
	Research ADU's approved in 2019 for Planner- Annual Housing Implementation report to HCD
	Research per BT Request: 459 Campodonico Ave. for a Steve Iwasko -805-550-2714- Property is zoned R-1, APN 115-152-004, Developed with SF and Detached Garage – inquiry regarding ADU Conversion and an additional unit on site- research revealed that the Detached Garage may be converted to an ADU with the minimum of 150 square feet. No Additional Residential Unit is permitted per the R-1 Zoning District.

DISAPPROVED			
PA2020-001ZC	ADU Garage Conversion and Room Addition (Laundry)- Manual Delgado	5173 Surf Bird Lane AP 113-390-039	Require resubmittal to include additional information as is required by Chapter 18.53 Accessory Dwellings
PA202-008ZC	Proposed steel building for storage	1164 Obispo St.	Finalized review – Disapproved zoning clearance, prepared CD for Planning, ran three copies for distribution to CA and CE and BT, emailed report to Planner, City Attorney, CA and CE and BT and Admin Clerk with the attached
PA#2012-050ZC-	Project: Accessory Dwelling Unit -Garage Conversion – Received info requested, reviewed submittal requirements – application not complete. Disapproved advised to resubmit with the additional information and pay an additional fee.	4827 Pagaling Drive APN:113-353-010, Applicant: Edgar Nol Quirate	DATED: March 31, 2020, FIRST REVIEW, reviewed emails, scanned documents, crated electronic files, emailed BT, RH, Planner, CA Emailed Applicant and BT of Disapproval



**CITY OF GUADALUPE
BUILDING DEPARTMENT**

STATUS REPORT

MONTH: March, 2020

	This Month	Last Month	Year to Date	Last Year
Visitors	15	39	86	102
Inspections	659	590	1,862	1,274
Building Permits Issued	83	15	102	69
Certificate of Occupancy	12	4	27	13

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

3/2/2020	AD 9	Scheduling and records update.												
3/2/2020	F 10	4617 10th St, Underlayment and 30 year asphalt comp roof installed on 4 apartment complexes and 4 carports, finalized.												
3/2/2020	F 10	280 Pioneer, meet at site with super Nick Rio with fixes for lath and underslab gas line conduit.												
3/2/2020	AD 2													
3/2/2020	SD 2													
3/2/2020	FR 2	856 Pioneer, Unit 13, roof framing.												
3/2/2020	FR 2	856 Pioneer, Unit 13, roof nailing.												
3/2/2020	FR 2	856 Pioneer, Unit 14, roof framing.												
3/2/2020	FR 2	856 Pioneer, Unit 14, roof nailing.												
3/2/2020	FR 2	856 Pioneer, Unit 15, roof framing.												
3/2/2020	FR 2	856 Pioneer, Unit 15, roof nailing.												
3/2/2020	FR 2	856 Pioneer, Unit 16, roof framing.												
3/2/2020	FR 2	856 Pioneer, Unit 16, roof nailing.												
3/2/2020	FR 2	856 Pioneer, Unit 17, roof framing.												
3/2/2020	FR 2	856 Pioneer, Unit 17, roof nailing.												
3/2/2020	UN 1	Lot 83, Underslab drain plumbing.												
3/2/2020	UN 1	Lot 84, Underslab drain plumbing.												
3/2/2020	UN 1	Lot 85, Underslab drain plumbing.												
3/2/2020	UN 1	Lot 86, Underslab drain plumbing.												
3/2/2020	FR 7	Lot 120, Fire sprinklers hydro test.												
3/2/2020	FR 7	Lot 121, Fire sprinklers hydro test.												
3/2/2020	FR 7	Lot 138, Fire sprinklers hydro test.												
3/2/2020	FR 7	Lot 139, Fire sprinklers hydro test.												
3/2/2020	SC 6	Lot 139, Wall insulation ok, ceiling at final.												
3/2/2020	FR 1	Lot 137, Rough electric.												
3/2/2020	FR 1	Lot 122, Rough electric.												
3/2/2020	FR 1	Lot 123, Rough electric.												
3/2/2020	FR 1	Lot 136, Rough electric.												
3/2/2020	FN 4	4202 11th St, cmu site wall full height pre-grout ok, S-RW1												
3/2/2020	SC 6	856 Pioneer, Unit 1, wall insulation behind fiberglass shower ok												
3/2/2020	SC 6	856 Pioneer, Unit 2, wall insulation behind fiberglass shower ok.												
3/2/2020	SC 6	856 Pioneer, Unit 3, wall insulation behind fiberglass shower ok.												
3/2/2020	SC 6	856 Pioneer, Unit 4, wall insulation behind fiberglass shower ok.												
3/2/2020	SC 6	856 Pioneer, Unit 5, wall insulation behind fiberglass shower ok.												

David, 8.0 hrs
43 inspections.

3/2/2020

clear

x

x

3/2/2020	SC 6	856 Pioneer, Unit 6, wall insulation behind fiberglass shower ok.	X			
3/2/2020	SC 6	856 Pioneer, Unit 7, wall insulation behind fiberglass shower ok.	X			
3/2/2020	SC 6	856 Pioneer, Unit 8, wall insulation behind fiberglass shower ok.	X			
3/2/2020	SC 6	856 Pioneer, Unit 9, wall insulation behind fiberglass shower ok.	X			
3/2/2020	SC 6	856 Pioneer, Unit 10, wall insulation behind fiberglass shower ok.	X			
3/2/2020	SC 6	856 Pioneer, Unit 11, wall insulation behind fiberglass shower ok.	X			
3/2/2020	SC 6	856 Pioneer, Unit 12, wall insulation behind fiberglass shower ok.	X			
3/2/2020	SC 6	856 Pioneer, Unit 13, wall insulation behind fiberglass shower ok.x	X			
3/2/2020	SC 6	856 Pioneer, Unit 14, wall insulation behind fiberglass shower ok.	X			
3/2/2020	SC 6	856 Pioneer, Unit 15, wall insulation behind fiberglass shower ok.x				
3/2/2020	SC 6	856 Pioneer, Unit 16, wall insulation behind fiberglass shower ok.x				
3/2/2020	SC 6	856 Pioneer, Unit 17, wall insulation behind fiberglass shower ok.	X			
3/2/2020	FR 2	Lot 123, Roof framing, roof nailing.	X			
3/2/2020	FR 5	Lot 123, Rough framing.	X			
3/2/2020	FR 2	Lot 124, Roof framing, roof nailing.	X			
3/2/2020	FR 5	Lot 124, Rough framing.	X			
3/2/2020	FR 2	Lot 135, Roof nailing, roof framing.	X			
3/2/2020	FR 5	Lot 135, Rough framing.	X			
3/3/2020	AD 9	Scheduling and records update.	X		David, 7.0 hrs	
3/3/2020	AD 1	2nd St/ Guadalupe St, site visit with owner for future bldg.	X		27 inspections,	
3/3/2020	MS 4	2nd St/ Guadalupe St, site visit with owner for future bldg.	X		3/3/2020	
3/3/2020	MS 6	4485 Holly St, Final water heater, customer unsatisfied with installation and performance of 2 wall heaters, will contact company crew shortly for on site visit installer.		X	clear	
3/3/2020	MS 6	4478 Holly St. Final water heater, no answer at front door, left note on front door to call for reinspection.		X		
3/3/2020	MS 6	455 Pioneer, Final water heater, approved.		X		
3/3/2020	FR 1	221 Pt. Sal Dunes, Final water heater, approved.	X			
3/3/2020	FR 1	Lot 122, etag issued, email PG+E for release.	X			
3/3/2020	FR 1	Lot 123, etag issued, email PG+E for release.	X			
3/3/2020	FR 1	Lot 137, etag issued, email PG+E for release.	X			
3/3/2020	SC 1	Lot 136, etag issued, email PG+E for release.	X			
3/3/2020	SC 1	856 Pioneer, Unit 1, drywall attachment behind shower ok.	X			

3/3/2020	SC 1	856 Pioneer, Unit 2, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 3, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 3, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 4, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 5, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 6, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 7, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 8, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 9, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 10, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 11, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 12, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 13, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 14, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 15, drywall attachment behind shower ok.	X
3/3/2020	SC 1	856 Pioneer, Unit 16, drywall attachment behind shower ok.	X
3/4/2020	AD 9	Scheduling and records update.	X
3/4/2020	UN 1	Lot 105 Underslab drain plumbing.	X
3/4/2020	UN 1	Lot 106 Underslab drain plumbing.	X
3/4/2020	UN 1	Lot 107 Underslab drain plumbing.	X
3/4/2020	SC 6	Lot 108 Underslab drain plumbing.	X
3/4/2020	FR 8	Lot 120 Wall insulation ok, ceiling at final.	X
3/4/2020	FR 7	Lot 120, Drain, waste, vent to roof.	X
3/4/2020	FR 7	Lot 122, Hydro test.	X
3/4/2020	FR 7	Lot 122, Rough sprinkler layout.	X
3/4/2020	FR 7	Lot 123, Hydro test.	X
3/4/2020	FR 1	Lot 123, Rough sprinkler layout.	X
3/4/2020	FR 7	Lot 123, Rough electric.	X
3/4/2020	SC 7	Lot 137, Hydro test.	X
3/4/2020	SC 7	Lot 119, Shower pan liner.	X
3/4/2020	SC 7	Lot 116, Shower pan liner.	X
3/4/2020	SC 6	Lot 121, Wall insulation, ceiling at final.	X
3/4/2020	MS 4	184 San Miguel Ct, meet with owner/builder Lucio and plumber	X
3/4/2020	SC 1	to discuss Williams hi tech wall heater installation.	X

David, 7.0 hrs.
23 inspections,
3/4/2020
clear

3/4/2020	SC 1	4626 11th St, Unit 1 drywall, no int. gas test available.	X			
3/4/2020	SC 1	4626 11th St, Unit 2 drywall, no int. gas test available.	X			
3/4/2020	SC 1	4626 11th St, Unit 3 drywall, no int. gas test available.	X			
3/4/2020	SC 9	4626 11th St, storage gang room drywall.	X			
3/4/2020	SC 9	Lot 81, Stucco scratch coat.	X			
3/4/2020	SC 9	Lot 82, Stucco scratch coat.	X			
3/4/2020	SC 9	Lot 83, Stucco scratch coat.	X			
3/4/2020		Lot 84, Stucco scratch coat.				
3/5/2020	AD 9		X			David, 8.0 hrs
3/5/2020	AD 1	Scheduling and records update.	X			17 inspections.
3/5/2020	MS 4	201 Las Flores, meet on site with owner/builder Micah	X			3/5/2020
3/5/2020	F 3	for stucco weep screed questions.	X			clear
3/5/2020	FR 8	4478 Holly St, Williams wall heater, finalized.	X			
3/5/2020	FR 4	Lot 121, Drain, waste, vent piping.	X			
3/5/2020	FR 8	Lot 121, Water piping.	X			
3/5/2020	FR 4	Lot 122, Drain, waste, vent.	X			
3/5/2020	FR 8	Lot 122, Water piping.	X			
3/5/2020	SW 4	Lot 126, Sewer connection, 4" pvc.	X			
3/5/2020	SW 4	Lot 134, Sewer connection, 4" pvc.	X			
3/5/2020	SW 8	Lot 125, Water line, 1" pvc.	X			
3/5/2020	UN 3	Lot 125, Fire sprinklers water line, 1" pvc.	X			
3/5/2020	FR 4	Lot 124, Drain, waste, vent.	X			
3/5/2020	FR 5	Lot 124, Water piping.	X			
3/5/2020	FR 1	149 Santa Barbara, Rough framing.	X			
3/5/2020	FR 3	149 Santa Barbara, Rough electric.	X			
3/5/2020	SC 3	149 Santa Barbara, Rough mechanical.	X			
3/5/2020	FR 8	4202 11th St. C unit. Lath- center corridor and lower levels.			X	
3/5/2020	FR 8	Lot 136, Drain, waste, vent-leaking, bad connection, reschedule			X	
3/5/2020		for 3-6-20.				
3/6/2020	AD 9	Scheduling and records update.	X			David, 7.75 hrs,
3/6/2020	FR 8	Lot 139 Drywall, interior gas test not available.	X			.25 hr Public Works
3/6/2020	FR 4	Lot 136, Drain, waste, vent- still not repaired, ready later today.			X	62 inspections, 3/6/2020
					X	clear

3/6/2020	FR 4	Lot 136, Water piping not ready aslo, ready later today.	X
3/6/2020	SW 8	Lot 134, Water line, 1" pvc.	X
3/6/2020	UN 3	Lot 134, Fire sprinklers water line, 1" pvc.	X
3/6/2020	FR 2	Lot 131. 2nd floor nailing, joists and girders.	X
3/6/2020	SW 4	Lot 127, Sewer connection, 4" pvc.	X
3/6/2020	SW 8	Lot 127, Water line, 1" pvc.	X
3/6/2020	UN 3	Lot 127, Fire sprinklers water line, 1" pvc.	X
3/6/2020	SW 8	Lot 126, Water line, 1" pvc.	X
3/6/2020	UN 3	Lot 126, Fire sprinklers line, 1" pvc.	X
3/6/2020	MS 4	109 Las Flores, patio cover consultation with owner/builder.	X
3/6/2020	F 1	109 Las Flores, patio cover consultation with owner/builder.	X
3/6/2020	F 2	155 Flower, Final building, cert of occupancy issued.	X
3/6/2020	F 3	155 Flower, Final electric	X
3/6/2020	F 4	155 Flower, Final mechanical.	X
3/6/2020	F 6	155 Flower, Final plumbing.	X
3/6/2020	PDPW	155 Flower, Final smokies, carbon monox test ok.	X
3/6/2020	PDPW	Lot 115 to lot 119, approx 360' of 4' sidewalk, includes ADA	X
3/6/2020	FR 8	corner access at lot 119/Corrasco Dr, compaction report ok.	X
3/6/2020	FR 8	Lot 136, Drain, waste, vent.	X
3/6/2020	FR 8	Lot 136, Water piping.	X
3/6/2020	FR 8	Lot 137, Drain, waste, vent.	X
3/6/2020	FN 5	Lot 137, Water piping.	X
3/6/2020	FN 5	Lot 78, Setbacks.	X
3/6/2020	FN 5	Lot 78, Footings.	X
3/6/2020	FN 5	Lot 78, Forms.	X
3/6/2020	FN 5	Lot 78, Rebar reinforcement and post tension cables.	X
3/6/2020	FN 5	Lot 78, Capillary break.	X
3/6/2020	FN 5	Lot 79, Setbacks.	X
3/6/2020	FN 5	Lot 79, Footings.	X
3/6/2020	FN 5	Lot 79, Forms.	X
3/6/2020	FN 5	Lot 79, Rebar reinforcement and post tension cables.	X
3/6/2020	FN 5	Lot 79, Capillary break.	X
3/6/2020	FN 5	Lot 80, Setbacks.	X
3/6/2020	FN 5	Lot 80, Footings.	X
3/6/2020	FN 5	Lot 80, Forms.	X

3/6/2020	FN 5	Lot 80, Rebar reinforcement and post tension cables.						X	
3/6/2020	FN 5	Lot 80, Capillary break.						X	
3/6/2020	FN 5	Lot 81, Setbacks.						X	
3/6/2020	FN 5	Lot 81, Forms.						X	
3/6/2020	FN 5	Lot 81, Footings.						X	
3/6/2020	FN 5	Lot 81, Rebar reinforcement and post tension cables.						X	
3/6/2020	FN 5	Lot 81, Capillary break.						X	
3/6/2020	FN 5	Lot 82, Setbacks.						X	
3/6/2020	FN 5	Lot 82, Forms.						X	
3/6/2020	FN 5	Lot 82, Footings.						X	
3/6/2020	FN 5	Lot 82, Rebar reinforcement and post tension cables.						X	
3/6/2020	FN 5	Lot 82, Capillary break.						X	
3/6/2020	FN 5	Lot 109, Setbacks						X	
3/6/2020	FN 5	Lot 109, Forms.						X	
3/6/2020	FN 5	Lot 109, Footings.						X	
3/6/2020	FN 5	Lot 109, Rebar reinforcement and post tension cables.						X	
3/6/2020	FN 5	Lot 109, Capillary break.						X	
3/6/2020	FN 5	Lot 110, Setbacks.						X	
3/6/2020	FN 5	Lot 110, Forms.						X	
3/6/2020	FN 5	Lot 110, Footings.						X	
3/6/2020	FN 5	Lot 110, Rebar reinforcement and post tension cables.						X	
3/6/2020	FN 5	Lot 110, Capillary break.						X	
3/6/2020	FN 5	Lot 111, Setbacks						X	
3/6/2020	FN 5	Lot 111, Forms.						X	
3/6/2020	FN 5	Lot 111, Footings.						X	
3/6/2020	FN 5	Lot 111, Rebar reinforcement and post tension cables.						X	
3/6/2020	FN 5	Lot 111, Capillary break.						X	
3/9/2020	AD 9	Scheduling and records update.						X	
3/9/2020	F 1	1180 Obispo, Final aux dwelling unit, no answer at door at 11 am.						X	David, 5.0 hrs, 21 inspections
3/9/2020	FR 3	Lot 136, Rough mechanical.						X	3/9/2020
3/9/2020	FR 1	Lot 135, Rough electric.						X	cloudy
3/9/2020	FR 1	Lot 135, Etag issued, email PG+E						X	
3/9/2020	FR 1	Lot 124, Rough electric.						X	
3/9/2020	FR 7	Lot 124, Rough fire sprinklers and hydro.						X	

3/9/2020	FR 1	Lot 124, Etag issued, email PG+E	X	
3/9/2020	FR 1	Lot 135, Rough electric.	X	
3/9/2020	FR 1	Lot 135, Etag issued, email PG+E	X	
3/9/2020	SC 6	4627 5th St, Wall and ceiling insulation.	X	
3/9/2020	SC 1	4627 11th St, Unit 4 drywall, no interior gas test available.	X	
3/9/2020	SC 1	4627 11th St, Unit 5 drywall, no interior gas test available.	X	
3/9/2020	SC 1	4627 11th St, Unit 6 drywall, no interior gas test available.	X	
3/9/2020	SC 1	4202 11th St, Bldg C, unit F, drywall.	X	
3/9/2020	SC 1	4202 11th St, Bldg C, unit E, drywall.	X	
3/9/2020	SC 1	4202 11th St, Bldg C, unit L, drywall.	X	
3/9/2020	SC 1	4202 11th St, Bldg C, unit M, drywall.	X	
3/9/2020	FR 10	4202 11th St, Bldg C, unit F, interior gas test.	X	
3/9/2020	FR 10	4202 11th St, Bldg C, unit E, interior gas test.	X	
3/9/2020	FR 10	4202 11th St, Bldg C, unit L, interior gas test.	X	
3/9/2020	FR 10	4202 11th St, Bldg C, unit M, interior gas test.	X	
3/10/2020	AD 9	Scheduling and records update.	X	David, 6.5 hrs
3/10/2020	MS 6	183 Pelican, Water heater, need 3 sheet metal screws in	X	33 inspections,
3/10/2020	MS 6	each vent joint, 9 total, customer to call when ready.	X	3/10/2020
3/10/2020	UN 1	1180 Obispo, Under slab drain piping in existing garage.	X	cloudy
3/10/2020	AD 1	109 Las Flores, Intake plans for owner/builder Ayer.	X	
3/10/2020	FN 5	Lot 124, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 125, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 126, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 127, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 128, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 129, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 130, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 131, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 132, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 133, Concrete slab post tension report ok.	X	
3/10/2020	FN 5	Lot 134, Concrete slab post tension report ok.	X	
3/10/2020	MS 4	4202 11th St., Site visit	X	
3/10/2020	SC 3	Lot 120, Stucco lath.	X	
3/10/2020	SC 3	Lot 121, Stucco lath.	X	

3/10/2020	SC 3	Lot 139, Stucco lath.	X			
3/10/2020	F 1	Lot 142, Final building, cert of occupancy issued.	X			
3/10/2020	F 2	Lot 142, Final electric.	X			
3/10/1010	F 3	Lot 142, Final mechanical.	X			
3/10/1010	F 4	Lot 142, Final plumbing + fire sprinklers.	X			
3/10/2020	F 6	Lot 142, Smokies and carbon monox alarms tested.	X			
3/10/2020	F 10	Lot 142, Automatic landscape rain sensor computer installed.	X			
3/10/2020	F 1	Lot 143, Final building, cert of occupancy issued.	X			
3/10/2020	F 2	Lot 143, Final electric.	X			
3/10/2020	F 3	Lot 143, Final mechanical.	X			
3/10/2020	F 4	Lot 143, Final plumbing + fire sprinklers.	X			
3/10/2020	F 5	Lot 143, Title 24 papers ok.	X			
3/10/2020	F 6	Lot 143, Smokies and carbon monox alarms tested.	X			
3/10/2020	F 10	Lot 143, Automatic landscape rain sensor computer installed.	X			
3/10/2020	FR 5	Lot 138, Rough framing.	X			
3/10/2020	SC 3	Lot 138, Stucco lath.	X			
3/10/2020	SC 6	Lot 138, Wall insulation, ceiling at final.	X			
3/11/2020	AD 9	Scheduling and records update.	X			
3/11/2020	F 3	Lot 63, Furnace ok for gas release, email gas co. release.	X			David, 6.5 hrs,
3/11/2020	SC 5	Lot 63, Interior gas test.	X			30 inspections,
3/11/2020	SC 6	Lot 63, Ceiling insulation	X			3/11/2020
3/11/2020	F 3	Lot 64, Furnace ok for gas release, email gas co. release	X			mostly rain today.
3/11/2020	SC 5	Lot 64, Interior gas test.	X			
3/11/2020	SC 6	Lot 64, Ceiling insulation.	X			
3/11/2020	F 3	Lot 65, Furnace ok for gas release, email gas co. release.	X			
3/11/2020	SC 5	Lot 65, Interior gas test.	X			
3/11/2020	SC 6	Lot 65, Ceiling insulation.	X			
3/11/2020	F 3	Lot 66, Furnace ok for gas release, email gas co. release.	X			
3/11/2020	SC 5	Lot 66, Interior gas test.	X			
3/11/2020	SC 6	Lot 66, Ceiling insulation.	X			
3/11/2020	F 3	Lot 81, Furnace ok for gas release, email gas co. release.	X			
3/11/2020	SC 5	Lot 81, Interior gas test.	X			
3/11/2020	SC 6	Lot 81, Ceiling insulation.	X			
3/11/2020	F 3	Lot 82, Furnace ok for gas release, email gas co. release.	X			

3/11/2020	SC 5	Lot 82, Interior gas test.	X	
3/11/2020	SC 6	Lot 82, Ceiling insulation not complete.	X	
3/11/2020	F 3	Lot 83, Furnace ok for gas release, email gas co. release.	X	
3/11/2020	SC 5	Lot 83, Interior gas test.	X	
3/11/2020	SC 6	Lot 83, Ceiling insulation.	X	
3/11/2020	F 3	Lot 84, Furnace ok for gas release, email gas co. release.	X	
3/11/2020	SC 5	Lot 84, Interior gas test.	X	
3/11/2020	SC 6	Lot 84, Ceiling insulation.	X	
3/11/2020	FR 4	Lot 135, Rough plumbing, rain cancel.	X	
3/11/2020	FR 3	Lot 135, Rough mechanical.	X	
3/11/2020	FR 7	Lot 135, Rough sprinklers, no hydro available today.	X	
3/11/2020	SC 1	Lot 120, Drywall attachment, no interior gas test available.	X	
3/11/2020	AD1	4202 11th St, site visit, low activity due to rain today.	X	
3/11/2020	MS 4	4202 11th St, site visit, low activity due to rain today.	X	
3/12/2020	AD 9	Scheduling and records update.	X	
3/12/2020	F 1	Lot 140, Final building, cert of occupancy issued.	X	
3/12/2020	F 2	Lot 140, Final electric	X	
3/12/2020	F 3	Lot 140, Final mechanical	X	
3/12/2020	F 4	Lot 140, Final plumbing + fire sprinklers.	X	
3/12/2020	F 5	Lot 140, Title 24 papers ok.	X	
3/12/2020	F 6	Lot 140, Smokies and carbon monox alarms tested.	X	
3/12/2020	F 10	Lot 140, Automatic landscape rain sensor computer installed.	X	
3/12/2020	F 1	Lot 141, Building final, cert of occupancy issued.	X	
3/12/2020	F 2	Lot 141, Final electrical.	X	
3/12/2020	F 3	Lot 141, Final mechanical.	X	
3/12/2020	F 4	Lot 141, Final plumbing + fire sprinklers.	X	
3/12/2020	F 5	Lot 141, Title 24 energy papers ok.	X	
3/12/2020	F 6	Lot 141, Smokies and carbon monox alarms tested.	X	
3/12/2020	F 10	Lot 141, Automatic landscape rain sensor computer installed.	X	
3/12/2020	FR 3	856 Pioneer, Unit 1, Rough mechanical.	X	
3/12/2020	FR 3	856 Pioneer, Unit 2, Rough mechanical.	X	
3/12/2020	FR 3	856 Pioneer, Unit 3, Rough mechanical.	X	
3/12/2020	FR 3	856 Pioneer, Unit 4, Rough mechanical.	X	
3/12/2020	FR 3	856 Pioneer, Unit 5, Rough mechanical.	X	

David, 5.0 hrs,
37 inspections,
3/12/2020
partly cloudy, no rain.

3/12/2020	FR 3	856 Pioneer, Unit 6, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 7, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 8, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 9, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 10, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 11, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 12, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 13, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 14, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 15, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 16, Rough mechanical.				X		
3/12/2020	FR 3	856 Pioneer, Unit 17, Rough mechanical.				X		
3/12/2020	FR 2	Lot 134, Roof nailing, framing, floor joists and girders				X		
3/12/2020	FR 5	Lot 134, Rough framing.				X		
3/12/2020	FR 9	Lot 134, Shear walls and framing hardware.				X		
3/12/2020	FR 2	Lot 133, Roof nailing, framing, floor joists and girders.				X		
3/12/2020	FR 5	Lot 133, Rough framing.				X		
3/12/2020	FR 9	Lot 133, Shear walls and framing hardware.				X		
3/13/2020	AD 9	Scheduling and records update.				X		David, 6.0 hrs,
3/13/2020	FR 7	1211 Peralta, Commercial fire sprinklers hydro-this permit 20-033 x				X		11 inspections,
3/13/2020	FR 7	is finalized, permits 20-044, 20-045, 19-235 at this site not ready				X		partly cloudy.
3/13/2020	FR 7	for required inspection, ongoing project.				X		3/13/2020
3/13/2020	F 4	1211 Peralta, Commercial fire sprinklers, final.				X		
3/13/2020	AD 1	856 Pioneer, Site visit with alarm contractor.				X		
3/13/2020	MS 4	856 Pioneer, Site visit with alarm contractor.				X		
3/13/2020	AD 1	1055 Guadalupe, site visit with super and architect of record.				X		
3/13/2020	MS 4	1055 Guadalupe, site visit with super and architect of record.				X		
3/13/2020	FR 2	Lot 129, 2nd story floor nailing.				X		
3/13/2020	FR 1	Lot 125, Rough mechanical.				X		
3/13/2020	FR 1	Lot 124, Etag issued, email PG+E.				X		
3/13/2020	FR 3	Lot 124, Rough mechanical.				X		
3/13/2020	FR 8	Lot 135, DWV thru roof.				X		
3/16/2020	AD 9	Scheduling and records update.				X		David, 6.0 hrs.

3/17/2020	F 5	Lot 115, Title 24 papers ok.	X			
3/17/2020	F 6	Lot 115, Smokies and carbon monox alarms tested.	X			
3/17/2020	F 10	Lot 115, Automatic landscape rain sensor computer installed.	X			
3/17/2020	FR 3	4817 Pagaling, Rough mechanical, furnace.	X			
3/17/2020	F 3	4817 Pagaling, Final mechanical, furnace.	X			
3/17/2020	SW 6	280 Pioneer, underslab abs conduit and 3/4" steel gas line now	X			
3/17/2020	SW 6	ok for kitchen island, no gas test available today.	X			
3/17/2020	SC 1	4626 11th St, Storage gang room insulation, walls, ceilings.	X			
3/17/2020	SC 1	4626 11th St, Apt. 1, wall, ceiling insulation.	X			
3/17/2020	SC 1	4626 11th St, Apt. 2, wall, ceiling insulation.	X			
3/17/2020	SC 1	4626 11th St, Apt. 3, wall, ceiling insulation.	X			
3/17/2020	SC 1	4626 11th St, Apt. 4, wall, ceiling insulation.	X			
3/17/2020	SC 1	4626 11th St, Apt. 5, wall, ceiling insulation.	X			
3/17/2020	SC 1	4626 11th St, Apt. 6, wall, ceiling insulation.	X			
3/18/2020	AD 9	Scheduling and records update.	X			David, 7.0 hrs,
3/18/2020	F 1	Lot 114, Building final, cert of occupancy issued.	X			21 inspections.
3/18/2020	F 2	Lot 114, Final electric.	X			psrtly cloudy.
3/18/2020	F 3	Lot 114, Final mechanical.	X			3/18/2020
3/18/2020	F 4	Lot 114, Final plumbing + fire sprinklers.	X			
3/18/2020	F 5	Lot 114, Title 24 papers ok.	X			
3/18/2020	F 6	Lot 114, Smokies and carbon monox alarms tested.	X			
3/18/2020	F 10	Lot 114, Automatic landscape rain sensor computer installed.	X			
3/18/2020	SC 3	4202 11th St, Bldg A, lath attachment apt E.	X			
3/18/2020	SC 3	4202 11th St, Bldg A, lath attachment apt F.	X			
3/18/2020	SC 3	4202 11th St, Bldg A, lath attachment apt G.	X			
3/18/2020	SC 3	4202 11th St, Bldg A, lath attachment apt H.	X			
3/18/2020	FR 1	Lot 126, Rough electric.	X			
3/18/2020	FR 1	Lot 126, E-tag issued, email PG+E.	X			
3/18/2020	SC 1	Lot 138, Drywall, no interior gas test available.	X			
3/18/2020	FR 1	Lot 134, Rough electric	X			
3/18/2020	FR 1	Lot 134, E-tag issued, email PG+E.	X			
3/18/2020	FR 5	184 San Miguel, Framing for north addition only approved,	X			
3/18/2020	FR 5	balance of south addition framing later in project.	X			
3/18/2020	FR 3	184 San Miguel, Williams high tech wall heater for north	X			

3/18/2020	FR 3	addition only, more hvac later in project at south addition.	X
3/18/2020	FR 6	184 San Miguel, Steel gas piping and csst for heater.	X
3/18/2020	FR 10	184 San Miguel, Gas pressure test.	X
3/18/2020	F 2	1211 Peralta, Final electric	X
3/18/2020	F 1	1211 Peralta, Final building, no cert of occupancy required,	
3/18/2020	F 1	permits 19-0235. 20-044, 20-045 are finalized.	
3/19/2020	AD 9	Scheduling and records update.	X
3/19/2020	FN 2	Lot 105, # 4 Rebar grounding electrode.	X
3/19/2020	FN 2	Lot 106, # 4 Rebar grounding electrode.	X
3/19/2020	FN 2	Lot 107, # 4 Rebar grounding electrode.	X
3/19/2020	FN 2	Lot 83, # 4 Rebar grounding electrode.	X
3/19/2020	FN 2	Lot 84, # 4 Rebar grounding electrode.	X
3/19/2020	FN 2	Lot 85, # 4 Rebar grounding electrode.	X
3/19/2020	FN 2	Lot 86, # 4 Rebar grounding electrode.	X
3/19/2020	FR 1	4626 11th St, Unit A, etag issued, email PG+E	X
3/19/2020	FR 1	4626 11th St, Unit B, etag issued, email PG+E	X
3/19/2020	FR 1	4626 11th St, Unit C, etag issued, email PG+E	X
3/19/2020	FR 1	4626 11th St, Unit D, etag issued, email PG+E	X
3/19/2020	FR 1	4626 11th St, Unit E, etag issued, email PG+E	X
3/19/2020	FR 1	4626 11th St, Unit F, etag issued, email PG+E	X
3/19/2020	FR 1	4630 11th St, Unit A, etag issued. Email PG+E	X
3/19/2020	FR 1	4630 11th St, Unit B, etag issued. Email PG+E	X
3/19/2020	FR 1	4630 11th St, Unit C, etag issued. Email PG+E	X
3/19/2020	FR 1	4630 11th St, Unit D, etag issued. Email PG+E	X
3/19/2020	FR 1	4630 11th St, Unit E, etag issued. Email PG+E	X
3/19/2020	FR 5	Lot 126, Rough framing.	X
3/19/2020	FR 2	Lot 126, Roof framing and nailing.	X
3/19/2020	FR 9	Lot 126 Shear walls, framing hardware.	X
3/19/2020	AD 1	4202 11th St, site visit, low activity due to rain.	X
3/20/2020	FR 1	4626 11th St, Laundry gang room etag issued, email PG+E.	X
Mar-20	FR 1	4630 11th St, Laundry gang room etag issued, email PG+E.	X
		David, 7.0 hrs. 23 inspections, cloudy, sprinkles. 3/19/2020	
		David, 4.0 hrs, 5 inspections,	

3/20/2020	SW 4	4630 11th St, Approx. 55' of 6" sdr sewer main, 35' of 4" sdr for building A, ok to backfill, remainder of building A next week.	X			low requests due to shelter in place, cloudy, no rain.
3/20/2020	SW 4	4626 11th St, Approx. 55' of 6" sdr sewer main, 45' of 4" sdr for building B, ok to backfill, remainder of building B next week.	X			3/20/2020
3/20/2020	SC 9	Lot 139, Stucco scratch coat.	X			
3/23/2020	AD 9	Scheduling and records update.	X			David, 5.0 hrs, 12 inspections,
3/23/2020	SC 3	4202 11th St, Bldg C, stucco lath apt D, lower level approved.	X			low requests due to shelter in place, cloudy, no rain.
3/23/2020	SC 3	4202 11th St, Bldg C, stucco lath apt E, lower level approved.	X			3/23/2020
3/23/2020	SC 3	4202 11th St, Bldg C, stucco lath apt F, lower level approved.	X			
3/23/2020	SC 1	Lot 137, Drywall attachment, no interior gas test available.	X			
3/23/2020	SC 6	Lot 136, wall, floor insulation, ceiling later in project.	X			
3/23/2020	SC 3	Lot 135, Stucco lath.	X			
3/23/2020	SC 9	Lot 138, Stucco scratch coat.	X			
3/23/2020	SC 9	Lot 121, Stucco scratch coat.	X			
3/23/2020	SC 9	Lot 120, Stucco scratch coat	X			
3/23/2020	FR 2	Lot 78, 2nd story floor nailing, joists and girders.	X			
3/23/2020	SW 4	Lot 131, Sewer, 4"	X			
3/23/2020	SW 4	Lot 132, Sewer, 4"	X			
3/24/2020	AD 9	Scheduling and records update	X			David, 5.5 hrs, 38 inspections,
3/24/2020	F 1	Lot 116, Final building, cert of occupancy issued.	X			low inspections due to shelter in place, misty and sprinkles, mostly cloudy.
3/24/2020	F 2	Lot 116, Final electric.	X			3/24/2020
3/24/2020	F 3	Lot 116, Final mechanical	X			
3/24/2020	F 4	Lot 116, Final plumbing + fire sprinkles.	X			
3/24/2020	F 5	Lot 116, Title 24 papers ok.	X			
3/24/2020	F 6	Lot 116, Smokies and carbon monox alarms tested.	X			
3/24/2020	F 10	Lot 116, Automatic landscape rain sensor computer installed.	X			
3/24/2020	SW 4	Lot 128, Sewer, 4"	X			
3/24/2020	SW 4	Lot 129, Sewer, 4"	X			
3/24/2020	SW 4	Lot 130, Sewer, 4"	X			
3/24/2020	SW 4	Lot 133, Sewer, 4"	X			
3/24/2020	FR 3	Lot 126, Rough mechanical.	X			
3/24/2020	FR 6	Lot 126, Gas piping.	X			
3/24/2020	FR 10	Lot 126, Gas pressure.	X			

3/24/2020	SC 3	4626 11th St, Bldg A, Stucco lath attachment, laundry gang room.	X
3/24/2020	SC 3	4626 11th St, Bldg A, Stucco lath attachment, Apt A.	X
3/24/2020	SC 3	4626 11th St, Bldg A, Stucco lath attachment, Apt B.	X
3/24/2020	SC 3	4626 11th St, Bldg A, Stucco lath attachment, Apt C.	X
3/24/2020	SC 3	4626 11th St, Bldg A, Stucco lath attachment, Apt D.	X
3/24/2020	SC 3	4626 11th St, Bldg A, Stucco lath attachment, Apt E.	X
3/24/2020	SC 3	4626 11th St, Bldg A, Stucco lath attachment, Apt F.	X
3/24/2020	SW 8	Lot 131, Water service line, 1" pvc.	X
3/24/2020	UN 3	Lot 131, Fire sprinklers line, 1" pvc.	X
3/24/2020	SW 8	Lot 132, Water service line, 1" pvc.	X
3/24/2020	UN 3	Lot 132, Fire sprinklers line, 1" pvc.	X
3/24/2020	SW 8	Lot 133, Water service line, 1" pvc.	X
3/24/2020	UN 3	Lot 133, Fire sprinkler line, 1" pvc.	X
3/24/2020	SC 3	4202 11th St, Bldg A, Stucco lath attachment, Unit D.	X
3/24/2020	SC 3	4202 11th St, Bldg A, Stucco lath attachment, Unit E.	X
3/24/2020	SC 3	4202 11th St, Bldg A, Stucco lath attachment, Unit F.	X
3/24/2020	FR 5	4202 11th St, Bldg A, Framing, Unit A, steel drop ceilings.	X
3/24/2020	FR 5	4202 11th St, Bldg A, Framing, Unit B, steel drop ceilings.	X
3/24/2020	FR 5	4202 11th St, Bldg A, Framing, Unit C, steel drop ceilings.	X
3/24/2020	FR 5	4202 11th St, Bldg A, Framing, Unit D, steel drop ceilings.	X
3/24/2020	FR 5	4202 11th St, Bldg A, Framing, Unit E, steel drop ceilings.	X
3/24/2020	FR 5	4202 11th St, Bldg A, Framing, Unit F, steel drop ceilings.	X
3/24/2020	FR 5	4202 11th St, Bldg A, Framing, Unit G, steel drop ceilings.	X
3/24/2020	FR 5	4202 11th St, Bldg A, Framing, Unit H, steel drop ceilings.	X
3/25/2020	AD 9	Scheduling and records update.	
3/25/2020	UN 3	Lot 128, Fire sprinklers line, 1" pvc.	X
3/25/2020	SW 8	Lot 128, Water service line, 1" pvc.	X
3/25/2020	UN 3	Lot 129, Fire sprinklers line, 1" pvc.	X
3/25/2020	SW 8	Lot 129, Water service line, 1" pvc.	X
3/25/2020	UN 3	Lot 130, Fire sprinklers line, 1" pvc.	X
3/25/2020	SW 8	Lot 130, Water service line, 1" pvc.	X
3/25/2020	SC 1	Lot 136, Drywall, interior gas test not available.	X
3/25/2020	FR 7	Lot 134, Rough fire sprinklers, hydro test not available.	X
3/25/2020	FR 6	Lot 134, Gas piping.	X

David, 5.5 hrs,
28 inspections,
low activity due to
shelter in place,
cloudy, misty.
3/25/2020

3/25/2020	FR 10	Lot 134, Gas pressure test.						X	
3/25/2020	FR 3	Lot 133, Rough mechanical.						X	
3/25/2020	FR 1	Lot 133, Rough electric.						X	
3/25/2020	FR 7	Lot 133, Rough fire sprinklers, hydro test not available						X	
3/25/2020	FR 3	Lot 122, Rough mechanical.						X	
3/25/2020	SC 6	Lot 122, Wall insulation, ceiling insulation at final.						X	
3/25/2020	SC 7	Lot 82, Shower pan.						X	
3/25/2020	SC 3	4202 11th St, Bldg C, Unit D, lath attachment.						X	
3/25/2020	SC 3	4202 11th St, Bldg C, Unit E, lath attachment.						X	
3/25/2020	SC 3	4202 11th St, Bldg C, Unit F, lath attachment.						X	
3/25/2020	SW 4	4626+4630 11th St, Sewer laterals and sewer main for remainder						X	
3/25/2020	SW 4	of project, approx 75' of 6" sdr sewer main, 4" sdr laterals with						X	
3/25/2020	SW 4	lengths of between 35 to 45 feet, for buildings A+B this						X	
3/25/2020	SW 4	completes sewer main and laterals for all 12 apartments and						X	
3/25/2020	SW 4	2 laundry gang rooms and also includes 2 future laterals.						X	
3/26/2020	AD 9	Scheduling and records update.						X	
3/26/2020	FR 7	Lot 126, Rough fire sprinklers, no hydro test available.						X	David, 5.5 hrs,
3/26/2020	FR 1	Lot 127, Rough electric.						X	54 inspections,
3/26/2020	FR 1	Lot 127, E-tag issued, email PG+E						X	cloudy, low inspections
3/26/2020	FR 6	Lot 127, Gas piping.						X	due to shelter in place.
3/26/2020	FR 10	Lot 127, Gas pressure test.						X	
3/26/2020	FR 6	Lot 133, Gas piping.						X	
3/26/2020	FR 10	Lot 133, Gas pressure test.						X	
3/26/2020	SC 6	Lot 135, Wall insulation, ceiling insulation at final.						X	
3/26/2020	SC 3	Lot 136, Stucco lath attachment.						X	
3/26/2020	SC 3	Lot 137, Stucco lath attachment.						X	
3/26/2020	SC 3	4202 11th St, Bldg A, Unit F stucco lath attachment.						X	
3/26/2020	SC 3	4202 11th St, Bldg A, Unit G stucco lath attachment, all lath						X	
3/26/2020	SC 3	is complete for this building.						X	
3/26/2020	FR 4	856 Pioneer, Unit 1, Rough plumbing.						X	
3/26/2020	FR 8	856 Pioneer, Unit 1, Drain, waste, vent.						X	
3/26/2020	FR 4	856 Pioneer, Unit 2, Rough plumbing.						X	
3/26/2020	FR 8	856 Pioneer, Unit 2, Drain, waste, vent.						X	
3/26/2020	FR 4	856 Pioneer, Unit 3, Rough plumbing.						X	

3/26/2020	FR 8	856 Pioneer, Unit 3, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 4, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 4, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 5, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 5, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 6, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 6, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 7, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 7, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 8, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 8, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 9, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 9, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 10, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 10, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 11, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 11, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 12, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 12, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 13, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 13, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 14, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 14, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 15, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 15, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 16, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 16, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Unit 17, Rough plumbing.	X
3/26/2020	FR 8	856 Pioneer, Unit 17, Drain, waste, vent.	X
3/26/2020	FR 4	856 Pioneer, Rough plumbing laundry gang room	X
3/26/2020	FR 8	856 Pioneer, Drain, waste, vent laundry gang room.	X
3/26/2020	FR 6	856 Pioneer, Gas piping laundry gang room.	X
3/26/2020	FR 10	856 Pioneer, Gas pressure test laundry gang room.	X
3/26/2020	FR 3	856 Pioneer, Rough mechanical laundry gang room.	X
3/26/2020	FR 6	856 Pioneer, Gas piping solar transfer room.	X

3/26/2020	FR 10	856 Pioneer, Gas pressure test solar transfer room,	X			
3/26/2020	FR 4	856 Pioneer, Rough plumbing solar transfer room.	X			
3/27/2020	AD 9	Scheduling and records update.	X			
3/27/2020	F 1	Lot 117, Final building, cert of occupancy issued.	X			David, 42 inspections.
3/27/2020	F 2	Lot 117, Final electric.	X			low activity due
3/27/2020	F 3	Lot 117, Final mechanical.	X			to shelter in place. Sunny.
3/27/2020	F 4	Lot 117, Final plumbing.	X			3/27/2020
3/27/2020	F 5	Lot 117, Title 24 papers ok.	X			
3/27/2020	F 6	Lot 117, Smokies and carbon monox alarms test.	X			
3/27/2020	F 10	Lot 117, Automatic landscape rain sensor computer installed.	X			
3/27/2020	FR 7	1057 Gularate, Rough sprinklers and hydro test.	X			
3/27/2020	SC 9	4626 11th St, Bldg A, Unit A, stucco scratch coat.	X			
3/27/2020	SC 9	4626 11th St, Bldg A, Unit B, stucco scratch coat.	X			
3/27/2020	SC 9	4626 11th St, Bldg A, Unit C, stucco scratch coat.	X			
3/27/2020	SC 9	4626 11th St, Bldg A, Unit D, stucco scratch coat.	X			
3/27/2020	SC 9	4626 11th St, Bldg A, Unit E, stucco scratch coat.	X			
3/27/2020	SC 9	4626 11th St, Bldg A, Unit F, stucco scratch coat.	X			
3/27/2020	SC 9	4626 11th St, Bldg A, Laundry gang room stucco scratch coat.	X			
3/27/2020	SC 9	Lot 136, Stucco scratch coat.	X			
3/27/2020	SC 9	Lot 137, Stucco scratch coat.	X			
3/27/2020	FR 6	Lot 132, Gas piping.	X			
3/27/2020	FR 10	Lot 132, Gas pressure.	X			
3/27/2020	SC 3	280 Pioneer, Stucco lath fix has been completed, additional	X			
3/27/2020	SC 3	additional flashing installed over existing wood siding will	X			
3/27/2020	SC 3.	now weep rain out, not min, 2" clearance but will function ok.	X			
3/27/2020	UN 8	856 Pioneer, 2nd and 3rd story north corridor deck drains, units	X			
3/27/2020	UN 8	7-12 and 13-17, flood test ok for all 2" pvc piping, 9 drains total	X			
3/27/2020	UN 8	will discharge to on site infiltrator system not yet installed.	X			
3/27/2020	SC 8	Lot 122, Stucco lath attachment.	X			
3/27/2020	FR 1	856 Pioneer, Unit 1, Rough electric.	X			
3/27/2020	FR 1	856 Pioneer, Unit 2, Rough electric.	X			
3/27/2020	FR 1	856 Pioneer, Unit 3, Rough electric.	X			
3/27/2020	FR 1	856 Pioneer, Unit 4, Rough electric.	X			
3/27/2020	FR 1	856 Pioneer, Unit 5, Rough electric.	X			

3/27/2020	FR 1	856 Pioneer, Unit 6, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 7, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 8, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 9, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 10, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 11, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 12, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 13, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 14, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 15, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 16, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Unit 17, Rough electric.	X		
3/27/2020	FR 1	856 Pioneer, Rough electric, meter socket gang room.	X		
3/27/2020	FR 1	856 Pioneer, Rough electric, laundry gang room.	X		
3/27/2020	FR 1	856 Pioneer, Rough electric, solar hot water storage gang room.	X		
3/27/2020	SC 6	Lot 123, Wall insulation, ceiling later at final.	X		
3/30/2020	AD 9	Scheduling and records update.	X		
3/30/2020	SC 3	Lot 123, Stucco lath attachment.	X		David, 5.0 hrs,
3/30/2020	SC 1	Lot 122, Drywall attachment.	X		14 inspections, low activity
3/30/2020	SC 3	Lot 122, Stucco lath attachment.	X		due to shelter in place.
3/30/2020	FR 7	Lot 125, Fire sprinklers hydro test.	X		windy, partly cloudy.
3/30/2020	FR 7	Lot 134, Fire sprinklers hydro test.	X		3/30/2020
3/30/2020	FR 7	Lot 135, Fire sprinklers hydro test.	X		
3/30/2020	FR 7	Lot 136, Fire sprinklers hydro test.	X		
3/30/2020	F 1	Lot 118, Final building, cert of occupancy issued.	X		
3/30/2020	F 2	Lot 118, Final electric.	X		
3/30/2020	F 3	Lot 118, Final mechanical.	X		
3/30/2020	F 4	Lot 118, Final plumbing.	X		
3/30/2020	F 5	Lot 118, Title 24 papers ok.	X		
3/30/2020	F 6	Lot 118, Smokies and carbon monox alarms tested.	X		
3/30/2020	F 10	Lot 118, Automatic landscape rain sensor computer installed.	X		
3/31/2020	AD 9	Scheduling and records update.	X		David, 5.0 hrs,
3/31/2020	FR 5	856 Pioneer, Unit 1, framing, shear, holdowns, joists, girders.	X		65 inspections,

3/31/2020	FR 5	856 Pioneer, Unit 2, framing, shear, holdowns, joists, girders.	X			warm, sunny, low activity due to shelter in place.
3/31/2020	FR 5	856 Pioneer, Unit 3, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 4, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 5, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 6, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 7, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 8, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 9, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 10, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 11, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 12, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 13, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 14, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 15, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 16, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Unit 17, framing, shear, holdowns, joists, girders.	X			
3/31/2020	FR 5	856 Pioneer, Framing, shear, holdowns for solar storage gang room. X	X			
3/31/2020	FR 5	856 Pioneer, Framing, shear, holdowns for laundry gang room.	X			
3/31/2020	FR 1	856 Pioneer, Unit 13, Rough electric	X			
3/31/2020	FR 1	856 Pioneer, Unit 14, Rough electric.	X			
3/31/2020	FR 1	856 Pioneer, Unit 15, Rough electric.	X			
3/31/2020	FR 1	856 Pioneer, Unit 16, Rough electric.	X			
3/31/2020	FR 1	856 Pioneer, Unit 17, Rough electric.	X			
3/31/2020	FN 5	Lot 83, Forms.	X			
3/31/2020	FN 5	Lot 83, Footings.	X			
3/31/2020	FN 5	Lot 83, Setbacks.	X			
3/31/2020	FN 5	Lot 83, Steel reinforcement, post tension cables.	X			
3/31/2020	FN 5	Lot 83, Capillary break.	X			
3/31/2020	FN 5	Lot 84, Forms.	X			
3/31/2020	FN 5	Lot 84, Footings.	X			
3/31/2020	FN 5	Lot 84, Setbacks.	X			
3/31/2020	FN 5	Lot 84, Steel reinforcement, post tension cables.	X			
3/31/2020	FN 5	Lot 84, Capillary break.	X			
3/31/2020	FN 5	Lot 85, Forms.	X			

3/31/2020	FN 5	Lot 85, Footings.	X
3/31/2020	FN 5	Lot 85, Setbacks.	X
3/31/2020	FN 5	Lot 85, Steel reinforcement, post tension cables.	X
3/31/2020	FN 5	Lot 85, Capillary break.	X
3/31/2020	FN 5	Lot 86, Forms.	X
3/31/2020	FN 5	Lot 86, Footings.	X
3/31/2020	FN 5	Lot 86, Setbacks.	X
3/31/2020	FN 5	Lot 86, Steel reinforcement, post tension cables.	X
3/31/2020	FN 5	Lot 86, Capillary break.	X
3/31/2020	FN 5	Lot 105, Forms.	X
3/31/2020	FN 5	Lot 105, Footings.	X
3/31/2020	FN 5	Lot 105, Setbacks.	X
3/31/2020	FN 5	Lot 105, Steel reinforcement, post tension cables.	X
31-Mar	FN 5	Lot 105, Capillary break.	X
3/31/2020	FN 5	Lot 106, Forms.	X
3/31/2020	FN 5	Lot 106, Footings.	X
3/31/2020	FN 5	Lot 106, Setbacks.	X
3/31/2020	FN 5	Lot 106, Steel reinforcement, post tension cables.	X
3/31/2020	FN 5	Lot 106, Capillary break.	X
3/31/2020	FN 5	Lot 107, Forms.	X
3/31/2020	FN 5	Lot 107, Footings.	X
3/31/2020	FN 5	Lot 107, Setbacks.	X
3/31/2020	FN 5	Lot 107, Steel reinforcement, post tension cables.	X
3/31/2020	FN 5	Lot 107, Capillary break.	X
3/31/2020	FN 5	Lot 108, Forms.	X
3/31/2020	FN 5	Lot 108, Footings.	X
3/31/2020	FN 5	Lot 108, Setbacks.	X
3/31/2020	FN 5	Lot 108, Steel reinforcement, post tension cables.	X
3/31/2020	FN 5	Lot 108, Capillary break.	X
3/31/2020		March, 2020 totals:	
		David Rose, Contract Building Inspector	
		22 inspections days of 31 calendar days	
		1652 inspections	
		Thank you.	



llc.

Public Works/Engineering Report

March 2020

Development

Pasadera

Pasadera staff met with Caltrans on March 12. City staff provided an email documenting the community's concerns about roundabouts. At this time, it appears that Caltrans agrees that traffic signals are the best solution for these Main Street intersections.

Facilities

American Legion Hall

The American Legion Hall was fumigated from March 24 to March 26, 2020. The City requested \$15,000 in funds as part of Resolution 2020-03. Actual cost is \$10,238. Repairs from termite damage will be made upon fumigation completion. An additional \$15,000 in funds was requested for these repairs as part of Resolution 2020 – 03.

Senior Center

The City solicited bids for reroofing the Senior Center from six companies. We received two quotes, ranging in price from \$46,320 to \$56,000. The City issued an agreement to the low bid, Chip Cooper's Roofing Company Inc., for \$46,320 on March 18, 2020. The City requested \$70,000 in funds as part of Resolution n 2020-03 to reroof the Senior Center.

Public Works Garage

The City solicited bids for fixing the garage door on the Public Works garage. We received two quotes, ranging in price from \$4,015 to \$6,924. The City issued an agreement to the low bid, Hammond Overhead Door Company Inc. on March 23, 2020. This repair will be paid for out of Measure A funds.

City Hall

City staff met with PG&E staff on March 23 to evaluate the use of the auditorium for an electrical hot spot in the event of a Public Safety Power Shutoff. If deemed acceptable, PG&E will set up a portable generator at City Hall for this purpose from June to December 2020.

Fleet

One of the Guadalupe transit vehicles, a 2008 Ford Econoline E-250 Van, Serial Number 1FTNS24W68DA70603 is available for auction starting 4/15/20 and can be viewed at http://www.ironplanet.com/jsp/acct/selling_list.jsp.

General

Public Works staff worked with Finance staff on developing a new policy for water discontinuation due to delinquent bills. The new policy and municipal code modifications were brought to City Council on March 24 and implemented on April 1, 2020 per the regulation.

City staff was given until March 11 to submit a resolution establishing an underground utility district to avoid losing its Rule 20A work credits. The resolution was submitted on time and the City of Guadalupe was removed from the inactive list on March 11, protecting its work credits from being reallocated.

Parks & Recreation

LeRoy Park Community Center

City staff worked with the design team in March on the front end of the construction documents, construction schedule, and request for proposal for inspection services for the park upgrade and community center remodel.

Streets

ATP Project

It came to City staff attention that \$32,196 of the design of the ATP cycle 3 project was available for reimbursement from Measure A. The City submitted invoices supporting this reimbursement on March 16, 2020, well in advance of the deadline of June 30, 2020. Receiving this reimbursement frees up this approximately \$32,000 to spend on other roadway improvements, such as pavement maintenance. On March 26, these funds were direct deposited to the City.

The ATP funded project for sidewalk on the east side of Guadalupe Street north of the Amtrak station, and pedestrian improvements to the intersections at 9th Street and Guadalupe Street, and Obispo Street and 10th St. bids opened March 12. One bid was received at \$372,725. The City also solicited proposals from three companies for contract inspection services for this project. One proposal was received by the proposal opening date of March 16. The contract inspection proposal plus the construction bid exceeded the grant amount of \$401,000, so City staff negotiated the contract inspection price down from \$38,280 to \$27,985 by offering some staff time to supplement the contract inspector's time. The renegotiated price plus the construction bid results in a total cost of \$400,710, within the grant amount of \$401,000.

Project construction is expected to be completed by September 2020, barring challenges associated with the pandemic.

Safe Routes to School

City staff assisted RCDCC in submitting a Safe Routes to School grant application March 16. Nine applications were submitted for this grant. Results are expected late April or early May.

Transit

Development of the updated Short Range Transit Plan approved in Resolution 2020 – 02 is well underway. Unfortunately, onboard surveys and ride checks scheduled for March 19-21 were postponed due to the pandemic. These will be rescheduled at a later date.

Guadalupe shuttle service was temporarily discontinued March 25, due to a significant drop in ridership as a result of the pandemic and school closure.

Water

Central Coast Water Authority (CCWA)

Staff attended the March 12 operating committee meeting. Due to dry statewide conditions, State water allocation remains at 15% of Table A amount.

Back flow/Cross-contamination Protection

City staff coordinated the testing of all city backflow devices on March 10, 2020 and sent letters to all other property owners with backflow devices to remind them of testing requirements.

Tognazzini Water Line Repair

City staff obtained three quotes for the Tognazzini Avenue water line repair, ranging in price from \$9,700 to \$25,000. Resolution 2020 – 20 approved \$15,000 in funding of this project from unspent funds from the Tognazzini well discharge project. An agreement was sent to the low bid, Crandall Construction, on March 22.

5th Street Well Abandonment

The owner of the property on which the defunct 5th Street Well is located is asking about the abandonment of this well. The water quality from this well is not acceptable for municipal water supply. Funding is available next fiscal year to abandon this well. Staff has begun the process of applying for a county well abandonment permit and researching the process necessary to properly abandon a water well.

Obispo Water line Replacement

The City issued a Request for Proposal on March 27 for professional engineering services for the design of a water line upgrade on Obispo Street from 9th to 11th Street to address insufficient fir

flows identified in the 2014 Water Master Plan. Design is anticipated to be paid for from the remainder of Integrated Resource Water Management (IRWM) Disadvantaged Community (DACI) grant funds that are available only until the end of calendar year 2020. This section of pipe should be replaced before Obispo Street pavement is rehabilitated.

Wastewater

Emergency Response

City staff obtained four quotes ranging in price from \$30,129.85 to \$35,125.00 for the purchase of a portable generator. City Council approved \$38,000 in Resolution 2019-72 in November 2019 for the purchase of this equipment to operate sewer lift stations in the event of a power outage. The City issued a PO to Absolute Generators in the amount of \$30,129.85 for a HIPOWER HRIW25, Tier 4 final (meaning it meets latest APCD requirements), towable generator.

Gularte Lift Station

The City's three lift stations are checked daily. On March 22, the on-call operator found one of the pumps in Gularte Lift Station was clogged. Both wastewater operators came out on a Sunday afternoon to clear the clogged pump to avoid an overflow, since rain was forecast.

Effluent Pump Station

On February 19, 2020, City staff issued a Request for Proposals for the design and construction management of the wastewater treatment plant effluent pump station replacement. Replacement of this pump station was identified as a necessary project in the 2014 Wastewater Master Plan. The City applied for an IRWMP implementation grant of \$302,000 in December 2019 for construction of this facility. Design of the facility will enable the City to be able to capitalize on that grant once it is received. Design of the pump station is being paid for through a disadvantaged community improvement (DACI) planning grant, secured by the City in 2018. City received one response on bid opening date, March 16, for \$140,784, which is higher than available funding. City staff negotiated the design portion of this project from \$84,523 to \$74,985 to remain within the \$76,725 budgeted for this project. An agreement was issued to Michael K Nunley and Associates on March 23.

On March 23, staff discovered that the variable frequency drive (VFD) for the one working effluent pump out of three failed and started smoking. Since this is the only pump available to discharge wastewater, staff called in an electrical technician immediately to bypass the VFD and hardwire the pump to an on/off switch to maintain operations.

Blowers

The wastewater treatment plant has three blowers. These blowers are critical to the wastewater treatment process, as they introduce oxygen into the aerobic treatment process. Blower 2 was rebuilt and placed back into service in November 2019, after eight months in the

shop. Blower 3 was taken out of service in December, rebuilt, and returned to service on March 24. Blower number one is scheduled to be removed from service next month and turned in for service.

Process

The wastewater treatment process struggled almost the entire month of March. When wastewater operations aren't good at this facility, it can take a considerable amount of time to get the process working again because only one change can be made every two days. On March 24, the wastewater operators determined that the return activated sludge (RAS) flow was too high. They compared numbers with literature to determine that the hunch was correct. They lowered the RAS flow by closing a valve that has five turns from three quarters open to only half open.

Capital Projects Status Update

March 2020

PROJECT DESCRIPTIONS	2019-20 TOTAL	Status
Buildings		
Public Works Corporation Yard Building	\$ 60,000	On hold.
O'Connell Park Booster Pump	\$ 30,000	Service, \$4,450. \$2,800 repurposed to gopher control.
Financial Accounting Software	\$ 75,000	Awaiting decision from Finance
Parks		
Leroy Park (Community Center and Site)	\$ 1,000,000	In progress.
O'Connell Park Improvement	\$ 200,000	Funding available only for new, not maintenance.
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	Underground waterline upgrade needed before paving.
Mobility and Downtown Revitalization Project	\$ 117,029	Done. \$82,525.33 reimbursement request submitted February 28. One more invoice expected.
Guadalupe and Obispo Streets Pedestrian Improvements	\$ 400,000	Cal Trans encroachment permit extension received. Project awarded.
La Guardia and Gularate Lanes Pedestrian Improvements	\$ 179,537	Easement documents sent to Civil Engineer to confirm location. Drawings being revised.
Water		
Recoat Elevated Tank (Design)	\$ 50,000	Staff reviewed draft plans and specifications.
Bonita Water Facilities Removal	\$ 400,000	On hold.
Tognazini Well Discharge	\$ 100,000	\$1,200 new chem feed pump reduced starts from 4x/day to 4x/week. No further work needed.
Wastewater		
WWTP Site Cleanup	\$ 50,000	Effluent spray field improvements installation began 10/18/19. Still ongoing.
WWTP Office Improvements	\$ 30,000	Substantially completed. Included roof, hot water heater, fumigation, cleanup.
Effluent Irrigation Pump Station Rehabilitation (Design)	\$ 76,725	Professional design services awarded to MKN.
Sewer Main Improvements	\$ 1,400,000	Submitted CDBG application February 14. Submitted Caltrans encroachment permit February 10.
Collection System Cleaning	\$ 50,000	Sewer monitors installed January 14. Total cost \$7,741.92. First overflow averted February 4.
Transfer to CIP fund 089:	4,984,491	
Completed.		



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of April 14, 2020

151

Prepared by:
Philip F. Sinco, City Attorney

Approved by:
Todd Bodem, City Administrator

SUBJECT: Urgency ordinance to temporarily prohibit evictions due to loss of income related to the COVID-19-Coronavirus pandemic.

RECOMMENDATION:

That the City Council adopt Ordinance No. 2020-486 as an urgency ordinance that takes effect immediately upon adoption with a 4/5 vote of the Council that would temporarily prohibit evictions arising from loss of income or substantial medical expenses related to the COVID-19-Coronavirus pandemic, until June 30, 2020, or until the City of Guadalupe local emergency proclamation is terminated, whichever is earlier.

BACKGROUND:

The novel coronavirus ("COVID-19"), a new communicable disease, was first detected in Wuhan, China in December 2019. Since then, the COVID-19 virus has rapidly spread across the planet and has become a pandemic according to the World Health Organization.

On March 12, 2020, the County of Santa Barbara Director of Emergency Services proclaimed the existence of a local emergency due to COVID-19. The County Health Officer issued a Health Order to mandate the cancellation or postponement of nonessential gatherings of 250 or more people, and small gatherings shall include six (6) foot distancing between participants, particularly those at high risk for severe illness of COVID-19.

On March 15, 2020, Governor Gavin Newsom issued new restrictions in California, including home isolation for everyone over 65 or those with chronic diseases, prohibiting visitors to nursing homes with the exception of end-of-life circumstances, and the closure of bars, wineries, night clubs and brew pubs. Restaurants were to reduce their occupancy by half to permit social distancing, but only two days later, on March 17, 2020, Governor Newsom directed further that restaurants should immediately transition from on-site dining to delivery and take-out services only.

On March 19, 2020, Governor Newsom issued a state-wide order to all California residents to stay at home or their place of residence except as needed to maintain continuity of operations of 16 federally identified critical infrastructure sectors. This order permits individuals to go to grocery stores, pharmacies, banks, and other businesses that are “essential” but will require the closure of numerous businesses.

City Administrator/Director of Emergency Services, Todd Bodem, on March 19, 2020, issued a “Proclamation OF Existence of a Local Emergency by the City Administrator/Director of Emergency Services of the City of Guadalupe” as a result of COVID-19. The City Council adopted a resolution ratifying this proclamation at its meeting on March 24, 2020. This proclamation ordered, among other things, that all restaurants and retail food facilities in the City of Guadalupe were prohibited from serving food for consumption on premises and were limited to take-out and delivery services only, and that all City residents were required to comply with Governor Newsom’s stay-at-home order. The County of Santa Barbara Health Order recently issued an order providing clarification to this order that ordered the continued closure of a wide variety of businesses and authorized the imposition of substantial fines for violations.

DISCUSSION:

The emergency orders issued by the state, County of Santa Barbara, and the City of Guadalupe are having, and will continue to have, a significant and negative impact on business and personal income of many of the City’s local residents. In addition, some City residents could incur substantial medical costs in they become infected with the COVID-19 virus. The loss of income and/or increased medical costs would likely result in City residents not having sufficient funds to pay rent for their homes and/or for their business locations in the City.

The negative economic impact of the various emergency orders issued by government agencies was acknowledged by Governor Newsom in his Executive Order N-28-20, in which he stated that local jurisdictions may “determine that additional measures to promote housing security and stability are necessary to protect public health or to mitigate the economic impacts of COVID-19. This order also suspended “[a]ny provision of state law that would preempt or otherwise restrict a local government’s exercise of its police power to impose substantive limitations on residential or commercial evictions” subject to certain limitations; and Executive Order N-28-20 authorizes local jurisdictions to suspend the evictions of tenants for the non-payment of rent if the non-payment is a result of the COVID-19 pandemic.

The County of Santa Barbara recently, on March 24, 2020, adopted an urgency ordinance prohibiting evictions of residential and commercial tenants until the earlier of May 31, 2020, or until the County’s emergency order was terminated.

Staff used the County of Santa Barbara’s urgency ordinance as a model to prepare a similar urgency ordinance for the consideration of the City Council. However, staff made two significant changes to the County’s ordinance. The City’s urgency ordinance: (1) extended the prohibition against evictions to June 30, 2020 (instead of May 31, 2020) or when the emergency declaration is terminated (whatever is earlier); and (2) provided that any rent not paid by the tenant during this time could be

repaid in full within three (3) months after June 30, 2020 (or when the emergency declaration is terminated, whichever is earlier) and failure to pay unpaid rent as well as any other rent that might be due will permit the landlord to commence eviction procedures (if otherwise allowed by law).

Staff recommends that the Council adopt the urgency ordinance by the required 4/5 vote.

FISCAL IMPACT:

Adoption of the urgency ordinance will not have an immediate impact the City's general fund; however, it will provide residential and commercial tenants in the City with an ability to defer rental payment if necessary until June 30, 2020 (or earlier if the City's local emergency proclamation is terminated before that date) if these tenants have suffered a loss of income as a result of the COVID-19/Coronavirus public health emergency and allow them to remain in their tenancies and recover from their loss of income. Preventing evictions may help protect the City's property and sales tax revenues.

ATTACHMENT:

1. Ordinance No. 2020-486 entitled "An Urgency Ordinance of the City Council of the City of Guadalupe, California, to Temporarily Prohibit Evictions Arising from Loss of Income or Substantial Medical Expenses Related to the COVID-19-Coronavirus Pandemic until June 30, 2020, or until the City of Guadalupe's Local Emergency Proclamation is Terminated, whichever is Earlier."

ORDINANCE NO. 2020-486

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA,
TO TEMPORARILY PROHIBIT EVICTIONS ARISING FROM LOSS OF INCOME OR SUBSTANTIAL
MEDICAL EXPENSES RELATED TO THE COVID-19-CORONAVIRUS PANDEMIC, UNTIL JUNE 30,
2020, OR UNTIL THE CITY OF GUADALUPE'S LOCAL EMERGENCY PROCLAMATION IS
TERMINATED, WHICHEVER IS EARLIER**

The City Council of the City of Guadalupe, State of California, does ordain as follows:

SECTION 1. Emergency Findings. The City Council hereby finds that this ordinance is necessary for the immediate preservation of the public peace, health and safety, based upon the following declaration of facts constituting the urgency:

1. Section 8558(c) of the Government Code defines a "Local Emergency" as: "the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat"; and
2. A novel coronavirus, COVID-19, causes infectious disease and was first detected in Wuhan City, Hubei Province, China in December 2019. Symptoms of COVID-19 include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness, and in some cases death. The Centers for Disease Control and Prevention considers the virus to be a very serious public health threat; and
3. On March 4, 2020, Governor Newsom declared a state of emergency for conditions caused by COVID-19; and on March 11, 2020, the World Health Organization declared COVID19 a global pandemic; and
4. On March 11, 2020, Governor Newsom and California Public Health state officials recommended that non-essential gatherings should be postponed or cancelled across the state at least until the end of March, in order to implement social distancing guidelines intended to protect all individuals, particularly those who are at higher risk for severe illness for COVID-19; and
5. On March 12, 2020, the County of Santa Barbara Director of Emergency Services proclaimed the existence of a local emergency due to COVID-19. The County Health Officer issued a Health Order to mandate the cancellation or postponement of nonessential gatherings of 250 or more people, and small gatherings shall include six (6) foot distancing between participants, particularly those at high risk for severe illness of COVID-19; and

6. On March 15, 2020, Governor Gavin Newsom issued new restrictions in California, including home isolation for everyone over 65 or those with chronic diseases, prohibiting visitors to nursing homes with the exception of end-of-life circumstances, and the closure of bars, wineries, night clubs and brew pubs. Restaurants were to reduce their occupancy by half to permit social distancing, but only two days later, on March 17, 2020, Governor Newsom directed further that restaurants should immediately transition from on-site dining to delivery and take-out services only.
12. On March 16, 2020, Governor Newsom issued Executive Order N-28-20 stating that local jurisdictions may “determine that additional measures to promote housing security and stability are necessary to protect public health or to mitigate the economic impacts of COVID-19”; and
13. Executive Order N-28-20 suspended “[a]ny provision of state law that would preempt or otherwise restrict a local government’s exercise of its police power to impose substantive limitations on residential or commercial evictions” subject to certain limitations; and Executive Order N-28-20 authorizes local jurisdictions to suspend the evictions of tenants for the non-payment of rent if the non-payment is a result of the COVID-19 pandemic; and
14. Executive Order N-28-20 requested that “[f]inancial institutions holding home or commercial mortgages, including banks, credit unions, government-sponsored enterprises, and institutional investors implement an immediate moratorium on foreclosures and related evictions when the foreclosure or foreclosure-related eviction arises out of a substantial decrease in household or business income, or substantial out-of-pocket medical expenses, which were caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19.”
16. On March 19, 2020, at 12:00 p.m., the City’s Director of Emergency Services and City Administrator, Todd Bodem, issued a Proclamation Declaring Existence of a Local Emergency in the City of Guadalupe as a result of COVID-19; and
17. On March 19, 2020, Governor Newsom issued a state-wide order to all California residents to stay at home or their place of residence except as needed to maintain continuity of operations of 16 federally identified critical infrastructure sectors. This order permits individuals to go to grocery stores, pharmacies, banks, and other businesses that are “essential” but will require the closure of numerous businesses; and
18. On March 24, 2020, the City Council of the City of Guadalupe adopted Resolution No. 2020-21 ratifying the Proclamation Declaring Existence of a Local Emergency in the City of Guadalupe issued by the City Administrator/Director of Emergency Services on March 19, 2020; and

17. On April 5, 2010, to provide clarity to select businesses in the County of Santa Barbara regarding Governor Gavin Newsom's March 19, 2020 "stay well at home" executive order, the Santa Barbara County Health Officer issued a Health Officer Order effective April 5, 2020 until May 4, 2020, the following businesses were ordered to close without exception;
 - a. Bars and nightclubs that do not serve food;
 - b. Movie theaters, live performance venues, bowling alleys, and arcades;
 - c. Gyms, and fitness centers, and aquatic centers;
 - d. Wineries, breweries, and tap rooms that provide tastings;
 - e. Trophy shops or trophy businesses;
 - f. Tattoo parlors, tattoo businesses, tattoo artists, and body art facilities;
 - g. Barbers, hair salons, and hairstylists;
 - h. Campgrounds and RV parks, public and private. Only those who certify that the RV is their primary residence may be permitted to stay in the RVpark;
 - i. Nail salons, manicurists, and pedicurists to close except for medical necessity e.g. medical treatment for diabetes;
 - j. Day spas and massage parlors, except as required for prescribed medical treatment.
18. The COVID-19 pandemic and associated public health orders are expected to result in the continued closure of many local businesses until at least May 4, 2020, and result in extreme restrictions on other local businesses until then, and possibly thereafter; and
19. The COVID-19 pandemic and associated public health orders are expected to result in a severe loss of income to a widespread portion of the local population that depend on wages or business income to pay rent and result in substantial medical expenses for certain residents of the City of Guadalupe; and
20. Without local protection, eviction notices for failure to pay rent, missed deadlines for critical eligibility requirements for public housing programs, and foreclosures are likely to surge as residents and businesses are unable to earn income due to the pandemic, or are forced to pay substantial medical expenses associated with the pandemic; and
21. The City Council has determined that it is appropriate to temporarily prohibit evictions and reiterate the Governor's requests to public housing authorities and financial institutions through June 30, 2020, or until the City's local emergency proclamation is terminated, whichever is earlier, for any tenant (residential or commercial) who can demonstrate that they are being evicted for the failure to pay rent, and that such failure is a direct impact of the COVID-19 pandemic. This urgency ordinance does not relieve a tenant's obligation to pay rent or restrict a landlord's ability to recover rent due; and
22. For the immediate preservation of the public peace, health or safety, these conditions

warrant and necessitate that the City adopt this urgency ordinance to protect the health, safety, and welfare of tenants in the City of Guadalupe.

SECTION 2. Urgency Ordinance. By the City Council making the findings of fact set forth above, which constitute an emergency for the immediate preservation of the public health, welfare and safety, the City Council declares that this ordinance is an urgency measure and therefore, this ordinance takes effect immediately upon its adoption upon a 4/5 vote of the City Council pursuant to Government Code Sections 36937(b) and 36934:

I. Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this section.

(A) "Commercial real property" means any real property that is used for business or income-producing purposes.

(B) "Owner" means any person, acting as principal or through an agent, providing residential or commercial real property for rent, and includes a predecessor in interest to the owner.

(C) "Residential real property" means any dwelling or unit that is intended or used for human habitation.

(D) "Tenancy" means the lawful occupation of residential or commercial real property and includes a lease or sublease.

(E) "Tenant" means a person or entity lawfully occupying residential or commercial real property and includes a lease or sublease.

II. Prohibition on evictions stemming from coronavirus pandemic losses.

(A) Through June 30, 2020, or until the City of Guadalupe's Declaration of the Existence of a Local Emergency proclamation is terminated, whichever is earlier, the owner of residential or commercial real property shall not terminate a tenancy for failure to pay rent if the tenant demonstrates that the failure to pay rent is directly related to a substantial loss of income or substantial out-of-pocket medical expenses associated with the coronavirus pandemic or any local, state, or federal government response to the pandemic.

(B) Any rent a tenant is unable to pay through June 30, 2020, or until the City of Guadalupe's Declaration of the Existence of a Local Emergency proclamation is terminated, whichever is earlier, shall not be forgiven and the tenant shall remain obligated to pay it; however, the tenant shall have three (3) months after June 30, 2020, or until the City of Guadalupe's Declaration of the Existence of a Local Emergency proclamation is terminated, whichever is earlier, to pay the unpaid rent in full. If tenant

has failed to pay any unpaid rent in full by this date and any other rent that may be due, then the landlord may commence eviction procedures if otherwise allowed by applicable laws.

(C) In order for this section to apply, a tenant must provide written notice to the owner and demonstrate through documentation or other objectively verifiable means:

(1) Substantial loss of income from (a) job loss; (b) layoffs; (c) a reduction in the number of compensable hours of work; (d) a store, restaurant, office, or business closure; (e) a substantial decrease in business income caused by a reduction in opening hours or consumer demand; (f) the need to miss work to care for a home-bound school-age child or a family member infected with coronavirus; or (g) other similarly-caused loss of income that resulted from the pandemic; or

(2) substantial out-of-pocket medical expenses related to the pandemic.

(D) This prohibition shall also apply to an owner's action that constitutes constructive eviction under California law. An owner's failure to comply with this ordinance shall render any notice of termination of tenancy void. This section may be asserted as an affirmative defense in an unlawful detainer action. Terminations that are required to comply with an order issued by a government agency or court requiring that the real property be vacated are excepted from this prohibition. An owner's failure to comply with this ordinance does not constitute a criminal offense but will subject an owner to civil fines and penalties as set forth in this Code.

(E) Nothing in this ordinance shall relieve a tenant of the obligation to pay rent, nor restrict a landlord's ability to recover rent due.

(F) This ordinance shall be liberally construed to provide the broadest possible protection for tenants in the City of Guadalupe.

SECTION 3. California Environmental Quality Act. This ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15269(c) (specific action to mitigate an emergency), Section 15061(b)(3) (no possibility the activity may have a significant effect on the environment), and Section 15378(b)(5) (the administrative activity is not a project because it will not result in any direct or indirect physical changes in the environment.)

SECTION 4. Severability. If any part or provision of this Chapter, or the application thereof to any person or circumstance, is held invalid, the remainder of the Chapter, including the application of that part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, the provisions of this Ordinance are severable.

SECTION 5 Effective Date. This urgency ordinance shall take effect and be in full force immediately upon adoption by at least a four-fifths vote of the City Council pursuant to Government Code Section 25123 and shall remain in effect and operative until June 30, 2020, or until the City of Guadalupe declaration of the existence of a local emergency proclamation is terminated, whichever is earlier.

SECTION 6. Publication. Before the expiration of 15 days after passage of this urgency ordinance, a summary of it shall be posted in three public places in the City of Guadalupe together with the names of the members of the City Council voting for and against the same in compliance with Government Code Section 36933.

PASSED AND ADOPTED at a regular meeting of the City Council held this 14th day of April 2020, on motion of Councilmember _____ seconded by Councilmember _____ and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney