

REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of August 13, 2019

151

Prepared by:
Michael Cash, Director of Public Safety

Approved by:
Robert Perrault, Interim City Administrator

SUBJECT: Authorizing the City of Guadalupe to enter into an agreement with the Guadalupe Union School District for funding of a School Resource Officer under the COPS in School Partner Program.

RECOMMENDATION:

It is recommended that the City Council authorize the City of Guadalupe to approve the agreement with the Guadalupe Union School District for funding of a School Resource Officer under the COPS in School Partner Program.

BACKGROUND:

The COPS in School Partner Program initially provides partial funding for a School Resource Officer (SRO) to be located in schools for public interest, convenience, necessity, security and the general welfare will be served by this agreement.

The City of Guadalupe and the Guadalupe Union School District has shared the resources of a full-time uniformed police officer as the SRO since 1999. This partnership has allowed the students of Guadalupe to build a positive rapport with law enforcement and for police officers to better understand and provide safety and crime prevention to our public schools.

The SRO will work 40 hours per week, 10 months per year, to coordinate and provide law enforcement services to the School District.

DISCUSSION:

Government entities contracting for services with other entities have been commonplace for decades in California. Inter-agency contracts typically have mutually beneficial components fulfilling the needs of the provider as well as the recipient. The proposed contract between the City of Guadalupe and the Guadalupe Union School District does just that, providing benefits for all parties involved.

Upon approval of the contract, 50% of the funding for a designated officer will be paid for out of grant funds received by the District. The formula for reimbursement by the School District will include 50% of the designated officer's salary and benefits calculation. The designated officer will serve as the School Resource Officer with duties as outlined in the agreement. When not performing the duties of the resource officer the designated officer will be available for other assignments by the Police Department.

FISCAL IMPACT:

City costs for the officer are allocated in the budget. As a result of the contract the City will be reimbursed 50% of the officer's cost to the City. Both the cost and the reimbursement are noted in the budget consequently there are no new or adverse impacts to the budget.

Guadalupe Union School District

Anne Rigali
Pupil Services Coordinator
4465 Ninth Street
Guadalupe, CA 93434
(805) 343-2114
arigali@gusdbobcats.com

MEMORANDUM OF UNDERSTANDING

with the
California Department of Justice

December 1, 2018 – June 30, 2021

I PURPOSE

This Memorandum of Understanding (the "MOU") is entered into by the Department of Justice ("DOJ") and the Guadalupe Union School District (hereinafter, "Grantee"), to provide grant funds to Grantee for expenditure. The Grantee will expend funds for the purposes identified in the approved Grant Application submitted by Grantee in response to the DOJ's Request for Proposals for activities of Local Law Enforcement Agencies to be funded under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (the "Act"), approved by the voters as Proposition 56.

This MOU becomes effective upon completion of all signatures, and expires on June 30, 2021.

The DOJ, Tobacco Grant Unit, grants to Grantee \$254,638 (the "Grant Amount") for expenditure in accordance with this MOU, including the Scope of Work included in the approved Grant Application.

The Request for Proposals, Grantee Handbook and Grant Application are incorporated by reference into this MOU.

II COMMUNICATION

All reports, notices, requests, and/or correspondence pertaining to this MOU shall be forwarded to the Tobacco Grant Unit at:

California Department of Justice
Division of Law Enforcement
Tobacco Grant Unit
1300 I Street, Suite 1140
Sacramento, CA 95814
Zahra.Barragan@doj.ca.gov

III BUDGET

Grantee agrees to expend the Grant Amount in accordance with the approved Budget (Attachment 1).

Grantee must submit any request for a change to a Budget item in writing or via e-mail to the DOJ and any changes to the Budget must be pre-approved in writing by the Tobacco Grant Unit at least thirty (30) days in advance of any change to the Budget item.

IV COST REIMBURSEMENT/INVOICING

DOJ agrees to reimburse Grantee, in arrears, for Grantee's actual expenditures in performing the Scope of Work, upon receipt of invoices from Grantee and approval of the invoices by DOJ. Grantee will submit only one (1) invoice each month for items included in the Budget, including completed travel and training. The Grantee is required to ensure that all vendor deliverables are accepted and approved, equipment delivered, travel completed, and administrative activities performed. Invoiced amounts may not exceed the costs specified in the approved Budget.¹

Grantee will provide substantiation to DOJ pertaining to acceptance of hardware, software, services, and deliverables along with approved invoices for payment. Invoices paid by the Grantee and submitted to the DOJ for reimbursement must include the invoice number, invoice date, service period, agreement number, vendor name, vendor contact information, amounts, along with the approved Budget Template clearly identifying which expenditure the invoice is associated with. Grantee shall provide copies of packing slips substantiating delivery of purchased equipment. Grantee invoices and supporting documentation must be sent to the DOJ in hard copy format no later than the 15th calendar day following the month of expenditure. (Example, a purchase made on June 2nd would require invoice to be received by the DOJ no later than July 15th).

Invoices must be e-mailed or delivered via U.S. Mail addressed to:

California Department of Justice
 Division of Law Enforcement
 Tobacco Grant Unit
 1300 I Street, Suite 1140
 Sacramento, CA 95814
Zahra.Barragan@doj.ca.gov

V BUDGET CONTINGENCY CLAUSE

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under the agreement does not appropriate sufficient funds for this MOU, this MOU shall be of no further force and effect. In this event, the DOJ shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this MOU and Grantee shall not be obligated to continue performing any provisions of this agreement for which it would have been reimbursed.

If funding for any fiscal year is reduced or deleted in the Budget Act for purposes of this MOU, the DOJ shall have the option to either cancel this MOU with no liability occurring to the DOJ, or offer an amendment to the Grantee to reflect the reduced amount.

VI QUARTERLY REPORTING REQUIREMENTS

¹ Approved Budget included under Attachment 1.

Grantee will submit quarterly progress reports to the DOJ. These reports, which will describe progress made on the recipient's Scope of Work, shall be submitted to DOJ according to the following schedule:

January 1 through March 31: Due April 15
April 1 through June 30: Due July 15
July 1 through September 30: Due October 15
October 1 through December 31: Due January 15

Grantees shall submit any other reports and data as required by the DOJ.

VII ADMINISTRATION AND AUDIT

The DOJ is not liable for the Grantee's use of funds or any subsequent audit findings.

Grantee agrees that the DOJ and the California State Auditor, or their designated representatives shall have the right to review and copy any records and supporting documentation pertaining to the funds expended by Grantee and the Grantee's performance of the Scope of Work under this MOU. Grantee agrees to maintain all such records and reports for possible audit for a minimum of three (3) years after payment by DOJ of the final invoice submitted by Grantee. Grantee agrees to allow access to such records during normal business hours and to allow interviews with officers and employees who might reasonably have information related to such records. [Grantee agrees to include a similar right for DOJ and the California State Auditor to audit records and interview staff in any subcontract related to performance of the MOU.]

Should Grantee fail to comply with this MOU, including any expenditures for purposes not permitted under the MOU, DOJ may take one or more of the actions described under Remedies for Noncompliance in the Grant Handbook. Actions include but are not limited to requiring Grantee to return grant funds, and any other remedies available under law, and the Grantee may be disqualified from applying for or receiving future grant funds.

VIII GRANTEE CONTACT INFORMATION

Name and Title: Emilio M. Handall, Ed.D., Superintendent
Agency Name, Department/Unit: Guadalupe Union School District
Mailing Address: 4465 Ninth Street, Guadalupe, CA 93434
Phone Number: (805)343-2114
E-Mail: ehandall@gusdbobcats.com

IX MISCELLANEOUS PROVISIONS

Amendment-No amendment or variation of the terms of this MOU is valid unless made in writing, and signed by the duly authorized representatives of the parties.

Assignment- This MOU is not assignable by Grantee in whole or in part.

Indemnification- Grantee agrees to indemnify and hold harmless the DOJ, its officers, agents and employees from all claims, liabilities, or losses in connection with the performance of this MOU.

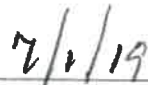
Termination – The DOJ may terminate this MOU and be relieved of any obligation to provide grant funds to Grantee should Grantee fail to perform the Scope of Work at the time and in the manner provided in this MOU.

X AUTHORIZATION


The DOJ and Grantee, by their duly authorized officials, have executed this MOU on the respective dates indicated below. This MOU and any future amendments shall be forwarded to the Division of Law Enforcement, Office of the Chief, with all its attachments, and will become effective upon completion of signature from all parties.




Michael Cash, Chief of Police
Guadalupe Police Department



Date



Emilio M. Handall, Ed.D., Superintendent
Guadalupe Union School District



Date

SHANNON PATTERSON, GRANT MGR.
Office of the Chief
California Department of Justice

Date

KEVIN GARDNER, Chief
Office of the Chief
California Department of Justice

Date

CHRIS RYAN, Chief
Division of Operations
California Department of Justice

Date

**AGREEMENT REGARDING
FUNDING OF A SCHOOL RESOURCE OFFICER**

This agreement is made and entered into between the City of Guadalupe (City) and the Guadalupe Union School District (School District) to form an Agreement for the funding of a School Resource Officer (SRO) under the COPS in Schools Partner Program, with respect to the following recitals:

1. The COPS in Schools Partner Program initially provided partial funding for School Resource Officer (SRO) to be located in schools, however, funding is currently through City General Fund; and
2. The public interest, convenience, necessity and general welfare will be served by this Agreement.

Now, therefore, City and School District agrees as follows:

1. Personnel. City shall furnish to the School District a regular police officer to serve as a School Resource Officer (SRO), 40 hours per week, 10 months per year, to coordinate and provide law enforcement services to the School District. The services are predicated upon the following:
 - 1.1. The mission of the School Resource Officer (SRO) will be to reduce the incidence of crime, truancy and delinquency among students; providing for the establishment of a program of personal, positive contact between law enforcement and student. To provide crisis interventions and counseling services in addition to those provided in the school, establish a single point of contact for referral of juvenile problems to the appropriate agency and increase students understanding of the Criminal Justice System.
 - 1.2. When School Resource Officer (SRO) is not on duty at the schools, the Police Department will give priority to School District requests for services, and deploy field patrol units and/or investigative units as appropriate.
 - 1.3. The School District agrees to provide office space and all necessary supplies and personnel for the clerical needs of the School Resource Officer (SRO).
 - 1.4. The School Resource Officer (SRO) shall provide services to Mary Buren Elementary and Kermit McKenzie Middle School in the Guadalupe Union School District.
 - 1.5. The School Resource Officer (SRO) shall keep a daily activity record and a monthly summary of the reports shall be sent to the Superintendent, the Superintendent Designee and Principals of the schools.
 - 1.6. The Chief of Police, in cooperation with the Superintendent or his designee, shall be responsible for the assignment of caseload priorities for the School Resource Officer (SRO). The School Resource Officer (SRO) will respond to School District requests for service as soon as possible.

- 1.7. The School Resource Officer (SRO) will document on standard police department crime reports or juvenile contact reports, any crime activities reported to the School Resource Officer (SRO) by the School District or students. The School Resource Officer (SRO) will solicit input from School District staff on the adjudication of criminal violations. The decision as to whether or not to prosecute criminal violations rests by the law with the Police Department and the District Attorney's Office / Juvenile Probation Department.
- 1.8. The School District Superintendent and/or his designee, and the Chief of Police and/or his designee shall jointly participate in an in-house Police Department selection process to choose the School Resource Officer (SRO).
- 1.9. Any problems involving the performance of school related duties by the School Resource Officer (SRO) shall be resolved between the School District Superintendent and the Chief of Police.
- 1.10. The School Resource Officer (SRO), Chief of Police, School Superintendent and District Administrative Staff will meet regularly on a quarterly basis.
- 1.11. The School Resource Officer (SRO) will be present at schools during A.M and P.M drop off and pick up hours (to ensure the safety of all students and staff) time permitting and as no other emergencies exist.
- 1.12. The School Resource Officer (SRO) will serve as a liaison to Superintendent or designee to communicate and/or update Superintendent or designee of threats and/or any activities that may impact schools.
- 1.13. The School Resource Officer (SRO) will serve on District's Safety Committee and provide annual input for School Safety Plans.
- 1.14. The School Resource Officer (SRO) as needed will perform home visits with District or school staff as requested for student safety and/or attendance purposes on a case by case basis and with approval from the Chief of Police.
- 1.15. The School Resource Officer (SRO) will work with school staff to coordinate Red Ribbon Week activities.
- 1.16. The School Resource Officer (SRO) will make a reasonable effort to attend various after school activities (sports, plays, music performances, etc.).
- 1.17. The School Resource Officer (SRO) will attend Student Attendance Review Board (SARB) Meetings, on a case by case basis and with approval from the Chief of Police.
- 1.18. The School Resource Officer (SRO) will deliver class presentations on various student safety topics as agreed to by the Chief of Police and the Superintendent Designee.
2. Term. Services described in paragraph 1 shall commence on July 1, 2019 and conclude June 2020. In subsequent years the services shall be provided similarly, accommodating the school-year calendar. Services shall be continued in subsequent years, unless earlier terminated pursuant to paragraph 6.
3. Payment Formula. It is understood that the Guadalupe Union School District will provide 50% funding for the School Resource Officer (SRO). All remaining costs to the city for the School Resource Officer (SRO), including but not limited to all regular and public

safety officer employee benefits at entry level Officer, step A, shall be included in calculating the formula.

4. Payment. Payment shall be made upon receipt of invoice from the City. Frequency on invoice shall be quarterly.
5. Employee of City. The assigned Officer shall at all times be an employee of the City for all purposes, including wages, benefits, injuries, supervision, training, promotion and discipline. The Officer will be under authority, supervision and direction of the Chief of Police of the City of Guadalupe. District shall reimburse the City for the Districts share of the costs within fifteen (15) days after presentation of an invoice from the City.
6. Hold Harmless.
 - 6.1. The City shall defend, hold harmless and indemnify the District, its officers, agents and employees from all claims, injuries, actions, suits and judgements arising from the actions of the City or the assigned officer, arising under this Agreement, but not for damage or injury caused by the sole negligence of the District or its employees.
 - 6.2. The District shall defend, hold harmless and indemnify the City, its officers, agents and employees from all claims, injuries, actions, suits and judgements arising from the actions of the District or its employees, arising under this Agreement, but not for damage or injury caused by the sole negligence of the City of its employees.
7. Termination of Agreement. Either party may terminate with twelve (12) months written notice to the other party of a material breach of any of the terms or conditions of this Agreement.
8. Assignment. This Agreement shall not be assigned either in whole or in part. Any such purported assignment shall void this agreement.
9. Insurance.
 - 9.1. City shall maintain general public liability insurance in the amount of at least \$1,000,000; City shall maintain workers' compensation and other benefits as required by law for its employees.
 - 9.2. District shall maintain general liability insurance in the amount of at least \$1,000,000.
10. Notices. All payments and any notices or communications under this Agreement shall be in writing and shall be deemed to be duly given if served personally on the party to whom notice is directed or shall be deemed served forty-eight (48) hours after the same has been deposited in the United States mail certified or registered mail, return receipt requested, postage prepaid, and addressed in the case of:

City: City Administrator
City of Guadalupe
918 Obispo St.
Guadalupe, CA 93434

School District: Superintendent
Guadalupe Union School District
4465 Ninth Street
Guadalupe, CA 93434

11. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

12. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by a court of cotton jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.
13. Amendment. The term of this Agreement shall not be amended in any manner whatsoever except in writing and written Agreement signed by all parties.
14. Entire Agreement. This Agreement constitutes the entire Agreement between the parties. There are no understandings, agreements, representations or warranties, express or implied, not specific in this Agreement.
15. Compliance with Law. City and the School Resource Officer (SRO) agrees to perform the services contemplated by this Agreement in a professional and competent manner in compliance with all State or Federal laws or regulations governing the services to be rendered pursuant to this Agreement.
16. Heading and Captions. The heading and captions of this Agreement are for the convenience of the reader only and shall not be used to define, limit or construed the term of this Memorandum.

IN WITNESS WHEREOF, this Agreement has been executed by the parties on behalf of the City of Guadalupe and the Guadalupe Union School District.

Print Name and Sign
Robert Perrault
City Administrator
City of Guadalupe

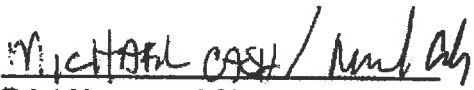
Date



Anne Rigali
Pupil Services Director
Superintendent Designee
Guadalupe Union School District



Date



Print Name and Sign
Michael Cash
Chief of Police/Director of Public Safety
City of Guadalupe



Date

REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE

Agenda of August 13, 2019

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Prepared by:
Shannon Sweeney, Public Works Director

Approved by:
Robert Perrault, Interim City Administrator

SUBJECT: Tognazzini Drain Line Replacement Project

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2019-47 rejecting all bids for the Tognazzini Drain Line Replacement Project.

DISCUSSION:

The Tognazzini Well discharges approximately 200 gallons of water to the adjacent street on startup. . In the past, this well started up multiple times each day. The frequency and volume of water discharged was a nuisance and began to degrade the asphalt. The Tognazzini Drain Line Replacement Project was designed to install a new drain line from the well house to the nearest potential connection to the sewer system. An air gap separation was included in the design to ensure no contamination of the water system. This would have eliminated the discharge of water into the street.

On June 13, 2019, the City Engineer solicited formal bids for the Tognazzini Drain Line Replacement Project. The plans were available on the City website and eBidBoard.com. The deadline to receive bids was 2:00 p.m. on July 11, 2019. The City received five bids. The bids ranged from \$71,949.00 to \$137,150.00.

After the bids were opened the new Public Works Director reviewed the plans for the Project. The Director determined there may be more cost effective and efficient ways to reduce the negative impacts from well startup, such as reducing the number of startups each day, and reducing the volume of water discharged at each startup. On August 5th, the controls were adjusted to reduce the number of startups. So far, this adjustment has been successful.

Staff proposal is to reject all bids and evaluate how the operational changes work over time. The Project may be rebid in the future, if needed, or a different project may be bid in the future. The rejection of all bids is allowed by the Public Contract Code, Article 3 Public Projects: Alternative Procedures, The Guadalupe Municipal Code Section 4.05.030 (E) Rejection of All Bids and The Tognazzini Drain Line Replacement Project - Notice to Contractors.

FISCAL IMPACT: The rejection of all bids is a cost savings to the Water funds.

ATTACHMENTS:

1. Resolution No. 2019-47

RESOLUTION NO. 2019-47

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE
REJECTING ALL BIDS FOR THE TOGNAZZINI DRAIN LINE REPLACEMENT PROJECT**

WHEREAS, the City of Guadalupe published a Notice Inviting Bids for the Tognazzini Drain Line Replacement Project on or about June 14, 2019, in compliance with Guadalupe Municipal Code section 4.05; and,

WHEREAS, the City of Guadalupe received five bids for the construction of the Tognazzini Drain Line Replacement Project; and,

WHEREAS, the purpose of the Tognazzini Drain Line Replacement Project was to mitigate the spraying of water on the street during the startup operation of the Well; and,

WHEREAS, City staff reviewed the plans for the Project and performed a field review and found more cost effective and efficient methods to reduce the negative impacts of well startup on the street; and

WHEREAS, these methods have the potential of eliminating the need for the Tognazzini Drain Line Replacement Project; and,

WHEREAS, the rejection of all bids is allowed by Section 20166 of the Public Contract Code, the Guadalupe Municipal Code Section 4.05.030 (E) Rejection of All Bids, and The Tognazzini Drain Line Replacement Project - Notice to Contractors;

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

SECTION 1. Rejects all bids for the Tognazzini Drain Line Replacement Project.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 13th day of August 2019 by the following vote:

Motion:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being C.C. Resolution No. 2019-47, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held August 13, 2019, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney

7a



PLANNING DEPARTMENT

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

To: Mr. Mayor and City Councilmembers
From: Larry Appel, Contract Planning Director
Date: August 1, 2019
Re: **Monthly Planning Report Covering July 2019**

MINISTERIAL PROJECTS

Zoning Clearances Approved	3
Zoning Clearances Denied	0
Zoning Clearances Appealed	0
Business Licenses Approved	0
Business Licenses Denied	1

DISCRETIONARY PROJECTS

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

- PSHH – completed and approved landscape plans review
- Housing Authority of S. B. Co. – deemed INCOMPLETE on July 8th
- Working on SB 2 grant application
- Approved Guadalupe Cultural Center for Zoning Clearance
- Revised map for Pasadera (2019-067-TTM) deemed INCOMPLETE
- Processing CUP for PSHH signs and solar modification
- Diesel repair business (2019-101-CUP/DR) Application withdrawn by applicant
- Researched LAFCo new Ag Policies for annexation of Prime Farmland

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

Ministerial Permit Report– July 2019
(reported 08-01-19)

Zoning Clearances Approved

2019-059-ZC	Guad. Cultural Center, 1055 Guadalupe St.
2019-103-ZC	Chavez paving, 329 Los Flores St.
2018-106-ZC	Perez cement, 4779 Carlin Drive

Zoning Clearances Denied

None

Business License Approvals

Business License Denials

Business License, AGS Recycling, 770 Guadalupe Street

Administrative Use Permits

None

Guadalupe City Planning Department Planning Processing Summary for July 2019 (08-01-19 update)

<u>Case No.</u>	<u>Name</u>	<u>Submittal Date</u>	<u>Comp. Date</u>	<u>Status</u>	<u>OK for Bldg. Permit Issuance</u>
2017-130-TPM \$\$	DJ Farms South Master TPM	10-12-17	Incomplete 03-07-18	INC letter sent on 03-07-18. Planner met with applicant and engineer on Oct 19th to discuss resubmittal and to determine Completeness. No Activity this month	NO
2019-063-DR 2019-064-CUP \$	Housing Authority of SB Co	06/12/19	N/A	Project deemed Incomplete on July 8th.	NO
2016-043-LLA \$\$	Beachside Cooler Lot Line Adj.	10-31-16	INC No record	LLA materials submitted along with an updated Title Report submitted 8/30. No activity this month.	YES*
2018-135-GPZ No\$	General Plan amendment and Rezone of two areas of the City	08/29/18	N/A	Presentation made by Prof. Nuworso on 05-28-19. No activity this month.	N/A
2019-101-CUP/DR	Pro Diesel Repair	06/20/19	INC	Project withdrawn by applicant.	NO
2019-102-CUP 2018-071-DR(MOD) \$	Guadalupe Ct. Apts. (PSHH) Sign Plan & Mod.	06-20-19	COMP.	PSHH requires a CUP to approve four signs for the new apartment complex. Additional solar panels require a modification of conditions. Scheduled to CC on August 13 th .	NO
<u>Case No.</u>	<u>Name</u>	<u>Submittal Date</u>	<u>Comp.</u>	<u>Status</u>	<u>OK for Bldg.</u>

	<u>Date</u>	<u>Date</u>	<u>Permit Issuance</u>
2018-133-OA No\$	8/15/18	N/A	N/A
2019-067-TTM \$\$	5/28/19	INC	NO

No\$ = unreimbursed planning work

\$ = projects where a fixed fee has been paid

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

08/01/19

7b.



CITY OF GUADALUPE BUILDING DEPARTMENT

STATUS REPORT

MONTH: July, 2019

	This Month	Last Month	Year to Date	Last Year
Visitors	48	32	274	274
Inspections	696	549	3,821	3513
Building Permits Issued	44	25	165	112
Certificate of Occupancy	8	8	43	27

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

Monday, July 1, 2019

						PASS	CORRECT	CORRECT/PROCEED
7/1/2019	AD 9	918 Obispo	Scheduling			x		
	AD 2	918 Obispo	Begin work on monthly report				x	
	FN 5	4202 11th Street	Thrust blocks at Fire line supply			x		
	FR 7	4202 11th Street	Fire supply piping - partial				x	
	PDPW	Ladera	RCP storm drain install - 30 minutes				x	
	F 6	Lot 184	Fire sprinkler system final			x		
	F 6	Lot 184	Fire sprinkler system bell test			x		
	F 1	Lot 184	Final building			x		
	F 2	Lot 184	Final electrical			x		
	F 3	Lot 184	Final plumbing			x		
	F 4	Lot 184	Final mechanical			x		
	F 6	Lot 184	Final smoke and fire alarm systems			x		
	F 8	Lot 184	Final landscape			x		
	F 10	Lot 184	Final drainage			x		
	F 11	Lot 184	Project final and paperwork close out			x		
	F 6	Lot 184	Fire sprinkler system final			x		
	SC 1	Lot 153	Drywall nail			x		
	SC 1	Lot 154	Drywall nail			x		
	SC 6	Lot 177	Insulation			x		PDPW 1 hour
	AD 2	918 Obispo	Complete monthly report			x		Guadalupe 7 hours
	FR 7	4202 11th Street	Kickers for OS&Y			x		26 Inspections
	AD 4	4202 11th Street	Meeting with Super, Spurr Const. and Jaime			x		x
	PDPW	Ladera	RCP storm drain man hole bottoms and pipe connections - 30 minutes			x		
	FR 2	Lot 4	Floor nail			x		
	FR 2	Lot 5	Floor nail			x		
	AD 4	918 Obispo	Mett w/ Larry and Alice on planning issues			x		
	FR 7	918 Obispo	Records update			x		

					PASS	CORRECT	CORRECT/PROCEED
7/2/2019	AD 9	918 Obispo	Scheduling		X		
	PDPW	Ladera	RCP storm drain man hole extensions to make street grade - 30 minutes		X		
	F 6	Lot 183	Fire sprinkler system final		X		
	F 1	Lot 183	Final building		X		
	F 2	Lot 183	Final electrical		X		
	F 3	Lot 183	Final plumbing		X		
	F 4	Lot 183	Final mechanical		X		
	F 6	Lot 183	Final smoke and fire alarm systems		X		
	F 8	Lot 183	Final landscape		X		
	F 10	Lot 183	Final drainage		X		
	F 11	Lot 183	Project final and paperwork close out		X		
	F 6	Lot 183	Fire sprinkler system bell test		X		
	AD 4	918 Obispo	Meeting 9 AM city hall		X		
	SW 3	4626 11th Street	Grading restarts on apartment project			X	
	FR 2	Lot 3	Floor nail		X		
	F 6	Lot 216	Fire sprinkler system final		X		
	F 1	Lot 216	Final building		X		
	F 2	Lot 216	Final electrical		X		
	F 3	Lot 216	Final plumbing		X		
	F 4	Lot 216	Final mechanical		X		
	F 6	Lot 216	Final smoke and fire alarm systems		X		
	F 8	Lot 216	Final landscape		X		
	F 10	Lot 216	Final drainage		X		
	F 11	Lot 216	Project final and paperwork close out		X		
	F 6	Lot 216	Fire sprinkler system bell test		X		
	FR 6	Lot 15	Gas Piping		X		
	FR 10	Lot 15	Gas Pressure test		X		
	FR 6	Lot 14	Gas Piping		X		
	FR 10	Lot 14	Gas Pressure test		X		
	PDPW	Ladera	RCP storm drain man hole extensions to make street grade - 30 minutes		X		
	AD 5	918 Obispo	Tab Miller Electric on E panel permit			X	
	AD 4	918 Obispo	Customer service counter support		X		
	AD 8	918 Obispo	Research on exhaust fan duct		X		

FR 1	4300 W Main	Rough electric	PDPW 1 hour
SC 2	4300 W Main	Meter set tag Number 054307	Guadalupe 7.75 hours
FR 1	10th Street	Rough electric	37 Inspections
AD 10	918 Obispo	Review plan for slab plan on Lot 150	
FR 7	918 Obispo	Records update	
7/3/2019	AD 9	918 Obispo	Scheduling
F 1	121 Montez Ct	Final building	
F 2	121 Montez Ct	Final electrical	
F 11	121 Montez Ct	Rooftop PV project final	
AD 4	4202 11th Street	Water line install	
F 6	Lot 182	Fire sprinkler system final	
F 1	Lot 182	Final building	
F 2	Lot 182	Final electrical	
F 3	Lot 182	Final plumbing	
F 4	Lot 182	Final mechanical	
F 6	Lot 182	Final smoke and fire alarm systems	
F 8	Lot 182	Final landscape	
F 10	Lot 182	Final drainage	
F 11	Lot 182	Project final and paperwork close out	
F 6	Lot 182	Fire sprinkler system bell test	
F 6	Lot 181	Fire sprinkler system final	
F 1	Lot 181	Final building	
F 2	Lot 181	Final electrical	
F 3	Lot 181	Final plumbing	
F 4	Lot 181	Final mechanical	
F 6	Lot 181	Final smoke and fire alarm systems	
F 8	Lot 181	Final landscape	
F 10	Lot 181	Final drainage	
F 11	Lot 181	Project final and paperwork close out	
F 6	Lot 181	Fire sprinkler system bell test	
SC 1	Lot 152	Drywall Nail	
FN 5	Lot 150	Footings	

FN 5	Lot 150	Excavation - repair	X		
FN 5	Lot 150	Steel reinforcement - repair		X	
FN 5	Lot 150	Seismic hold downs - repair	X		
FN 5	Lot 150	Post tension cables - repair	X		
FN 5	Lot 150	Capillary break - repair	X		
AD 1	918 Obispo	Sprinkler contractor Whittle on Uribe plan submittal	X		
AD 5	918 Obispo	Craig Smith on drawing discrepancy		X	
SC 3	4300 W Main	Meter set Tag # 054307	X		
F 11	4300 W Main	Installation of electrical panel and grounding electrode	X		
AD 2	Lot 150	Special inspector report Post tension, Epoxy, steel and footings	X		
AD 4	918 Obispo	Meet with Captain Schmitz on Flappers Flip		X	
AD 4	918 Obispo	Meet with Jaime on Guadalupe Court	X		
AD 1	918 Obispo	Jesse from CHC on 4723 W Main Commercial TI	X		
AD 4	918 Obispo	State of the City presentation by Bob Perrault	X		
F 1	150 Egret	Final building	X		
F 2	150 Egret	Final electrical	X		
F 3	150 Egret	Final plumbing	X		
F 4	150 Egret	Final mechanical	X		
F 6	150 Egret	Final smoke and fire alarm systems	X		48 Inspections 8 hours
F 10	150 Egret	Final drainage	X		
F 11	150 Egret	Project final and paperwork close out - C of O	X		
FR 7	918 Obispo	Records update	X		
7/8/2019	AD 9	Scheduling	PASS	CORRECT	CORRECT/PROCEED
	AD 4	Meet w/ Amelia	X		
	SW 3	Grading continues on apartment project		X	
	AD 4	Meet w/Scott and Jaime		X	
	F 1	Final Building	X		
	F 2	Final electrical	X		
	F 3	Final Mechanical	X		
	SC 1	Drywall Nail	X		
	SC 1	Drywall Nail	X		
	SC 1	Drywall Nail	X		

SC 6	Lot 178	Insulation	X		
SW 4	Lot 15	Sewer Lateral	X		
SW 4	Lot 14	Sewer Lateral	X		
SW 4	Lot 13	Sewer Lateral	X		
SW 4	Lot 12	Sewer Lateral	X		
SW 4	Lot 11	Sewer Lateral	X		
SC 2	Lot 15	Meter set tag # 054448	X		
SC 2	Lot 14	Meter set tag # 054447	X		24 inspections
SC 2	Lot 13	Meter set tag # 054446	X		Guadalupe 8
SC 2	Lot 12	Meter set tag # 054445	X		
AD 4	918 Obispo	Meet w/Jaime on PSHH		X	
AD 1	918 Obispo	Customer service Contractor Olivarez			X
AD 1	918 Obispo	Lupe Alvarez - Customer service	X		
FR 7	918 Obispo	Records update	X		
			PASS	CORRECT	CORRECT/PROCEED
7/9/2019 AD 9	918 Obispo	Scheduling	X		
FR 4	4202 11th Street	Drain waste piping	X		
FR 8	4202 11th Street	Drain waste vent test building C	X		
AD 2	918 Obispo	Concrete placement and testing - DI report lot 150	X		
FR 6	Lot 13	Gas piping	X		
FR 10	Lot 13	Gas pressure test	X		
FR 6	Lot 11	Gas piping	X		
FR 10	Lot 11	Gas pressure test	X		
FR 6	Lot 10	Gas piping	X		
FR 10	Lot 10	Gas pressure test	X		
FR 7	Lot 15	Fire sprinkler piping and supports	X		
FR 7	Lot 15	Fire sprinkler hydro pressure test	X		
FR 7	Lot 14	Fire sprinkler piping and supports	X		
FR 7	Lot 14	Fire sprinkler hydro pressure test	X		
FR 6	Lot 12	Gas piping		X	
FR 10	Lot 12	Gas pressure test		X	
SC 7	Lot 172	Shower pan			
SW 8	Lot 15	Water service connections	X		

SW 8	Lot 14	Water service connections	X		
SW 8	Lot 13	Water service connections	X		
SW 8	Lot 12	Water service connections	X		
SW 8	Lot 11	Water service connections	X		
SC 2	239 Ninos	Meter set tag # 054323	X		
SC 2	307 Ninos	Meter set tag #054321	X		
AD 2	918 Obispo	Review pad verifications for Guadalupe court	X		
AD 4	918 Obispo	Jose Martinez from Guadalupe Café		X	
AD 5	918 Obispo	Meet with Bob on the Roffoni building		X	
AD 5	918 Obispo	With Steve K and Contractor on Office modifications		X	
AD 2	Lot 6	Review and approve DI report on Slab tendon tensioning	X		
AD 2	Lot 7	Review and approve DI report on Slab tendon tensioning	X		34 Inspections
AD 2	Lot 8	Review and approve DI report on Slab tendon tensioning	X		Guadalupe 8
AD 2	Lot 9	Review and approve DI report on Slab tendon tensioning	X		PDPW .5 hours
AD 2	Lot 10	Review and approve DI report on Slab tendon tensioning	X		
PDPW	Arroyo Seco	RCP storm drain pipe install		X	
FR 7	918 Obispo	Records update	X		
7/10/2019	AD 9	Scheduling	PASS	CORRECT	CORRECT/PROCEED
	FR 8	Drain waste piping	X		
	FR 8	Drain waste vent test	X		
	AD 2	Craig Smith on Whole house ventilation	X		
	AD 2	Craig Smith on documentation	X		X
	FR 1	Rough Electric	X		
	FR 1	Rough Electric	X		
	FR 1	Rough Electric	X		
	FR 1	Rough Electric	X		
	AD 5	Joel from SBCH on Guadalupe Café			X
	AD 4	Meet w/ Captain Schmitz and Jose Martinez at Guadalupe café			
	FR 3	Rough mechanical	X		
	SC 6	Insulation	X		
	FN 5	Forms	X		
	FN 5	Footings	X		

FN 5	Lot 170	Setbacks	X			
FN 5	Lot 170	Reinforcement	X			
FN 5	Lot 170	Tendons	X			
SW 6	Lot 170	Underground conduit	X			
FN 2	Lot 170	Grounding Electrode	X			
FN 5	Lot 170	Capillary break	X			
FN 5	Lot 169	Forms	X			
FN 5	Lot 169	Footings	X			
FN 5	Lot 169	Setbacks	X			
FN 5	Lot 169	Reinforcement	X			
FN 5	Lot 169	Tendons	X			
SW 6	Lot 169	Underground conduit	X			
FN 2	Lot 169	Grounding Electrode	X			
FN 5	Lot 169	Capillary break	X			
AD 10	918 Obispo	Permit prep for 184 San Miguel Court fire sprinklers	X		36 Inspections	
AD 5	918 Obispo	Tab Miller on Shannon's office electrical	X		8 hours	
AD 5	918 Obispo	Mike Rocklin on the Roffoni Building			X	
SW 3	La Joya and Jalama	Detention basins at park 3 - periodic inspections			X	
FR 7	918 Obispo	Records update	X			
7/11/2019	AD 9	918 Obispo	Scheduling	PASS	CORRECT	CORRECT/PROCEED
	FR 2	Lot 2	Floor Nail	X		
	FR 2	Lot 1	Floor Nail	X		
	PDPW	Arroyo Seco	RCP storm drain pipe install	X		X
	SW 3	La Joya and Jalama	Detention basins at park 3 - periodic inspections			X
	FN 5	Lot 171	Forms	X		
	FN 5	Lot 171	Footings	X		
	FN 5	Lot 171	Setbacks	X		
	FN 5	Lot 171	Reinforcement	X		
	FN 5	Lot 171	Tendons	X		
	FN 5	Lot 171	Underground conduit	X		
	FN 5	Lot 171	Grounding Electrode	X		
	FN 5	Lot 171	Capillary break	X		

FN 5	Lot 156	Forms	X		
FN 5	Lot 156	Footings	X		
FN 5	Lot 156	Setbacks	X		
FN 5	Lot 156	Reinforcement	X		
FN 5	Lot 156	Tendons	X		
FN 5	Lot 156	Underground conduit	X		
FN 5	Lot 156	Grounding Electrode	X		
FN 5	Lot 156	Capillary break	X		
FN 4	4202 11th Street	CMU wall	X		
FN 4	4202 11th Street	CMU wall reinforcement	X		PDPW 1 hour
AD 4	918 Obispo	Department heads meeting			
PDPW	Arroyo Seco	RCP storm drain pipe install			X
AD 2	Lot 156	Deputy Inspector report on tendon tensioning	X		
AD 2	Lot 157	Deputy Inspector report on tendon tensioning	X		
AD 2	Lot 158	Deputy Inspector report on tendon tensioning	X		
AD 2	Lot 169	Deputy Inspector report on tendon tensioning	X		
AD 2	Lot 170	Deputy Inspector report on tendon tensioning	X		
AD 2	Lot 171	Deputy Inspector report on tendon tensioning	X		
MS 4	1055 Guadalupe St.	Project shut down - Bone found			X
SC 1	Lot 151	Drywall nail	X		35 Inspections
SC 3	Lot 176	Exterior Lath	X		PDPW 1 hour
FR 7	918 Obispo	Records update	X		Guadalupe 7
			PASS	CORRECT	CORRECT/PROCEED
7/12/2019 AD 9	918 Obispo	Scheduling	X		
FN 5	Lot 157	Forms	X		
FN 5	Lot 157	Footings	X		
FN 5	Lot 157	Setbacks	X		
FN 5	Lot 157	Reinforcement	X		
FN 5	Lot 157	Tendons	X		
FN 5	Lot 157	Underground conduit	X		
FN 5	Lot 157	Grounding Electrode	X		
FN 5	Lot 157	Capillary break	X		
SC 9	Lot 153	Scratch Coat	X		

SC9	Lot 154	Scratch Coat		X		
SC9	Lot 173	Scratch Coat		X		
SC9	Lot 174	Scratch Coat		X		
SC3	Lot 177	Exterior lath		X		
PDPW	Arroyo Seco	RCP storm drain pipe install			X	
AD4	918 Obispo	Meet with Miller Electric on Shannon's office			X	
PDPW	Arroyo Seco	Drain inlet forms		X		
MS4	4202 11th Street	Foundations forms begin Monday			X	
FN5	Lot 158	Forms		X		
FN5	Lot 158	Footings		X		
FN5	Lot 158	Setbacks		X		
FN5	Lot 158	Reinforcement		X		
FN5	Lot 158	Tendons		X		
FN5	Lot 158	Underground conduit		X		
FN5	Lot 158	Grounding Electrode		X		
FN5	Lot 158	Capillary break		X		
SW3	La Joya and Jalama	Detention basins at park 3 - periodic inspections			X	
AD2	Lot 169	DI report on concrete placement and testing		X		PDPW 1 hour
AD2	Lot 170	DI report on concrete placement and testing		X		Guad 7.25 hours
AD2	Lot 171	DI report on concrete placement and testing		X		31 Inspections
FR7	918 Obispo	Records update		X		
				PASS	CORRECT	CORRECT/PROCEED
7/15/2019 AD9	918 Obispo	Scheduling		X		
AD2	918 Obispo	Process meter releases with PG&E (2)		X		
SW3	La Joya and Jalama	Detention basins at park 3 - periodic inspections			X	
FN5	Lot 169	Forms		X		
FN5	Lot 169	Footings		X		
FN5	Lot 169	Setbacks		X		
FN5	Lot 169	Reinforcement		X		
FN5	Lot 169	Tendons		X		
FN5	Lot 169	Underground conduit		X		
FN5	Lot 169	Grounding Electrode		X		
FN5	Lot 169	Capillary break		X		

FN 5	Lot158	Forms	X		
FN 5	Lot158	Footings	X		
FN 5	Lot158	Setbacks	X		
FN 5	Lot158	Reinforcement	X		
FN 5	Lot158	Tendons	X		
FN 5	Lot158	Underground conduit	X		
FN 5	Lot158	Grounding Electrode	X		
FN 5	Lot158	Capillary break	X		
FN 5	4202 11th Street	Forms		X	
FN 5	4202 11th Street	Footings		X	
FN 5	4202 11th Street	Setbacks		X	
FN 5	4202 11th Street	Reinforcement		X	
FN 5	4202 11th Street	Underground conduit		X	
FN 5	4202 11th Street	Grounding Electrode		X	
FN 5	4202 11th Street	Capillary break		X	
UR 2	312 Guadalupe St	Simplot parking lot striping and ADA parking	X		
AD 2	Lot 1	Special Inspector report On tendon tensioning	X		
AD 2	Lot 2	Special Inspector report On tendon tensioning	X		
AD 2	Lot 3	Special Inspector report On tendon tensioning	X		
AD 2	Lot 4	Special Inspector report On tendon tensioning	X		
AD 2	Lot 150	Special Inspector report On tendon tensioning	X		
AD 2	Lot 179	Special Inspector report On tendon tensioning	X		36 Inspections
SC 1	Lot 179	Drywall Nail	X		7 hours
AD 2	918 Obispo	Process meter releases with PG&E (2)	X		
SW 3	La Joya and Jalama	Detention basins at park 3 - periodic inspections			X
FR 7	918 Obispo	Records update	X		
				PASS	CORRECT
					CORRECT/PROCEED
7/16/2019	AD 9	918 Obispo	Scheduling	X	
	SW 3	La Joya and Jalama	Detention basins at park 3 - periodic inspections		X
	FR 7	4202 11th Street	Fire line pressure test # 1	X	
	MS 4	4626 11th St	Excavation of footings begins		X
	FR 7	4202 11th Street	Fire line pressure test # 2	X	
	AD 10	918 Obispo	Permit prep for 329 Las Flores PV	X	

SW 3	1065 Guadalupe St	Over excavation continues - periodic inspection			
PDPW	Ladera	RCP storm drain pipe install - Ladera			x
FN 5	Lot 159	Forms	x		
FN 5	Lot 159	Footings	x		
FN 5	Lot 159	Setbacks	x		
FN 5	Lot 159	Reinforcement	x		
FN 5	Lot 159	Tendons	x		
FN 5	Lot 159	Underground conduit	x		
FN 5	Lot 159	Grounding Electrode	x		
FN 5	Lot 159	Capillary break	x		
AD 1	Gusto Court	Question on fence location - site visit			x
AD 5	918 Obispo	Monroe Construction on Simplot parking lot striping	x		
FN 5	Lot 168	Forms	x		
FN 5	Lot 168	Footings	x		
FN 5	Lot 168	Setbacks	x		
FN 5	Lot 168	Reinforcement	x		
FN 5	Lot 168	Tendons	x		PDPW 1 hour
FN 5	Lot 168	Underground conduit	x		Guad 7 hours
FN 5	Lot 168	Grounding Electrode	x		33 Inspections
FN 5	Lot 168	Capillary break	x		
FR 10	Lot 150	Gas pressure test	x		
FR 6	Lot 150	Gas piping	x		
FN 2	Lot 166	Grounding Electrode	x		
FN 2	Lot 167	Grounding Electrode	x		
SW 3	La Joya and Jalama	Detention basins at park 3 - periodic inspections	x		x
FR 7	918 Obispo	Records update	x		
PDPW	Arroyo Seco	RCP storm drain pipe install - Ladera			x
			PASS	CORRECT	CORRECT/PROCEED
7/17/2019	AD 9	Scheduling	x		
	AD 4	Flappers Flip meeting - 11:30 PM			
	SW 3	Detention basins at park 3 - periodic inspections			x
	SW 3	Over excavation continues - periodic inspection			
	PDPW	RCP storm drain pipe install - Ladera			x

FR 4	Lot 150	Drain waste piping	X		
FR 8	Lot 150	Drain waste vent test	X		
FR 4	Lot 150	Water piping	X		
FR 4	Lot 150	Water pressure pipe pressure test	X		
FR 7	Lot 150	Fire sprinkler piping	X		
FR 7	Lot 150	Fire sprinkler hydro pressure test	X		
FR 1	Lot 150	Rough Electric	X		
FN 2	Lot 159	Grounding electrode system - UFFR	X		
FN 2	Lot 160	Grounding electrode system - UFFR	X		
FN 2	Lot 161	Grounding electrode system - UFFR	X		
SC 3	Lot 177	Exterior lath	X		
SC 3	Lot 178	Exterior lath	X		
SC 3	Lot 149	Exterior lath	X		
SC 1	Lot 176	Drywall nail	X		
SC 6	Lot 149	Insulation	X		
SC 9	Lot 172	Scratch Coat	X		
SC 9	Lot 155	Scratch Coat	X		32 Inspections
AD 4	918 Obispo	Steve K on Shannon's office	X		
AD 5	918 Obispo	Contractor Olivarez on Start date for Shannon's office	X		
AD 5	918 Obispo	G Alvarez on pedestrian bypass for his Guadalupe St. job	X		
SW 3	1065 Guadalupe St	Over excavation continues - periodic inspection	X		7.25 Guadalupe
AD 2	918 Obispo	Process permits for T poles at Pasadera	X		1 hour Public works
MS 4	1057 Gularte	Foundation construction begins on Single Family Dwelling			X
AD 5	918 Obispo	Meet w/Contractor Olivarez on Shannon's office			X
AD 2	918 Obispo	Shannon's office, electrical work tomorrow			X
PDPW	Arroyo Seco	RCP storm drain pipe install - Ladera			X
FR 7	918 Obispo	Records update	X		
7/18/2019	AD 9	Scheduling	PASS	CORRECT	CORRECT/PROCEED
	SW 3	Detention basins at park 3 - periodic inspections	X		X
	SW 3	Over excavation continues - periodic inspection			X
	PDPW	RCP storm drain pipe install - Ladera			X
	FR 1	Rough Electric		X	

7/19/2019	AD 9	918 Obispo	Scheduling	PASS	CORRECT	CORRECT/PROCEED
AD 2	AD 2	Lot 159	Review and approve Special Inspector report tension cables and footings	X		
AD 2	AD 2	Lot 160	Review and approve Special Inspector report tension cables and footings	X		
AD 2	AD 2	Lot 161	Review and approve Special Inspector report tension cables and footings	X		
AD 2	AD 2	Lot 166	Review and approve Special Inspector report tension cables and footings	X		
AD 2	AD 2	Lot 167	Review and approve Special Inspector report tension cables and footings	X		
AD 2	AD 2	Lot 168	Review and approve Special Inspector report tension cables and footings	X		
AD 2	AD 2	Lot 169	Review and approve Special Inspector report tension cables and footings	X		
F 11	F 11	La Joya and Jalama	Detention basins at park 3 - periodic inspections	X		
FN 5	FN 5	Lot 166	Forms	X		
FN 5	FN 5	Lot 166	Footings	X		
FN 5	FN 5	Lot 166	Setbacks	X		
FN 5	FN 5	Lot 166	Reinforcement	X		
FN 5	FN 5	Lot 166	Tendons	X		
FN 5	FN 5	Lot 166	Underground conduit	X		
FN 5	FN 5	Lot 166	Grounding Electrode	X		
FN 5	FN 5	Lot 166	Capillary break	X		
FN 5	FN 5	Lot 161	Forms	X		
FN 5	FN 5	Lot 161	Footings	X		
FN 5	FN 5	Lot 161	Setbacks	X		
FN 5	FN 5	Lot 161	Reinforcement	X		
FN 5	FN 5	Lot 161	Tendons	X		
FN 5	FN 5	Lot 161	Underground conduit	X		
FN 5	FN 5	Lot 161	Grounding Electrode	X		
FN 5	FN 5	Lot 161	Capillary break	X		
SW 3	SW 3	1065 Guadalupe St	Over excavation continues - periodic inspection		X	
FR 8	FR 8	1057 Gularite	Drain waste vent piping 2 PM	X		
FR 8	FR 8	1057 Gularite	Drain waste vent test	X		
SC 6	SC 6	Lot 1	Insulation	X		
FR 1	FR 1	Lot 10	Rough electric		X	
SC 2	SC 2	Lot 10	Meter set tag number		X	
SW 4	SW 4	Lot 5	Sewer lateral connection	X		
SW 4	SW 4	Lot 6	Sewer lateral connection	X		

SW 4	Lot 7	Sewer lateral connection	X		
SW 4	Lot 8	Sewer lateral connection	X		
SW 4	lot 9	Sewer lateral connection	X		
SW 4	Lot 10	Sewer lateral connection	X		40 Inspections
AD 5	918 Obispo	Carolyn on Building permitting module	X		8 hours
MS 4	155 Flower	Site on ADU project			X
AD 5	918 Obispo	Mick Rochlin on Old CHC structure			X
FR 7	918 Obispo	Records update	X		
			PASS	CORRECT	CORRECT/PROCEED
7/22/2019 AD 9	918 Obispo	Scheduling	X		
SC 6	Lot 179	Insulation	X		
SC 3	Lot 179	Exterior Lath	X		
F 11	La Joya and Jalama	Detention basins at park 3 - periodic inspections	X		
FN 5	Lot 165	Forms	X		
FN 5	Lot 165	Footings	X		
FN 5	Lot 165	Setbacks	X		
FN 5	Lot 165	Reinforcement	X		
FN 5	Lot 165	Tendons	X		
FN 5	Lot 165	Underground conduit	X		
FN 5	Lot 165	Grounding Electrode	X		
FN 5	Lot 165	Capillary break	X		
FN 5	Lot 162	Forms	X		
FN 5	Lot 162	Footings	X		
FN 5	Lot 162	Setbacks	X		
FN 5	Lot 162	Reinforcement	X		
FN 5	Lot 162	Tendons	X		
FN 5	Lot 162	Underground conduit	X		
FN 5	Lot 162	Grounding Electrode	X		
FN 5	Lot 162	Capillary break	X		
AD 10	918 Obispo	Coordinate w/ Shannon and Steve office TI			X
SW 3	1065 Guadalupe St	Over excavation continues - periodic inspection			X
MS 3	918 Obispo	C/E With Officer Miller, Captain Garcia and Alice - habitability		X	
MS 3	918 Obispo	C/E With Captain Garcia and Alice on Far Western			

AD 5	918 Obispo	Craig Smith on Ninos street permitting			X
AD 10	918 Obispo	Process 2 meter releases through PG&E		X	
AD 10	Pasadera	Relocates two homes in tract 6 with Craig Smith			X
AD 4	Las Flores	Contractor Tab Miller on Electrical completion - office			X
FR 6	Lot 11	Fire Sprinkler piping		X	
FR 6	Lot 11	Fire sprinkler hydro pressure test		X	
FR 6	Lot 12	Fire Sprinkler piping		X	
FR 6	Lot 12	Fire sprinkler hydro pressure test		X	
FR 6	Lot 13	Fire Sprinkler piping		X	
FR 6	Lot 13	Fire sprinkler hydro pressure test		X	
SC 1	Lot 179	Drywall nail			X
SC 1	Lot 148	Drywall nail			X
FR 10	Lot 4	Gas pressure test		X	
FR 6	Lot 4	Gas piping and supports		X	36 Inspections
FN 2	Park 3 Pasadera	Irrigation meter grounding electrode system		X	7.5 hours Guadalupe
AD 5	918 Obispo	Rick Armero from Pacific Coast Testing - 202 Egret pool		X	
AD 5	918 Obispo	Herlindo from 202 Egret on Soils report requirements			X
FR 7	918 Obispo	Records update		X	
7/24/2019					
AD 9	918 Obispo	Scheduling		PASS	CORRECT
SC 11	4484 4th Street	Roof Strip 11 AM		X	
FR 8	4202 11th St.	Drain waste vent pipe "C" tops		X	
FR 8	4202 11th St.	Drain waste vent test "C" tops		X	
SC 1	Lot 179	Drywall nail		X	
SC 1	Lot 148	Drywall nail		X	
MS 4	323 Egret	Tile roof repair and replace paper - periodic			X
SW 3	1065 Guadalupe St	Over excavation continues - periodic inspection			X
FN 5	Lot 163	Forms		X	
FN 5	Lot 163	Footings		X	
FN 5	Lot 163	Setbacks		X	
FN 5	Lot 163	Reinforcement		X	
FN 5	Lot 163	Tendons		X	

FR 4	4202 11th Street	Drain waste piping	X			
MS 4	155 Flower	Progress inspection on ADU				
MS 4	918 Obispo	Contractor Rusty on Park 3. Periodic inspection				X
AD 4	918 Obispo	Meet with Bob on the Roffoni building				X
AD 4	918 Obispo	Captain Garcia on water heater requirements		X		
FR 8	4626 11th St. "A"	4626 11th St. "B"				
FR 4	4626 11th St. "A"	4626 11th St. "B"				
FR 8	4626 11th St. "B"	4626 11th St. "B"				
FR 4	4626 11th St. "B"	4626 11th St. "B"				
F 11	323 Egret	Tile roof repair and replace paper final approval	X			
AD 4	918 Obispo	Alice and Captain Mack on Delgadillo property		X		
FR 7	Lot 9	Fire sprinkler piping and supports	X			Guadalupe 6 hours
FR 7	Lot 9	Fire sprinkler hydro pressure test	X			PDPW 1hour
FR 7	Lot 10	Fire sprinkler piping and supports	X			33 Inspections
FR 7	Lot 10	Fire sprinkler hydro pressure test	X			
AD 4	Lot 33	W/ Craig Smith Permit eliminated from recent submittal	X			
AD 5	918 Obispo	Larry on pool planning approval	X			
AD 5	918 Obispo	Larry on Somolis zoning clearance	X			
FR 3	Lot	Rough Mechanical	X			
FR 3	Lot	Rough Mechanical	X			
AD 2	918 Obispo	Provide direction to contractor on Shannon's office				X
PDPW	Manzanita	RCP storm pipe install DI bottom Ladera periodic inspections				X
MS 4	918 Obispo	Contractor Rusty on Park 3. Periodic inspection - Irrigation pipe				X
FR 7	918 Obispo	Records update	X			
7/29/2019	AD 9	Scheduling			PASS	CORRECT/PROCEED
	FN 5	Footings - partial approval	X			X
	FN 5	Setbacks	X			
	FN 5	Reinforcement	X			
	FN 5	Forms	X			
	FN 5	Underground conduit	X			
	FN 5	Capillary break	X			
	PDPW	RCP storm pipe install DI top Ladera periodic inspections				X

MS 4	918 Obispo	Contractor Rusty on Park 3. Periodic inspection irrigation pipe							X	
AD 5	918 Obispo	Cathy With SB Health Dept. on Guadalupe cafe						X		
FR 4	Lot 15	Drain waste piping					X			
FR 8	Lot 15	Drain waste vent test					X			
FR 4	Lot 15	Water piping					X			
FR 4	Lot 15	Water pressure test					X			
FR 4	Lot 14	Drain waste piping					X			
FR 8	Lot 14	Drain waste vent test					X			
FR 4	Lot 14	Water piping					X			
FR 4	Lot 14	Water pressure test					X			
FR 4	Lot 13	Drain waste piping Not ready						X		
FR 8	Lot 13	Drain waste vent test Not ready						X		
FR 4	Lot 13	Water piping Not ready						X		
FR 4	Lot 13	Water pressure test Not ready						X		
FR 6	Lot 2	Gas piping					X			
FR 10	Lot 2	Gas Pressure test					X			
SC3	Lot 150	Exterior Lath					X			
FR 2	Lot	Floor nail					X			
PDPW	Manzanita	RCP storm pipe install photo documented							X	
AD 4	918 Obispo	Contractor Miller on electrical for Shannon's office							X	
AD 1	918 Obispo	Water service for Del Gadillo					X			
MS 4	918 Obispo	Contractor Rusty on Park 3. Periodic inspection - drainage + forms							X	
AD 4	918 Obispo	W/ Alice Sprint Antenna application - 2 years old-resubmit					X			
SW 3	1065 Guadalupe St	Over excavation continues - periodic inspection							X	
AD 2	1057 Gularte	Deputy Inspector report on footings and over excavation					X			
AD 2	1057 Gularte	Deputy Inspector report on building pad compaction					X			
AD 5	918 Obispo	Jaime on Delgadillo water issue							37 Inspections	
AD 5	918 Obispo	Chief Cash on Delgadillo water issue							PDPW 1 hour	
FR 7	918 Obispo	Records update					X		Guadalupe 7 hours	
									631 to here	
7/30/2019	AD 9	Scheduling						PASS	CORRECT	CORRECT/PROCEED
	FR 4	Drain waste piping					X			
	FR 8	Drain waste vent test					X			

FR 4	Lot 12	Water piping	X		
FR 4	Lot 12	Water pressure test	X		
MS 4	918 Obispo	Contractor Rusty on Park 3. Periodic inspection - drainage + forms		X	
PDPW	Manzanita	RCP storm pipe install Manzanita photo documented		X	
F 1	329 Las Flores	Final building	X		
F 2	329 Las Flores	Final electrical	X		
F 11	329 Las Flores	PV project final approval	X		
MS 4	4202 11th St.	Framing begins on Building "A"		X	
MS 4	4626 11th St.	Foundation reinforcement begins on Building "A"		X	
FR 4	Lot 13	Drain waste piping	X		
FR 8	Lot 13	Drain waste vent test	X		
FR 4	Lot 13	Water piping	X		
FR 4	Lot 13	Water pressure test	X		
AD 4	918 Obispo	Captain Mack on the Delgadillo property		X	
FR 1	Lot 7	Rough electric	X		
SC 2	Lot 7	Meter set tag # 18950	X		
SC 2	Lot 6	Meter set tag # 18949	X		
FR 1	Lot 6	Rough electric	X		
SW 3	1065 Guadalupe St	Over excavation continues - periodic inspection		X	
FR 4	Lot 11	Drain waste piping	X		
FR 8	Lot 11	Drain waste vent test	X		
FR 4	Lot 11	Water piping	X		
FR 4	Lot 11	Water pressure test	X		
FR 2	Lot 168	Floor nail	X		31 Inspections
AD 4	918 Obispo	Meet with Chief Cash on Procedures 30 Minutes	X		PDPW 1 hour
PDPW	Manzanita	RCP storm pipe install DI bottom Lazo periodic inspections		X	Guad 7.25 hours
MS 4	918 Obispo	Contractor Rusty on Park 3. Periodic inspection - drainage + forms		X	
FR 7	918 Obispo	Records update	X		
7/31/2019	AD 9	Scheduling		PASS	CORRECT
	PDPW	RCP storm pipe install DI bottom Lazo periodic inspections	X		
	FR 2	Floor nail	X		
	AD 5	Kathy w/ SB County Health on Guadalupe Café			X

PDPW	Lazo	RCP storm pipe install	DI bottom Lazo periodic inspections			X
MS 4	918 Obispo	Contractor Rusty on Park 3. Periodic inspection - drainage + forms				X
AD 2	918 Obispo	Process electrical meter releases through PG&E				
FR 4	Lot 10	Drain waste piping		X		
FR 8	Lot 10	Drain waste vent test		X		
FR 4	Lot 10	Water piping		X		
FR 4	Lot 10	Water pressure test		X		
AD 2	Lot 163	Deputy Inspector report on concrete placement and testing		X		
AD 2	Lot 164	Deputy Inspector report on concrete placement and testing		X		
AD 2	Lot 165	Deputy Inspector report on concrete placement and testing		X		
MS 4	4202 11th St.	Framing continues building "A" Forms begin building "B"				X
F 11	Wastewater Plant	Reroof project final - City of Guadalupe		X		
FR 4	Lot 9	Drain waste piping		X		
FR 8	Lot 9	Drain waste vent test		X		
FR 4	Lot 9	Water piping		X		
FR 4	Lot 9	Water pressure test		X		
SC 1	Lot 150	Drywall Nail		X		
AD 5	918 Obispo	G Alvarez on ADU parking and setbacks				X
AD 2	918 Obispo	Begin work on monthly report				X
AD 5	918 Obispo	Emails with Larry and Chief on Permitting where PD and Fire need to engage	X			
FR 4	Lot 8	Drain waste piping		X		
FR 8	Lot 8	Drain waste vent test		X		
FR 4	Lot 8	Water piping		X		
FR 4	Lot 8	Water pressure test		X		PDPW 1 hour
AD 2	4202 11th Street	DI report on reinforcement and grout placement		X		34 Inspections
AD 2	4202 11th Street	DI report on compaction building "B"		X		Guadalupe 7 hours
PDPW	Lazo	RCP storm pipe install	DI bottom Lazo periodic inspections			X
MS 4	918 Obispo	Contractor Rusty on Park 3. Periodic inspection - drainage + forms				X
AD 1	918 Obispo	Mike Nichols on moving a structure to Guadalupe				X
FR 7	918 Obispo	Records update		X		
696 INSPECTIONS AND ADMINISTRATIVE ACTIVITIES						

City of Guadalupe
July 2019
Civil Engineering Projects

The following is a list of projects in various stages of construction, design, or planning.

- **2019 Pavement Rehabilitation Project** – Design work is ongoing on the 2019 Pavement Rehabilitation Project. The original design included Obispo Street from Main Street to 10th Street. The project includes replacement of the ramps. The Public Work Director has suggested that the limits of the Base Bid be from Main Street to Fir Street to allow for a future waterline upgrade in Obispo Street north of Fir Street. Available funding will determine the actual extents of the project. Work should commence in Fall 2019.
- **2019 Pavement Maintenance Project** – The City Council awarded the 2019 Pavement Maintenance Project to American Asphalt South on July 23, 2019. Inspection services were also awarded to Pavement Engineering Inc. at the last meeting. The project includes street segments identified in the Pavement Management Plan. The project includes the following streets.
 - All Streets with the Treasure Park Area
 - Amber Street, Second Street, Birch Street, Cedar Street, Third Street, Elm Street, Fir Street, Holly Street, Fourth Street, and Flower Avenue
 - Tognazzini Avenue – Main Street to North End
 - Calle Cesar Chavez
 - Santa Ines Street
 - Santa Barbara Street
 - San Miguel Court
- **2020 Pavement Rehabilitation Project** – Design work has commenced on the 2020 Pavement Rehabilitation Project. The current design includes West Main Street from Guadalupe Street to the west City Limits. The work will include pavement rehabilitation, slurry seal, and reconfiguration of the striping to include bike lanes.
- **Pavement Management System Update** – The City Council awarded a contract with Pavement Engineering Inc. to provide professional services to update the existing Pavement Management System (PMS). An up to date PMS is also necessary to receive any Federal transportation funding if it becomes available. The PMS is an inventory and budgeting tool that allows the City to properly maintain streets. A project kick-off meeting was held on July 16, 2019.
- **WWTP Influent Pump Replacement Project.** Work on this project included the removal and replacement of aging pumps at the sewerage treatment plant. Work on the project was completed by Cushman Construction in July 2019.
- **Implementation of NPDES Permit and MS4 Requirements** – Lenhardt Engineering performed an annual Outfall Reconnaissance Inventory and Corporation Yard Review on June 14, 2019, which is

required by the City's MS4 Permit. Currently, Apio is washing vegetable bits into the storm drain system in violation of the City's permit. Apio will be notified of the violation.

- **ATP Cycle 3.** At their June meeting, the California Transportation Commission (CTC) approved the City's request for a 6-month time extension to allocate funding. The City is currently awaiting approval by Caltrans Local Assistance and the CTC on design revisions required by the Caltrans District 5 Permitting Office. If the revisions are approved, the City will immediately request funding authorization from the CTC. Funding authorization must be received before bidding the project. Construction of the project is anticipated for Spring 2020.
- **Tognazzini Well Outfall Project.** Currently, the Tognazzini Well sprays water on the street a couple of times each day when starting up. The water is a nuisance and a hazard. A bid opening was held on July 11, 2019. The project is currently on hold pending review by the new Public Works Director.
- **IRWM DAC Grant (Lift Stations and Sewer Main Replacement)** –The first phase of the grant funding is for the design phase of work on the Pioneer and Hwy 1 Lift Stations, Sewer Main, and various "High priority" Water and Wastewater capital improvement projects. MKN completed the design work in January 2019, and CDBG Funding is being sought for construction of the project. The Santa Barbara County IRWM group is recommending the award of a \$400,000 grant to the City of Guadalupe during the construction phase of the IRWM funding.
- **Assessment Districts** – The engineering reports for the various Assessment Districts and Water Stand-by Fees were presented to the City Council for approval on July 23, 2019.

Development

The following developments which require engineering review/oversight are in various phases.

- **Pasadera**
 - The new well is not working at required standards. The developer is working with his contractor to fix the issues. The City will not accept the well for maintenance purposes until it meets the specifications.
 - The developer is moving forward with a vesting tentative tract map for the lots on the west side of the railroad.
 - The developer has submitted a Tentative Tract Map for Lot 9 of Tract 29060.
- **Beachside Cooler**
 - Construction has been completed on the Peralta Street curb, gutter, and sidewalk. Only a few site cleanup items remain.
- **Pioneer Street Apartments**
 - Engineering completed their second review of the resubmitted plans.
- **Guadalupe Cultural Arts Center**
 - A third and final review was completed by engineering in July.
- **Escalante Meadows**
 - Plans are in review for planning and engineering approval

REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of August 13, 2019



Prepared by:
Larry Appel, Contract Planning Director



Approved by:
Robert Perrault, Interim City Administrator

SUBJECT: Public Hearing to consider 2019-102-CUP, a request for approval of signs in greater number and size per Section 18.52.160 of the Guadalupe Municipal Code (GMC) for the Guadalupe Court Apartments, located at 4202, 4204, and 4206 Eleventh Street, Guadalupe, CA, (Assessor's Parcel Numbers 115-230-028, -031). The applicant is also requesting a modification of the project description 2018-071-DR(MOD) to include up to an additional 80 kilowatt (kW) of solar panels to be installed over the three building's roofs.

EXECUTIVE SUMMARY:

The proposed project is a request for entry and directional signs for the Guadalupe Court Apartments. The R-2 zoning requires a CUP for signs in excess of five square feet. This development requires approximately 56 square feet of signage. Section 18.52.160 of the GMC permits additional signs with approval from the City Council. Staff supports the requested signs. The applicant is also requesting a modified project description from 2018-071-DR(MOD) to allow additional solar panels. A Categorical Exemption (Class 11) was prepared for the sign application and the revised project description in accordance with California Environmental Quality Act (CEQA) Guidelines.

RECOMMENDATION:

It is recommended that the City Council:

- 1) Receive a presentation from staff;
- 2) Conduct a public hearing, including: a) an opportunity for the applicant to present the proposed sign plan, b) receive any comments from the public; and
- 3) Adopt Resolution No. 2019-48 approving the sign plan, 2019-102-CUP and revised project description, 2018-071-DR(MOD).

BACKGROUND:

The original project was approved by City Council on October 15, 2014 with Cabrillo Economic Development Corp. as the owner/applicant. The project was not constructed and later transferred ownership in 2018 to People's Self Help Housing (PSHH). On March 15, 2018, the first amended and restated Development Agreement was approved between PSHH and the City. On April 10, 2018, the City Council approved modifications to the original development which were required by the various lending agencies. Since that time the building permits have been issued and the project is fully under construction. The applicants submitted a Zoning Clearance for the signs in June, but were told that due to the zoning that they would require the processing of a CUP. It was just recently learned that they wanted to also increase the number of solar panels, so that request is being processed with this CUP application.

DISCUSSION:

Sign Plan:

PSHH is requesting approval of four signs on the project site. These include an entry monument sign (12.25 sq.ft.), a way-finding orientation directory sign (18.0 sq.ft.) and two wall signs identifying the Community Center (13.33 sq.ft. each). Under the Guadalupe Municipal Code, signs for projects within the R-2 zone district (Multi-family, medium density) are only allowed to have five square feet of signage. However, the ordinance permits additional signage if a CUP is processed. In the R-3 (Multi-family, high density) zone district, the ordinance allows an additional 64 square feet of signage by right. Chapter 18.52.160 permits additional signs as well as larger signs when a CUP is processed. In the future, staff will recommend amendments to the sign ordinance to give the R-2 zoned projects the same amount of signage as the R-3 since they are both multi-family.

The four signs proposed by PSHH have been evaluated by staff and are found to be necessary for this project. The signs can be viewed in Attachment 2. The entry sign and way-finding sign both are well designed, are colorful, and will easily assist visitors locate the various units or Community Center.

Revised Project Description (Additional Solar Panels):

PSHH is taking advantage of added solar panels to help offset the cost of electricity for its tenants. A majority of the solar roof panels will be completely screened from the ground since they are being mounted directly to the flat roof. The existing flat roof areas are anticipated to accommodate a 99 kilowatt (kW)-sized photovoltaic (PV) system, which will offset approximately 40 percent of the tenants' total electrical usage. In order to achieve a deeper level of energy efficiency, and subsequent cost savings to the residents, additional solar panels will be mounted to the sloped roof areas on all three buildings. This modification is being considered by the City Council instead of the Planning Director since the CUP is already scheduled to be considered and when multiple decision-makers are involved, all projects are considered by the higher level body.

The additional panels will match the slope of the roof, and will be as visible as any two-story single family neighborhood where panels are utilized. The addition of these panels will not be out of scale and are appropriate in size and location. The additional panels will add up to 80 kW to the overall

system production, and approximately 30 percent additional electrical offset for the residents. The total system size will be approximately 180 kW, achieving an 80 percent offset for the residents. The additional panels will require a modification to the Building Permit which has already been issued, as well as a revised Zoning Clearance.

CEQA Review

This project originally had a Mitigated Negative Declaration prepared to address the environmental impacts. All applicable mitigation measures will continue to be required as conditions of approval. The current CUP and modified project description has been found to be exempt from CEQA based on the Categorical Exemption Class 11, CEQA Guidelines Section 15311.

PUBLIC NOTICE:

Staff duly published the required Public Hearing Notice on August 3, 2019. Copies of the Public Hearing Notice were also mailed to property owners and occupants within a 300-foot radius of the subject property.

CONCLUSION:

The project is well under construction at this time. The signs requested by the applicant are well designed and necessary for the project. Further, the additional solar panels requested by the applicant will increase the amount of electricity available to this development, thus reducing the dependence on petroleum-based power supplies. Based on these facts, the required approval findings can be made in support of approving the proposed CUP and modified project description. Further, the required findings of fact are supported by substantial evidence in the record. The staff recommendation is provided below.

1. Adopt City Council Resolution No. 2019-48, approving 2019-102-CUP and the modified project description, 2018-071-DR(MOD) for the Guadalupe Court Apartments, in accordance with the requisite Findings set forth in Exhibit 2 and subject to the project’s Conditions of Approval set forth in Exhibit 3.

ATTACHMENTS:

1. Resolution No. 2019-48, including CEQA Class 11 Categorical Exemption (Exhibit 1), Approval Findings (Exhibit 2), and Revised Project Description/Conditions of Approval (Exhibit 3)
2. Sign Plan (multi-page)
3. Revised Solar Panel drawings (four sheets)

RESOLUTION NO. 2019-48

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE,
CALIFORNIA, APPROVING THE CONDITIONAL USE PERMIT (SIGN PLAN) AND
REVISED PROJECT DESCRIPTION (ADDED SOLAR PANELS) FOR THE
GUADALUPE COURT APARTMENTS
2019-102-CUP AND 2018-071-DR(MOD)**

WHEREAS, People's Self Help Housing (PSHH) (the "Applicant") has submitted applications to the City of Guadalupe for a conditional use permit (sign plan) and revised project description (added solar panels) for an approximately 3.12-acre site at 4202, 4204, and 4206 Eleventh Street within the City of Guadalupe (APN 115-230-028, -031) commonly known as the Guadalupe Court Apartments; and

WHEREAS, the project was originally approved by a past City Council on October 14, 2014 on a 4-0 vote of all members present. The Council used a Mitigated Negative Declaration as the appropriate CEQA environmental document; and

WHEREAS, the City Council approved modifications to the original development after holding a duly-noticed public hearing on April 10, 2018, at which time all interested persons were given the opportunity to be heard, and notice of said hearing was published in the Santa Maria Times at least 10 days prior to the public hearing. Said public hearing notice was also mailed to all residents and property owners within 300 feet of said property; and

WHEREAS, Staff duly published notice of an August 13, 2019 public hearing regarding 2019-102-CUP and 2018-071-DR(MOD), and mailed copies of the notice to all property owners and occupants within a 300-foot radius of the Guadalupe Court Apartments;

WHEREAS, after taking public testimony and hearing evidence from City staff, the City Council finds, pursuant to the Findings attached to this resolution as Exhibit 2 and subject to the project's Conditions of Approval attached to this resolution as Exhibit 3, that the approval of the Conditional Use Permit and revised project description, is consistent with the City's General Plan and applicable Chapters of the City's Municipal Code; and

WHEREAS, the City Council has considered the entire administrative record, including application materials, staff report, the California Environmental Quality Act determination, and oral and written testimony from interested persons; and

WHEREAS, the City Council finds that after completely reviewing this conditional use permit and revised project description, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, and therefore the activity is not subject to CEQA per CEQA Guidelines Section 15311, Accessory Structures, Exhibit 1; and

WHEREAS, the City Council finds that approval of the Conditional Use Permit and revised project description would be consistent with the City's General Plan, the provisions of Title 18 (Zoning Code) of the Guadalupe Municipal Code; and the Council therefore has the ability to make the required findings, including findings pursuant to the California Environmental Quality Act; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Guadalupe does hereby find and determine as follows:

- Section 1. The Findings set forth in Exhibit 2 to this Resolution are true and correct in regards to Conditional Use Permit and the Design Review Permit, which are hereby adopted and incorporated herein by this reference.
- Section 2. After reviewing this conditional use permit and revised project description completely, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, and therefore the activity is not subject to CEQA per CEQA Guidelines Section 15311, Accessory Structures.
- Section 3. The Conditional Use Permit and modified Design Review Permit [2019-102-CUP and 2018-071-DR(MOD)] are approved, subject to the Conditions of Approval and revised project description set forth in Exhibit 3 of this Resolution.
- Section 4. The City Council Secretary shall certify as to the adoption of this Resolution.
- Section 5. The Planning Director shall file Exhibit 1, Notice of Exemption, with the County Clerk.

PASSED, APPROVED, AND ADOPTED this 13th day of August 2019 on motion of Councilmember _____, seconded by Councilmember _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF GUADALUPE

BY: _____
Ariston Julian, Mayor

ATTEST:

AS TO FORM:

Joice E. Raguz, City Clerk

Philip F. Sinco, City Attorney

Exhibits:

- Exhibit 1 - CEQA Categorical Exemption
- Exhibit 2 - Findings
- Exhibit 3 - Conditions of Approval

To: County Clerk
County of Santa Barbara
123 E. Anapamu Street
Santa Barbara, CA 93101

From: City of Guadalupe
819 Obispo Street
Guadalupe, CA 93434

Project Title: Guadalupe Court Apartments

Project Applicant: Lauren Nichols, People's Self Help Housing (PSHH)

Project Location-Specific: 4202, 4204, and 4206 Eleventh Street

Project Location-City: Guadalupe

Project Location-County: Santa Barbara County

Description of Nature, Purpose, and Beneficiaries of Project:

The Conditional Use Permit allows the installation of four signs on the project site totaling 56 square feet. A revision of the project description in the previous approval to allow additional solar panels on the roof requires modification of "Finding E" The benefits of the added panels greatly outweigh the visual impact to residents that may glance up to see the panels on the roof.

Name of Public Agency Approving Project: Guadalupe City Council

Name of Person or Agency Carrying Out Project: Larry Appel, Guadalupe Planning Department

Exempt Status: (check one)

- Ministerial (Sec. 15268);
- Declared Emergency (Sec. 15269(a));
- Emergency Project (Sec. 15269(b)(c));
- Categorical Exemption. State type and section number: Class 11 (15311) for Accessory Structures**
- General Exemption (Section 15061(b)(3))

Reasons why project is exempt:

The project was previously evaluated for CEQA and a Mitigated Negative Declaration was prepared and used in part as the City Council approved the apartment project. No impacts previously identified as potentially significant would now be significant as a result of the proposed modifications. After reviewing this CUP for installation of four signs, and for the added solar panels, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, and therefore the activity is not subject to CEQA.

Contact Person: Lawrence W. Appel (Area Code) Phone Number/Ext: (805) 598-8385

Signature: _____ Title: Contract Planning Director

Date received for filing at County Clerk's Office: _____

(Form prepared March 2018)

EXHIBIT 2, FINDINGS FOR APPROVAL

CONDITIONAL USE PERMIT AND REVISED PROJECT DESCRIPTION FOR THE DESIGN REVIEW PERMIT GUADALUPE COURT APARTMENTS 2019-102-CUP AND 2018-071-DR (MOD)

1.0 CEQA Findings

1.1 CONSIDERATION OF THE NEGATIVE DECLARATION AND FULL DISCLOSURE

The City Council has considered the Categorical Exemption (Class 11) together with the comments received and considered during the public review process for the project. The Categorical Exemption has been completed in compliance with CEQA, and is adequate for this proposal.

1.2 FINDING OF NO SIGNIFICANT EFFECT

On the basis of the whole record, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, and therefore the activity is not subject to CEQA.

1.3 LOCATION OF DOCUMENTS

The documents and other materials which constitute the record of proceedings upon which this decision is based are in the custody of the City of Guadalupe, 918 Obispo Street, Guadalupe, CA 93434.

2.0 Administrative Findings

2.1 DESIGN REVIEW AND CONDITIONAL USE PERMIT FINDINGS

Pursuant to City of Guadalupe Municipal Code, Sections 18.72.050 and 18.73.100, a Conditional Use Permit and Design Review Permit shall be approved only if all of the following findings can be made:

- A. *The buildings, structures, and landscaping are appropriate and of good design in relation to other buildings, structures, and landscaping on-site or in the immediate vicinity of the project.*

The project site is in a suburban area characterized primarily by residential, agricultural, and light industrial uses. The site is currently designated for medium density residential uses. The project would not exceed two stories and would not exceed the height limitations as established by the zoning code. As such, the

proposed project would be consistent with the existing visual character and scale of the residential dwellings in the immediate vicinity. The proposed project would increase the total number of residential units on the project site and the overall density of residential dwellings when compared to existing nearby residential dwellings. However, the project would be considered an extension of the surrounding urban landscape. Moreover, the project site contains a vacant, dilapidated residential structure and an informal material storage yard and therefore the construction of new residential dwellings and the associated landscaping would be an overall improvement to the site's visual character when compared to existing conditions.

- B. *That the development will be compatible with the neighborhood, and its size, bulk and scale will be appropriate to the site and the neighborhood.*

The proposed project would increase the total number of residential units on the project site and the overall density of residential dwellings when compared to existing nearby residential dwellings. However, the project would not exceed two stories and would not exceed the height limitations as established by the zoning code, consistent with the existing visual character and scale of the residential dwellings in the immediate vicinity. Additionally, the proposed project includes landscaping treatments within and surrounding the perimeter of the project site, including but not limited to evergreens, perennials, screening shrubs, and parking lot shade trees. These landscaping treatments would serve to screen adjacent residential uses associated with the project.

- C. *There is harmony of material, color, and composition of all sides of a structure or buildings as well as consistency and unity of composition and treatment of exterior elevation.*

The proposed units are divided among three separate two-story buildings that total 36,502 square feet surrounded by parking areas and an access road that has two separate driveway entrances onto Eleventh Street. The buildings would not exceed two stories, consistent with the existing visual character and scale of the residential dwellings in the immediate vicinity. All three buildings would include symmetrical window patterns and balconies utilizing natural earth tone colors and materials that would blend with the surrounding area and the proposed landscaping. The additional roof-mounted solar panels would not be out of character and would be in harmony with the existing roof materials, similar to a two-story single family residence.

- D. *Any mechanical or electrical equipment is well integrated into the total design concept and screened from public view to the maximum extent practicable.*

The roof design has been modified for all three buildings to include a flat roof surface for the placement of solar panels, as required by the USDA funding. Modifications to the roof have been made to ensure that the buildings have a

similar appearance as with the original roof lines. The water, drainage, and electrical improvements will be underground and thus will not be visible from the adjacent public roadways or adjacent residential neighborhood. Additionally, the proposed project includes landscaping treatments within and surrounding the perimeter of the project site, including but not limited to evergreens, perennials, screening shrubs, and parking lot shade trees. These landscaping treatments would serve to screen adjacent residential associated with the project.

E. All visible on-site utility services are appropriate in size and location.

A majority of the solar roof panels will be completely screened from the ground since they are being mounted directly to the flat roof. The additional panels will match the slope of the roof, and will only be as visible as any two-story single family neighborhood where panels are utilized. The addition of these panels will not be out of scale and are appropriate in size and location. The water, drainage, and electrical improvements will be underground and thus will not be visible from the adjacent public roadways or adjacent residential neighborhood.

F. The grading will be appropriate to the site.

Grading has been completed for the project and will not affect installation of the ground-mounted signs.

G. Adequate landscaping is provided in proportion to the project and the site with due regard to the preservation of existing trees, and existing native vegetation, and adequate provision will be made for the long-term maintenance of such landscaping.

The project has an approved landscape plan that goes well beyond the minimum standards of the Municipal Code.

H. The development will not adversely affect significant public scenic views.

The project site used to contain an abandoned single family home with property that was in a dilapidated condition. The new project will be attractive and provide a more aesthetic public vista from Eleventh Street.

I. All exterior site, structure and building lighting is well-designed and appropriate in size and location.

The building's exterior has been reviewed and approved for construction. Exterior lighting is appropriate.

- J. *The proposed development is consistent with any additional design standards as expressly adopted by the City Council.*

No additional design standards were adopted by City Council.

- K. *The project architecture will respect the privacy of neighbors and is considerate of solar access.*

There is only one neighbor adjacent to the development. The developers agreed with the adjacent owner's request for a solid block wall to separate the projects. The impacts will be minimal since the area directly adjacent to the neighbor will be a parking lot and not part of the three two-story apartment buildings.

- L. *The project will provide for adequate street design and sufficient parking for residents and guests in a safe and aesthetically pleasing way.*

The project has been designed and is now being built to provide sufficient parking along with two access points along Eleventh Street.

- M. *The use will be consistent with the General Plan.*

The proposed four signs will be aesthetically pleasing and will be consistent with any applicable policies of the General Plan.

- N. *The use will not be detrimental to the health safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of the proposed use; and it will not be injurious or detrimental to property and improvements in the neighborhood or to the general welfare of the City.*

The signs will affect the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, other than to provide attractive and useful information about the complex.

EXHIBIT 3
Guadalupe Court Apartments Signs and Revised Project Description
2019-102-CUP and 2018-071-DR (MOD)
CONDITIONS OF APPROVAL

2018-071-DR (MOD) Revised Project Description for Guadalupe Court Apartments:

The project description is hereby amended to allow the installation of up to an 80 kW solar electric system to complement the existing 99 kW system. The added 80 kW will be installed on the second floor roofs of the three multi-family residential buildings and will be parallel with the existing roof line. When completed, the total electrical output will be approximately 180 kW. A revision to the Building Permit and Zoning Clearance will also be required.

2019-102-CUP Sign Plan:

1. All signs, as presented in Attachment 2, shall obtain a Zoning Clearance and Building Permit (if required) prior to installation.
2. Staff shall determine that all signs are in substantial conformity to the City Council exhibits dated August 13, 2019 prior to issuance of the Zoning Clearance.

RECEIVED

AUG 07 2019

CITY OF GUADALUPE
BUILDINGS DEPARTMENT



CLIENT:
Peoples' Self-Help Housing
3533 Empleo Street
San Luis Obispo, CA 93401

PROJECT:
Guadalupe Court
Sign Program
4202-4206 11th Street
Guadalupe, CA 93434

SHEET CONTENTS:
Monument Sign
Specifications

DRAWN BY: PR/KS/KT
CHECKED BY: PR
DATE: 5-30-19
REVISED: 8-1-19

ALL LOCAL, FEDERAL, STATE, AND COUNTY ORDINANCES AND PLANS RELATED TO THE PROJECT SHALL BE REVIEWED BY THE CITY ENGINEER AND APPROVED FOR RECORD AND IN CONNECTION WITH THE SPECIFIED PROJECT WORK. THE CITY ENGINEER'S REVIEW SHALL NOT BE A GUARANTEE OF ANY PERSON, FIRM, OR CORPORATION FOR ANY PURPOSE WHATSOEVER. THE CITY ENGINEER'S REVIEW SHALL NOT BE A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED BY THE SUBMITTER. THE CITY ENGINEER'S REVIEW SHALL NOT BE A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED BY THE SUBMITTER. THE CITY ENGINEER'S REVIEW SHALL NOT BE A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED BY THE SUBMITTER.

JOB NO.: PSH-1804

SHEET NO.: **1**
OF 4

Attachment 2

Note: Fabricator to contact Pierre Rademaker Design for production-ready vector files for all sign graphics.



A
Guadalupe Court Monument Sign

Scale: 1" = 1'-0"

CLIENT: **Peoples' Self-Help Housing**
3533 Empleo Street
San Luis Obispo, CA 93401

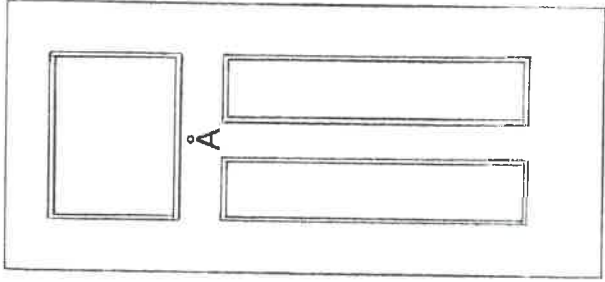
PROJECT: **Guadalupe Court Sign Program**
4202-4206 11th Street
Guadalupe, CA 93434

SHEET CONTENTS:
Directory Sign & Building Address Specifications

DRAWN BY: PR/KS/KT
CHECKED BY: PR
DATE: 5-30-19
REVISED: 8-1-19

ALL IDEAS, DESIGN, APPROVALS, AND PLANS INDICATED OR OTHERWISE PROVIDED BY THE CLIENT ARE THE PROPERTY OF THE CLIENT AND SHALL REMAIN THE PROPERTY OF THE CLIENT. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR USE OF AND IN CONNECTION WITH THE PROJECT. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR USE OF AND IN CONNECTION WITH THE PROJECT. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR USE OF AND IN CONNECTION WITH THE PROJECT. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FOR USE OF AND IN CONNECTION WITH THE PROJECT.

JOB NO.: PSH-1804
SHEET NO.: 2 OF 4



Mounting Location

Scale: 3/4" = 1'-0"

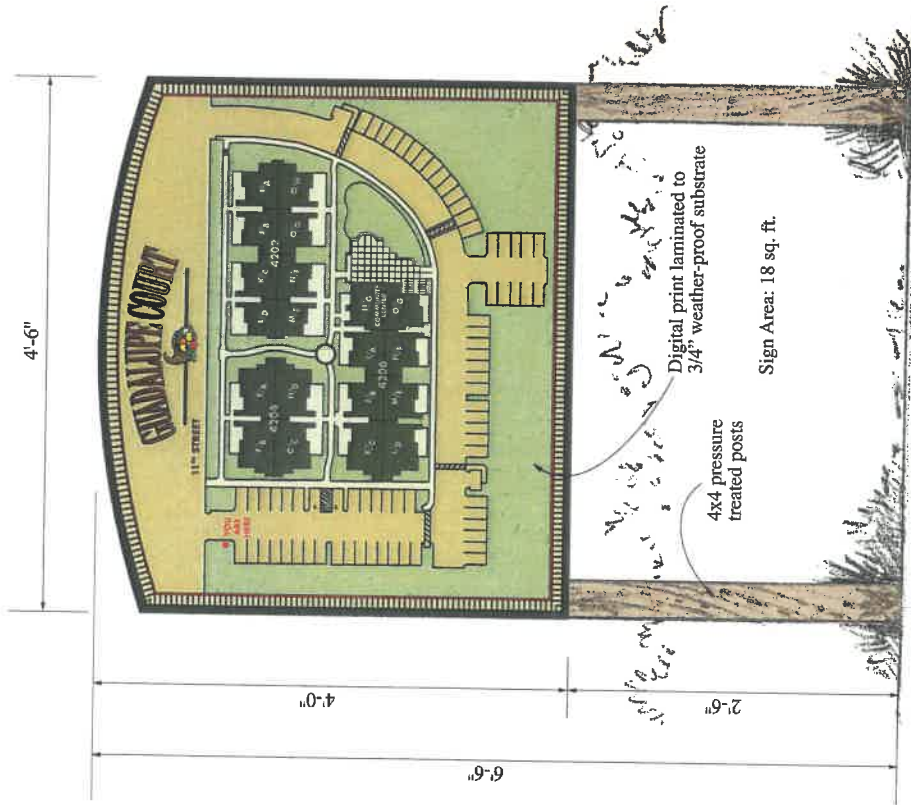
Gemini 1/4" thick
Flat Cut Aluminum letters
Brushed finish
Type style: Arial



Unit Address Letters

Scale: 1/2 size

Note: Production ready vector files will be provided to selected fabricator by Pierre Rademaker Design



Guadalupe Court Directory Sign **B**

Scale: 1" = 1'-0"



CLIENT: **Peoples' Self-Help Housing**
3533 Empleo Street
San Luis Obispo, CA 93401

PROJECT: **Guadalupe Court Sign Program**
4202-4206 11th Street
Guadalupe, CA 93434

SHEET CONTENTS:
Community Building Sign Details

DRAWN BY: PR/KS/KT
CHECKED BY: PR
DATE: 5-30-19
REVISED: 8-1-19

ALL LOCAL, REGIONAL, STATEMENTS, AND PLANS INDICATED REPRESENTED BY THIS DRAWING ARE PREPARED BY AND THE DESIGNER HAS CONDUCTED VISUAL VERIFICATION OF THE DESIGN. THE DESIGNER IS NOT RESPONSIBLE FOR THE CONSTRUCTION OF THE SIGN OR FOR THE USE OF THE SIGN IN CONNECTION WITH ANY PERSON, FIRM OR CORPORATION FOR ANY PURPOSES WHATSOEVER. THE DESIGNER'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE SIGN. THE DESIGNER'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE SIGN. THE DESIGNER'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE SIGN. THE DESIGNER'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE SIGN.

JOB NO.: PSH-1804

SHEET NO.:

3

OF 4

8'-0"



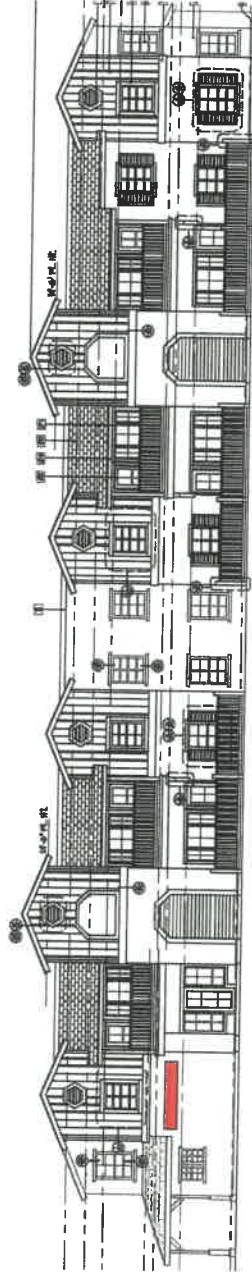
Sign Area: 13.33 sq. ft.

Digital print mounted to weather-proof substrate. Edge painted to match outer border.

Note: Production ready vector files will be provided to selected fabricator by Pierre Rademaker Design

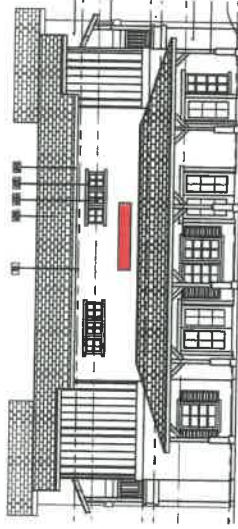
Sign Detail 

Scale: 1" = 1'-0"



Building C - North Elevation

Scale: 1/16" = 1'-0"



Building C - East Elevation

Scale: 1/16" = 1'-0"

Guadalupe Court Community Building Signs 



CLIENT: Peoples' Self-Help Housing
3533 Empleo Street
San Luis Obispo, CA 93401

PROJECT: Guadalupe Court Sign Program
4202-4206 11th Street
Guadalupe, CA 93434

SHEET CONTENTS:
Site Plan with Sign Locations

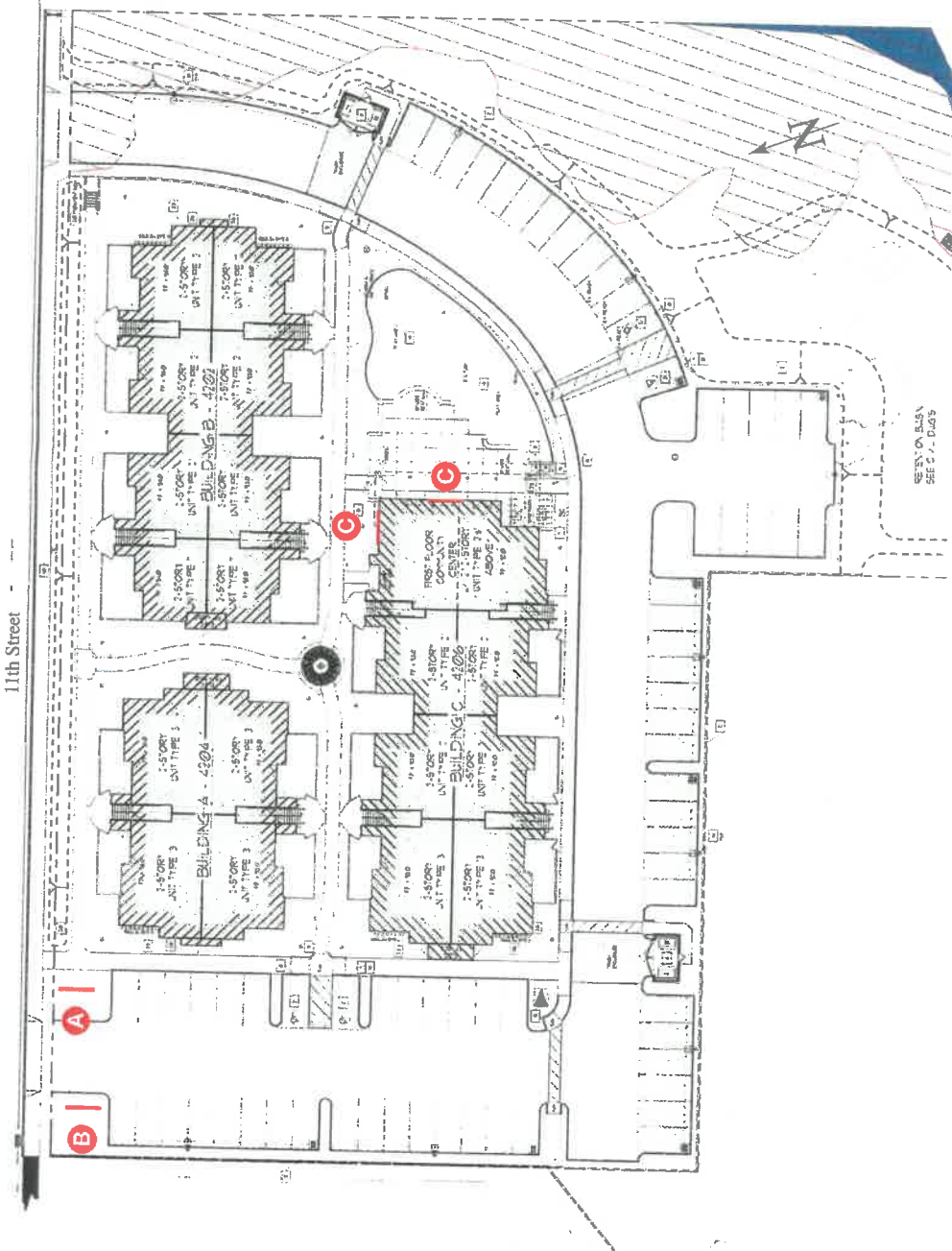
DRAWN BY: PR/KS/KT
CHECKED BY: PR
DATE: 5-30-19
REVISED: 8-1-19

ALL NECESSARY PERMITS, AGREEMENTS, AND FEES INDICATED OR REFERENCED BY THIS SHEET ARE THE RESPONSIBILITY OF THE CLIENT AND THE PROPERTY OF PIERRE RADEMAKER DESIGN, AND WILL BE COORDINATED WITH THE CITY OF SAN LUIS OBISPO. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND AGREEMENTS FROM THE CITY OF SAN LUIS OBISPO. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND AGREEMENTS FROM THE CITY OF SAN LUIS OBISPO. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND AGREEMENTS FROM THE CITY OF SAN LUIS OBISPO.

JOB NO.: PSH-1804

SHEET NO.:

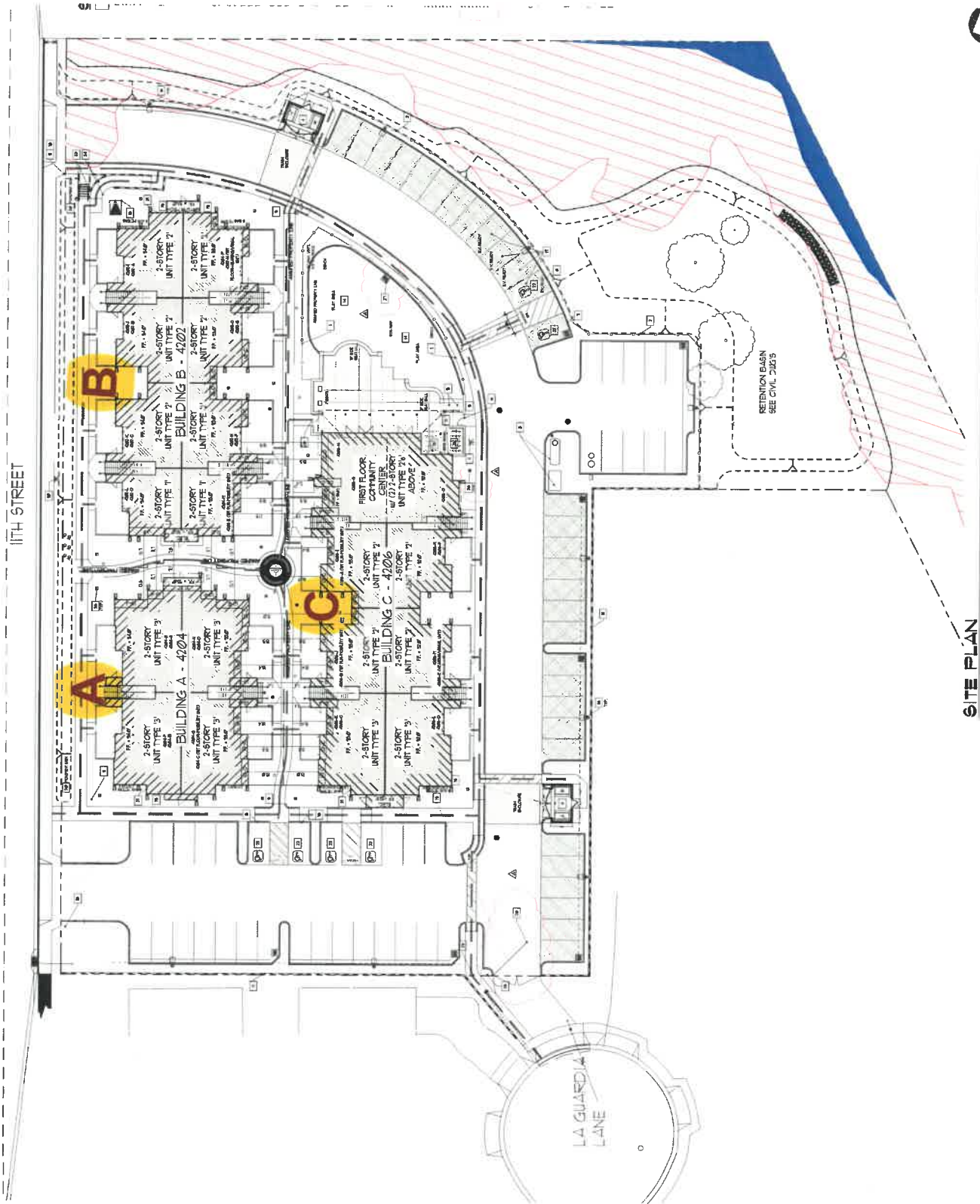
4 OF 4



Sign Locations

Scale: 1" = 40'-0"

Attachment 3



SCALE: 1" = 30'-0"
0 10 20 30

SITE PLAN

139 EAST CANYON BLVD., SUITE A
SANTA BARBARA, CA 93101
805.965.2525
ARCHITECTS
CARL SCHNEIDER, AIA



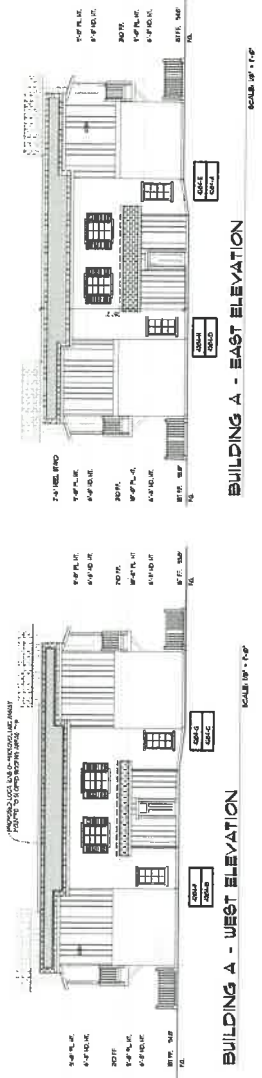
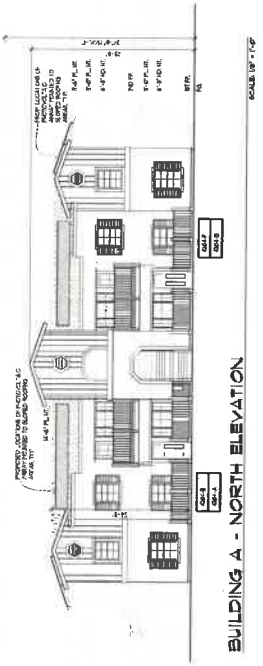
GUADALUPE COURT
4202 11th St, Guadalupe, CA

SOLAR PANELS EXHIBIT -- 08/04/19

BLDG A
ELEVATIONS

AAA

A Peoples' Self-Help Housing Project



390 EAST CANYON AVENUE, SUITE A
SANTA BARBARA, CA 93101
805.962.6275
FSH ARCHITECTS
CARL SCHNEIDER, AIA

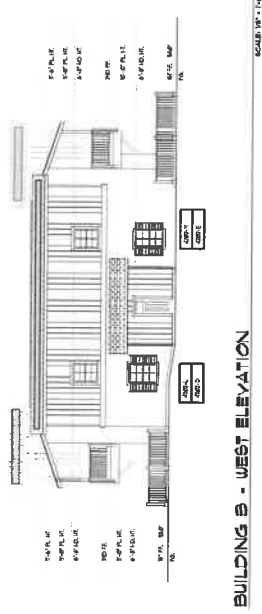
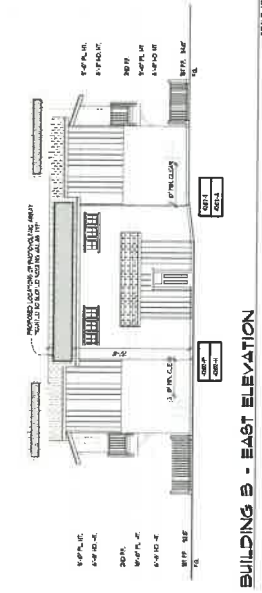
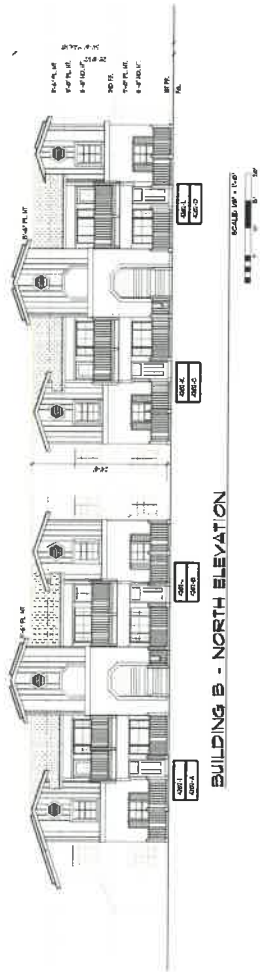


GUADALUPE COURT
4202 11th St, Guadalupe, CA

SOLAR PANELS EXHIBIT -- 08/04/19

A.B4
BUILDING ELEVATIONS

A Peoples Self-Help Housing Project



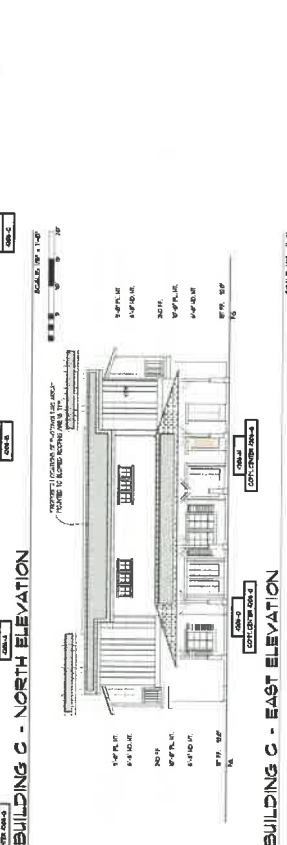
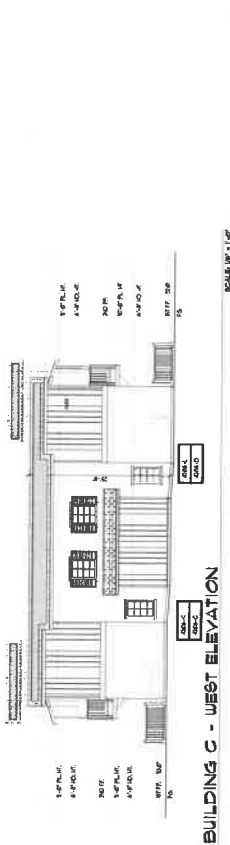
189 EAST CANYON PARKWAY, SUITE A
SANTA BARBARA, CA 93101
805.962.6575
ARCHITECTS
CARL SCHENBERG, AIA



GUADALUPE COURT
4202 11th St, Guadalupe, CA


SOLAR PANELS EXHIBIT -- 08/04/19

A-C-4
BLDG C ELEVATIONS



A Peoples' Self-Help Housing Project

REPORT TO THE GUADALUPE CITY COUNCIL
City Council Agenda of August, 13, 2019



Prepared by:
Robert Perrault, Interim City Administrator

SUBJECT: **Consideration of a Resolution Establishing a Recreation and Parks Commission**

RECOMMENDATION: Adopt Resolution No. 2019-49 establishing the Recreation and Parks Commission and providing for Appointments, Terms of Office, Filling of Vacancies and Meetings.

BACKGROUND:

One of the priorities called out during the Council's goal setting session was the re-establishment of the Recreation and Parks Program. As recognized by the Council a key implementation measure for achieving this goal is the establishment of the Recreation and Parks Commission. Previously, the City had a Recreation Commission authorized under the Municipal Code. In 2012 the Code was amended by the Council to eliminate the Commission as a budget cutting measure. Staff is recommending the Council re-establish the Commission by resolution. Re-establishing the Commission by Resolution avoids the lengthy code amendment process and eases the ability to make changes to the Commission in the future.

The attached resolution establishes a five- member Commission. In order to be eligible to serve on Commission members must be residents of the City. Council members will nominate candidates to serve on the Commission and the Council as a whole will make appointments from the candidate list. Two of the candidates will be appointed to serve a two- year term and three candidates will be appointed to a four-year term. As the original terms expire members will be appointed to four- year terms. Commissioners may be removed from office with a majority vote of the Council.

The Commission will meet at least once a month and will be responsible for making reports to the Council on at least a quarterly basis, but may report to the Council on a more frequent basis. The quarterly reports will contain information on the progress the Commission is making in the development, implementation, coordination and operation of recreation and parks programs and facilities. Staffing to the Commission will be provided by the Recreation Coordinator and the City Administrator.

FISCAL IMPACT:

A portion of the Recreation Coordinator's time and to a lesser degree the Administrator's time may be used in support of the Commission and this time is already budgeted. Since the Commission is subject to the Brown Act there may be some minimal costs associated with the developing, posting and distribution of the Agenda.

ATTACHMENTS

1. Resolution No. 2019-49 Establishing the Recreation and Parks Program.

RESOLUTION NO. 2019-49

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE ESTABLISHING
THE RECREATION AND PARKS COMMISSION AND PROVIDING FOR APPOINTMENTS,
TERMS OF OFFICE, FILLING OF VACANCIES AND MEETINGS.**

WHEREAS, the City Council identified the re-establishment of the City's Recreation and Parks Program as a top priority for the City during its Goal Setting Session for the 2019-20, and 2020-21 Fiscal Years; and

WHEREAS, the appointment of a Recreation and Parks Commission is a key implementation measure required to achieve this goal; and

WHEREAS, the establishment of the Recreation and Parks Commission will assist in the planning, coordination, development and operation of Recreation and Parks Programs to serve the residents of the City of Guadalupe; and

WHEREAS, the ability to deliver quality Recreation and Parks programs and to operate quality recreation parks and community facilities is considered essential to contributing to the health and welfare of the residents of the City of Guadalupe;

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

SECTION 1. Commission established, membership and purpose: There is created a Recreation and Parks Commission consisting of five (5) members. The purpose of the Commission is to assist and advise the City Council in the development, implementation, coordination and operation of Recreation and Parks Programs and facilities to serve the residents of and visitors to the City of Guadalupe.

Section 2. Appointment eligibility, process, terms, vacancies and removal:

- A. In order to be eligible to serve as a member of the Commission the member must be a resident of the City of Guadalupe.
- B. Council members shall nominate candidates to serve as Commission members and the Council shall appoint Commission members from the list of candidates
- C. Of the five (5) initial Commission members two shall be appointed for two- year terms, and three shall be appointed for four- year terms. Upon expiration of the initial terms, Commissioners shall be appointed for four- year terms.
- D. In the event a vacancy should occur on the Commission before the expiration of a term the same process shall be used to fill the unexpired term as was used to retain the outgoing Commissioner.
- E. Commissioners may be removed from office by a majority vote of the Council.

Section 3. Meetings and reporting requirements:

- A. The Commission shall meet at least once a month when there is business to discuss.
- B. The first meeting of the Commission will be on the first Wednesday of the month following the appointment of the entire Commission
- C. Following the initial meeting of the Commission, the Commission shall establish regular meetings and time by Commission Resolution.
- D. The Commission shall be responsible for reporting to the Council at least quarterly or more frequently as may be necessary.

Section 4. Officers of the Commission:

- A. The officers of the Commission shall be the Chair and Vice Chair as selected annually by the membership.
- B. The Recreation and Parks Coordinator or Administrative staff shall serve as the secretary to the Commission.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 13th day of August, 2019 by the following vote:

Motion:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being C.C. **Resolution No. 2019-49** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held August 13 , 2019, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney

REPORT TO THE GUADALUPE CITY COUNCIL
City Council Agenda of August, 13 2019



Prepared by:
Robert Perrault, Interim City Administrator

SUBJECT: DISCUSSION REGARDING ATTENDANCE AT THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE AND DESIGNATION OF VOTING DELEGATE / ALTERNATE

RECOMMENDATION: Consider attending the League of California Cities and Consideration of a Resolution designating a Voting Delegate / Alternate

BACKGROUND:

In this year's budget staff recommended and the Council authorized the City to rejoin the California League of California Cities. Membership in the League has many benefits including the ability to network with representatives from Cities, facing similar issues to those faced by Guadalupe, ability to access up to date information regarding State budget and legislative initiatives likely to impact the City and the ability to access valuable training resources at minimal or no cost to the City for both the Council and staff.

The League of California Cities holds an Annual Conference and Business Session. This year's Conference is being held in Long Beach from Wednesday October 16 through Friday October 18th. The Council should consider sending representative(s) to attend the Conference. At the Conference attendees will participate in discussions regarding homelessness, affordable housing, pensions, municipal finance, economic development and other topics.

Attending Cities are asked to have the Council designate a Voting Delegate and possibly an Alternate to participate in the Annual Business Meeting. During the Business Meeting the Delegate will have the opportunity to participate in the identification of policies, initiatives and programs that the League will pursue on the State Level in the coming year.

As noted in the attachment from the League the action to designate a voting member / alternate must be completed by the Council with a formal action, preferably by resolution. The designation must be attested to by the Mayor or City Clerk on the attached form.

FISCAL IMPACT:

The cost to attend the Conference is estimated at \$1300. This cost includes registration for the

conference at \$550, lodging expense at two nights for an estimated \$450 and an approximate \$300 reimbursement for travel and meals. It is possible to save \$50- \$100.00 with early registration. Approximately \$1800 has been budgeted in the Council budget for attendance at meetings and meals. In the event the Council chooses to send both a voting member and an alternate a budget amendment would be required which could be accomplished during the First Quarter Budget Review.

ATTACHMENTS

1. Resolution No. 2019-50 Designating a Voting Delegate and Alternate
2. Information Received from the League of California Cities Regarding the Annual Conference

RESOLUTION NO. 2019-50

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE DESIGNATING
A VOTING DELEGATE AND ALTERNATE TO ATTEND THE CALIFORNIAL LEAGUE OF
CALIFORNIA CITIES ANNUAL BUSINESS MEETING**

WHEREAS, the Council has recognized the many benefits that accrue to the City with participation in League of California City events, including attendance at the Annual Conference and Business Meeting; and

WHEREAS, the Council did authorize the City to re-join the League of California Cities with the approval of the FY19-20 and 20-21 Budget; and

WHEREAS, The League of California Cities will be conducting its Annual Conference and Business Meeting In Long Beach, California from October 16-18, 2019; and

WHEREAS, the City Council has determined that attending the League of California Cities will be beneficial to the management and operation of the City; and

WHEREAS, the League of California Cities has requested that cities designate Council members attending the Conference as Voting Delegate/ Alternates for the purpose of fully participating in the League's Annual Business Meeting.

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

SECTION 1. The Council hereby designates _____ as the voting delegate.

SECTION 2. The Council hereby designates _____ as the alternate voting delegate.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 13th day of August, 2019 by the following vote:

Motion:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being C.C. **Resolution No. 2019- 50** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held August 13, 2019, and that same was

approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney



RECEIVED

Council Action Advised by August 30, 2019

JUN 21 2019

CITY OF GUADALUPE
City Clerk or Deputy Clerk

June 10, 2019

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – October 16 - 18, Long Beach**

The League's 2019 Annual Conference is scheduled for October 16 – 18 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly), scheduled for 12:30 p.m. on Friday, October 18, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, October 4. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, October 16, 8:00 a.m. – 6:00 p.m.; Thursday, October 17, 7:00 a.m. – 4:00 p.m.; and Friday, October 18, 7:30 a.m.–11:30 a.m.. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city’s voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League’s office by Friday, October 4. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



CITY: _____

2019 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, October 4, 2019. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____

Email _____

Mayor or City Clerk _____

Date _____ Phone _____

(circle one)

(signature)

Please complete and return by Friday, October 4, 2019

League of California Cities
ATTN: Darla Yacub
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: dyacub@cacities.org
(916) 658-8254

MEMO TO THE CITY COUNCIL
August 13, 2019



Prepared by:
Larry Appel, Contract Planning Director



Approved by:
Robert Perrault, Interim City Administrator

SUBJECT: Public Workshop to discuss the Draft General Plan, prepared by Cal Poly.

EXECUTIVE SUMMARY:

Dr. Cornelious Nuworsoo and his students prepared a draft General Plan for the City, including four study sessions with the community. A presentation was made before Council on June 11th which summarized the draft document. Before moving forward with environmental review, staff is interested in providing Council with a status update and identify what is necessary to complete the process to adopt a new General Plan.

RECOMMENDATION:

It is recommended that the City Council:

- 1) Receive a presentation from staff;
- 2) Provide direction to staff and continue to a future City Council meeting for further discussions.

PLEASE BRING YOUR COPY OF THE DRAFT GENERAL PLAN TO THE WORKSHOP.