



City of Guadalupe

AGENDA

Regular Meeting of the Guadalupe City Council

Tuesday, July 28, 2020 at 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

Pursuant to Governor's Executive Orders N-25-20 and N-33-20: All residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19.

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

If you choose to attend the City Council meeting in person, you should maintain appropriate social distancing. Seating will be limited. **In addition, all persons attending the City Council meeting are required to wear nose and face masks pursuant to County of Santa Barbara Health Officer Order No. 2020-10.**

If you choose not to attend the City Council meeting but wish to make a comment during oral communications or on a specific agenda item, please submit via email to juana@ci.guadalupe.ca.us no later than 1:00 pm on Tuesday, July 28, 2020. Every effort will be made to read your comment aloud into the record, subject to the 3-minute time limit.

Please be advised that, pursuant to State Law, any member of the public may address the City Council concerning any item on the Agenda, before or during Council consideration of that item. Please be aware that items on the Consent Calendar are considered to be routine and are normally enacted by one vote of the City Council. If you wish to speak on a Consent Calendar item, please do so during the Community Participation Forum.

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

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

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

ROLL CALL:

Council Member Tony Ramirez
Council Member Eugene Costa Jr.
Council Member Liliana Cardenas
Mayor Pro Tempore Gina Rubalcaba
Mayor Ariston Julian

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

AGENDA REVIEW

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

COMMUNITY PARTICIPATION FORUM

Each person will be limited to a discussion of three (3) minutes or as directed by the Mayor. This time is reserved to accept comments from the public on Consent Calendar items, Ceremonial Calendar items, Closed Session items, or matters not otherwise scheduled on this agenda. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

CONSENT CALENDAR

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

- 1.** Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting, unless City Council indicates otherwise.
- 2.** Approve payment of warrants for the period ending July 22, 2020.
- 3.** Approve the Minutes of the City Council Regular Meeting of July 14, 2020 to be ordered filed.
- 4.** Adopt Resolution No. 2020-61 approving the General Plan Project Notice of Award.
- 5.** Adopt Resolution No. 2020-62 establishing the appropriations limit from tax proceeds for Fiscal Year 2020-21.

6. MONTHLY REPORTS FROM DEPARTMENT HEADS

- a. Police & Fire Department Report for June 2020
- b. City Treasurer’s Report for June 2020
- c. Parks and Recreation Report for June 2020

CITY ADMINISTRATOR REPORT: (Information Only)

DIRECTOR OF PUBLIC SAFETY REPORT: (Information Only)

REGULAR BUSINESS

7. Fourth Quarter 2020 Finance Report and Update to Council approved allocation of Special Impact Fee paid by People’s Self Help Housing Corporation.

Written report: Lorena Zarate, Finance Director

Recommendation: That the City Council accept the Fourth Quarter 2020 Finance Report and update to Council approved allocation of special impact fee paid by People’s Self Help Housing Corporation by adopting Resolution No. 2020-63.

8. City’s response to the Santa Barbara County Grand Jury Report titled “Homelessness in Santa Barbara County”.

Written Report: Todd Bodem, City Administrator

Recommendation: That the City Council:

- 1. That the City Council review staff’s recommendations for the City’s response to the Santa Barbara County Grand Jury Report title “Homelessness in Santa Barbara County” and make any changes the Council believes are necessary; and
- 2. That the City Council adopt Resolution No. 2020-64 approving the attached final response (with any changes made by the City Council) to Judge Michael J. Carrozzo and the Santa Barbara Grand Jury.

9. Adopt Ordinance No. 2020-489, on the second reading, adding Chapter 5.53 regarding licensure of tobacco retailers and Chapter 8.70 regulating smoking in public places and multiunit housing.

Written report: Todd Bodem, City Administrator

Recommendation: That the City Council adopt Ordinance No. 2020-489.

10. City Council's argument in favor of the Essential Services Transaction and Use Tax Measure.

Written Report: Philip F. Sinco, City Attorney

Recommendation: That the City Council consider the proposed argument in favor of the “Essential Services Transaction and Use Tax Measure” prepared by Mayor Julian, Mayor Pro Tem Rubalcaba, and City staff; and:

1. Approve the argument, by motion; or
2. Revise the argument and approve the revised argument by motion; or
3. Decline to submit any argument in favor of the proposed measure.

FUTURE AGENDA ITEMS

ANNOUNCEMENTS - COUNCIL ACTIVITY/COMMITTEE REPORTS

ADJOURNMENT TO CLOSED SESSION MEETING

CLOSED SESSION

- 11. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Subdivision (b) of Government Code section 54957)
Title: City Attorney

ADJOURNMENT TO OPEN SESSION MEETING

CLOSED SESSION ANNOUNCEMENT

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall display case, Water Department bulletin board and website not less than 72 hours prior to the meeting. Dated this 24th day of July 2020.

Todd Bodem

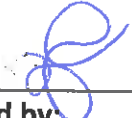
Todd Bodem, City Administrator

PROPOSED FUTURE CITY COUNCIL AGENDA ITEMS

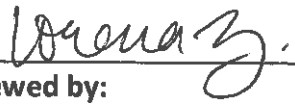
Council Meeting: Date and Subject	Department	Agenda Category	
Tuesday, August 11, 2020 at 6:00 pm / Regular Meeting			
Cost Allocation Study Fiscal Year 2020/21	Finance Department	Regular Business	
Master Fee Schedule Update	Finance Department	Regular Business	
International Association of Firefighters (IAFF), local 4403 – MOU	Human Resources	Consent Calendar	
COLA Unrepresented Employees	Human Resources	Regular Business	
Response to the Grand Jury, report titled: Juveniles in Gangs in Santa Barbara County	Director of Public Safety	Regular Business	
SMOOTH Transportation Title VI Non-Discrimination Policy	Public Works Department	Consent Calendar	
Authorizing the City to apply for the Community Development Block Grant Coronavirus Response Round 1 (CDBG-CV1) grant program	Thomas Brandeberry	Public Hearing	
Vacant Property Ordinance	Administration Dept	Regular Business	
Tuesday, August 25, 2020 at 6:00 pm / Regular Meeting			
Road Maintenance Project Fiscal Year 2020-2021	Public Works Dept.	Regular Business	
Air B&B Policy & Standards		Regular Business	
Other Unscheduled Items	Proposed Date of Item	Department	Agenda Category
Urban Foot Print Civic Plan		Ariston – Request CC	New Business
City Hall Repairs			New Business
Proposition 68 Update		Ariston – Request CC	Update
Vacant Property Ordinance		Todd Bodem	New Business
Tree Ordinance		Philip F. Sinco	New Business
Food Truck Ordinance		Police Department	New Business
Yard Sale Ordinance		Police Department	New Business
Guadalupe Leo Club Recognition		Administration Dept	Ceremonial
Sign Ordinance Workshop & First Reading	Aug- Sep 2020	Planning Department	Public Hearing



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of July 28, 2020



Prepared by:
Veronica Fabian
Finance Account Clerk



Reviewed by:
Lorena Zarate
Finance Director

Approved by:
Todd Bodem
City Administrator

SUBJECT: Payment of warrants for the period ending July 22, 2020 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Department staff.

RECOMMENDATION:

That the City Council review and approve the listing of hand checks and warrants to be paid on July 29, 2020

BACKGROUND:

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

141 SUBURBAN ROAD STE C-1 *** VENDOR.: ABA01 (ABALONE COAST ANALYTICAL, INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
20-3646 WWTP - WATER SAMPLES	07-20	07/08/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 WWTP - WATER SAMPLES	12 4425 2150	1	83.00	83.00
	(Wst.Wtr.Op.Fund Wastewater Profl Services)			
		Invoice Extension ---->		83.00
		Vendor Total ----->		83.00

P.O.BOX 035184 *** VENDOR.: AMA02 (AMAZON BUSINESS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
3D96171KY WWTP - CARLISLE FARM SPECIALIST TRACTOR TIRE	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 WWTP - CARLISLE FARM SPECIALIST TRACTOR TIRE	12 4425 1460	1	182.76	182.76
	(Wst.Wtr.Op.Fund Wastewater Vehicle Maintnc)			
		Invoice Extension ---->		182.76
		Vendor Total ----->		182.76

4050 FLAT ROCK DRIVE *** VENDOR.: AQU01 (AQUA-METRIC SALES COMPANY CORP.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
NV0078254 WATER - 3'' OMNI T2 MMP 100 C.F.	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
001 WATER - 3'' OMNI T2 MMP 100 C.F.	10 4420 1535	1	883.01	883.01
	(Wtr. Oper. Fund Water Operating Meters)			
		Invoice Extension ---->		883.01

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
NV0078352 WATER - 3/4'' SL IPERL TR/PL,TR/PL HOUSING ASSEMBL	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 WATER - 3/4'' SL IPERL TR/PL,TR/PL HOUSING ASSEMBL	10 4420 1535	1	3627.83	3627.83
	(Wtr. Oper. Fund Water Operating Meters)			
		Invoice Extension ---->		3627.83
		Vendor Total ----->		4510.84

AUS WEST LOCKBOX *** VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
535234517 WKLY WET MOP, DUST MOP, BAR MOP	07-20	07/07/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 WKLY WET MOP, DUST MOP, BAR MOP	01 4145 2150	1	47.66	47.66
	(General Fund Building Mtce Profl Services)			
		Invoice Extension ---->		47.66

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
535234518 WKLY PENA.M., SAGISIS.J.,VIDALES.J., COVR,PANT,SHT	07-20	07/07/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 WKLY PENA.M., SAGISIS.J.,VIDALES.J., COVR,PANT,SHT	01 4145 2150	1	.39	.39
	(General Fund Building Mtce Profl Services)			
0002 WKLY PENA.M., SAGISIS.J.,VIDALES.J., COVR,PANT,SHT	01 4300 2150	1	.39	.39
	(General Fund Parks & Rec Profl Services)			

AUS WEST LOCKBOX *** VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

P.O. BOX 101179
 INVOICE-TYPE DESCRIPTION

ne	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Unit(s)	Unit Cost	Amount
0003	WKLY PENA.M., SAGISIS.J.,VIDALES.J., COVR,PANT,SHT	10	4420 2150			1	2.33	2.33
				(Wtr. Oper. Fund Water Operating Profl Services)				
0004	WKLY PENA.M., SAGISIS.J.,VIDALES.J., COVR,PANT,SHT	12	4425 2150			1	2.33	2.33
				(Wst.Wtr.Op.Fund Wastewater Profl Services)				
0005	WKLY PENA.M., SAGISIS.J.,VIDALES.J., COVR,PANT,SHT	71	4454 2150			1	2.33	2.33
				(MEASURE A MEASURE A Profl Services)				
0006	WKLY PENA.M., SAGISIS.J.,VIDALES.J., COVR,PANT,SHT	10	4420 2150			1	17.05	17.05
				(Wtr. Oper. Fund Water Operating Profl Services)				
				Invoice Extension ---->				24.82

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

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Unit(s)	Unit Cost	Amount
535234519	WKLY DUST MOP, SODA TOWEL, SHOP TOWEL	07-20	07/07/20 N N N	A-NET30 FROM INVOICE	2010			
0001	WKLY DUST MOP, SODA TOWEL, SHOP TOWEL					1	54.20	54.20
				(Wst.Wtr.Op.Fund Wastewater Profl Services)				
				Invoice Extension ---->				54.20

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

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Unit(s)	Unit Cost	Amount
535234520	WKLY GUTIEREZ.R., MERAZ.J., PANT,SHRT	07-20	07/07/20 N N N	A-NET30 FROM INVOICE	2010			
0001	WKLY GUTIEREZ.R., MERAZ.J., PANT,SHRT					1	.86	.86
				(General Fund Building Mtce Profl Services)				
0002	WKLY GUTIEREZ.R., MERAZ.J., PANT,SHRT					1	.86	.86
				(General Fund Parks & Rec Profl Services)				
0003	WKLY GUTIEREZ.R., MERAZ.J., PANT,SHRT					1	6.89	6.89
				(MEASURE A MEASURE A Profl Services)				
				Invoice Extension ---->				8.61

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

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Unit(s)	Unit Cost	Amount
535250530	WKLY WET MOP, SCRAPER MAT, CITY MAT,DUST MOP	07-20	07/14/20 N N N	A-NET30 FROM INVOICE	2010			
0001	WKLY WET MOP, SCRAPER MAT, CITY MAT,DUST MOP					1	47.66	47.66
				(General Fund Building Mtce Profl Services)				
				Invoice Extension ---->				47.66

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

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Unit(s)	Unit Cost	Amount
535250531	WKLY MIKE.P., SAGISIS.J., VIDALES.J.,COVR,PANT,SHT	07-20	07/14/20 N N N	A-NET30 FROM INVOICE	2010			
0001	WKLY MIKE.P., SAGISIS.J., VIDALES.J.,COVR,PANT,SHT					1	.39	.39
				(General Fund Building Mtce Profl Services)				
0002	WKLY MIKE.P., SAGISIS.J., VIDALES.J.,COVR,PANT,SHT					1	.39	.39
				(General Fund Parks & Rec Profl Services)				
0003	WKLY MIKE.P., SAGISIS.J., VIDALES.J.,COVR,PANT,SHT					1	2.53	2.53
				(Wtr. Oper. Fund Water Operating Profl Services)				
0004	WKLY MIKE.P., SAGISIS.J., VIDALES.J.,COVR,PANT,SHT					1	2.33	2.33
				(Wst.Wtr.Op.Fund Wastewater Profl Services)				
0005	WKLY MIKE.P., SAGISIS.J., VIDALES.J.,COVR,PANT,SHT					1	2.33	2.33
				(MEASURE A MEASURE A Profl Services)				
0006	WKLY MIKE.P., SAGISIS.J., VIDALES.J.,COVR,PANT,SHT					1	14.52	14.52
				(Wtr. Oper. Fund Water Operating Profl Services)				
0007	WKLY MIKE.P., SAGISIS.J., VIDALES.J.,COVR,PANT,SHT					1	2.33	2.33
				(Wst.Wtr.Op.Fund Wastewater Profl Services)				
				Invoice Extension ---->				24.82

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

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Unit(s)	Unit Cost	Amount
535250532	WKLY DUST MOP, SAFETY MAT,SODA TOWEL, SHOP TOWEL	07-20	07/14/20 N N N	A-NET30 FROM INVOICE	2010			
0001	WKLY DUST MOP, SAFETY MAT,SODA TOWEL, SHOP TOWEL					1	93.19	93.19
				(Wst.Wtr.Op.Fund Wastewater Profl Services)				
				Invoice Extension ---->				93.19

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

535250533	WKLY GUTIERREZ.R., MERAZ.J. PANT,SHRT	07-20	07/14/20 N N N	A-NET30 FROM INVOICE	2010			
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 AUS WEST LOCKBOX *** VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
ne Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001 WKLY GUTIERREZ.R., MERAZ.J. PANT,SHRT	01	4145 2150	1	4.40	4.40
		(General Fund Building Mtce Profl Services)			
0002 WKLY GUTIERREZ.R., MERAZ.J. PANT,SHRT	01	4300 2150	1	4.40	4.40
		(General Fund Parks & Rec Profl Services)			
0003 WKLY GUTIERREZ.R., MERAZ.J. PANT,SHRT	71	4454 2150	1	35.21	35.21
		(MEASURE A MEASURE A Profl Services)			
		Invoice Extension ---->			44.01

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
535250539 PD-NYLON MAT, SERVICE CHARGE	07-20	07/14/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001 PD-NYLON MAT, SERVICE CHARGE	01	4200 1550	1	88.03	88.03
		(General Fund Police Op Supp/Expense)			
		Invoice Extension ---->			88.03
		Vendor Total ----->			433.00

P.O. BOX 3092 *** VENDOR.: AUT01 (AUTOSYS, INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
2677 WATER - IT PROGRAMMING WORK	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001 WATER - IT PROGRAMMING WORK	10	4420 2150	1	2320.00	2320.00
		(Wtr. Oper. Fund Water Operating Profl Services)			
		Invoice Extension ---->			2320.00
		Vendor Total ----->			2320.00

P.O. BOX 70189 *** VENDOR.: BAK02 (BAKER & HOSTETLER LLP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
50780744 FINANCE - RANSOMWARE INCIDENT 2020-16825	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001 FINANCE - RANSOMWARE INCIDENT 2020-16825	76	4320 2150	1	19110.00	19110.00
		(Cap Fac Fund Pub. Facilities Profl Services)			
		Invoice Extension ---->			19110.00
INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
50784343 BRIT20: RANSOMWARE INCIDENT 2020/16825	07-20	07/17/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001 BRIT20: RANSOMWARE INCIDENT 2020/16825	76	4320 2150	1	2835.00	2835.00
		(Cap Fac Fund Pub. Facilities Profl Services)			
		Invoice Extension ---->			2835.00
		Vendor Total ----->			21945.00

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 *** VENDOR.: BEE03 (MICHAEL BEERS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072020 PD-MICHAEL BEERS-SPANISH FOR LAW ENFORCEMENT CLASS	07-20	07/21/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001 PD-MICHAEL BEERS-SPANISH FOR LAW ENFORCEMENT CLASS	01	4200 1300	1	115.00	115.00
		(General Fund Police Bus Exp/Train)			
		Invoice Extension ---->			115.00

*** VENDOR.: BEE03 (MICHAEL BEERS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
			Vendor Total ----->	115.00 =====

2315 MEREDITH LANE STE E *** VENDOR.: BOB01 (BOB'S RUBBER STAMPS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
2012 FINANCE - SELF INKING CUSTOM STAMP	07-20	07/07/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FINANCE - SELF INKING CUSTOM STAMP	01	4120 1550	1 110.00	110.00
	(General Fund Finance Op Supp/Expense)			
			Invoice Extension ---->	110.00
			Vendor Total ----->	110.00 =====

*** VENDOR.: BOD02 (TODD BODEM)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
071920 MONTHLY REIMBURSEMENT FOR CELL PHONE	07-20	07/19/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 MONTHLY REIMBURSEMENT FOR CELL PHONE	01	4105 1300	1 50.00	50.00
	(General Fund Administration Bus Exp/Train)			
			Invoice Extension ---->	50.00
			Vendor Total ----->	50.00 =====

23537 NETWORK PLACE *** VENDOR.: BOU01 (BOUND TREE MEDICAL LLC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
83686324 FIRE-CLEANING TOWLETTES-COVID 19 SUPPLIES	07-20	07/06/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FIRE-CLEANING TOWLETTES-COVID 19 SUPPLIES	01	4220 2999	1 21.49	21.49
	(General Fund Fire COVID19)			
			Invoice Extension ---->	21.49
			Vendor Total ----->	21.49 =====

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
BPI64626 WATER-AMMONIUM SULFATE	07-20	07/16/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WATER-AMMONIUM SULFATE	10	4420 1550	1 1026.94	1026.94
	(Wtr. Oper. Fund Water Operating Op Supp/Expense)			
			Invoice Extension ---->	1026.94
			Vendor Total ----->	1026.94 =====

MARK MAYBERRY *** VENDOR.: CAS07 (CASSIA LANDSCAPE)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
072034 PW- LANDSCAPE MAINTENANCE FOR JULY 2020	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010

MARK MAYBERRY *** VENDOR.: CAS07 (CASSIA LANDSCAPE)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001 PW- LANDSCAPE MAINTENANCE FOR JULY 2020	01	4145 2150	1 396.00	396.00
(General Fund Building Mtce Prof'l Services)				
0002 PW- LANDSCAPE MAINTENANCE FOR JULY 2020	01	4300 2150	1 2579.00	2579.00
(General Fund Parks & Rec Prof'l Services)				
0003 PW- LANDSCAPE MAINTENANCE FOR JULY 2020	10	4420 2150	1 200.00	200.00
(Wtr. Oper. Fund Water Operating Prof'l Services)				
0004 PW- LANDSCAPE MAINTENANCE FOR JULY 2020	60	4490 2150	1 325.00	325.00
(Guad.Assmt.Dist Guad.Assmt Dist Prof'l Services)				
0005 PW- LANDSCAPE MAINTENANCE FOR JULY 2020	71	4454 2150	1 505.00	505.00
(MEASURE A MEASURE A Prof'l Services)				
Invoice Extension ---->				4005.00
Vendor Total ----->				4005.00

P.O. BOX 21228 *** VENDOR.: CCI01 (CCI OFFICE TECHNOLOGIES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
NST222551 FINANCE - HASLER INK CARTRIDGE FOR IH SERIES	07-20	07/13/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 FINANCE - HASLER INK CARTRIDGE FOR IH SERIES	01 4120 1550	1	183.75	183.75
(General Fund Finance Op Supp/Expense)				
Invoice Extension ---->				183.75
Vendor Total ----->				183.75

P.O. BOX 7173 *** VENDOR.: CHA03 (CHARTER COMMUNICATIONS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
285070120 ACCT#8245101140034285 918 OBISPO ST STE 17	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 285050120 4/30/20-05/29/20 LOST CHECK	01 4145 1000	1	140.27	140.27
(General Fund Building Mtce Utilities)				
0002 SERVICE CALL- TV WRONG INPUT	01 4145 1000	1	149.00	149.00
(General Fund Building Mtce Utilities)				
0003 285070120 06/30/20-07/29/20	01 4145 1000	1	145.21	145.21
(General Fund Building Mtce Utilities)				
Invoice Extension ---->				434.48
Vendor Total ----->				434.48

P.O. BOX 3259 *** VENDOR.: CHI01 (CHIP COOPER'S ROOFING CO, INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
12819-C PW - 4545 TENTH ST, GUAD SENIOR CENTER REROOF	07-20	07/08/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 PW - 4545 TENTH ST, GUAD SENIOR CENTER REROOF	76 4700 3100	1	54199.00	54199.00
(Cap Fac Fund CAP FACILITIES Buildings)				
Invoice Extension ---->				54199.00
Vendor Total ----->				54199.00

15 E. FIGUEROA STREET *** VENDOR.: CIT09 (CITY OF SANTA BARBARA POLICE DEPARTMENT)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
IT-00060 PD- CLETS TOTAL MESSAGE COST	07-20	07/21/20 N N N	A-NET30 FROM INVOICE	2010

215 E. FIGUEROA STREET *** VENDOR.: CIT09 (CITY OF SANTA BARBARA POLICE DEPARTMENT)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
.ne Description			Unit(s) Unit Cost	Amount
0001 PD- CLETS TOTAL MESSAGE COST	01	4200 2350	1 202.39	202.39
		(General Fund Police Svcs.Other Agen)		
		Invoice Extension ---->		202.39
		Vendor Total ----->		202.39

110 E. COOK STREET *** VENDOR.: CIT12 (CITY OF SANTA MARIA)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
83139 FUEL USAGE MAY 2020	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0001 FUEL USAGE MAY 2020	23	4461 1560	1 1566.44	1566.44
		(LTF - Transit LTF Transit Fuels/Lubricant)		
		Invoice Extension ---->		1566.44
		Vendor Total ----->		1566.44

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
067730 WWTP - EMERGENCY CALL OUT	07-20	07/08/20 N N N	A-NET30 FROM INVOICE	2010
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0001 PUMP AND JET LINE FOR RAZ	12	4425 2150	1 4200.00	4200.00
		(Wst.Wtr.Op.Fund Wastewater Profl Services)		
		Invoice Extension ---->		4200.00
		Vendor Total ----->		4200.00

P.O. BOX 329 *** VENDOR.: CLI01 (CLIN.LAB-SAN BERNADINO INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
975661 WATER - WATER SAMPLES	07-20	07/16/20 N N N	A-NET30 FROM INVOICE	2010
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0001 WATER - WATER SAMPLES	10	4420 1550	1 336.00	336.00
		(Wtr. Oper. Fund Water Operating Op Supp/Expense)		
		Invoice Extension ---->		336.00
		Vendor Total ----->		336.00

510 QUINTANA ROAD *** VENDOR.: COA06 (COAST ELECTRONICS CORP.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7103839 PD-2ND BATTERY INSTALLED IN PD UNITS	07-20	06/29/20 N N N	A-NET30 FROM INVOICE	2010
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0001 PD-2ND BATTERY INSTALLED IN PD UNITS	76	4320 5089	1 4810.19	4810.19
		(Cap Fac Fund Pub. Facilities TRANSFER TO CIP)		
		Invoice Extension ---->		4810.19
		Vendor Total ----->		4810.19

966 HUBER ST *** VENDOR.: CUL01 (CULLIGAN/CENTRAL COAST WATER)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
63506	PD -STRONGBASE 9" BASE TRACK RENTAL	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD -STRONGBASE 9" BASE TRACK RENTAL	01	4200 1550	1	35.00	35.00
(General Fund Police Op Supp/Expense)						
Invoice Extension ---->						35.00
Vendor Total ----->						35.00

DEPT 34921 *** VENDOR.: CUR02 (L.N. CURTIS AND SONS)
 P.O.BOX 39000

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
INV402766	PD-MICHAEL BEERS-NAMETAPE, STUN GUN	07-20	07/02/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD-MICHAEL BEERS-NAMETAPE, STUN GUN	42	4210 1500	1	61.96	61.96
(Pol.Safty Fund Pol.Pub.Safety Equipment Replc)						
Invoice Extension ---->						61.96
Vendor Total ----->						61.96

4809 KOGER BLVDST *** VENDOR.: DAN01 (DANA SAFETY SUPPLY, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
649074	PD-COMMAND VEHICLE	07-20	06/25/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
01	PD-COMMAND VEHICLE	76	4320 3200	1	337.35	337.35
(Cap Fac Fund Pub. Facilities Equipment)						
Invoice Extension ---->						337.35
Vendor Total ----->						337.35

P.O. BOX 41602 *** VENDOR.: DEL03 (DE LAGE LANDEN FINANCIAL SERVICES, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
68622512	COPY MACHINE LEASE	07-20	08/01/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	COPY MACHINE LEASE	01	4140 4150	1	492.13	492.13
(General Fund Non-Departmentl Lease-Purchase)						
Invoice Extension ---->						492.13
Vendor Total ----->						492.13

DBA SAGE ENVIROMENTAL SERVICES *** VENDOR.: DMI01 (DMI-EMK ENVIRONMENTAL SERVICES INC.)
 410 EAST ARRELLAGA STREET

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
SE20-005	ETAC/INPUT & ELECTRONIC UPLOAD SERVICES RR#16	07-20	06/24/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ETAC/INPUT & ELECTRONIC UPLOAD SERVICES RR#16	26	4500 2150	1	1837.14	1837.14
(RDA-Op.Fund Redevelopment Profl Services)						
Invoice Extension ---->						1837.14
Vendor Total ----->						1837.14

P.O. BOX 3757 *** VENDOR.: EAR01 (EARTH SYSTEMS PACIFIC INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
820462 GUAD ATP CYCLE 3 PEDESTRIAN IMPROVEMENTS	07-20	07/14/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 GUAD ATP CYCLE 3 PEDESTRIAN IMPROVEMENTS	89	4444 3066	1 1945.00	1945.00
	(CIP CIP 089-306)			
	Invoice Extension ---->			1945.00
	Vendor Total ----->			1945.00

3441 EAST HARBOUR DRIVE *** VENDOR.: EWI01 (EWING CORP.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
12134339 STREETS - SPRNKLR, RED BUSHING TXT, CUT OFF NIPPLE	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 STREETS - SPRNKLR, RED BUSHING TXT, CUT OFF NIPPLE	01	4145 1550	1 102.30	102.30
	(General Fund Building Mtce Op Supp/Expense)			
	Invoice Extension ---->			102.30
	Vendor Total ----->			102.30

P.O. BOX 740827 *** VENDOR.: FER02 (FERGUSON ENTERPRISES, INC. #1350)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Y84800566-C WAREHOUSE 686	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
001 WAREHOUSE 686	71	4454 1550	-1 20.72	-20.72
	(MEASURE A MEASURE A Op Supp/Expense)			
	Invoice Extension ---->			-20.72
	Vendor Total ----->			-20.72

354-D S. FAIRVIEW AVE *** VENDOR.: FIL01 (FILIPPIN ENGINEERING INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
201301-03 PW - CONSTRUCTION - THROUGH 06/30/20	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PW - CONSTRUCTION - THROUGH 06/30/20	89	4444 3066	1 7735.00	7735.00
	(CIP CIP 089-306)			
	Invoice Extension ---->			7735.00
	Vendor Total ----->			7735.00

DEPT 43401 *** VENDOR.: FOR03 (FORD MOTOR CREDIT COMPANY LLC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1750261 PW -4-2016 FORD F-350 REG CAB	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PW -4-2016 FORD F-350 REG CAB	12	4425 4150	1 8722.62	8722.62
	(Wst.Wtr.Op.Fund Wastewater Lease-Purchase)			
	Invoice Extension ---->			8722.62

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1752377 FINANCE - 2016 FORD F-350 TRUCK FIRE DEPT	07-20	07/02/20 N N N	A-NET30 FROM INVOICE	2010

DEPT 43401 *** VENDOR.: FOR03 (FORD MOTOR CREDIT COMPANY LLC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001 FINANCE - 2016 FORD F-350 TRUCK FIRE DEPT	76	4320 3200	(Cap Fac Fund Pub. Facilities Equipment)	62.64
			Invoice Extension ---->	62.64
			Vendor Total ----->	8785.26

P.O BOX 740407 *** VENDOR.: FRO01 (FRONTIER COMMUNICATIONS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
071920A COMMUNICATIONS - 805-343-1451	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COMMUNICATIONS - 805-343-1451	12 4425 1150	1	62.07	62.07
	(Wst.Wtr.Op.Fund Wastewater Communications)			
0002 COMMUNICATIONS - 805-343-1451	12 4425 1150	1	62.08	62.08
	(Wst.Wtr.Op.Fund Wastewater Communications)			
			Invoice Extension ---->	124.15

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
071920B COMMUNICATIONS - 805-343-5713	07-20	07/07/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COMMUNICATIONS - 805-343-5713	10 4420 1150	1	82.06	82.06
	(Wtr. Oper. Fund Water Operating Communications)			
			Invoice Extension ---->	82.06

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
071920C COMMUNICATIONS - 850-343-5512	07-20	07/04/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COMMUNICATIONS - 850-343-5512	01 4105 1150	1	85.79	85.79
	(General Fund Administration Communications)			
			Invoice Extension ---->	85.79

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
071920D COMMUNICATIONS - 805-343-0362	07-20	07/04/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COMMUNICATIONS - 805-343-0362	01 4220 1150	1	60.72	60.72
	(General Fund Fire Communications)			
0002 COMMUNICATIONS - 805-343-0362	01 4105 1150	1	121.46	121.46
	(General Fund Administration Communications)			
0003 COMMUNICATIONS - 805-343-0362	01 4120 1150	1	121.46	121.46
	(General Fund Finance Communications)			
0004 COMMUNICATIONS - 805-343-0362	01 4200 1150	1	182.16	182.16
	(General Fund Police Communications)			
0005 COMMUNICATIONS - 805-343-0362	01 4105 1150	1	60.72	60.72
	(General Fund Administration Communications)			
0006 COMMUNICATIONS - 805-343-0362	01 4405 1150	1	60.72	60.72
	(General Fund Bldg and Safety Communications)			
			Invoice Extension ---->	607.24
			Vendor Total ----->	899.24

P.O. BOX 71628 *** VENDOR.: GAL01 (GALL'S LLC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
015982496 PD-CIAN LENEHAN-UNIFORM ALLOWANCE-HIGH SPEED GEAR	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 PD-CIAN LENEHAN-UNIFORM ALLOWANCE-HIGH SPEED GEAR	01 4200 0450	1	51.45	51.45
	(General Fund Police Other Benefits)			
			Invoice Extension ---->	51.45

P.O. BOX 71628

*** VENDOR.: GAL01 (GALL'S LLC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
			Vendor Total ----->	51.45 =====

P.O. BOX 51488

*** VENDOR.: GAR08 (HENRY GARCIA)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
071920 DEED OF TRUST	07-20	07/19/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 DEED OF TRUST	26 2300		1	404.88	404.88
	(RDA-Op.Fund Loan Payable)				
			Invoice Extension ---->	404.88	
			Vendor Total ----->	404.88 =====	

P.O. BOX 337

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
5267 STEETS - BL VINYL INS FEMALE	07-20	07/09/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 STEETS - BL VINYL INS FEMALE	71 4454 1550		1	10.25	10.25
	(MEASURE A MEASURE A Op Supp/Expense)				
			Invoice Extension ---->	10.25	

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
5299 WWTP- ZINC HOMEOWNER BAIT, PAIL PLSTC WHT 5G	07-20	07/09/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 WWTP- ZINC HOMEOWNER BAIT, PAIL PLSTC WHT 5G	12 4425 1550		1	84.96	84.96
	(Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)				
			Invoice Extension ---->	84.96	

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
5305 WATER - MAIL TAPE	07-20	07/09/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 WATER - MAIL TAPE	10 4420 1550		1	4.53	4.53
	(Wtr. Oper. Fund Water Operating Op Supp/Expense)				
			Invoice Extension ---->	4.53	

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
5349 STEETS - PRO SOLTNS WVN MINI ROL, 1 GAL LINZER	07-20	07/10/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 STEETS - PRO SOLTNS WVN MINI ROL, 1 GAL LINZER	71 4454 1550		1	29.12	29.12
	(MEASURE A MEASURE A Op Supp/Expense)				
			Invoice Extension ---->	29.12	

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
5634 STREETS - WEE/ GRASS KLLR CONC	07-20	07/13/20 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 STREETS - WEE/ GRASS KLLR CONC	71 4454 1550		1	107.98	107.98
	(MEASURE A MEASURE A Op Supp/Expense)				
			Invoice Extension ---->	107.98	

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
5665 WWTP- ROW PREMIER/XPRO WIRE BRS, WIRE BRSH SHOE	07-20	07/13/20 N N N	A-NET30 FROM INVOICE	2010

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

P.O. BOX 337

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001	WWTP- ROW PREMIER/XPRO WIRE BRS, WIRE BRSH SHOE	12	4425 1550	(Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)	21.68
				Invoice Extension ---->	21.68
5815	STREETS - 9-VOLT BATTERY	07-20	07/14/20 N N N	A-NET30 FROM INVOICE	2010
0001	STREETS - 9-VOLT BATTERY	01	4145 1550	(General Fund Building Mtce Op Supp/Expense)	25.90
				Invoice Extension ---->	25.90
5838	STREETS - AAA SIZE BATTERY ALKALINE	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
0001	STREETS - AAA SIZE BATTERY ALKALINE	01	4145 1550	(General Fund Building Mtce Op Supp/Expense)	53.94
				Invoice Extension ---->	53.94
5914	STREETS - WHITE TEFLON TAPE	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
0001	STREETS - WHITE TEFLON TAPE	71	4454 1550	(MEASURE A MEASURE A Op Supp/Expense)	2.26
				Invoice Extension ---->	2.26
6084	STREET - CAUTION TAPE 1000'	07-20	07/17/20 N N N	A-NET30 FROM INVOICE	2010
0001	STREET - CAUTION TAPE 1000'	71	4454 1550	(MEASURE A MEASURE A Op Supp/Expense)	21.58
				Invoice Extension ---->	21.58
6361	WATER - 9'' NITRIL DISPOS GLOV	07-20	07/20/20 N N N	A-NET30 FROM INVOICE	2010
0001	WATER - 9'' NITRIL DISPOS GLOV	10	4420 1550	(Wtr. Oper. Fund Water Operating Op Supp/Expense)	14.02
				Invoice Extension ---->	14.02
6453	WATER - TUBE VINYL	07-20	07/21/20 N N N	A-NET30 FROM INVOICE	2010
0001	WATER - TUBE VINYL	10	4420 1550	(Wtr. Oper. Fund Water Operating Op Supp/Expense)	2.48
				Invoice Extension ---->	2.48
6468	WATER - JEWELERS, TUBE VINYL	07-20	07/21/20 N N N	A-NET30 FROM INVOICE	2010
0001	WATER - JEWELERS, TUBE VINYL	10	4420 1550	(Wtr. Oper. Fund Water Operating Op Supp/Expense)	14.46
				Invoice Extension ---->	14.46

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

P.O. BOX 337

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
				Vendor Total ----->
				393.16 =====

771 GUADALUPE STREET

*** VENDOR.: HAR05 (HARRY & KIMIKO MASATANI)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
071920 PROPERTY LEASE PAYMENT FOR BANDSHELL	07-20	07/19/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PROPERTY LEASE PAYMENT FOR BANDSHELL	01	4300 2150	1 50.00	50.00
(General Fund Parks & Rec Profl Services)				
				Invoice Extension ---->
				50.00
				Vendor Total ----->
				50.00 =====

120 S. STATE COLLEGE BLVD
 SUITE 200

*** VENDOR.: HDL01 (HINDERLITER DE LLAMAS & ASSOCIATES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
SIN001606 FINANCE - CONTRACT SERVICES - TRANSACTION TAX X	07-20	06/25/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FINANCE - CONTRACT SERVICES - TRANSACTION TAX X	01	4105 2150	1 150.00	150.00
(General Fund Administration Profl Services)				
				Invoice Extension ---->
				150.00

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
SIN002024 CONTRACT SERVICES - SALES TAX	07-20	06/25/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 CONTRACT SERVICES - SALES TAX	01	4105 2150	1 361.73	361.73
(General Fund Administration Profl Services)				
				Invoice Extension ---->
				361.73
				Vendor Total ----->
				511.73 =====

P.O. BOX 825

*** VENDOR.: HEN01 (EAGLE ENERGY, INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
176910 FIRE- FUEL CHARGES	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FIRE- FUEL CHARGES	01	4220 1560	1 201.48	201.48
(General Fund Fire Fuels/Lubricant)				
				Invoice Extension ---->
				201.48

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
176912 WATER - FUEL CHARGES	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WATER - FUEL CHARGES	10	4420 1560	1 73.50	73.50
(Wtr. Oper. Fund Water Operating Fuels/Lubricant)				
				Invoice Extension ---->
				73.50

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
176913 WWTP - FUEL CHARGES	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WWTP - FUEL CHARGES	12	4425 1560	1 130.00	130.00
(Wst.Wtr.Op.Fund Wastewater Fuels/Lubricant)				
				Invoice Extension ---->
				130.00

P.O.BOX 825

*** VENDOR.: HEN01 (EAGLE ENERGY, INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
176914 STREETS - FUEL CHARGES	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	STREETS - FUEL CHARGES	71 4454 1560 (MEASURE A MEASURE A Fuels/Lubricant)	1	341.51	341.51
Invoice Extension ---->					341.51

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
176927 PD - FUEL CHARGES	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD - FUEL CHARGES	01 4200 1560 (General Fund Police Fuels/Lubricant)	1	1166.14	1166.14
Invoice Extension ---->					1166.14

Vendor Total -----> 1912.63
 =====

DEPT 32-2502415643
 P.O. BOX 78047

*** VENDOR.: HOM02 (HOME DEPOT CREDIT SERVICES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
072220 STATEMENT 06/12/20	07-20	06/12/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	9042007	71 4454 1550 (MEASURE A MEASURE A Op Supp/Expense)	1	209.85	209.85
0002	6065795	01 4145 1550 (General Fund Building Mtce Op Supp/Expense)	1	56.27	56.27
0003	8061628	01 4145 1550 (General Fund Building Mtce Op Supp/Expense)	1	65.18	65.18
0004	6021926	01 4145 1550 (General Fund Building Mtce Op Supp/Expense)	1	8.27	8.27
Invoice Extension ---->					339.57

Vendor Total -----> 339.57
 =====

P.O. BOX 1516

*** VENDOR.: ICO01 (ICONIX WATERWORKS (US) INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
016032578 WATER-3 MIP X 2 1/2 FNST SWIVEL BRASS	07-20	07/16/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	WATER-3 MIP X 2 1/2 FNST SWIVEL BRASS	10 4420 1550 (Wtr. Oper. Fund Water Operating Op Supp/Expense)	1	97.88	97.88
Invoice Extension ---->					97.88

Vendor Total -----> 97.88
 =====

406 W. BETTERAVIA STE B

*** VENDOR.: INT09 (INTERSTATE BATTERIES OF CENTRAL COAST)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101051071 STREETS - MTP -65 HD	07-20	07/13/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	STREETS - MTP -65 HD	71 4454 1460 (MEASURE A MEASURE A Vehicle Maintnc)	1	140.15	140.15
Invoice Extension ---->					140.15

Vendor Total -----> 140.15
 =====

355 PACIFIC ST

*** VENDOR.: ITE01 (ITECH SOLUTIONS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7416 FINANCE - 07/01/20 - 07/31/20 TECH	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FINANCE - 07/01/20 - 07/31/20 TECH	01	4140 2151	1 4750.69	4750.69
	(General Fund Non-Departmentl IT Services)			
			Invoice Extension ---->	4750.69
			Vendor Total ----->	4750.69

*** VENDOR.: IWA01 (STEVE IWASKO)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
072220 PD-IWASO.S.-KLM ORTHHTIC SHOES UNIFORM ALLOWANCE	07-20	07/21/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PD-IWASO.S.-KLM ORTHHTIC SHOES UNIFORM ALLOWANCE	01	4200 0450	1 400.00	400.00
	(General Fund Police Other Benefits)			
			Invoice Extension ---->	400.00
			Vendor Total ----->	400.00

P.O. BOX 2002

*** VENDOR.: JAS01 (JAS PACIFIC, INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
BI13683 ADM - FINAL INVOICE FOR JAS INSPECTIONS - JUNE2020	07-20	07/05/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
01 ADM - FINAL INVOICE FOR JAS INSPECTIONS - JUNE2020	01	4405 2150	1 2126.25	2126.25
	(General Fund Bldg and Safety Profl Services)			
			Invoice Extension ---->	2126.25

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
BI13684 FINAL INVOICE FOR JAS - PASADERA PUBLIC WORKS INSP	07-20	06/01/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FINAL INVOICE FOR JAS - PASADERA PUBLIC WORKS INSP	01	2004	1 31.50	31.50
	(General Fund D.J. FARMS)			
			Invoice Extension ---->	31.50
			Vendor Total ----->	2157.75

P.O. BOX 742082
 BANK OF AMERICA

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
PRM053320 HR - 39 SUBSCRIBERS	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 HR - 39 SUBSCRIBERS	01	4140 0400	1 77.33	77.33
	(General Fund Non-Departmentl Health Insuranc)			
			Invoice Extension ---->	77.33
			Vendor Total ----->	77.33

O. BOX 153

*** VENDOR.: NOL01 (NO LIMIT TIRE INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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P.O. BOX 153

*** VENDOR.: NOL01 (NO LIMIT TIRE INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
28738	WWTP- FLAT REPAIR 10'ON GATOR	07-20	06/18/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	WWTP- FLAT REPAIR 10'ON GATOR	12	4425 2150	1	15.00	15.00
(Wst.Wtr.Op.Fund Wastewater Profl Services)						
Invoice Extension ---->						15.00
Vendor Total ----->						15.00

P.O. BOX 997300

*** VENDOR.: PAC01 (PACIFIC GAS & ELECTRIC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072020A	5125 W MAIN ST	07-20	06/29/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	5125 W MAIN ST	12	4425 1000	1	14211.92	14211.92
(Wst.Wtr.Op.Fund Wastewater Utilities)						
Invoice Extension ---->						14211.92

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072020B	884 GUADALUPE ST	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	884 GUADALUPE ST	65	4485 1000	1	74.40	74.40
(Quad.Light Dist Gdlpe Light Dis Utilities)						
Invoice Extension ---->						74.40

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072020C	GULARTE LN	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	GULARTE LN	12	4425 1000	1	91.85	91.85
(Wst.Wtr.Op.Fund Wastewater Utilities)						
Invoice Extension ---->						91.85

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072020D	4545 10TH ST	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	4545 10TH ST	01	4145 1000	1	67.52	67.52
(General Fund Building Mtce Utilities)						
Invoice Extension ---->						67.52

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072020E	945 GUADALUPE ST (CLOCK TOWER)	07-20	06/26/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	945 GUADALUPE ST (CLOCK TOWER)	65	4485 1000	1	24.17	24.17
(Quad.Light Dist Gdlpe Light Dis Utilities)						
Invoice Extension ---->						24.17

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072020F	303 OBISPO ST	07-20	06/26/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
001	303 OBISPO ST	10	4420 1000	1	8569.42	8569.42
(Wtr. Oper. Fund Water Operating Utilities)						
Invoice Extension ---->						8569.42

Vendor Total -----> 23039.28

ROBERT COBB *** VENDOR.: PER02 (PERRY'S ELECTRIC MOTORS INC)

414 S. WESTERN

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
24330 WWTP - 3/8'' FOOD GRADE PACING PER FT, SERVICE CAL	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 SLUDGE PUMP FOR PRESS	12 4425 1505		1 640.94	640.94
	(Wst.Wtr.Op.Fund Wastewater Improve-Repairs)			
	Invoice Extension ---->			640.94

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
24336 WWTP - PACKING GLAND,SNA BLAST BROKEN PARTS	07-20	07/02/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WWTP - PACKING GLAND,SNA BLAST BROKEN PARTS	12 4425 1400		1 542.96	542.96
	(Wst.Wtr.Op.Fund Wastewater Equipment Maint)			
	Invoice Extension ---->			542.96

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
24352 WWTP- SERVICE CALL LEAD MECHANIC -BLOWER #1	07-20	07/08/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WWTP- SERVICE CALL LEAD MECHANIC -BLOWER #1	12 4425 1400		1 656.25	656.25
	(Wst.Wtr.Op.Fund Wastewater Equipment Maint)			
	Invoice Extension ---->			656.25

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
24354 WWTP - SERVICE CALL LEAD MECHANIC -	07-20	07/08/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WWTP - SERVICE CALL LEAD MECHANIC	12 4425 1400		1 315.00	315.00
	(Wst.Wtr.Op.Fund Wastewater Equipment Maint)			
	Invoice Extension ---->			315.00
	Vendor Total ----->			2155.15
				=====

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7925324 HR- PURELL HD SNTZR WIPES	07-20	06/01/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 HR- PURELL HD SNTZR WIPES	01 4105 2999		1 56.67	56.67
	(General Fund Administration COVID19)			
	Invoice Extension ---->			56.67

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7944509 ADM - QUILL RECYCLED COPY, BAG COLD SEAL, TONER	07-20	06/18/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FINANCE OFFICE SUPPLIES	01 4120 1200		1 349.29	349.29
	(General Fund Finance Off Suppl/Postg)			
0002 COPY PAPER	01 4140 1200		1 234.50	234.50
	(General Fund Non-Departmentl Off Suppl/Postg)			
	Invoice Extension ---->			583.79

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8179053 FINANCE - LASER PRINTER, BLACK TONER	07-20	06/29/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FINANCE - LASER PRINTER, BLACK TONER	01 4120 2999		1 524.18	524.18
	(General Fund Finance COVID19)			
	Invoice Extension ---->			524.18

P.O. BOX 37600

*** VENDOR.: QUI01 (QUILL CORPORATION)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8224758	ADM - OFFICE SUPPLIES FOR ADMIN DEPT	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	ADM - OFFICE SUPPLIES FOR ADMIN DEPT	01 4105 1200	1	84.64	84.64
(General Fund Administration Off Suppl/Postg)					
Invoice Extension ---->					84.64

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8268493	HR - MONITOR DESK MOUNT	07-20	07/02/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	HR - MONITOR DESK MOUNT	01 4200 1500	1	49.56	49.56
(General Fund Police Equipment Replc)					
Invoice Extension ---->					49.56

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8299115	HR- MONITOR DESK MOUNT, HP BLACK INK	07-20	07/02/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	HR- MONITOR DESK MOUNT, HP BLACK INK	01 4200 1500	1	38.87	38.87
(General Fund Police Equipment Replc)					
Invoice Extension ---->					38.87

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8340694	HR-QUILL MOUSE PAD, GEL ROLLER	07-20	07/06/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	HR-QUILL MOUSE PAD, GEL ROLLER	01 4105 1200	1	36.21	36.21
(General Fund Administration Off Suppl/Postg)					
Invoice Extension ---->					36.21

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8345293	HR- ENV WH P&S WH 10X13 BKLT 25	07-20	07/06/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	HR- ENV WH P&S WH 10X13 BKLT 25	01 4105 1200	1	8.74	8.74
(General Fund Administration Off Suppl/Postg)					
Invoice Extension ---->					8.74

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8472435	PD- 36X48 ECNMY STD LIP CHRMAT	07-20	07/09/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD- 36X48 ECNMY STD LIP CHRMAT	01 4200 1200	1	142.52	142.52
(General Fund Police Off Suppl/Postg)					
0002	PD- 36X48 ECNMY STD LIP CHRMAT	01 4220 1200	1	35.63	35.63
(General Fund Fire Off Suppl/Postg)					
Invoice Extension ---->					178.15

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8507242	WATER - FILE FOLDER LTR SIZE 1/3-CUT	07-20	07/10/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	WATER - FILE FOLDER LTR SIZE 1/3-CUT	10 4420 1200	1	10.49	10.49
(Wtr. Oper. Fund Water Operating Off Suppl/Postg)					
Invoice Extension ---->					10.49

Vendor Total -----> 1571.30
 =====

OF CALIFORNIA
 1904 5TH STREET
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

*** VENDOR.: RCD01 (RURUL COMMUNITY DEVELOPMENT CORPORATION)

OF CALIFORNIA
 1904 5TH STREET

*** VENDOR.: RCD01 (RURUL COMMUNITY DEVELOPMENT CORPORATION)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1 GENERAL ADMIN, PLANNING	07-20	07/20/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	GENERAL ADMIN, PLANNING	100 4010 2164	1	9198.82	9198.82
		(CDBG 2017 AWARD CDBG 2017 AWARD GENERAL ADMIN)			
0002	GENERAL ADMIN, PLANNING	100 4010 2165	1	3150.84	3150.84
		(CDBG 2017 AWARD CDBG 2017 AWARD PLANNING)			
				Invoice Extension ---->	12349.66
				Vendor Total ----->	12349.66

555 GUADALUPE ST
 JUAN C. REYNA

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
3800 PD- MOTOR OIL, OIL FILTER	07-20	07/10/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD- MOTOR OIL, OIL FILTER	01 4200 1460	1	61.13	61.13
		(General Fund Police Vehicle Maintnc)			
				Invoice Extension ---->	61.13
				Vendor Total ----->	61.13

*** VENDOR.: RUI05 (EDWIN RUIZ)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
072220 PD-EDWIN RUIZ-UNIFROM ALLOWANCE-UNDER ARMOUR	07-20	07/21/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PD-EDWIN RUIZ-UNIFROM ALLOWANCE-UNDER ARMOUR	01 4200 0450	1	320.70	320.70
		(General Fund Police Other Benefits)			
				Invoice Extension ---->	320.70

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0832140A REISSUE LOST CHECK - #0832140	07-20	02/26/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	POST PERISHABLE SKILLS 2020-MEALS	01 4200 1300	1	135.00	135.00
		(General Fund Police Bus Exp/Train)			
				Invoice Extension ---->	135.00
				Vendor Total ----->	455.70

123 W GUTIERREZ ST

*** VENDOR.: SAM01 (SAM BUARTE FAMILY SERVICE AGENCY)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
071920 CLEANING DEPOSIT REFUND JULY 4TH FIREWORKS FUNDRAI	07-20	07/06/20 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	CLEANING DEPOSIT REFUND JULY 4TH FIREWORKS FUNDRAI	01 2044	1	50.00	50.00
		(General Fund Auditorium/Park Deposits)			
				Invoice Extension ---->	50.00
				Vendor Total ----->	50.00

300 N.SAN ANTONIO ROAD

*** VENDOR.: SAN14 (SANTA BARBARA COUNTY-PUBLIC HEALTH DEPT)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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300 N.SAN ANTONIO ROAD *** VENDOR.: SAN14 (SANTA BARBARA COUNTY-PUBLIC HEALTH DEPT)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
V19-20Q4	ANIMAL SHELTER AND FIELD SERVICES	07-20	07/21/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ANIMAL SHELTER AND FIELD SERVICES	01	4140 2350	1	14808.25	14808.25
(General Fund Non-Departmentl Svcs.Other Agen)						
Invoice Extension ---->						14808.25
Vendor Total ----->						14808.25

P.O. BOX 39 *** VENDOR.: SAN33 (SANTA BARBARA CO AUDITOR)
 ANDREA JOHNSON

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072120	DISTRIBUTION OF LAFCO BUDGET FOR FISCAL 2020-2021	07-20	07/16/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	DISTRIBUTION OF LAFCO BUDGET FOR FISCAL 2020-2021	01	4140 2350	1	1245.00	1245.00
(General Fund Non-Departmentl Svcs.Other Agen)						
Invoice Extension ---->						1245.00
Vendor Total ----->						1245.00

240 EAST ROEMER WAY *** VENDOR.: SMO01 (SMOOTH INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
17-1761	TRANSPORTATION SERVICES,BUS SUBSTITUTION,MAINTENAN	07-20	07/21/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
01	TRANSPORTATION SERVICES	23	4461 2354	1	14349.16	14349.16
(LTF - Transit LTF Transit Contract Svcs)						
0002	TRANSPORTATION SERCIES - JUNE 2020	23	3511	-1	250.00	-250.00
(LTF - Transit Fare Revenues)						
0003	BUS SUBSTITUION	23	4461 2200	1	15.12	15.12
(LTF - Transit LTF Transit Equip. Rental)						
Invoice Extension ---->						14114.28

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
17-1762	MAINTENANCE REIMBURSEMENT	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	MAINTENANCE REIMBURSEMENT	23	4461 1400	1	5208.39	5208.39
(LTF - Transit LTF Transit Equipment Maint)						
Invoice Extension ---->						5208.39
Vendor Total ----->						19322.67

SANTA MARIA NEWS MEDIA INC *** VENDOR.: SMT01 (SANTA MARIA TIMES)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
2064	NOTICE OF ELECTION	07-20	07/13/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	NOTICE OF ELECTION	01	4105 1250	1	94.25	94.25
(General Fund Administration Advertisin/Pub.)						
Invoice Extension ---->						94.25

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
2082	NOTICE OF PUBLIC HEARING -BENEFIT ASSESSMENT DIST	07-20	07/09/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount

SANTA MARIA NEWS MEDIA INC

*** VENDOR.: SMT01 (SANTA MARIA TIMES)

P.O. BOX 400

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001	NOTICE OF PUBLIC HEARING -BENEFIT ASSESSMENT DIST	60	4490 1250	1 113.50	113.50
					(Quad.Assmt.Dist Guad.Assmt Dist Advertisin/Pub.)
					Invoice Extension ----> 113.50

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
2084	NOTICE OF PUBLIC HEARING - LIGHTING DISTRICT	07-20	07/09/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	NOTICE OF PUBLIC HEARING - LIGHTING DISTRICT	65	4485 1250	1 104.75	104.75	
					(Guad.Light Dist Gdipe Light Dis Advertisin/Pub.)	
					Invoice Extension ----> 104.75	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
2085	NOTICE OF PUBLIC HEARING -PASADERA LLD	07-20	07/06/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	NOTICE OF PUBLIC HEARING -PASADERA LLD	63	4472 1250	1 110.00	110.00	
					(Pas L&L Dist HOUSING IMPACT Advertisin/Pub.)	
					Invoice Extension ----> 110.00	

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
2775	ADM- NOTICE OF ELECTION AND MEASURE	07-20	07/19/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ADM- NOTICE OF ELECTION AND MEASURE	01	4105 1250	1 139.75	139.75	
					(General Fund Administration Advertisin/Pub.)	
					Invoice Extension ----> 139.75	

Vendor Total -----> 562.25
 =====

DEPT, CH 10651

*** VENDOR.: STA08 (STANLEY CONVERGENT SECURITY SOLUTION IN.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
17591699	WWTP - 5125 W MAIN ST - MAINTENANCE CHARGES	07-20	07/01/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	WWTP - 5125 W MAIN ST - MAINTENANCE CHARGES	12	4425 2150	1 51.02	51.02	
					(Wst.Wtr.Op.Fund Wastewater Profl Services)	
					Invoice Extension ----> 51.02	

Vendor Total -----> 51.02
 =====

DEPT 51 7820155595

*** VENDOR.: STA16 (STAPLES CREDIT PLAN)

P.O. BOX 78004

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
072220	FINANCE - BILLING PAPER	07-20	07/09/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	FINANCE - BILLING PAPER	10	4420 1200	1 138.99	138.99	
					(Wtr. Oper. Fund Water Operating Off Suppl/Postg)	
0002	FINANCE - BILLING PAPER	12	4425 1200	1 139.00	139.00	
					(Wst.Wtr.Op.Fund Wastewater Off Suppl/Postg)	
					Invoice Extension ----> 277.99	

Vendor Total -----> 277.99
 =====

*** VENDOR.: SWC02 (SHANNON SWEENEY)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
071920	MONTHLY REIMBURSEMENT FOR USE OF PERSONAL CELL	07-20	07/19/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	MONTHLY REIMBURSEMENT FOR USE OF PERSONAL CELL	10	4420 1300	1	15.00	15.00
		(Wtr. Oper. Fund Water Operating Bus Exp/Train)				
0002	MONTHLY REIMBURSEMENT FOR USE OF PERSONAL CELL	12	4425 1300	1	15.00	15.00
		(Wst.Wtr.Op.Fund Wastewater Bus Exp/Train)				
0003	MONTHLY REIMBURSEMENT FOR USE OF PERSONAL CELL	71	4454 1300	1	15.00	15.00
		(MEASURE A MEASURE A Bus Exp/Train)				
0004	MONTHLY REIMBURSEMENT FOR USE OF PERSONAL CELL	01	4145 1300	1	2.50	2.50
		(General Fund Building Mtce Bus Exp/Train)				
0005	MONTHLY REIMBURSEMENT FOR USE OF PERSONAL CELL	01	4300 1300	1	2.50	2.50
		(General Fund Parks & Rec Bus Exp/Train)				
				Invoice Extension ---->		50.00
				Vendor Total ----->		50.00

JOSEPH FRANZONE
 P.O. BOX 1479
 *** VENDOR.: TEM01 (TEMPLETON UNIFORMS,LLC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
130159	PD-MICHAEL BEERS-NEW EMPLOYEE UNIFORM ALLOWANCE	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PD-MICHAEL BEERS-NEW EMPLOYEE UNIFORM ALLOWANCE	01	4200 0450	1	566.09	566.09
		(General Fund Police Other Benefits)				
				Invoice Extension ---->		566.09

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
130470	PD-JEFFERY COX-POLICE RESERVE ANNUAL UNIFORM ALLOW	07-20	07/13/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
001	PD-JEFFERY COX-POLICE RESERVE ANNUAL UNIFORM ALLOW	01	4200 0450	1	165.91	165.91
		(General Fund Police Other Benefits)				
				Invoice Extension ---->		165.91

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
129440B	TOTAL RECEIPT \$400.14 PAID \$23.07 SHORT 376.93	07-20	06/02/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	TOTAL RECEIPT \$400.14 PAID \$23.07 SHORT 376.93	01	4200 1550	1	376.93	376.93
		(General Fund Police Op Supp/Expense)				
				Invoice Extension ---->		376.93

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
130043B	TOTAL 136.09 PAID 14.10 SHORT 121.99	07-20	06/25/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	TOTAL 136.09 PAID 14.10 SHORT 121.99	01	4200 0450	1	121.99	121.99
		(General Fund Police Other Benefits)				
				Invoice Extension ---->		121.99
				Vendor Total ----->		1230.92

P.O. BOX 802155
 *** VENDOR.: TER01 (TERMINIX PROCESSING CENTER CORP)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
397996512	PW - EXT GENERAL PEST CONTROL	07-20	06/27/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PW - EXT GENERAL PEST CONTROL	01	4145 2150	1	161.00	161.00
		(General Fund Building Mtce Profl Services)				
				Invoice Extension ---->		161.00

P.O. BOX 802155

*** VENDOR.: TER01 (TERMINIX PROCESSING CENTER CORP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->				161.00 =====

712 FIERO LANE SUITE #33

*** VENDOR.: ULT01 (ULTREX)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
320259 ADMIN - # OF COPIES ALL DEPT	07-20	06/30/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 ADMIN - # OF COPIES ALL DEPT	01	4105 1550	1 274.81	274.81
	(General Fund Administration Op Supp/Expense)			
0002 ADMIN - # OF COPIES ALL DEPT	01	4120 1550	1 41.71	41.71
	(General Fund Finance Op Supp/Expense)			
0003 ADMIN - # OF COPIES ALL DEPT	01	4200 1550	1 42.16	42.16
	(General Fund Police Op Supp/Expense)			
0004 ADMIN - # OF COPIES ALL DEPT	01	4220 1550	1 59.40	59.40
	(General Fund Fire Op Supp/Expense)			
0005 ADMIN - # OF COPIES ALL DEPT	01	4405 1550	1 12.96	12.96
	(General Fund Bldg and Safety Op Supp/Expense)			
Invoice Extension ---->				431.04
Vendor Total ----->				431.04 =====

FILE 51122

*** VENDOR.: UNI15 (UNITED RENTALS NORTHWEST,INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
200480001 WWTP - SCISSOR LIFT 19' ELECTRIC	07-20	06/25/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WWTP - SCISSOR LIFT 19' ELECTRIC	12	4425 2200	1 477.32	477.32
	(Wst.Wtr.Op.Fund Wastewater Equip. Rental)			
Invoice Extension ---->				477.32
Vendor Total ----->				477.32 =====

P.O. BOX 660108

*** VENDOR.: VER05 (VERIZON WIRELESS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
858277264 FIRE-COMMUNICATIONS- 2019-2020 FISCAL YEAR	07-20	07/08/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FIRE-COMMUNICATIONS- 2019-2020 FISCAL YEAR	01	4220 1150	1 132.44	132.44
	(General Fund Fire Communications)			
Invoice Extension ---->				132.44
Vendor Total ----->				132.44 =====

*** VENDOR.: VIL01 (AMRLIA VILLEGAS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
071920 CHECK REQUEST-REIMBURSEMENT	07-20	07/14/20 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 EXPRESS MAIL - PACKAGE SENT TO CAL PERS SACRAMENTO	01	4105 1200	1 26.35	26.35
	(General Fund Administration Off Suppl/Postg)			
Invoice Extension ---->				26.35
Vendor Total ----->				26.35 =====

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

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
45066	ANNUAL ADMIN SERVICES FOR THE PASADERA LANDSCAPE	07-20	07/09/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ANNUAL ADMIN SERVICES FOR THE PASADERA LANDSCAPE	63	4472 2150	1	2475.00	2475.00
		(Pas L&L Dist HOUSING IMPACT Profl Services)				
				Invoice Extension ---->		2475.00
				Vendor Total ----->		2475.00

104 INDEPENDENCE WAY *** VENDOR: WIT01 (WITMER PUBLIC SAFETY GROUP INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
040566001	FIRE-CMC RESCUE RIGGERS GLOVES	07-20	07/15/20 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	FIRE-CMC RESCUE RIGGERS GLOVES	01	4220 1550	1	31.50	31.50
		(General Fund Fire Op Supp/Expense)				
				Invoice Extension ---->		31.50
				Vendor Total ----->		31.50

51.02+
 277.99+
 50.+
 1,230.92+
 161.+
 431.04+
 477.32+
 132.44+
 26.35+
 2,475.+
 31.5+
 215.12.13*

0.*
 0.*
 0.*

** Total Invoices ----> 215212.13
 ** Total Checks ----> .00
 *** Total Purchases ----> 215212.13

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
01	2004		D.J. FARMS//General Fund	31.50					
01	2010		Accounts Payable//General Fund	-35686.79					
01	2044		Auditorium/Park Deposits//Gener	50.00					
01	4105	1150<*>	Administratio/Communication/Gen	267.97	.00	.00	267.97	.00	-267.97
01	4105	1200<*>	Administratio/Off Suppl/Pos/Gen	155.94	.00	18.95	174.89	.00	-174.89
01	4105	1250<*>	Administratio/Advertisin/Pu/Gen	234.00	.00	.00	234.00	.00	-234.00
01	4105	1300<*>	Administratio/Bus Exp/Train/Gen	50.00	.00	.00	50.00	.00	-50.00
01	4105	1550<*>	Administratio/Op Supp/Expen/Gen	274.81	.00	.00	274.81	.00	-274.81
01	4105	2150<*>	Administratio/Profl Service/Gen	511.73	.00	26.54	538.27	.00	-538.27
01	4105	2999<*>	Administratio/COVID19/General F	56.67	.00	.00	56.67	.00	-56.67
01	4120	1150<*>	Finance/Communication/General F	121.46	.00	.00	121.46	.00	-121.46
01	4120	1200<*>	Finance/Off Suppl/Pos/General F	349.29	.00	.00	349.29	.00	-349.29
01	4120	1550<*>	Finance/Op Supp/Expen/General F	335.46	.00	.00	335.46	.00	-335.46
01	4120	2999<*>	Finance/COVID19/General Fund	524.18	.00	.00	524.18	.00	-524.18
01	4140	0400<*>	Non-Departmen/Health Insura/Gen	77.33	.00	.00	77.33	.00	-77.33
01	4140	1200<*>	Non-Departmen/Off Suppl/Pos/Gen	234.50	.00	.00	234.50	.00	-234.50
01	4140	2151<*>	Non-Departmen/IT Services/Gener	4750.69	.00	.00	4750.69	.00	-4750.69
01	4140	2350<*>	Non-Departmen/Svcs.Other Ag/Gen	16053.25	.00	.00	16053.25	.00	-16053.25
01	4140	4150<*>	Non-Departmen/Lease-Purchas/Gen	492.13	.00	.00	492.13	.00	-492.13
01	4145	1000<*>	Building Mtce/Utilities/General	502.00	.00	2944.03	3446.03	.00	-3446.03
01	4145	1300<*>	Building Mtce/Bus Exp/Train/Gen	2.50	.00	.00	2.50	.00	-2.50
01	4145	1550<*>	Building Mtce/Op Supp/Expen/Gen	311.86	.00	.00	311.86	.00	-311.86
01	4145	2150<*>	Building Mtce/Profl Service/Gen	658.36	.00	2009.29	2667.65	.00	-2667.65
01	4200	0450<*>	Police/Other Benefit/General Fu	1626.14	.00	4709.70	6335.84	.00	-6335.84
01	4200	1150<*>	Police/Communication/General Fu	182.16	.00	42.75	224.91	.00	-224.91
01	4200	1200<*>	Police/Off Suppl/Pos/General Fu	142.52	.00	266.15	408.67	.00	-408.67
01	4200	1300<*>	Police/Bus Exp/Train/General Fu	250.00	.00	4086.54	4336.54	.00	-4336.54
01	4200	1460<*>	Police/Vehicle Maint/General Fu	61.13	.00	541.64	602.77	.00	-602.77
01	4200	1500<*>	Police/Equipment Rep/General Fu	88.43	.00	.00	88.43	.00	-88.43
01	4200	1550<*>	Police/Op Supp/Expen/General Fu	542.12	.00	3169.74	3711.86	.00	-3711.86
01	4200	1560<*>	Police/Fuels/Lubrica/General Fu	1166.14	.00	1124.05	2290.19	.00	-2290.19
01	4200	2350<*>	Police/Svcs.Other Ag/General Fu	202.39	.00	6134.25	6336.64	.00	-6336.64
01	4220	1150<*>	Fire/Communication/General Fund	193.16	.00	42.75	235.91	.00	-235.91
01	4220	1200<*>	Fire/Off Suppl/Pos/General Fund	35.63	.00	36.67	72.30	.00	-72.30
01	4220	1550<*>	Fire/Op Supp/Expen/General Fund	90.90	.00	69.11	160.01	.00	-160.01
01	4220	1560<*>	Fire/Fuels/Lubrica/General Fund	201.48	.00	513.67	715.15	.00	-715.15
01	4220	2999<*>	Fire/COVID19/General Fund	21.49	.00	791.39	812.88	.00	-812.88
01	4300	1300<*>	Parks & Rec/Bus Exp/Train/Gener	2.50	.00	.00	2.50	.00	-2.50
01	4300	2150<*>	Parks & Rec/Profl Service/Gener	2635.04	.00	3140.89	5775.93	.00	-5775.93
01	4405	1150<*>	Bldg and Safe/Communication/Gen	60.72	.00	.00	60.72	.00	-60.72
01	4405	1550<*>	Bldg and Safe/Op Supp/Expen/Gen	12.96	.00	.00	12.96	.00	-12.96
01	4405	2150<*>	Bldg and Safe/Profl Service/Gen	2126.25	.00	11063.24	13189.49	.00	-13189.49
Fund (01) Total ---->				.00	.00	40731.35	76336.64	.00	-76336.64
10	2010		Accounts Payable//Wtr. Oper. Fu	-17453.04					

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
10	4420	1000<*>	Water Operati/Utilities/Wtr. Op	8569.42	.00	28851.31	37420.73	.00	-37420.73
10	4420	1150<*>	Water Operati/Communication/Wtr	82.06	.00	253.45	335.51	.00	-335.51
10	4420	1200<*>	Water Operati/Off Suppl/Pos/Wtr	149.48	.00	.00	149.48	.00	-149.48
10	4420	1300<*>	Water Operati/Bus Exp/Train/Wtr	15.00	.00	.00	15.00	.00	-15.00
10	4420	1535<*>	Water Operati/Meters/Wtr. Oper.	4510.84	.00	.00	4510.84	.00	-4510.84
10	4420	1550<*>	Water Operati/Op Supp/Expen/Wtr	1496.31	.00	8021.31	9517.62	.00	-9517.62
10	4420	1560<*>	Water Operati/Fuels/Lubrica/Wtr	73.50	.00	267.30	340.80	.00	-340.80
10	4420	2150<*>	Water Operati/Profl Service/Wtr	2556.43	.00	16299.08	18855.51	.00	-18855.51
Fund (10) Total ---->				.00	.00	53692.45	71145.49	.00	-71145.49
100	2010		Accounts Payable//CDBG 2017 AWA	-12349.66					
100	4010	2164<*>	CDBG 2017 AWA/GENERAL ADMIN/CDB	9198.82	.00	400.50	9599.32	.00	-9599.32
100	4010	2165<*>	CDBG 2017 AWA/PLANNING/CDBG 201	3150.84	.00	.00	3150.84	.00	-3150.84
Fund (100) Total ---->				.00	.00	400.50	12750.16	.00	-12750.16
12	2010		Accounts Payable//Wst.Wtr.Op.Fu	-30859.81					
12	4425	1000<*>	Wastewater/Utilities/Wst.Wtr.Op	14303.77	.00	11677.65	25981.42	.00	-25981.42
12	4425	1150<*>	Wastewater/Communication/Wst.Wt	124.15	.00	180.05	304.20	.00	-304.20
12	4425	1200<*>	Wastewater/Off Suppl/Pos/Wst.Wt	139.00	.00	.00	139.00	.00	-139.00
12	4425	1300<*>	Wastewater/Bus Exp/Train/Wst.Wt	15.00	.00	.00	15.00	.00	-15.00
12	4425	1400<*>	Wastewater/Equipment Mai/Wst.Wt	1514.21	.00	1377.57	2891.78	.00	-2891.78
12	4425	1460<*>	Wastewater/Vehicle Maint/Wst.Wt	182.76	.00	.00	182.76	.00	-182.76
12	4425	1505<*>	Wastewater/Improve-Repai/Wst.Wt	640.94	.00	.00	640.94	.00	-640.94
12	4425	1550<*>	Wastewater/Op Supp/Expen/Wst.Wt	106.64	.00	61.29	167.93	.00	-167.93
12	4425	1560<*>	Wastewater/Fuels/Lubrica/Wst.Wt	130.00	.00	415.79	545.79	.00	-545.79
12	4425	2150<*>	Wastewater/Profl Service/Wst.Wt	4503.40	.00	1813.11	6316.51	.00	-6316.51
12	4425	2200<*>	Wastewater/Equip. Rental/Wst.Wt	477.32	.00	1225.39	1702.71	.00	-1702.71
12	4425	4150<*>	Wastewater/Lease-Purchas/Wst.Wt	8722.62	378.24	.00	9100.86	.00	-9100.86
Fund (12) Total ---->				.00	378.24	16750.85	47988.90	.00	-47988.90
23	2010		Accounts Payable//LTF - Transit	-20889.11					
23	3511		Fare Revenues//LTF - Transit	-250.00	.00	.00	-250.00	.00	250.00
23	4461	1400<*>	LTF Transit/Equipment Mai/LTF -	5208.39	.00	.00	5208.39	.00	-5208.39
23	4461	1560<*>	LTF Transit/Fuels/Lubrica/LTF -	1566.44	.00	2018.20	3584.64	.00	-3584.64
23	4461	2200<*>	LTF Transit/Equip. Rental/LTF -	15.12	.00	.00	15.12	.00	-15.12
23	4461	2354<*>	LTF Transit/Contract Svcs/LTF -	14349.16	.00	.00	14349.16	.00	-14349.16
Fund (23) Total ---->				.00	.00	2018.20	22907.31	.00	-22907.31
26	2010		Accounts Payable//RDA-Op.Fund	-2242.02					

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
26	2300		Loan Payable//RDA-Op.Fund	404.88					
26	4500	2150<*>	Redevelopment/Profl Service/RDA	1837.14	.00	3344.00	5181.14	.00	-5181.14
Fund (26) Total ---->				.00	.00	3344.00	5181.14	.00	-5181.14
=====									
42	2010		Accounts Payable//Pol.Saftey Fun	-61.96					
42	4210	1500<*>	Pol.Pub.Safet/Equipment Rep/Pol	61.96	.00	.00	61.96	.00	-61.96
Fund (42) Total ---->				.00	.00	.00	61.96	.00	-61.96
=====									
60	2010		Accounts Payable//Guad.Assmt.Di	-438.50					
60	4490	1250<*>	Guad.Assmt Di/Advertisin/Pu/Gua	113.50	.00	.00	113.50	.00	-113.50
60	4490	2150<*>	Guad.Assmt Di/Profl Service/Gua	325.00	.00	325.00	650.00	.00	-650.00
Fund (60) Total ---->				.00	.00	325.00	763.50	.00	-763.50
=====									
63	2010		Accounts Payable//Pas L&L Dist	-2585.00					
63	4472	1250<*>	HOUSING IMPAC/Advertisin/Pu/Pas	110.00	.00	.00	110.00	.00	-110.00
63	4472	2150<*>	HOUSING IMPAC/Profl Service/Pas	2475.00	.00	.00	2475.00	.00	-2475.00
Fund (63) Total ---->				.00	.00	.00	2585.00	.00	-2585.00
=====									
65	2010		Accounts Payable//Guad.Light Di	-203.32					
65	4485	1000<*>	Gdlpe Light D/Utilities/Guad.Li	98.57	.00	3608.27	3706.84	.00	-3706.84
65	4485	1250<*>	Gdlpe Light D/Advertisin/Pu/Gua	104.75	.00	.00	104.75	.00	-104.75
Fund (65) Total ---->				.00	.00	3608.27	3811.59	.00	-3811.59
=====									
71	2010		Accounts Payable//MEASURE A	-1408.74					
71	4454	1300<*>	MEASURE A/Bus Exp/Train/MEASURE	15.00	.00	.00	15.00	.00	-15.00
71	4454	1460<*>	MEASURE A/Vehicle Maint/MEASURE	140.15	.00	.00	140.15	.00	-140.15
71	4454	1550<*>	MEASURE A/Op Supp/Expen/MEASURE	360.32	.00	275.49	635.81	.00	-635.81
71	4454	1560<*>	MEASURE A/Fuels/Lubrica/MEASURE	341.51	.00	752.41	1093.92	.00	-1093.92
71	4454	2150<*>	MEASURE A/Profl Service/MEASURE	551.76	.00	4539.70	5091.46	.00	-5091.46
Fund (71) Total ---->				.00	.00	5567.60	6976.34	.00	-6976.34
=====									
76	2010		Accounts Payable//Cap Fac Fund	-81354.18					

REPORT: Jul 22 20 Wednesday
 RUN...: Jul 22 20 Time: 15:48
 Run By.: Veronica Fabian

City of Guadalupe
 Invoice/Pre-Paid Check Audit Trail
 General Ledger Accounts with Budget Summary July 22, 2020
 Accounting Period is July, 2020

PAGE: 027
 ID #: PY-IP
 CTL.: GUA

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
76	4320	2150<*>	Pub. Faciliti/Profl Service/Cap	21945.00	.00	46467.50	68412.50	.00	-68412.50
76	4320	3200<*>	Pub. Faciliti/Equipment/Cap Fac	399.99	.00	.00	399.99	.00	-399.99
76	4320	5089<*>	Pub. Faciliti/TRANSFER TO C/Cap	4810.19	.00	.00	4810.19	.00	-4810.19
76	4700	3100<*>	CAP FACILITIE/Buildings/Cap Fac	54199.00	.00	.00	54199.00	.00	-54199.00
Fund (76) Total ---->				.00	.00	46467.50	127821.68	.00	-127821.68
=====									
89	2010		Accounts Payable//CIP	-9680.00					
89	4444	3066<*>	CIP/089-306/CIP	9680.00	.00	118307.51	127987.51	.00	-127987.51
Fund (89) Total ---->				.00	.00	118307.51	127987.51	.00	-127987.51
=====									

MINUTES

City of Guadalupe
Regular Meeting of the Guadalupe City Council
Tuesday, July 14, 2020 at 6:00 pm
City Hall, 918 Obispo Street, Council Chambers

ROLL CALL:

Council Member Tony Ramirez
Council Member Eugene Costa Jr.
Council Member Liliana Cardenas
Mayor Pro Tempore Gina Rubalcaba
Mayor Ariston Julian (Mayor Julian absent)

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

AGENDA REVIEW

COMMUNITY PARTICIPATION FORUM

Ms. Mireya Pina, amusement coordinator of The Little House by the Park. We recently acquired a grant by the Fund by Santa Barbara for continuing to support groups for continuing to improve voter turnout and to encourage women to join the Guadalupe Chamber of Commerce. The upcoming elections, 2020 Census and the pandemic are all things to be met. We believe in the new generation producing strong leaders and we hope to help by being a strong influence in bringing this about. We are looking for two women who are community changers to work with us in Guadalupe. Someone between 26 to 40, must be a Guadalupe resident and the grant money can only be used for educational purpose. We ask for your support and hope you can recommend someone. We are having a Census Caravan her in Guadalupe on July 25th from noon to 1:30 pm, and a clinic at the Little House by the Park from 2 p.m. to help those who need assistance. She thanked the Council for the time. Flyers and applications were left for the audience on the table.

CONSENT CALENDAR

The following items are presented for City Council approval without discussion as a single agenda items in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an

item, it must be dropped from the blanket motion of approval and considered as a separate item.

1. Waive the reading in full of all Ordinances and Resolutions. Ordinances on the ConsentCalendar will be adopted by the same vote cast as the first meeting, unless City Council indicates otherwise.
2. Approve payment of warrants for the period ending July 9, 2020 and ratify payment of warrants for the period ending June 23, 2020.
3. Approve the Minutes of the City Council Regular Meeting of June 23, 2020to be ordered filed.
4. Adopt Ordinance No. 2020-489, on the second reading, adding Chapter 5.53 regarding licensure of tobacco retailers and Chapter 8.60 regulating smoking in public places and multiunit housing.
5. Adopt Ordinance No. 2020-490, on the second reading, repealing existing Chapter 3.14 of the City of Guadalupe Municipal Code and replacing it with a new Chapter 3.14 imposing and Essential Services Transaction and Use Tax.
6. Accept May 2020 Financial Report.
7. Adopt Resolution No. 2020-51 authorizing the Mayor to execute a professional services contract with Tartaglia Engineering for the design of the West Main Street Waterline Project.
8. Adopt Resolution No. 2020-52, acceptance of the Notice of Completion for the ATP Cycle 3 Pedestrian Improvement Project and authorize the City Clerk to file with the County Recorder.
9. **MONTHLY REPORTS FROM DEPARTMENT HEADS**
 - a. PlanningDepartment Report for June 2020
 - b. Building Department Report for June 2020
 - c. Public Works / City Engineer Department Report for June 2020
 - d. Human Resources Department Report for June 2020

Administrator Bodem pulled item 4 and 9d. Council Member Rubalcaba pulled item 3.

Motion was made by Council Member Costa Jr. and 2nd by Council Member Cardenas to approve the balance of the Consent Calendar. 4/0 passed.

Agenda Item # 3 – Minutes

Council Member Cardenas – On June 23rd City Council meeting, Item # 10 was requested that the discussion of Special Public Safety / Social Justice Council Forum be moved after the Ceremonial Calendar.

Council Member Cardenas also stated at the June 23rd City Council meeting, page 3 of 9, last sentence on that page is incorrect. She did not say “shows the white community” she stated “shows to the rest of us”. Also, it should say “socioeconomic disparity that exists in our communities. Last sentence of her comments was “when our black community begins to thrive, we all thrive”.

Council Member Rubalcaba, stated that the Main Street Market indicated that they did not have any violation regarding tobacco sold to minors. It was also mentioned that the Main Street Market store is so close to McKenzie Jr. High School. She also stated that the owner of Main Street Market post educational materials about issues around underage smoking.

Council Member Rubalcaba wanted everything said to be reported and had concern that nothing is left out that might clarify the fact that a business or individual had no fault in whatever was being discussed. Mr. Bodem reported on a clerical error needing to be corrected: 5.53.170 enforcement c. It should say by the City Attorney, not County Counsel.

Administrator Bodem corrected an item in the HR report that stated the Fire Department MOU has been reached, instead should say “negotiations ongoing”.

Motion made by Council Member Costa Jr. and 2nd by Council Member Ramirez to approve agenda item # 3 and 9d. that was pulled from the Calendar. 4/0 passed.

Agenda item # 4 – Ordinance No. 2020-489

Mr. Bryan Collens asked a couple of questions. After the ban just adopted, when we apply and get our new license to sell cigarettes, how long is it that the new regulation goes into effect? He was told 30 days after the second reading approval. They were speaking of getting rid of illegal tobacco products, such as the flavored ones. The Police Department will work with him on that. He asked if it was correct that no one under 21 could work at the establishment if he sold cigarettes. He has one college student working for him: good family, good grades. Does he have to fire him? It would not be fair to lose his job because of this.

Council Member Costa read the Guadalupe statute pertaining to employment of minors in establishments selling tobacco products. It reads that minor are not to be employed in them.

City Attorney Stockton stated that as it is read, so it should be interpreted. It could be changed if Council chooses to do so.

Mr. Collens stated that the alcohol statutes say a minor can work in a store as long as an adult over 21 supervises. He asks if tobacco is going to be different. He asked if it was a State law. The attorney answered she was not sure if it was just Guadalupe or a State law.

Council Member Ramirez read the State statute which says there is no minimum on the age of a worker in a retail job. Council Member Rubalcaba asked if Guadalupe could pass an ordinance allowing minors to work in stores but not sell tobacco and alcohol products. It was noted that this would cover all stores as others in the City do sell these products and do hire minors to work in the stores.

Council Member Rubalcaba clarified that a new ordinance should say that minors could work but not sell alcohol/tobacco products.

The attorney stated that they could consider their statements the first reading of the ordinance and when it came back in written form it would be considered the 2nd reading.

Motion made by Council Member Ramirez and 2nd by Council Member Costa Jr. to approve Ordinance No. 2020-489 with the amendment striking the language stating no minors can work in a retail store selling alcohol/tobacco products to read they cannot sell those products but can be employed in them. Roll Call 4/0 passed.

CITY ADMINISTRATOR REPORT: (Information Only)

Administrator Bodem announced that the City did receive Proposition 68 Grant that was allocated for \$200,000 but we received \$ 177,952 which goes to the Parks and Recreation Committee for review of allocated projects. The State funds being given to populations under 50,000 in California is coming and we expect to get \$90,000. We've submitted to FEMA \$80,000 for reimbursement. A lot of that reimbursed money is the staff's time in being here along with supplies.

DIRECTOR OF PUBLIC SAFETY REPORT: (Information Only)

Chief Cash started his report with an update on COVID-19. The Governor has authorized more closures of business and restaurants. Currently we have had 100 cases of COVID-19 with most recovering from the virus. We have to report all of our expenses to the State pertaining to the virus. Through Ms. Sweeney, we are working to acquire an encroachment permit to enable and enforce outside dining in Guadalupe. We are finalizing a contract with PG&E to provide a community resource center in case of an emergency. They would set up a tent in a spot designated by us for generators to provide energy for phones, computers, etc., for information and services. He reported on fireworks: period between June 20th and July 6th, the department set up a two-man undercover team and an illegal fireworks hotline to call in. The hotline number was posted on the marquee and a sign in Guadalupe. The stats are: 27 calls, 3 citations—22 first response with warnings issued. One chair was burned and a field on Snowy Plover Lane was set on fire. 55.5 pounds of fireworks was confiscated and destroyed. No injuries reported.

Mayor Pro Tem Rubalcaba stated that this has been a long process and she hopes residents get the news that illegal fireworks will be apprehended and those concerned with the use of illegal fireworks know about the efforts to control them.

PUBLIC HEARING

10. Pasadera Landscaping and Lighting District (FY 2020-21) – Public Hearing.

Written Report: Shannon Sweeney, Public Works Director/City Engineer
Recommendation: That the City Council conduct a public hearing to provide all present with the opportunity to speak regarding the assessments for the Pasadera Landscaping and Lighting District and that the Council adopt Resolution No. 2020-54 confirming the Engineer's Report, Assessment Diagram, and assessments related thereto for Fiscal Year 2020/2021.

Council Member Ramirez recused himself as he lives in that district. Ms. Sweeney spoke saying that a public hearing should be held giving an opportunity to speak regarding the Pasadera Lighting District assessments and that Council adopt Resolution No. 2020-54 confirming the engineering report attached and the fiscal reports for 2020-21 attached. It was formed in 2017 to incorporate the homes, landscaping and parks and when it is filled out it will serve 802 independent developments, a school site and other public areas. This is the public hearing to address any comments that the public may care to make.

Opened public hearing: 6:36 PM Closed public hearing: 6:37 PM

Motion made by Council Member Cardenas and 2nd by Council Member Costa Jr. to adopt Resolution No. 2020-54. Roll Call. 3/0 1 recused. (Ramirez)passed.

11. Guadalupe Lighting District (FY 2020-21).

Written report: Shannon Sweeney, Public Works Director/City Engineer
Recommendation: That the City Council conduct a public hearing to provide all present with an opportunity to speak regarding the assessments for the Guadalupe Lighting District and adopt Resolution No. 2020-54 setting the proposed assessments for Fiscal Year 2020/2021.

Ms. Sweeney explained that we were holding a public hearing after which she proposes Council adopt Resolution No. 2020-55. She brought attention to the varying costs charged within the district and the cost differentiation chart on the second page of the report.

Open public hearing: 6:39PM Closed public hearing: 6:40 PM

Motion made by Council Member Ramirez and 2nd by Council Member Costa Jr. to adopt Resolution No. 2020-55. Roll Call. 4/0 passed.

12. Guadalupe Benefit Assessment District No. 1 (Point Sal Dunes / Riverview Phase 1 Subdivision) (FY 2020-21).

Written report: Shannon Sweeney, Public Works Director/City Engineer
Recommendation: That the City Council conduct a public hearing to provide all present with an opportunity to speak regarding the assessments for the Guadalupe Benefit Lighting District No. 1 and adopt Resolution No. 2020-56 setting the proposed assessments for

Fiscal Year 2020/2021

Council Member Cardenas recused herself as she lives in this area.

Ms. Sweeney stated that there is a public hearing to allow the opportunity for the public to speak and then adopt the Resolution No. 2020-56. She pointed out that there are two distinct parcel charges, one for Point Sal Dunes and one for Riverview.

Open public hearing: 6:41 PM Closed public hearing: 6:42 PM

Motion made by Council Member Ramirez and 2nd by Council Member Costa Jr. to adopt Resolution No. 2020-56. Roll Call 3/0 1 recused: (Cardenas) passed.

REGULAR BUSINESS

13. Approve a resolution in support of the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW).

Written report: Todd Bodem, City Administrator

Recommendation: That the City Council approve Resolution No. 2020-53 in support of the United Nations Convention on the Elimination of All Forms of Discrimination Against Women

Administrator Bodem asked that the resolution be passed in support of this resolution. We all know that discrimination against women in all forms should not be tolerated but abolished. He read the proclamation issued by the United Nations Convention. This is to be recognized as being an important issue for the world. Men as well as women, but this is focused on women, who are most overlooked.

Council Member Cardenas spoke saying this was an international movement, 187 countries having passed it. United States is one Country that has not yet passed it. With this resolution, we have gender in mind as well as equality recognized.

Motion made by Council Member Cardenas and 2nd by Council Member Rubalcaba to approve Resolution No. 2020-53 in support of eliminating all forms of discrimination against women. 4/0 passed.

14. Water Standby Charges.

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

Recommendation: That the City Council adopt Resolution No. 2020-57 directing staff to forward to the Auditor's Controller's Office of the County of Santa Barbara the Water Standby Charges for vacant parcels within the City of Guadalupe for Fiscal Year 2020/2021.

Engineer Sweeney stated that in 1991, State water was voted in and there is a certain benefit Guadalupe has for future growth, in that we have rights to water for that growth. That is why there is a standby charge for reserving that water. Charges were established in the 1990's and they have not changed over time. Lots were verified to ensure vacancy.

In Pasadera, as it is developed, you will see a change in the number of vacant lots, so you will see different numbers in different years.

Ms. Sweeney answered Ms. Cardenas's question by saying that, yes, divided in two categories for charges. If the parcel is less than an acre, the charge is \$5 per parcel; If 1 acre or more, the charge is \$10 per acre. Over time and breaking into smaller parcels and lots, charges change.

Motion made by Council Member Costa Jr. and 2nd by Council Member Cardenas to adopt No. 2020-57 to forward stand-by charges to the County. 4/0 passed.

15. CDBG funded LeRoy Park and Community Center Rehabilitation Notice of Award.

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

Recommendation: That the City Council adopt Resolution No. 2020-58 authorizing the Mayor to execute a construction contract with Quincon, Inc. for the CDBG funded LeRoy Park and Community Center Rehabilitation and an agreement with Cannon Corp Engineering Consultants for construction inspection services.

Ms. Sweeney stated as background, that Guadalupe received a CDBG Grant to reconstruct and restore the Community Center at Leroy Park and to develop a Resilience Plan. The Rural Community Development Corporation is administering the grant. Competitive bidding process was used for the reconstruction project and small purchase procurement method was used to hire a firm for inspection. Originally, we received four bids on this project. All the bids came in higher than the money available for the project. Staff adjusted the amount of work expected on the project and the second bidding process came within the budgeted amount. Mrs Sweeney asked for Council to approve the bids and broke down the bid amounts for Council's information: Quincon bid \$4,095,036 for construction and Cannon bid \$176,650 for inspection.

Generally, with a project of this magnitude, the City prefers to have 15% contingency, but we have only 5%. All parties are aware of this low contingency amount all will be very cognizant of the funds available for this project. The General Fund is the only source of funds available if exceeds the contingency amount. Staff feels that the benefit derived from this project outweighed the negatives.

Ms. Sweeney answered Council Member Cardenas' question about costs due to inflation over the construction time. She states that the construction company is obligated to complete the project scope within their bid amount. Items may arise outside the original scope of the project that may need to be addressed, hence the contingency.

Motion made by Council Member Costa Jr. and 2nd by Council Member Ramirez to adopt Resolution No. 2020-58. 4/0 passed.

16. Elevated Tank Recoating.

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

Recommendation: That the City Council may choose from one of multiple options:

- a. Adopt Resolution No. 2020-59 authorizing the Mayor to execute a construction contract with United Field Services Corporation for the Elevated Tank Recoating Project and an agreement with Diversified Project Services International for contract inspection services.
- b. Reject all bids, re-inspect in 2021, to include seismic calculations to verify water storage suitability, evaluate current conditions against the results from 2018, and develop a plan for spot treatment where needed.

Engineer Sweeney summarized the two options and stated that in 2018 an inspection was performed that recommended spot treatment of the water tank. This tank was built in 2008 with CDBG funds with an obligation to continue to use the tank for five years. An inspection was done in 2018 but only lists spot repairs, never addressing the entire tank to be recorded. This project was underway when she was hired and, at first, she continued along the lines of the Engineers who started the project. They were under the impression this tank was critical to meet water storage requirements.

The water storage capacity is for 1.5 hours of service (100,000 gals). With the tanks built for the Pasadera project, we have enough critical water storage capacity for 24-hour usage. She wanted to bring to their attention the fact that when the water rates were raised in 2015, recoating the elevated tank was never programmed into the rates. She quoted the water reserve funds for capital improvements and stated that the only way to do this project was to dig into the water reserve fund. This tank is not required for water storage, but it is required for other usage and needs to be treated and kept in condition to maintain those obligations. We signed a 40-year contract to use this tank as an antenna placement vehicle for AP Wireless. We can drain this tank and our water system will be fine. It should be inspected periodically. Different scenarios of inspection and costs was reviewed for the Council. The cost for spot inspection, which is adequate at the present, is significantly lower.

Ms. Shirley Boydston stated she did not see anything about replacing the lettering on the tank. She was told that it was included in the project and will cost \$10,000 to replace the letters. Administrator Bodem corrected the statement as to where extra funds would come from in case over budget costs occur. It would be from the Enterprise Funds.

Ms. Sweeney answered Council Member Cardenas' question by saying the water in the elevated tank is drinking water (water already treated) and the ground level tanks also. Generators supply the energy for pumping water out of those tanks in order to open up your tap water. The elevated tank is currently drained into the system on a regular basis.

After deliberation of recommendations of Ms. Sweeney and the Administrator, the Council Chose Option b.

Motion made by Council Member Cardenas and 2nd by Council Member Ramirez to implement Option B as stated in the report. 4/0 passed.

17. Fiscal Year 2020-2021 Budget Review.

Written Report: Lorena Zarate, Finance Director

Recommendation: That the City Council adopt Resolution No. 2020-60 accepting the proposed amendments to the approved budget for fiscal year 2021, along with the Capital Improvement Project Budget revisions and Capital Facilities Program of Projects.

Finance Director Zarate presented the proposed budget for 2021 along with the revisions and updates to meet the changing revenues and expenses at this time. In June 2019, Council approved a two-year budget with it being reviewed on a six-month basis in order to adjust the budget to reflect the actual numbers as the City experiences the flow of events, expenditures, and income that occur with the City conducting business and performing the services to the community.

She discussed the out of the ordinary situations and expenses the City has that relate to COVID-19 and the adjustments being made for that. She covered each department listing the opportunities for savings while continuing to render their duties and service to the public and the City.

She noted that this proposed budget shows an increase of 13% in revenue for the general fund over the old budget, including a 12% increase in expected expenditures for the general fund. Most of our City services and our businesses are essential, so COVID-19 has little or no affect upon the Cities income and a small amount on expenses.

She went into detail with each department listing their proposed expenses and where their income originates. She detailed the changes and how it affects the budget as a whole. An extended oral report was given to the Council and audience along with a written report with graphs, detailed listing of each category of monies and expected income to support them.

Detailed reports of our grants and their projects to be completed with them was a part of the report. A summation of our future needs and how we will continue to meet them was noted.

Ms. Villegas spoke in behalf of the Library. She said the rent is covered this fiscal year by receiving funds from the budget as well as from the County but that the library is not sustainable on its own. She has concerns for it in the future.

Administrator Bodem responded to the need for a higher reserve with stating a few of the possibilities that might occur to bring about our ability to achieve that goal. Councilman Ramirez had two comments: For Ms. Sweeney, he stated that the waste management contract has loomed for 4 years over our heads. He asserts that the contract is not

favorable to the City and wants to know when it is up for renewal? She answered that she would speak to the person in charge of that and get back to him with that information.

Mr. Ramirez asked what was happening to the idea of creating a computer training business to increase revenues and wondered what had happened to that. He stated he could research the subject to see where and who might be doing it and what the costs are.

Council Member Cardenas said she keeps seeing increases but with the pandemic and some businesses closing, she is concerned about this and wants to be very conservative with our budget, Administrator Bodem answered that seeing a percentage increase can be deceiving as the amount can be a smaller amount. Ms. Zarate assured the Council that with just a bare 2% of revenue over expenditures, it was necessary to consistent monitor the progress throughout the year, and will reevaluate often or with the mid-year review in January.

After much discussion, the information is that our budget is balanced and our finances are showing a definite improvement over prior years. We would like it to be more but it is going in the right direction.

Ms. Zarate explained, at Ms. Cardenas' request, the Gas Tax. For our many projects coming up, we are expecting to apply and get for use more gas tax money.

Ms. Gerber addressed the medical bundle increases and suggested there be one or two workshops on the subject for Council and staff to deal more effectively with these costs and more effective medical insurance to meet the Cities' employee's needs.

Motion made by Council Member Ramirez and 2nd by Council Member Costa Jr. to approve the Budget for 2021 with the Capital Improvement Project Budget and Capital Facilities Program of Projects. 4/0 passed.

FUTURE AGENDA ITEMS

ANNOUNCEMENTS - COUNCIL ACTIVITY/COMMITTEE REPORTS

1. Monterey Power Board looking for members to serve on advisory council.
2. Little House on the Park recruiting for millennial woman of Santa Barbara County
3. Vacancies: One spot on the Cemetery Board and one on Commission for Women
4. Application deadline for school board date: August 12.
5. Apply for Council, City Clerk or Mayor until August 14th.

ADJOURNMENT TO CLOSED SESSION MEETING

Motion to adjourn to closed session made by Council Member Ramirez and 2nd by Council Member Cardenas at 8:02 PM 4/0 adjourned.

CLOSED SESSION

- 18. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Subdivision (b) of Government Code section 54957)
Title: Director of Public Safety

ADJOURNMENT TO OPEN SESSION MEETING

Motion made to move to open session by Council Member Costa Jr. and 2nd by Council Member Ramirez at 8:41 PM 4/0

CLOSED SESSION ANNOUNCEMENT

ADJOURNMENT

Motion to adjourn made by Council Member Ramirez and 2nd by Council Member Costa Jr. at 8:42 PM 4/0

Prepared by:

Joice Earleen Raguz, City Clerk

Approved by:

Ariston Julian, Mayor



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of July 28, 2020

Larry Appel

Todd Bodem

Prepared by:
Larry Appel, Planning Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: General Plan Update Project Notice of Award

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2020-61 authorizing the Mayor to execute a professional services contract with Rincon Consultants, Inc. for preparation of the General Plan update.

BACKGROUND:

The City last updated its General Plan in 2002. Recently, another update was prepared under contract with Cal Poly. Four workshops were held to solicit comments from the general public. The draft was prepared, but was rejected by the City Council and did not move forward with environmental review. Subsequent to that draft preparation, staff learned of the SB-2 grant and submitted an application. The grant was awarded for \$160,000 earlier this year and the majority of the grant (\$150,000) has been earmarked for prepare the General Plan update.

DISCUSSION:

On April 10, 2020, the City solicited formal proposals for the General Plan update. The request for proposals (RFP) were mailed to three professional land use firms, all having experience with General Plan preparation.

The deadline to receive proposals was 4:30 p.m., June 5, 2020. The City received three proposals, ranging from \$149,615 to \$150,000. The lowest proposal, from Rincon Consultants, Inc., was found to meet the City's needs.

Staff recommends awarding the contract to Rincon Consultants, Inc. for a total of \$149,615.

FISCAL IMPACT:

The entire General Plan update will be paid through funding from the SB-2 grant. Staff time to manage the contract will come from the contract planning budget. The project should be completed well before the end of the SB2 program, which ends on June 30, 2022. We have recently submitted a LEAP grant proposal that could potentially provide an additional \$65,000 to be used for the environmental review process of the General Plan update.

ATTACHMENTS:

1. Resolution No. 2020-61 “A resolution of the City Council of the City of Guadalupe approving a contract with Rincon Consultants, Inc. for preparation of the General Plan update.”
2. Agreement between the City and Rincon Consultants, Inc.

RESOLUTION NO. 2020-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING A CONTRACT WITH RINCON CONSULTANTS, INC. FOR THE PREPARATION OF THE GENERAL PLAN UPDATE

WHEREAS, the City of Guadalupe has received funding for an SB-2 grant for \$160,000 to cover the cost of certain planning activities; and

WHEREAS, the grant was funded for \$150,000 going to the General Plan update, which has not been updated since 2002, and the remaining \$10,000 to be used to reimburse the City for costs associated with various amendments to the Accessory Dwelling Unit ordinance; and

WHEREAS, the City of Guadalupe Issued a Request for Proposals (RFP) on April 10, 2020 to update the City's General Plan; and

WHEREAS, the City of Guadalupe received three proposals for updating the General Plan ranging in price from \$149,615 to \$150,000 by the proposal closing date of June 5, 2020 at 4:30 PM; and

WHEREAS Rincon Consultants, Inc. meets the qualifications for preparing the update, was the lowest bidder, and was ranked highest according to the staff approved selection criteria; and

WHEREAS, Staff recommends the award of the contract to Rincon Consultants, Inc.; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Guadalupe that an agreement to prepare the City's General Plan update with Rincon Consultants, Inc. for \$149,615, attached to the staff report as Attachment 2, is approved, and the Mayor is hereby authorized to sign the contract on behalf of the City.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 28th day of July, 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. 2020-61** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held July 28, 2020, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

**AGREEMENT FOR CONSULTANT SERVICES
BETWEEN
THE CITY OF GUADALUPE
AND RINCON CONSULTANTS, INC.**

THIS AGREEMENT FOR CONSULTANT SERVICES (the "**Agreement**") is made and entered into this 28th day of July 2020, by and between the CITY OF GUADALUPE, a municipal corporation ("**City**") and Rincon Consultants, Inc., a California Corporation ("**Consultant**").

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

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

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

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

Section 4. Compensation and Method of Payment.

(a) Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in Exhibit B (Compensation) and made a part of this Agreement, although in no case shall such compensation exceed \$150,000 for the entire project.

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

to Consultant with specific items in dispute identified for correction and re-submission. All undisputed charges shall be paid in accordance with this Agreement and Scope of Services.

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

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

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

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

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

Section 7. Consultant's Books and Records.

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

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

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

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

Section 8. Status of Consultant.

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

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

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

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

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

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

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

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

Section 14. Confidential Information; Release of Information.

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

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

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

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

Section 15. Indemnification.

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

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

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

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

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

Consultant shall provide the following scope and limits of insurance:

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

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

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

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

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

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

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

(2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

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

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

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

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

(2) General Liability and Automobile Liability Coverages.

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

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

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

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

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

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

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

(1) Consultant shall furnish certificates and endorsements from each sub-consultant identical to those Consultant provides.

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

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

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

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

Section 19. Termination of Agreement.

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

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

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

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

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

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

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

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

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

To Consultant: Richard Daulton, MURP, V.P./Principal
 Rincon Consultants, Inc.
 1530 Monterey Street, Ste. D
 San Luis Obispo, CA 93401

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

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

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

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

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

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

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

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

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


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

CITY:

CITY OF GUADALUPE

By: _____
Ariston Julian, Mayor

CONSULTANT:

By:  _____
Richard Daulton, MURP
Title: Vice President/Principal

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

Exhibit A - Proposal and Work Program
Exhibit B - Cost Proposal

rincon

RINCON CONSULTANTS, INC.

Environmental Scientists | Planners | Engineers



Proposal Submittal
for the City of Guadalupe

PROFESSIONAL SERVICES - CITY OF GUADALUPE GENERAL PLAN UPDATE

Submitted to:

City of Guadalupe

Attn: Larry Appel, Contract Planning Director

P.O. Box 908

Guadalupe, California 93458

Revised June 24, 2020

Submitted by:

Rincon Consultants, Inc.

1530 Monterey Street, Suite D

San Luis Obispo, California 93401

805-547-0900

www.rinconconsultants.com



Rincon Consultants, Inc.

1530 Monterey Street, Suite D
San Luis Obispo, California 93401

805 547 0900 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

June 24, 2020

Project Number 20-09637

Attn: Larry Appel, Contract Planning Director
City of Guadalupe, Planning Department
P.O. Box 908
Guadalupe, California 93434

Subject: Proposal for Professional Services – City of Guadalupe General Plan Update

Dear Mr. Appel:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to assist the City of Guadalupe's (City's) Planning Department with the preparation of a General Plan Update. We are very enthusiastic about the opportunity to work with the City and have assembled a team of highly skilled planning professionals who combine extensive experience with both the technical and policy aspects of General Plan Updates, familiarity with the City of Guadalupe through 11 years of providing contract planning services, extensive knowledge of the California Environmental Quality Act (CEQA), and many years of experience preparing general plan updates for cities throughout the State.

At Rincon, we are proud of our team's ability to work effectively with City staff, decision-makers, and community groups to develop and implement innovative approaches and solutions to planning and environmental issues. We believe that our statewide experience with General Plans and CEQA, as well as our long-standing 10+-year relationship with City staff and local knowledge, are critical and give us a unique understanding of and sensitivity to the broad range of issues that will be important to the successful adoption and implementation of the General Plan Update.

Our planning group engages only a select number of General Plan assignments at a time, ensuring devoted focus on the details and issues relevant to those select projects. Within the region, our project team completed the **City of Lompoc General Plan and Environmental Impact Report (EIR)**, **City of Buellton General Plan and EIR**, and **City of Solvang Noise Element**, and is currently part of the team preparing the **City of Santa Maria General Plan EIR**. We are also adept at preparing streamlined General Plans for small cities, including the **City of Avalon** (population 3,700), and **City of Calipatria** (population 7,700). Our team also prepared the **Alhambra General Plan and EIR**, and the **City of Calabasas 2030 General Plan and EIR**, which received the Compass Blueprint Achievement in Sustainability award from the Southern California Association of Governments. In addition, this team executed the **City of Rancho Mirage General Plan and EIR Addendum**, which received a Best Practices award from the American Planning Association and an Outstanding Planning Document Merit award from the Association of Environmental Professionals.

Leading the team will be **Richard Daulton, MURP**. He has 24 years of experience in planning and has a strong background in policy development, and technical environmental and economic analysis. Mr. Daulton previously served as Rincon's principal-in-charge for contract planning services provided to the City. **Lilly Rudolph, AICP** will serve as Project Manager in charge of day-to-day oversight and will serve as the City's primary contact. She has 20 years of experience in land use planning and community development and has prepared and/or managed general plan updates, design guidelines, specific plans,



historic resource surveys, and ordinances and is experienced in the preparation and management of long-range planning documents for plan areas and development projects. The composition of our team and team member roles and responsibilities are described in the proposal.

Rincon has reviewed the City's sample contract. Rincon finds the sample contract generally acceptable, but requests the right to negotiate language related to the indemnification clause (Section 15).

Thank you for considering Rincon for this assignment. Please do not hesitate to contact us if you have questions about this proposal or need additional information.

Sincerely,
Rincon Consultants, Inc.

A handwritten signature in blue ink, appearing to read "Lilly Rudolph".

Lilly Rudolph, AICP, MPA, Senior Program Manager
805-547-0900 x48; lrudolph@rinconconsultants.com
Contact for Clarification

A handwritten signature in black ink, appearing to read "Richard Daulton".

Richard Daulton, MURP, Vice President/Principal
805-547-0900 x128; rdaulton@rinconconsultants.com
Authorized to contractually obligate and negotiate on behalf of Rincon Consultants, Inc.

Proposal

City of Guadalupe Professional Services for General Plan Update

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1 Introduction

1.1 Project Understanding

From our review of the Request for Proposals (RFP), in addition to our previous experience working with the City of Guadalupe, we understand that the City's existing General Plan consists of nine elements: Land Use, Housing, Circulation, Conservation and Open Space, Safety, Noise, Community Design and Historic Preservation, Public Facilities, and the Economic Development Element. The elements were originally adopted in 1989 and subsequently updated in 2002. The Housing Element was updated and certified for eight years by the California Department of Housing and Community Development on March 15, 2019 (Housing Element 2019-2027) and is thus not a part of this update process. Currently, the City seeks an update to the General Plan to bring it into compliance with recent changes in state law and to update the vision and policy direction as the City embarks on a new phase over the next twenty years. Specific requirements needed as part of this update process include preparation of an Environmental Justice Element along with an Air Quality amendment that could be incorporated into any of the existing adopted elements, per state law, Section 65302.1(c). Further, the Draft General Plan update will need to satisfy the wide range of new state statutory requirements regarding the elements. This General Plan Update will comply with Senate Bill (SB) 2 grant requirements, including deadlines for fund expenditure. As such, we understand the need for an efficient and timely approach to completing this assignment.

The existing General Plan has served the City well by managing the growth of the City to this point, including ensuring that infrastructure and services are developed in a deliberate, guided, and intentional manner. However, the City is now in a position of preparing for the next generation of development and growth, including re-visioning underutilized and underdeveloped areas of the City.

In response to the City's request, Rincon Consultants, Inc. (Rincon), is particularly well suited to assist and is passionate about the opportunity to help guide Guadalupe through the next twenty years in the City's progression. As part of our services (as detailed in the Technical Approach in Section 2 and the summary of the Draft Work Plan in Section 6), Rincon will develop an internally consistent General Plan with Goals, Policies, and Objectives that advance the major policy directions of the City. Rincon will utilize the information collected during the previously conducted community and stakeholders meetings, as well as analyze current and future trends, including advancements in technology, changes in consumer and workplace behaviors, and other local and regional trends that affect local land use and the economy. This analysis will guide our development of goals, policies, and implementation measures that will best meet the future needs of the community. We will prepare a Draft General Plan that is reader friendly, can be accessed electronically as well as in print form, is easy to track and follow for planning staff and decision makers, and is available in Spanish as well as English, so that the document is transparent and accessible to all community members.

As described in the RFP, we will also ensure the updated General Plan: (1) incorporates a set of Guiding Principles, each with key strategies for achieving the community's vision; (2) is authentic to Guadalupe's identity and community assets; (3) contains strategies and implementation measures that are measurable and trackable over time to ensure the existing neighborhoods and community at large are enhanced over the coming 20 years; (4) provides a pathway for economic development and sustained success; (5) focuses anticipated growth, especially providing a variety of residential development and affordable housing options, within the existing City limits and the coinciding Sphere of Influence, by

stressing infill and redevelopment opportunities rather than expanding or sprawling onto adjacent active agricultural lands that surround the City.

1.2 Firm Description



Rincon is a multi-disciplinary planning, environmental science, and engineering consulting firm that provides quality professional services to government and industry. Rincon prides itself on the considerable depth of its staff, which includes certified urban planners, professional geologists, including a certified engineering geologist and geochemists; biologists, including wildlife biologists, certified wetland specialists, arborists, and botanists; noise and air quality experts; and accredited LEED professionals. For this project, we have chosen professional staff who are experienced in urban land use planning, infrastructure, transportation/ circulation, noise, air quality/GHG, health risk, water quality, and related disciplines including problem-solving services in geology, hydrology, and waste management. Our approach to projects is centered upon the development of well-designed and creative solutions that respond to our clients' specific needs in a cost-effective manner.

1.2.1 Professional Expertise

Rincon has prepared general plans and general plan elements throughout California in various types of land use, environmental and socioeconomic settings. Our planning group is involved with only a select number of general plan assignments at a time, ensuring undistracted focus on the issues relevant to those select projects. In 2017, Rincon's **City of Rancho Mirage General Plan and EIR Addendum** received a Best Practices award from the American Planning Association and an Outstanding Planning Document Merit award from the Association of Environmental Professionals.

1.2.2 Local Expertise

At Rincon, we are proud of our team's ability to work effectively with City of Guadalupe staff, decision-makers, and community groups. **We have been providing environmental planning services to the City since 2006.** We believe that our statewide experience with General Plans, our long-standing relationship with City staff, and local and regional knowledge give us a unique understanding of and sensitivity to the broad range of issues that will be important to this project.

Legal Name:

Rincon Consultants, Inc.

Founded: 1994

Legal Form: California "S" Corporation

Professional Staff: 285

California Offices: 12
San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Redlands, Carlsbad, San Diego, Fresno, Monterey, Santa Cruz, Oakland, and Sacramento

Primary Office Location:
1530 Monterey Street, Suite D
San Luis Obispo, California 93401

Website:

www.rinconconsultants.com

Company Highlights:

- Received three AEP awards in 2019
- Received one APA award in 2019
- Named one of the "Best Places to Work" by Zweig-White (2019, 2017, 2015, and 2009)
- Named Hot 100 Firm list, recognizing revenue growth over time (2019, 2018, 2016, 2015, 2011, 2009, and 2004)
- Headquarters is LEED EBOM Certified Silver

1.2.3 Innovation and Commitment

At Rincon, we constantly strive to improve the efficiency of our work, effort, and the quality of our products by identifying and implementing innovative work methods and cutting-edge technology and techniques. We are also continuously identifying ways in which we can better serve our clients.

Updating the General Plan is a great opportunity for the City to cultivate a contemporary, innovative approach to addressing the planning issues that the community faces. The Rincon team will assist the City in developing the roadmap for such a plan for Guadalupe's future. To accomplish this, we will work closely with City staff, City Council, and the community to develop a strategy to update your General Plan consistent with state law, address all new state mandates, and implement the desired vision for the City over the next twenty years.

Rincon is comfortable working alongside City staff and has developed internal management and quality assurance/quality control measures to ensure compliance with the contract. Frequent and clear communication between Rincon team members and City personnel is a key component in avoiding delays and achieving the successful completion of this project. It will be imperative to establish protocols for communication with the City early on for project status updates, scope of work changes, or other concerns. Establishing an understanding of the roles and responsibilities of every team member and implementing a clear communication procedure will be one of the highest priorities. We work to ensure that progress is carefully tracked, attention is drawn to any difficulties encountered, and the project is conducted in a highly professional manner.

1.3 Rincon Growth in the Last Five Years

Year	Number of Employees	Number of Offices
2016	137	11
2017	186	11
2018	208	12
2019	284	12
2020	285	12

Services

Environmental and Land Use Planning

- Planning Services: General Plans, Specific Plans, and Neighborhood, Community, and Area Plans CEQA Compliance: EIRs, ISs, Categorical Exemptions, EIRs, Addendums, MMRPs
- NEPA Compliance: EISs, EAs, FONSI
- Community Involvement Programs
- Noise Studies, including Bio-Acoustic Evaluation
- Air Quality Analysis
- Recreation and Open Space Planning
- Grant Application Assistance

Biological Resources Assessment and Regulatory Compliance

- Biological Construction and Mitigation Monitoring
- Baseline Biological Resources Inventories and Vegetation Mapping
- Biological Resources Effects/Impacts Analyses: Biological Assessments, Biological Evaluations, Natural Environment Studies
- Rare, Threatened, and Endangered Plant and Wildlife Species Surveys
- Nesting Bird Surveys
- Jurisdictional Delineations: U.S. Army Corp of Engineers, Regional Water Quality Control Board, California Department of Fish and Wildlife, U.S. Fish and Wildlife Service, and California Coastal Commission Methodologies
- California Rapid Assessment Method for Wetlands
- Tree Inventory, Health Assessment, Risk Assessment, and Tree Protection Plans
- Certified Arborist Tree Surveys and Impacts Assessments
- Regulatory Permitting: USACE Clean Water Act Section 404, RWQCB CWA Section 401, CDFW Fish and Game Code Section 1602
- Federal Endangered Species Act Section 7 Consultations and Section 10 Habitat Conservation Plans
- California Endangered Species Act Section 2081 Permits/Memorandum of Understandings
- Wetland, Riparian, and Upland Habitat Revegetation and Restoration Planning

Cultural Resources

- Literature Reviews/Records Searches/Archival Research
- Native American Consultation
- Cultural Resource Surveys
- Paleontological Resource Surveys
- California Register of Historical Resources and National Register of Historic Places Eligibility Evaluations: Archaeological Site Testing, Historic Built Environment Resource Evaluation, Traditional Cultural Property Evaluation
- Archaeological Data Recovery Programs
- Paleontological Monitoring
- Native American Monitor Training Programs
- Section 106 Consultation
- Memoranda of Agreement
- Findings of Effects
- State Historic Preservation Officer Consultation
- Historic Preservation Plans
- Cultural Resources and Paleontological Management Plans
- Third Party Peer Review
- Phase I, II, and III Cultural Resources Analysis
- Archeological and Native American Monitoring

Environmental Site Assessment and Remediation

- Phase I and II Environmental Site Assessments
- Hazardous Waste Characterization
- Site Remediation: Planning, Design, and Construction
- Site Monitoring: Groundwater, Air, Soil, and Vapor
- Underground Storage Tank Removal and Investigation
- Health Risk Assessments
- Environmental Construction/Grading Monitoring
- Methane Soil Gas Testing
- Spill Prevention Control and Countermeasure Plan
- Transaction Screens
- Asbestos/Lead Based Paint Testing
- Geological and Seismic Studies

Water Resources

- Storm Water Pollution Prevention Plans
- Storm Water Management and Compliance Monitoring
- Water Supply Assessments
- Water Rights Permitting
- Watershed Management and Planning

Sustainability Services

- Climate Action Plans
- GHG Emissions (GHG) Inventories
- Assembly Bill (AB) 32 GHG/Gas Offset Verification
- Green Building Analysis – LEED® and Build It Green™
- Strategic Growth Council Prop 84 Sustainable Community Planning Grants Projects
- Energy Action Plans
- Grant Writing for Sustainability and Climate Action Planning
- Comprehensive Public Engagement and Outreach Programs
- ASHRAE Level 1 and 2 Energy Audit

1.4 Firm Experience with Similar Projects

The following projects highlight our relevant experience. Our team’s experience highlights the breadth and depth of knowledge our staff possess, demonstrating the strength we can bring to the City’s General Plan Update. Below is a summary of our General Plan experience. Select detailed descriptions of General Plans and local experience are provided on the following page.

General Plan Experience

Lompoc General Plan Update and EIR

Buellton General Plan Update and EIR

Santa Maria General Plan Update and EIR (in progress; subconsultant to Raimi & Associates)

Morro Bay General Plan/LCP Update EIR (subconsultant to Michael Baker)

Port Hueneme General Plan Update and EIR

Kerman General Plan Update and EIR (subconsultant to Mintier Harnish)

Calabasas 2030 General Plan and Development Code Update and EIR

Seaside General Plan Update EIR (subconsultant to Raimi & Associates)

Windsor General Plan Update and EIR (subconsultant to Mintier Harnish)

Rohnert Park General Plan, Climate Action Plan, and EIR (subconsultant to Mintier Harnish)

Pleasant Hill General Plan Update and EIR (subconsultant to Mintier Harnish)

Union City General Plan Update and EIR (subconsultant to Mintier Harnish)

Palmdale General Plan Update (subconsultant to Raimi & Associates)

Alhambra General Plan Update and EIR

Montclair General Plan Update (subconsultant to Rangwala Associates)

Novato General Plan EIR

Millbrae General Plan and EIR (subconsultant to Mintier Harnish)

Los Gatos General Plan Update and EIR (subconsultant to Mintier Harnish)

Ukiah General Plan Update and EIR (subconsultant to Mintier Harnish)

Thousand Oaks General Plan Update and EIR (subconsultant to Raimi & Associates)

San Jacinto General Plan Update (subconsultant to Raimi & Associates)

Avalon General Plan and EIR

Rancho Mirage General Plan and EIR

Calipatria General Plan and Zoning Plan Update

“We are very pleased with the performance of Rincon Consultants in preparing the City of Lompoc Comprehensive General Plan Update. Staff has been responsive to all requests and has done an excellent job of coordinating the work of sub consultants during the process. The work that has been presented has been professional and on-time. RRM Design Group played an important role during the initial "public participation" segment of the Update and was able to facilitate diverse opinions in an orderly manner. We look forward to completing this project and continuing the working relationship.”

– Lucille T. Breese, AICP, Planning Manager
City of Lompoc

1.4.1 General Plan Experience

Housing Element and CEQA Documentation City of Guadalupe

Reference Info:

Andrew Carter, Former City Administrator
City of Guadalupe
559-688-3035 | andrewc@cos.edu

Dates: 2014 to 2016

Staff: Richard Daulton



needs of the community.

Rincon completed the 2007-2014 Housing Element for the City of Guadalupe, as well as the CEQA documentation for the project. Because the State HCD's Regional Housing Needs Allocation (RHNA) goals could be achieved without re-designating properties to higher densities, a Mitigated Negative Declaration was determined to be the appropriate approach to CEQA compliance. The process involved an extensive public outreach effort to reach a large Hispanic community, as the goals of the Housing Element were intended to be responsive to the diverse

General Plan Update and EIR City of Port Hueneme

Reference Info:

Tony Stewart, AICP, Community Development Director
City of Port Hueneme
805-986-6520 | tstewart@cityofporthueneme.org

Dates: Present

Staff: Lexi Journey



Rincon is currently preparing the comprehensive update of the Port Hueneme General Plan and EIR program. While the City's Housing Element was updated in 2013, other General Plan elements have not been updated since the 1990s. The General Plan Update will incorporate work completed to date and address contemporary planning issues like housing and economic resilience. The plan will also address all new statutory State requirements such as: State housing law requirements and CEQA streamlining (SB 35), complete streets policies and programs (AB 1358), climate change, greenhouse gas emissions, and sustainability (Executive Orders, AB 32, SB 375, SB 197, SB 32), climate adaptation and resiliency strategies (SB 379, AB 2140), vehicle miles travelled (VMT) analysis under CEQA (SB 743), and environmental justice (SB 1000). The General Plan Update will include two new chapters, Climate Action and Social Equity. The Rincon team will accomplish this in a way that works within the context of Port Hueneme's needs and environment while creating a modern, legally defensible document.

General Plan Update and EIR City of Lompoc

Reference Info:

Brian Halvorson, Planning Manager
City of Lompoc
805-875-8228 | b_halvorson@ci.lompoc.ca.us

Dates: 2007 to 2015

Staff: Richard Daulton
Greg Martin


Rincon prepared a comprehensive update of the City of Lompoc General Plan. The General Plan Update addresses the community's vision for development during the planning horizon and implemented the programmatic direction of the city's Housing Element at a policy level. The General Plan Land Use Element and Circulation Element Updates focused on the implementation of programs from the Housing Element Update to satisfy State affordable housing standards and on the potential physical expansion of the city in four locations. A Program

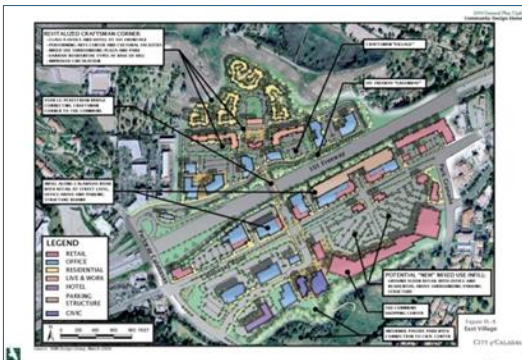
EIR was prepared to evaluate the intensification of residential development in the city as a result of implementation of these programs. Following completion of the Land Use Element, Circulation Element, and Housing Element Updates and Program EIR, Rincon updated the remaining General Plan Elements, including Conservation and Open Space, Noise, Safety, Parks and Recreation, Public Services, and Urban Design, and prepared a Supplemental EIR. Rincon, led by Project Manager Greg Martin, completed an update to the city's Housing Element in December 2015. The Housing Element Update contained an updated Housing Plan, Community Profile, Needs Assessment, and Housing Constraints Analysis.

2030 General Plan and EIR City of Calabasas

Reference Info:

Tom Bartlett, AICP, City Planner
City of Calabasas
818-224-1600 | tbartlett@ci.calabasas.ca.us

Dates: 2006 to 2009

Staff: Greg Martin


Rincon completed the 2030 General Plan Update and Environmental Impact Report (EIR) for the City of Calabasas, and is in the process of completing the subsequent Development Code Update. The 2030 General Plan update program was designed to build upon the vision and community values that have made Calabasas a special place to live, work, and visit and to address new issues that had emerged since the development of the previous long range planning program. Key issues in the environmentally-conscious community revolved around the preservation of open space, development of new

recreational opportunities, and incorporation of sustainability and green building concepts. GIS and graphics design capabilities were a very important component of the work program for this study as the environmental consultant needed to use, update, and create new layers within the City’s existing GIS database. The database was used to identify constraints and opportunity areas, specifically identifying the opportunity to re-focus future development potential into newly created mixed use districts along the City’s main commercial corridors. Rincon developed a four-phase work program to complete the General Plan update:

- Phase 1 – Public Outreach – Assessment and Land Use Alternative Development,
- Phase 2 – General Plan Policy and Element Development,
- Phase 3 – General Plan Update Completion, and
- Phase 4 – Land Use Development Code Preparation.

Rincon’s responsibility for this General Plan Update was overall management, public outreach, and development of the updated General Plan Elements, including Land Use (with RRM Design Group), Conservation, Open Space, Noise, Safety, Parks and Recreation, Cultural Resources, and Communication, Technology, and Infrastructure. The comprehensive General Plan update and its associated EIR were completed (Phases 1-3) and adopted in less than two years and at 3% less than the City Council authorized expenditures. The accompanying Development Code update was completed in 2010. In 2010, Rincon’s work on the project was recognized by the Southern California Association of Governments (SCAG) as the report received the **Compass Blueprint Achievement for Visionary Planning for Sustainability**.

“On behalf of the City of Calabasas, I want to thank you and the entire Rincon Consultants team for your outstanding performance on the City’s 2030 General Plan update. While your firm has done excellent work on many projects in the City, your performance on this project was particularly impressive in light of its scale and complexity... In addition, I sincerely appreciate your efforts to carefully manage the project from both a budgetary and scheduling perspective. You did an excellent job keeping the project on schedule and on budget.”

– Tom Bartlett, AICP, City Planner
City of Calabasas

Conservation and Open Space Element Update City of Grover Beach

Reference Info:

Bruce Buckingham, Community Development Director
City of Grover Beach
805-473-4520 | bbuckingham@groverbeach.org

Dates: 2017 to present

Staff: Richard Daulton
Lilly Rudolph



Rincon is currently preparing an update to the City of Grover Beach Conservation and Open Space Element and associated negative declaration. The Conservation and Open Space Element was last updated in 1973. The updated element, which is expected to be adopted in 2020, will address all the requirements of State law using the 2017 Office of Planning and Research (OPR) General Plan Guidelines as a guide and ensure that all Conservation and Open Space issues, including water, forests, soils, wildlife, outdoor recreational, tribal resources, and open space for natural resources, are addressed. This effort also involves updates to the City’s 2010 Land Use Element to ensure internal consistency between the two elements, and the introduction of new goals, policies, and implementation measures relating to environmental justice.

1.4.2 Local Experience

Planning Services City of Guadalupe

Reference Info:

City of Guadalupe
805-356-3891

Dates: 2006 to 2017

Staff: Richard Daulton
Lilly Rudolph


Rincon provided full-service staffing to the Planning Department for the City of Guadalupe for 11 years. Rincon was responsible for all Planning Department functions and reported directly to the City Administrator. Tasks included processing of all development applications, long-range planning functions, presenting projects at public hearings, fielding development inquiries and pre-application meeting requests, identifying and implementing process improvements, and assisting the City with prioritizing planning resources and programs. Rincon also provided

CEQA compliance services for the City, including the preparation of CEQA exemptions, NDs, and EIRs or serving as the City contact for EIRs that are outsourced. Rincon has also assisted the City with updating planning application fees, implemented a Design Review process for certain applications, processed an amendment to the Zoning Code to include a Planned Development Overlay District, and helped establish the Development Review Committee to improve interdepartmental review of planning applications. Rincon has also assisted the City with an update to its Housing Element.

Wireless Facility Applications City of Guadalupe

Reference Info:

Cruz Ramos, City Administrator
City of Guadalupe

Dates: 2006 to 2017

Staff: Richard Daulton

Rincon, as a part of previous contract planning services to the City of Guadalupe, processed five Conditional Use Permit (CUP) applications for the installation of five wireless facilities on a new water tank built to replace an earthquake-damaged tank. The facilities are proposed on the legs of a new, 130-foot tall water tank in a visibly prominent location near the City's downtown. Four projects involved the relocation of existing facilities from a shorter, older water tank, which was damaged by the 2003 San Simeon earthquake. A fifth proposal consisted of a new wireless facility. In addition, ancillary on-ground equipment includes equipment shelters, emergency generators, and diesel storage tanks. Aesthetics, hazardous materials, and noise were key environmental issues. Photo simulations were produced to analyze potential visual impacts of the antennas on the legs of the water tank, as well as on ground ancillary equipment. The City's Planning Commission considered and acted upon Design Review Permits as well as the CUPs. A Phase I Environmental Site Assessment was performed to determine whether past tank maintenance activities resulted in actionable levels of lead contamination. The Phase I concluded that no actionable levels of lead were present on-site.

To provide for efficient review and improved aesthetics, Planning staff worked closely with other City staff and the carriers to develop a consolidated plan. This plan was brought to the Planning Commission for conceptual review to ensure that land use and aesthetic impacts were minimized and to provide guidance to the applicants on improvements to the overall plan. In addition, a Radio Frequency Emissions Study was performed to analyze potential frequency emissions hazards. The study concluded that all frequency emissions would be within the acceptable range of the Federal Communications Commission standards and presented no significant risks to the surrounding residences and businesses. The noise that would be generated from the back-up generators was determined to be below applicable noise-level compatibility thresholds defined in the City's General Plan. The project was determined to be exempt from CEQA.

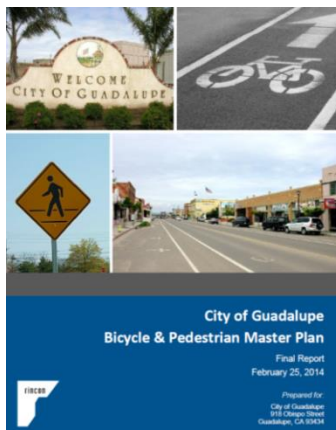
Bicycle and Pedestrian Master Plan City of Guadalupe

Reference Info:

Regan M. Candelario, ICMA-CM, City Manager
(formerly City Administrator of City of Guadalupe)

Dates: 2013 to 2014

Staff: Richard Daulton



Rincon prepared the City of Guadalupe Bicycle and Pedestrian Master Plan and associated Initial Study-Negative Declaration (IS-ND). Preparation of the plan was funded by a Caltrans Community-Based Planning Grant, which Rincon also prepared and submitted on behalf of the City. As part of the work program, Rincon conducted a baseline inventory and analysis of existing facilities, city-wide origins and destinations, safety constraints and accident occurrences, and the community's needs and desires for bicycle and pedestrian facilities. Rincon also developed goals and policies for the plan, a map and description of all existing and proposed bicycle and pedestrian facilities, a list of prioritized list of bicycle and pedestrian network improvements and programs, a cost analysis of proposed projects and programs, and an implementation plan and funding strategy. Rincon

conducted public outreach for the project in both English and Spanish, and produced the Plan in both English and Spanish. The project also included development of an IS-ND pursuant to CEQA. In addition, Rincon administered the grant on behalf of the City.

State Route 166/Black Road & State Route 166/State Route 1 Intersection Improvement Projects

Santa Barbara County Association of Governments and Caltrans District 5 (Subconsultant for Psomas)

Reference Info:

Fred Luna, Project Manager
 Santa Barbara County Association of Governments
 805-961-8926 | fluna@sbacag.org

Dates: 2013 to Present

Staff: Richard Daulton
 Jon Montgomery



Rincon is providing environmental services for two projects along State Route 166 in Santa Barbara County. The first project includes intersection improvements at the existing intersection of SR 166/Black Road, including signalization or a roundabout, and associated roadway improvements. The second project includes intersection improvements at the existing intersection of SR 1/SR 166, such as signalization, channelization improvements, signage and striping, utility relocations, right-of-way acquisition, and a Union Pacific Railroad (UPRR) signal.

For each of the projects, Rincon completed an Initial Study-Mitigated Negative Declaration (IS-MND), and several Caltrans SER-compliant technical studies, including a Historic Properties Survey Report (HPSR), Visual Impact Assessment, Initial Site Assessment, Noise Study, Air Quality/GHG/Water Quality Technical Memorandum, Paleontological Impact Report, Natural Environment Study, Biological Assessment, and Jurisdictional Delineation.

2 Technical Approach

Updating a General Plan represents a unique opportunity for local governments to define or refine their vision for the future, update policy to meet community needs and State requirements, and create an easy-to-use and responsive General Plan that will help achieve that desired vision and goals for the community. The Rincon team will help the City develop a General Plan that capitalizes on its assets and address its challenges, while further developing and enhancing the community's character and identity.

For the City of Guadalupe General Plan Update, the Rincon team has developed a comprehensive project approach that includes strong project management; integrated planning and community design, while mitigating for environmental impacts; and effective implementation tools. Based on the City's needs detailed in the RFP, we have developed a work plan with the following components or phases that are generally consistent with the Scope of Work laid out in the RFP:

- Phase 1: Project Initiation
- Phase 2: Existing Conditions Background Report
- Phase 3: Evaluating Alternatives
- Phase 4: Preparing the Draft General Plan
- Phase 5: Public Review and Final Documents

A breakdown of each Phase is provided below in our detailed Scope of Work with specific tasks broken out within each phase. In addition, Section 6 provides a Work Plan Overview of the key tasks, length of time to complete tasks, when key meetings would occur, the deliverables/products, and the Development Services staff commitment needed. A detailed schedule is provided in Section 7. As requested, the Cost Proposal associated with our proposed scope of work is provided in a separate sealed envelope. In general, we can perform the majority of the requested items the City noted in the Tentative Scope of Work provided in the RFP for the allotted budget. However, we have made slight revisions where appropriate to individual tasks based on our experience and recommendations on how to achieve the overall goals of the General Plan Update process while being mindful of the budget constraints.

Phase 1: Project Initiation

Task 1 Kickoff Meeting and Virtual City Tour

Rincon will host a Kickoff Meeting via teleconference (via Zoom, GoToMeeting or Microsoft Teams) to review and confirm the overall project objectives and establish an operational protocol. Working schedules will be finalized and details for scheduled tasks will be discussed. The Rincon team will use this opportunity to collect any relevant studies and information not already transmitted. The kickoff meeting will also allow the City/Rincon team an opportunity review key community concerns that have surfaced to date as it relates to the General Plan. Key goals to accomplish at the kickoff meeting include:

- a. Review and discuss overall format and organization of the General Plan Update products;
- b. Establish the roles and responsibilities of City staff and the Rincon Team in preparing the General Plan; and
- c. Determine a schedule for work products and a method by which comments should be compiled.

As part of the Kickoff Meeting, we recommend City staff lead a virtual tour of the city to highlight areas of interest or places that are experiencing change or are expected to experience change and other geographic-based issues. This can be completed using GoogleEarth as well as the existing city Land Use and Zoning maps and by using a sharescreen function via one of the meeting platforms such as Zoom, GoToMeeting or Microsoft Teams. Rincon will set up a meeting platform to use at the Kickoff Meeting and Virtual Tour. At this time, in light of current restrictions related to COVID-19 and to streamline costs to focus budget on other more necessary tasks, we recommend a virtual tour instead of an in-person tour. Further, our experience working in and for the City in the past 15 years has provided our team a good understanding of the on-the-ground conditions throughout the City such that a virtual walkthrough via GoogleEarth can accomplish the same goals of completing an in person tour.

Task 2 Develop Final Work Program

Following the kick-off meeting, Rincon will update as needed the final overall work program and refine the schedule for the project. This will include refining the scope of work, updating a detailed project schedule with key dates and milestones, finalizing City staff and Rincon roles and responsibilities regarding each task, and developing a management structure that will ensure project deadlines are met and the update is completed on time (by May 2021) and within budget.

The work program will include a schedule of City Council meetings where the community and decision makers will have an opportunity to review and comment on key milestones in the update process, such as reviewing the draft General Plan Vision, the Alternatives Concept Report, draft goals, policies, and implementation programs.

Task 3 Project Coordination/Project Management

We anticipate working with City staff in a collaborative manner in the development of the General Plan Update. Our budget includes an allowance for up to four working meetings (in-person), 20 check in conference calls, and other forms of communications. Rincon's project manager will meet with the City staff every two weeks for the conference calls and at least every two months for the four in-person meetings throughout the 10-month duration of the project. In our experience, these routine check-in calls and in-person meetings are key to ensure good communication on upcoming tasks and to confirm the project deliverables are on schedule and within budget as we go through the update process. The Rincon team will also coordinate with state, county and local agencies as needed throughout the project.

Task 4 Evaluate and Review: Existing 2002 General Plan, 2018 Administrative Draft General Plan Report and Other Information collected from City Departments

Rincon will conduct an evaluation of the existing General Plan strengths and weaknesses and the efficiency and effectiveness of its policies and implementation programs. As noted in the RFP, planning staff anticipate all the elements in the existing General Plan will need updating and revision.

Environmental Justice will be a new element to be added and Air Quality will need to be added where appropriate to an updated element. Our review under this task will either confirm planning staff's expectation or offer a slightly modified approach if warranted. In addition to evaluating Goals, Policies and Objectives, the City's existing intensity/density of the land use categories, and the categories themselves will also be reviewed for possible reconsideration as part of the update process. Lastly, Rincon will evaluate the 2018 Administrative Draft General Plan report along with any information collected from City Departments to determine the most appropriate course of action to update the Draft General Plan. In a Memorandum to City Staff, Rincon will summarize the findings and identify any

additional research, data collection and growth and economic trend analysis tasks recommended to complete the Existing Conditions Background Report (Phase 2) and Draft General Plan (Phase 4).

Phase 2: Existing Conditions Background Report

Task 5 Administrative Draft Existing Conditions Background Report

Based on the knowledge gained in Phase 1, Rincon will prepare a general Existing Conditions Background Report assessing current conditions within the City. The topics to be studied will be developed in coordination with City staff and are expected to include examination of various land use, infrastructure, and environmental issues affecting the Guadalupe community. The Administrative Draft Existing Conditions Background Report that will be submitted for City staff review, besides serving as the Existing Setting section for the General Plan, will identify future opportunities and constraints, and where appropriate, lay the groundwork for policy development on the full range of environmental, land use and public service issues. The report will also evaluate the City's regional context and provide technical baseline information that will be used for analysis. It will also provide the important function of developing some of the setting information for the environmental review process, anticipated to be prepared under a separate contract. Rincon will submit the Administrative Draft Background Report for City staff review in MS Word and PDF format. The report will be approximately 30 pages in length in order to provide a general overview of the existing conditions in the City. It is our understanding that while departmental members will be free to review the entire Report, they will be principally responsible for reviewing sections of the Report for which they provided data to assure that the information is complete and accurate.

Task 6 Final Background Report

Based on departmental comments, Rincon will prepare the Final Background Report. Please note, that for schedule and budgetary purposes, we assume only one round of departmental review for the Draft Background Report. However, we will provide the City Planning Director a Screencheck version of the Final Report prior to the Final Report being posted for public review to ensure revisions incorporate the key recommendations and revisions that City staff provided on the Administrative Draft.

Phase 3: Evaluating Alternatives

The majority of land within the City is developed. Future growth would likely be accommodated through infill and redevelopment of underutilized land. The alternatives phase of the General Plan Update will develop and explore up to three land use alternative options for how the City of Guadalupe could grow in the future and how the general plan could address major policy issues.

The alternatives process will provide an opportunity to facilitate discussions with community members, stakeholders, and decision-makers about land use alternatives and policy options. This will provide the community with an opportunity to review and discuss pros and cons of different options, decide the best way to achieve the vision, and build consensus for preferred land use strategies. This phase would provide the framework for future growth and development and establish the basis for the updated goals, policies, and implementation programs contained in the updated General Plan with a goal to plan for growth and associated development efficiently while minimizing costs to the City and taxpayers.

Task 7 Alternative Land Use Scenario Report

Rincon will develop up to three Alternative Land Use Scenarios or Concepts incorporating existing trends in planning and including at least one land use alternative that focuses future growth and development to the existing undeveloped and/or underutilized areas within the City. Other land use concepts may

include variations of mixed-uses, shifts in preferred land use patterns (including infill development in the City's core and appropriate commercial and industrial zoning along major transportation corridors), and modifications in development intensity – depending on community preferences and current planning norms.

In addition to alternative land use concepts, Rincon will identify policy option topics to address key programmatic issues and opportunities. Rincon will then review existing land use designations and develop a set of updated land use designations on which to base the land use alternative concepts. The designations will be illustrated with graphics and images to show the intended development outcome.

Using the Alternative Scenarios and Concepts described above, Rincon will also develop population and employment projections based on buildout of each alternative. Rincon will provide a table that summarizes the general effects of each land use alternative scenario in terms of impacts on a selected set of prioritized topics to be developed with City staff, such as existing/programmed public facilities or networks, the natural environment, the economy, GHG emission reduction, and City finances. We assume that this analysis will be high-level, without the need for additional studies such as fiscal impact or economic analyses. Rather than five-year increments as noted in the RFP, Rincon will address the fiscal implications of each of the three alternatives at full buildout (in accordance with the 20-year planning horizon through the year 2040). Rincon will develop general policy options to address identified key assets, issues, and opportunities, but please note this would not be a comprehensive list of all the potential policies, rather a general list of the key issues addressed by each land use scenario alternative.

Rincon will compile the land use alternatives evaluation and policy options and key issues into a Draft Alternatives Report for staff review in MS Word and PDF format. Following the review, Rincon will revise the Alternatives Report to reflect changes directed by staff and produce the Alternatives Report and incorporate it into the Draft General Plan as an Appendices.

We recommend conducting one of the three City Council hearings (as noted in Task 14 below) at this stage in the process. For this meeting, Rincon will assist City staff at a public hearing before the City Council to present and review the findings within the Alternative Land Use Scenario Report. This meeting would be an opportunity to present to the City's decision makers the various land use scenarios and to receive feedback, direction, and public input from members of the community early in the process. It is also recommended that Alternatives Report be posted on the City's website for easy access for members of the community and for adjacent and nearby public agencies to review and comment.

Task 8 Preferred Land Use Scenario Alternative Memorandum

Based on direction from City Council, Rincon will prepare a Preferred Land Use Scenario Alternative description and land use diagram, as well as a set of preferred policy options to address identified assets, issues, and opportunities. These will be summarized in a Memorandum that will be provided to City staff for review prior to incorporating into Phase 4 of the update process.

Phase 4: Preparing the Draft General Plan

Task 9 General Plan Goals, Policies and Objectives Development

Rincon will comprehensively reorganize the existing General Plan to address the City's current priorities, provide consistency with current state law and industry standards, and improve the user-friendliness and functionality of the plan. The General Plan Update will be prepared using clear terms and concise language, and a greater emphasis on graphical, schematic, and photographic content.

The focus of this task will be the development of revised or new goals, policies and objectives for each of the elements, which will include new focus areas, e.g., complete streets, social justice, etc., based on the Community Vision and Guiding Principles developed in the previous draft General Plan study (2017-2018) and the Preferred Land Use Scenario Alternative (Task 8). Plan policies will be crafted with an intent that the City's General Plan will be a "self-mitigating" plan, so that the need for additional mitigation measures in the future CEQA document for the General Plan should be limited. Please note, that based on the budget and schedule constraints, Rincon's proposed scope is intended to utilize to the extent feasible and reasonable the existing goals, policies and objectives. We will update or revise where warranted and develop new goals, policies and objectives if necessary to ensure the Plan is consistent with State law and regulations and articulates the Community Vision and Guiding Principles.

The City of Guadalupe's existing General Plan consists of nine elements: Land Use, Circulation, Housing, Safety, Noise, Community Design and Historic Preservation, Public Facilities, Conservation and Open Space Element, and the Economic Development Element. Rincon anticipates that we will add a new stand-alone Environmental Justice Element as well as include an Air Quality amendment incorporating it into existing elements. The Housing Element was updated last year (2019), so as noted in the RFP, Rincon assumes that no work will be needed to update that element. Our scope of work assumes that the emphasis and majority of our hours will be devoted to the Land Use, Circulation, Safety, and Conservation and Open Space Elements. The Noise, Community Design and Historic Preservation, Public Facilities, and the Economic Development Elements will be updated for consistency with these elements. Further, we do not propose a comprehensive traffic analysis (i.e., new traffic counts or traffic modeling). Rather, we will utilize existing data from Caltrans to the extent feasible. Existing community noise data will also be based on Caltrans traffic data and other existing data sources and will not involve new noise measurements. The Rincon team proposes to focus on the land use plan, and policy development for the Land Use, Safety, and Conservation and Open Space Elements to meet the program objectives of the SB 2 Grant. Revisions to the remaining elements will focus on improvements to functionality and document accessibility and will carry through the policy guidance established in the Land Use, Safety, and Conservation and Open Space Elements. All of the elements will be edited as appropriate to incorporate new concepts into the existing General Plan framework and to update the look/format of the General Plan to improve its user-friendliness. In each of the elements, the Rincon team will identify possible funding sources and opportunities to fund the programs described in the General Plan, as appropriate.

In addition to developing and refining the goals, policies and objectives, Rincon will prepare an implementation strategy that includes specific, feasible actions the City will undertake to implement each of the goals, policies and objectives. We anticipate using implementation measures for the most part but the full strategy will be developed early in the update process and discussed during Phase 1 with City staff to determine the most productive approach for the City. In general, the implementation strategy will focus on creating a proactive action plan that engages all City departments in the efficient and cost-effective implementation of the General Plan. When complete, the implementation strategy will assist the city in developing future budget and work programs for infrastructure and services to high priority projects identified in the new General Plan.

In updating each individual General Plan element, the Rincon team will build on the work completed to date to address gaps in policy and vision, as well as to address contemporary planning issues like housing and economic resilience. Using this method of evaluation, we will provide the information the community and decision makers need to develop impactful and implementable goals, policies, and programs. Further, each element will be updated to ensure conformance with new guidance and legislation regarding General Plans. Additional legislation to address will include, but is not limited to:

- New State housing law requirements and CEQA streamlining (SB 35)
- Complete streets policies and programs (AB 1358)
- Climate change, greenhouse gas emissions, and sustainability (Executive Orders, AB 32, SB 375, SB 197, SB 32)
- Climate adaptation and resiliency strategies (SB 379, AB 2140)
- Cultural resources and consultation with Native Americans (SB 18, AB 52)
- Requirements to consult with nearby military agencies (SB 1468, SB 926)
- Vehicle miles travelled (VMT) analysis under CEQA (SB 743)
- Environmental justice (SB 1000)

A major component of the work program will be to ensure that the updated General Plan meets these new requirements. The Rincon team will accomplish this in a way that works within the context of Guadalupe's needs and environment while creating a modern, legally defensible document.

Task 10 Land Use, Circulation Diagrams and Other Diagrams

Utilizing Rincon's stellar GIS team, we will prepare the land use, circulation, and other key diagrams as part of the Administrative Draft General Plan. The Planning maps will be a turnkey finished product in PDF format as well as providing City staff full GIS files for easy updates in the future. Rincon's GIS team will work with City staff to ensure all mapping and diagrams are completed in a form compatible with the City's computer systems and website capabilities.

LAND USE DIAGRAM

Rincon will develop land use designations for all parcels in the City and prepare a corresponding Draft Land Use Diagram. To develop the land use designations and diagram, Rincon will review existing citywide land use designations and specific plan designations and determine a concise set of new or revised land use designations that fit the needs of all areas of the City. The designations and Diagram will indicate the distribution, location, and standards for the use of land for housing, commerce, industry, public facilities, recreation, agriculture, natural resources, and open space. The land use designations will broadly define the purpose of each land use category as well as allowed uses. Land use designations will also include standards of population density and building intensity.

CIRCULATION DIAGRAM

Rincon will utilize and incorporate the recently adopted Guadalupe Mobility Study to be the basis for updating the Circulation Diagram in the Circulation Element. Based on the distribution of land uses on the Land Use Diagram and findings incorporated in the Guadalupe Mobility Study, Rincon will then develop and prepare a Draft Circulation Diagram. Standard roadway classifications will be included within the diagram.

Task 11 Administrative Draft General Plan

Rincon will compile a full Administrative Draft General Plan, including those items in Tasks 9 and 10, for City staff review. As noted previously, the General Plan Update will be crafted to conform to all State, City, and other legal requirements and to the most current General Plan Guidelines prepared by OPR. Each draft Element will contain text, diagrams and documentation material sufficient to demonstrate its scope and intent and shall be internally consistent with the balance of the General Plan. A Table of Contents will be provided for the whole of the document and for each element that includes a list of

tables, figures, maps, etc. Technical appendices will be provided with clear references to supporting documentation, evidences for conclusions, policies or synopsis of data. All data sources utilized to prepare the Plan text and graphics will be documented, referenced and made available to the City in a usable electronic format. Further, because the majority of the community in Guadalupe speak Spanish in the home, Rincon will provide a Spanish language edition of the General Plan to ensure accessibility in addition to the English version. To save budget, for the Administrative Draft we suggest only providing electronic versions in MS Word and PDF format and one printed copy to City staff. In addition, all files related to maps and figures will be provided in an electronic format for future use by the City as needed.

Task 12 Draft General Plan

Following staff review of the Administrative Draft General Plan, Rincon will incorporate comments as appropriate and prepare a Screen Check Draft General Plan. The Screen Check version will be provided in digital format. Once the City approves the Screen Check Draft, Rincon will prepare the Draft General Plan including providing 10 hard copies (as opposed to 20 copies, as a cost saving measure), electronic versions in MS Word and PDF format, and all files related to maps and figures. Rincon will also produce up to 10 poster size exhibits of key maps and diagrams (i.e., Land Use Diagram, Circulation Diagram) of use at public hearings and community meetings.

Task 13 General Plan Consultation and Referrals

Rincon will engage and consult with appropriate Federal, State, regional, and local agencies, including Native American Tribes and Military Branches throughout the process beginning in Phase I and through Phase 5. Rincon will review key requirements in the State Government Code and will ensure that Code is strictly followed throughout the process in particular as it relates to requirements for when draft and final documents must be submitted for review and how long agencies have to review and provide comments.

Phase 5: Public Review and Final Documents

Task 14 City Council Hearings

Rincon will assist City planning staff to facilitate up to three public hearings with the City Council and the public to review the Draft General Plan. After the hearings, the Council will direct planning staff to incorporate its recommendations and prepare the Final Draft General Plan. Rincon will assist in the preparation of a Presentation summarizing the General Plan Update process, the key changes and findings of the updated Plan, and key considerations for the Council and members of the public to focus on as part of their review and potential suggestions, revisions or comments.

Task 15 Final Draft General Plan Documents

Based on direction from the City Council, planning staff will direct Rincon to make revisions to the administrative draft General Plan and submit the changes to planning staff as the final Draft General Plan document. Rincon will prepare 10 hardcopies in paper format (as opposed to 15 copies) as well as an electronic version in Microsoft Word and PDF file formats and 10 CD copies. Rincon will also prepare 10 copies of the Land Use Diagram(s).

3 Project Management

The consistent and effective application of robust quality assurance/quality control (QA/QC) procedures is central to our successful general plan update strategy. The following sections discuss the primary principles and practices Rincon routinely implements to ensure that our contractual obligations to the client are met; our work is conducted in an efficient manner; and that the final product of our efforts satisfy the needs of our clients. Our general approach to project management and task execution for projects is provided below.

3.1 Management and Quality Assurance/Quality Control

In every project Rincon conducts, we endeavor to provide our client with a high-quality product that meets or exceeds expectations, and for which all applicable professional standards and regulatory requirements are met. To meet this quality standard, QA/QC procedures are developed for each project at the planning stage, outlining the management techniques to be used. Consistency in project implementation provides clients with a level of confidence that the same quality and rigor of analysis will be delivered on each and every project regardless of the location, size, scope, or technical complexity. The Rincon Project Manager will be the primary point of contact for the City and will oversee the Rincon team to ensure consistency in plan development and effective communication with regulatory agency personnel and other stakeholders, as appropriate.

Rincon takes pride in our structured management of all projects. These management components are further discussed in the following sections.

3.2 Technical Direction and Control

Rincon employs our published Quality Assurance/Quality Control (QA/QC) guidelines and standard project management and quality control methods that include written project assignments, bi-weekly project progress meetings, project control using Microsoft® Excel and Microsoft® Project software, peer review of all technical sections, and principal review of all final products. The project manager and the team staff initiate the project by holding a briefing meeting whereby the work scope, expectations, costs, and timing (schedule) are determined.

Long, complex documents, such as general plan updates, go through a rigorous technical edit to ensure correct grammar, style guide compliance, clear language, and consistent voice throughout. Finally, the document production team performs a comprehensive formatting check before delivery to ensure that the final product meets client expectations.

Our technical editors have extensive experience with a range of technical documents, including General Plans, Specific Plans, CEQA and NEPA reports, permits, manuals, and whitepapers. With backgrounds as journalists, academics, and trainers, they also have skills in graphic design, web design, and visual arts. The Rincon graphics, technical editing, and production teams are skilled in the Microsoft Office suite of productivity software, Adobe Creative Suite, and web design software to produce visually attractive products.

3.3 Communication and Documentation Procedures

Clear, concise, and thorough communication among team members is a critical component in the successful implementation of every project, regardless of size. Rincon's project management communication procedures are designed to accomplish the following objectives:

- Specify the formal communication and documentation procedures to be used by the team
- Institute a uniform method of recording actions and maintaining reference files
- Assure appropriate data flow to and between team members

Rincon has a formal process for tracking and disseminating information and data for all of our projects. We employ an electronic, centralized recordkeeping system for all data relevant to the projects. The database is maintained by housing all the information in the central file dedicated to the project, with data back-up and security measures in place. Our method of electronic file organization allows team members to easily and remotely access the most up-to-date project information.

3.4 Cost Control and Budgeting Methodology

Rincon uses Deltek Ajera®, a project-based accounting system that controls all aspects of project management and accounting with real-time project information. It gives managers access to review budgets and expenses, track both monetary and labor resources, and see a snapshot of a project in real time. Ajera allows the creation of budgets and schedules to a level of complexity commensurate with the project and its budget. The software provides a graphic progress report that shows the relationship between the contract amount, time spent, expenses, and project percent complete that, when compared against the project timeline, allows the project manager to rapidly determine if the project is on time and on budget. Additionally, Rincon uses Microsoft Project to maintain a project specific management calendar that tracks project (i.e., deliverables) and program (i.e., invoicing) specific milestones.

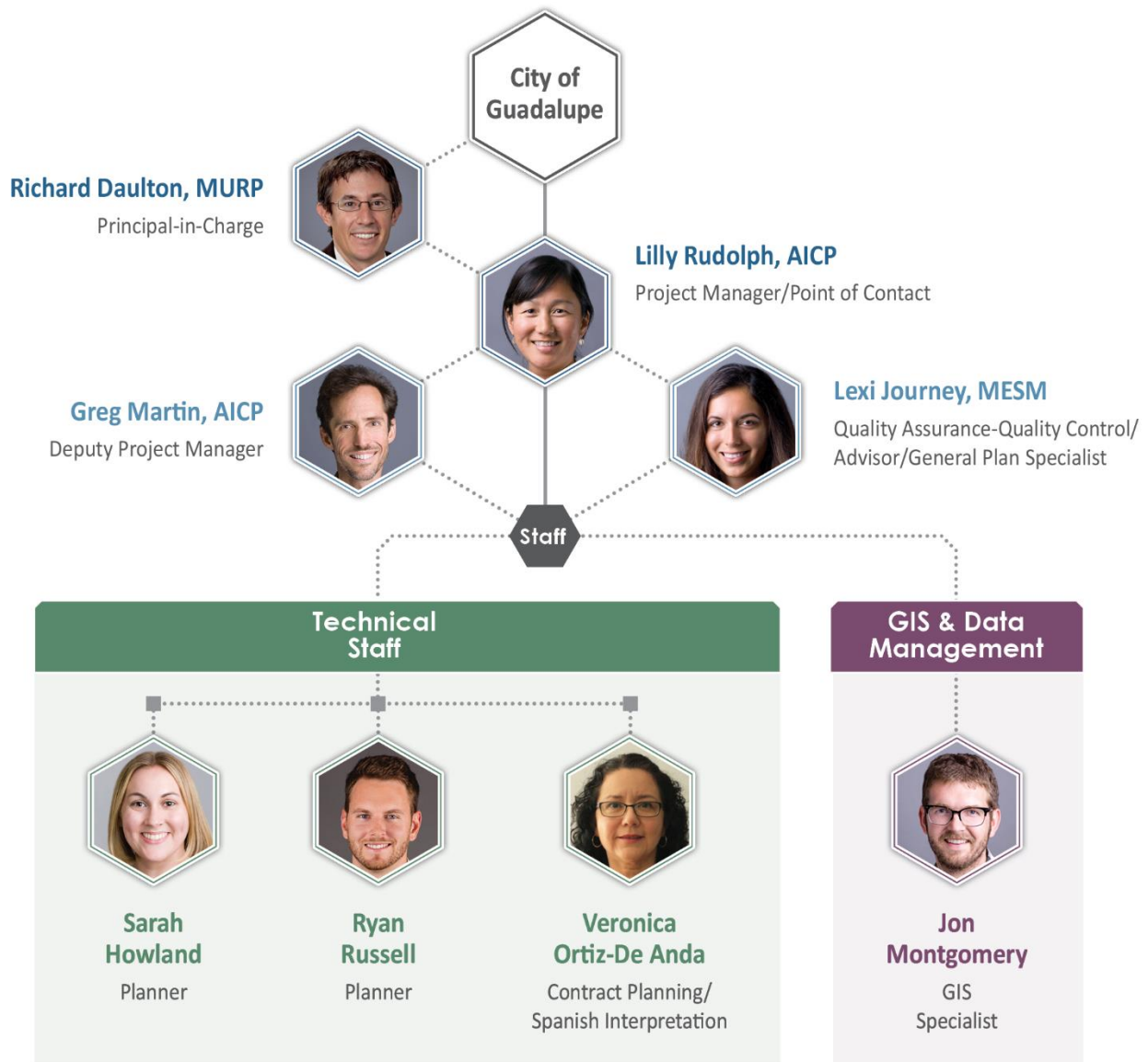
4 Consultant Staff

The Rincon team is composed of highly qualified individuals with extensive experience preparing General Plan Updates and related CEQA documentation.

4.1 Project Team

4.1.1 Organizational Chart

Illustrated below is the composition of our team.



4.1.2 Resumes

Richard Daulton, MURP | Vice President/Principal

Education: MURP, Urban and Regional Planning, University of California, Irvine
BA, Economics, University of California, San Diego

Role: Principal-in-Charge

Mr. Daulton oversees planning and environmental projects throughout California, with many projects in the San Joaquin Valley region, including Fresno County. He has 24 years of experience in the planning profession with an emphasis on environmental planning. His planning skills are supported by a strong background in technical environmental and economic analysis. Mr. Daulton manages a range of CEQA and NEPA documentation projects for transportation projects and has successfully combined environmental analysis and planning techniques to guide agencies through complex studies and controversial programs, entitlement, and planning projects. Select project experience is listed below.

- **General Plan Update and EIR, City of Lompoc.** Mr. Daulton served as the Principal-in-Charge of the City of Lompoc General Plan Update and EIR. The General Plan Update addresses the community's vision for development during the planning horizon and implemented the programmatic direction of the City's Housing Element at a policy level.
- **Bicycle Master Plan, City of Guadalupe.** Mr. Daulton served as the Principal-in-Charge of this project. Rincon prepared the City of Guadalupe Bicycle and Pedestrian Master Plan and associated IS-ND. Preparation of the plan was funded by a Caltrans Community-Based Planning Grant, which Rincon also prepared and submitted on behalf of the City. As part of the work program, Rincon conducted a baseline inventory and analysis of existing facilities, city-wide origins and destinations, safety constraints and accident occurrences, and the community's needs and desires for bicycle and pedestrian facilities.
- **City of Guadalupe Contract Planning Services, City of Guadalupe.** Mr. Daulton served as the Principal-in-Charge of this project for eight years. Rincon provided full-service staffing to the Planning Department for the City of Guadalupe for 11 years. Rincon was responsible for all Planning Department functions and reported directly to the City Administrator. Tasks included processing of all development applications, long-range planning functions, presenting projects at public hearings, fielding development inquiries and pre-application meeting requests, identifying and implementing process improvements, and assisting the City with prioritizing planning resources and programs. Rincon also provided CEQA compliance services for the City, including the preparation of CEQA exemptions, NDs, and EIRs or serving as the City contact for EIRs that are outsourced. Rincon has also assisted the City with updating planning application fees, implemented a Design Review process for certain applications, processed an amendment to the Zoning Code to include a Planned Development Overlay District, and helped establish the Development Review Committee to improve interdepartmental review of planning applications. Rincon also assisted the City with an update to its Housing Element.
- **Buellton General Plan Housing Element MND, City of Buellton.** Mr. Daulton served as Principal-in-Charge. Rincon prepared an MND for the City of Buellton's General Plan Housing Element. The MND evaluated the potential physical impacts associated with the policy guidance of the element, including policies designed to satisfy ambitious RHNA targets for affordable housing. The MND process was used as a tool to refine the policy framework of the Housing Element, which was subsequently adopted by the City and certified by the State of California Department of Housing and Community Development.

Lilly Rudolph, AICP | Senior Program Manager

Education: MPA, Baruch College, City University of New York
BA, International Relations, University of California, Davis

Role: Project Manager

Ms. Rudolph is responsible for managing current planning assignments for municipal planning agencies and long-range planning documents. Over her career in planning, community development, and economic development, Ms. Rudolph has developed a broad background of experience ranging from preparing community plans and form-based codes to overseeing civic engagement and outreach strategies. She has processed residential, commercial, agricultural, and industrial development applications for cities and counties and has prepared and/or managed general plan updates, design guidelines, specific plans, historic resource surveys, and ordinances and is experienced in the preparation and management of CEQA documents for plan areas and development projects. Select project experience is listed below.

- **City of Guadalupe Contract Planning Services, City of Guadalupe.** Rincon provided full-service staffing to the Planning Department for the City of Guadalupe for five years. Rincon was responsible for all Planning Department functions and reported directly to the City Administrator. Tasks included processing of all development applications, long-range planning functions, presenting projects at public hearings, fielding development inquiries and pre-application meeting requests, identifying and implementing process improvements, and assisting the City with prioritizing planning resources and programs. Rincon also provided CEQA compliance services for the City, including the preparation of CEQA exemptions, NDs, and EIRs or serving as the City contact for EIRs that are outsourced. Rincon has also assisted the City with updating planning application fees, implemented a Design Review process for certain applications, processed an amendment to the Zoning Code to include a Planned Development Overlay District, and helped establish the Development Review Committee to improve interdepartmental review of planning applications. Rincon also assisted the City with an update to its Housing Element.
- **City of Grover Beach Conservation and Open Space Element Update and ND, City of Grover Beach.** Ms. Rudolph is the project manager for the City of Grover Beach Conservation and Open Space Element Update. The Conservation and Open Space Elements were last updated in 1973. Ms. Rudolph is leading the Rincon team to update required topics, such as tribal resources and public health and safety, in the Conservation and Open Space Element, and update the Land Use Element to add new environmental justice policies.
- **Civic Center Way Improvements Coastal Development Permit, City of Malibu.** Ms. Rudolph is the case planner for the City of Malibu Civic Center Way improvements project. In this role, she coordinated with the project engineer and City Public Works staff to ensure that the project conforms with applicable provisions of the City Local Implementation Plan and Municipal Code. She presented the project before the Planning Commission and a subsequent appeal of the project to the City Council.
- **City of Grover Beach Contract Planning Services, City of Grover Beach.** Ms. Rudolph provided contract planning assistance to the City of Grover Beach for approximately one year. Ms. Rudolph served as an extension of City Staff to process complex land use permit applications. She coordinated with City staff for interdepartmental staff review and facilitated the collection of staff review comments, and corresponded with applicants, staff, and others to resolve outstanding issues. She also reviewed all technical documents and each project's development plans for consistency with the City of Grover Beach General Plan, Zoning Ordinance, and other applicable planning document, and prepared staff reports, resolutions, and conditions of approval and

presented staff reports and technical documents to the Planning Commission and City Council, and prepared final approval documents and complete planning department plan checks.

Greg Martin, AICP | Senior Planner/Program Manager

Education: MCRP, Master of City and Regional Planning, California Polytechnic State University, San Luis Obispo

BA, Pre-and Early Modern Literature, University of California, Santa Cruz

Role: Deputy Project Manager

Mr. Martin is responsible for management and preparation of planning and environmental documents and specialized technical studies. Mr. Martin has extensive experience in the planning field and has a background in preparation and project management of CEQA and NEPA documents such as Initial Studies and EIRs. His experience also includes work on General Plans (including Housing Elements), Zoning Ordinances, Redevelopment Plans, and municipal entitlement processing. Select project experience is listed below.

- **Rancho Mirage General Plan Update, City of Rancho Mirage.** Mr. Martin was a project manager for the City of Rancho Mirage General Plan Update. The General Plan Update was a “technical” update to ensure compliance with recently adopted State laws, and to modernize the look, organization and user friendliness of the General Plan. As part of this process, the General Plan Update’s goals, policies and programs were updated to coincide with the City Council’s current vision for the future of the City; maps and exhibits were updated to reflect the current makeup of the City; the Circulation Element was updated based on a new traffic model; a high quality graphically-designed General Plan document was created; and GIS maps were created for use in the General Plan Update document and to be used as an interactive online tool.
- **General Plan Update, City of Alhambra.** Mr. Martin was a project manager for the update of City of Alhambra’s General Plan titled, “Vision 2035 – A Community’s Mosaic”, especially focusing on managing the EIR for the General Plan Update. The General Plan Update includes a complete re-write and reorganization of the current plan to allow for ease of use for the community. The plan included the seven State required elements but is reorganized in six chapters titled: Land Use/Community Design, Quality of Life, Resources, Services and Infrastructure, Health and Safety, and Mobility.
- **General Plan Update and EIR, City of West Covina.** Mr. Martin was project manager and lead analyst for the EIR for the City of West Covina’s 2016 General Plan Update and Downtown Plan and Code. The project included two separate but closely related elements: an update of the City’s General Plan, and a new Downtown Plan and Code designed to implement the strategies, goals, and policies of the General Plan. The General Plan Update and Downtown Plan and Code reflect the community’s vision to direct the majority of new growth to the City’s downtown, where development pressures are greatest and change is desired. Housing and job growth is targeted to strategic areas along corridors and in neighborhood centers.
- **General Plan Refinement Project IS-MND, City of Ventura.** Mr. Martin helped the City of Ventura quantify and analyze the potential effects of the project, which involved actions to refine the City’s General Plan and Zoning Code to create a new Mixed-Use land use designation; restrict or eliminate residential use in existing Commerce and Industry designations; and create a new Optional Residential Mixed-Use overlay in the Zoning Code. Rincon also helped quantify and analyze the potential effects of these actions on the City’s Housing Element Land Inventory. This analysis led to production of a Final IS-MND in April 2018, including Responses to Comments on the Public Review Draft IS-MND.

Lexi Journey, MESM | Senior Environmental Planner

Education: MESM, Bren School of Environmental Science & Management, University of California, Santa Barbara

BS, Ecology, Evolution and Behavior, University of California, Los Angeles

Role: Advisor/General Plan Specialist/Quality Assurance-Quality Control

Ms. Journey's experience includes project management, planning policy analyses, technical analyses, and outreach for assignments such as General Plans, Coastal Land Use Plans, and Climate Action Plans, as well as CEQA environmental assessments. She uses her wide breadth of planning expertise to teach Principles and Practice of Environmental Planning at the Bren School of Environmental Science & Management during the fall quarter. She has managed various projects including the Port Hueneme General Plan Update, Avila Community Plan Update, Local Oxnard Coastal Plan Update, the County of Merced Climate Action Plan, and the City of Rancho Mirage General Plan Update. In addition to managing long-range plans, sustainability plans, and outreach programs, she also specializes in technical studies for long-range plans such as Vulnerability and Adaptation Assessments to analyze risk to climate change vulnerabilities. Select project experience is listed below.

- **Port Hueneme General Plan Update and EIR, City of Port Hueneme.** Ms. Journey is managing the Port Hueneme General Plan Update and EIR program. While the City's Housing Element was updated in 2013, other General Plan elements have not been updated since the 1990s. Ms. Journey is leading the Rincon team to build on the work completed to date to address gaps in policy and vision, as well as to address contemporary planning issues like housing and economic resilience. The plan will also address all new statutory State requirements such as: State housing law requirements and CEQA streamlining (SB 35), complete streets policies and programs (AB 1358), climate change, greenhouse gas emissions, and sustainability (Executive Orders, AB 32, SB 375, SB 197, SB 32), climate adaptation and resiliency strategies (SB 379, AB 2140), vehicle miles travelled (VMT) analysis under CEQA (SB 743), and environmental justice (SB 1000). The Rincon team will accomplish this in a way that works within the context of Port Hueneme's needs and environment while creating a modern, legally defensible document.
- **City of Rancho Mirage General Plan Update, City of Rancho Mirage.** Ms. Journey was assistant project manager for the City of Rancho Mirage General Plan Update. The General Plan Update was a "technical" update to ensure compliance with recently adopted State laws, and to modernize the look, organization and user friendliness of the General Plan. As part of this process, the General Plan Update's goals, policies and programs were updated to coincide with the City Council's current vision for the future of the City; maps and exhibits were updated to reflect the current makeup of the City; the Circulation Element was updated based on a new traffic model; a high quality graphically-designed General Plan document was created; and GIS maps were created for use in the General Plan Update document and to be used as an interactive online tool.
- **City of Alhambra General Plan Update, City of Alhambra.** Ms. Journey was an assistant project manager for the update of City of Alhambra's General Plan titled, "Vision 2035 – A Community's Mosaic." The General Plan Update includes a complete re-write and reorganization of the current plan to allow for ease of use for the community. The plan included the seven State required elements but is reorganized in six chapters titled: Land Use/Community Design, Quality of Life, Resources, Services and Infrastructure, Health and Safety, and Mobility.

Sarah Howland | Planner

Education: MS, City and Regional Planning, California Polytechnic State University, San Luis Obispo
BA, Political Science, Concentration in Pre-Law, California Polytechnic State University,
San Luis Obispo

Role: Planner

Ms. Howland is responsible for preparing and assisting with staff reports, CEQA and NEPA documentation, and technical impact analyses for a variety of projects. Her experience includes but is not limited to CEQA compliance for development and planning projects throughout San Luis Obispo County, as well as providing contract planning services for local agencies in the region. Select project experience is listed below.

- **Avila Community Plan Update, County of San Luis Obispo.** Ms. Howland prepares technical reports, maps, charts and graphic displays for a variety of Elements within the Community Plan Update. The Community Plan Update includes preparing and implementing a community outreach strategy, developing the land use scenario, local policies, and development standards, and resolving planning issues within the Avila community. Ms. Howland also coordinates and leads a variety of community outreach events and online surveying techniques during the COVID-19 Shelter-in-Place time period.
- **Morro Bay General Plan and LCP Update EIR, City of Morro Bay.** Ms. Howland provides professional environmental planning services to the City of Morro Bay for the Morro Bay General Plan and Local Coastal Program Update EIR. Her work consists of technical impact analyses and CEQA documentation. Rincon is part of the multidisciplinary consultant team hired to lead the City's General Plan, Local Coastal Program, and Zoning Ordinance Updates and associated EIR as an extension of City staff. In cooperation with Michael Baker International, Rincon evaluated the current extent and locations of Environmentally Sensitive Habitat Area resources within the City's Coastal Zone to assist the City in updating its Local Coastal Program, obtained mapping approval by the California Coastal Commission, and provided updated maps of potential Environmentally Sensitive Habitat Area under current conditions. Rincon also prepared Community Baseline Assessment Report analyses for noise, air quality, greenhouse gas emissions, and natural resources to identify the current environmental conditions in the City to inform the analysis of the General Plan, Local Coastal Program, and Zoning Ordinance Updates in the EIR, and prepared the Noise Element for the updated General Plan. Rincon prepared the public review draft of the Program EIR for the General Plan/Local Coastal Program Update.
- **City of Greenfield Current Development Permit Processing Assistance, City of Greenfield.** Ms. Howland provides professional planning services to the City of Greenfield in the form of permit processing for development projects. Her work involves application-completeness review as well as preparing staff reports.

Ryan Russell | Planner

Education: MS, City and Regional Planning, California Polytechnic State University, San Luis Obispo
BS, Field and Wildlife: Biological Sciences, California Polytechnic State University, San Luis Obispo

Role: Planner

Mr. Russell is responsible for assisting with contract planning services and preparing environmental documents. Mr. Russell has experience with all stages of the development review and entitlement process, including coordinating with stakeholders, city staff, and developers to produce successful discretionary projects. He also has long-range planning experience, including general plans, specific plans, and preparing zoning ordinance updates. He has worked on preparing a number of environmental documents and analysis in accordance with CEQA. He is knowledgeable in land use planning, the Coastal Act, community outreach, CEQA regulations, and preparing long range planning documents. Select project experience is listed below.

- **Avila Community Plan Update, County of San Luis Obispo.** Mr. Russell is assisting with the update of Avila Community Plan for the County of San Luis Obispo. The Community Plan Update includes preparing and implementing a community outreach strategy, developing the land use scenario, local policies, and development standards, and resolving planning issues within the Avila community. Mr. Russell is responsible for community outreach, developing land use policies and regulations, coastal access improvements, and Coastal Act consistency, and assisting the project manager.
- **Goleta Train Depot Master Plan, City of Goleta.** Mr. Russell was the assistant project manager for developing the Goleta Train Depot Master Plan. The Master Plan was prepared to facilitate the development of a multi-modal train depot adjacent to the existing Amtrak station in the City of Goleta, with the goal of improving ridership, reducing regional traffic, and reducing greenhouse gas emissions. Mr. Russell assisted with community outreach to develop the goals and policies and analyzed the site characteristics and mobility network to prepare recommendations for on-site and off-site improvements. The Goleta Train Depot Master Plan received the Award of Merit from the APA Central Coast Section.
- **City of Morro Bay Sign Ordinance, City of Morro Bay.** Mr. Russell managed the comprehensive Sign Ordinance update for the City of Morro Bay. This included complying with new supreme court decisions and applicable federal laws, researching best practices, producing graphics, and presenting at Planning Commission meetings. He conducted extensive community outreach which included two community meetings, working closely with the Chamber of Commerce and local businesses, and creating and analyzing survey results.
- **City of Lemoore General Plan Update, City of Lemoore.** Mr. Russell helped prepare and update the City of Lemoore's General Plan to address gaps in policy and vision, as well as to address contemporary planning issues like housing and economic resilience. Mr. Russell was responsible for community outreach and preparing the land use and conservation elements. The General Plan also focused on compatibility with the nearby Lemoore Naval Air Station.

Veronica Ortiz-De Anda | Contract Planner

Education: BS, Environmental Policy Analysis and Planning, Concentration in City and Regional Planning and Transportation Planning, University of California, Davis

Role: Planning/Spanish Interpretation

Ms. Ortiz-De Anda is knowledgeable in development review of commercial and residential projects, building permit process/plan checking, implementation of housing programs, zoning, and CEQA requirements, including subdivisions, and long-range housing programs. She has experience in preparing staff reports and making presentations at public hearings. She is fluent in Spanish. Select project experience is listed below.

- **City of Oxnard Contract Planning Services, City of Oxnard.** Ms. Ortiz-De Anda reviews construction plans for a range of commercial and residential development. She processes and reviews development applications against city and state codes and prepares reports to present before the hearing body. She prepares CEQA documents as appropriate to the project. She also makes inspections of project sites and works with construction staff to address challenges that come up in the field and works together with other city staff to bring resolution. She also assists her colleagues as-needed to translate (English/Spanish).
- **City of Malibu Contract Planning Services, City of Malibu.** Ms. Ortiz-De Anda served as a contract planner for the City of Malibu, and reviewed applications for residential development for conformance with the Malibu Municipal Code and Local Coastal Plan and state codes.; She worked with homeowners and development professionals to facilitate efficient and accurate permit processing, performed field inspections, and attended and participated in staff meetings.
- **City of Fillmore Contract Planning Services, City of Fillmore.** Ms. Ortiz-De Anda processed development applications for commercial and residential development projects, including subdivisions. This role involved preparing staff reports for appropriate hearing bodies, preparing CEQA documentation and conducting oral and visual presentations at public workshops and public hearings. She also served as project manager for the City's Housing Element Update. In this capacity she worked closely with the City's HCD reviewer to address compliance with state housing requirements, updated the City's affordable housing inventory map list, managed the City's document and environmental consultant, attended meetings between the City and housing advocates, and prepared the draft document to the Planning Commission.
- **City of Santa Paula Contract Planning Services, City of Santa Paula.** Ms. Ortiz-De Anda attended to the general public at the front counter, processed administrative and discretionary planning permits, and reviewed development plans for compliance with city and state codes. She worked closely with other city staff to draft conditions of approval and prepare staff reports for public hearings including initial studies for CEQA documentation. In this role she assisted the code enforcement staff to rectify zoning violations, trained new planning staff, prepared planning literature for the general public reviewed construction plans, and translate (English/Spanish) as needed.

Jon Montgomery | GIS Analyst

Education: Masters of Environmental Science and Management, University of California, Santa Barbara

BA, Psychology, minor in Environmental Science, University of Wisconsin, Madison

Role: GIS

Mr. Montgomery has professional GIS, GPS, and graphics experience including work with local and regional government agencies, nonprofit organizations, and consulting firms. His expertise includes spatial analysis, cartography, model/tool development, web mapping and graphics production with extensive ESRI software experience. Mr. Montgomery's previous experience includes working for organizations including the City of Santa Barbara, University of California, Santa Barbara, Midpeninsula Regional Open Space District, Los Padres ForestWatch, and Good Oak Ecological Services. Select project experience is listed below.

- **Santa Barbara County Reliability Project, Santa Barbara and Ventura Counties.** Mr. Montgomery served as lead GIS Analyst for this Southern California Edison multi-year linear utility construction biological monitoring project spanning over 30 miles. He managed the data needs for a team of dozens of field monitors, providing daily data updates, field collection tools, and training. He created GIS and data collection workflows that helped to streamline and increase efficiency across the project and stay on track with the multitude of weekly and monthly deliverables. Mr. Montgomery managed the engineering, construction, civil design, biological, and cultural datasets for this project, keeping all data up to date within detailed schema and metadata requirements. He was in charge of creating all project deliverable graphics and developed customized templates to serve the project needs including several detailed mapbooks spanning the 30 miles of the project area.
- **SoCalGas Pipeline Safety Enhancement Plan, Santa Barbara, Ventura, and Los Angeles Counties.** Mr. Montgomery served as one of the lead GIS Analyst for this ongoing program since 2016, covering dozens of project sites across Southern California. Using Python and ModelBuilder, Mr. Montgomery developed several custom tools that have streamlined project workflows, including an initial project assessment tool that highlights all environmental concerns and hazards in a project's vicinity to help with the jump start a project's analysis. Mr. Montgomery created this program's figure templates and has created figures for dozens of the program's projects each year.
- **United Water Conservation District Multiple Species Habitat Conservation Plan, Ventura County.** Mr. Montgomery served as lead GIS Analyst for this project which entailed gathering and documenting data from a variety of sources, discussing data and graphical needs with the client, and producing the dozens of figures to accompany a reworked habitat conservation plan highlighting select species of concern.
- **Caltrans District 6 & 10 On-call, Various Counties.** Mr. Montgomery served as lead GIS Analyst for a multitude of on-call biology projects Rincon has provided services in support for. These projects range through central and eastern California and covered a variety of species. GIS responsibilities on these projects included data organization, documentation and delivery, figure production to accompany reports and permits, and spatial analysis.

5 Consultant Qualifications and References

5.1 References

Rincon is proud of its reputation as a leader in the environmental consulting industry. We invite you to contact any of the individuals listed below regarding our qualifications, skills, and project management.

City of Grover Beach

Contact: Bruce Buckingham, Community Development Director

Address 154 S 8th Street, Grover Beach, California 93433

Phone: 805-473-4520

Email: bbuckingham@groverbeach.org

Project: **Grover Beach Conservation and Open Space Element Update.** Rincon is currently preparing an update to the City of Grover Beach Conservation and Open Space Element and associated negative declaration. The Conservation and Open Space Element was last updated in 1973. The updated element, which is expected to be adopted in 2020, will address all the requirements of State law using the 2017 Office of Planning and Research General Plan Guidelines as a guide and ensure that all Conservation and Open Space issues, including water, forests, soils, wildlife, outdoor recreational, tribal resources, and open space for natural resources, are addressed. This effort also involves updates to the City's 2010 Land Use Element to ensure internal consistency between the two elements, and the introduction of new goals, policies, and implementation measures relating to environmental justice.
Dates: 2017 to Present. **Staff:** Richard Daulton, Lilly Rudolph

City of Rancho Mirage

Contact: Jeremy Gleim, AICP, Development Services Director

Address 69-825 Highway 111, Rancho Mirage, California 92270

Phone: 760-328-2266

Email: jeremyg@RanchoMirageCA.gov

Project: **Rancho Mirage General Plan Update and EIR.** Rincon completed the City of Rancho Mirage's General Plan Update. The General Plan Update was a "technical" update to ensure compliance with recently adopted State laws, and to modernize the look, organization, and user friendliness of the General Plan. As part of this process, the General Plan Update's goals, policies and programs were updated to coincide with the City Council's current vision for the future of the City; maps and exhibits were updated to reflect the current makeup of the City; the Circulation Element were updated based on a new traffic model; a high quality graphically-designed General Plan document was created; and GIS maps were created for use in the General Plan Update document and to be used as interactive online tool.
Dates: 2016 to 2017. **Staff:** Greg Martin, Lexi Journey

City of Calabasas

Contact: Tom Bartlett, AICP, City Planner

Address: 100 Civic Center Way, Calabasas, California 91302

Phone: 818-224-1702

Email: tbartlett@ci.calabasas.ca.us

Project: **2030 General Plan and Development Code Update and EIR.** The 2030 General Plan update program was designed to build upon the vision and community values that have made Calabasas a special place to live, work, and visit and to address new issues that had emerged since the development of the previous long range planning program. Key issues in the environmentally-conscious community revolved around the preservation of open space, development of new recreational opportunities, and incorporation of sustainability and green building concepts. GIS and graphics design capabilities were an important component of the work program for this study as the environmental consultant needed to use, update, and create new layers within the City's existing GIS database. **In 2010, Rincon's work on the project was recognized by the Southern California Association of Governments as the report received the *Compass Blueprint Achievement for Visionary Planning for Sustainability*.**
Dates: 2006 to 2009. **Staff:** Greg Martin

City of Morro Bay

Contact: Scot Graham, Community Development Director

Address: 955 Shasta Avenue, Morro Bay, California 9344

Phone: 805-772-6291

Email: sgraham@morrobayca.gov

Projects: **General Plan/Local Coastal Program Update and EIR.** Rincon is part of the multidisciplinary consultant team hired to lead the City's General Plan, Local Coastal Program, and Zoning Ordinance Updates and associated EIR as an extension of City staff. In cooperation with Michael Baker International, Rincon evaluated the current extent and locations of Environmentally Sensitive Habitat Area resources within the City's Coastal Zone to assist the City in updating its Local Coastal Program, obtained mapping approval by the California Coastal Commission, and provided updated maps of potential Environmentally Sensitive Habitat Area under current conditions. Rincon also prepared Community Baseline Assessment Report analyses for noise, air quality, greenhouse gas emissions, and natural resources to identify the current environmental conditions in the City to inform the analysis of the General Plan, Local Coastal Program, and Zoning Ordinance Updates in the EIR, and prepared the Noise Element for the updated General Plan. Rincon prepared the public review draft of the Program EIR for the General Plan/Local Coastal Program Update. **Dates:** 2016 to Present.
Staff: Richard Daulton, Sarah Howland

5.2 Affirmative Action Policy

Rincon is an equal opportunity employer and makes employment decisions (e.g., recruiting, hiring, training and promotions) on the basis of merit. We want to have the best available persons in every job. Rincon policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, Vietnam era veteran status, other eligible veteran status or any other consideration made unlawful by federal, state, or local laws. It also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Rincon is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Rincon operations and prohibits unlawful discrimination by any employee of Rincon, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Rincon will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

A full copy of Rincon Consultant's Affirmative Action Policy is available upon request.

5.3 Use of Disadvantaged Business Enterprises

Rincon supports diversity with the vendors that it uses. We have business relationships with minority business enterprises, women-owned business enterprises, small business enterprises, and others. We routinely provide bidding opportunities and work in an equal opportunity manner. We acknowledge the DBE requirements and commit to fulfilling them whenever possible.

5.4 Conflict of Interest

Rincon does not have conflict of interest with the City.

6 Draft Work Plan

The following matrix provides an overview of our Draft Work Plan that corresponds to the Tentative Approach provided in Section 2. The Draft Work Plan identifies the main phases, tasks, anticipated length of time to complete tasks, key meetings, products/deliverables, and the Development Services staff commitment needed within each task. As requested, costs are provided in a separate Cost Proposal under a separate sealed envelope.

Key Task	Schedule/ Length of Time to Complete Task	Key Meetings with City Staff, Public, City Council or Other Public Agencies	Deliverables	Development Services Staff Commitment
Phase 1: Project Initiation				
Task 1 Kickoff Meeting and Virtual City Tour	1 week	X	Schedule for work products	Attendance at kickoff meeting, input on community concerns, virtual tour
Task 2 Develop Final Work Program	1 week after Kickoff		Final work program, including refined scope of work and detailed project schedule	Approval of deliverables, provision of City Council meeting schedule
Task 3 Project Coordination/ Project Management	Throughout Phase 1 through Phase 5	X	Rincon's project manager will meet with the City staff every other week via conference call and every two months in-person. The Rincon team will also coordinate with state, county and local agencies as needed throughout the project.	Every other week check-in calls with Rincon's Project Manager and every two month in-person meetings.
Task 4 Evaluate and Review Existing Reports/ Information	3 weeks after Kickoff Meeting		Memorandum to city staff summarizing findings	Review of deliverable
Phase 2: Existing Conditions Background Report				
Task 5 Administrative Draft Existing Conditions Background Report	3 weeks after staff review of Task 4		Admin Draft Existing Conditions Background Report	Coordination of topics to be studied
Task 6 Final Background Report	1 week after City Staff review of Task 5		Screencheck final report, Final background report	Review of deliverable for accuracy and completeness

City of Guadalupe
Professional Services for General Plan Update

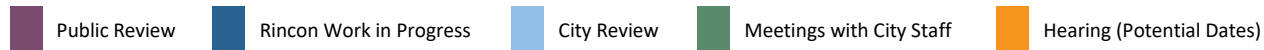
Key Task	Schedule/ Length of Time to Complete Task	Key Meetings with City Staff, Public, City Council or Other Public Agencies	Deliverables	Development Services Staff Commitment
Phase 3: Evaluation Alternatives				
Task 7 Alternative Land Use Scenario Report	4 weeks after completion of Task 6: Final Background Report	X	Draft Alternatives Report	Staff review of deliverable
Task 8 Preferred Land Use Scenario Alternative Memorandum	2 weeks after City Council review/direction on the Task 7: Alternative Land Use Scenario Report		Memorandum	Obtain input from City Council
Phase 4: Preparing the Draft General Plan				
Task 9 General Plan Goals, Policies, and Objectives Development	6 weeks after completion of Task 8		Updated General Plan sections	Staff review of deliverable
Task 10 Land Use, Circulation Diagrams and Other Diagrams	6 weeks after completion of Task 8		Land use diagram, circulation diagram	Input on technological compatibility of deliverable format
Task 11 Administrative Draft General Plan	2 weeks after completion of Task 10		Admin Draft General Plan	Staff review of deliverable
Task 12 Draft General Plan	3 weeks after Staff review of Task 11		Screencheck Draft General Plan, Draft General Plan, exhibits	Staff review of deliverable
Task 13 General Plan Consultation and Referrals	Throughout Phase 1 through Phase 5	X	Rincon will engage and consult with appropriate Federal, State, regional, and local agencies, including Native American Tribes and Military Branches	Possible attendances at key meetings.
Phase 5: Public Review and Final Documents				
Task 14 City Council Hearings	2-4 weeks after completion of Task 12	X	Facilitation of staff report preparation, hearing attendance	Help drafting staff report
Task 15 Final Draft General Plan Documents	2 weeks after completion of Task 14		Final Draft General Plan, land use diagrams	Staff review of deliverable

7 Project Schedule

The Rincon team is prepared to begin the work program described in this proposal immediately upon authorization to proceed. As depicted on the following chart, Rincon proposes to adhere to an expedited schedule that aims for the General Plan Update process to be concluded within approximately 10 months.

Estimated Schedule

Phase	Task	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021
1	Task 1. Kickoff Meeting and Virtual City Tour	Meetings with City Staff									
	Task 2. Develop Final Work Program	Rincon Work in Progress	City Review								
	Task 3. Project Coordination/Project Management	Rincon Work in Progress	Rincon Work in Progress	Meetings with City Staff	Rincon Work in Progress	Meetings with City Staff	Rincon Work in Progress	Meetings with City Staff	Rincon Work in Progress	Meetings with City Staff	Rincon Work in Progress
	Task 4. Evaluate and Review Existing Reports/Information	Rincon Work in Progress	City Review								
2	Task 5. Administrative Draft Existing Conditions Background Report	Rincon Work in Progress	Rincon Work in Progress	City Review							
	Task 6. Final Background Report				Public Review						
3	Task 7. Alternative Land Use Scenario Report			Rincon Work in Progress	Rincon Work in Progress	City Review	Public Review				
	Task 8. Preferred Land Use Scenario Alternative Memorandum					Rincon Work in Progress	City Review	Public Review			
4	Task 9. General Plan Goals, Policies, and Objectives Development					Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress	City Review		
	Task 10. Land Use, Circulation Diagrams and Other Diagrams						Rincon Work in Progress	Rincon Work in Progress	City Review		
	Task 11. Administrative Draft General Plan						Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress	City Review	
	Task 12. Draft General Plan									Rincon Work in Progress	Public Review
	Task 13. General Plan Consultation and Referrals		Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress	Rincon Work in Progress
5	Task 14. City Council Hearings									Hearing (Potential Dates)	Hearing (Potential Dates)
	Task 15. Final Draft General Plan Documents										Rincon Work in Progress





RINCON CONSULTANTS, INC.

Guadalupe General Plan Update

Cost Estimate

Tasks	Rincon Labor Classification →			Principal II	Supervisor I	Senior Professional I	Professional III	Professional I	GIS/CADD Specialist II	Clerical
	Labor Cost	Direct Expense	Hours							
Phase 1: Project Initiation				\$240	\$195	\$160	\$130	\$105	\$125	\$75
Task 1: Kickoff Meeting and Virtual City Tour	\$1,335		7	2	4					1
Task 2: Develop Final Work Program	\$435		2	1	1					
Task 3: Project Coordination / Project Management	\$18,475	\$340	97	16	60	16				5
Task 4: Evaluate and Review Existing Reports/Information	\$5,460		40	2	4	8	8	16	1	1
<i>Task Subtotal</i>	<i>\$25,705</i>	<i>\$340</i>	<i>146</i>	<i>21</i>	<i>69</i>	<i>24</i>	<i>8</i>	<i>16</i>	<i>1</i>	<i>7</i>
Phase 2: Existing Conditions Background Report										
Task 5: Administrative Draft Existing Conditions Background Report	\$9,270		70	2	6	10	20	24	6	2
Task 6: Final Background Report	\$2,980		23	1	2	2	6	10	1	1
<i>Task Subtotal</i>	<i>\$12,250</i>		<i>93</i>	<i>3</i>	<i>8</i>	<i>12</i>	<i>26</i>	<i>34</i>	<i>7</i>	<i>3</i>
Phase 3: Evaluating Alternatives										
Task 7: Alternative Land Use Scenario Report	\$9,135	\$85	67	2	8	12	16	24	4	1
Task 8: Preferred Land Use Scenario Alternative Memorandum	\$3,350		25	1	2	4	8	8	1	1
<i>Task Subtotal</i>	<i>\$12,485</i>	<i>\$85</i>	<i>92</i>	<i>3</i>	<i>10</i>	<i>16</i>	<i>24</i>	<i>32</i>	<i>5</i>	<i>2</i>
Phase 4: Preparing the Draft General Plan										
Task 9: General Plan Goals, Policies, and Objectives Development	\$30,760		214	8	32	50	60	60	4	
Task 10: Land Use, Circulation Diagrams and Other Diagrams	\$6,495		46	1	5	8			32	
Task 11: Administrative Draft General Plan	\$17,760		126	6	16	32	24	32	8	8
Task 12: Draft General Plan (including Spanish Language Edition)	\$16,330	\$2,500	112	4	12	50	16	20	2	8
Task 13: General Plan Consultation and Referrals	\$3,720		21	1	8	12				
<i>Task Subtotal</i>	<i>\$75,065</i>	<i>\$2,500</i>	<i>519</i>	<i>20</i>	<i>73</i>	<i>152</i>	<i>100</i>	<i>112</i>	<i>46</i>	<i>16</i>
Phase 5: Public Review and Final Documents										
Task 14: City Council Hearings (3 - one during Phase 3, two during Phase 5)	\$5,340	\$255	26	6	20					
Task 15: Final Draft General Plan Documents (including Spanish Edition)	\$12,940	\$2,650	92	4	12	24	20	20	4	8
<i>Task Subtotal</i>	<i>\$18,280</i>	<i>\$2,905</i>	<i>118</i>	<i>10</i>	<i>32</i>	<i>24</i>	<i>20</i>	<i>20</i>	<i>4</i>	<i>8</i>
SUBTOTAL COST	\$ 143,785	\$ 5,830	968	\$ 13,680	\$ 37,440	\$ 36,480	\$ 23,140	\$ 22,470	\$ 7,875	\$ 2,700

Direct Cost Detail

Vehicle Costs	\$ 680
Photocopies Double-Sided BW	\$ 1,800
Reproduction CDs	\$ 150
Colored Copies including Poster Diagrams	\$ 3,200
Subtotal Additional Costs:	\$ 5,830

Summary

Professional Fees Subtotal	\$143,785
Direct Costs Subtotal	\$5,830
TOTAL PROJECT BUDGET	\$ 149,615

Professional Services - are based on Rincon's standard fee schedule and labor classifications. The above is provided as an estimate of Rincon's effort per task. Rincon may reallocate budget between staff and tasks, as long as the total contract price is not exceeded.

Annual Escalation - Standard rates subject to 3% escalation annually.



Employee Classification	Direct Hourly Rate	Fringe Benefit Rate	Indirect Cost Rate	Fee	Total Billing Rate
Principal II	\$79.00	\$52.30	\$68.69	\$40.00	\$240.00
Supervisor I	\$64.19	\$42.49	\$55.81	\$32.50	\$195.00
Senior Professional I	\$52.67	\$34.87	\$45.80	\$26.67	\$160.00
Professional III	\$42.79	\$28.33	\$37.21	\$21.67	\$130.00
Professional I	\$34.56	\$22.88	\$30.05	\$17.50	\$105.00
GIS/CADD Specialist II	\$41.15	\$27.24	\$35.78	\$20.83	\$125.00
Clerical	\$24.69	\$16.34	\$21.47	\$12.50	\$75.00



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of July 28, 2020

Lorena Zarate

Todd Bodem

Prepared by:
Lorena Zarate, Finance Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: Fiscal Year 2020-21 Appropriations Limit

RECOMMENDATION:

That the City Council adopt Resolution No. 2020-62 establishing the appropriations limit from tax proceeds for Fiscal Year 2020-21

BACKGROUND:

Per Article XIII B of the California Constitution, the City is required to calculate annually the expenditure appropriations limit from tax proceeds to determine compliance with Propositions 4 (Gann Initiative) and 111 (Spending Limitations Act of 1990). This calculation is based on the previous year's appropriations limit of \$2,874,920 multiplied by the growth factor in the California Per Capita Personal Income percentage increase (1.0373) and multiplied again by the population percentage change for Guadalupe (1.0402) for an adjustment per factor of 1.0790. This calculation is demonstrated on Exhibit 1 to Resolution No. 2020-xx. The California Department of Finance provides both the population change and the per capita personal income change in May of each year, see Attachment 2.

DISCUSSION:

The City is responsible for dividing citywide revenues between appropriations subject to the Gann Limit (tax revenue) and non-tax revenue and then comparing the appropriations subject to the Gann Limit to the cumulative appropriation limit. For Fiscal Year 2020-21, the cumulative appropriation limit has been determined to be \$3,102,037.13.

During any fiscal year, a government entity may not appropriate any proceeds of taxes received in excess of the appropriations limit. The estimated tax-based revenues for Fiscal Year 2020-21 have been calculated to be \$2,781,600 which is approximately \$320,437.13 less than the appropriations limit. Therefore, the City is in compliance with Article XIII B of the California Constitution.

If the City Council adopts the resolution to establish the appropriation limit for Fiscal Year 2020-21, the City will be in compliance with Propositions 4 and 111.

FISCAL IMPACT:

None, as the City's expected tax-based revenue is less than the appropriations limit.

ATTACHMENTS:

1. Resolution No. 2020-62 entitled "A Resolution of the City Council of the City of Guadalupe, California, Establishing the City's Appropriations Limit for Fiscal Year 2020-21."
2. Department of Finance Price and Population Information Letter

RESOLUTION NO. 2020-62**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA,
ESTABLISHING THE CITY'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21**

WHEREAS, Sections 7900 et seq. of the Government Code provide for the effective and efficient implementation of Article XIII B of the California Constitution; and

WHEREAS, Government Code Sections 7910 requires each local government to establish its appropriations limit each year pursuant to Article XIII B of the California Constitution; and

WHEREAS, in 1990, the voters of California adopted Proposition 111 which amended Article XIII B of the California Constitution; and

WHEREAS, among the changes implemented by Proposition 111 are adjustments to the growth factors used to calculate the annual appropriations limit; and

WHEREAS, Proposition 111 establishes Fiscal Year 1986-87 as the base year for calculating the annual appropriations limit and permits the City to re-establish the annual appropriations limit for all succeeding years based upon the new growth factors; and

WHEREAS, a resolution establishing the annual appropriations limit is to be adopted at a regularly scheduled meeting of the City Council.

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

1. The Council of the City of Guadalupe elects to use the change in California per capita income as the cost of living adjustment factor and the annual population change for the City of Guadalupe as the population adjustment factor.
2. The appropriations limit for the fiscal year 2020-21 is hereby set at \$3,102,037.13 as detailed in Exhibit 1, attached hereto, which is hereby made part of this resolution.
3. The City reserves the right to adjust or amend the appropriations limit based upon the use of alternative growth factors as authorized by Proposition 111 if such changes or revisions would result in a more advantageous appropriation limit, now or in the future.
4. Notice is hereby given that any judicial action or proceeding to attach, review, set aside, void or annul this action shall be commenced within 45 days of the effective date of this resolution.

PASSED AND ADOPTED at a regular meeting on the 28th of July 2020 by the following vote:

Motion:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, **Joice Raguz**, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2020-62** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held July 28, 2020 and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Phillip F. Sinco, City Attorney

EXHIBIT 1

FY 2021 TAX APPROPRIATIONS SUBJECT TO THE GANN LIMIT

Appropriations Subject to the Gann Limit*

3130	Sales And Use Taxes	\$	441,000.00
3136	Local Sales Tax add-on	\$	156,000.00
3140	Real Property Transfer Tax	\$	29,000.00
3145	Tax Increments	\$	1,409,600.00
3150	Utility User Tax	\$	441,000.00
3210	Business License	\$	305,000.00
3410	Motor Vehicle In Lieu Tax	\$	-
Total Appropriations subject to the Limit		\$	2,781,600.00

Calculation of the Gann Appropriations Limit

Prior Year (FY 2020) Gann Limit		\$	2,874,920.00
A.	California per Capita adj		1.0373
B.	Guadalupe City Population adj		1.0402
	Change Factor (A*B)		1.0790
Adjustment Factor			1.0790
Gann Limit for FY 2021		\$	3,102,037.13
Projected Appropriations are below the limit by:		\$	320,437.13

*Source: FY 2020-21 Adopted Budget



DEPARTMENT OF
FINANCE
OFFICE OF THE DIRECTOR

GAVIN NEWSOM • GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.OOF.CA.GOV

May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio:	$\frac{3.73 + 100}{100} = 1.0373$
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Population converted to a ratio:	$\frac{0.22 + 100}{100} = 1.0022$
----------------------------------	-----------------------------------

Calculation of factor for FY 2020-21:	$1.0373 \times 1.0022 = 1.0396$
---------------------------------------	---------------------------------

Fiscal Year 2020-21

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total</u>
	2019-2020	1-1-19	1-1-20	1-1-2020
Santa Barbara				
Buellton	1.05	5,407	5,464	5,464
Carpinteria	-0.23	13,366	13,335	13,335
Goleta	0.95	31,920	32,223	32,223
Guadalupe	4.02	7,769	8,081	8,081
Lompoc	-0.28	40,959	40,843	43,786
Santa Barbara	0.43	93,088	93,491	93,511
Santa Maria	0.41	106,969	107,407	107,407
Solvang	-0.23	5,575	5,562	5,562
Unincorporated	-0.14	140,239	140,040	142,471
County Total	0.26	445,292	446,446	451,840

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

GUADALUPE POLICE DEPARTMENT
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
MONTH OF JUNE 2020

PART I: CRIMES

TYPE OF CRIMES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
187 PC HOMICIDE	0	0	0	0	0	0	0	0
261 PC RAPE	4	4	0	0	4	4	0	0
211 PC ROBBERY	0	0	0	0	0	0	0	0
242/245 PC ASSAULT	5	5	1	1	31	29	29	24
459 PC BURGLARY	3	0	2	1	13	2	8	2
484/487 PC THEFT	3	0	3	3	24	0	12	3
10851 VC VEH THEFT	5	0	1	1	15	6	10	7
451 PC ARSON	0	0	0	0	1	1	0	0
TOTAL	20	9	7	6	88	42	59	36

PART II: REPORTED CRIMES

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	81	70	427	403
TOTAL REQUEST FOR SERVICE	367	304	1770	1324
TOTAL ACTIVITY FOR THE MONTH	448	374	2,197	1,727
DOMESTIC VIOLENCE REPORTS	2	1	10	13
TOTAL PROPERTY STOLEN	\$17,143	\$2,151	\$32,613	\$13,337
TOTAL PROPERTY RECOVERED	0	\$0	\$300	\$23,745

PART III: ARREST SUMMARY

OFFENSES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES
FELONY	6	1	6	0	42	9	37	4
MISDEMEANOR	15	0	14	6	70	1	58	19
TOTAL	21	1	20	6	112	10	95	23
23152(a&b) VC ARREST	2		1		15		16	
WARRANT ARREST	3		7		16		21	

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



GUADALUPE FIRE DEPARTMENT



TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
 FROM: CAPTAIN PATRICK SCHMITZ
 SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 June 1, 2020 – June 30, 2020

DATE: 07/02/2020

CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2019-2020)	Year to date (2018-2019)
Business License (GMC 5.04.040)	0	0	2	18
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	0	0	6	2
Fowl, Livestock and Wild Animals (GMC 6.04.210)	0	0	2	6
Litter Accumulation (GMC 8.12.020)	3	4	22	57
Abatement of Weeds and Rubbish (GMC 8.16.010)	11	4	26	82
Unsafe Living Conditions (GMC 8.40.020)	0	0	0	3
Unlawful Property Nuisance (GMC 8.50.070)	1	0	9	26
Graffiti Abatement (GMC 9.07.060)	0	0	6	14
Abandoned Vehicles (GMC 10.36.010)	2	0	28	73
Unapproved Vehicle Covers (GMC 10.36.010)	0	0	4	0
Portable/fixed basketball goals (GMC 10.48.050)	0	0	6	1
Yard Sale Signs (GMC 12.13.010)	0	0	3	14
Tampering with Water Service (GMC 13.04.200)	0	0	0	0
Working Without Permits (GMC15.04.020)	0	0	1	18
Address Number (GMC 15.08.020 (505.1))	1	0	6	32
Illegal Garage Conversion (GMC 18.08.120, 18.08.160)	0	0	0	2
Damage Fence (GMC 18.52.125)	0	0	0	2
Parking on Front Yard Setback (GMC 18.60.035)	7	2	55	88
Landscape Maintenance Required (GMC 18.64.120)	1	0	15	35
Inspection/Complaints (No Violation Found)	1	0	12	6
Apartment Inspections	0	0	84	261
Yearly Business Inspections	0	0	40	62
Other	8	0	36	101
TOTAL	35	10	363	903
Complaints Received (November – June)	8	12	52	N/A

Miscellaneous	This Month	Last Month	Year to Date (2019-2020)	Year to date (2018-2019)
Visitors	67	61	950	1328
Public Relations ()	1	2	20	14
School Visits ()	0	0	4	18

CALLS FOR SERVICE June, 2020

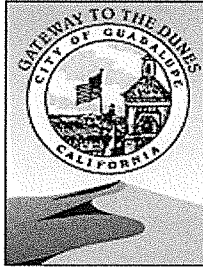
INCIDENT TYPE	This Month	Last Month	Year to Date (2019-2020)	Year to date (2018-2019)
Medical	41	30	376	341
Structure Fire	1	0	3	2
Cooking Fire	1	0	4	1
Trash or Rubbish Fire	1	1	5	3
Vehicle Fire	0	0	1	2
Grass/Vegetation Fire	1	0	5	0
Other Fire	1	0	3	3
Motor Vehicle Accidents with Injuries	2	1	22	22
Motor Vehicle Accidents No Injuries	2	1	17	27
Motor Vehicle/Pedestrian Accident	0	0	1	5
Hazardous Materials Spill/Release	0	0	7	6
Hazardous Condition Other	0	0	3	22
Water Problem/Leak	0	0	4	12
Animal Problem / Rescue	0	0	2	4
Search / Rescue	0	0	0	1
Public Assistance	3	2	20	29
Police Matter/Assistance	0	0	5	9
Illegal Burn	0	0	0	0
Smoke/CO Detector/Fire Alarm Activation	3	0	13	22
Dispatch and Canceled En-route	5	4	36	41
False Alarm	0	0	8	7
TOTAL	61	39	535	559

Additional Information

STAFFING: 1 Public Safety Director (Police/Fire Chief)
 3 Fire Captains
 3 Fire Engineers
 1 Permit Tech/Firefighter
 5 Paid Call Firefighters 7 Positions Vacant

Special Coverage:

-



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

Memorandum

To: Todd Bodem, City Administrator

From: Anna Marie Santillan Michaud, City Treasurer

Subject: Treasurer's Report – June 2020

Date: July 22, 2020

This memo explains the changes in the monthly Treasurer's report for June 2020 compared to the prior month. June cash increased by due primarily to:

- 06/01/20 \$ 32,448 CDBG
- 06/16/20 \$ 62,756 State of CA Dept of Transportation (DOT/Caltrans is related to the Mobility and Revitalization project).
- 06/26/20 \$131,660 MKL Development Impact Fees, Professional Consultants, Tentative Map Application,

Treasurer's Report
Investments and Cash as of June 30, 2020

Local Agency Investment Fund ("LAIF") Account 98-42-346	\$8,418,992.71
Total Investments	\$ 8,418,992.71

Cash	
Checking Account 155-503815 ("Warrant Account")	\$806,626.36
Checking Account 155-003261 ("Payroll Account")	\$ 14,364.00
Total Cash	\$ 820,990.36 *

*Actual ending balances reconciled to Bank Statements

The following is a summary of the City's cash and investments as of June 30, 2020 compared with the prior month.

Investments and Cash	May 31, 2020	June 30, 2020
Investments	8,418,992.71	8,418,992.71
Cash	690,821.21	820,990.36
Total	\$ 9,109,813.92	\$ 9,239,983.07 **

** Total Cash and Investments agree to General Ledger.

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

Submitted: 7/22/2020


Anna Marie Santillan Michaud
 City Treasurer



Recreation and Parks
 918 Obispo Street
 P.O. Box 908
 Guadalupe, CA 93434
 Ph: 805.356.3894
 Fax: 805.343.5512
 Email: cguzman@ci.guadalupe.ca.us

RECREATION AND PARKS MONTHLY REPORT
June 2020

Summary of Rentals/Usage for City Facilities & Parks

FACILITY	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR- TO-DATE (FY 19/20)	LAST YEAR- TO-DATE (FY 18/19)
Auditorium/Gym	0	18	281	235
O'Connell Park	0	2	8	15
LeRoy Park	0	1	3	4
Senior Center	4	4	190	57
City Parking Lot	4	3	11	6
Council Chambers	4	17	109	115

The above Council Chamber totals includes formal City Council Meetings and 2 other separate meetings / interviews conducted by staff.

The City's policy to minimize the use of City facilities resulted in zero planned events for the City Hall Auditorium and City Parks. The Senior / Community Center continues to be used to accommodate the weekly Foodbank distribution and the City's Downtown Parking Lot / Veterans Memorial Plaza was utilized by the "Little House by the Park" as the site for their Fourth of July Fire Works sales!

As previously reported the City Senior Community Center continues to be a host for one of now four Santa Barbara County Food Bank Distribution sites here in Guadalupe. Our group of Foodbank Distribution Volunteers have provided food assistance to our Community as follows:

		Families Served	Individuals Served
March 2020	Week 1	119	537
April 2020	Week 2	226	1011
	Week 3	227	1031
	Week 4	291	1282
	Week 5	236	1065
	Week 6	236	1021
	May 2020	Week 7	238
Week 8		260	1183
Week 9		222	1127
Week 10		250	1071
June 2020	Week 11	266	1227
	Week 12	242	1142
	Week 13	288	1302
	Week 14	262	1181
	<u>Week 15</u>	<u>322</u>	<u>1334</u>
Totals Through June 2020		3,686	16,614

As you can see by the numbers, this service has been a very steady and welcomed endeavor for the community. I continue to applaud and thank the 76 plus volunteers so far who have helped out with our Foodbank distribution. As reported previously in April 2020, I again would like to acknowledge the following additional Volunteers for their invaluable dedicated service:

Chris Nartatez	Roberta Nartatez	Lupe Alvarez	Jesus A Dominguez
Jacob Garcia	Joshua Garcia	Dana Doewll	Kathryn Dowell
Victor Nunez	Grace Ortiz	Rosanne Tesoro	Omar Ruiz
Perla Sanchez	Jesus Marquez	Martin Gomez	Nolton Guierrez
Edwin Ruiz	Ryan Mack	Juvenal Gomez	Ruvit Cortes
Jesse Sanford	Fernando Garcia	Alice Saucedo	Robin Sumabat

Aallyah Gomez	Guadalupe Reyes	Kaleb Robles	Aiede Gutierrez
Aimee Gutierrez	Lilia Gutierrez	Monique Herrera	Cesar Valdez
Lucio Baro	Dominic Ramos	Brisa Cortes	Barb Cash
Mathew Tesoro	Joanna Lopez	Victor Robles	Alma Hernandez
Jovonni Morin	Diana Ramos	Marcos Martinez	Emmanuel Lopez

In addition, the City Recreation and Parks Commission has been unable to meet for the last couple of months but we will resume our Commission meetings effective 7/8/2020 with a full agenda. Hopefully the Recreation and Parks Commission can resume the necessary and much needed recreation and parks business tasked by the City Council.

Respectfully,

**Charlie Guzman
Recreation Coordinator
City of Guadalupe**



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of July 28, 2020

Lorena Zarate

Todd Bodem

Prepared by:
Lorena Zarate, Finance Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: Fourth Quarter 2020 Finance Report and Update to Council Approved Allocation of Special Impact Fee paid by People's Self Help Housing Corporation

RECOMMENDATION:

That the City Council accept the Fourth Quarter 2020 Finance Report and update to Council approved allocation of special impact fee paid by People's Self Help Housing Corporation by adopting Resolution 2020-63.

DISCUSSION:

The Finance Department has prepared a Financial Report through June 2020 for the Council's and the public's information. Attached hereto as Attachment no. 2 is the report. Staff requests that the City Council accept this report for its information. The report includes preliminary numbers for the fiscal year. Please note that the Finance Department is working through the fiscal year end process and there may be adjustments to final numbers. Final numbers for the fiscal year will be presented with audited financial statements in January 2021.

In addition to the fourth quarter financial report, staff would like to request ratification for the update to the Council approved allocation of funds from special impact fee paid by the People's Self Help Housing Corporation (PSSH) in connection with the Guadalupe Court project to be represented in the fund financial statements for fiscal year 2020. On April 28, 2020, Public Works Director Shannon Sweeney and Directory of Public Safety Michael Cash received approval from Council to allocate these funds, leaving \$253,107 of these funds unspent and unallocated. On April 30, 2020, the City of Guadalupe unfortunately suffered a ransomware attack in its cyber security, causing the major server, which hosts all financial data, to be compromised. Fortunately, the City has cyber security insurance, which includes a retention/deductible amount of \$50,000, which the City had to pay from the General Fund. This payment was, of course, not budgeted. In addition to the retention/deductible, City staff engaged Itech Solutions on a 90 Day Month to Month agreement in compliance with the Guadalupe Municipal Code 4.04.120 concerning "Emergency Purchases," which was ratified by City Council on June 9, 2020. The one-time setup fee paid to Itech Solutions for on boarding was \$8,660, which was

also paid using General Fund monies. Taking into account a recent refund received from the prior IT service provider, City staff has spent \$54,721.45 of unbudgeted funds from the General Fund.

City staff believes that cyber security is an essential part of the City's infrastructure, which is a permissible use of the special impact fee funds paid by PSSH. Therefore, City staff is requesting that the Council authorize the use of these funds to reimburse the General Fund. This expenditure will be reflected in the final financial statements for fiscal year 2020.

ATTACHMENTS:

1. Resolution No. 2020-63
2. Fourth Quarter 2020 Finance Report

RESOLUTION NO. 2020-63

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, ACCEPTING THE FOURTH QUARTER 2020 FINANCIAL REPORT AND AUTHORIZING THE USE OF SPECIAL IMPACT FEE FUNDS RECEIVED FROM PEOPLE'S SELF HELP HOUSING IN CONNECTION WITH THE GUADALUP COURT PROJECT

WHEREAS, City staff has prepared the Fourth Quarter 2020 Financial Report; and

WHEREAS, the City Council approved a partial allocation of the Special Impact Fee paid by People's Self Help Housing on April 28th, 2020 in connection with the Guadalupe Court Project; and

WHEREAS, \$253,107 of the Special Impact Fee was not allocated or spent; and

WHEREAS, the City suffered a ransom ware attack on April 30th, 2020; and

WHEREAS, City paid retention/deductible for costs incurred related to the ransom ware attack, along with setup fee of temporary IT service provider in the amount of \$54,721.45; and

WHEREAS, the City paid these amounts from the General Fund, however, these payments were not budgeted;; and

WHEREAS, City staff believes cyber security is an essential part of the City's infrastructure, and one of the permissible uses of the Special Impact Fee funds is for City infrastructure; and

WHEREAS, City staff recommends that the City Council authorize the use of unallocated Special Impact Fee funds to reimburse the General Fund in the amount of \$54,721.45 to

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

1. That the use of unallocated Special Impact Fee funds received from People's Self-Help Housing in connection with the Guadalupe Court project to reimburse the City's General Fund for the costs incurred due to the ransom ware attack on the City and the one-time set up fees for the temporary IT service provider is a permissible and appropriate use of the Special Impact Fee funds since the City's computer network is an essential part of the City's infrastructure, and therefore, the City Council approves the use of \$54,721.45 from the unallocated Special Impact Fee funds to reimburse the City's General Fund for these costs related to infrastructure.
2. That the Fourth Quarter 2020 Financial Report is hereby accepted and approved.

PASSED AND ADOPTED at a regular meeting on the 28th of July 2020 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, **Joice Raguz**, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2020-63** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held July 28, 2020 and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Phillip Sinco, City Attorney



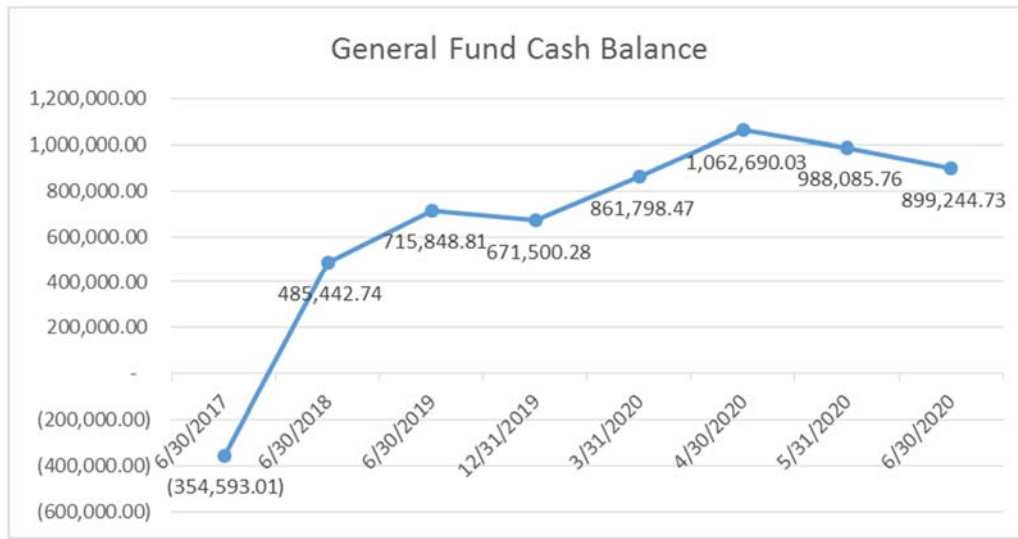
City of Guadalupe Financial Report Fiscal Year to Date through June 30, 2020

Overview

The fiscal year 2019-20 financial report concentrates on the General Fund and Water/Wastewater Enterprise Funds as of June 30, 2020, or 100 percent of the year expended. The purpose of the report is to provide a status of cash, fund balance and budgeted Revenue and Expenditures versus actual at 100 percent of the fiscal year expended. These are preliminary numbers. Please note that the Finance department is working through the fiscal year end process and there may be adjustments to final numbers. Final numbers for the fiscal year will be presented with audited financial statements in January.

General Fund Cash

The visual below shows a positive trend as compared to prior years; total cash as of June 30th, 2020 was \$899,244.73. Since 2017, there has been a positive increase in cash balances.



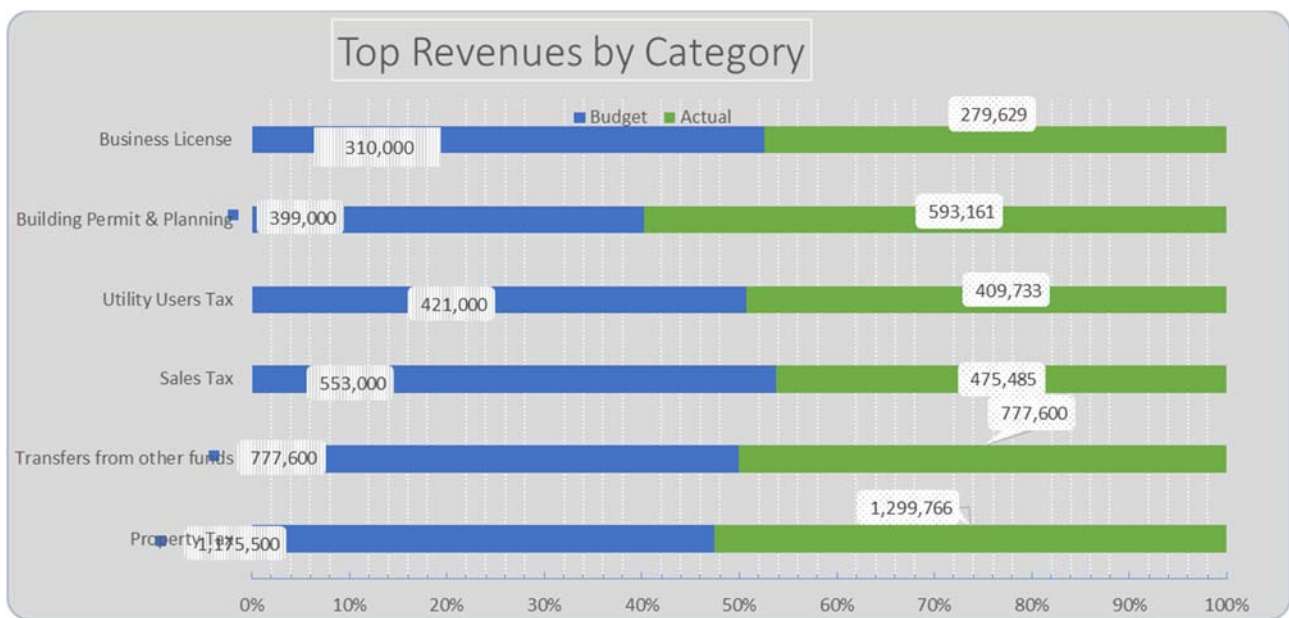
General Fund Revenue

Budgeted revenues versus actual revenue received through June 30, 2020 shows the General Fund slightly above target at 103.2 percent of expected revenues.

The table and graph below show General Fund revenue by category. In regards to sales tax revenue, which is one of the City’s top revenue categories, timing delays in payments cause the shortage. As mentioned earlier, these are preliminary numbers and the City is expected to accrue fiscal year 2020 revenue received in July and August 2020 back into June 2020. Based on a study

done by HDL, a sales tax revenue forecasting company, the City of Guadalupe is expected to receive a total of \$592,400 in sales tax revenue, which includes Measure X revenue, for fiscal year 2020. The reasoning for this estimate is that most businesses in town, which would generate sales tax income for the City, are considered essential businesses. Building License and Business Permit revenues are currently exceeding the budget, due to the Pasadera development, which has continued amid the COVID pandemic. City Staff will continue to monitor the General Fund revenue closely and will be adjusting accordingly as our year-end process with the auditors continues. City Staff is also working with FEMA to obtain reimbursement for costs related to the pandemic, updating the Master Fee schedule and is expecting funding from CARES Act.

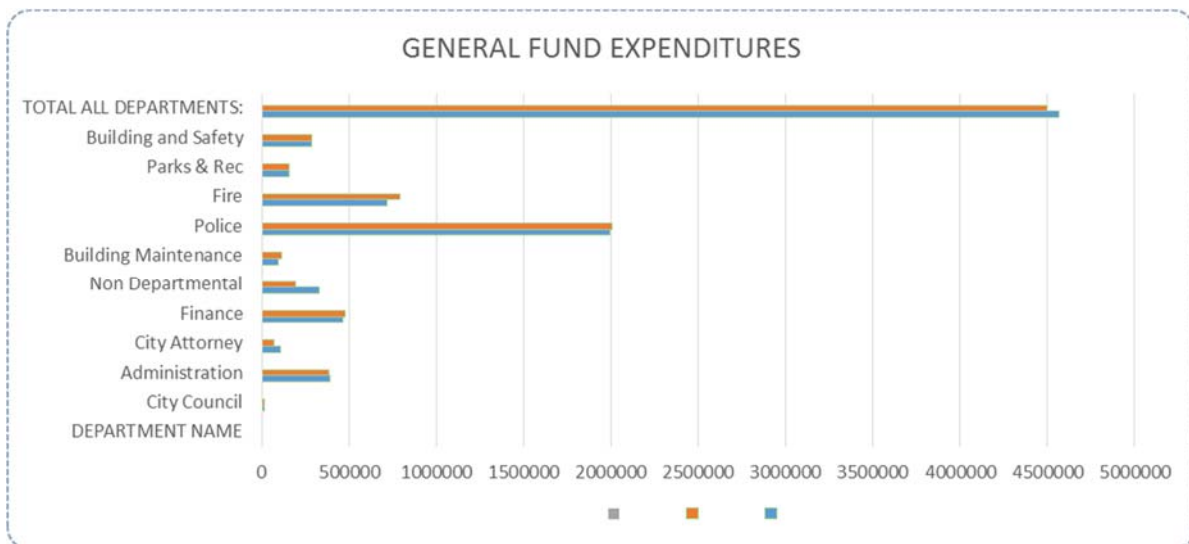
Gen. Fund Revenue by Category			
Category	Budget	Actual	%
Property Tax	1,175,500	1,299,766	110.6%
Transfers from other funds	777,600	777,600	100.0%
Sales Tax	553,000	475,485	86.0%
Utility Users Tax	421,000	409,733	97.3%
Building Permit & Planning	399,000	593,161	148.7%
Business License	310,000	279,629	90.2%
Revenue from other agencies	195,000	165,350	84.8%
Franchise Fees	180,000	243,026	135.0%
COPS Grant	100,000	155,796	155.8%
Rental of Property	100,000	112,027	112.0%
Administrative Overhead	100,000	93,038	93.0%
Other	479,122	340,052	71.0%
Total Revenue	4,790,222	4,944,664	103.2%



General Fund Expenditures

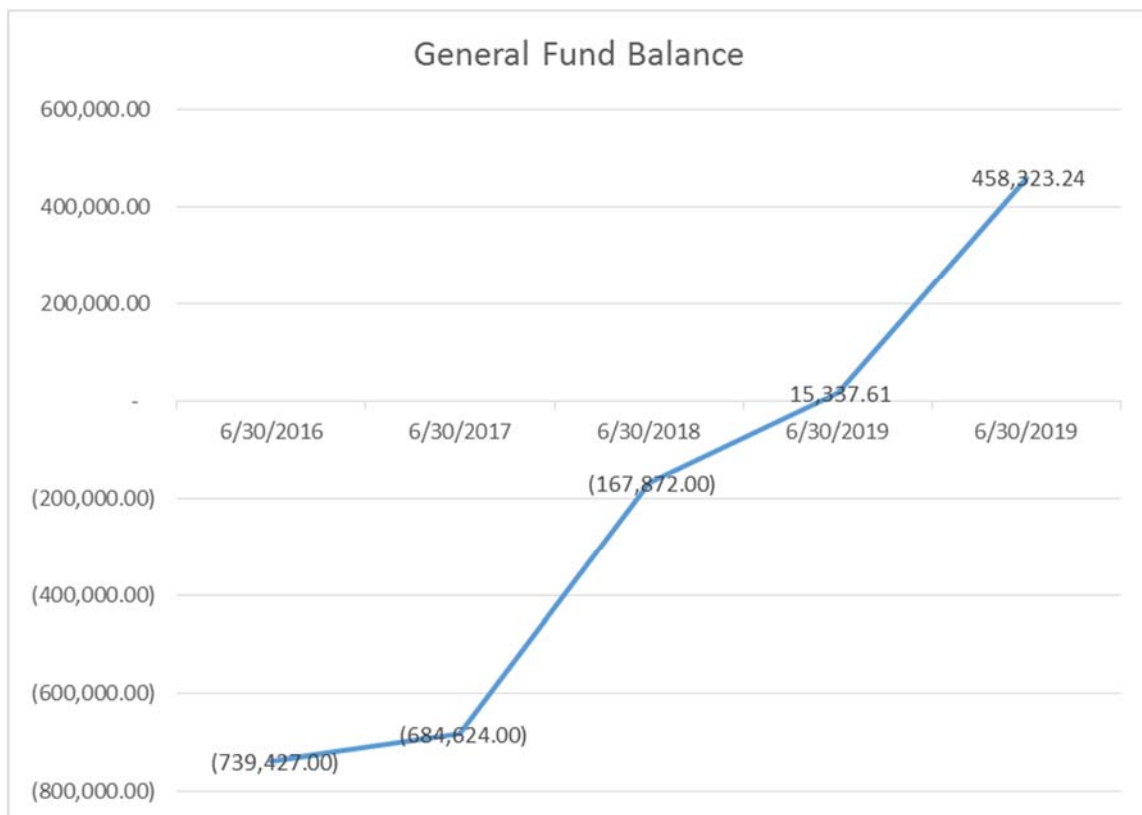
Expenditures are just under budget at 99 percent expended. The Table and Chart below shows all General Fund Departments and spending trends as of June 30, 2020. Highlighted in yellow, are departments within the General Fund that individually exceed the departmental budget. The City Council department is exceeding the budget mostly because of training/travel expenses. The Finance department is exceeding the budget mostly because of temporary employees during new staff transitions. The Building Maintenance department is exceeding the budget mostly because of operating expenses and professional services, including improvements to offices and building supplies. The Police department is exceeding the budget mostly because of operating expenses and professional services. The Fire department is exceeding the budget mostly because of employee payroll costs. Overall, expenditures for the General Fund are lower than revenues as it stands currently. As mentioned earlier, there may be additional adjustments performed with the year-end process and as recommended by the auditor.

2019-20 GENERAL FUND EXPENDITURES			
DEPARTMENT NAME	Adopted Budget	Actual Spent as of 6/30/2020	100%
City Council	15,377	15,621	102%
Administration	391,608	387,240	99%
City Attorney	110,000	71,001	65%
Finance	463,310	475,955	103%
Non Departmental	330,663	192,822	58%
Building Maintenance	94,136	111,078	118%
Police	1,994,855	2,006,749	101%
Fire	719,072	793,233	110%
Parks & Rec	158,282	156,766	99%
Building and Safety	286,060	286,103	100%
TOTAL ALL DEPARTMENTS:	4,563,363	4,496,568	99%



General Fund Balance

The term fund balance is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). It is intended to serve as a measure of the financial resources available to the fund. There are constraints in spending fund balance depending on the type of resources (nonspendable, restricted, committed and assigned). Fund balance represents the total amount accumulated in the fund from prior years at a point in time. The preliminary fund balance in the General Fund as of June 30, 2020 is positive \$458,323.24. City Staff is projecting the fund balance to end up closer to \$530,000 after the year-end adjustments. The graph below shows this upward trend through the past several years. A priority for City is to continue to increase the fund balance enough to establish a reserve of a minimum of 15% of the General Fund operating budget, which is \$684,504.

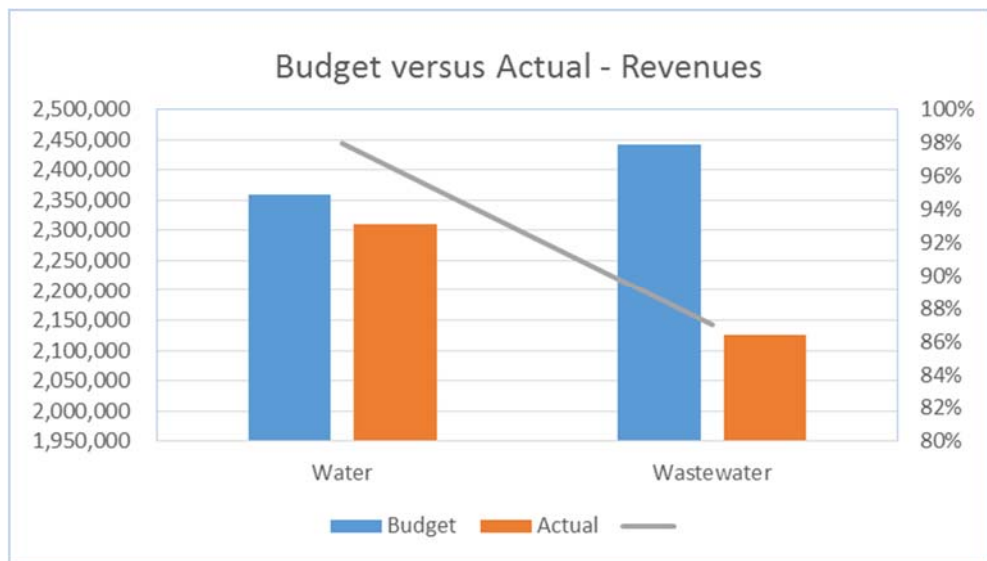


ENTERPRISE FUNDS – WATER AND WASTEWATER

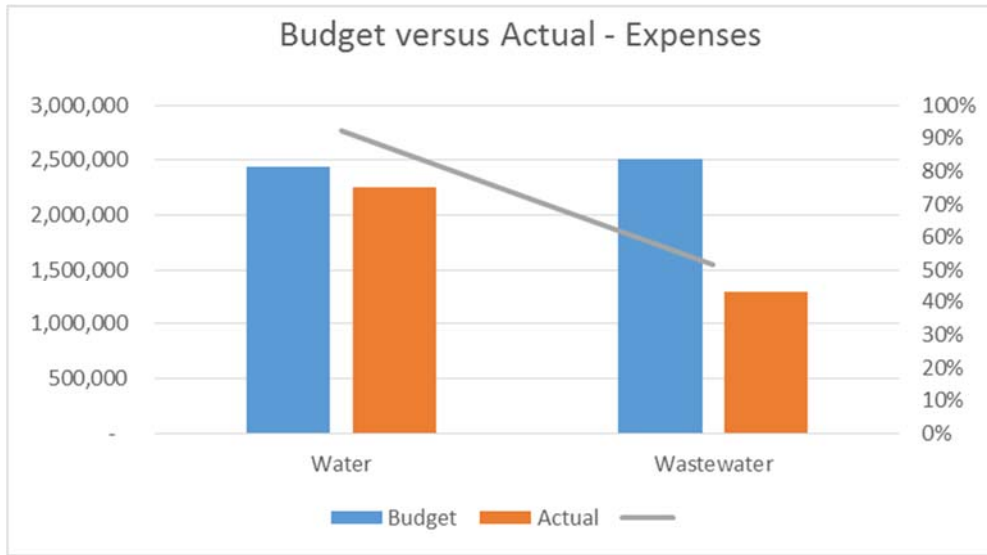
The Statement of Revenues and Expenditures through June of fiscal year 2019-20 is shown in the Table below.

Actuals Through June 30, 2020	Water	Wastewater
REVENUES		
Charges for Services	2,050,855	1,646,634
Interest	29,816	23,049
Other	98,759	49,121
Connection Fees	27,566	12,223
Developer Fees	103,173	393,750
Total	2,310,169	2,124,777
EXPENSES		
Operating	988,663	1,104,469
Capital	29,081	190,452
Depreciation	-	-
State Water	1,082,982	-
Debt Service	147,648	-
Total	2,248,374	1,294,921

The following charts compare budget to actual Revenue and Expense:



The Enterprise funds experienced revenue at 98 percent of budget for Water. Wastewater was below budget at 87 percent of revenue expected for the period.



Operating expenses for Water and Wastewater are below budget at 92 percent and 52 percent, respectively.

CONCLUSION

The funds analyzed in this report are generally in line with budget. Overall Revenue exceeded Expenditures in both the Enterprise Funds and General Fund. There were no significant budget fluctuations as of June 2020. However, City Staff will present final numbers with the audited financial statements.

Information in this report is unaudited.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of July 28, 2020

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: City's response to the Santa Barbara County Grand Jury Report titled "Homelessness in Santa Barbara County"

RECOMMENDATION:

1. That the City Council review staff's recommendations for the City's response to the Santa Barbara County Grand Jury Report titled "Homelessness in Santa Barbara County" and make any changes the Council believes are necessary; and
2. That the City Council adopt Resolution No. 2020-64 approving the attached final response (with any changes made by the Council) to the Santa Barbara County Grand Jury with the signatures of each member of the City Council to Judge Michael J. Carrozzo and the Santa Barbara Grand Jury.

EXECUTIVE SUMMARY:

The Santa Barbara County Civil Grand Jury issued a report that requires a response from the City of Guadalupe. The report is titled "Homelessness in Santa Barbara County," which was issued on June 19, 2020. This report involves all nine (9) jurisdictions within Santa Barbara County including the City of Guadalupe.

Staff has prepared draft responses for the City Council's review and consideration. If the Council believes any changes are required to these draft responses, staff will make corrections pursuant to Council's direction. Thereafter, Council should adopt the attached Resolution to approve the final report.

BACKGROUND:

On June 19, 2020, the City received the homelessness report from the Grand Jury. This report involved all eight (8) incorporated cities including Guadalupe and the County of Santa Barbara for a total of nine (9) jurisdictions.

California Penal Code Section 933(c) provides that: "[n]o later than 90 days after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing

body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body,..." Accordingly, the City has until September 18, 2020, to respond to the report.

DISCUSSION:

According to the Grand Jury's report, Santa Barbara County is in the midst of a homeless crisis that long predates the challenges of the current COVID-19 pandemic. People are roaming the streets with no home of their own, and there is an increase in the number of people living in their cars, camping in parks, or sleeping on the sofas of friends and relatives. Multiple families are often sharing cramped quarters. Unfortunately, Santa Barbara County has one of the highest rates of homeless school-age children and youth in the state (as defined by the education definition of homelessness).

The 2019-20 Santa Barbara County Grand Jury elected to study this societal problem. While the 2020 Point-In-Time Count reflects only three or less people are experiencing homelessness in the City of Guadalupe (down from four last year), the City considers that to be too many. Additional residents may also be at risk of homelessness. The City should work with our community partners to decrease or eliminate our homelessness population.

In total, the Grand Jury report sets forth eleven (11) findings and thirteen (13) recommendations. The City of Guadalupe is required to respond (7) findings and ten (10) recommendations (Nos. 1, 3, 4, 5, 8, 9, 10 and recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10).

The City's response supports all of the Grand Jury's findings, and with respect to the recommendations, the City has actually been actively aware of the County's homelessness crisis and already taken action to implement most of the recommendations by the Grand Jury.

FISCAL IMPACT:

None at this time, possibly costs will be incurred in the future.

CONCLUSION:

Staff recommends that the City Council adopt Resolution No. 2020-XX (Attachment 3) and after it reviews the draft responses prepared by staff to the Grand Jury report and make any changes it determines to be necessary, if any.

ATTACHMENTS:

1. Grand Jury Report titled "Homelessness in Santa Barbara County" dated June 19, 2020
2. City's draft response to Grand Jury Report titled "Homelessness in Santa Barbara County."
3. Resolution No. 2020-64 "A Resolution of the City Council of the City of Guadalupe adopting a response to the Santa Barbara County Grand Jury Report titled "Homelessness in Santa Barbara County."

COUNTY COURTHOUSE
1100 ANACAPA STREET
SANTA BARBARA, CA 93101



(805) 568-2291
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HTTP://WWW.SBCGJ.ORG

**GRAND JURY
SANTA BARBARA COUNTY**

June 19, 2020

Mr. Tom Bodem
City Manager
City of Guadalupe
918 Obispo Street
Guadalupe CA 93434

Dear Mr. Bodem,

Please acknowledge receipt of this report being delivered by Docusign.

On behalf of the Santa Barbara County Grand Jury, the report titled:

DocuSigned by:
Todd Bodem
EF07F3E1AE43472...

HOMELESSNESS IN SANTA BARBARA COUNTY

Is enclosed for the City Council review and response.

The Grand Jury, County Counsel and Presiding Judge have approved this report. *California Penal Code 933.05* requires the following:

- You are receiving this report two working days prior to its release to the public, and you shall not disclose this report prior to its public release.
- You must respond to each relevant Finding and Recommendation in this report where listed and required.
- You must submit your response to the Grand Jury and the Presiding Judge.
- If you are an elected county official or agency head, the response time is no later than 60 days of receipt of this report.
- If you are the governing body subject to the reviewing authority of the Grand Jury, the response time is no later than 90 days of receipt of this report.

Responses to Findings shall be either:

- Agree
- Disagree wholly
- Disagree partially with an explanation

Responses to Recommendations shall be one of the following:

- Has been implemented, with a brief summary of the implementation actions taken.
- Will be implemented, with an implementation schedule.
- Requires further analysis, with timeframe that shall not exceed six months from the date of publication of the report.
- Will not be implemented, with an explanation.

Your response will be posted on the Santa Barbara County Grand Jury website www.sbcgj.org.

Please provide a digital copy of your response to:

Santa Barbara County Grand Jury
sbcgrandjury.org

A copy of your response must also be sent to:

Judge Michael J. Carrozzo
1100 Anacapa Street
Santa Barbara, CA 93101

This report will be released to the public not less than two working days following the date of delivery. Again, this report is confidential until public release. If you have any questions, please contact me at the address below.

Respectfully yours,



Pamela Olsen
Foreperson
2019-20 Santa Barbara County Grand Jury
Santa Barbara Courthouse
1100 Anacapa Street
Santa Barbara, CA 93101

HOMELESSNESS IN SANTA BARBARA COUNTY

Our Everyday Epidemic

SUMMARY

Santa Barbara County is in the midst of a homeless crisis that long predates the challenges of the current COVID-19 pandemic. People are roaming the streets with no home of their own, and there is an increase of people living in their cars, camping in parks, or sleeping on the sofas of friends and relatives. Multiple families are often sharing cramped quarters.

Shamefully, Santa Barbara County has one of the highest rates of homeless school-age children and youth in the state.

The 2019-20 Santa Barbara County Grand Jury (Jury) elected to study this societal problem. There is a dearth of both affordable and permanent supportive housing, shelters are full, and there is a lack of day centers. The high cost of land, insufficient funding, and neighborhood resistance contribute to the problem. Despite the hard work and dedication of local charities and government workers, homeless rates are increasing. Stronger leadership at the city and county levels, a consistent source of funding, and community support are required to help alleviate the human suffering caused by this situation. Santa Barbara County is a wealthy county and needs to assume control of this problem and solve it.

A glossary of important terms and acronyms is located at the end of the report.

Most of the Grand Jury's research and interviews were completed before the full onset of COVID-19, and we are unable to assess its full impact on homelessness in Santa Barbara County. The full trajectory of the pandemic cannot be accurately predicted. County leadership and community support at all levels will be required to craft new and creative solutions to resolve our homeless crisis.

INTRODUCTION

Who are the Homeless?

Currently, Santa Barbara County has a homeless population of 1,897 according to the January 2020 Santa Barbara County Homeless Point-in-Time Count and Survey.¹ The recently completed survey shows an increase of 5 percent over 2019.

The 2020 Santa Barbara County Point-in-Time Count and Survey (PIT) was mandated by the U.S. Department of Housing and Urban Development (HUD). It serves as a snapshot of homelessness in our County on a given night. Dating from 2003, and ordered on a bi-annual basis through 2017, the PIT is now performed each year, in response to the increasing issues surrounding homelessness. The Santa Barbara County Housing and Community Development Division (HCD) and the Santa Maria/Santa Barbara Continuum of Care (CoC) provide oversight

¹ 2020 Santa Barbara County Homeless Point-in-Time Count and Survey. Numbers quoted in this report are from the 2020 count, unless otherwise footnoted for 2019.

of the process. To help complete the survey, the County works closely with the Northern Santa Barbara County United Way Home for Good and over 500 volunteers.

They were able to count 1,897 homeless, including 674 persons living in emergency shelters or transitional housing.² There were 1,223 people counted as living in unsheltered conditions, up 31 percent over 2019. One half of the unsheltered were counted as living in vehicles. This does not include families doubled up, paying for a motel, or at-risk of homelessness. Nor does it include the uncounted homeless whose numbers remain unknown.

Often, there is a preconceived idea that the people we see sitting on a bench, standing by an intersection, or walking the streets carrying their entire belongings must be mentally ill, drug addicts, or just plain lazy.

But who are they really?

The homeless are residents of Santa Barbara County. Seventy-six percent of the people surveyed were living in Santa Barbara County when they first became homeless.³

They are families. Of all school-age children within the County, one of every eight is considered homeless, as defined by Kidsdata.org, one of the highest rates in the State.⁴

They are transitional youth at risk ages 18-24. There were 75 youths who were homeless for a variety of reasons including abusive family situations, addictions, and poverty.

They are working people who incurred unanticipated medical costs, missed a paycheck, or received a rent increase they could not afford. Almost half of those surveyed are first time homeless.

Forty percent are female, some fleeing abusive situations, and living a harsh existence on the streets.

Eleven percent are veterans who for a myriad of reasons have found themselves on the streets, an increase of 83 percent from 2019.

A growing number of elderly and people on fixed incomes have become homeless. Many more are just one step away from life on the streets.

Then, there are the chronically homeless. This is the group that most of us associate with the homeless that we see around us. Thirty-two percent fall into this category. They often have mental illness, substance dependency, and other health-related conditions. They also have the greatest need of services and are among the most difficult of our homeless population to help.

It is important to note, in February 2020, the Santa Barbara County Public Health Department's Death Review Team Annual Report⁵ to the Board of Supervisors stated that in 2018, 41 homeless individuals died on the streets of Santa Barbara County.

² The HUD definition for the homeless is: "People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided."

³ 2019 Santa Barbara County Homeless Point-In-Time Count and Survey.

⁴ "2016 Children in Santa Barbara County," Kidsdata.org, Accessed February 1, 2020, <https://www.kidsdata.org/export/pdf?loc=273>

⁵ "Deaths Among People Experiencing Homelessness in Santa Barbara County: 1/1/2018-12/13/2018," Santa Barbara County Homeless Death Review Team, February 11, 2020,

These individuals are part of our community. They may have been a neighbor, or your child's friend, the person mowing your lawn, or waiting on you at the store, someone's grandparent, or a veteran who has served our country.

These are our homeless.

METHODOLOGY

As the Grand Jury undertook a study of the complex problem of homelessness in Santa Barbara County, it was apparent that the input from a variety of local governmental agencies, non-profit organizations, faith-based organizations and national providers would be required. The Jury also studied funding issues related to these organizations.

The following resources were essential to the Jury's understanding of this societal problem and the preparation of this report:

Interviews with key personnel from:

- Santa Barbara County Behavioral Wellness Department
- Santa Barbara County Housing and Community Development Division
- The Housing Authority of the County of Santa Barbara
- The Housing Authority of the City of Santa Barbara
- Santa Barbara City Housing and Human Services Department
- The United Way of Northern Santa Barbara County, Home for Good
- Santa Barbara Alliance for Community Transformations (SB ACT)
- The Santa Barbara Rescue Mission
- Santa Barbara People Assisting the Homeless (PATH)
- Santa Maria Good Samaritan Shelter
- Santa Barbara Virgil Cordano Center
- National producers of temporary housing facilities

Site visits and meetings:

- Santa Barbara Rescue Mission
- Santa Barbara PATH
- Santa Maria Good Samaritan Shelter
- Santa Barbara Virgil Cordano Center
- Goleta City Council Homeless Planning public meeting
- Santa Barbara County Continuum of Care Board meeting

- Santa Barbara County Community Housing neighborhood meeting for Hollister Lofts
- Santa Barbara League of Women Voters Forum on Homelessness
- United Way Homeless 101 Presentations

Documents and online resources:

- Bringing our Community Home: Santa Barbara Countywide 10-Year Plan to End Chronic Homelessness, 2006
- Phase 1 Community Action Plan to Address Homelessness in Santa Barbara County, 2018
- Santa Barbara County Homeless Point-in-Time Count and Surveys, 2019 and 2020
- Santa Barbara County California Mental Health Services Act Budget 2019-20
- National studies from authorities on the “Housing First” doctrine
- Santa Barbara County Continuum of Care Board notes
- Numerous local, state and national articles

BACKGROUND

Early in the twenty-first century, many national and local community leaders became increasingly concerned about the burgeoning homeless populations. In 2005, the Santa Barbara County Board of Supervisors (BOS) commissioned an assessment of all the local resources serving the homeless. The focus of this work was primarily on the chronically homeless who consumed more than 50 percent of all services. The concept was that housing the chronic homeless would cost less than the expenses incurred by all the public agencies that interact with the homeless. This effort resulted in the adoption by the County of a 10-year plan, *Bringing Our Community Home*, in 2006.

With that plan in place, the intent of the BOS was to enlist the active support of the public and all stakeholders to consolidate the collective resources toward the goal of providing services and housing for the homeless. Early on, the plan engendered a sense of optimism and there was some positive action. However, most of the goals were never brought to fruition as reliable sources of funding to implement and sustain them were never realized.

In 1995, prior to the County’s ten-year plan, the U.S. Department of Housing and Urban Development (HUD) required communities to form Continuum of Care regional planning bodies so that their applications for homeless funding would be more coordinated. In 2018, California also adopted the CoC model to distribute emergency housing aid. The CoC is a network of local agencies and service providers in the County. The CoC Governing Board works with the County in coordinating and prioritizing applications on behalf of local agencies for State and HUD funding.

Additionally, in 2018, HUD required all counties in receipt of federal funding for homeless services and housing to maintain a Coordinated Entry System (CES) database of their homeless individuals and their needs. This database is then used to match the homeless with appropriate

housing and supportive services in the County's Homeless Management Information System (HMIS).

In 2014, Santa Barbara County's Continuum of Care (CoC) designated the Santa Barbara County Housing and Community Development Division (HCD) in the Community Services Department as the lead agency for administering and evaluating all funding of homeless projects. Since then, this County agency has assumed the major leadership role in the homeless housing crisis.

OBSERVATIONS

County Administration of Homeless Programs: A System in Place of Housing

In 2018, the HCD and the CoC began a planning process to build a system that would set the funding and tracking process from street to home in motion. The HCD led the formation of the Phase 1 Community Action Plan to Address Homelessness in Santa Barbara (Phase 1). Phase 1 has accomplished some critical groundwork.

Community meetings were held to "help identify gaps, set priorities, and establish strategies to address unmet needs"⁶ for the homeless. Phase 1 worked to strengthen the data entry system and information management system to deliver housing and services, organize outreach teams and distribute funding.

The CoC attempted to break down the territorial defenses that had developed among stakeholders and to establish communication and cooperation among groups. Driven by competition for funding and disagreements over priorities, this is an issue that still exists today. However, the Jury was told by the director of a local homeless organization that the cooperation demanded by COVID-19 opened new doors and created alliances that hopefully will continue to grow.

While the 2006 10-Year Plan aimed to help the chronic homeless, in Phase 1 the chronic homeless are only one of several subgroups. Much time has been spent on determining if individuals have mental illness, substance abuse problems, are veterans, survivors of domestic violence, homeless youth, vehicular homeless, or families with children. The CES then classifies each individual by certain characteristics and vulnerabilities, and the HMIS is used to make connections with appropriate services and housing. By February 2020, 3,623 people had been entered into the CES.

The five overarching goals of the 2018 Phase 1 Plan are:

- Increase access to safe, affordable housing
- Deliver supportive services for individual needs
- Build a Collective Action Plan and improve data sharing
- Strengthen available support systems
- Build provider capacity to address the needs of specific populations

⁶ "Phase 1 Community Action Plan to Address Homelessness in Santa Barbara County," Santa Barbara County Housing and Community Development Division and Department of Behavioral Wellness.

The goals of Phase 1 are system oriented, mostly focusing on building information in the CES and increasing collaboration among service providers of the CoC, and service delivery with the HMIS. In its Executive Summary for Phase 1, the County admits that better data and more providers alone do not reduce the impact of homelessness. The CoC does not build housing, the critical element in eliminating homelessness.

As a senior County executive told the Jury, “The best intervention for a homeless person is a home.”

Phase 1 acknowledges that there continues to be a large need for more affordable housing in the County. Of the 3,623 eligible people in the CES, only 76 of the most in need were placed in permanent housing. With the lack of available housing, the CoC looks instead to improve partnerships with landlords, acquire more housing subsidies such as Section 8 vouchers, match current housing with supportive services, and increase permanent funding sources.

Currently, the CoC as an organization is basically unrecognized in the community. However, presently under development, Phase 2 of the Community Action Plan to Address Homelessness in Santa Barbara County calls for all local elected leaders to become an active part of their efforts. Having elected leaders serving on the CoC would increase civic commitment and provide greater awareness for the public.

Phase 2 calls for more communication, partnerships, additional service providers and proposes creation of a governance model. Without firm guidance, services often become less coordinated and stakeholders tend to retreat to their own sphere of influence. Hopefully, stronger leadership from the top will give stronger direction and follow-through for a common vision of securing more housing with services for the homeless.

Housing and Housing First: Shifting Priorities

Housing First, a nationwide program which was adopted by the State, is intended to house individuals or families experiencing homelessness as quickly as possible, but in doing so it has caused a number of discussions, both among service providers and in the community. The distinguishing element of this program is to house the most vulnerable first. Housing placement now has a “low barrier” threshold; there are no sobriety or stability requirements before moving in. The program’s theory is to house before treatment so that people are more receptive to that treatment. It does not require them to graduate through a series of steps before being housed. In order to receive Federal or State funding for programs that provide housing or housing-related services to people experiencing homelessness or at risk of homelessness, cities and counties must follow Housing First policies and priorities.

Often, the challenges of caring for the most vulnerable have caused neighborhood protests when hearing of an intended Housing First project near their area. The stigma of those in greatest need of housing and services causes concern in the public mind. Sometimes, new proposals signal an uphill battle.

It should be noted that each person placed in a home will be case-managed and appropriate services will be provided. While it is true that clients do not have to accept the services, providers are not allowed to neglect them. As more homeless with great needs are housed, providing the recommended number of support service staff might be challenging. United Way, Santa Maria, writes on its website, “...without a low staff to client ratio you cannot do Housing

First evidence-based intervention.”⁷ The Santa Barbara County Behavioral Wellness Department will need to add staff, and without a reliable funding source, it may not be able to sustain the expanded outreach teams of workers.

The CES ranks people according to need for permanent supportive housing with wraparound services. The Jury learned that the cost of mandated wraparound services is approximately \$7,000 per person per year for the majority, and up to \$20,000 per person per year for the 11 percent of the most in need. Where such funding will be found to help the individuals in the HMIS system has not been publicly discussed. In defense of the high cost of Housing First, proponents point to studies that show savings in other areas such as police, fire, jail, public health, hospitals, parks, and libraries are much greater than the expense of housing them.

The Housing First priorities have also caused concern among the staff at shelters that practiced more of a graduated housing-ready approach, which existed before the new mandate. Clients who do not require extensive supportive services and are housing ready are no longer prioritized as housing becomes available. These housing-ready people might require only a few thousand dollars for deposits or one-time fees, rather than the tens of thousands of dollars needed for a homeless person with greater needs.

Overall, there is a generally recognized need for more flexibility in the various programs’ placement protocols and allowable uses of funding, which are often rigid. Some grants narrowly define the scope of financial assistance provided; therefore, the most housing-ready person for placement may not be the one indicated at the top of the CES hierarchy. The HCD is working with the CES Coordinating Agency to use sources of funding that allow more flexibility. Some State funding programs have been responsive to flexible funding.

Four Levels of Housing

There are four levels of housing for different needs:

- *Emergency Shelters* take in the homeless from the streets
- *Transitional Housing* allows time to establish financial independence
- *Rapid Re-Housing* is for short and medium-term stabilization
- *Permanent Supportive Housing* includes wraparound services

⁷ “Housing First Implementation in Santa Barbara County,” Northern Santa Barbara County United Way, Accessed June 3, 2020, <https://www.liveunitedsbc.org/blog/housing-first-implementation-santa-barbara-county>

As listed by the 2018 Phase 1 homeless plan, the numbers of beds for these levels of housing and their providers are:

HOUSING TYPE	NUMBERS OF BEDS	PROVIDERS
Emergency shelter and Transitional housing	531	Good Samaritan, PATH Santa Barbara, Santa Barbara Rescue Mission, Faith-Based Coalition (warming centers), Noah's Anchorage, Transition House (families), Willbridge Transitional Housing, The Salvation Army
Rapid Re-Housing	213	PATH, Good Samaritan, The Salvation Army, Transition House, New Beginnings
Permanent Supportive Housing	151 families with children or 497 individuals	Good Samaritan, Mental Wellness Center, PathPoint, People's Self-Help Housing, County Department of Behavioral Wellness, Sarah House, Willbridge, SB Community Housing Corp., Transition House, City of SB Housing Authority, Housing Authority of SB County

Many of these providers supply three types of housing. These providers are the workhorses, whose staffs are dedicated to helping all those in need, not just a certain category.

In addition, there are three not-for-profit organizations that have consistently developed permanent supportive housing within the County: City of Santa Barbara Housing Authority, County of Santa Barbara Housing Authority, and People's Self-Help Housing. The Santa Barbara County Department of Behavioral Wellness also creates housing. Encouragingly, Good Samaritan and Fighting Back have recently begun to add new housing in the County.

The gap between the numbers of existing beds available and those needed underscores the critical need to build new housing. Over 90 percent of new placements have gone into already existing housing with only a 2 percent turnover rate. Without new housing being built, wait time for any housing option is anywhere from one to nine years.

According to the Phase 1 report, even with full utilization of all four levels, there is not enough housing to take care of the unsheltered.

New Permanent Housing	Total Need	Available	New Housing Needed
Rapid Re-Housing	1,215	262	953
Permanent Supportive Housing	898	63	835
New Temporary Housing			
Shelter/Transitional	2,780	1,603	1,177

Housing projects opening in 2020 are subject to the Housing First mandate. The 80-unit Residences on Depot Street in Santa Maria were originally planned for families but are now going to house the mentally ill homeless. Likewise, another 30-unit project in Santa Maria was intended for seniors and will now become housing for those with serious mental illness.

The above housing projects were initiated five years ago. This is the typical timeline for any building project in Santa Barbara County. When combined with the high cost and scarcity of buildable land, it is a challenge to create housing for the homeless. The length of time to build housing only exacerbates the problem of housing for those waiting in shelters for permanent housing.

Emergency Shelters: A Critical Need

Shelters are at the front lines of homelessness in the County. Santa Barbara County's shelters are full year-round, and there are currently no finalized plans to build additional shelters. This lack of shelter beds became agonizingly apparent during the COVID-19 pandemic.

In 2018, a legal case in Boise, Idaho⁸ put pressure on local governments to build more shelters. In 2019, the United States Supreme Court denied further review of the Boise decision that the government cannot prosecute homeless individuals for involuntarily sitting, lying, and sleeping in public if there are no available shelter beds for them. The homeless can continue to stay and sleep on the streets. This creates a dilemma for those communities who struggle with homeless occupation of streets and parks.

Local ordinances against loitering, even sitting on street benches, have occurred. Shouting or urinating in public initiate complaints to law enforcement. When the homeless become too visible, the community reacts, sometimes to the point of criminalizing them. Recently, cities within the County have proposed ordinances against dumpster diving, leaving carts with belongings on the street, and standards for offensive body odors. Yet as experience has shown, arrests or citations do nothing to solve the recurring problems of the homeless.

In February 2020, a member of the public commented at a BOS meeting, "Let's cut to the chase. We need a shelter opened and we need it now!"⁹

There are two major shelters in the South County, the Santa Barbara Rescue Mission and PATH Santa Barbara. In the North County, Good Samaritan manages shelters in both Santa Maria and Lompoc (Bridgehouse). Throughout the County there are several other emergency shelters for special groups: families (Transition House), youths (Noah's Anchorage), domestic violence victims (Domestic Violence Solutions), substance abuse victims (multiple) and those living in cars (New Beginnings Safe Parking). The chart below details the populations and services of the five largest shelters in Santa Barbara County as reported to the Grand Jury.

⁸ *Martin v. City of Boise*, 920 F.3d 584 (9th Cir. 2018)

⁹ Delaney Smith, "Homeless Death Review Team Delivers 'Sobering' Report," *Santa Barbara Independent*, February 3, 2020.

	SB Rescue Mission	Good Samaritan	PATH	Bridgehouse	Salvation Army
Capacity	200	400	100	56	69
Males	X	X	X	X	X
Females	X	X	X	X	X
Families		X	X	X	X
Emergency	X	X	X	X	
Residential	X	X	X	X	X
Storage	X	X	X		
Showers	X	X	X	X	X
Health	X	X	X	X	
Counseling	X	X	X	X	X
Addiction	X	X	X		X
Job Referral	X	X	X		X
Meals	X	X	X	X	X
Public funding		X	X	X	X

The main emergency shelters vary in admission policies, services, and programs. All accept males and females; PATH, Good Samaritan and Salvation Army take in families; and Good Samaritan, PATH and Bridgehouse do not exclude those who are under the influence of drugs or alcohol. The Rescue Mission, PATH, Good Samaritan and the Salvation Army have live-in programs for those who are addicted. These residents pay minimal fees while they receive services.

The Jury learned that shelter costs per person range from \$35 to \$66 per day. Donations of food and services help keep costs in line. When Santa Barbara County Departments of Public Health and Behavioral Wellness, Doctors without Walls, and Cottage Health deliver care within the shelters, they are providing millions of dollars in services at no cost to the shelters.

Emergency shelters are meant to be temporary. With little or no other housing available in Santa Barbara County, the homeless in the shelters are staying longer and longer, even up to a year. At PATH, for example, the Jury was told that it used to serve 700 individuals per year; now they serve 400. But there are some success stories: In 2019, PATH placed 90 people in permanent housing, and Good Samaritan approximately 350. These numbers include clients placed within the CES system and those by the individual organizations.

Traditional shelters are open to those who need emergency shelter for the night. They offer various services depending on their staffing and partnerships. However, the concept of the shelter is advancing. They are no longer just a bed and a meal, nor are they a free pass for

dependent living. New Navigation Centers are transitional housing centers open 24 hours a day and are staffed to offer a variety of services including medical, psychological, social welfare, and job placement services that help navigate clients toward permanent housing. Clients are case-managed and must be referred to participate in the programs to prepare for housing. Clients are registered in the CES, documented and guided toward potential living situations. Currently, the Behavioral Wellness Department is planning to build a Navigation Center for 30-40 homeless per day just north of the City of Santa Barbara. This will be the first County-run shelter.

The Safe Parking Program is another form of temporary housing for over 130 individuals. People living in their cars is a large subgroup recognized by the CoC and receives funding from federal and state grants just as other shelters do. The Safe Parking Program has been expanded to over 24 lots in South County, and a similar program is starting in North County. New Beginnings Counseling Center leads this comprehensive program for those living in their cars; they offer health services and mental health and job counseling. New Beginnings also works to house the vehicular homeless, just as a Navigation Center would do. This Program originated in Santa Barbara County and is being adopted nationwide, a fine example of creative thinking.

With the increased need for shelter beds, other forms of temporary shelter should be considered. Temporary structures can be erected at a fraction of the time and cost of permanent structures. The interior can be configured to a variety of specifications determined by local needs such as combination emergency shelter and Navigation Center. Also, they can be disassembled and reassembled at different locations or even stored. Several California cities are using tension-braced modular tents that can be quickly adapted to city lots and can last over 20 years. For cities where new construction faces many difficulties, these temporary structures are becoming one answer to sheltering the homeless.

Day Centers: Respite from the Streets

Where can the homeless people of Santa Barbara go for assistance during the day? Many of the shelters close their doors during the day. There are few options within the County.

The only option in Santa Barbara City is the Virgil Cordano Center for the homeless. The facility is open from 9:00 a.m. to 3:00 p.m. five days per week. Here they can find refuge during the day, a place where they can feel safe and respected. The Center is located on Calle Real near upper State Street. It is operated by the Daughters of Charity at St. Vincent and the Franciscan Friars from the Santa Barbara Mission. Established in late 2018, the Center provides daily meals, spiritual advice, laundry services, access to the internet, bus tokens, and information about services from the state and federal government. The Center serves approximately 400 individuals per month. It has one paid staff member plus volunteers from the church. The Center relies solely on donations to meet their annual budget of \$250,000 and does not seek nor accept monies from any government source.

Due to the COVID-19 pandemic, this Center has not been allowed to remain open.

A Problem with Housing the Homeless

In 2018, the County and its four largest cities, Santa Maria, Lompoc, Santa Barbara and Goleta, declared a housing and homeless shelter crisis. This declaration allowed the local governments to apply for emergency funding for the homeless from the State. Further, State legislation has streamlined permitting processes for any form of affordable housing in local planning and

building departments. The State has set the stage for building housing for the homeless. All that is needed is land and funding.

Few developers have stepped up to build affordable housing for the homeless. Land is scarce, especially in South County, and costs are high. Developers must pay the prevailing wage, expensive permitting and building fees, and wade through numerous reviews and approvals. Although some processes for affordable housing are expedited, there is still a need for relaxed zoning requirements and reduction of regulations. Where to locate housing for the homeless is the first question for every jurisdiction. Identifying sites in each jurisdiction, helping to make them available through multi-use zoning or form-based zoning, and then inviting bids for development would jumpstart the process of building.

Local communities have yet to re-conceptualize what housing for the homeless can look like. The Housing Authorities of both Santa Barbara County and the City of Santa Barbara have been able to create housing that is tasteful and compatible with neighborhoods. In going beyond standard housing models, communities can become acquainted with other types of housing: small units or tiny homes, modular housing or manufactured homes, shared housing, and cooperative housing. As is the practice of both Housing Authorities, all housing for the formerly homeless would be managed and maintained so that the neighbors would have little reason to find fault with the units or their inhabitants. Older homes and apartment buildings or hotels can be rehabilitated to accommodate these more innovative housing types.

These alternatives for housing the homeless need to find a pathway through the planning and building departments and more importantly, to generate support among civic leaders. Such endorsement would also help to forge the major subsidies, tax breaks, or incentives that are needed to overcome the lower profits from building housing for homeless clients. State housing regulations that require counties and cities to build housing for all income levels are mandated but without funding attached. The funding that has been awarded to local agencies is not enough to buy land and build housing in this County. Federal funding for development has also been reduced.

Thus, it is incumbent upon the cities and the County to create funding mechanisms for housing in ways that encourage more cooperation and regional planning. Other areas in the State have created regional housing financial authorities, regional housing trusts, land trusts or financing districts. As county agencies apply for funding from the State, service agencies and jurisdictions could coordinate resources for greater impact. This is, after all, the original purpose of the Continuum of Care. With the financial setbacks of the COVID-19 pandemic, only shared assets can tackle the expenses of building housing in Santa Barbara County.

Funding Now!

Recently, funding for new housing and services has become more available but also more competitive. Santa Barbara County and its cities currently use a combination of federal and state funding sources to finance the development and operation of homeless shelters and services. In the past, most funding for low-income housing came from the federal agency of Housing and Urban Development (HUD). Also, the Veterans Administration is helping to build housing in Santa Barbara and has just opened 16 housing units in conjunction with the Santa Barbara City Housing Authority.

The major federally funded programs are:

- Tenant Based Rental Assistance also known as Section 8 Vouchers
- Project Based Rental Assistance, Vouchers for defined rental projects
- Community Development Block Grant Program
- Emergency Solutions Grants given to states, cities, and counties, and distributed through the County Continuum of Care
- Projects for Assistance in Transition from Homelessness Program
- Homeless Emergency Assistance and Rapid Re-Housing

There are 28 different state funding programs. The most prominent are:

- Homeless Emergency Aid Program
- California Emergency Solutions and Housing
- No Place Like Home
- Homeless Housing, Assistance and Prevention

Other funding sources are:

- Grants from private foundations
- Philanthropic donations
- Fundraising events
- Volunteers
- Planned-giving bequests.

Private sources are:

- Developers applying for and utilizing grants funded by municipal bonds and tax credits
- Health insurance companies and large financial institutions utilizing restricted reserves

The federal government issues tax credits to state governments that state housing agencies then award to private developers of affordable rental housing projects through a competitive process. The Community Reinvestment Act of 1977 has made it advantageous for institutions such as banks and insurance companies to invest in housing. Insurance companies have found by funding shelters with wraparound services, frequent emergency room admissions by the homeless are greatly reduced. The cost of those admissions is borne by hospitals, and private and governmental insurers. Large health plans have opted to invest some of their restricted reserves for socially redeeming purposes.

The Grand Jury learned there are currently no housing projects involving large health insurers under development in Santa Barbara County. However, since 2011, United Health, the largest private health insurer in the U.S. and a major provider in Santa Barbara County, has invested \$400 million in helping to build 80 housing communities in 18 states, resulting in more than 4,500 supportive housing units with wraparound services. Recently, they made a \$12 million investment in Los Angeles to develop a new 65-unit PATH housing center for people experiencing homelessness in Los Angeles.

While the Jury has found no evidence of partnership with large insurers within Santa Barbara County, it learned that the Housing Authorities of the County and the City of Santa Barbara have approached large insurance companies and hospitals who operate in the County, but these companies have preferred to invest through pooled investment syndicates rather than work directly with the Housing Authorities.

The County is pursuing funding from Medicare, MediCal, Supplemental Security Income (SSI) and Veterans Administration Benefits. Most clients are eligible for one or more of these programs, and billing methods are being adopted. The County is also working with its medical plan administrator, CenCal Health, to enroll patients and set up such payments. Fully funded Medicare and MediCal reimbursements could cover up to 84 percent of the costs of services to the homeless.

Sharing the Funding

After the County and its four largest cities, Santa Barbara, Santa Maria, Lompoc, and Goleta, declared a state of emergency shelter crisis, they applied for emergency grant funding from the State. The County HCD then administers the CoC funding allocations and oversees accomplishment of goals, as mandated by HUD. The combined yearly allocation from HUD and the Emergency Solutions Grant Program through the CoC is over \$4 million. In 2019, the State awarded \$16 million in one-time grants to a variety of programs within the County. These funds have been designated to health and supportive services, outreach, and to the upcoming county-run emergency shelter. Often the community is not aware of where these monies are spent and it is important to have transparency, understanding and accountability of homeless related expenditures and the results.

On the CoC, there are approximately 40 coordinating organizations who determine the grants and amounts to be awarded within the County. A conflict of interest arises when those organizations voting on the grant allocations are the same organizations that have projects under consideration for funding. There have been proposals to change the composition of the decision-making group to clear the grant giving process of favoritism.

For the 2019-20 funding cycle, the CoC recommended various amounts from \$76,500 to \$846,000 for different shelter programs. Good Samaritan, Santa Barbara Community Housing (Hotel De Riviera), Behavioral Wellness Department (Casa Del Mural), PATH, New Beginnings Counseling Center, and the Shelter Care Plus program for the Housing Authority of the City of Santa Barbara were in line to receive funding. The State funding was awarded in March 2020 through the CoC, and most grant amounts were increased. Money will also go to maintain the database programs of the County. Most available funds are designated as renewals and will maintain existing essential programs. Of the myriad of applications for funding, only two new agencies were recommended to the State to receive funds, Domestic Violence Solutions and Noah's Anchorage, but they were not granted funding.

Most of the recent funding for homeless projects that has come to Santa Barbara County has gone not to building housing but to provide services that accompany housing: setting up the Coordinated Entry System, programs to prevent homelessness, outreach, rental assistance, and programs that connect the homeless with health and supportive services. The grants typically have an expiration limit, and they are not enough to consider the construction of housing.

To build and sustain permanent supportive housing and its services, a continuous funding source will be necessary. Federal and State funding is now greatly stressed because of budget cuts following the COVID-19 pandemic. Funding for homeless housing has survived into 2021 but is not assured past that time. To solve the homeless housing crisis, counties and cities must rely on their own stable source of funding. At some point, local leaders may have to consider a tax, bond measure or a continuous budget line item to create financial resources. The State of California has dedicated billions of dollars to the housing and homeless crisis for the near term. Local governments need to consider long-term sustainable funding, perhaps in a regional trust, to be able to build housing while continuing to support existing programs.

CONCLUSION

Additional housing for the homeless has long been a necessity, but it is only in recent years that it has achieved national attention on a large scale. Local media has increasingly focused on the issue. Rarely a day goes by without some aspect of homelessness being brought to our attention. The time has come to involve our communities and solicit ideas and support in resolving what is now both a housing and human crisis.

Strong leadership from local government can go a long way toward alleviating the stigma of homelessness. Positive messaging on a consistent basis from local leaders and targeted neighborhood meetings that provide information and solicit input on specific development proposals could lay the groundwork. Partnering with local media can highlight the humanity of the homeless by sharing their success stories. Emphasizing the contributions of non-profit and religious communities and encouraging greater cooperation can also help to change the conversation.

Whether considering temporary, transitional or permanent housing for the homeless, it will not be built without the support of the surrounding community. To gain that support, comprehensive and inclusive neighborhood outreach must address the stigma of homelessness. There is a limited percentage of the homeless population who have mental health or substance abuse issues. Unfortunately, these are the people that are most visible on our streets and whose behavioral problems first come to mind when the issue of homelessness is broached to the public.

We the people of Santa Barbara County need to educate ourselves about the children and working families, the seniors and disabled, and the military veterans who comprise most of the homeless population. We need to accept that affordable housing for the homeless can be compatible with our neighborhoods, safe for both the residents and the neighbors, and neutral to local property values. We need to see the human faces of the homeless, hear their stories, and visit the successful facilities already in place. We need to appeal to our hearts and to our highest values, and we need to do it now.

Community opposition can evolve into community support when neighbors come to understand that in addition to helping others, we are benefitting ourselves and the Santa Barbara communities we all call home.

FINDINGS AND RECOMMENDATIONS

Finding 1

There is a need for greater transparency, understanding and accountability of homeless related expenditures and the results.

Recommendation 1a

That the Santa Barbara County Board of Supervisors direct the Santa Barbara County Community Services Department to publish an annual report of homeless related expenditures and outcomes.

Recommendation 1b

That the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria publish an annual report of their homeless related expenditures and outcomes.

Finding 2

Permanent Supportive Housing for the most vulnerable homeless is lacking.

Recommendation 2

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria develop plans and devise mechanisms for providing ways to build permanent supportive housing for our most vulnerable homeless populations.

Finding 3

State and federal funding that is granted to Santa Barbara County does not sufficiently support the mandate for housing the homeless.

Recommendation 3

That the Santa Barbara County Board of Supervisors and City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria identify funding mechanisms, including, but not limited to, bond issues, dedicated taxing, a designated budgetary line item and strong philanthropic partnerships, for housing the homeless.

Finding 4

Elected City and County leaders have not exhibited aggressive leadership in determining the availability of sites in their jurisdictions for housing the homeless.

Recommendation 4

That the Santa Barbara County Board of Supervisors, and City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria designate and facilitate building of housing for the homeless on sites within their jurisdictions.

Finding 5

A greater effort is needed to inform and include the public regarding the needs of the homeless for housing and services and how it can appropriately fit into neighborhoods.

Recommendation 5

That the Santa Barbara County Board of Supervisors, and City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria be more proactive in informing the public of the needs of the homeless for housing and services and how it can appropriately fit into neighborhoods by holding forums and conducting tours of existing facilities to educate the residents whose neighborhoods are proposed for the development of projects for the homeless.

Finding 6

There are no elected leaders serving as voting members of the Santa Barbara County Continuum of Care Board.

Recommendation 6

That the Santa Barbara County Board of Supervisors direct the Community Services Department to work with the Continuum of Care Board to develop a procedure for including elected leaders as voting members of the Continuum of Care Board.

Finding 7

A conflict of interest exists within the membership of the Continuum of Care Board as the member organizations who seek funding for their projects are permitted to vote and grant funding for their own projects.

Recommendation 7

That the Santa Barbara County Board of Supervisors direct the Community Services Department and the Santa Barbara County Counsel to work with the Continuum of Care Board to change the procedures for the voting process on the Continuum of Care Board to eliminate the perceived conflict of interest.

Finding 8

All overnight emergency shelters are at capacity year-round, there are not enough day centers, and there are currently no Navigation Centers in Santa Barbara County.

Recommendation 8a

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria work together to create overnight emergency shelters commensurate with their homeless populations.

Recommendation 8b

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria work together to create day centers commensurate with their homeless populations.

Recommendation 8c

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria fund and expedite the development and opening of more shelters incorporating the Navigation Center concept.

Finding 9

Currently, several California cities are providing temporary homeless facilities by utilizing alternative cost-effective forms of housing such as high-performance tension fabric structures, tiny houses, and modular housing.

Recommendation 9

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria undertake feasibility studies and develop plans for using alternate types of cost-effective forms of housing.

Finding 10

Currently, in some California cities, large health care insurers are utilizing their tax credits to fund housing facilities for the chronically homeless.

Recommendation 10

That the Santa Barbara County Board of Supervisors and City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria contact major health care insurers in their jurisdictions and encourage them to seek partnerships to support the construction of housing for the chronically homeless of Santa Barbara County.

Finding 11

Housing First's wraparound services concept necessitates an increased staff-to-client ratio.

Recommendation 11

That the Santa Barbara County Board of Supervisors provide the Behavioral Wellness Department with additional continuous funding to ensure the needed staff-to-client ratios in the County supportive housing facilities.

REQUEST FOR RESPONSE

Pursuant to *California Penal Code Section 933 and 933.05*, the Santa Barbara County Grand Jury requests each entity or individual named below to respond to the enumerated findings and recommendations within the specified statutory time limit:

Responses to Findings shall be either:

- Agree
- Disagree wholly
- Disagree partially with an explanation

Responses to Recommendations shall be one of the following:

- Has been implemented, with brief summary of implementation actions taken
- Will be implemented, with an implementation schedule
- Requires further analysis, with analysis completion date of no more than six months after the issuance of the report
- Will not be implemented, with an explanation of why

Santa Barbara County Board of Supervisors - 90 days

Findings 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11

Recommendations 1a, 2, 3, 4, 5, 6, 7, 8a, 8b, 8c, 9, 10, 11

City of Santa Barbara - 90 days

Findings 1, 3, 4, 5, 8, 9, 10

Recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10

City of Goleta - 90 days

Findings 1, 3, 4, 5, 8, 9, 10

Recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10

City of Carpinteria - 90 days

Findings 1, 3, 4, 5, 8, 9, 10

Recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10

City of Solvang - 90 days

Findings 1, 3, 4, 5, 8, 9, 10

Recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10

City of Buellton - 90 days

Findings 1, 3, 4, 5, 8, 9, 10

Recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10

City of Lompoc - 90 days

Findings 1, 3, 4, 5, 8, 9, 10

Recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10

City of Guadalupe - 90 days

Findings 1, 3, 4, 5, 8, 9, 10

Recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10

City of Santa Maria - 90 days

Findings 1, 3, 4, 5, 8, 9, 10

Recommendations 1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10

GLOSSARY

ADA	American with Disabilities Act
BOS	Santa Barbara County Board of Supervisors
CES	Santa Barbara County Coordinated Entry System
CoC	Santa Barbara County Continuum of Care
HCD	Housing & Community Development division of the Santa Barbara County Community Services Department
HMIS	Homeless Management Information System
Housing First	HUD mandate for low barrier housing placement
HUD	US Department of Housing and Urban Development
PIT	Point-in-Time Count and Survey of the Homeless in Santa Barbara County
Phase 1	2018 County Action Plan to Address Homelessness
SBCAG	Santa Barbara County Association of Governments
Section 8	Rental subsidy vouchers from HUD for low-cost housing



July 28, 2020

The Honorable Judge Michael J. Carrozzo
Presiding Judge, Santa Barbara Superior Court
Santa Barbara County Civil Grand Jury
1100 Anacapa Street
Santa Barbara, CA 93101

Re: Response to Grand Jury Report titled "Homelessness in Santa Barbara County"

Dear Judge Carrozzo:

This letter is the response of the Guadalupe City Council and the City's Mayor to the Santa Barbara Grand Jury report titled "Homelessness in Santa Barbara County." This response is submitted in compliance with Penal Code Sections 933 and 933.05. A copy of this response is being sent concurrently to the Grand Jury.

The Grand Jury report sets forth eleven (11) findings and thirteen (13) recommendations. The City Council of the City of Guadalupe is required to respond to seven (7) findings and ten (10) recommendations.

Finding 1

There is a need for greater transparency, understanding and accountability of homeless related expenditures and the results.

Recommendation 1b)

That the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria publish an annual report of their homeless related expenditures and outcomes.

- **Response: Agree.**

An annual report will be implemented in 2020. While the 2020 Point-In-Time Count reflects only three or less people experiencing homelessness in the City of Guadalupe (down from four last year), we consider that three people are too many. Some of our other residents may also be at risk of homelessness. We will work with our community partners and publish an annual report of our homeless related expenditures and outcomes.

Recommendation 2)

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria develop plans and devise mechanisms for providing ways to build permanent supportive housing for our most vulnerable homeless populations.

- **Response: Agree**

This recommendation has been implemented. The City of Guadalupe has worked closely with the Housing Authority of the County of Santa Barbara (HACSB) on a proposed 80-unit affordable housing development that will replace 52 aging affordable housing units. The City and its residents have been strong supporters of this effort, including the increase in units, throughout the entitlement process. This proposed development is now fully entitled and the first round of building permit plan checking has been completed. Current residents will be able to return once the new units are built, but HACSB has committed to working with the City to provide housing opportunities for our most vulnerable homeless residents in their new permanent supportive housing units. HACSB provides preference points in its housing plan for people experiencing homelessness. The new name for this proposed development is Escalante Meadows and the development includes a large 19,600 square foot community building that will provide early childhood education and wellness services in addition to the support services that HACSB typically provides. These support, health and education services will be vital to the success of residents coming out of homelessness. Services will be available to onsite residents as well as anyone living in Guadalupe.

Finding 3

State and federal funding that is granted to Santa Barbara County does not sufficiently support the mandate for housing the homeless.

Recommendation 3)

That the Santa Barbara County Board of Supervisors and City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria identify funding mechanisms, including, but not limited to, bond issues, dedicated taxing, a designated budgetary line item and strong philanthropic partnerships, for housing the homeless.

- **Response: Disagree partially, with an explanation.**

The recommendation will be partially implemented in 2020 and early 2021. HACSB and the City worked closely with the goal of the Escalante Meadows proposed development receiving full entitlements in time for HACSB to submit an application for 9% Federal low income housing tax credits by the 7/1/20 application deadline. That goal was achieved and HACSB has submitted the application for tax credits. Guadalupe is a small city with limited resources, and is not in favor of dedicated taxing of its citizens, taking on additional debt from a bond issue, or a designated budgetary line item for the limited purpose of housing the homeless, especially in light of the few persons experiencing homelessness in the City of Guadalupe. But,

as evidenced by the City's partnership with HACSB, we will do what we can to help bring additional Federal and/or State resources in support of affordable housing development. The City has also discussed with HACSB support for a State CDBG funding application in early 2021 for Escalante Meadows. The City and HACSB are committed to continuing this partnership and will also explore philanthropic opportunities. The City also worked closely with People's Self Help Housing in expediting the processing of a low income farmworker housing project with 38 apartment units and a community center.

Finding 4

Elected City and County leaders have not exhibited aggressive leadership in determining the availability of sites in their jurisdictions for housing the homeless.

Recommendation 4)

That the Santa Barbara County Board of Supervisors, and City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpentaria designate and facilitate building of housing for the homeless on sites within their jurisdictions.

- **Response: Agree.**

This recommendation has been implemented, as discussed in the Escalante Meadows example. The City and HACSB teamed up to designate an existing aging affordable housing site as a location on which to construct new and improved affordable housing units, while also increasing the number of affordable housing units on the site. The City facilitated and supported an expeditious entitlement process and worked with HACSB on a commitment that people experiencing homelessness in the City, although a small number, will have an opportunity to be housed at Escalante Meadows. HACSB has acquired two undeveloped parcels in the City of Guadalupe, each of which could contain three small houses, as possible future housing sites for people experiencing homelessness, particularly veterans with Post Traumatic Stress Disorder (PTSD). The City and HACSB will continue looking for other suitable sites. The City also worked closely with People's Self Help Housing in expediting the processing of a low income farmworker housing project with 38 apartment units and a community center.

Finding 5

A greater effort is needed to inform and include the public regarding the needs of the homeless for housing and services and how it can appropriately fit into neighborhoods.

Recommendation 5)

That the Santa Barbara County Board of Supervisors, and City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpentaria be more proactive in informing the public of the needs of the homeless for housing and services and how it can appropriately fit into neighborhoods by holding forums and conducting tours of existing facilities to educate the residents whose neighborhoods are proposed for the development of projects for the homeless.

- **Response: Agree.**

This recommendation has been implemented, as discussed in the Escalante Meadows example. Prior to, and during, the entitlement process for Escalante Meadows, the City and/or HACSB hosted several public forums to discuss the need for affordable housing, including housing for people experiencing homelessness in the City. Some of these neighborhood meetings were held at the proposed project site. Members of the public were encouraged to ask questions and express any concerns they had. As stated earlier, there was no community opposition expressed to this proposed development. During these meetings, HACSB provided addresses of our nearby permanent supportive housing developments so that interested community members could see the properties for themselves.

Findings 8a, 8b, 8c

All overnight emergency shelters are at capacity year-around, there are not enough day centers, and there are currently no Navigation Centers in Santa Barbara County.

Recommendation 8a)

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria work together to create overnight emergency shelters commensurate with their homeless populations.

- **Response: Agree.**

This recommendation requires further analysis, but the City of Guadalupe is open to working with the County and other Cities, particularly the nearby City of Santa Maria, to explore the creation of emergency overnight shelters. As stated earlier, only three people experiencing homelessness in our City were identified in the most recent Point-In-Time count. The City will work with local nonprofits, community organizations and the faith community to identify ways to provide emergency overnight shelter in suitable settings.

Recommendation 8b)

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria work together to create day centers commensurate with their homeless populations.

- **Response: Agree.**

This recommendation requires further analysis, but again the City of Guadalupe is open to working with the County and other cities, particularly the nearby City of Santa Maria, to explore the creation of day centers. Again recognizing our small identified number of people experiencing homelessness in our City, we will work with local nonprofits, community organizations and the faith community to identify the feasibility of providing a day center. As discussed earlier, HACSB's proposed Escalante Meadows includes wellness services. HACSB intends these services to be available to the lower income community, including people experiencing homelessness, as well as to its residents. HACSB provides permanent supportive housing, not emergency overnight shelters, but their intended use of this community center

provides many services of a day center, including onsite support services and referrals for support services not provided onsite.

Recommendation 8c)

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria fund and expedite the development and opening of more shelters incorporating the Navigation Center concept.

- **Response: Disagree partially, with an explanation.**

This recommendation requires further analysis, as the City of Guadalupe doesn't have the resources, or the numbers of people experiencing homelessness in the City, to justify the funding and development of a shelter incorporating the Navigation Center concept. We are committed to working with local nonprofits, community organizations and the faith community to locate potential shelter space and options. As part of these discussions, we will include the Navigation Center concept. Another alternative for a Navigation Center is the upcoming community center at Escalante Meadows. HACSB was selected by the County of Santa Barbara to be the Housing Navigator for people displaced by the fire and debris flow disasters several years ago. The City is also concerned about residents at risk of becoming homeless.

Finding 9

Currently, several California cities are providing temporary homeless facilities by utilizing alternative cost-effective forms of housing such as high-performance tension fabric structures, tiny houses, and modular housing.

Recommendation 9)

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria undertake feasibility studies and develop plans for using alternate types of cost-effective forms of housing.

- **Response: Agree.**

This recommendation will be implemented in 2020 and early 2021. HACSB is working with an architect and the City on a small house design that can be factory-built, but resembles stick-built housing and fits better into existing neighborhoods. The modest square footage and the ability to be factory-built combine to provide a very cost-effective form of housing that can be replicated. We previously mentioned two lots in the City that are now controlled by HACSB.. The intent of HACSB and the City is to study the feasibility and develop plans for placing three small houses on each lot.

Finding 10

Currently, in some California cities, large health care insurers are utilizing their tax credits to fund housing facilities for the chronically homeless.

Recommendation 10)

That the Santa Barbara County Board of Supervisors and the City Councils of Santa Barbara, Goleta, Santa Maria, Solvang, Buellton, Lompoc, Guadalupe, and Carpinteria contact major health care insurers in their jurisdictions and encourage them to seek partnerships to support the construction of housing for the chronically homeless of Santa Barbara County.

- **Response: Agree.**

This recommendation will be implemented in 2020 and early 2021. Through HACSB and the Santa Barbara County Continuum of Care, the City of Guadalupe has recently been involved in discussions with Dignity Health related to partnerships that would support the construction of affordable housing for the chronically homeless, as well as the wrap-around support services required for housing retention. As the developer of affordable permanent supportive housing, HACSB is taking the lead, but the City will support these efforts to the greatest extent possible.

Sincerely,

Ariston D. Julian, Mayor

Gina Rubalcaba, Mayor pro tem

Tony Ramirez, Council member

Eugene Costa Jr., Council member

Liliana Cardenas, Council member

RESOLUTION NO. 2020-64

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE ADOPTING A RESPONSE TO THE SANTA BARBARA COUNTY GRAND JURY REPORT TITLED "HOMELESSNESS IN SANTA BARBARA COUNTY"

WHEREAS, the Santa Barbara County Grand Jury released a report on June 19, 2020 titled "Homelessness in Santa Barbara County" with eleven (11) findings and thirteen (13) recommendations; and

WHEREAS, the City Council of the City of Guadalupe is required to response to seven (7) of these findings (nos. 1, 3, 4, 5, 8, 9, 10) and recommendations (1b, 2, 3, 4, 5, 8a, 8b, 8c, 9, 10); and

WHEREAS, the City Council has 90 days to respond to this report, each finding, and the recommendations; and

WHEREAS, City staff prepared responses on behalf of the City Council and submitted them to the City Council for adoption at the City Council's meeting on July 28, 2020.

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

SECTION 1: Staff's responses are approved and adopted by the City Council as the official response of the City Council to the above-mentioned Santa Barbara County Grand Jury.

SECTION 2: The City Council authorizes staff to submit (Exhibit 1) final response with the signatures of each member of the City Council to Judge Michael J. Carrozzo and the Santa Barbara Grand Jury.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Guadalupe on the 28th day of July 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. 2020-64**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held July 28, 2020, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of July 28, 2020

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: Second reading of Ordinance No. 2020-489 adding Chapter 5.53 regarding licensure of tobacco retailers and Chapter 8.70 regulating smoking in public places and multiunit housing.

RECOMMENDATION:

That the City Council adopt, on the second reading, Ordinance 2020-489, adding Chapter 5.53 regarding licensure of tobacco retailers and Chapter 8.70 regulating smoking in public places and multiunit housing.

BACKGROUND:

The City Council introduced Ordinance No. 2020-489 at its meeting on June 9, 2020. This item was pulled from the consent calendar at the June 23, 2020 Council meeting, and prior to the second reading, the Council considered a proposed change to the ordinance, namely, to permit any existing tobacco retailers within 1000 feet of a school to continue to be permitted to sell tobacco (although no new tobacco retailer licenses will be issued to any businesses located within 1000 feet of a school after the effective date of the ordinance). The Council approved this change. This change constituted another first reading of the ordinance so the second reading of the ordinance (with the change) was continued to the meeting of July 14, 2020.

At the July 14, 2020 meeting, this item was again pulled from the consent calendar as a result of another requested change (from a member of the public). This change was to delete language from Section 5.53.130 that would prohibit someone younger than 21 years of age from working at a business where tobacco products were sold. The City Council approved this change. With this change, a person younger than 21 years of age is still prohibited from actually selling tobacco products, but would be allowed to work for a business that sold tobacco products.

The City Council also approved another change to the ordinance at the July 14, 2020 meeting, namely, to substitute "city attorney" for "county counsel" in Section 5.53.170. This change was requested by staff because it was a clerical error.

Both of these changes are shown in Attachment 1.

DISCUSSION

In addition to the changes made to Ordinance No. 2020-489 by the City Council at the July 14, 2020, meeting (which are reflected in Attachment 1), additional clerical changes to the ordinance are required. Ordinance No. 2020-489 added two new chapters to the Guadalupe Municipal Code, chapters 5.53 and 8.60. However, last year, on May 14, 2019, the City Council adopted an ordinance which, in part, added a new Chapter 8.60 concerning “party disturbances” to the Guadalupe Municipal Code. This addition to the Guadalupe Municipal Code has not yet been made to the online version of the City’s municipal code, so staff had not realized that a chapter 8.60 had already been added to the City’s municipal code. For this reason, it is necessary to change all references in Ordinance 2020-489 to Chapter 8.60 (and code sections that begin with 8.60) to 8.70. Since this is a non-substantive, completely clerical change, the Council is not required to make these re-numbering changes and continue the item to the meeting of August 11, 2020, for another second reading. Staff wanted to draw the public’s and the Council’s attention to this change, however, so the second reading of Ordinance No. 2020-489 was not placed on the consent calendar (which is the usual practice for second readings of ordinances), but rather, on the regular business portion of the agenda.

ATTACHMENTS

1. Changes made to Ordinance 2020-489 at the July 14, 2020 City Council meeting.
2. Ordinance No. 2020-489 entitled: “An Ordinance of the City Council of the City of Guadalupe Adding Chapter 5.53, Licensure of Tobacco Retailers, and Chapter 8.70, Smoking in Public Places and Multiunit Residences, to the Guadalupe Municipal Code.”

CHANGES MADE TO ORDINANCE NO. 2020-489 DURING THE JULY 14, 2020 CITY COUNCIL MEETING:

5.53.130 Minimum age for persons selling tobacco products and tobacco paraphernalia

No person who is younger than the minimum age established by state or federal law for the purchase of tobacco products or tobacco paraphernalia may engage in tobacco retailing ~~or work for a tobacco retailer.~~

5.53.170 Penalties—Enforcement

- A. Any violation of the provisions of this chapter by any person is a misdemeanor and is punishable as provided in Title 1, Chapter 1.08 of this code.
- B. Violations of this chapter are hereby declared to be public nuisances.
- C. In addition to other remedies provided by this chapter or by other law, any violation of this chapter may be remedied by a civil action brought by the ~~county counsel~~ city attorney, including, but not limited to, administrative or judicial nuisance abatement proceedings, civil code enforcement proceedings, and suits for injunctive relief. The remedies provided by this chapter are cumulative and in addition to any other remedies available at law or in equity.

ORDINANCE NO. 2020-489

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUADALUPE ADDING CHAPTER 5.53, LICENSURE OF TOBACCO RETAILERS, AND CHAPTER 8.70, SMOKING IN PUBLIC PLACES AND MULTIUNIT RESIDENCES, TO THE GUADALUPE MUNICIPAL CODE

WHEREAS, the U.S. Centers for Disease Control and Prevention reports that approximately 480,000 people die in the United States from smoking-related diseases and exposure to secondhand smoke every year, making tobacco use the nation's leading cause of preventable death;

WHEREAS, the World Health Organization (WHO) estimates that tobacco kills roughly 6 million people and causes over half a trillion dollars in economic damage each year;

WHEREAS, 5.6 million of today's Americans who are younger than 18 are projected to die prematurely from a smoking-related illness;

WHEREAS, tobacco use is the number one cause of preventable death in California and continues to be an urgent public health issue, as evidenced by the following:

- 40,000 California adults die from their own smoking annually;
- More than 25% of all adult cancer deaths in California are attributable to smoking;
- Smoking costs California \$13.29 billion in annual health care expenses, \$3.58 billion in Medicaid costs caused by smoking, and \$10.35 billion in smoking-caused productivity losses;
- Tobacco use can cause disease in nearly all of the organs of the body and is responsible for 87% of lung cancer deaths, 32% of coronary heart disease deaths, and 79% of all cases of chronic obstructive pulmonary disease in the United States;

WHEREAS, tobacco use among priority populations in California contributes to health disparities and creates significant barriers to health equity, as evidenced by the following:

- African American (20%), Asian (15.6%), Hispanic (15.0%), and American Indian/Alaska Native (36.2%) males all report a higher smoking prevalence than White, Non-Hispanic males (14.8%);
- More than half (53.8%) of low socioeconomic status American Indian/Alaska Native Californians smoke, the highest smoking prevalence among all populations;
- Californians with the highest levels of educational attainment and annual household income have the lowest smoking prevalence;
- Those who reported experiencing psychological distress over the past year smoke at rates disproportional to their population in California;

WHEREAS, neither federal nor California state laws restrict the sale of menthol cigarettes or flavored non-cigarette tobacco products, such as cigars, cigarillos, smokeless tobacco, hookah tobacco, electronic smoking devices, and the solutions used in these devices, but studies show

that restricting access to these flavored products would have a large benefit to overall public health; and

WHEREAS, flavored tobacco has significant public health implications for youth and people of color as a result of targeted industry marketing strategies and product manipulation;

WHEREAS, mentholated and flavored products have been shown to be “starter” products for youth who begin using tobacco and that these products help establish tobacco habits that can lead to long-term addiction; and

WHEREAS, the tobacco industry encourages youth and young adult tobacco initiation through predatory targeting, as evidenced by the following:

- Tobacco companies target young adults ages 18 to 24 to increase their frequency of tobacco use and encourage their transition to habitual users;
- Tobacco industry documents state that if “a man has never smoked by the age of 18, the odds are three-to-one he never will. By age 24, the odds are twenty-to-one”;
- The tobacco industry spends an estimated \$620 million annually to market tobacco products to California residents;

WHEREAS, the availability of inexpensive tobacco products leads to increased tobacco use as evidenced by more than 100 academic studies that conclusively show that when tobacco products are made more expensive, fewer people use tobacco, fewer initiate tobacco use, and more people quit tobacco use;

WHEREAS, youth are particularly responsive to changes in tobacco prices, and evidence suggests that tobacco companies deliberately target youth with price reductions;

WHEREAS, the tobacco industry’s price discounting strategies, such as coupons and multiple-package discounts, are popular among consumers, with more than half of adults using some price minimization strategy. In California, those who use price minimization strategies lower per-pack cost an average \$1.04 (or 18.6% off the total);

WHEREAS, the City Administrator and Department of Public Safety, as the Administrative Authority, is proposing changes to amend the City of Guadalupe Municipal Code by adding Chapter 5.53, Licensure of Tobacco Retailers, and Chapter 8.70, Smoking in Public Places and Multiunit Housing; and

WHEREAS, the City Council finds that adding Chapters 5.53 and 8.70 set forth in this Ordinance are exempt from the California Environmental Quality Act (CEQA) review pursuant to 14 CCR 15061(b)(3).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GUADALUPE ORDAINS AS FOLLOWS:

SECTION 1: Chapter 5.53 is hereby added to the Guadalupe Municipal Code to read as follows:

CHAPTER 5.53 LICENSURE OF TOBACCO RETAILERS

5.53.010 Findings and Purpose

A. It is the intent of the City Council, in enacting this chapter, to discourage violations of laws which prohibit or discourage sale or distribution of tobacco products and tobacco paraphernalia to minors and young people, but not to expand or reduce the degree to which the acts regulated by state or federal law are criminally proscribed.

B. All amendments to this chapter shall be applied in a prospective manner only, not retrospectively to situations, conditions or facts existing at the time of or prior to the amendment.

5.53.020 Definitions

The following words and phrases, whenever used in this chapter, shall have the meanings defined in this section unless the context clearly requires otherwise:

A. "Arm's length transaction" means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between two informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the effect of a violation of this chapter, is not an arm's length transaction.

B. "Cigarette" means: (1) any roll of tobacco wrapped in paper or in any substance not containing tobacco; and (2) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described herein.

C. "Cigar" means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing more than three pounds per thousand.

D. "Delivery sale" means any sale of tobacco products to a consumer if products and/or tobacco:

1. the consumer submits the order for the sale by means of a telephone or other method of voice transmission, the mails, or the internet or other online service, or the seller is otherwise not in the physical presence of the buyer when the request for purchase or order is made; or

2. the tobacco products are delivered to the buyer by common carrier, private delivery service, or other method of remote delivery, or the seller is not in the physical presence of the buyer when the buyer obtains possession of the tobacco products.

D. "Department" means the City of Guadalupe Department of Public Safety or the duly authorized designee of the Department of Public Safety.

E. "Electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah. Electronic smoking device

includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

F. "Flavored tobacco product" means any tobacco product that contains a taste or smell, other than the taste or smell of tobacco, that is distinguishable by an ordinary consumer either prior to, or during the consumption of, a tobacco product, including, but not limited to, any taste or smell relating to fruit, menthol, mint, wintergreen, chocolate, cocoa, vanilla, honey, molasses, or any candy, dessert, alcoholic beverage, herb, or spice. A public statement or claim, whether express or implied, made or disseminated by the manufacturer of a tobacco product, or by any person authorized or permitted by the manufacturer to make or disseminate public statements or claims concerning such products, that a product has or produces a taste or smell other than a taste or smell of tobacco will constitute presumptive evidence that the product is a flavored product.

G. "Full retail price" means the price listed for a tobacco product on its packaging or on any related shelving, advertising, or display where the tobacco product is sold or offered for sale, plus all applicable taxes and fees if such taxes and fees are not included in the listed price.

H. "Licensing agent" means the City of Guadalupe Department of Finance or the duly authorized designee of the Department of Finance.

I. "Little cigar" means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing no more than three pounds per thousand. Little cigar includes, but is not limited to, tobacco products known or labeled as small cigars, little cigars, or cigarillos.

J. "Person" means any natural person, partnership, cooperative association, private corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

K. "Pharmacy" means a place of business at which prescription drugs are prepared, compounded, or dispensed by or under the supervision of a pharmacist and from which related clinical pharmacy services are delivered.

L. "School" means any public or private kindergarten, elementary, middle, junior high, or high school.

M. "Self-Service Display" means the open display or storage of tobacco products or tobacco paraphernalia in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer and a direct face-to-face transfer between the purchaser and the retailer or employee of the retailer. A vending machine is a form of self-service display.

N. "Tobacco paraphernalia" means holders of smoking materials of all types, cigarette rolling machines, and any other item designed for smoking, preparation, storing or consumption of tobacco products.

O. "Tobacco product" means:

1. any product containing, made of, or derived from tobacco or nicotine that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;

2. any electronic smoking device, and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or

3. any component, part, or accessory of subsection O.1. or O.2., whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, and pipes.

4. Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, nor does it mean cannabis products as defined by the Health and Safety Code § 11018.1 or cannabis as defined by Business and Professions Code § 26001, as these laws may be amended from time to time.

P. "Tobacco retailer" means any person who sells, offers for sale, or does or offers to exchange for any form of consideration, tobacco, tobacco products, or tobacco paraphernalia.

Q. "Tobacco retailing" shall mean engaging in the activities of a tobacco retailer.

R. "Tobacco retailer license" or "license" means a business license that permits the retail sale of tobacco paraphernalia.

5.53.030 Requirement for tobacco retailer license

It is unlawful for any person to act as a tobacco retailer without first obtaining and maintaining a valid tobacco retailer license pursuant to this chapter for each location at which tobacco retailing is to occur. Tobacco retailer licenses are valid for one year. An application to renew a tobacco retailer license should be submitted prior to the expiration of the license.

5.53.040 Application procedure

A. An application for a tobacco retailer license, plus one copy, shall be submitted to the licensing agent in the name of the person(s) proposing to conduct tobacco retailing and shall be signed by such person(s) or an authorized agent thereof. All applications shall be submitted on a form supplied by the licensing agent and shall contain the following information:

1. The name, address, and telephone number of the applicant(s);
2. The business name, address, and telephone number of each location for which a license is sought.
3. Such other information as the licensing agent deems necessary for enforcement of this chapter.

B. Once an application has been submitted to the licensing agent, it will be promptly forwarded to the Department for review. The Department shall, within twenty-one business days of receipt of the application, recommend whether or not the licensing agent should issue the tobacco retailer license.

5.53.050 Issuance of tobacco retailer license

A. Within thirty business days of the licensing agent's receipt of an application for a tobacco retailer license, the licensing agent shall issue a license, unless it has been determined by the licensing agent or Department that the issuance of the license should be denied, based on the following criteria:

1. The application is incomplete or inaccurate;
2. The application seeks authorization for tobacco retailing by a person or at a location for which a suspension or revocation with prejudice is in effect pursuant to section 5.53.160 of this chapter; or
3. The application seeks authorization for tobacco retailing in an area that is in violation of section 5.53.110, or in a manner that is in violation of section 5.53.090, city zoning pursuant to Title 18 of this code, or in violation of any other provision of city, state, or federal law.
4. The application seeks authorization for tobacco retailing in a pharmacy. No pharmacy or any retail establishment that operates an on-site pharmacy will be granted a license.

B. A denial of a tobacco retailer license may be appealed pursuant to section 5.53.160.

C. The licensing agent shall keep a permanent record of all tobacco retailer licenses issued, but may destroy such records as provided by law with the approval of the City Council.

5.53.060 Display of tobacco retailer license

Each licensee shall prominently display the tobacco retailer license at each location where tobacco retailing occurs.

5.53.070 Fees for tobacco retailer license

A. The initial fee or renewal fee for a tobacco retailer license shall be set forth in the "Tobacco Retailer License Fee Schedule" that is adopted by resolution. The fee shall be paid to the licensing agent when a tobacco retailer license application is submitted.

B. Renewal. Renewal fees are due the thirty days prior to the date of expiration of a tobacco retailer license. If the renewal fee is not paid on time, a penalty of fifty percent of the renewal fee shall be added to the renewal fee. If the renewal fee and any applicable late penalty are not paid before the date of expiration of a tobacco retailer license, then the licensing agent shall automatically revoke the license. Thereafter, if the licensee desires to

resume tobacco retailing, a new license application must be submitted to the licensing agent in accordance with section 5.53.040, along with the license fee and late penalty.

5.53.080 Tobacco retailer licenses are nontransferable

A. A tobacco retailer license is nontransferable. If a person to whom a tobacco retailer license has been issued changes the business location or sells the business, then that person must obtain a new license prior to acting as a tobacco retailer at the new location, or the buyer of the business must obtain a license in the new owner's name before acting as a tobacco retailer.

B. Prior violations at a location shall continue to be counted against a location and license revocation periods shall continue to apply to a location unless:

1. The location is being or has been fully transferred to a new owner; and
2. The new owner(s) provide the licensing agent with clear and convincing evidence that the new owner(s) is acquiring or has acquired the location in an arm's length transaction.

5.53.090 Tobacco retailers must operate at a fixed location

No tobacco retailer license may be issued to authorize tobacco retailing at other than a fixed location. All sales of tobacco products and tobacco paraphernalia to consumers shall be conducted face-to-face and over the counter at the licensed location. For example, tobacco retailing by persons on foot, from vehicles, or at mobile kiosks is prohibited, and delivery sales of tobacco products to consumers is prohibited.

5.53.100 Prohibited sales

- A. No person engaged in tobacco retailing may:
1. Honor or redeem, or offer to honor or redeem, a coupon to allow a consumer to purchase a tobacco product for less than the full retail price;
 2. Sell any tobacco product to a consumer through a multiple-package discount or otherwise provide any such product to a consumer for less than the full retail price in consideration for the purchase of any tobacco product or any other item or service; or
 3. Provide any free or discounted item to a consumer in consideration for the purchase of any tobacco product.
 4. Provide any free or nominally-priced sample of any tobacco product to any person.
 5. Sell:
 - a. A flavored tobacco product;
 - b. Any little cigar unless it is sold in a package of at least twenty little cigars;
 - c. Any cigar unless it is sold in a package of at least at least six cigars, provided, however, that this subsection shall not apply to a cigar that has a price of at least \$10.00 per cigar, including all applicable taxes and fees;

- d. Cigarettes at a price that is less than \$10.00 per package of twenty cigarettes, including all applicable taxes and fees;
- e. Little cigars at a price that is less than \$10.00 per package of little cigars, including all applicable taxes and fees; or
- f. Cigars in a package at a price that is less \$5.00 per cigar, including all applicable taxes and fees.
- g. Any tobacco product by means of a self-service display.

B. The minimum prices established in this section shall be adjusted annually by the annual average of the percentage change in the Consumer Price Index for all urban consumers for all items for the Los Angeles statistical area as reported by the United States Bureau of Labor Statistics or any successor to that index.

5.53.110 Prohibition of tobacco retailing within one thousand feet of a school

- A. No tobacco retailer license may be issued to authorize tobacco retailing within one thousand feet of a school, except as provided in subsection B.
- B. Exception. A tobacco retailer operating with a valid tobacco retailer license at a location within one thousand feet of a school, on the operative date of this chapter may continue to operate under their existing tobacco retailer license and under any tobacco retailer license that is timely renewed for that location.
- C. All distances shall be measured in a straight line from the nearest point on the parcel boundary of an existing or proposed tobacco retailer to the nearest point on the parcel boundary of the nearest school.

5.53.120 Positive identification requirements for sale of tobacco products and tobacco paraphernalia

No person engaged in tobacco retailing shall sell or transfer a tobacco product or tobacco paraphernalia to another person who appears to be under the age of thirty, without first examining the identification of the recipient to confirm that the recipient is at least the minimum age under state law to purchase and possess tobacco products or tobacco paraphernalia.

5.53.130 Minimum age for persons selling tobacco products and tobacco paraphernalia

No person who is younger than the minimum age established by state or federal law for the purchase of tobacco products or tobacco paraphernalia may engage in tobacco retailing.

5.53.140 False and misleading advertising prohibited

A tobacco retailer without a valid tobacco retailer license, including for example, a tobacco retailer license that has been suspended or revoked, shall not display any advertisement

promoting the sale or distribution of tobacco products or tobacco paraphernalia at the tobacco retailer's location and shall keep all such products out of public view.

5.53.150 Compliance monitoring

A. Compliance with this chapter shall be primarily enforced by the Department, in conjunction with code enforcement. However, any peace officer may enforce the penal provisions of this chapter against a tobacco retailer.

B. The Department will check the compliance of each tobacco retailer two to four times per twelve-month period. However, the Department may check the compliance of a tobacco retailer more or less often, depending on a tobacco retailer's compliance history. Nothing in this paragraph shall create a right of action for any tobacco retailer or other person, against the county or its agents.

5.53.160 Revocation or suspension of tobacco retailer license, and appeals

A. Grounds for Revocation or Suspension.

1. A tobacco retailer license shall be revoked if the Department finds that one or more of the basis for denial of a license under section 5.53.050 of this chapter exists. The revocation shall be without prejudice to the filing of a new application for a license following correction of the conditions that required revocation of the license, unless the Department finds that missing information was intentionally withheld, or inaccurate information was intentionally provided.

2. A tobacco retailer license shall be suspended, if the Department finds that the licensee or his or her agent or employee has violated this chapter or any federal, state, or local law governing the sale, distribution, advertisement, labeling, packaging, manufacturing, or display of tobacco, tobacco products or tobacco paraphernalia, including, but not limited to: Penal Code Section 308a, or Business and Professions Code Sections 22950 et seq. (Stop Tobacco Access to Kids Enforcement Act "STAKE Act") or sections 37-7 and 37-8 of Santa Barbara County's code, or Business and Professions Code Section 25612.5(c)(7).

3. The licensing agent shall give notice of revocation or suspension to a licensee by personal service or by certified mail return receipt requested, addressed to where the license was issued. The notice of revocation or suspension shall be effective when notice is personally served, or when the certified mail return receipt is returned to the licensing agent. If the licensee fails to file a timely appeal of the suspension or revocation pursuant to this section, the notice of suspension or revocation shall be final, subject only to judicial review.

B. Suspension of Tobacco Retailer License. If the Department finds that there are grounds for suspension of a tobacco retailer license, the following sanctions shall be imposed:

1. Upon a first finding by the Department of a violation of this chapter by a licensee or by any agent or employee of a licensee within any five-year period, the license shall be suspended for thirty days.

2. Upon the second finding by the Department of a violation of this chapter by a licensee or by any agent or employee of a licensee within any five-year period, the license shall be suspended for ninety days.

3. Upon the third or subsequent finding by the Department of a violation of this chapter by a licensee or by any agent or employee of a licensee within any five-year period, the license shall be suspended for twelve months.

C. Appeal of Denial, Revocation and/or Suspension. The decision of the licensing agent to deny the issuance of a tobacco retailer license or the decision of the Department to revoke or suspend a license can be appealed to the Department or its designee. All appeals must be in writing and filed with Department, within ten days of receipt of notice of denial, or within ten days of the effective date of the notice of revocation or suspension of a tobacco retailer license. The Department shall set an appeal hearing at the earliest practicable time and shall give written notice of the hearing to the parties at least ten days before the date of the hearing. At the hearing any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs. Within a reasonable time after the conclusion of the hearing, the Department shall make a written decision. An appeal shall stay all proceedings until the appeal is resolved. Any decision rendered by the Department shall be a final administrative decision.

5.53.170 Penalties—Enforcement

- A. Any violation of the provisions of this chapter by any person is a misdemeanor and is punishable as provided in Title 1, Chapter 1.08 of this code.
- B. Violations of this chapter are hereby declared to be public nuisances.
- C. In addition to other remedies provided by this chapter or by other law, any violation of this chapter may be remedied by a civil action brought by the city attorney, including, but not limited to, administrative or judicial nuisance abatement proceedings, civil code enforcement proceedings, and suits for injunctive relief. The remedies provided by this chapter are cumulative and in addition to any other remedies available at law or in equity.

5.53.180 Severability

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this chapter is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this chapter or the rules adopted hereby. The City Council of the City of Guadalupe hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

SECTION 2: Chapter 8.70 is hereby added to the Guadalupe Municipal Code to read as follows:

CHAPTER 8.70 – SMOKING IN PUBLIC PLACES AND MULTIUNIT HOUSING

8.70.010 Definitions. The following words and phrases, whenever used in this chapter, shall have the meanings defined in this section unless the context clearly requires otherwise:

A. “Adjacent unenclosed property” means any unenclosed area of property, publicly or privately owned, that abuts a multiunit residence, but does not include property containing detached single-family homes.

B. “Business” means any sole proprietorship, partnership, joint venture, corporation, association, landlord, or other entity formed for profit-making purposes. A business also includes owner-operated entities with no employees in which the owner is the only worker.

C. “Cannabis” has the meaning set forth in California Business and Professions Code Section 26001(f), as that section may be amended from time to time.

D. “Common area” means every enclosed area and unenclosed area of a multiunit residence that residents of more than one unit of that multiunit residence are entitled to enter or use, including, but not limited to, halls, pathways, lobbies, courtyards, elevators, stairs, community rooms, playgrounds, gym facilities, swimming pools, parking garages, parking lots, grassy or landscaped areas, restrooms, laundry rooms, cooking areas, and eating areas.

E. “Dining area” means any area, including streets and sidewalks, that is available to or customarily used by the general public or an employee, and that is designed, established, or regularly used for consuming food or drink, including, but not limited to restaurants.

F. “Electronic smoking device” means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah. Electronic smoking device includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

G. “Employee” means any person who is employed or retained as an independent contractor by any Employer in consideration for direct or indirect monetary wages or profit, or any person who volunteers his or her services for an employer.

H. “Employer” means any business or nonprofit entity that retains the service of one or more employees.

I. “Enclosed area” means an area in which outside air cannot circulate freely to all parts of the area, and includes an area that has:

1. any type of overhead cover, whether or not that cover includes vents or other openings, and is bounded by walls, doorways, windows, or vegetation of any height, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area; or

2. walls or other vertical constraints to airflow, including, but not limited to, vegetation, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the areathat exceed six (6) feet in height, whether or not those boundaries include vents or other openings.

J. "Multiunit residence" means property containing two (2) or more units, including, but not limited to, apartment buildings, condominium complexes, senior and assisted living facilities, hotels and motels, and long-term health care facilities. Multiunit residences do not include the following:

1. a mobile home park;
2. a campground;
3. a marina or port;
4. a single-family home, except if used as a health care facility subject to licensing requirements; and
5. a single-family home with a detached or attached in-law or second unit permitted pursuant to California Government Code sections 65852.1, 65852.150, 65852.2, as they may be amended from time to time, or an ordinance of the City adopted pursuant to those sections, except if the single-family home or in-law/second unit is used as a health care facility subject to licensing requirements.

K. "Nonprofit entity" means any entity that meets the requirements of California Corporations Code section 5003 as well as any corporation, unincorporated association, or other entity created for charitable, religious, philanthropic, educational, political, social, or similar purposes, the net proceeds of which are committed to the promotion of the objectives or purposes of the entity and not to private gain. A government agency is not a nonprofit entity within the meaning of this chapter.

L. "Nonsmoking area" means any enclosed area or unenclosed area in which smoking is prohibited by

1. this chapter or other law;
 2. binding agreement relating to the ownership, occupancy, or use of real property;
- or
3. a person with legal control over the area.

M. "Person" means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity, including government agencies.

N. "Place of employment" means any area under the legal or de facto control of an employer that an employee or the general public may have cause to enter in the normal course of the operations, regardless of the hours of operation. Place of employment includes all retail or wholesale tobacco shops, and all tobacco retailers licensed by the City.

O. "Private smokers' lounge" means any enclosed area in or attached to a retailer wholesale tobacco shop that is dedicated to the use of tobacco products, including, but not limited to, hookahs, cigars, and pipes.

P. "Public place" means any place, publicly or privately owned, which is open to the general public regardless of any fee or age requirement.

Q. "Reasonable distance" means a distance of twenty (20) feet in any direction from an area in which smoking is prohibited.

R. "Recreational area" means any area including streets and sidewalks publicly or privately owned and open to the general public for recreational purposes, regardless of any fee or age requirement. "Recreational area" includes, but is not limited to, parks, picnic areas, playgrounds, sports fields, golf courses, walking paths, gardens, hiking trails, bike paths, riding

trails, swimming pools, roller- and ice-skating rinks, skateboard parks, amusement parks, and beaches.

S. “Retail or wholesale tobacco shop” means any business establishment, the main purpose of which is the sale of tobacco products, including, but not limited to, cigars, pipe tobacco, electronic smoking devices and smoking accessories.

T. “Service area” means any publicly or privately owned area, including streets and sidewalks, that is designed to be used or is regularly used by one or more persons to receive a service, wait to receive a service, or to make a transaction, whether or not such service or transaction includes the exchange of money. “Service area” includes, but is not limited to, areas including or adjacent to information kiosks, automatic teller machines (ATMs), ticket lines, bus stops or shelters, mobile vendor lines, or cab stands.

U. “Smoke” means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition, heating, or vaporization, when the apparent or usual purpose of the combustion, electrical ignition, heating, or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no cannabis, tobacco, or nicotine and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. “Smoke” includes, but is not limited to, tobacco smoke, aerosol from an electronic device or heated product, and cannabis smoke or aerosol.

V. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco product, cannabis product, or any plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoking” includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking, and includes, but is not limited to tobacco smoke, vapors from an electronic device, and cannabis smoke or aerosol.

W. “Tobacco product” means

1. any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; and

2. any electronic smoking device, including, but not limited to, an electronic cigarette, electronic cigar, electronic pipe, or electronic hookah.

3. Notwithstanding any provision of subsections 1. and 2. to the contrary, “tobacco product” includes any component, part, or accessory intended or reasonably expected to be used with a tobacco product, whether or not sold separately. “Tobacco product” does not include a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such an approved purpose.

X. “Unenclosed area” means any area that is not an enclosed area.

Y. “Unit” means a personal dwelling space, even where lacking cooking facilities or private plumbing facilities, and includes any associated exclusive-use enclosed area or unenclosed area, such as, for example, a private balcony, porch, deck, or patio. “Unit” includes but is not limited to an apartment; a condominium; a townhouse; a room in a long-term health care facility, assisted living facility, or hospital; a hotel or motel room; a room in a single room

occupancy (“SRO”) facility; a room in a homeless shelter; a mobile home; a camper vehicle or tent; a single-family home; and an in-law or second unit.

8.70.020 Prohibition of Smoking in City Facilities,

Smoking is prohibited in all enclosed areas, including buildings and vehicles owned, leased, or operated by the City.

8.70.030 Prohibition of Smoking in Enclosed Areas.

Smoking is prohibited in the enclosed areas of the following places within the City:

- A. Places of employment;
- B. Public places;
- C. Common areas of multiunit residences;
- D. Retail and wholesale tobacco shops; and
- E. Private smokers’ lounges;
- F. Service areas;
- G. Recreational areas;
- H. Dining areas.

8.70.040 Smoking Restrictions in Units of Multiunit Residences.

Smoking is prohibited in all units of a multiunit residence, including any associated exclusive-use enclosed areas or unenclosed areas, such as a private balcony, porch, deck, or patio.

8.70.050 Prohibition of Smoking in Unenclosed Areas.

A. Smoking is prohibited in the unenclosed areas of the following places within the City:

- 1. Recreational areas;
- 2. Service areas;
- 3. Dining areas;
- 4. Places of employment;
- 5. Any private or public sidewalks located within a commercial zone; and any public place located within a commercial zone.
- 6. Common areas of multiunit residences, provided, however, that a person with legal control over a common area may designate a portion of the unenclosed area of the common area as a designated smoking area if the area:
 - a. is located a reasonable distance from any unit or enclosed area where smoking is prohibited:
 - b. by this chapter or other law;
 - c. by binding agreement relating to the ownership, occupancy, or use of real property; or
 - d. by designation of a person with legal control over the property:
 - i. does not include, and is a reasonable distance from, unenclosed areas primarily used by children and unenclosed areas with improvements that facilitate physical activity

including, for example, playgrounds, tennis courts, swimming pools, school campuses, recreational areas, and sandboxes;

- ii. is no more than ten percent (10%) of the total unenclosed area of the multiunit residence for which it is designated;
- iii. has a clearly marked perimeter;
- iv. is identified by conspicuous signs;
- v. is completely within an unenclosed area; and
- vi. does not overlap with any enclosed or unenclosed area in which smoking is otherwise prohibited by this chapter or other provisions of this code, state law, or federal law.

B. In the case of a smoking area created by agreement or designation, this provision does not apply unless the person designating the smoking area has actual knowledge of, or has been given notice of, the agreement or designation. A person with legal control over a designated smoking area may be obliged to modify, relocate, or eliminate it as laws change, as binding agreements are created, and as nonsmoking areas on neighboring property are established.

C. Other public places, when being used for a public event including, but not limited to, a farmers market, parade, craft fair, festival, or any other event open to the general public.

D. Nothing in this chapter prohibits any person, employer, or nonprofit entity with legal control over any property from prohibiting smoking on any part of such property, even if smoking is not otherwise prohibited in that area.

8.70.060 Reasonable Smoking Distance Required.

A. Smoking in all unenclosed areas shall be prohibited within a reasonable distance from any doorway, window, opening, crack, or vent into an enclosed area in which smoking is prohibited.

B. Smoking in unenclosed areas shall be prohibited within a reasonable distance from any unenclosed areas in which smoking is prohibited under Sec. 8.70.050 of this chapter.

8.70.070 Nonsmoking Buffer Zones.

A. Smoking is prohibited in adjacent unenclosed property located within twenty (20) feet in any direction of any doorway, window, opening, or other vent into an enclosed area of a multiunit residence.

B. Subsection A above does not apply to a person who is smoking in the restricted buffer zone area while actively passing on the way to another destination.

8.70.080 Required and Implied Lease Terms for All Units in Multiunit Residences.

A. Every lease or other rental agreement for the occupancy of a unit in a multiunit residence, entered into, renewed, or continued month to month after the effective date of this ordinance, shall include the provisions set forth in subsection B. below on the earliest possible date allowable by law.

B. Every lease or other rental agreement for the occupancy of a unit in a multiunit residence, entered into, renewed, or continued month to month after the effective date of this ordinance, shall be amended to include the following provisions:

1. A clause providing that as of the effective date of this ordinance, it is a material breach of the agreement to knowingly or intentionally allow, or engage in, smoking in the unit, including exclusive-use areas such as balconies, porches, or patios.

2. A clause providing that it is a material breach of the agreement for tenant to knowingly and intentionally allow, or engage in, smoking in any common area of the multiunit residence other than a designated smoking area.

3. A clause providing that it is a material breach of the agreement for tenants to violate any law regulating smoking while anywhere on the property, or to knowingly and intentionally allow any other person subject to the control of the tenant to engage in such behavior.

4. A clause expressly conveying third-party beneficiary status to all occupants of the multiunit residence as to the smoking provisions of the lease or other rental agreement.

C. Whether or not a landlord complies with subsections A and B above, the clauses required by those subsections shall be implied and incorporated by law into every agreement to which subsections A or B apply and shall become effective as of the earliest possible date on which the landlord could have made the insertions pursuant to subsections A or B.

D. A tenant who breaches, or knowingly and intentionally allows any other person subject to the control of the tenant to breach, a smoking provision of a lease or other rental agreement for the occupancy of a unit in a multiunit residence shall be liable for the breach to:

1. the landlord; and
2. any occupant of the multiunit residence who is exposed to smoke or who suffers damages as a result of the breach.

3. A landlord shall not be liable to any person for a tenant's breach of smoking regulations if the landlord has fully complied with subsections A and B of this section.

E. Failure to enforce any smoking provision required by this chapter shall not affect the right to enforce such provision in the future, nor shall a waiver of any breach constitute a waiver of any subsequent breach or a waiver of the provision itself.

8.70.090 Notice and Signage Requirements.

A. Every landlord and homeowner association shall deliver the following, on or before the effective date of the ordinance, to each unit of a multiunit residence:

1. a written notice clearly stating:
a. all units are designated nonsmoking units and smoking is illegal in a unit, including any associated exclusive-use enclosed area or unenclosed area, such as a private balcony, porch, deck, or patio, as of effective date of the ordinance; and
b. Smoking in all common areas except for specifically designated smoking areas, is a violation of this chapter as of the effective date of this ordinance.

2. a copy of this chapter.

B. As of the effective date of the ordinance, every landlord and homeowner association shall provide prospective tenants with written notice clearly stating that:

1. Smoking is prohibited in units, including any associated exclusive-use enclosed area or unenclosed area, such as, for example, a private balcony, porch, deck, or patio, as of effective date of ordinance; and

2. Smoking is prohibited in all common areas, except for specifically designated smoking areas, as of effective date of ordinance.

C. As of the effective date of ordinance, every seller of a unit in a multiunit residence shall provide prospective buyers with written notice clearly stating that:

1. Smoking is prohibited in units, including any associated exclusive-use enclosed area or unenclosed area, such as, for example, a private balcony, porch, deck, or patio, as of effective date of ordinance; and

2. Smoking is prohibited in all common areas, except for specifically designated smoking areas, as of effective date of ordinance.

D. The person or persons with legal control over common areas shall post clear and unambiguous “No smoking” signs in sufficient numbers and locations in common areas where smoking is prohibited by this chapter or other law. In addition, the person or persons with legal control over the multiunit residence shall post signs in sufficient numbers and locations in the multiunit residence to indicate that smoking is prohibited in all units. The person or persons with legal control over the common areas shall maintain such signs. The absence of signs shall not be a defense to a violation of any provision of this chapter. “No smoking” signs are not required inside or on doorways of units, except for hotels or motels which meet the criteria listed in California Civil Code section 1940, subdivision (b)(2).

E. No Person with legal control over any nonsmoking area shall permit smoking in the nonsmoking area, except as provided in Section 8.70.050.A.6.

8.70.100 Nuisance; Other.

A. The provisions of this chapter are restrictive only and establish no new rights for a person who engages in smoking. Notwithstanding (i) any provision of chapter or of this code, (ii) any failure by any person to restrict smoking under this chapter or (iii) any explicit or implicit provision of this code that allows smoking in any place, nothing in this code shall be interpreted to limit any person’s legal rights under other laws with regard to smoking, including, for example, rights in nuisance, trespass, property damage, and personal injury or other legal or equitable principles.

B. For all purposes within the jurisdiction of the City, nonconsensual exposure to smoke occurring on or drifting into residential property is a nuisance, and the uninvited presence of smoke on residential property is a nuisance.

C. Pursuant to California state law, Health and Safety Code sections 11362.3 and 11362.79, as they may be amended from time to time, smoking cannabis is prohibited wherever smoking tobacco is prohibited.

D. Notwithstanding any provision to the contrary, nothing in this ordinance shall be interpreted to restrict or otherwise regulate the use of a drug, device, or combination product authorized for sale by the United States Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

8.70.110 Other Requirements and Prohibitions.

A. No person, employer, or nonprofit entity shall permit smoking in an area which is under the legal or de facto control of that person, employer, or nonprofit entity and in which smoking is prohibited by law.

B. No person, employer, or nonprofit entity shall permit the presence or placement of ash receptacles, such as ashtrays or ash cans, within an area under the legal or de facto control of that person, employer, or nonprofit entity and in which smoking is prohibited by law,

including, without limitation, within a reasonable distance required by this chapter from any area in which smoking is prohibited. Notwithstanding the foregoing, the presence of ash receptacles in violation of this subsection shall not be a defense to a charge of smoking in violation of any provision of this chapter.

C. A person, employer, or nonprofit entity that has legal or de facto control of an area in which smoking is prohibited by this chapter shall post a clear, conspicuous, and unambiguous “No smoking” or “Smokefree” sign at each point of ingress to the area, and in at least one other conspicuous point within the area. The signs shall have letters of no less than one inch in height and shall include the international “No smoking” symbol (consisting of a pictorial representation of a burning cigarette and an electronic smoking device, enclosed in a red circle with a red bar across it). Signs posted on the exterior of buildings to comply with this section shall include the reasonable distance requirement set forth in Sec 8.70.060. For purposes of this section, the City Administrator or his/her designee shall be responsible for the posting of signs in regulated facilities owned or leased in whole or in part by the City. Notwithstanding this provision, the presence or absence of signs shall not be a defense to a charge of smoking in violation of any other provision of this chapter.

D. No person, employer, or nonprofit entity shall intimidate, threaten any reprisal, or effect any reprisal, for the purpose of retaliating against another person who seeks to attain compliance with this chapter.

E. Each instance of smoking in violation of this chapter shall constitute a separate violation. For violations other than for smoking, each day of a continuing violation of this chapter shall constitute a separate violation.

F. Pursuant to California state law, Health and Safety Code sections 11362.3 and 11362.79, cannabis smoking is prohibited wherever smoking is prohibited.

G. The Department of Public Safety or its designee shall conduct an ongoing educational program to explain and clarify the purposes and requirements of this chapter as well as to provide guidance to persons, employers, and nonprofit entities about compliance. However, lack of receiving or participating in such education program shall not be a defense to a violation of this chapter.

8.70.120. Penalties and Enforcement.

A. The remedies provided by this chapter are cumulative and in addition to any other remedies available under this code, at law, and/or in equity.

B. Each incident of smoking in violation of this chapter is an infraction subject to a one hundred dollar (\$100) fine or otherwise punishable pursuant to this code. Enforcement of this chapter shall be the responsibility of the Department of Public Safety or its designee. In addition, any peace officer or code enforcement official also may enforce this chapter.

C. All other violations of this chapter are subject to a civil action brought by the City punishable by a civil fine not less than two hundred fifty dollars (\$250) and not exceeding one thousand dollars (\$1,000) per violation, and each day of violation constitutes a separate offense.

D. Causing, permitting, aiding, abetting, or concealing a violation of any provision of this chapter shall also constitute a violation of this chapter.

E. Any violation of this chapter is hereby declared to be a public nuisance.

F. In addition to other remedies provided by this chapter or by other law, any violation of this chapter may be remedied by a civil action brought by the City including, but not limited to, administrative or judicial nuisance abatement proceedings, civil or criminal code enforcement proceedings, and suits for injunctive relief.

G. Any person acting for the interests of itself, its members, or the general public (hereinafter "private enforcer") may bring a civil action in any court of competent jurisdiction, including small claims court, to enforce this chapter against any person who has violated this chapter two or more times. Upon proof of the violations, a court shall grant all appropriate relief.

H. Except as otherwise provided, enforcement of this chapter is at the sole discretion of the City. Nothing in this chapter shall create a right of action in any person against the City or its agents to compel public enforcement of this chapter against private parties.

I. Notwithstanding other penalties in this chapter, code, or other law, persons under the age of 21 who smoke in violation of this chapter may only be subject to non-criminal, non-monetary civil penalties such as tobacco-related education classes, diversion programs, community services, or another penalty that the City determines to be appropriate. The City Council will consult with court personnel, educators, parents, children, the Department of Public Safety, and other interested parties to determine an appropriate penalty for persons under the age of 21 in the City. The penalty may be established by ordinance and amended from time to time.

8.70.130 Other Laws.

A. It is not the intention of this chapter to regulate any conduct where the regulation of such conduct has been preempted by the State of California.

B. Notwithstanding any provision to the contrary, nothing in this ordinance shall be interpreted to restrict or otherwise regulate the use of a drug, device, or combination product authorized for sale by the United States Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

8.70.140 Statutory Constructions and Severability.

It is the intent of the City to supplement applicable state and federal law and not to duplicate or contradict such law and this ordinance shall be construed consistently with that intention. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases of this ordinance, or its application to any other person or circumstance. The City hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof independently, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases hereof be declared invalid or unenforceable.

INTRODUCED at a regular meeting of the City Council on the 14th day of June 2020, by the following vote:

MOTION: TONY RAMIREZ / EUGENE COSTA JR.

AYES: 4 Councilmembers: Ramirez, Cardenas, Rubalcaba, Costa Jr.

NOES: 0

ABSENT 1 Councilmembers: Julian

ABSTAINED 0

PASSED AND APPROVED as the regular meeting of the City Council on the 28th day of July 2020, by the following roll call vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS IS TO FORM:

Philip F. Sinco, City Attorney



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of July 28, 2020**

Philip Sinco

Todd Bodem

Prepared by:
Philip F. Sinco, City Attorney

Approved by:
Todd Bodem, City Administrator

SUBJECT: CITY COUNCIL'S ARGUMENT IN FAVOR OF THE ESSENTIAL SERVICES TRANSACTION AND USE TAX MEASURE

RECOMMENDATION:

That the City Council consider the proposed argument in favor of the "Essential Services Transaction and Use Tax Measure" prepared by Mayor Julian, Mayor Pro Tem Rubacalba, and City staff, and:

- 1) Approve the argument, by motion; or
- 2) Revise the argument and approve the revised argument by motion; or
- 3) Decline to submit any argument in favor of the proposed measure.

BACKGROUND:

At the City Council's meeting on July 14, 2020, the City Council unanimously voted to place the "Essential Services Transaction and Use Tax Measure" on the November 3, 2020 ballot for the voters to consider a proposed extension and enhancement of the City's transaction and use tax to the one-percent rate until repealed by the voters. Since the City Council placed the measure on the ballot, it has the right to submit an argument in favor of the measure that will be published in the voter guide published by the County. The City Council voted to submit an argument in favor of the measure and delegated the preparation of a draft of the argument to the Mayor and Mayor Pro Tem, with the assistance of City staff, and to bring the draft argument to the full Council for consideration, possible revisions, and approval, before submitting the argument and making it available for public examination.

A draft of the Council's argument in favor of the Essential Services Transaction and Use Tax Measure was not available before the deadline for agenda items to allow for sufficient time to prepare the agenda packet and post the agenda. However, a copy of the draft argument will be

posted on the City's webpage as soon as it is available and will be distributed at the City Council meeting on Tuesday, July 28, 2020.

DISCUSSION:

The City Council, after receiving any input from the public, and after any discussions concerning it, may either approve the argument as is, or may make revisions to it. Thereafter, the Council should vote to approve the final argument.

Alternative

The Council could decide not to submit an argument in favor of the measure, but staff does not recommend this. The voters would find an argument from the City Council concerning the measure to be helpful for them in making up their minds on the measure.

Fiscal Impact

None with respect to whether the City Council submits an argument or not. The fiscal impact to the City is highly positive, however, should the measure be approved by the voters.