

MINUTES**GUADALUPE CITY COUNCIL TUESDAY, AUGUST 8, 2017**

City Hall, Council Chambers
918 Obispo Street, Guadalupe, California 93434

REGULAR MEETING**AT 6:00 PM**

1. **MOMENT OF SILENCE.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Council Members Tony Ramirez, Virginia Ponce, Gina Rubalcaba, Ariston Julian and Mayor John Lizalde.
4. **SWEARING IN OF:** **MARIA NEGRANTI , POLICE OFFICER**

Chief Hoving gave a brief description of **Mrs. Negranti's** police work background and **City Administrator Ramos** swore her in. Her husband pinned on the badge. She expressed her appreciation for the opportunity to serve her community. She completed her training on July 15th, 2017.

5. **MOTHERS AGAINST DRUNK DRIVERS (MADD) AWARD PRESENTATION:**
POLICE OFFICERS - ISRAEL REYES & ISAAC OSEGUERA

Chief Hoving stated that it was ironic that **Officer Oseguera** was struck by a drunk driver and is one of the recipients of this award. This is awarded for the highest numbers of arrests for drunk driving. **Officer Oseguera** arrested 10 and **Officer Reyes** 14.

Mayor Lizalde announced that the Council was tabling items 13 and 15 for more study.

City Attorney Sinco explained that there was a misunderstanding as to the time table of the agreement and they felt everything should be decided before starting the landscaping. Agreement didn't get signed and the whole process will start over. **City Administrator Ramos** said that the library is postponed until September as they are looking for other sources of funding and possibly another location.

6. **COMMUNITY PARTICIPATION FORUM.**

No Speakers

7. **CONSENT CALENDAR.** The following items are presented for Council approval without discussion as a single agenda item in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.
- a. Payment of Warrants for the period ending June 30, 2017, July 7, 2017 and July 20, 2017 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Director.
 - b. Minutes of the City Council Regular Meeting of June 13, 2017 to be ordered filed.
 - c. Minutes of the City Council Regular Meeting of July 11, 2017 to be ordered filed.
 - d. Monthly Reports from Department Heads – June 2017:
 - 1. Police Department Report
 - 2. Fire Department Report
 - 3. Building Department Report
 - 4. City Treasurer’s Report
 - 5. Public Works Department Report
 - 6. Water Department Report
 - 7. Wastewater Department Report
 - 8. City Engineer’s Report – Eikhof Design Group
 - 9. Planning Department Report – Rincon Consultants
 - e. Adoption of Title VI Program Update – Resolution No. 2017-40.
 - f. Amending the hourly reimbursement rate during the 17/18 One-Year Contract Extension for transit services with Santa Maria Organization of Transportation Helpers, Inc. (SMOOTH) – Resolution No. 2017-41.
 - g. Sewer Bond Principal and Interest Payments for FY 2017-2018 – Resolution No. 2017-31.
 - h. Adopting the 2016 Update of the Santa Barbara County Multi-Jurisdiction Hazard Mitigation Plan – Resolution No. 2017-34.
 - i. Debt Management Policy (City) – Resolution No. 2017-35.

Councilman Julian pulled 7b. **Councilwoman Ponce** pulled 7e and 7h.

Motion made by Councilman Julian and 2nd by Councilwoman Rubalcaba to approve the remainder of the Consent Calendar. 5/0 passed.

Councilman Julian noted that in the minutes of the Special Meeting it was not reflected that two members were absent but it was noted in the regular meeting notes.

City Administrator Ramos stated that it was a combination and mostly was Pasadera. The City engineer is on hand and can further explain if she so desired. She also explained that there are other projects going on such as Beachside.

Councilwoman Ponce asked if the sphere of influence had changed in the last few years. As past postmistress, she knew the City did not deliver mail out in the rural areas, but our sphere of influence went to Brown Road.

Chief Hoving stated that this map came from the County and unless there is a legal sphere of influence, they do not include it.

Councilwoman Ponce stated that as a corporation, if there were any development in those areas, it would be up to us to include it in our planning.

Councilman Ramirez asked about the Cert Training as he understood we were sharing the training with 3 other organizations. He wondered what the time line was for the training to occur.

Chief Hoving stated that he had actually tried twice but could not get enough people for a class, so now we are two years down the line. We need to do the training this year for sure. The training gives us the benefit of citizens to step in and help us when we faced with emergencies and/or disasters. He could use more help with selling the program and more people aware of it.

Motion made by Councilwoman Ponce and 2nd by Councilman Julian to approve 7b, 7e, and 7h. 5/0 passed.

8. **PROVIDE CONTRACTED LAW ENFORCEMENT SERVICES TO THE SANTA MARIA PUBLIC AIRPORT DISTRICT.** That the City Council adopt Resolution No. 2017-43 authorizing the City of Guadalupe to provide contracted law enforcement services to the Santa Maria Public Airport District and authorize the Mayor to sign a contract on behalf of the City.

- a. Written Staff Report (Gary Hoving, Director of Public Safety)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt Resolution No. 2017-43.

Chief Hoving reported that the Santa Maria Police Department had a contract since 2002 to supply police support to the Santa Maria Airport but was experiencing a shortage of police officers to fulfill this obligation. They are no longer able to fill this need with retirees or part-time officers. They have offered an agreement with Guadalupe Police to patrol the Airport. The funds for this service will go into the General Fund to pay for Officer's time. One benefit for our officers is an opportunity for career enhancement experiences on a wider base of interaction than our smaller community has. A car would be needed for patrolling in Santa Maria but the Airport will supply this.

Chief Hoving estimating that our costs would be \$80,000 to the Airport versus \$100,000 Santa

Maria cost to patrol that area. We would finish the existing 10-year contract with an option to contract for another 5 years. At the end of this contract time, it would have put a million dollars into our general Fund. He feels it is a win-win situation.

Board President of the Police Officers answered questions as they were asked from the Council.

Mayor Lizalde requested a clarification of the escape if we found it a situation we could not continue with.

City Attorney Sinco stated that we could terminate the agreement with a 30- day notice.

Councilman Julian asked about the time in service at the Airport that each officer would spend: would it be a rotation of service?

Chief Hoving stated that there would be one week's training at LAX within the first 6 months, then 1-year rotation for the officers with ability to return to duty there at any time. We hired two new employees, giving us more personnel in emergencies. However, we will only use experienced officers at the Airport. In answer to **Councilman Julian's** question, he answered there was no requirement as to how many years post certified an officer had to be in order to have the TSA training.

Councilwoman Rubalcaba asked if a passage should be made clearer: it stated that after 30 days of it being due, if an invoice had not been paid the City was entitled to receive payment of interest. She felt it should state payment and interest could be collected to be clear.

City Attorney Sinco said that it implied both were collectable, but he would insert the additional wording to make clear. He would also make the date correction.

City Administrator Ramos commended **Chief Hoving** for his efforts to bring benefits to the City.

Ms. Shirley Boydston said she was prepared to be testy, but likes the agreement.

Motion made by Councilman Julian and 2nd by Councilman Ramirez to approve Resolution 2017-43. Roll Call 5/0 passed

9. **APPROVAL TO ACCEPT GRANT FUNDS FROM THE UNITED STATES DEPARTMENT OF AGRICULTURE AND AUTHORIZATION TO PURCHASE ONE POLICE PATROL PICKUP TRUCK AS OUTLINED IN THE GRANT APPLICATION.**

- a. Written Staff Report (Gary Hoving, Director of Public Safety)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt Resolution No. 2017-44.

Chief Hoving cited two vehicles slated for selling as extraneous equipment unsuitable for our use. He requests approval to accept the grant funds for a new truck needed for the department.

Motion made by Councilwoman Ponce and 2nd by Councilman Julian to approve Resolution number 2017-44. 5/0 passed

10. **GUADALUPE LIGHTING DISTRICT – PUBLIC HEARING.** That the City Council conduct a public hearing relative to a report on proposed Benefit Assessments for the Guadalupe Lighting District for Fiscal Year 2017-2018 and adopt Resolution No. 2017-37.

- a. Written Staff Report (Jeff van den Eikhof, City Engineer)
- b. Written Communication.
- c. Public Hearing.
- d. City Council discussion and consideration.
- e. It is recommended that the City Council concludes the public hearing and adopt Resolution No. 2017-37.

City Engineer Eikhof said that this was an annual report and assessment of fees for the coming year based on expensed of the previous year. He noted that in the last couple of years we have seen a decrease in fees.

Mayor Lizalde open the public hearing at 6:40 and closed public hearing at 6:41 due to no speakers.

Motion made by Councilman Julian and 2nd by Councilwoman Rubalcaba to adopt Resolution 2017-37. Roll Call 5/0 passed

11. **GUADALUPE BENEFIT ASSESSMENT DISTRICT # 1 (PT. SAL DUNES / RIVERVIEW PHASE 1 SUBDIVISIONS) – PUBLIC HEARING.** That the City Council conduct a public hearing relative to a report on proposed Benefit Assessment District No. 1 for Fiscal Year 2017-2018 and adopt Resolution No. 2017-38.

- a. Written Staff Report (Jeff van den Eikhof, City Engineer)
- b. Written Communications.
- c. Public Hearing.
- d. City Council discussion and consideration.
- e. It is recommended that the City Council concludes the public hearing and adopt Resolution No. 2017-38.

Councilman Julian and **Mayor Lizalde** have conflicts of interest, so stepped down for this consideration. **Councilwoman Ponce** acted as Mayor Pro Tem.

City Engineer Eikhof reported that this assessment has very little change. **Councilwoman Ponce** open public hearing at 6:45 and closed at 6:46 as no speakers came forward.

Motion made by Councilwoman Rubalcaba ad 2nd by Councilman Ramirez to adopt Resolution 2017-38. Roll Call 3/0 passed.

12. **WATER STANDBY CHARGES.** That the City Council adopt Resolution No. 2017-39 directing staff to forward to the Auditor Controller's Office of the County of Santa Barbara the Water Standby Charges for Vacant Parcels within the City of Guadalupe for Fiscal Year 2017-2018.

- a. Written Staff Report (Jeff van den Eikhof, City Engineer)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council concludes the public hearing and adopt Resolution No. 2017-39.

City Engineer Eikhof said the resolution is for water stand-by charges for vacant parcels within the City. The rates are the same as previous year and they are included in the property tax bill. We have 343 parcels in this category.

Motion made by Councilman Julian and 2nd by Councilwoman Ponce to adopt Resolution 2017-39. 3/0 passed.

13. FORMATION OF THE PASADERA LANDSCAPING AND LIGHTING DISTRICT.

That the City Council:

- 1) Conduct a public hearing;
- 2) Tabulate Ballots;
- 3) Adopt Resolution No. 2017-32- declaring the results of the property owner protest ballot proceeding;
- 4) Adopt Resolution No. 2017-33 – approving the formation of the District, confirm the Engineer’s Report, Assessment Diagram, and assessments related thereto commencing in fiscal year 2018/2019.

- a. Written Staff Report (Jeff van den Eikhof, City Engineer)
- b. Written Communications.
- c. Public Hearing.
- d. City Council discussion and consideration.
- e. It is recommended that the City Council concludes the public hearing and adopt Resolution No. 2017-32, 2017-33.

TABLED

14. MASTER FEE SCHEDULE PART 1 & 2 – PUBLIC HEARING. That the City Council receive presentation from staff; 2) Conduct a public hearing on the Guadalupe Master Fee Schedule Part 1& 2; and 3) Approve Resolution No. 2017-30 instituting Part 1 and 2 of the City’s New Master Fee Schedule.

- a. Written Staff Report (Annette Munoz, Finance Director)
- b. Written Communications.
- c. Public Hearing.
- d. City Council discussion and consideration.
- e. It is recommended that the City Council concludes the public hearing and adopt Resolution No. 2017-30.

Finance Director Munoz presented the Master Fee schedule for approval. The last time the

Council approved fees was in 2013 and she noted that most Cities update every year. She stated that she took Los Angeles/Riverside as a guideline and compounded our fees as if we had done it every year. Not all fees were changed. Changes in fees ranged from 11 % to 15 %.

Public hearing opened at 6:55.

Ms. Shirley Boydston spoke saying that the fees for building permits and other issues are higher than Santa Maria and could be deal breakers for someone planning to build. She knows there is one house in the works now and possibly one or two more in planning. Afraid it might curb building. Especially commercial.

Public hearing closed at 6:59.

Councilman Julian commented that there were no business people in attendance and there was no Chamber of Commerce to speak. He has concerns for the new people coming in. He agrees with Shirley; the fees are higher than Santa Maria. He would prefer to have an open discussion with building, planning and business people attending so that the Council can ask questions and be better informed to form opinions on what is logical and appropriate fees for the City to charge.

City Administrator Ramos stated that builders that have their paperwork in before these fees go up would be grandfathered in at the old fees.

Councilwoman Ponce and Councilman Ramirez wanted to be sure everyone is invited for the discussion. This is going to affect a lot of people. **Councilwoman Ponce** suggested that notices be in the water bills.

Ms. Boydston stated that most Cities put notices in the Library for one way to notify. Not everybody goes on line; not everybody watches channel 20 TV. Need action on this.

Mayor Lizalde asked what was the process to proceed and **City Attorney Sinco** answered that the Council did not have to approve the fees.

Councilwoman Rubalcaba felt that we were behind in raising our fees and we needed to cover costs to the City. As to a more open discussion, she didn't feel people would come. If they wanted to know, they would be here. The public has to be accountable. She didn't want to see us go back into a pattern of old habits that got us into financial trouble to begin with. Yes, it hurts to charge fees to pay the Cities' bills. It's needed to go forward.

Mayor Lizalde suggested tabling for more study.

City Administrator Ramos stated that part of the problem was that there was a big bump in 2013 due to no increase for 4 years and now another big bump for the same reason. If increases or none are decided each year, the shock is less. She wanted to know what they wanted to do about later discussions. She felt it was critical that the public be made aware of where the City is financially.

Motion made by Councilman Julian and 2d by Ramirez to table it and schedule a discussion session 1 hour before the next regular Council meeting. Vote to Table 5/0 passed.

15. **REVIEW THE REVENUE OPTIONS FOR SUPPORT OF THE GUADALUPE LIBRARY.** That the City Council adopt Resolution No. 2017-42 providing the revenue source for the on-going support of \$11,667 to the Guadalupe Library for the period 12/1/17 through 6/30/18 and the option to provide the revenue source for the \$8,333 support for the period 7/1/18 through 11/30/18.
- Written Staff Report (Annette Munoz, Finance Director)
 - City Council discussion and consideration.
 - It is recommended that the City Council adopt Resolution No. 2017-42.

TABLED—in order to explore alternate sources of funding.

16. **VALLEY GARBAGE AND RUBBISH COMPANY (HSS) REQUEST TO INCREASE SNAPSHOT OVERAGE FEE.** That the City Council adopt Resolution No. 2017-45 approving the request to increase the Snapshot overage rate from \$15.37 per incident to \$25.00 per yard upon implementation of the educational and outreach components in the Snapshot program.
- Written Staff Report (Cruz Ramos, City Administrator)
 - City Council discussion and consideration.
 - It is recommended that the City Council adopt Resolution No. 2017-45.

City Administrator Ramos stated that this is a motion to increase the overage fees for overfilling the business and family garbage bins/ cans to overflowing the container. In the past, our staff was not aware of the snapshot program, which is the documentation by photo of offences and the charges to be allayed because of the offence. We are now working closely with Waste Management to ensure that all customers are aware of this program and the appropriate size containers are used to ensure no extra charges are incurred by the individual. Notices will be sent out to inform the public that any time they have an overage, they will be charged \$15 per incident and up to \$25; also, to clarify their options.

The public needs to be notified that there is a change in the program, why there is a change, and how they can reduce their overage which includes recycling. This resolution allows Waste Management to work with customers so that they have a level of service that negates the overflow problem.

Councilman Julian asked if that meant an extra day of pickup or extra cans. He was answered a larger size of can for disposal. He stated he was aware of people taking advantage of commercial accounts by dumping their waste into their bins. Then that person or business gets stuck with the bill.

Councilwoman Rubalcaba felt another pickup date would not be cost efficient for anyone. She suggested locks on your bins.

Councilwoman Ponce asked if the locks should be provided by WM or the individual.

Representative of WM agreed that extra pickup time is too expensive **and** the snapshot records the date and time of offense occurred. It seems that in a 60-day period the same customers are the repeat offense perpetrators.

City Administrator Ramos reminded the Council and the public that this not only keeps our City clean, but it helps in meeting the State mandate and quotas on recycling that we have.

Motion made by Councilman Julian and 2nd by Councilwoman Rubalcaba to adopt Resolution 2017-45. Roll Call 5/0 passed.

17. CITY MANAGER REPORT.

City Administrator Ramos presented up-coming issues for Council considerations and actions.

1. 2 Carry-over items from agenda. (Pasadera, Oct 10th, Library)
2. SBCAG- other possible projects, improve road to Dunes.
3. Bike Path
4. Chevron report submitted
5. Reformation of the Boy Scouts
6. Business fair in Council chambers August 22nd
7. Grant for design and planning
8. Tognazzini Well Status
9. Planning Department- Cost vs. money received.
10. Internal financial audit. Compare with Statler Report
11. New forms for informing the public.
12. Grant for the Obispo Well.
13. Review Contracts
14. Lighting District
15. Waste Water Treatment Plant- rotation of personnel.

She stated that we have had one inquiry for a City Engineer, ongoing search.

18. ANNOUNCEMENTS / COUNCIL ACTIVITY REPORTS.

Councilman Ramirez announced that August 22nd would be a business conference at City Hall

19. ADJOURNMENT

Adjourned: 7:45

PREPARED BY:

APPROVED BY:

JOICE EARLEEN RAGUZ
CITY CLERK

JOHN LIZALDE, MAYOR

MINUTES**GUADALUPE CITY COUNCIL
&
SUCCESSOR AGENCY****Special Meeting
Monday, August 14, 2017****5:00 PM****City Hall, Council Chambers
918 Obispo Street, Guadalupe, California 93434**

1. **CALL TO ORDER.** Mayor John Lizalde
2. **ROLL CALL.** Council Members Tony Ramirez, Virginia Ponce, Gina Rubalcaba, Ariston Julian and Mayor John Lizalde. **All Present**
3. **PLEDGE OF ALLEGIANCE.**
4. **COMMUNITY PARTICIPATION FORUM.**
No Speakers
5. **CONSENT CALENDAR.** The following items are presented for Council approval without discussion as a single agenda item in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.
 - a. Approval of M&W Pump Inc. Invoice # 12013 \$39,500 for the Tognazzini Well Pump Test.
Motion made by Councilman Julian and 2nd by Councilman Ramirez to approve Invoice # 12013. Roll Call 5/0 Passed.
 - b. Approval of M&W Pump Inc. Invoice # 12012 \$19,500 for the Tognazzini Well Cleaning.
Motion made by Councilman Julian and 2nd by Councilwoman Rubalcaba to approve Invoice # 12012. Roll Call 5/0 Passed.
6. **FORMATION OF THE PASADERA LANDSCAPING AND LIGHTING DISTRICT.** That the City Council:
 - 1). Adopt Resolution No. 2017-46 initiating proceedings to form the Pasadera Landscaping and Lighting District, which calls for the preparation and filing of the Engineer's Report regarding the formation of the district and the levy of assessments; and 2). Adopt Resolution No. 2017-47 declaring the City's intention to form the Pasadera Landscaping and Lighting District, to levy assessments commencing in fiscal year 2018/2019, preliminarily approve and file the Engineer's Report, to conduct a property owner protest ballot proceeding for the assessments, and sets the time and place for the public hearing.

- a. Written Staff Report (Jeff van den Eikhof, City Engineer)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt Resolution No. 2017-46 and 2017-47.

City Attorney Sinco Filled in for **City Engineer Eikhof** and gave the report. He reported that there had been a miscommunication between the City and the Developer about the deferring of the assessment of the Pasadera landscaping and lighting district until the year 2018. They did not turn in their ballots to form the district. This throws off the timelines of creating the district, so we need to start over and this is the first step in doing so. If this is passed, then the Council needs to set a date for the preliminary hearing for the opportunity for protest of the action to be heard. It is recommended to set that date on September 12th, before the regular Council meeting.

Motion made by Councilman Julian and 2nd by Councilwoman Ponce that the Successor Agency adopt Resolution 2017-46. Roll Call 5/0 Passed.

Motion made by Councilman Julian and 2nd by Councilwoman Rubalcaba to adopt Resolution 2017-47. Roll Call 5/0 Passed.

SUCCESSOR AGENCY

7. **APPROVING THE PROFESSIONAL SERVICE AGREEMENTS FOR THE FINANCING TEAM MEMBERS IN CONNECTION WITH THE REFUNDING OF THE 2003 GUADALUPE COMMUNITY REDEVELOPMENT AGENCY TAX ALLOCATION BONDS.** That the Successor Agency adopt Resolution No. 2017-02 appointing the Financing Team of (a) Norton Rose Fulbright US LLP to provide Bond Counsel and Disclosure Counsel services; (b) Stifel, Nicolaus & Company, Inc, as Underwriter; and (c) Urban Futures, Inc., as Financial Advisor for the Refunding of the Series 2003 Guadalupe Community Redevelopment Agency Tax Allocation Bonds, authorize the Executive Director to execute agreements.

- a. Written Staff Report (James M. Casso, Agency Special Counsel)
- b. Successor Agency discussion and consideration.
- c. It is recommended that the Successor Agency adopt Resolution No. 2017-02.

Special Council Mr. James Casso disclosed that appointing these three companies and individuals to their appointed tasks is an effort to save some money. This was discussed some months past. A lower interest rate on these bonds would save \$700,000 for the various tax entities affected by the RDA refunding through the Successor Agency. This is an action Council needs to take before item 10, which actually authorizes refunding of the bond. Item 10 goes before the Oversight Board for its approval and then the Department of Finance for its sign-off. Putts the team together.

Ms. Shirley Boydston spoke saying that transparency questions have not been served. It is posted out of the normal routine and most people are not aware of the meeting. It is happening too often. The legal aspect of the law was observed, but not the spirit of it for people to be well informed.

Motion made by Councilwoman Rubalcaba and 2nd by Councilman Ramirez to adopt Successor Agency Resolution 2017-02. Roll Call 5/0 Passed.

Mr. Casso, Special Agency Council, introduced **Mr. Don Hunt**, Disclosure Counsel and **Mr. Doug Anderson**, Financial Advisor, to Council.

8. **DEBT MANAGEMENT POLICY.** That the Successor Agency review and adopt Resolution No. 2017-03 approving the Debt Management Policy.
- a. Written Staff Report (Annette Munoz, Finance Director)
 - b. Successor Agency discussion and consideration.
 - c. It is recommended that the Successor Agency adopt Resolution No. 2017-03.

Financial Director Munoz stated that we have no debt policy on our books, so this is a policy to take care of that necessity.

Councilwoman Ponce asked about an opening statement that said a statement of intent to sell had to be posted no later than 30 days prior to the sale of a bond or debt.

Mr. Hunt answered that it was new legislation; there has always been a 30-day policy but new legislation says that all government agencies have to have a debt management policy in place concerning any type of bond issue. It takes more than 30 days to complete the process. If you do not proceed tonight, we will not meet the required statutes.

Motion made by Councilman Julian and 2nd by Councilwoman Ponce to adopt Successor Agency Resolution 2017-03. Roll Call 5/0 Passed.

9. **AMENDED RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) 17-18B FOR THE JANUARY 1, 2018 THROUGH JUNE 30, 2018 PERIOD.** That the Successor Agency review and adopt Resolution No. 2017-04 adopting the Amended Recognized Obligation Payment Schedule for the January 1, 2018 through June 30, 2018 period.
- a. Written Staff Report (Annette Munoz, Finance Director)
 - b. Successor Agency discussion and consideration.
 - c. It is recommended that the Successor Agency adopt Resolution No. 2017-04.

Finance Director Munoz reported that the original ROPS was originally to be paid February 1st, 2017, but it was determined that the underground tanks needed more work and it would not be covered under the original ROPS terms. They contacted the Department of Finance to put it on the ROPS so it would be paid and not come out of the General Fund. She explained two columns on the budget reflecting this change.

Motion made by Councilwoman Ponce and 2nd by Councilwoman Rubalcaba to adopt Successor Agency Resolution 2017-04. Roll Call 5/0 Passed.

10. **CONSIDERATION OF SUCCESSOR AGENCY RESOLUTION NO. 2017-05, AUTHORIZING THE ISSUANCE OF TAXABLE TAX ALLOCATION REVENUE REFUNDING BONDS AND APPROVING AN INDENTURE, A BOND PURCHASE AGREEMENT AND A FORM OF CONTINUING DISCLOSURE AGREEMENT AND AUTHORIZING CERTAIN ACTIONS RELATING THERETO.**

- a. **Written Staff Report** (Annette Munoz, Finance Director & Don Hunt, Bond and Disclosure Counsel)
- b. **Successor Agency discussion and consideration.**
- c. **It is recommended that the Successor Agency adopt Resolution No. 2017-05.**

Don Hunt reported that this starts the process of refunding the outstanding tax obligation bonds. If this is passed tonight, it will be submitted to the Oversight Board who presents to the State who proceeds with the refinancing. This hopefully takes 60 days, but could take more. Then is signed off by Department of Finance.

Motion made by Councilwoman Rubalcaba and 2nd by Councilman Ramirez to adopt Successor Agency Resolution 2017-05. Roll Call 5/0 Passed.

11. ADJOURNMENT.

5:25 P.M.

PREPARED BY:

APPROVED BY:

JOICE EARLEEN RAGUZ
CITY CLERK

JOHN LIZALDE, MAYOR

MEMORANDUM TO THE GUADALUPE CITY COUNCIL
City Council Agenda of September 12, 2017



Prepared by:
Cruz Ramos, City Administrator

SUBJECT:

REVIEW OF ONE COUNCIL MEETING PER MONTH PILOT PROGRAM

RECOMMENDATION:

That the City Council continue the one meeting per month pilot program

BACKGROUND:

On April 11, 2017, City councilmembers approved changing the number of council meetings from two per month to one. The second meeting date would be reserved for public events/forums. Staff requested the change due to the lack of sufficient time and resources to adequately research, prepare and distribute agenda packets. Time constraints and lack of resources often resulted in agenda packets delivered with limited time for Council review

Approximately five months have passed since Councilmembers approved once per month meetings. During this period, two public events were held. The first community event took place in the gymnasium on May 23, 2017. It was very well received with a large community turn-out. This event enabled residents to receive service related information and answers to their questions directly from all city departments, contracted service providers, as well as from both utility service providers. The second event was held in the City Council chambers on August 22, 2017. It was publicized as an Employment, Education, Training and Entrepreneurship Event. Participants included: PathPoint, KRA Workforce Resource Center, Score, AHC-SOAP, Alan Hancock College, EDD, and County of SB Workforce Dev Board. While attendance was low, those that attended and received informational services said it was very helpful. All participating organizations and agencies said they appreciated the opportunity to provide service information locally to Guadalupe residents. All service providers want to come back. The event also generated some positive media coverage in the Santa Maria Times.

DISCUSSION:

During the five month pilot program, there have been a total of thirteen meetings: five regular City Council meetings and eight special meetings. Of the five regular meetings four included special meetings (e.g., meetings that started prior to the regular 6 p.m. City Council meeting time and date). Of the thirteen meetings, all except the Budget Study session held on July 6, 2107 lasted more than three hours (please see attached log).

These meetings (see log attached) contained eighty-seven items that included: twelve presentations/other items, forty-three consent items, and thirty-two regular items all required staff

AGENDA ITEM NO.

time and attention. It's important to note that in addition to preparing for Council meetings, City staff continues to examine in-house operations/processes for streamlining, and vendor/consultants' contracts to ensure scope of work is performed. All internal and external reviews also seek to identify cost-savings, level of services performed and effectiveness. City staff's many duties and responsibilities include interaction with the public, vendors, businesses and consultations with contracted city consultants via meetings, telephonic/electronic communication. Having to prepare for only one regular City Council meeting provides City staff more time to respond to other duties and responsibilities, without negatively impacting the Council's ability to fulfill their official City obligations.

Also, as part of Council's consideration whether to continue the Pilot Meeting Schedule, it's important to note that staff views the current internal and external examinations and process development as 'transitional' currently requiring additional time to identify and develop procedures as needed to adopt requisite findings. As an example, after the Master Fee Schedule process has been approved, this matter will occur automatically next year without Council involvement unless the Council decides to intercede, which is always an option; in any case, the Master Fee Schedule process will be in place and will not take extensive time or attention in the future.

The following are a few items that need concentrated effort.

FUTURE AGENDA ITEMS

- 1) Code Enforcement Inspections
- 2) Financial Assessment (internal)
- 3) External 5 year Deficit Reduction
- 4) Guadalupe Library Funding
- 5) Pasadera LLD Formation
 - a. City/Pasadera MOU
- 6) City Engineer/PW Dir Recruitment/Announcement
- 7) Consider application of Ord. No. 2014-420 for room rentals in private homes
- 8) City Parking Reconfiguration
- 9) Update USDA Tognazzini Well Project
- 10) Contracts – Good & Services Report
- 11) Obispo Well Repair
- 12) City/School District Facility Agreement
- 13) Consideration of Development Impact Fees
- 14) Measure A Project Cooperative Agreement
- 15) PGE—Underground Lightening
- 16) **Successor Agency –**
 - a. Al's Union Station Update
 - b. Royal Theatre

Attachment: 5 month meeting log

DMI-EMK ENVIRONMENTAL SERVICES, INC.

410 EAST ARRELLAGA STREET
SANTA BARBARA, CALIFORNIA 93101

INVOICE

Invoice No. DE17-108
July 26, 2017
USTCF Claim # 6991

Annette Munoz
City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434

Project #: 05-01211

Al's Union
995 Guadalupe Street, Guadalupe, CA
**REMEDIATION SERVICES: PROJECT
IMPLEMENTATION & MANAGEMENT SERVICES**

Professional Services provided for the period January 9, 2017 through June 30, 2017.

Billing for environmental services related to implementation and management of remediation activities directed and approved for the site. Services provided during this phase of work consisted of: interactions and discussions with the LOP regarding the results of the Pilot Test conducted at the site, and development of appropriate remediation requirements for the site; receipt and review of the January 10, 2017 directive for remediation activities at the site; prepare information and meet with the Claimant to go over the LOP requirements and associated schedule and costs and space requirements; initial review of potential approaches, permitting issues and costs (look into CalClean approach to avoid permitting issues - too expensive for a long-term remediation); prepare bid documents for obtaining three bids from various subcontractors and discuss variations on workscope with them; develop refined workscope for site remediation; assist City in dealing with destruction of power line by a third party truck; update temporary remediation system permits for the site; work with Caltrans regarding street wells and prepare permit paperwork; work with and prepare permits for submittal to the Santa Barbara County APCD; work with electrical and gas utilities to coordinate installations of required utility hookups for the system design; prepare and submit required permits with the City of Guadalupe; and work with the Claimant to keep them updated during the process. Services were provided in accordance with the directives of LOP and the verbal and written authorizations of the Claimant as work progressed.

TASK	STAFF/EQUIP/SUBCONTRACTOR	RATE	QUANTITY /UNITS	COST
Task 1 - Project Initiation & Management				
	Project Manager	\$139.00	8.00 hrs	\$1,112.00
	Project Geologist	\$119.00	12.75 hrs	\$1,517.25
	Staff Geologist	\$99.00	59.50 hrs	\$5,890.50
	Drafts Person	\$73.00	19.00 hrs	\$1,387.00
	Mileage	\$0.54	190.00 miles	\$102.60

RECEIVED

Task Subtotal

\$10,009.35

AUG 07 2017

26 4500 2150

City of Guadalupe
Finance Department

TASK	STAFF/EQUIP/SUBCONTRACTOR	RATE	QUANTITY /UNITS	COST
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Vendor Costs

Power Pole Rental (July 2016 through June 2017)	\$1,371.32	1.10	Cost + 10%	<u>\$1,508.45</u>
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Subtotal **\$1,508.45**

TOTAL AMOUNT DUE THIS INVOICE	\$11,517.80
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- (1) Additional time and effort were required for this task during this period due to: (a) need to bring new City Administrator up to speed on project; (b) a request by LOP for DMI-EMK to investigate approach and costs to bring in a "CalClean"-type unit to get Remediation up and running faster than a standard remediation unit can (turned out to be way too expensive for the remediation time period expected); and (c) the unexpectedly difficult permit process required of the various permitting agencies and the very slow processing times they have taken thus far.
- (2) NOTE: Power Pole Rental IS NOT a utility charge - it is an equipment rental charge from a private vendor. Therefore we are applying the 10% surcharge allowed for such costs in the USTCF Guidelines.

5f.1.

GUADALUPE POLICE DEPARTMENT
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
MONTH OF JULY 2017

PART I: CRIMES

TYPE OF CRIMES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
187 PC HOMICIDE	0	0	0	0	0	0	0	0
261 PC RAPE	0	0	1	1	1	1	3	3
211 PC ROBBERY	0	0	0	0	0	0	0	0
242/245 PC ASSAULT	5	5	2	2	20	20	13	13
459 PC BURGLARY	1	0	0	0	12	1	6	1
484/487 PC THEFT	2	0	3	1	17	3	20	8
10861 VC VEH THEFT	0	1	0	0	7	7	6	6
451 PC ARSON	0	0	0	0	1	0	1	1
TOTAL	8	6	6	4	58	32	49	32

PART II: REPORTED CRIMES

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	98	85	672	661
TOTAL REQUEST FOR SERVICE	275	199	1,745	1,468
TOTAL ACTIVITY FOR THE MONTH	373	284	2,417	2,129
DOMESTIC VIOLENCE REPORTS	2	1	12	9
TOTAL PROPERTY STOLEN	\$1,936	\$60	\$27,696	\$24,625
TOTAL PROPERTY RECOVERED	\$0	\$30	\$275	\$5,656.30

PART III: ARREST SUMMARY

OFFENSES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES
FELONY	11	0	4	0	29	2	34	4
MISDEMEANOR	13	1	11	0	118	9	90	14
TOTAL	24	1	15	0	147	11	124	18
23152(a&b) VC ARREST	7		3		49		25	
WARRANT ARREST	8		5		39		49	

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



GUADALUPE FIRE DEPARTMENT



TO: CITY ADMINISTRATOR, CRUZ RAMOS
FROM: CAPTAIN PATRICK SCHMITZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 July 1, 2017 – July 31, 2017

DATE: 08/01/2017

CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2017-2018)	Year to date (2016-2017)
Business License (GMC 5.04.040)	0	0	0	0
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	0	0	0	0
Fowl, Livestock and Wild Animals (GMC 6.04.210)	0	0	0	1
Litter Accumulation (GMC 8.12.020)	18	12	18	6
Abatement of Weeds and Rubbish (GMC 8.16.010)	17	11	17	6
Unsafe Living Conditions (GMC 8.40.020)	0	0	0	1
Unlawful Property Nuisance (GMC 8.50.070)	2	0	2	7
Graffiti Abatement (GMC 9.07.060)	5	1	5	4
Abandoned Vehicles (GMC 10.36.010)	32	15	32	1
Unapproved Vehicle Covers (GMC 10.36.010)	3	0	3	9
Portable/fixed basketball goals (GMC 10.48.050)	1	2	1	1
Yard Sale Signs (GMC 12.13.010)	3	6	3	4
Tampering with Water Service (GMC 13.04.200)	0	0	0	3
Working Without Permits (GMC15.04.020)	3	0	3	1
Address Number (GMC 15.08.020 (505.1))	10	3	10	3
Illegal Garage Conversion (GMC 18.08.120, 18.08.160)	0	0	0	1
Damage Fence (GMC 18.52.125)	1	2	1	0
Parking on Front Yard Setback (GMC 18.60.035)	14	10	14	5
Landscape Maintenance Required (GMC 18.64.120)	8	0	8	3
Inspection/Complaints (No Violation Found)	3	1	3	1
Apartment Inspections	80	1	80	0
Yearly Business Inspections	19	10	19	11
Other	9	5	9	4
TOTAL	228	79	228	72

Miscellaneous	This Month	Last Month	Year to Date (2017-2018)	Year to date (2016-2017)
Visitors	99	63	99	40
Public Relations (16 Kinds)	1	0	1	1
School Visits	0	0	0	0

CALLS FOR SERVICE July, 2017

INCIDENT TYPE	This Month	Last Month	Year to Date (2017-2018)	Year to date (2016-2017)
Medical	37	26	37	23
Structure Fire	0	0	0	1
Cooking Fire	1	0	1	0
Trash or Rubbish Fire	2	0	2	0
Vehicle Fire	0	0	0	0
Grass/Vegetation Fire	1	1	1	1
Other Fire	0	2	0	0
Motor Vehicle Accidents with Injuries	7	5	7	0
Motor Vehicle Accidents No Injuries	1	2	1	1
Motor Vehicle/Pedestrian Accident	0	0	0	0
Hazardous Materials Spill/Release	0	1	0	1
Hazardous Condition Other	1	0	1	1
Water Problem/Leak	0	1	0	2
Animal Problem / Rescue	0	2	0	0
Search / Rescue	0	0	0	0
Public Assistance	1	2	1	3
Police Matter/Assistance	0	1	0	0
Illegal Burn	0	0	0	0
Smoke Detector Activation	3	1	3	0
Dispatch and Canceled En-route	1	0	1	1
False Alarm	1	0	1	0
TOTAL	56	44	56	34

Additional Information

STAFFING: 1 Public Safety Director (Police/Fire Chief)
 3 Fire Captains
 1 Firefighter/Permit Tech.
 8 Paid Call Firefighters 4 Positions vacant
 6 Reserve Firefighters

Special Coverage:

Paid Call Firefighter Providing coverage on Holidays, Vacation, and Sick time due to Firefighter/Permit Technician being off.

5f3.



BUILDING DEPARTMENT
City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434
Phone: (805) 356-3903
Fax: (805) 343-6905

BUILDING DIVISION REPORT

August 28, 2017

For the Period of July 31 to August 28, 2017 there have been 96 permits issued for Pasadera. Through August 28, 2017 there have been 43 homes completed and have received Certificates of Occupancy. 6 homes are nearing final and should be completed in the week. The Building department has received an additional submittal for 13 more homes; permit issuance should occur in September.

The map for Lot 4 has been completed and submitted to the county for approval. Lot 4 consists of 317 single family homes. There will be three model homes for this phase. The homes will be one, two story model that will be a 4 bedroom, 2 bath home of approximately 1500 square feet. There will be two, one story models that will be 2 bedroom and 2 bath and approximately 1250 square feet. The architectural style will be similar to those currently under construction

Grading is complete for Lot 4 and sanitary sewer and storm drainage system installation has begun. MKN is providing the inspection services for Guadalupe Beach, LLC and JAS Pacific is performing the storm drain infrastructure inspections.

The Beachside cooling project continues at a steady pace. The main structure for the 20,500 square foot cooler is progressing along with the 1500 square foot engine room / control room. The main frame for the cooler is complete and has been signed off by the Structural Engineer. Installation of the insulated wall and roof panels is in progress.

We are nearing permit issuance for the commercial photovoltaic system at the Riverview housing complex. Zoning clearance is nearing completion as our planners await an updated plan set and we are awaiting the approval letter.

The Pioneer Apartments project appears to be back on track. Staff provided the permit cost information to the developer. The differed submittal of fire sprinkler plans will follow soon. This project consists of 34 single family apartment in two separate structures. Planning and Building plans have been approved and the Tier 2 Storm Water Control plan is approved.

On the horizon we see future plans for the demolition of the Guadalupe Ranch affordable housing unit and the construction of new units. Currently in Planning there is a submittal for 15 town homes located close to LeRoy Park on 11th street.

For the calendar year to August 28, 2017 the building department has processed 276 permit compared to 155 for the same period in 2016. Staff performed 529 inspection for the month of August 2017



**CITY OF GUADALUPE
BUILDING DEPARTMENT**

STATUS REPORT

MONTH: July, 2017

	This Month	Last Month	Year to Date	Last Year
Visitors	43	35	241	246
Inspections	326	315	1,196	219
Building Permits Issued	11	9	144	144
Certificate of Occupancy	8	0	32	7

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

BUILDING DEPARTMENT ACTIVITY REPORT

		AUGUST 2017 ACTIVITY REPORT								
			Includes July 31 2017							
								PASS	CORRECT	CORRECT/PROCEED
7/31/2017	AD9	918 Obispo	Scheduling - John					X		
	AD 2	918 Obispo	Fees for River View PV						X	
	AD 1	918 Obispo	Counter support /Customer service					X		
	SC 7	Lot 50	Shower Pan					X		
	SC 7	Lot 51	Shower Pan					X		
	F 6	Lot 94	Fire sprinkler final					X		
	F6	Lot 95	Fire sprinkler final					X		
	AD2	1211 Peralta	Review and document DI report on concrete Placement Sou					X		
	AD2	1211 Peralta	Review and document DI report on concrete Placement Nor					X		
	AD 2	1211 Peralta	High Strength bolt testing DI					X		
	AD2	Lot 139	Concrete placement and Cylinder tests TI					X		
	AD2	Lot140	Concrete placement and Cylinder tests TI					X		
	AD2	Lot 141	Concrete placement and Cylinder tests TI					X		
	FN9	Lot 134	Post Tension					X		
	FN9	Lot 133	Post Tension					X		
	FR 9	Lot 132	Shear					X		
	FN9	Lot 132	Post Tension					X		
	FR 2	Lot 132	Roof Nail					X		
	FR 9	Lot 131	Shear					X		
	FN9	Lot 131	Post Tension					X		
	FR 2	Lot 131	Roof Nail					X		
	FR 2	Lot 130	Roof Nail					X		
	FN 9	Lot 130	Post Tension					X		
	FR 9	Lot 129	Shear					X		
	FR 2	Lot 129	Roof Nail					X		
	FN 9	Lot 129	Post Tension					X		
	FR 9	Lot 121	Shear					X		
	FR 2	Lot 121	Roof Nail					X		
	AD2	Lot 138	Concrete placement and Cylinder tests TI					X		
	AD2	Lot 137	Concrete placement and Cylinder tests TI					X		

BUILDING DEPARTMENT ACTIVITY REPORT

AD2	Lot 136	Concrete placement and Cylinder tests TI	X			
FR 1	Lot 109	Rough Electrical	X			
FR 3	Lot 109	Rough Mechanical	X			
FR6	Lot 109	Gas Piping	X			
FR 10	Lot 109	Gas Pressure Test	X			
FR 7	Lot 109	Fire Sprinkler rough/ Hydro	X			
FR 1	Lot 109	Rough Electrical	X			
FR 3	Lot 109	Rough Mechanical	X			
FR6	Lot 109	Gas Piping	X			
FR 10	Lot 109	Gas Pressure Test	X			
FR 7	Lot 109	Fire Sprinkler rough/ Hydro	X			
AD 10	918 Obispo	Andrew in to assist W/inspection and records update	X	33 inspections	Andrew 4h	
AD 7	918 Obispo	Records update	X		John 7.5	
			PASS	CORRECT	CORRECT/PROCEED	
8/1/2017 AD9	918 Obispo	Scheduling - John	X			
SW 6	1211 Peralta	Underground conduit at loading bay	X			
AD 2	918 Obispo	Andrew on duty - Record updating - extensive and inspection	X			
FR 1	Lot 105	Rough Electric	X			
FR 2	Lot 105	Rough Mechanical	X			
FR3	Lot 105	Rough Plumbing	X			
FR 6	Lot 105	Gas Piping	X			
FR 10	Lot 105	Gas Pressure Test	X			
FR 8	Lot 105	Drain Waste Vent Test	X			
SC 2	Lot 105	Meter set tag # 054114	X			
FR 1	Lot 106	Rough Electric	X			
FR 2	Lot 106	Rough Mechanical	X			
FR3	Lot 106	Rough Plumbing	X			
FR 6	Lot 106	Gas Piping	X			
FR 10	Lot 106	Gas Pressure Test	X			
FR 8	Lot 106	Drain Waste Vent Test	X			
SC 2	Lot 106	Meter set tag # 054113	X			
FR 1	Lot 107	Rough Electric	X			
FR 2	Lot 107	Rough Mechanical	X			

BUILDING DEPARTMENT ACTIVITY REPORT

FR3	Lot 107	Rough Plumbing	X			
FR 6	Lot 107	Gas Piping	X			
FR 10	Lot 107	Gas Pressure Test	X			
FR 8	Lot 107	Drain Waste Vent Test	X			
SC 2	Lot 107	Meter set tag # 054112	X			
FR 3	1211 Obispo	Hydraulic connections for loading bays	X			
FR1	5217 La Purisima	Frame	X			
FR 2	5217 La Purisima	Rough Electric		X		
FR 3	5217 La Purisima	Rough Mechanical		X		
FR 4	5217 La Purisima	Rough Plumbing		X		
FR7	11th St	Fire sprinkler flow test	X			Andrew 4
AD 2	1211 Peralta	Deputy Inspection welding inspections - partial		X		John 7.5
AD 7	918 Obispo	Records update	X			
						30 Inspections
8/2/2017	AD9	Scheduling - John	PASS		CORRECT	CORRECT/PROCEED
	FN 5	Reinforcement at loading Bay PM	X			
	FR 1	Rough Electric				
	FR 3	Rough Mechanical 10 AM				
	FR 4	Rough Plumbing				
	FR 5	Frame	X			
	FR 1	Rough Electric - Not ready			X	
	AD 8	Research for Cruz	X			
	FR 7	Fire Sprinkler Hydro	X			
	FR 7	Fire Sprinkler Hydro	X			
	SW 6	Underground Conduit	X			
	SW 6	Underground Conduit	X			
	SW 6	Underground Conduit	X			
	SW 6	Underground Conduit	X			
	AD 2	Extended Records update	X			
	SW 4	Sewer Lateral Connection	X			
	SW 4	Sewer Lateral Connection	X			
	SW 4	Sewer Lateral Connection	X			

BUILDING DEPARTMENT ACTIVITY REPORT

SW 4	Lot 54	Sewer Lateral Connection	X		
SC 6	Lot 109	Insulation	X		
AD 4	1211 Peralta	Meet w/ welding inspector on punch list items	X		
AD 4	1211 Peralta	Meet with Deputy Inspector on Loading Dock concrete pour	X		
AD 4	1211 Peralta	Meet w/ Warren Hamrick on repairs to existing Beach side	Sx	22 inspections	7.5 hours
AD 7	918 Obispo	Records update	X		
8/3/2017	AD9	918 Obispo	Scheduling- Andrew*	PASS	CORRECT/PROCEED
SC6	5217 La Purisima	Insulation*		X	
FC1	5217 La Purisima	Electric*		X	
SC3	Lot 111	Lath*	X		
SC3	Lot 110	Lath*	X		
SC3	Lot 109	Lath*	X		
SW3	Pasadera	Curb Gutter water flow			
MS4	1211 Peralta	Pick up field Reports*			
AD8	918 Obispo	Research			
AD7	918 Obispo	Records update*			
MS4	Pasadera Offices	Records update*			
SW8	Lot 54	Water Connect*	X		
SW8	Lot 53	Water Connect*	X		
SW8	Lot 52	Water Connect*	X		
SW8	Lot 51	Water Connect*	X		
SW8	Lot 50	Water Connect*	X		
SC6	Lot 106	Insulation*	X		
AD7	918 Obispo	Records update*	X		
				12 Inspections*	Andrew*
					5.5 Hours*
8/4/2017	AD9	918 Obispo	Scheduling - John	PASS	CORRECT/PROCEED
SC9	Lot 116	Scratch coat	X		
SC9	Lot 115	Scratch coat	X		
SC9	Lot 114	Scratch coat	X		
SC9	Lot 113	Scratch coat	X		

BUILDING DEPARTMENT ACTIVITY REPORT

SC9	Lot 112	Scratch coat	X		
SC 3	Lot 108	Exterior Lath	X		
SC 3	Lot 107	Exterior Lath	X		
SC 3	Lot 106	Exterior Lath	X		
SC 3	Lot 105	Exterior Lath	X		
FR 5	1211 Peralta	High strength bolting torque	X		
FR 5	1211 Peralta	Welding DI Inspection - complete	X		
FR 5	1211 Peralta	Frame rough approval	X		
FN 5	1211 Peralta	Forms and footings at Loading Bays	X		
FN 1	1211 Peralta	Epoxy and anchors at Loading Bay	X		
FN 5	1211 Peralta	Forms , footings and setbacks at engine room	X		
SC 6	1517 La Purisima	Insulation - Re check	X		
FR 1	1517 La Purisima	Rough Electric - Re check	X		
FR 5	1527 La Purisima	Frame rough approval	X		
FR 4	1527 La Purisima	Rough Plumbing	X		
F1	Lot 94	Final Building	X		
F2	Lot 94	Final Electrical	X		
F3	Lot 94	Final Mechanical	X		
F4	Lot 94	Final Plumbing	X		
F6	Lot 94	Final Smoke and Fire systems	X		
F11	Lot 94	Project final	X		
F1	Lot 96	Final Building	X		
F2	Lot 96	Final Electrical	X		
F3	Lot 96	Final Mechanical	X		
F4	Lot 96	Final Plumbing	X		
F6	Lot 96	Final Smoke and Fire systems	X		
F11	Lot 96	Project final	X		
AD 7	918 Obispo	Records update	X	28 inspections	7.5 Hrs.
8/7/2017	AD9	Scheduling - John	PASS	CORRECT	CORRECT/PROCEED
	FR 7	Fire Sprinkler Hydro	X		
	FR7	Fire Sprinkler Hydro	X		
	FR 4	Rough Mechanical	X		

BUILDING DEPARTMENT ACTIVITY REPORT

FR7	Lot 118	Fire Sprinkler Hydro	X		
FR 4	Lot 118	Rough Mechanical	X		
FR 10	Lot 118	Gas pressure test	X		
FR 6	Lot 118	Gas piping	X		
SC1	Lot 109	Drywall Nail	X		
SC 6	Lot 108	Insulation	X		
FN 5	Various	Curb Ramps	X		
SC 1	1527 La Purisima	Drywall Nail	X		
FR 2	Lot 137	Floor Nail	X		
MS 4	1211 Peralta	Insulating and Coating crew on structure	X		
AD 5	918 Obispo	With Annette on fee schedule	X		
AD2	918 Obispo	ISO report prep - August 15th meeting	X	15 inspections	6.5 hrs.
AD 7	918 Obispo	Records update	X		
			PASS	CORRECT	CORRECT/PROCEED
8/8/2017 AD9	918 Obispo	Scheduling - John	X		
AD 5	918 Obispo	W/ Annette on fee schedule	X		
AD 5	918 Obispo	W / Mike P on Harding Addition		X	
FN 4	Pasadera well house	With Craig Smith on construction requirements		X	
AD 2	918 Obispo	Apio information for Cruz	X		
SC 6	Lot 107	Insulation	X		
SC 1	Lot 106	Drywall nail	X		
FN 4	Well house	Meet with Contractor on pipe penetrations		X	
AD 7	918 Obispo	Records update	X	7 inspections	4 hours
8/9/2017 AD9	918 Obispo	Scheduling - John	X		
F 2	270 Tognazzini	Final Electric	X		
SC 7	270 Tognazzini	Shower pan	X		
F 1	451 Guadalupe st	Rough Electric	X		
MS 6	4646 Seventh Street	Water heater final	X		
SC 3	4443 Elm	Exterior Lath	X		
			PASS	CORRECT	CORRECT/PROCEED

BUILDING DEPARTMENT ACTIVITY REPORT

AD 2	1211 Peralta	Document welding inspection	X		
FN 5	1211 Peralta	Compaction inspection at Engine Room	X		
SC 9	Lot 109	Scratch coat	X		
SC 9	Lot 110	Scratch coat	X		
SC 9	Lot 111	Scratch coat	X		
FN 5	Pasadera Well House	Grout pour cancelled - Incorrect design Mix	X		
FR 2	Lot 138	Floor Nail	X		
FR 2	Lot 139	Floor Nail	X		
SW 6	Lot 147	Underground Conduit	X		
FR 8	Lot 147	Under slab Drain Waste Vent test	X		
SW 6	Lot 148	Underground Conduit	X		
FR 8	Lot 148	Under slab Drain Waste Vent test	X		
SW 6	Lot 149	Underground Conduit	X		
FR 8	Lot 149	Under slab Drain Waste Vent test	X		
SW 6	Lot 150	Underground Conduit	X		
FR 8	Lot 150	Under slab Drain Waste Vent test	X		
SW 6	Lot 151	Underground Conduit	X		
FR 8	Lot 151	Under slab Drain Waste Vent test	X		
SW 6	Lot 152	Underground Conduit	X		
FR 8	Lot 152	Under slab Drain Waste Vent test	X	25 inspections	
AD 7	918 Obispo	Records update	X	7 hrs.	
8/11/2017 AD9	918 Obispo	Scheduling - John	PASS	CORRECT	CORRECT/PROCEED
F 1	4513 11 th St.	Final Building	X		
F 2	4513 11 th St.	Final Mechanical	X		
F 3	4513 11 th St.	Final Plumbing	X		
F 4	4513 11 th St.	Final Electrical	X		
F 6	4513 11 th St.	Final Smoke and fire systems	X		
F 6	4513 11 th St.	Final Bell test	X		
F 11	4513 11 th St.	Project final	X		
SC 6	Lot 105	Insulation	X		
SC 4	Lot 105	Lath	X		

BUILDING DEPARTMENT ACTIVITY REPORT

MS 4	1100 A Obispo	Meet Elec. Contractor	X		
AD 5	918 Obispo	Clarifications on electrical requirements	X		
MS 4	Pasadera	Meet with C. Smith on curb and gutter errors		X	
MS 4	1211 Peralta	Periodic inspection of engine room		X	
SC 1	Lot 107	Drywall nail	X		
AD 1	918 Obispo	Counter support for 5th street TI		X	
AD 7	918 Obispo	Records update	X		7.5 hrs.
SW 6	Lot 153	Underground Conduit	X		
FR 8	Lot 153	Under slab Drain Waste Vent test	X		
SW 6	Lot 154	Underground Conduit	X		
FR 8	Lot 154	Under slab Drain Waste Vent test	X		
PDPW	Fuente Street	Sidewalks	X		22 inspections
SC 1	Lot 108	Drywall nail	X		
8/14/2017	AD 9	Scheduling - John	PASS	CORRECT	CORRECT/PROCEED
	AD 2	Prep for Tuesday ISO meeting - Alice supporting - extended	X		
	FN 3	Grouting of column bases - partial	X		X
	SC 11	Roof Strip	X		
	FR 7	Fire sprinkler rough and hydro test	X		
	FR 3	Rough Mechanical	X		
	FR 1	Rough Electrical	X		
	FR 6	Gas Piping	X		
	FN 4	Second Lift on CMU structure walls		X	
	FR 2	Floor nailing	X		
	AD 5	W/ Annette on info for ISO meeting		X	
	FN 5	Forms footings and setbacks and reinforcement	X		
	FN 1	Seismic hold downs and anchors	X		
	FN 5	Post tension cables	X		
	FN	Capillary Break	X		
	FN 5	Forms footings and setbacks and reinforcement	X		
	FN 1	Seismic hold downs and anchors	X		
	FN 5	Post tension cables	X		

BUILDING DEPARTMENT ACTIVITY REPORT

FN	Lot 146	Capillary Break	X		
FN 5	Lot 142	Forms footings and setbacks and reinforcement	X		
FN 1	Lot 142	Seismic hold downs and anchors	X		
FN 5	Lot 142	Post tension cables	X		
FN	Lot 142	Capillary Break	X		
FN 5	Lot 143	Forms footings and setbacks and reinforcement	X		
FN 1	Lot 143	Seismic hold downs and anchors	X		
FN 5	Lot 143	Post tension cables	X		
FN	Lot 143	Capillary Break	X		
FN 5	Lot 144	Forms footings and setbacks and reinforcement	X		
FN 1	Lot 144	Seismic hold downs and anchors	X		
FN 5	Lot 144	Post tension cables	X		
FN	Lot 144	Capillary Break	X		
AD 7	918 Obispo	Records update	X	30 inspections	7 hours
8/15/2017			PASS	CORRECT	CORRECT/PROCEED
AD9	918 Obispo	Scheduling - John	X		
AD 2	918 Obispo	Final ISO prep With Alice and Annette	X		
AD 4	918 Obispo	ISO meeting with Brian Burkett - 2 hours	X		
AD 4	918 Obispo	W/ Cruz on lot 4 Grading and lot sizes	X		
FN 2	1211 Peralta	Grout column footings	X		
FR 8	Lot 117	Drain Waste vent	X		
FR 10	Lot 117	Gas Pressure test	X		
SC 2	Lot 117	Meter set tag 29179	X		
SC 6	Lot 117	Insulation	X		
FR 3	Lot 118	Rough Mechanical	X		
FR 10	lot 118	Rough Electric	X		
FR 7	Lot 118	Fire sprinkler rough and Hydro	X		
SC 2	Lot 118	Meter set tag # 29178	X		
FR 6	Lot 118	Gas Piping	X		
FR 3	Lot 119	Rough Mechanical	X		
FR 10	lot 119	Rough Electric	X		
FR 7	Lot 119	Fire sprinkler rough and Hydro	X		
SC 2	Lot 119	Meter set tag # 29141	X		

BUILDING DEPARTMENT ACTIVITY REPORT

				PASS	CORRECT	CORRECT/PROCEED
8/17/2017	AD9	918 Obispo	Scheduling - John	x		
	F 4	4628 2nd st	Plumbing Final	x		
	MS 6	4628 2nd st	Water Heater Final	x		
	F11	4628 2nd st	Project final	x		
	AD 4	918 Obispo	Meet w/ Annette to further promote fee schedule	x		
	AD 4	918 Obispo	W/Cruz and Annette on fee schedule	x		
	F11	943 Olivera	Corrections remain		x	
	F 1	943 Olivera	Final Building		x	
	F 2	943 Olivera	Final Electrical		x	
	F 4	943 Olivera	Final Mechanical	x		
	F 6	943 Olivera	Final Smoke and fire systems	x		
	FN 2	1211 Peralta	Grounding electrode system		x	
	F11	4585 12th street	Wall heater final			
	AD 4	918 Obispo	Captain Garcia on Window security bars per fire code			
	PDPW	Las Flores	Curb ramps		x	
	PDPW	Manzanita	Curb ramps	x		
	FN 9	Lot 136	Shear Wall nailing	x		
	FR 2	Lot 136	Roof Diaphragm nailing	x		Andrew
	AD 7	918 Obispo	Records update	x		17 inspections 5 hours John 7
8/18/2017	AD9	918 Obispo	Scheduling - John and Andrew Alice off	PASS	CORRECT	CORRECT/PROCEED
	FR 8	4478 12th st	Drain Waste vent test	x		
	AD 10	918 Obispo	Permit prep 11 B Olivera	x		
	AD 10	918 Obispo	Permit prep 4580 Obispo	x		
	AD 1	918 Obispo	Mr. Lizaldi and Martinez on Nardos - extended	x		
	SC 9	4433 Elm	Scratch coat	x		
	FR 8	Lot 118	Drain Waste top out		x	
	FR 8	Lot 119	Drain Waste top out		x	
	AD 5	918 Obispo	Gary from Beachside on permitting and electrical info			x
	MS 4	1100 B Olivera	Progress inspection on residential TI			x
	MS 4	1100 A Oliver A	Progress inspection on residential TI			x
						Andrew

BUILDING DEPARTMENT ACTIVITY REPORT

PDPW	Lot 4	Initial installation of sanitary sewer pipes has begun	x	4 hours
AD 1	918 Obispo	Customer service counter support	x	
FN 9	Lot 134	Shear Wall nailing	x	
FR 2	Lot 134	Roof Diaphragm nailing	x	
FN 9	Lot 131	Shear Wall nailing	x	
FR 2	Lot131	Roof Diaphragm nailing	x	
FN 9	Lot 135	Shear Wall nailing	x	
FR 2	Lot 135	Roof Diaphragm nailing	x	
FN 9	Lot 133	Shear Wall nailing	x	
FR 2	Lot 133	Roof Diaphragm nailing	x	21 inspections
AD 2	Various	DI concrete tests Lots 145, 146, 144, 143 and 142	x	John
AD 7	918 Obispo	Records update	x	6.5 hours
8/21/2017	AD9	Scheduling - John	PASS	CORRECT
	FR 1	Rough Electric	x	
	FR3	Rough Mechanical	x	
	FR 1	Rough Electric	x	
	FR3	Rough Mechanical	x	
	FR 1	Rough Electric	x	
	FR3	Rough Mechanical	x	
	FR 1	Rough Electric	x	
	FR3	Rough Mechanical	x	
	FR 1	Rough Electric	x	
	FR3	Rough Mechanical	x	
	SC9	Scratch Coat	x	
	SC9	Scratch Coat	x	
	SC9	Scratch Coat	x	
	SC2	Meter set tag # 18924	x	
	SC2	Meter set tag # 18925	x	
	SC2	Meter set tag # 18926	x	
	SC2	Meter set tag # 18927	x	
	SC2	Meter set Tag # 18928	x	

BUILDING DEPARTMENT ACTIVITY REPORT

PDPW	Lot #	Description	PASS	CORRECT	CORRECT/PROCEED
	Lot 4	Material hoarding RCP for storm drains	X		
MS 3	4585 Del Mar	Fence built in front setback too tall		X	
MS 4	1211 Peralta	Insulated siding panels now on site.			X
FR 8	Lot 118	Drain Waste top out	X		
FR 8	Lot 119	Drain Waste top out	X		
SC 1	Lot 117	Drywall nail	X		
FR 4	Lot 118	Rough Plumbing	X		
SC 5	Lot 119	Gas Pressure test	X		
AD 4	Pasadera	Meet w/ Craig Smith will be submitting for lots 38 to 45	X		
FR 4	Lot 119	Rough Plumbing	X		
FR 8	Lot 120	Drain Waste top out	X		
FR 4	Lot 120	Rough Plumbing	X		
FR 8	Lot 121	Drain Waste top out	X		
FR 4	Lot 121	Rough Plumbing	X		
FR 2	Lot 143	Floor nail	X		33 inspections
MS 4	PDPW	Demo of incorrect curb ramps		X	John 7.5 hours
			PASS	CORRECT	CORRECT/PROCEED
8/22/2017	AD 9	Scheduling - John	X		
	AD 5	Phone contact with Beachside Super	X		
	AD 5	E mail From EE taking responsibility for GEC sizing	X		
	FN 2	Grounding electrode system	X		
	FN 5	Forms footings and setbacks	X		
	AD 2	Special inspector report on reinforcement at engine room	X		
	F 1	Final Building	X		
	F 2	Final Electrical	X		
	F 3	Final Mechanical	X		
	F 4	Final Plumbing	X		
	F 6	Final Smoke and Fire Systems	X		
	F 11	Project Final	X		
	FR 2	Floor Nail		X	
	FR 2	Floor Nail	X		
	SC 6	Insulation	X		

BUILDING DEPARTMENT ACTIVITY REPORT

FR 4	Lot 122	Rough Plumbing		X	
FR 4	Lot 123	Rough Plumbing		X	
FR 8	Lot 122	Drain waste vent test		X	
FR8	Lot 123	Drain waste vent test		X	
FR 10	Lot 122	Gas Pressure test		X	
FR 10	Lot 123	Gas Pressure test		X	
SC 10	4443 Elm	Brown Coat	X		
FR 3	Lot 128	Rough Mechanical	X		
F 1	Lot 46	Final Building	X		
F 2	Lot 46	Final Electrical	X		
F 3	Lot 46	Final Mechanical	X		
F 4	Lot 46	Final Plumbing	X		
F 6	Lot 46	Final Fire and smoke systems	X		
F 11	Lot 46	Project Final	X		
F 1	Lot 47	Final Building	X		
F 2	Lot 47	Final Electrical	X		
F 3	Lot 47	Final Mechanical	X		
F 4	Lot 47	Final Plumbing	X		
F 6	Lot 47	Final Fire and smoke systems	X		
F 11	Lot 47	Project Final	X		
FN 5	Lot152	Forms footings and setbacks	X		
FN 5	Lot 152	Capillary Break	X		
FN 5	Lot 152	Post Tension	X		
FN 5	Lot 153	Forms footings and setbacks	X		
FN 5	Lot 153	Capillary Break	X		
FN 5	Lot 153	Post Tension	X		
FN 5	Lot154	Forms footings and setbacks	X		
FN 5	Lot 154	Capillary Break	X		
FN 5	Lot 154	Post Tension	X		
FR 9	Lot 137	Shear walls	X		
FR 2	Lot 137	Roof Nailing	X		
FR 2	Lot 139	Shear walls	X		
FR 9	Lot 139	Roof Nailing	X		
FR 2	Lot 121	Shear walls	X		

BUILDING DEPARTMENT ACTIVITY REPORT

FR 9	Lot 121	Roof Nailing	X	46 inspections	
AD 7	918 Obispo	Records update	X		7.5 hrs.
8/23/2017			PASS	CORRECT	CORRECT/PROCEED
AD9	918 Obispo	Scheduling - Andrew*	X		
F6	Lot 46	Flow Test	X		
F6	Lot 46	Bell Test	X		
F11	Lot 46	Fire Sprinkler Final	X		
F6	Lot 47	Flow Test	X		
F6	Lot 47	Bell Test	X		
F11	Lot 47	Fire Sprinkler Final	X		
F6	Lot 48	Flow Test	X		
F6	Lot 48	Bell Test	X		
F11	Lot 48	Fire Sprinkler Final	X		
F6	Lot 49	Flow Test	X		
F6	Lot 49	Bell Test	X		
F11	Lot 49	Fire Sprinkler Final	X		
F6	Lot 50	Flow Test	X		
F6	Lot 50	Bell Test	X		
F11	Lot 50	Fire Sprinkler Final	X		
F6	Lot 51	Flow Test	X		
F6	Lot 51	Bell Test	X		
F11	Lot 51	Fire Sprinkler Final	X		
F6	Lot 52	Flow Test	X		
F6	Lot 52	Bell Test	X		
F11	Lot 52	Fire Sprinkler Final	X		
F6	Lot 53	Flow Test	X		
F6	Lot 53	Bell Test	X		
F11	Lot 53	Fire Sprinkler Final	X		
F6	Lot 54	Flow Test	X		
F6	Lot 54	Bell Test	X		
F11	Lot 54	Fire Sprinkler Final	X		
FR 2	Lot 144	Floor Nail	X		
FR 10	Lot 124	Gas Pressure test	X		

BUILDING DEPARTMENT ACTIVITY REPORT

FR 4	Lot 127	Rough Plumbing	X		
FR 8	Lot 127	Drain Waste vent test	X		
FR 10	Lot 127	Gas Pressure test	X		
FR 6	Lot 127	Gas Piping	X		
FR 4	Lot 128	Rough Plumbing	X		
FR 8	Lot 128	Drain Waste vent test	X		
FR 10	Lot 128	Gas Pressure test	X		
FR 6	Lot 128	Gas Piping	X		
FN4	Block Wall	Final Lift extended - Ok to Grout	X		
FR 2	Lot 123	Floor nail	X		
FR 9	Lot 125	Shear walls	X		
FR 2	Lot 125	Roof Nail	X		
AD 2	Lot 151	Concrete testing per DI report	X		
AD 2	Lot 152	Concrete testing per DI report	X	38 inspections	
PDPW	Lot 4	Storm drain inspections on Buena Vista		X	
SC 1	Lot 118	Drywall nail	X		7.5 hrs.
AD7	918 Obispo	Records Update	X		
8/25/2017	AD9	Scheduling - John	PASS	CORRECT	CORRECT/PROCEED
	AD 5	Emails w/ Cruz	X		
	PDPW	Drainage systems - Charged to developer	X		
	AD 10	Permit prep for Ansel system	X		X
	FR 4	Rough Plumbing	X		
	FR 8	Drain waste vent test	X		
	FR10	Gas pressure test	X		
	FR 3	Rough Mechanical	X		
	FR 4	Rough Plumbing	X		
	FR 8	Drain waste vent test	X		
	FR10	Gas pressure test	X		
	FR 3	Rough Mechanical	X		
	FR 4	Rough Plumbing	X		
	FR 8	Drain waste vent test	X		
	FR10	Gas pressure test	X		
	FR 4	Rough Plumbing	X		
	FR 8	Drain waste vent test	X		
	FR10	Gas pressure test	X		

BUILDING DEPARTMENT ACTIVITY REPORT

FR 5	1211 Peralta	Wall panel erection continues on main structure	X			
FN 5	1211 Peralta	Footings and grade beams poured at engine room	X			
SC 3	Lot 117	Exterior Lath	X			
SC 3	Lot 118	Exterior Lath	X			
FN 4	Obispo at Buena Vista	Work begun on walls at east side of Obispo Lot four	X			
PDPW	Buena Vista Lot 4	Drainage systems - Charged to developer 2nd periodic insp.	X			
AD 10	918 Obispo	Prepare 26 permits for Pasadena	X		21 inspections	John
AD7	918 Obispo	Records Update	X			7.25 hrs.
8/28/2017						
AD9	918 Obispo	Scheduling - John	PASS	CORRECT	CORRECT/PROCEED	
SC 2	Lot 119	Drywall Nail	X			
F 1	Lot 48	Final building	X			
F 2	Lot 48	Final Plumbing	X			
F 3	Lot 48	Final Electrical	X			
F 4	Lot 48	Final Mechanical	X			
F 6	Lot 48	Final smoke Alarms and CO detectors	X			
F 11	Lot 48	Project Final	X			
F 6	Lot 48	Final fire sprinklers	X			
SC 6	lot 118	Insulation	X			
F 11	4417 Birch	FAU final	X			
FR 4	1100 B Olivera	Rough Plumbing	X			
FR 8	1100 B Olivera	Drain waste vent test	X			
PDPW	Buena Vista Lot 4	Drainage systems charged to developer 2X periodic inspect:	X			
MS 4	1211 Peralta	Progress inspection	X			
SC 6	Lot 120	Insulation	X			
FR 4	Lot 132	Rough Plumbing	X			
FR 8	Lot 132	Drain waste vent test	X			
FR 6	Lot 132	Gas piping	X		20 inspection	7.5 hours
FR 10	Lot 132	Gas pressure test	X			
AD 2	918 Obispo	Complete monthly Building Department report	X			
AD 2	918 Obispo	Complete monthly Activity report	X			
AD7	918 Obispo	Records Update	X			
					TOTAL AUGUST INSPECTIONS	529

5f4.



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

Memorandum

To: Cruz Ramos, City Administrator
From: Annette Muñoz, Finance Director
Subject: Treasurer's Report – July 2017
Date: August 28, 2017

This memo explains the changes in the monthly Treasurer's report for July 2017 compared to the prior month. July cash decreased by approximately \$45,000 due primarily to:

- \$134,308 received for business license fees.
- \$ 95,111 received from the State for the Underground Storage Tank remediation reimbursement.
- \$291,100 paid to U.S. Bank 2003 bond interest and principal.

Treasurer's Report
Investments and Cash as of July 31, 2017

Local Agency Investment Fund ("LAIF") Account 98-42-346	2,999,906.84
Total Investments	\$ 2,999,906.84

Cash	
Checking Account 155-503815 ("Warrant Account")	332,785.00
Checking Account 155-003261 ("Payroll Account")	(22,565.10)
Total Cash	\$ 310,219.90 *

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

Non-Commingled and Trust-Account Funds	
USDA/RUS-HWY One Water/Sewer Pipeline Account 280-0389711	\$100.00
Total Non-commingled and Trust Funds	\$100.00

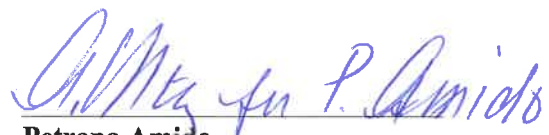
The following is a summary of the City's cash and investments as of July 31, 2017 compared with the prior month.

Investments and Cash	June 30, 2017	July 31, 2017
Investments	3,142,250.16	2,999,906.84
Cash	213,006.18	310,319.90
Total	\$ 3,355,256.34	\$ 3,310,226.74 **

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

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

Submitted: 8/29/2017 by:


Petrona Amido
 City Treasurer

Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
 August 23, 2017

CITY OF GUADALUPE

CITY TREASURER
 918 OBISPO STREET
 GUADALUPE, CA 93434

PMIA Average Monthly Yields

Account Number:
 98-42-346

Tran Type Definitions

July 2017 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/14/2017	7/13/2017	QRD	1542482	SYSTEM	7,656.68
7/19/2017	7/19/2017	RW	1544143	ANNETTE MUNOZ	-150,000.00

Account Summary

Total Deposit:	7,656.68	Beginning Balance:	3,142,250.16
Total Withdrawal:	-150,000.00	Ending Balance:	2,999,906.84



Public Works Monthly Report

For July 2017

	This Month	(2017) Year to Date	2016
Trimmed Trees	1	14	46
Repaired Potholes	0	13 @2.25yds	12 Cu. Ft.
Replaced Sidewalk	0	3.5 yds. 210 sq. ft.	1115 Sq. Ft
Painted Street Markings	0	33	16 Ea. Schl xing
Painted Stop Bars	125	126	16
Painted Stop Legend	125	126	16
Replaced Stop Signs	0	53	34
School Crosswalks	14	14	14
Sand Available for rain, approx. 22yds	22yds/tons	Unknown many	25 Tons delivered
Paint Red Zones	Completed in June 2017	226	0
Painted Green Zones	3	3	0
Auditorium cleaning /Kitchen	1	6	Unknown
Drains cleared of debris	0	69+	Unknown
Broken Trees	2	14	Unknown
Recovered discards.	11	20	Unknown

1cooler, 1gas BBQ, 1 T.V. monitor, 2mattresses,2Dresser drawers ,4various frames.

Projects completed/pending this month. 1. Tog Well Data evaluated, project in design of well pump ranges underway. **MKN, given data, will provide pending evaluation.** 2. Proposal for re alignment of two irrigation station in football area sought, pending **Proposal received from All-weather for work =\$1000.00 pending approval, and complete proposal for field completion.**3. Snowy Plover clean-up estimates. (too Costly) Work done, public works to finish uncut areas. **Public works requested a written request for work.** 4. Evaluation of all irrigation systems for operation, pending. **Work is underway some areas repaired reports on others pending**5. Review of condition of plantings through-out town pending. **Still Pending receipt** 6. Meeting with consultant regarding CIP funding, availability, attachment to projects. **Met consultant, CIP'S reviewed, direction pending.**

Facilities: 1. Repairs to irrigation system at City Hall, estimates to be obtained for sidewalk repairs to City hall, to be funded by Pasadera, development contribution for city hall repairs, pending. **Source for**

payment not yet verified available pending financial review. 2 Electrical proposal sought for electrical extensions for C.C.T.V. Approval pending. Still Pending, estimates for work on high side.

Parks: 1. Continued clean-up of trash /debris from Leroy Park, Recovered discards mostly collected at Leroy Park, watering as possible system is manually set sprinkler heads , time and opportunity permitting
2. Broken limbs from trees picked up and removed.3. Cleaning of fowled picnic table areas from usage.

Streets Dept.: 1. Continue weed abatement. 2 Pot- hole backfill. 3. Disposal of accumulated debris from various locations. Gazebo and surrounding open space cleaned, noted damage to electrical outlet covers, also at area of 878 Guad, discarded materials collected. 4. Painted all: Crosswalks, stop legends, stop bars, school x-ings, school x-ing ahead. 5. Repaired flashing stop ahead sign at Post office area. 6. Notified code enforcement of concrete discarded in curb/gutter 12th St. 7.

Public works :1. Follow up with PG&E contractors for work scheduled at start of school , disrupting access to school. 2.Contactd All-weather landscape to add more attention to JOC Park, irrigation, maintenance.
3. Cleaned City Hall Kitchen for rental usage, condition poor from unknown users who left kitchen unrentable. 4.Cleaned kitchen after rental, kitchen left unrentable. 5. Recovered recycle Container from wet-land area near Paco Pereyra Park. 6. Removed mail kiosk base plate from sidewalk, trip hazard. 7
Painted over Graffiti on overpass at 9th St.



Water Dept. Monthly Report

For: July 2017

	This Month	(2017) Year to Date	(2016) Last Year to Date
Water Production (MGD)	33.41 MG	198.88 MG	364.60 MG in 2016 (563.48 MG to date)
Usage totals (Units)	30.76 MG	174.73 MG	321.06 MG in 2016 (495.79 MG to date)
Shut offs	56	326	544 in 2016 (870 to date)
Opens	26	177	319 in 2016 (496 to date)
Closes	15	132	298 in 2016 (430 to date)
Main Breaks	0	2	0 in 2016 (2 to date)
Lateral Breaks	2	9	2 in 2016 (11 to date)

Projects for this month:

1. Pasadera
 - a. Water/Utilities infrastructure Start up, Lot 4
2. Obispo Tank #2
 - a. Piping in progress
 - b. Waiting on final parts
3. Tognazzini Well
 - a. Final piping pending
 - b. Pump and Motor in ordering process
 - c. Electrical and SCADA pending final installs
 - d. Full water quality testing to follow
4. DJ Farms Well
 - a. Well building in progress
 - b. Conveyance piping in final stages
5. Water line upgrade on 11th street

- a. Pending Start Up. (Engineers)
- 6. Route 7 Auto Read conversion
 - a. In progress
- 7. Beachside cooling
 - a. Plans approved-pending start up
- 8. State Water Line
 - a. Currently on 350gpm delivery
 - b. Monitoring Water quality
- 9. Lead and Copper sampling (every 3 years)
 - a. Completed
 - b. Reports sent to State
- 10. Hydrant maintenance
 - a. Cleaning and Painting In progress
 - b. Replaced 4 hydrants from Dry Barrel to New Dry Barrel



Wastewater Monthly Report

For: JULY. 2017

	This Month	(2017) Year to Date	(2016) Last Year to Date
Influent Flow (MGD)	23,440,000	159,078,000	155,042,000
Outflow	n/a	n/a	n/a
Sewer Line Cleaned (ft.)	300	1500	1700
Compliance with regulatory standards	Full	full	full

Projects completed this month:

Repair irrigation and replace sprinkler. (New pipe needed)
cover sludge beds with plastic to cut down odors

**City of Guadalupe
August 2017
Civil Engineering Projects**

The following is a list of projects in various stages of construction, design, or planning. They are listed in order of priority:

- **2017 Pavement Rehabilitation Project** - The bid opening was June 1, 2017. Ferravanti Grading and Paving was the low bidder with a bid of \$692,763.70. On June 13, 2017, Council awarded the project to Ferravanti Grading and Paving. A pre-construction meeting was held on August 3, 2017. It is anticipated that the project will start construction in September. The following streets are part of this project.
 - Base Bid - Pioneer Street - Main Street to Wong Street.
 - Add Alternate - 3rd Street - Pioneer to Lindy Drive
- **4th Street Improvement Project Project** - The bid opening was June 1, 2017. R. Burke Corporation was the low bidder with a bid of \$185,725.00. On June 13, 2017, Council awarded the project to R. Burke Corporation. A pre-construction meeting was held on August 3, 2017. Work started on August 21st. The project includes, the extension of curb and gutter, the installation of a drainage inlet, and the repaving of 4th Street from Obispo Street to the rail road right of way.
- **Obispo and 11th Street Drainage Improvements** - The existing intersection of Obispo and 11th Street floods on a regular basis. The project installs additional inlets and increases the sizes of the downstream pipes. The work will also include upsizing the pipes at the north end of Peralta adjacent to the Beachside Cooler project. The plans also include upgrading of the existing curb ramps at 11th Street and Obispo to meet ADA requirements. Due to the amount of trenching, the section of 11th Street from Obispo to Peralta will be receiving an asphalt overlay. Plans are being reviewed by Public Works staff.
- **2017 Pavement Maintenance Project** – Streets are being evaluated for inclusion in a pavement maintenance project which would slurry seal the streets. Areas being considered are the remaining streets in the Point Sal Dunes neighborhood that were identified in the Pavement Maintenance System report.
- **USDA - Tognazzini Well Project** – V. Lopez construction continues to work on installation of valves and piping. Installation of the SCADA will be performed by the City's vendor.
- **Implementation of NPDES Permit and MS4 Requirements** – The City is in the 3rd year of implementation of the MS4 Requirements. This is an ongoing operation. The California Regional Water Control Board is starting to implement Trash Amendments to the MS4 permit. These amendments increase the amount of engineering and field staff time significantly. There are 3 submittals required by the Regional Board this year, which are requiring significant engineering time.

- **ATP Cycle 3.** The City Engineer submitted an application for an Alternate Transportation Grant last year. The scoring of the application placed it just below the funding cutoff line. Additional funding has been allocated, and the application is currently being reviewed by the CTC. If awarded, the project will include sidewalks on the east side of Guadalupe Street from Olivera Street to the Amtrak Station, street crossings, and handicap ramp replacements at various locations.
- **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 has prepared an engineering design report, and is working on preliminary design plans.
- **Hwy 1/ Hwy 166 Intersection.** The City Engineer has been attending quarterly meetings with Caltrans, SBCAG and other agencies regarding the signalization of the Hwy 1 / Hwy 166 intersection. The project is being funded by SBCAG. It is anticipated that construction would begin in 2018.
- **Corporation Yard Building** - A premanufactured building at the Corporation Yard has been approved by Council. Design work will be necessary to ensure the site is adequate after the new water tank is constructed.
- **Various Drainage Issues** – There are various areas around the City that have drainage issues need some work.
 - In 2012, a drainage improvement project was completed at the north end of Tognazzini Ave. There is some additional work that is necessary here.
 - The wetlands next to City Hall have filled with silt over the years and the capacity has been decreased. The owner has hired a biologist and engineer to see what can be done. We are concerned that the reduced capacity could lead to flooding upstream and downstream of the wetlands.
- **Bonita Water Tank** – The Bonita water tank was in disrepair prior to the San Simeon Earthquake and was emptied and taken offline by staff. During the earthquake, the tank was further damaged. MKN has given us cost of repairing the tank and constructing a new one. Removing the tank and constructing a new one appears to be the best alternative. Although no progress has been made on this issue, there is a potential for allowing a scrap metal company to come in a remove the steel at little or no cost to the City.

Development


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


- **Pasadera**
 - Obispo Tank – Tank construction is complete.
 - Onsite Water Line (Staff is providing ongoing testing of dead end line to ensure water safety)
 - Lot 4 / Phase 2 – Grading has started on Lot 4.

- Willdan Financial prepared the necessary documents for setting up the Landscape and Lighting District. After some negotiated changes, revised ballots have been sent out to the property owners.
- Pioneer Street Apartments
 - The building permits have been approved and are awaiting the developer submitting fees. During construction activities staff will provide technical assistance for items within the City right-of-way.
- Beachside Cooler
 - Building permits have been issued.
 - Work on the 11st Drainage Project will be coordinated with the development and the reconstruction of Peralta.
- Guadalupe Court
 - The City Engineer has been working with the applicant to approve a Certificate of Compliance. The applicant submitted a certificate of compliance for review in July. It has been sent to the County for a technical review. Because the lots were created illegally, a Conditional Certificate of Compliance must be approved by the City Council. An item will be prepared for Council approval when all the necessary documents are completed.
- Alvarez Lot Line Adjustment (11th Street)
 - The project has gone through County review. The City Engineer has signed the lot line adjustment documents. They have been submitted to the County for final review and recordation.

REPORT TO THE GUADALUPE CITY COUNCIL

City Council Agenda of September 12, 2017


Prepared By:
Alex Campbell, City Planner


Approved By:
Cruz W. Ramos, City Administrator

SUBJECT: Planning Dept. Status Report: July 2017

WORK PROGRAM SUMMARY:

Activities and Programs	Number	Additional Information
Zoning Clearances Issued	28	<p>2017-073-ZC, 4702 Third St. Proposed storage shed</p> <p>2017-070-ZC, 44418 Fir St. Proposed concrete in front yard</p> <p>2017-069-ZC 4540 Esperanza Drive Single Family Residence</p> <p>2017-068-ZC 4532 Esperanza Drive Single Family Residence</p> <p>2017-067-ZC 4526 Esperanza Drive Single Family Residence</p> <p>2017-066-ZC 4518 Esperanza Drive Single Family Residence</p> <p>2017-065-ZC 4512 Esperanza Drive Single Family Residence</p> <p>2017-064-ZC 4506 Esperanza Drive Single Family Residence</p> <p>2017-063-ZC 4502 Esperanza Drive Single Family Residence</p> <p>2017-062-ZC 311 Fuente Drive Single Family Residence</p> <p>2017-061-ZC 315 Fuente Drive Single Family Residence</p> <p>2017-060-ZC 319 Fuente Drive Single Family Residence</p> <p>2017-059-ZC 321 Fuente Drive Single Family Residence</p> <p>2017-058-ZC 323 Fuente Drive Single Family Residence</p> <p>2017-057-ZC 325 Fuente Drive</p>

		<p>Single Family Residence</p> <p>2017-056-ZC 334 Las Flores Drive Single Family Residence</p> <p>2017-055-ZC 330 Las Flores Drive Single Family Residence</p> <p>2017-054-ZC 328 Las Flores Drive Single Family Residence</p> <p>2017-053-ZC 326 Las Flores Drive Single Family Residence</p> <p>2017-052-ZC 324 Las Flores Drive Single Family Residence</p> <p>2017-051-ZC 4546 Gusto Court Single Family Residence</p> <p>2017-050-ZC 4532 Gusto Court Single Family Residence</p> <p>2017-049-ZC 4533 Gusto Court Single Family Residence</p> <p>2017-048-ZC 4543 Gusto Court Single Family Residence</p> <p>2017-047-ZC 4545 Gusto Court Single Family Residence</p> <p>2017-046-ZC 320 Las Flores Drive Single Family Residence</p> <p>2017-045-ZC 318 Las Flores Drive Single Family Residence</p> <p>2017-044-ZC 316 Las Flores Drive Single Family Residence</p>
Zoning Clearances submitted; initiated review, internal and application correspondence	3	<p>2017-071-ZC, 230 Calle Cesar Chavez, Removal of 9 trees and the installation of 7 solar canopies</p> <p>2017-072-ZC, 267 Mahoney Lane, Proposed front porch</p> <p>2017-074-ZC, 4550 10th St., Remove and Replace 3 T-mobile antennas</p>
Conditional Use Permits/Variiances/Zone Change	0	n/a
Design Review Permits/Subdivisions	0	n/a



Human Resources
 918 Obispo Street
 P.O. Box 908
 Guadalupe, CA 93434
 Ph: 805.356.3893
 Fax: 805.343.5512
 Email: villegas@ci.guadalupe.ca.us

HUMAN RESOURCES MONTHLY REPORT – JULY 2017

RECRUITMENT

- Paid Call Firefighter

Oral Board on 7/06/17; 5 candidates interviewed

2nd Interviews with Chief Hoving on 7/18 & 7/19: 3 candidates interviewed of which 2 were accepted and are undergoing the background investigation step of our recruitment process.

- Police Officer

Oral Board scheduled for 8/01/17: 2 candidates

- Public Works Director/City Engineer

Posting deadline is 9/01/17. Position was posted as follows:

- 1) City Website;
- 2) City Hall;
- 3) Library;
- 4) Schools: Allan Hancock, Cuesta College, Cal Poly, UCSB and Santa Barbara City College;
- 5) Central Coast Cities (13 cities);
- 6) Municipal Management Association: both Southern CA & Northern CA websites;
- 7) Santa Maria Times ad referral;
- 8) California City News website;
- 9) Western Cities website (League of CA Cities), and
- 10) Numerous cities outside of Central Coast throughout state.

COMPENSATION STUDY – SEIU

Job descriptions for all SEIU positions are near being finalized. Next step: comparison with other cities in local market (Central Coast).

FACILITIES

To bring the rental/usage current, the following data is for the period October 2016 through July 2017:’

<u>Facility</u>	<u># of Rentals/Usage</u>
Auditorium/Gym	21
O’Connell Park	7
LeRoy Park	7
Senior Center	6
City Parking Lot	2
City Council Chambers	0

REPORT TO CITY COUNCIL
Council Agenda of 9/12/2017


Annette Muñoz, Finance Director

 For Cruz Ramos
Cruz Ramos, City Administrator

SUBJECT Master Fee Schedule – Part 1

RECOMMENDATION Approve Resolution 2017-48 instituting Part 1 of the City’s New Master Fee Schedule.

GENERAL DISCUSSION

The Master Fee Schedule is an integral part of a City’s budget. In California, State law is very clear that a city cannot charge more than the actual cost (including overhead) to provide a service. Cities have to go through an analytical process to determine their actual cost for each service – for direct staff time, direct non-personnel expenses, and overhead. It should be noted that a city is not required to charge a full cost for a service. Often a city, as a matter of public policy, will choose to cover only the partial cost for providing a service through a fee and then make up the difference through general tax revenues.

The analytical process requirement that serves as the framework for the 2017/2018 Master Fee Schedule Part 1 and Part 2 was conducted in the Fall of 2013. Guadalupe city staff went through the process of identifying City costs to provide specific services. City employees as well as contract consultants to the City were interviewed to determine the time it takes to accomplish each service plus any direct non-personnel costs involved. (For instance, the cost of copy paper and toner in setting copying fees.)

The City’s payroll costs determine the “fully loaded” hourly rate for each employee (Exhibit A-1, pages 1 and 2). “Fully loaded” means that the hourly rate includes all items of direct pay specific to each employee such as hourly wage rate, uniform allowance, bilingual pay etc.(police employees may also include Police Officer Standard of Training –POST pay, differential pay and educational allowance etc.) “Fully loaded” also takes into account employer paid benefits (FICA/Medicare, medical, dental, vision, life insurance, workers comp and PERS as well as holidays, vacation days, and sick days.

After determining the total standard compensation for an employee (all items of direct pay and all benefits), that total amount is divided by the hours actually worked in a year. The hours actually worked are significantly less than the hours for which an employee is paid. For

instance, the City’s SEIU employees are currently paid 2080 hours a year (52 weeks x 40 hours per week), but the actual number of hours worked after accounting for holidays, vacations, and sick days is approximately 1,760 hours per year.

The City’s overhead percentage is calculated at 35% (Exhibit A-2, bottom of page 3). The overhead percentage is used when calculating “full cost recovery.” The overhead calculation is based on the City’s 2017-18 General Fund budget. City departments are defined as to whether they are primarily “direct service” (highlighted in yellow) such as Police and Fire or primarily “overhead” such as Administration and Finance (highlighted in green). For the direct service departments (Police and Fire), non-personnel costs are considered overhead (highlighted in blue). The overhead calculation also takes into account the Interfund transfers (highlighted in orange) between enterprise and grant-oriented funds (Water, Wastewater, Solid Waste, Transit, Streets) and the General Fund to make sure the City isn’t charging twice for overhead.

To obtain “full cost recovery” 35% is an accurate percentage for capturing overhead. If the City is recovering less than 35% “full recovery is not being attained. Staff attached an overhead comparison for Council review (page 18).

Fee comparisons were used with neighboring Central Coast Cities and are reflected on the blue paper. Fort Bragg was also included because their population and general fund budget were close in comparison to Guadalupe. Fort Bragg is located on highway one north of San Francisco.

The processes and procedures as described above produced in 2013 serves as the foundation to determine tonight’s fee schedule presentation as well as establishes the guidelines for future Master Fee Schedule increases. Tonight the Council will consider Part 1 of the Master Fee Schedule. This includes the following types of fees:

- Administrative/Miscellaneous – Exhibit A-3
- Utility Fees (not rates) – Exhibit A-4
- Water & Wastewater Connection Fees – Exhibit A-5
- Special Water Connection Fees – Exhibit A-6
- Other Impact Fees (Parkland and Public Facilities) – Exhibit A-7
- Special Business Fees – Exhibit A-8
- Code Compliance, Collections, Citations – Exhibit A-9

FISCAL IMPACT – Part 1

The approved 2017-18 City budget assumed an overall increase in revenue of 5% in the General Fund. Increased fee revenue was also assumed in the Water Operating and the Wastewater Operating funds. The Master Fee Schedule being considered tonight (Part 1) and on September 26th will help us achieve those already budgeted revenue increases.

Attachments

- Resolution No. 2017-48 Exhibit 2 – Master Fee Schedule
- Exhibit 1 - Master Fee Schedule Notes

RESOLUTION NO. 2017-48

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE
MODIFYING THE CITY MASTER FEE SCHEDULE – PART 1**

WHEREAS, the City Council is empowered to impose reasonable fees, rates, and charges for municipal services; and

WHEREAS, the City of Guadalupe Municipal Code section 3.32.030.A provides that all fees charged by the City for the use of City facilities, delivery of City services, business licenses, and other regulatory or revenue-producing activities not otherwise preempted by County, State or federal jurisdictions, shall be established and adjusted by City Council resolution; and

WHEREAS, the City of Guadalupe Municipal Code section 3.32.030.B also provides that such user fees and charges shall be adjusted annually for changes in the cost of living (“COL”) Consumer Price Index (“CPI”) for the United States, as reported by the United States Department of Labor (for the Los Angeles-Orange County-Riverside metro area) provided that the fee changed per COL from the preceding year shall in not exceed the change in California per-capita income from such preceding year, except for the water connection charges and wastewater connection charges (see Page A-5 of the Master Fee Schedule, Part 1) which are authorized to be adjusted annually by Gualalupe Municipal Code sections 13.04.020.C and 13.12.250.B, respectively, pursuant to the formula therein by which a multiplier is determined based on $1 + \frac{\text{Base Engineering News Record Construction Cost Index (“ENRCI”) as of October, 1992} - \text{ENRCI for the current year}}{\text{Base ENRCI}}$; and

WHEREAS, the proposed increases to the City Master Fee Schedule do not exceed the change in California per-capita income from the preceding year; and

WHEREAS, after receiving a report of the proposed changes in fees, charges, and costs contained in the City of Guadalupe Master Fee Schedule Part 1 the City Council deems it in the public interest and welfare to modify these fees, with the exception of the Park Development Fee (G.M.C. §3.28.060 and the Park Facilities Fee (G.M.C. §13.16.040) (see Page A-7 of the Master Fee Schedule, Part 1), for which no increases are proposed at this time because further analysis is required before these fees can be increased.

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

SECTION 1. The recitals herein are adopted as findings of the City Council. After receiving a report of the proposed changes in fees, charges, and costs set

forth in the City of Guadalupe Master Fee Schedule Part 1 the City Council hereby approves the modifications contained in the said proposed fee schedule.

SECTION 2. The fees and charges approved by this resolution are effective November 1, 2017.

SECTION 3. The establishment of rates herein is exempt from the requirements of the California Environmental Quality Act pursuant to Public Resources Code Section 21080(b)(8) and the adoption of this resolution is for the purposes of meeting operating expenses incurred as a result of development, including employee wage rates and fringe benefits.

SECTION 4. Pursuant to Municipal Code 3.32.030.B & C, the City Administrator is hereby authorized to annually adjust the fees in the Master Fee Schedule Part 1 for changes in the Cost of Living.

PASSED AND ADOPTED at a regular meeting on the 12th day of September 2017 by the following vote: **Motion:**

AYES:

NOES:

ABSENT:

ABSTAIN:

I, **JOICE EARLEEN RAGUZ**, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2017-48**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held September 12, 2017, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz,
City Clerk

John Lizalde, Mayor

Philip F. Sinco, City Attorney

Master Fee Schedule Notes – Part 1

Overhead definitions:

Direct costs – program costs that primarily provide service to the **public** such as Police and Fire.

Indirect costs – programs that primarily provide services to the **organization** such as Administration and Finance.

Types of Direct Pay – includes hourly wage rate plus the following depending on the specific employee: uniform allowance, bilingual pay, emergency pager pay (police employees may also include POST – Police Officer Standard of Training pay, differential pay, educational allowance etc.).

Employee Paid Benefits – includes Fica/Medicare, medical, dental, vision, life insurance, workers comp, and PERS.

Fully loaded – the hourly billing rate on the Master Fee Schedule for an employee’s services that include applicable types of direct pay specific to the employee type plus employee paid benefits.

Hours Actually Worked – annual paid hours in a year minus holidays, vacation and sick days.

Overhead – all costs except direct labor, direct materials and direct expenses.

Overhead Percentage - page A-2, total Overhead costs divided by total Direct costs. In the 17-18 overhead percentage calculation, Overhead costs are 35%.

General Notes:

Full Cost Recovery – first appears on Exhibit A3. Personnel time and materials times the overhead percentage

Check Re-Clear Fee – Exhibit A4 page 10. The cost the bank charges the City re-deposit a check that did not have sufficient funds the first time it was deposited.

No city comparisons are shown for Exhibits A-6, A-7, A-8 and A-9. The fees on A-6, A-7 and A-8 are put into Resolution fees formally set by Ordinance. Also the Code Compliance & Collections Fees and the Citations & Fines on Exhibit A-9 page 17 call for “Full Cost Recovery” or conform to the Municipal Code.

CITY OF GUADALUPE



2017/2018

MASTER FEE SCHEDULE

PART 1

City of Guadalupe

Master Fee Schedule - Part 1

Table of Contents

Section	Description	Page
A1	Personnel Rates at Full Cost Recovery	1-2
A2	Overhead Calculation	3
A3	Administrative & Miscellaneous	4-5
A3	Admin & Misc Comparisons	6-7
A3	Subpoenas per State Law	8
A3	Public Records Request	9
A4	Utility Fees	10
A4	Utility Fees Comparisons	11
A5	Water & Wastewater Connections	12
A5	Water & Wstwtr Connections Comparisons	13
A6	Special Water Connection Fees	14
A7	Other Impact Fees	15
A8	Business Tax, Licenses, Permits	16
A9	Code Compliance & Collections	17
	Overhead Comparisons	18

MASTER FEE SCHEDULE -- PART 1

A-1

Hourly Personnel Rates

2017/18

SEIU	Annual Comp (Incl Benefits)	Annual Hours	Holiday/ Sick*	Vacation/ Leave	Hours Worked	Hourly Rate	Overtime Rate
Street Worker A	\$73,185	2,080	200	120	1,760	\$41.58	\$36.22
Street Worker B	\$70,718	2,080	200	120	1,760	\$40.18	\$35.01
Street Worker	\$143,903	4,160	400	240	3,520	\$40.88	\$35.62
Maint/Field Op Mgr	\$138,950	2,080	200	120	1,760	\$78.95	\$68.09
Admin. Asst.	\$104,381	2,080	200	120	1,760	\$59.31	\$50.66
Permit Technician	\$93,821	2,080	200	120	1,760	\$53.31	\$48.14
Business Manager	\$127,709	2,080	200	120	1,760	\$72.56	\$64.23
Acct. Clerk	\$102,355	2,080	200	120	1,760	\$58.16	\$55.52
Acct. Clerk	\$78,015	2,080	200	120	1,760	\$44.33	\$44.11
Water Dept. Super.	\$113,545	2,080	200	120	1,760	\$64.51	\$54.25
Water Maint Operator	\$58,488	2,080	200	120	1,760	\$33.23	\$31.54
WWTP Super.	\$118,468	2,080	200	120	1,760	\$67.31	\$64.54
WWTP Operator	\$101,559	2,080	200	120	1,760	\$57.70	\$43.46

POA	Annual Comp (Incl Benefits)	Annual Hours	Holiday/ Sick*	Vacation/ Leave	Hours Worked	Hourly Rate	Overtime Rate
Sergeant A	\$122,863	2,080	226	160	1,694	\$72.53	\$42.92
Sergeant	\$122,863	2,080	226	160	1,694	\$72.53	\$42.92
Police Officer CA	\$138,510	2,080	226	160	1,694	\$81.77	\$68.50
Police Officer CU	\$133,399	2,080	226	160	1,694	\$78.75	\$64.51
Police Officer ES	\$90,684	2,080	226	160	1,694	\$53.53	\$45.10
Police Officer IW	\$137,126	2,080	226	160	1,694	\$80.95	\$67.13
Police Officer LI	\$148,844	2,080	226	160	1,694	\$87.87	\$73.73
Police Officer ME	\$137,236	2,080	226	160	1,694	\$81.01	\$66.87
Police Officer OS	\$89,746	2,080	226	160	1,694	\$52.98	\$45.10
Police Officer NE	\$93,985	2,080	226	160	1,694	\$55.48	\$42.22
Police Officer RE	\$121,842	2,080	226	160	1,694	\$71.93	\$58.35
Police Officer MA	\$96,468	2,080	226	160	1,694	\$56.95	\$45.10
Night Differential	\$8,760	NA	NA	NA	NA	NA	NA
Police Officer	\$1,196,600	20,800	2,260	1,600	16,940	\$70.64	\$59.15
PD Manager	\$107,489	2,080	200	160	1,720	\$62.49	\$51.65
Records Technician	\$79,262	2,080	200	160	1,720	\$46.08	\$39.09
Reserve Police Officer	\$27,294	1,605	0	0	1,605	\$17.01	\$25.51

Fire Dept.	Annual Comp (Incl Benefits)	Annual Hours	Holiday/ Sick*	Vacation/ Leave	Hours Worked	Hourly Rate	Overtime Rate
Fire Captain A	\$128,205	2,756	184	160	2,412	\$53.15	\$43.52
Fire Captain B	\$116,384	2,756	184	160	2,412	\$48.25	\$41.54
Fire Captain C	\$93,864	2,756	184	160	2,412	\$38.92	\$32.61
Fire Captain	\$338,453	8,268	552	480	7,236	\$46.77	\$39.22
Paid Call-Bldg Cover	\$5,280	480	0	0	480	\$11.00	\$11.00
Paid-Call - Regular	\$23,051	11,066	0	0	11,066	\$2.08	\$2.08
Paid-Call -Weekend	\$9,216	3,686	0	0	3,686	\$2.50	\$2.50
Paid-Call	\$37,547	15,232	0	0	15,232	\$2.47	\$2.47

MASTER FEE SCHEDULE -- PART 1

A-1

Hourly Personnel Rates

2017/18

Other Employees	Annual Comp (Incl Benefits)	Annual Hours	Holiday/ Sick*	Vacation/ Leave	Hours Worked	Hourly Rate	Overtime Rate
City Administrator	\$147,185	2,080	200	120	1,760	\$83.63	NA
Finance Director	\$157,562	2,080	200	120	1,760	\$89.52	NA
Public Safety Director	\$169,253	2,080	200	176	1,704	\$99.33	NA
HR Supervisor	\$64,898	1,040	100	60	880	\$73.75	NA
PW Utility/Engineer	\$141,295	2,080	200	120	1,760	\$80.28	NA
Parks & Rec. position	\$10,615	624	0	0	624	\$17.01	NA

Indep. Contractor Hourly Rates	
Planner	\$85.00
Sr. Planner	\$85.00
Building Inspector	\$63.00
Plan Checker	\$70.00
City Engineer	\$150.00
City Attorney	\$135.00
Other persons or entities	Current Contract Rate

Employee & Contractor rates shown do <u>not</u> include 30% City overhead
--

Note:
Employer retirement costs for Classic employees differ from PEPRAs employees, Classic incl unfunded liability

MASTER FEE SCHEDULE -- PART 1

A-2

General Fund -- Expenditures

2017/18

	Budget		Capital	Other Fin	Personnel	Non-Personnel	
City Council	\$11,282	Overhead			\$10,207	\$1,075	
Administration	\$311,524	Overhead			\$299,834	\$11,690	
City Attorney	\$120,000	Overhead			\$120,000	\$0 *	
Finance	\$505,738	Overhead			\$471,208	\$34,530	
Building Maintenance	\$97,890	Overhead	\$6,750		\$27,650	\$63,490	
Non-departmental	\$128,390	Overhead			\$0	\$128,390	
Police (includes PS Funds)	\$1,895,634	Service	\$10,000	\$37,150	\$1,615,234	\$233,250	
Fire (includes PS Fund)	\$604,832	Service		\$14,000	\$496,131	\$94,701	
Permits	\$273,935	Service			\$268,535	\$5,400 *	
General Street Improvements	\$32,200	Service	\$32,200	\$0	\$0	\$0	
Parks	\$135,503	Service		\$6,500	\$60,546	\$68,457	
"General Fund"	\$4,116,928		\$48,950	\$57,650	\$3,369,345	\$640,983	\$0
			Capital	Other Fin			Transfers
Road Funds	\$1,505,027		\$978,000	\$50,000	\$196,216	\$185,211 *	\$95,600
Water Operating	\$1,941,773		\$34,000	\$76,000	\$300,889	\$1,250,284	\$280,600
Water Capital	\$850,000		\$850,000		\$0	\$0	\$0
Water -- Total	\$2,791,773		\$884,000	\$76,000	\$300,889	\$1,250,284	\$280,600
Wastewater Operating	\$1,061,003			\$74,000	\$368,420	\$424,083	\$194,500
Wastewater Capital	\$300,000		\$300,000	\$0	\$0	\$0	\$0
WWTP Feas/Public Fac.	\$0			0	\$0	\$0	\$0
Wastewater -- Total	\$1,361,003		\$300,000	\$74,000	\$368,420	\$424,083	\$194,500
Sewer Bond Fund	\$16,850			\$16,850			\$0
Solid Waste	\$0				\$0	\$0	
Transit	\$483,256				\$0	\$448,256	\$35,000
CDBG	\$2,250				\$0	\$0	\$2,250
Capital Facilities Fund	\$18,000				\$0	\$18,000	
Library Fund	\$8,333				\$0	\$8,333	
Public Facilities Fund	\$4,000				\$0	\$4,000	
Park Development Fund	\$1,200				\$0	\$1,200	
Lighting District	\$67,081				\$0	\$59,481	\$7,600
Lighting & Landscaping	\$20,826				\$0	\$18,526	\$2,300
Total -- City	\$10,396,527	\$0	\$2,210,950	\$274,500	\$4,234,870	\$3,058,357	\$617,850
Successor Agency	\$666,105			\$417,105	\$0	\$159,000	\$90,000

* Includes Contract Employees in Personnel

Overhead Calculation			
Cost Type	Direct	Overhead	%
Service Personnel	\$2,440,446		
Service Non-Pers.		\$401,808	
Overhead Dept's		\$1,168,074	
Interfund Transfers		(\$707,850)	
Total	\$2,440,446	\$862,032	35%

OH
Direct

MASTER FEE SCHEDULE – PART 1

A-3 (Admin Misc)

Administrative & Miscellaneous	Current Fee	<i>Proposed Fee</i>	Increase
Copy cost, Black & White (per document)			
8-1/2" X 11"			
First page	\$0.95	\$1.01	\$0.06
Each additional page	\$0.12	\$0.13	\$0.01
8-1/2" X 14"			
First page	\$0.97	\$1.04	\$0.07
Each additional page	\$0.15	\$0.16	\$0.01
11" X 17"			
First page	\$1.00	\$1.07	\$0.07
Each additional page	\$0.17	\$0.18	\$0.01
Copy cost, Color (per document)			
8-1/2" X 11"			
First page	\$1.05	\$1.12	\$0.07
Each additional page	\$0.22	\$0.24	\$0.02
8-1/2" X 14"			
First page	\$1.07	\$1.14	\$0.07
Each additional page	\$0.24	\$0.26	\$0.02
11" X 17"			
First page	\$1.10	\$1.18	\$0.08
Each additional page	\$0.27	\$0.29	\$0.02
Large Format copies		<i>Full cost recovery --</i>	
Larger than 11" x 17"		<i>Internal & external costs</i>	
Black & White or Color		<i>(requires use of outside service)</i>	
Electronic copies: Fax or scan (per document)			
First page	\$0.92	\$0.98	\$0.06
Each additional page	\$0.09	\$0.10	\$0.01
Electronic media (per VHS, cassette, DVD, or CD)			
VHS videotape	\$13.00	\$13.89	\$0.89
Cassette audiotape	\$10.50	\$11.22	\$0.72
DVD or CD	\$10.00	\$10.68	\$0.68
Certification of true copy (per document)			
plus research time if greater than 5 minutes	\$11.00 \$55.25/hour	\$11.75 \$59/hour	\$0.75 \$3.75
Mail documents (first class mail)			
Min. charge per mailing (one document, 2 oz. postage)	\$5.85	\$6.25	\$0.40
Each additional ounce of postage	\$0.20	\$0.21	\$0.01
Each additional document plus copy costs above	\$0.92	\$0.98	\$0.06
Mail documents (express delivery)			
Per package	\$9.20	\$9.83	\$0.63
		<i>Plus cost of delivery service</i>	
E-mail documents			
First file	\$2.76	\$2.95	\$0.19
Each additional file plus scanning costs above	\$0.46	\$0.49	\$0.03

MASTER FEE SCHEDULE – PART 1

A-3 (Admin Misc)

*Any requested service not covered by Master Fee Schedule will be charged actual cost at full cost recovery.
Full cost recovery = direct cost (personnel time & materials) + 30% overhead*

Administrative & Miscellaneous	Current Fee	<i>Proposed Fee</i>	Increase
Credit card convenience fee			
Debit card	\$1.00	\$1.00	\$0.00
Credit card	\$2.95	\$2.95	\$0.00
Late payment fee		10% of balance due (\$10 minimum)	
Returned check fee -- per CA Civil Code Section 1719(a)(2)			
First time	\$25	\$25	\$0
Each additional time	\$35	\$35	\$0
Replacement check (original check 1 year old or less)	\$0.40	\$0.43	\$0.03
plus research time if original check is older than 1 year	\$92.10	\$98.38/hour	\$6.28

*Any requested service not covered by Master Fee Schedule will be charged actual cost at full cost recovery.
Full cost recovery = direct cost (personnel time & materials) + 30% overhead*

CITY COMPARISONS

A-3 (Admin - Misc)

Administrative Fees & Miscellaneous	Proposed Fee	17-18 Santa Maria	17-18 Grover Beach	16-17 Arroyo Grande	17-18 Pismo Beach	2017 Fort Bragg
Copy cost, Black & White (per document)						
8-1/2" X 11"						
First page	\$1.01		0.20	0.20	0.25	0.15
Each additional page	\$0.13		0.20	0.20	0.25	
8-1/2" X 14"						
First page	\$1.04		0.20	0.20	0.25	
Each additional page	\$0.16		0.20	0.20	0.25	
11" X 17"						
First page	\$1.07		0.21	0.20	0.25	0.30
Each additional page	\$0.18		0.21	0.20	0.25	
Copy cost, Color (per document)						
8-1/2" X 11"						
First page	\$1.12			Actual	0.32	0.30
Each additional page	\$0.24			Cost	0.32	
8-1/2" X 14"						
First page	\$1.14			Actual	0.32	0.30
Each additional page	\$0.26			Cost	0.32	
11" X 17"						
First page	\$1.18			Actual	0.32	0.60
Each additional page	\$0.29			Cost	0.32	
Large Format copies	<i>Full cost recovery</i>	<i>Cost of outside service</i>				
Larger than 11" x 17"						
Black & White or Color						
Electronic copies: Fax, Scan, E-Mail, etc. (per document)						
First page	\$0.98					No Fee
Each additional page	\$0.10					
Electronic media (per VHS, cassette, DVD, or CD)						
VHS videotape	\$13.89		14.00		15.00	\$30-\$35
Cassette audiotape	\$11.22		14.00		15.00	\$35-\$36
DVD or CD	\$10.68		14.00	5.00	15.00	\$15-\$20
Certification of true copy (per document)	\$11.75	15.10	20.00	10.00	25.00	\$9.00
plus time to do research if greather than 5 minutes	\$59/hour					
Mail documents (first class mail)						
Min. charge per mailing (one document, 2 oz. postage)	\$6.25	\$1.35				
Each additional ounce of postage	\$0.21	to				
Each additional document plus copy costs above	\$0.98	\$2.34				
Mail documents (express delivery)	\$9.83	<i>Cost of outside service</i>				
Per package plus delivery	Plus delivery					
E-mail documents						
First file	\$2.95					No Fee
Each additional file plus scanning costs above	\$0.49					

CITY COMPARISONS

A-3 (Admin - Misc)

Administrative Fees & Miscellaneous	<i>Proposed Fee</i>	17-18 Santa Maria	17-18 Grover Beach	16-17 Arroyo Grande	17-18 Pismo Beach	2017 Fort Bragg
Credit card convenience fee						
Debit card	\$1.00		\$4.00			
Credit card	\$2.95					
Late payment fee	10% \$10 min.	10%	10% \$10	10%	10%	
Returned check fee -- per CA Civil Code Section 1719(a)(2)						
First time	\$25	\$25	\$25	\$25	\$39	\$40
Each additional time	\$35	\$25	\$35	\$25	\$39	
Replacement check (original check 1 year old or less) plus research time if original check is older than 1 year	\$0.43 \$98.38/hour					

MASTER FEE SCHEDULE -- PART 1

A-3 Subpoenas

Subpoenas (per State Law)	Current Fee
California State Evidence Code Section 1563 rates apply. As of January 1, 2017	
Labor Cost to locate records	\$24/hour
Copy cost, Black & White (per document)	
8-1/2" X 11"	
First page	\$0.10
Each additional page	\$0.10
8-1/2" X 14"	
First page	\$0.10
Each additional page	\$0.10
11" X 17"	
First page	\$0.15
Each additional page	\$0.15
Copy cost, Color (per document)	
8-1/2" X 11"	
First page	\$0.20
Each additional page	\$0.20
8-1/2" X 14"	
First page	\$0.20
Each additional page	\$0.20
11" X 17"	
First page	\$0.20
Each additional page	\$0.20
Large Format copies	
Larger than 11" x 17"	
Black & White or Color	<i>Cost of outside service</i>
Electronic media (per VHS, cassette, DVD, or CD)	<i>Labor @ \$24/hour plus cost of media</i>
VHS videotape	\$3.00
Cassette audiotape	\$1.00
DVD or CD	\$0.60
Electronic copies: Fax/scan/e-mail	<i>Labor @ \$24/hour</i>
Mail documents (first class mail)	
Per package	<i>Labor @ \$24/hour plus cost of media</i>
Mail documents (express delivery)	
Per package	<i>Labor @ \$24/hour plus cost of media</i>
Credit card convenience fee	
Debit card	\$1.00
Credit card	\$2.95

**These rates only apply to subpoena requests.
For all other requests, use Administrative & Miscellaneous Chart**

Public Records Requests (per State law)	Current Fee
Copy cost, Black & White (per document)	
8-1/2" X 11"	
First page	\$0.05
Each additional page	\$0.05
8-1/2" X 14"	
First page	\$0.07
Each additional page	\$0.07
11" X 17"	
First page	\$0.10
Each additional page	\$0.10
Copy cost, Color (per document)	
8-1/2" X 11"	
First page	\$0.15
Each additional page	\$0.15
8-1/2" X 14"	
First page	\$0.17
Each additional page	\$0.17
11" X 17"	
First page	\$0.20
Each additional page	\$0.20
Large Format copies	
Larger than 11" x 17"	
Black & White or Color	Cost of outside service
Electronic media (per VHS, cassette, DVD, or CD)	
VHS videotape	\$8.00
Cassette audiotape	\$6.00
DVD or CD	\$5.60
Electronic copies: Fax/scan/e-mail	
First page	Free
Each additional page	Free
Mail documents (first class mail)	
Per package	Cost of postage
Mail documents (express delivery)	
Per package	Cost of postage
E-mail documents	
First file	Free
Each additional file	Free
Credit card convenience fee	
Debit card	\$1.00
Credit card	\$2.95

**These rates only apply to Public Records requests.
For all other requests, use Administrative & Miscellaneous Chart**

MASTER FEE SCHEDULE -- PART 1

A-4

Utility Fees	Current Fee	Proposed Fee	Increase
Account set-up (includes temporary service) plus deposit	\$50 \$45 - \$100	\$53 \$48 - \$107	\$3 \$3-\$7
Account name change	\$15	\$16	\$1
Transfer service	\$45	\$48	\$3
Credit card convenience fee (third party)			
Debit card	\$1.00	\$1.00	\$0
Credit card	\$2.95	\$2.95	\$0
Past Due Fee (After 15 days per Muni Code. 13.12.290)		10% of balance due (\$10 minimum)	
Returned check fee -- per CA Civil Code Section 1719(a)(2)			
First time	\$25	\$25	\$0
Each additional time	\$35	\$35	\$0
Turn-off/turn-on tied to non-payment of bill*			
Delinquent fee -- formerly set in 13.04.160.C	\$50	\$53	\$3
Reconnect fee -- formerly set in 13.04.160.c	\$25	\$27	\$2
Check Re-Clear Fee			
Per check	<i>new</i>	\$12	\$12
Emergency turn-on/turn-off (not tied to non-payment of bill)			
During regular work day	\$45	\$48	\$3
After hours, weekends, holidays	\$146	\$156	\$10
Problem report (No charge if actual problem)	\$45	\$48	\$3
Pull meter (No charge if actual problem with meter)	\$60	\$64	\$4
Pull and test meter (No charge if actual problem with meter)	\$104	\$111	\$7
Broken lock (may involve tampering) plus citation & fine (if applicable)	\$72	\$77 See below	\$5
Broken valve (may involve tampering) plus citation & fine (if applicable)	\$90	\$96 See below	\$6
Broken meter (may involve tampering) plus citation & fine (if applicable)	\$220	\$235 See below	\$15
Hydrant Meter	\$95	\$101	\$6
plus deposit (cost of meter)	\$380	\$600	\$220
plus basic per month fee (0-6 units)	\$0	\$120	New
plus water used (7 or more units)	Varies	Varies	
Event water service (City parking lot)*	\$25	\$27	\$2
plus deposit	\$100	\$107	\$7
plus water used	Varies	Varies	

* Fee charged is less than full cost recovery.

Any requested service not covered by Master Fee Schedule will be charged actual cost at full cost recovery.

Full cost recovery = direct cost (personnel time & materials) + 30% overhead

Fines per Municipal Code 1.08.020

- 1st violation: Up to \$100 per offense per day
- 2nd violation: Up to \$200 per offense per day
- 3rd violation: Up to \$500 per offense per day

**Fines, if any,
will appear
on Utility bill.**

CITY COMPARISONS

A-4

Utility Fees	<i>Proposed Fee</i>	17-18 Santa Maria	17-18 Grover Beach	16-17 Arroyo Grande	17-18 Pismo Beach	2017 Fort Bragg
Account set-up (includes temporary service) plus deposit	\$53 \$48 - \$107	\$45	\$94 \$225	\$30 \$180	\$60 \$180	
Account name change	\$16		\$32			
Transfer service	\$48					
Credit card convenience fee						
Debit card	\$1.00		\$4.00			
Credit card	\$2.95					
Late payment fee	<i>10% of balance due</i> <i>(\$10 minimum)</i>	10%	10% \$10	10%	10%	
Returned check fee -- per CA Civil Code Section 1719(a)(2)						
First time	\$25	\$25	\$25	\$25	\$39	\$40
Each additional time	\$35	\$25	\$35	\$25	\$39	
Turn-off/turn-on tied to non-payment of bill*						
Delinquent fee	\$53		\$20		\$83	\$55
Reconnect fee	\$27	\$47	\$79	\$45 - \$65	\$83	
Check Re-Clear Fee						
Per check	\$12					
Emergency turn-on/turn-off (not tied to non-payment of bill)						
During regular work day	\$48					\$30
After hours, weekends, holidays	\$156	\$96	\$285		\$193	\$185
Problem report	\$48					
Pull meter	\$64		\$96			
Pull and test meter	\$111		\$188		\$194	
Broken lock	\$77		\$45	\$10		
Broken valve	\$96					
Broken meter plus citation & fine (if applicable)	\$235					
Fire hydrant meter	\$101		\$112		\$209	
plus deposit (cost of meter)	\$600				\$1,156	\$950
plus basic per month fee (0 - 6 units)	New \$120					\$25
plus water used (7 or more units)	<i>Varies</i>					
Event water service (City parking lot)*						
plus deposit	\$27 \$107					
plus water used	<i>Varies</i>					

* Fee charged is less than full cost recovery.

MASTER FEE SCHEDULE -- PART 1

Water & Wastewater Connections*	Current Fee	Proposed Fee	Increase
Water Connections -- Res. & Non-Res.			
0.75" meter	\$2,361	\$2,627	\$266
1.0" meter	\$2,656	\$2,956	\$300
1.5" meter	\$3,542	\$3,942	\$400
2.0" meter	\$7,083	\$7,882	\$799
3.0" meter	\$9,444	\$10,510	\$1,066
4.0" meter	\$13,184	\$14,672	\$1,488
6.0" meter	\$23,021	\$25,619	\$2,598
8.0" meter	\$31,877	\$35,474	\$3,597
Wastewater Connections -- Residential			
Single Family (per unit)	\$3,542	\$3,942	\$400
Multi-Family (per unit)	\$2,361	\$2,627	\$266
Hotel			
Base plus	\$3,542	\$3,942	\$400
Per Room	\$1,968	\$2,189	\$221
Wastewater Connections -- Non-Residential			
0.75" water meter	\$3,542	\$3,942	\$400
1.0" water meter	\$3,985	\$4,435	\$450
1.5" water meter	\$5,312	\$5,911	\$599
2.0" water meter	\$10,625	\$11,824	\$1,199
3.0" water meter	\$14,035	\$15,619	\$1,584
4.0" water meter	\$20,345	\$22,641	\$2,296
6.0" water meter	\$34,531	\$38,427	\$3,896
8.0" water meter	\$47,811	\$53,206	\$5,395

- * Water connection charges are set following the provisions of Municipal Code 13.04.020.C
Wastewater connection charges are set following the provisions of Municipal Code 13.12.250.B

These code sections established charges in January, 1994 and allowed for annual increments based on the Engineering News Construction Cost Index.

The New Fees above use the 2013 through 2016 October Engineering Construction Cost Index

Amounts shown represent the fee for connecting to City utilities, not the cost of the water meter, the cost of installing the meter, or the cost of installing the water or wastewater connection.

CITY COMPARISONS

A-5

Water & Wastewater Connections*	Proposed Fee	17-18 Santa Maria	17-18 Grover Beach**	16-17 Arroyo Grande	2017 Fort Bragg*
Water Connections -- Res. & Non-Res.					
0.75" meter	\$2,627	\$2,448	\$1,738	\$997	\$3,275
1.0" meter	\$2,956	\$3,811	\$2,896	\$1,662	\$3,538
1.5" meter	\$3,942	\$9,375	\$5,792	\$3,323	\$4,196
2.0" meter	\$7,882	\$18,136	\$9,267	\$5,316	\$4,803- \$6,457
3.0" meter	\$10,510	\$50,750	\$17,376	\$9,970	\$10,027
4.0" meter	\$14,672		\$28,961	\$16,617	\$11,254
6.0" meter	\$25,619		\$57,921	\$33,248	\$15,194
8.0" meter	\$35,474		\$92,674	\$0	
Wastewater Connections -- Residential					
Single Family (per unit)	\$3,942	\$3,938	\$2,475	\$2,475	Varies
Multi-Family (per unit)	\$2,627	\$3,550	Varies	Varies	Varies
Hotel					
Base plus	\$3,942	Meter	Meter	Meter	
Per Room	\$2,189	based	based	based	
Wastewater Connections -- Non-Residential					
0.75" water meter	\$3,942	\$6,776	\$3,712	\$3,712	Varies
1.0" water meter	\$4,435	\$10,547	\$6,187	\$6,187	Varies
1.5" water meter	\$5,911	\$25,948	\$13,612	\$13,612	Varies
2.0" water meter	\$11,824	\$50,195	\$24,131	\$24,131	Varies
3.0" water meter	\$15,619	\$140,458	\$54,450	\$54,450	Varies
4.0" water meter	\$22,641	Varies	Varies	Varies	Varies
6.0" water meter	\$38,427	Varies	Varies	Varies	Varies
8.0" water meter	\$53,206	Varies	Varies	Varies	Varies

* Fort Bragg also charges a \$4,314 water capacity charge

** Does not include water conservation fee of \$2,275 per dwelling unit.
Not clear what the water conservation fee is for commercial.

The progression of fees for larger meter sizes used by the City of Guadalupe does not follow the meter equivalency table of the American Water Works Association. Muni. Code 13.04.020 (water) and 13.12.250 (sewer) should be corrected by ordinance.

MASTER FEE SCHEDULE – PART 1

A-6

Special Water Connection Fees*	Current Fee	Proposed Fee	Increase	
Water Connections where no meter required -- 13.04.020.C				
Single family residence	\$2,361	\$2,627	\$266	Uses 0.75" rate
Duplex	\$2,361	\$2,627	\$266	Uses 0.75" rate
Three family dwelling or apartment	\$2,656	\$2,956	\$300	Uses 1.0" rate
Each apartment in excess of three, add	\$877	\$975	\$98	33% of 1.0" rate
Business establishment (5,000 sq. ft. or less)	\$2,656	\$2,956	\$300	Uses 1.0" rate
Business establishment (5,001 sq. ft. or more)		<i>Use meter size for comparable business</i>	New	
Note: City's standard practice is to require a meter for all connections.				
Water Connections outside City limits -- 13.04.050				
Per lot	\$50	<i>Per Development Agreement or per City's regular Connection Fee table</i>	Varies	
Annexation required	Yes	Yes	NA	
Developer pays cost of extension of water main	Yes	Yes	NA	

* Replaces by Resolution fees formerly set by Ordinance.

MASTER FEE SCHEDULE -- PART 1

A-7

Other Impact Fees	Current Fee	<i>Proposed Fee</i>	Increase
<u>Park Development Fee (3.28.060)</u>		<i>Per Development Agreement <u>or</u></i>	
Each residential dwelling unit (includes homes, apartments, & condos)	\$150	<i>\$150</i>	\$0
Hotels & motels Per unit (including manager's quarters)	\$75	<i>\$75</i>	\$0
Industrial buildings per square foot of floor area	\$0.10	<i>\$0.10</i>	\$0
All other uses (includes retail, commercial, service) per square foot of floor area	\$0.10	<i>\$0.10</i>	\$0
<u>Public Facilities Fee (13.16.040)</u>		<i>Per Development Agreement <u>or</u></i>	
Annexation fee (per acre or portion thereof)	\$800	<i>\$800</i>	\$0
Subdivision fee (per subdivided lot)	\$300	<i>\$300</i>	\$0
Building fee (per square foot of floor area)	\$0.10	<i>\$0.10</i>	\$0

**Specific fees in this table were in the Municipal Code.
 Same fee is now being established by Resolution.
 Further financial analysis must take place before City can increase these fees.**

MASTER FEE SCHEDULE -- PART 1

Special Fees Related to Business Taxes, Licenses, and Regulations (Title 5 of Muni. Code)*	Current Fee	Proposed Fee	Increase
See Municipal Code 5.04 for Business License Fees			
Special Fees set elsewhere in the Municipal Code			
Astrology and Fortune Telling Permit -- 5.16.030	\$15	\$16	\$1
Auctioneer's Permit -- 5.16.030	\$100	\$107	\$7
Permit for Jewelry Sales at Public Auction -- 5.20.140 , 5.20.170, & 5.20.200			
Fee (first 30 days)	\$100	\$107	\$7
Each additional 30 days	\$50	\$53	\$3
Investigation of applicant	\$20/day	Full cost recovery	
Deposit	\$250	\$267	\$17
Bingo Permits (non-profit organizations) -- 5.24.030			
One day	\$25	\$27	\$2
Annual	\$250	\$267	\$17
Annual renewal	\$250	\$267	\$17
Cable Television Application Fee -- 5.28.030.A.6			
To cover cost of City staff review		Full cost recovery (Deposit of \$2,500)	
Cardroom Work Permit (each person)-- 5.32.080.E	\$200	\$214	\$14
Business permit = \$500/business + \$200/table (5.32.050)			
Coin-Operated Machine Permits -- 5.36.030			
Mechanical music machine (per quarter)	\$25	\$27	\$2
Game machine (per quarter)	\$50	\$53	\$3
Vending machine (per quarter)	\$10	\$11	\$1
Public Dance Permit -- 5.40.060.A			
Per public dance	\$25	\$27	\$2
Maximum fee per location per year	\$200	\$214	\$14
Farmers Market Permit -- 5.51.090	\$120	\$128	\$8

*** Replaces by Resolution fees formerly set by Ordinance.**

Any requested service not covered by Master Fee Schedule will be charged actual cost at full cost recovery.

Full cost recovery = direct cost (personnel time & materials) + 30% overhead

MASTER FEE SCHEDULE -- PART 1

Code Compliance & Collections	Current Fee
Code Compliance Efforts -- Hourly personnel rate	Full cost recovery*
Collection Efforts -- Hourly personnel rate	Full cost recovery*
Stage 1 - Internal Compliance Proceeding	Full cost recovery*
Stage 2 - Hearing /Court Proceeding	Full cost recovery*
Late payment fee	10% of balance due (\$10 minimum)
Citation & Fines may apply: 1st violation: 2nd violation: 3rd violation:	<u>Fines per Municipal Code 1.08.020</u> Up to \$100 per offense per day Up to \$200 per offense per day Up to \$500 per offense per day

***Full cost recovery = direct cost (personnel time & materials) + 30% overhead**

See Schedule of Hourly Personnel Rates for current personnel time costs

Includes City employees & independent contractors

Overhead Comparisons

Agency	Overhead Percentage	Comments
City of Concord	46% on salaries/benefits	NBS is the consultant that helped Concord determine this rate in 2015-16
Soquel Creek Water District	20%	
City of San Pablo	No overhead rate	it should be based on a calculation of your actuals cost—you cannot collect more than that.
City of California City	10% Admin fee	
City of Sausalito	20%	overhead on consultant charges for all fees listed
City of Albany	10%	We do the federal minimum
Amador Water Agency	57% salaries/benefits 33% Admin	overhead percentage is typically 90% overall unless otherwise stated in a contract.
Grover Beach	30%	administrative overhead
City of Santa Maria	10-12%	This rate is for Outside billing rates which includes payroll plus benefits times OH rate



AGENDA REPORT

SUBJECT/TITLE:

ORDINANCE ADDING CHAPTER 15.14 TO THE CITY OF GUADALUPE MUNICIPAL CODE TO IMPLEMENT AN EXPEDITED, STREAMLINED PERMITTING PROCESS FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS AS REQUIRED BY AB 2188

RECOMMENDATION:

- 1. INTRODUCE AN ORDINANCE, FOR A FIRST READING AND CONTINUE TO THE NEXT REGULAR MEETING FOR SECOND READING AND ADOPTION, ADDING CHAPTER 15.14 TO THE CITY OF GUADALUPE MUNICIPAL CODE TO IMPLEMENT AN EXPEDITED, STREAMLINED PERMITTING PROCESS FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS; AND**

DISCUSSION:

The California Solar Rights Act enacted in 1978 was intended to promote the use of solar energy systems and to limit obstacles to their use. The Act has been amended several times since it was originally enacted, including most recently in September 2014, when the California Legislature passed AB 2188.

AB 2188 requires local jurisdictions to adopt an ordinance that creates a streamlined, expedited permitting process for small residential rooftop solar energy systems.

Specifically, AB 2188 mandates the following:

- adoption of an ordinance that requires the creation of a checklist of all requirements for a photovoltaic or water heating system, and a standardized expedited, streamlined permitting process for small photovoltaic or water heater residential rooftop solar energy systems that substantially conforms with the recommendations adopted by the Office of Planning and Research in the most current California Solar Permitting Guidebook (within thirty (30) days after adoption of the ordinance);
- approval of an application where the jurisdiction determines that the application is complete and meets all prescribed requirements;
- Requires electronic submittal of the expedited permit documents be allowed, and the use of electronic signatures on relevant permitting documents;
- Requires a single inspection that must be performed in a timely manner (although follow up inspections are allowed where required corrections were identified);
- Mandates that a jurisdiction can no longer require approval of an association (such as an HOA) before approving a permit application for any solar energy system; and

Agenda Item: _____

- Changes the definition of “significantly” for determining whether a reasonable restriction significantly increases a cost or decreases efficiency for solar water heating systems and photovoltaic systems with regards to a jurisdiction’s use of a method, condition, or mitigation to avoid specific, adverse impacts and covenants, conditions, or conditions imposed by a common interest development (i.e. an HOA)

The ordinance proposed for adoption by the City is based on a model ordinance used by many other cities as the basis for their own ordinances. This model ordinance was prepared by the Energy Policy Initiatives Center at the University of San Diego School of Law for the Center for Sustainable Energy, a nonprofit organization that assisted the State of California’s Office of Planning and Research in creating the *California Solar Energy Permitting Guidebook*. The only significant change was to authorize up to twenty-four (24) hours for permit issuance for over-the-counter permits where same day issuance was not possible (e.g., such as when an application is turned in late in the afternoon).

ATTACHMENTS:

1. Ordinance 2017-464

Prepared by: Philip F. Sinco, City Attorney

Meeting Date: 12 September 2017

City Administrator Approval: _____



Agenda Item: _____

ORDINANCE NO. 2017-464

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, ADDING CHAPTER 15.14 TO THE CITY OF GUADALUPE MUNICIPAL CODE IMPLEMENTING AN EXPEDITED, STREAMLINED PERMITTING PROCESS FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS

WHEREAS, the City Council of the City of Guadalupe seeks to implement AB 2188 (Chapter 521, Statutes 2014) through the creation of an expedited, streamlined permitting process for small residential rooftop solar energy systems:

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

SECTION 1. Chapter 15.14 of the Guadalupe Municipal Code is hereby added to read as follows:

15.14.010 Purpose.

The purpose of the Ordinance is to adopt an expedited, streamlined solar permitting process that complies with the Solar Rights Act and AB 2188 (Chapter 521, Statutes 2014) to achieve timely and cost-effective installations of small residential rooftop solar energy systems. The Ordinance encourages the use of solar systems by removing unreasonable barriers, minimizing costs to property owners and the City of Guadalupe, and expanding the ability of property owners to install solar energy systems. The Ordinance allows the City of Guadalupe to achieve these goals while protecting the public health and safety.

15.14.020 Definitions.

A. A "Solar Energy System" means either of the following:

1. Any solar collector or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, space cooling, electric generation, or water heating.
2. Any structural design feature of a building, whose primary purpose is to provide for the collection, storage, and distribution of solar energy for electricity generation, space heating or cooling, or for water heating.

B. A "small residential rooftop solar energy system" means all of the following:

1. A solar energy system that is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal.
2. A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the City of Guadalupe and all state and City of Guadalupe health and safety standards.
3. A solar energy system that is installed on a single or duplex family dwelling.
4. A solar panel or module array that does not exceed the maximum legal building height as defined by City of Guadalupe.

C. "Electronic submittal" means the utilization of one or more of the following:

1. Email;
2. The Internet;
3. Facsimile.

D. An “association” means a nonprofit corporation or unincorporated association created for the purpose of managing a common interest development.

E. A “common interest development” means any of the following:

1. A community apartment project.
2. A condominium project.
3. A planned development.
4. A stock cooperative.

F. “Specific, adverse impact” means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

G. “Reasonable restrictions” on a solar energy system are those restrictions that do not significantly increase the cost of the system or significantly decrease its efficiency or specified performance, or that allow for an alternative system of comparable cost, efficiency, and energy conservation benefits.

H. “Restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance” means:

1. For Water Heater Systems or Solar Swimming Pool Heating Systems: an amount exceeding 10 percent of the cost of the system, but in no case more than one thousand dollars (\$1,000), or decreasing the efficiency of the solar energy system by an amount exceeding 10 percent, as originally specified and proposed.

2. For Photovoltaic Systems: an amount not to exceed one thousand dollars (\$1,000) over the system cost as originally specified and proposed, or a decrease in system efficiency of an amount exceeding 10 percent as originally specified and proposed.

15.14.030 Applicability.

A. This Ordinance applies to the permitting of all small residential rooftop solar energy systems in the City of Guadalupe, California.

B. Small residential rooftop solar energy systems legally established or permitted prior to the effective date of this Ordinance are not subject to the requirements of this Ordinance unless physical modifications or alterations are undertaken that materially change the size, type, or components of a small rooftop energy system in such a way as to require new permitting. Routine operation and maintenance or like-kind replacements shall not require a permit.

15.14.040 Solar Energy System Requirements.

A. All solar energy systems shall meet applicable health and safety standards and requirements imposed by the state and the City of Guadalupe’s Building Division and Fire Department.

B. Solar energy systems for producing electricity shall meet all applicable safety and performance standards established by the California Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing

laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety and reliability.

C. Solar energy systems for heating water in single-family residences and for heating water in commercial or swimming pool applications shall be certified by an accredited listing agency as defined by the California Plumbing and Mechanical Code.

15.14.050 Duties of the Building Department and Building Official.

(a) All documents required for the submission of an expedited solar energy system application shall be made available on the publicly accessible City of Guadalupe Website.

(b) Electronic submittal of the required permit application and documents by email or the Internet shall be made available to all small residential rooftop solar energy system permit applicants.

(c) An applicant's electronic signature shall be accepted on all forms, applications, and other documents in lieu of a wet signature.

(d) The City of Guadalupe's Building Department shall adopt a standard plan and checklist of all requirements with which small residential rooftop solar energy systems shall comply to be eligible for expedited review.

(e) The small residential rooftop solar system permit process, standard plan(s), and checklist(s) shall substantially conform to recommendations for expedited permitting, including the checklist and standard plans contained in the most current version of the *California Solar Permitting Guidebook* adopted by the Governor's Office of Planning and Research.

(f) All fees prescribed for the permitting of small residential rooftop solar energy system must comply with Government Code Section 65850.55, Government Code Section 66015, Government Code Section 66016, and State Health and Safety Code Section 17951.

9-18.06. Permit Review and Inspection.

(a) The City of Guadalupe's Building Department shall adopt an administrative, nondiscretionary review process to expedite approval of small residential rooftop solar energy systems within thirty (30) days of the adoption of this Ordinance. The Building Division shall issue a nondiscretionary building permit the same day for over-the-counter applications, if possible, or otherwise, within twenty-four (24) hours, or within three (3) business days for electronic applications, of receipt of a complete application that meets the requirements of the approved checklist and standard plan. The Building Official may require an applicant to apply for a use permit pursuant to Guadalupe Municipal Code Section 18.12.010 if the Building Official finds, based on substantial evidence, that the solar energy system could have a specific, adverse impact upon the public health and safety. Such decisions may be appealed to the City of Guadalupe Planning Commission.

(b) Review of the application shall be limited to the Building Official's review of whether the application meets local, state, and federal health and safety requirements.

(c) If a use permit is required, the Building Official may deny an application for the use permit if the Building Official makes written findings based upon substantive evidence in the record that the proposed installation would

have a specific, adverse impact upon public health or safety and there is no feasible method to satisfactorily mitigate or avoid, as defined, the adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact. Such decisions may be appealed to the Planning Commission.

(d) Any condition imposed on an application shall be designed to mitigate the specific, adverse impact upon health and safety at the lowest possible cost.

(e) "A feasible method to satisfactorily mitigate or avoid the specific, adverse impact" includes, but is not limited to, any cost-effective method, condition, or mitigation imposed by the City of Guadalupe on another similarly situated application in a prior successful application for a permit. The City of Guadalupe shall use its best efforts to ensure that the selected method, condition, or mitigation meets the conditions of subparagraphs (A) and (B) of paragraph (1) of subdivision (d) of Section 714 of the Civil Code defining restrictions that do not significantly increase the cost of the system or decrease its efficiency or specified performance.

(f) The City of Guadalupe shall not condition approval of an application on the approval of an association, as defined in Section 4080 of the Civil Code.

(g) If an application is deemed incomplete, a written correction notice detailing all deficiencies in the application and any additional information or documentation required to be eligible for expedited permit issuance shall be sent to the applicant for resubmission.

(h) Only one inspection shall be required and performed by the Building Division for small residential rooftop solar energy systems eligible for expedited review. Notwithstanding the foregoing, the applicant may voluntarily waive the requirement for a single inspection and agree to multiple inspections on an agreed upon schedule. Any such waiver and agreed upon schedule shall be in writing.

(i) The inspection shall be done in a timely manner and should include consolidated inspections. An inspection will be scheduled within two [2] business days of a request and provide a two (2) hour inspection window.

(j) If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized but need not conform to the requirements of this Ordinance.

SECTION 2. Environmental Determination. The project is exempt from environmental review per CEQA Guidelines under the General Rule (Section 15061(b)(3)). The project involves updates and revisions to existing regulations. The proposed code amendments are consistent with California Law, specifically Government Code section 65850.5 and Civil Code section 714. It can be seen with certainty that the proposed Municipal Code text amendments will have no significant negative effect on the environment.

SECTION 3. If any part or provision of this chapter, or the application thereof to any person or circumstance, is held invalid, the remainder of the chapter, including the application of that part or provision to other persons or circumstances, shall not be affected thereby and shall continue in full force and effect. To this end, the provisions of this ordinance are severable.

SECTION 4. This Ordinance shall be in full force and effect thirty (30) days after its passage. Within fifteen days following its passage, the City Clerk shall cause this Ordinance to be published in a newspaper of general circulation in accordance with State Law; or when deemed necessary due to the length or complexity of the Ordinance, cause a summary of the Ordinance to be prepared and published at least five days prior to the City Council meeting at which the proposed Ordinance is to be adopted. If a summary is published at least five days prior to the City Council meeting at which the proposed Ordinance is to be adopted, then within 15 days after adoption of the Ordinance the City Clerk shall publish a summary of the Ordinance with the names of those City Council Members voting for and against the Ordinance and shall post a certified copy of the full text of such adopted Ordinance along with the names of those City Council Members voting for and against the Ordinance.

INTRODUCED at a regular meeting of the City Council held this 12th day of September, 2017, on motion by Councilmember _____, seconded by Councilmember _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

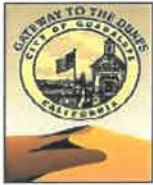
ATTEST:

Joice Earleen Raguz, City Clerk

John Lizalde, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney



AGENDA REPORT

SUBJECT/TITLE:

2018 PAVEMENT REHABILITATION PROJECT – PAVEMENT ANALYSIS

RECOMMENDATION:

- 1. ADOPT RESOLUTION NO. 2017- 49 – AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH PAVEMENT ENGINEERING INC. FOR PAVEMENT ANALYSIS FOR THE 2018 PAVEMENT REHABILITATION PROJECT**

DISCUSSION:

On February 11, 2014, the City Council adopted Resolution 2014-05 approving the Pavement Management System Report prepared by Pavement Engineering Inc. (PEI). The Report outlines the existing condition of the streets and in what year pavement maintenance or rehabilitation work should ideally be performed.

During the City’s financial crisis, all paving and asphalt maintenance work was stopped. Since that time, the City has been trying to catch up on pavement projects. Based upon the Pavement Management System Report and field conditions, the City Engineer recommends the following road segments for rehabilitation in 2018:

- Obispo Street from West Main Street to 10th Street
- Pelican Lane from Sandpiper Lane to Surfbird Lane
- Sandpiper Lane from Pacific Dunes Way to Pelican Lane

The City Engineer solicited a proposal from Pavement Engineering Inc., to perform deflection testing and coring, and to provide a report outlining the rehabilitation recommendations for the streets above. The recommendations will then be used, along with the available budget, to determine the scope of work for the 2018 Pavement Rehabilitation Project.

Plans will be prepared over the Winter months to allow the 2018 Pavement Rehabilitation Project to be constructed in Spring/Summer 2018.

FISCAL IMPACT:

All the costs associated with the pavement analysis for the 2018 Pavement Rehabilitation Project will be funded with Measure A and/or Gas Tax funds. The cost for the pavement analysis for the above street segments is \$13,375.

Agenda Item: _____

ATTACHMENTS:

- 1. Resolution 2017-49

Prepared by: Jeff van den Eikhof, City Engineer

Meeting Date: 12 September 2017

City Administrator Approval: _____



for Cruz Ramos.

Agenda Item: _____

RESOLUTION NO. 2017-49

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE
APPROVING A CONSULTANT AGREEMENT WITH PAVEMENT ENGINEERING INC.
FOR PAVEMENT ANALYSIS FOR THE 2018 PAVEMENT REHABILITATION PROJECT**

WHEREAS, the City has determined the need to implement a cost effective and efficient method of managing street maintenance needs; and,

WHEREAS, on February 11, 2014 the City Council adopted Resolution 2014-05 approving the Pavement Management System Report prepared by Pavement Engineering Incorporated (PEI); and,

WHEREAS, the City Engineer has selected street segments for the 2018 Pavement Rehabilitation Project based upon the Pavement Management System Report recommendations; and,

WHEREAS, the City Council has received a proposal from Pavement Engineering Incorporated dated August 25, 2017 to provide pavement testing and analysis for the streets identified for inclusion in the 2018 Pavement Rehabilitation Project; and,

WHEREAS, the City Engineer recommends approval of the proposal.

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

SECTION 1. Authorize the City Administrator to execute a consultant agreement with Pavement Engineering Inc. (PEI) for \$13,375.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 12th day of September 2017 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. 2017-49, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held September 12, 2017, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

John Lizalde, Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney

August 25, 2017

MP17-444

Jeff van den Eikhof, P.E.
City Engineer
918 Obispo Street
Guadalupe, CA 93434

Subject: Proposal for Guadalupe Pavement Analysis (Various Streets)

Dear Jeff:

Per your request, we are submitting our proposal for pavement evaluation services for the subject project. Our work will include deflection testing, coring, and providing a report listing our rehabilitation recommendations for the following project street segments:

- Obispo Street from West Main to 10th Street
- Pelican Lane from Sandpiper Lane to Surfbird Lane
- Sandpiper Lane from Pacific Dunes Way to Pelican Lane

The field testing portion of our work consists of deflection testing and coring the pavement to determine the asphalt layer thickness. Deflection tests will be performed at 100 foot maximum intervals in each lane (minimum of 10 tests per street). Coring will be performed at 500 foot maximum intervals over the street segment (minimum of 2 cores per segment). The deflection analysis will be performed in general accordance with CTM 356. The City of Guadalupe will provide the traffic index information for each street. Traffic control will consist of vehicle mounted flashing lights.

The engineering report summarizes our deflection analysis and contains rehabilitation options including HMA and RHMA overlays, Mill and Fill as well as recycling options including FDR and CIR.

We anticipate 4 to 6 weeks to complete the work after receiving the notice to proceed.

Our fee for performing this work will be \$13,375. The attached proposal conditions will apply. Please feel free to contact me at (805)781-2265 with any questions.

Very truly yours,
PAVEMENT ENGINEERING INC.


Joseph L. Ririe, P.E.
Principal Engineer

Attachments: Proposal Conditions
pc: C File, M File, MP Files S/R/P

PROPOSAL CONDITIONS

1. Proposal is valid for thirty days from the date of the proposal.
2. All work shall be performed utilizing common methods and practices of the civil engineering profession. Reports and construction documents will be signed by a registered civil engineer.
3. Fees for Lump-Sum or Unit Price Proposals will be charged at the quoted price. The quoted prices include all laboratory testing costs. Fees for Engineering and Technical Services on a Time and Materials Basis will be charged at the applicable hourly rates of the current PEI Fee Schedule.
4. The proposal is based upon providing liability insurance with limits up to \$2,000,000.
5. Payment: Invoices will be submitted at the completion of the work for Engineering Reports. Inspection fees will be invoiced on a monthly basis. All invoices are due upon receipt. Interest of 1-1/2% per month (but not exceeding the maximum rate allowable by law) will be payable on any amounts not paid within 30 days, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Attorneys' fees or other costs incurred in collecting any delinquent amount shall be paid by the client.

