

City of Guadalupe

AGENDA

Regular Meeting of the Guadalupe City Council

Tuesday, September 24, 2019

At 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

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

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

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

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

ROLL CALL:

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

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

AGENDA REVIEW

At this time the City Council will review the order of business to be conducted and receive requests for, or make announcements regarding, any changes(s) in the order of the day. The Council should by motion adopt the agenda as presented or as revised.

SWEARING IN

- Christopher Orozco, Police Officer
- Guadalupe Reyes, Fire Engineer
- Issac Garcia, Fire Engineer
- Nathaniel Kleinsasser, Fire Engineer
- Guillermo Nunez, Paid-Call Firefighter
- Jacob Segal, Paid-Call Firefighter
- Nicholas Bell, Paid-Call Firefighter

CEREMONIAL CALENDAR

1. Expressing Appreciation to Amelia Villegas for her 13 years of dedicated Employment and Service to the City of Guadalupe

COMMUNITY PARTICIPATION FORUM

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

CONSENT CALENDAR

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

Recommendation of City Staff to waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting, unless City Council indicates otherwise.

2. Payment of Warrants for the period ending September 13, 2019 to be approved for payment by the City Council.
3. Minutes of the City Council Regular Meeting of August 13, 2019 to be ordered filed.
4. Adoption of Memorandum of Understanding with Service Employees International Union, Local 620, for FY 2019-2021– Resolution No. 2019-59.
5. **MONTHLY REPORTS FROM DEPARTMENT HEADS**
 - a. Police and Fire Department report for August 2019
 - b. City Treasurer’s report for August 2019
 - c. Human Resources Report for August 2019

INTERIM CITY ADMINISTRATOR REPORT: (Information Only)

PUBLIC HEARING

6. **Consider 2019-127-CUP, a request of AGS Recycling, Inc. to approve a conditional use permit (CUP) for a CRV buyback center located at 770 Guadalupe Street, Guadalupe CA APN 115-140-001.**

Written Report: Larry Appel, Contract Planning Director

Recommendation: That the City Council:

- a. Receive a presentation from staff; and
- b. Conduct a public hearing, including 1) an opportunity for the applicant to present the proposed project, 2) receive any comments from the public; and
- c. Adopt Resolution No. 2019-58 approving a conditional use permit for the CRV buyback center (2019-127-CUP).

7. **Public hearing to consider amendments to the recently adopted Accessory Dwelling Unit (ADU) Ordinance (Chapter 18.53).**

Written Report: Larry Appel, Contract Planning Director

Recommendation: That the City Council:

- a. Receive a presentation from staff; and
- b. Conduct a public hearing and introduce by title only and waive the first reading of Ordinance No. 2019-480 amending Chapter 18.53 of the Municipal Code; and
- c. Continue to October 8, 2019 for second reading and adoption.

8. **Public hearing to consider Amendments to the City's Fire Code contained in Chapter 15.08 Sections 903.2.2.1, 903.2.7, and 903.2.21.**

Written Report: Robert Perrault, Interim City Administrator

Recommendation: City Council introduce and conduct the first reading of Ordinance No. 2019-481 amending the Municipal Code as it relates to the Fire Code, and continue the hearing to the regular City Council meeting on October 8, 2019 for the second reading and adoption.

REGULAR BUSINESS

9. **Approval of the Completion of the Design Development Phase for LeRoy Park and authorization to proceed with the Development of Construction and Bid Documents.**

Written Report: Robert Perrault, Interim City Administrator

Recommendation: It is recommended that the City Council by motion approve the completion of the Design Development Phase for LeRoy Park and authorize staff and the consultants to proceed with the development of construction and bid documents.

10. Nomination and Appointment of the Recreation and Parks Commission Members.

Written Report: Robert Perrault, Interim City Administrator

Recommendation: It is recommended that the City Council nominate and appoint members to the Recreation and Parks Commission.

11. State Water Suspended Table A Evaluation.

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

Recommendations: It is recommended that the City Council not participate in the reacquisition of suspended Table A state water.

12. Receipt of status report regarding the 2014 Tax Measures and request for direction regarding preparing future tax measures.

Written Report: Robert Perrault, Interim City Administrator

Recommendation: It is recommended that the City Council review and receive the status report and provide Staff with direction to begin the staff work necessary to prepare ballot measures for voter consideration in 2020.

FUTURE AGENDA ITEMS

ANNOUNCEMENTS - COUNCIL ACTIVITY/COMMITTEE REPORTS

ADJOURNMENT TO CLOSED SESSION MEETING

CLOSED SESSION

13. CONFERENCE WITH LABOR NEGOTIATORS

(Subdivision (a) of Gov. Code Section 54957.6)

Agency designated representatives: City Administrator and Human Resources Manager
Employee organizations: Guadalupe Police Officers Associations (POA)

ADJOURNMENT TO OPEN SESSION MEETING

CLOSED SESSION ANNOUNCEMENT

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall display case, Water Department bulletin board and website not less than 72 hours prior to the meeting. Dated this 20th day of September 2019.


Robert Perrault, Interim City Administrator

PROPOSED FUTURE CITY COUNCIL AGENDA ITEMS

Council Meeting: Date and Subject	Department	Agenda Category
Wednesday, September 25, 2019 at 6:00 pm / Special Meeting		
Draft General Plan - Workshop	Planning Department	Workshop
Tuesday, October 8, 2019 at 6:00 pm / Regular Meeting		
Amendment to the Accessory Dwelling Unit. Ordinance No. 2019-480– Second Reading	Planning Department	Consent Calendar
Amendment to the Fire Code Ordinance No. 2019-481 – Second Reading	Administration Department	Consent Calendar
2019 Pavement Maintenance Project – Notice of Completion	Public Works Department	Consent Calendar
Quarterly Financial Report	Finance Department	Consent Calendar
Employee Housing Ordinance No. 2019-482 -First Reading	City Attorney	Public Hearing
Pasadera Lot 9 Tentative Map	Planning Department	Public Hearing
Modification to Purchasing Requirement	Administration Department	New Business
Tuesday, October 22, 2019 at 6:00 pm/ Regular Meeting		

Other Unscheduled Items	Proposed Date of Item	Department	Agenda Category
Urban Foot Print Civic Plan		Ariston – Request CC	New Business
Planning Commission			New Business
City Hall Repairs			New Business
2018 State of California Tobacco Report City of Guadalupe – “F”		Ariston – Request CC	New Business
Team Building		Gina – Request CC	New Business

1.

PROCLAMATION

EXPRESSING APPRECIATION TO

AMELIA VILLEGAS

**FOR HER 13 YEARS OF DEDICATED EMPLOYMENT AND
SERVICE TO THE CITY OF GUADALUPE**

WHEREAS, Amelia Villegas was born and raised in Guadalupe; and

WHEREAS, she attended Allan Hancock College and earned an Associates of Science in Business Administration Degree; and

WHEREAS, Amelia graduated from CalPoly and earned her Bachelor's Degree in Administration, Concentration in Industrial Relations; and

WHEREAS, in 1993 Amelia joined Dey Pharmaceuticals in Napa California and served as the Vice President Human Resources for 9 ½ years, relocating back to the Central Coast; and

WHEREAS, she began her service to the City of Guadalupe on June 19, 2006 when she was hired for a temporary project based assignment; and

WHEREAS, Amelia Villegas began her employment with the City on March 26, 2007 as Human Resources Manager and has served in that position until her retirement; and

WHEREAS, Amelia also functioned as the City's Recreation Facility Coordinator and City representative for the Guadalupe Senior and Community Center Advisory Committee; and

WHEREAS, The City of Guadalupe has benefitted from Amelia Villegas commitment of personal time, energy and knowledge in numerous matters; and

WHEREAS, Amelia will be retiring from her position as Human Resources Manager effective October 1, 2019 after serving with distinction in those capacities; and

WHEREAS, her dedication and guidance will be sorely missed by those who had the privilege of working with her.

NOW, THEREFORE, BE IT RESOLVED, that by virtue of the authority in me as Mayor on behalf of the City Council of the City of Guadalupe, I, Ariston Julian, take this opportunity to express genuine and sincere recognition to

AMELIA VILLEGAS

for her help, professionalism, dedication, and valued contribution for thirteen years serving our city as Human Resources Manager.


IN WITNESS, WHEREOF, I have hereunto set my hand and caused the Seal of the City of Guadalupe to be affixed hereto this 24th day of September 2019.

Ariston Julian, Mayor

REPORT TO THE CITY COUNCIL
Council Agenda of September 24, 2019


Prepared by


City Administrator


Finance Director

SUBJECT: Payment of warrants for the period ending September 13, 2019 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Department staff.

RECOMMENDATION: That the City Council review and approve the listing of hand checks and warrants to be paid on September 25, 2019

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

440 WASHINGTON AVENUE *** VENDOR.: ACM01 (ACME AUTO LEASING, LLC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
19090406	2016 LEASE FORD UTILITY POLICE INTERCEPTOR 09/2019	09-19	09/01/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	2016 LEASE FORD UTILITY POLICE INTERCEPTOR 09/2019	01 4200 4150	1	755.00	755.00
		(General Fund Police Lease-Purchase)			
				Invoice Extension ---->	755.00
				Vendor Total ----->	755.00

P.O. BOX 6734 *** VENDOR.: ALL08 (ALLWEATHER LANDSCAPE MAINTENANCE, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
35649	LABOR AND MATERIAL TO REPAIR (2) I-40 POP UPS	09-19	08/30/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	LABOR AND MATERIAL TO REPAIR (2) I-40 POP UPS	01 4300 2150	1	203.00	203.00
		(General Fund Parks & Rec Profl Services)			
				Invoice Extension ---->	203.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
35679	LANDSCAPE MAINTENANCE FOR 09-2019	09-19	09/01/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	LANDSCAPE MAINTENANCE FOR 09-2019	01 4300 2150	1	1677.00	1677.00
		(General Fund Parks & Rec Profl Services)			
0002	LANDSCAPE MAINTENANCE FOR 09-2019	71 4454 2150	1	349.38	349.38
		(MEASURE A MEASURE A Profl Services)			
0003	LANDSCAPE MAINTENANCE FOR 09-2019	01 4145 2150	1	349.37	349.37
		(General Fund Building Mtce Profl Services)			
0004	LANDSCAPE MAINTENANCE FOR 09-2019	60 4490 2150	1	419.25	419.25
		(Quad.Assmt.Dist Quad.Assmt Dist Profl Services)			
				Invoice Extension ---->	2795.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
35680	LANDSCAPE FOR 303 OBISPO ST 09/2019	09-19	09/01/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	LANDSCAPE FOR 303 OBISPO ST 09/2019	10 4420 1450	1	295.00	295.00
		(Wtr. Oper. Fund Water Operating Facilities Main)			
				Invoice Extension ---->	295.00
				Vendor Total ----->	3293.00

P.O. BOX 310036 *** VENDOR.: AME09 (AMERICAN ASPHALT SOUTH, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
2019-134	2019 PAVEMENT MAINT. PROJECT (CRACK SEAL & SLURRY)	09-19	08/19/31 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	2019 PAVEMENT MAINT. PROJECT (CRACK SEAL & SLURRY)	71 4454 3150	1	229405.67	229405.67
		(MEASURE A MEASURE A Imp.Other/Build)			
				Invoice Extension ---->	229405.67
				Vendor Total ----->	229405.67

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

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
NV0075008	IPERL WATER METER	09-19	09/09/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Line Description			Unit(s) Unit Cost	Amount
0001 IPERL WATER METER			1 1539.13	1539.13
			(Wtr. Oper. Fund Water Operating Meters)	
			Invoice Extension ---->	1539.13
			Vendor Total ----->	1539.13

AUS WEST LOCKBOX
 P.O. BOX 101179
 *** VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
534531034 WET AND DUST MOPS	09-19	09/10/19 N N N	A-NET30 FROM INVOICE	2010
Line Description			Unit(s) Unit Cost	Amount
0001 WET AND DUST MOPS			1 37.33	37.33
			(General Fund Building Mtce Profl Services)	
			Invoice Extension ---->	37.33

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
534531035 UNIFORMS	09-19	09/10/19 N N N	A-NET30 FROM INVOICE	2010
Line Description			Unit(s) Unit Cost	Amount
0001 UNIFORMS			1 .28	.28
			(General Fund Building Mtce Profl Services)	
0002 UNIFORMS			1 .29	.29
			(General Fund Parks & Rec Profl Services)	
0003 UNIFORMS			1 1.69	1.69
			(Wtr. Oper. Fund Water Operating Profl Services)	
0004 UNIFORMS			1 1.69	1.69
			(Wst.Wtr.Op.Fund Wastewater Profl Services)	
0005 UNIFORMS			1 1.69	1.69
			(MEASURE A MEASURE A Profl Services)	
0006 UNIFORMS			1 7.91	7.91
			(Wtr. Oper. Fund Water Operating Profl Services)	
			Invoice Extension ---->	13.55

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
534531036 TOWELS, WET AND DUST MOPS, SOAP	09-19	09/10/19 N N N	A-NET30 FROM INVOICE	2010
Line Description			Unit(s) Unit Cost	Amount
0001 TOWELS, WET AND DUST MOPS, SOAP			1 70.89	70.89
			(Wst.Wtr.Op.Fund Wastewater Profl Services)	
			Invoice Extension ---->	70.89

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
534531037 UNIFORMS	09-19	09/10/19 N N N	A-NET30 FROM INVOICE	2010
Line Description			Unit(s) Unit Cost	Amount
0001 UNIFORMS			1 .74	.74
			(General Fund Building Mtce Profl Services)	
0002 UNIFORMS			1 .75	.75
			(General Fund Parks & Rec Profl Services)	
0003 UNIFORMS			1 5.95	5.95
			(MEASURE A MEASURE A Profl Services)	
			Invoice Extension ---->	7.44

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
534531043 MATS, TOWELS	09-19	09/10/19 N N N	A-NET30 FROM INVOICE	2010
Line Description			Unit(s) Unit Cost	Amount
0001 MATS, TOWELS			1 73.10	73.10
			(General Fund Police Op Supp/Expense)	
			Invoice Extension ---->	73.10
			Vendor Total ----->	202.31

P.O. BOX 790408

*** VENDOR.: CAR09 (CARDMEMBER SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0566	PLUG ADAPTER AND CHARGER	09-19	08/14/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PLUG ADAPTER AND CHARGER	01 4220 1400	1	30.50	30.50
		(General Fund Fire Equipment Maint)			
				Invoice Extension ---->	30.50

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0660	THUMB TACKS, PAPER CLIPS, BINDER	09-19	09/02/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	THUMB TACKS, PAPER CLIPS, BINDER	01 4200 1200	1	60.31	60.31
		(General Fund Police Off Suppl/Postg)			
				Invoice Extension ---->	60.31

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1104	WIRELESS DOORBELL & LARGE DOOR VIEWER	09-19	08/29/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	WIRELESS DOORBELL & LARGE DOOR VIEWER	01 4145 1550	1	45.34	45.34
		(General Fund Building Mtce Op Supp/Expense)			
0002	USE TAX	01 2265	-1	3.35	-3.35
		(General Fund USE TAX PAYABLE)			
				Invoice Extension ---->	41.99

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1435	HEAVY DUTY NONSTICK BINDER	09-19	08/29/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	HEAVY DUTY NONSTICK BINDER	01 4200 1550	1	55.35	55.35
		(General Fund Police Op Supp/Expense)			
				Invoice Extension ---->	55.35

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
4748	QUICK ID CARD	09-19	08/16/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	QUICK ID CARD	01 4220 1550	1	29.95	29.95
		(General Fund Fire Op Supp/Expense)			
				Invoice Extension ---->	29.95

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
5254	UPDATING WEBSITE	09-19	08/17/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	UPDATING WEBSITE	01 4140 2150	1	10.95	10.95
		(General Fund Non-Departmentl Prof'l Services)			
				Invoice Extension ---->	10.95

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
5483	GLASS SCREEN PROTECTOR FOR IPHONE	09-19	08/14/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	GLASS SCREEN PROTECTOR FOR IPHONE	01 4420 1200	1	66.91	66.91
		(General Fund Water Operating Off Suppl/Postg)			
0002	HONEYWELL HT-900 TURBOFORCE AIR CIRCULATOR	01 4220 1200	1	15.12	15.12
		(General Fund Fire Off Suppl/Postg)			
				Invoice Extension ---->	82.03

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
6249	SUBDIVISION MAP ACT	09-19	08/20/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount

P.O. BOX 790408

*** VENDOR.: CAR09 (CARDMEMBER SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Line	Description				G/L Account No Unit(s) Unit Cost Amount
0001	SUBDIVISION MAP ACT				10 4420 1550 1 13.12 13.12 (Wtr. Oper. Fund Water Operating Op Supp/Expense)
0002	SUBDIVISION MAP ACT				12 4425 1550 1 13.13 13.13 (Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)
0003	SUBDIVISION MAP ACT				71 4454 1550 1 13.13 13.13 (MEASURE A MEASURE A Op Supp/Expense)
0004	SUBDIVISION MAP ACT				01 4300 1550 1 2.19 2.19 (General Fund Parks & Rec Op Supp/Expense)
0005	SUBDIVISION MAP ACT				01 4145 1550 1 2.19 2.19 (General Fund Building Mtce Op Supp/Expense)
				Invoice Extension ---->	43.76

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
6739	RECOVERY TRACTION MATS, SNOW VEHICLE EXTRACTION	09-19	08/14/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description				G/L Account No Unit(s) Unit Cost Amount
0001	RECOVERY TRACTION MATS, SNOW VEHICLE EXTRACTION				01 4420 1550 1 194.37 194.37 (General Fund Water Operating Op Supp/Expense)
0002	USE TAX				01 2265 -1 14.39 -14.39 (General Fund USE TAX PAYABLE)
				Invoice Extension ---->	179.98

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7028	COPY PAPER	09-19	08/23/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description				G/L Account No Unit(s) Unit Cost Amount
0001	COPY PAPER				01 4200 1550 1 70.53 70.53 (General Fund Police Op Supp/Expense)
				Invoice Extension ---->	70.53

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7494	TOW STAP RECOVERY KIT	09-19	08/14/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description				G/L Account No Unit(s) Unit Cost Amount
0001	TOW STAP RECOVERY KIT				01 4220 1550 1 65.73 65.73 (General Fund Fire Op Supp/Expense)
0002	USE TAX				01 2265 -1 4.86 -4.86 (General Fund USE TAX PAYABLE)
				Invoice Extension ---->	60.87

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7683	2019 ANNUAL CONFERENCE & EXPO - GINA RUBALCABA	09-19	08/14/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description				G/L Account No Unit(s) Unit Cost Amount
0001	2019 ANNUAL CONFERENCE & EXPO - GINA RUBALCABA				01 4100 1350 1 550.00 550.00 (General Fund City Council Mem/Dues & Subs)
				Invoice Extension ---->	550.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7725	2019 ANNUAL CONFERENCE & EXPO-ARISTON JULIAN	09-19	08/14/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description				G/L Account No Unit(s) Unit Cost Amount
0001	2019 ANNUAL CONFERENCE & EXPO-ARISTON JULIAN				01 4100 1350 1 550.00 550.00 (General Fund City Council Mem/Dues & Subs)
				Invoice Extension ---->	550.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8680	EXTENSION CORD	09-19	08/14/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description				G/L Account No Unit(s) Unit Cost Amount
0001	EXTENSION CORD				01 4220 1400 1 154.33 154.33 (General Fund Fire Equipment Maint)
0002	USE TAX				01 2265 -1 11.43 -11.43 (General Fund USE TAX PAYABLE)
				Invoice Extension ---->	142.90

P.O. BOX 790408

*** VENDOR.: CAR09 (CARDMEMBER SERVICE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
9299	DIGITAL 10K REPLACEMENT PAD	09-19	08/23/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	DIGITAL 10K REPLACEMENT PAD	01 4200 1200	1	65.48	65.48
		(General Fund Police Off Suppl/Postg)			
				Invoice Extension ---->	65.48

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
9717	ANTI GLARE SCREEN PROTECTOR FOR PANASONIC	09-19	08/15/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	ANTI GLARE SCREEN PROTECTOR FOR PANASONIC	01 4220 1200	1	114.89	114.89
		(General Fund Fire Off Suppl/Postg)			
				Invoice Extension ---->	114.89
				Vendor Total ----->	2089.49

966 HUBER ST

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

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
57984	TANK RENTAL STRONGBASE FOR 09/2019	09-19	08/31/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	TANK RENTAL STRONGBASE FOR 09/2019	01 4200 1550	1	35.00	35.00
		(General Fund Police Op Supp/Expense)			
				Invoice Extension ---->	35.00
				Vendor Total ----->	35.00

P.O BOX 740407

*** VENDOR.: FRO01 (FRONTIER COMMUNICATIONS)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
091219	COMMUNICATIONS 09/04/19 - 10/03/19 805343-0362	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COMMUNICATIONS 09/04/19 - 10/03/19	01 4220 1150	1	54.22	54.22
		(General Fund Fire Communications)			
0002	COMMUNICATIONS 09/04/19 - 10/03/19	01 4105 1150	1	114.45	114.45
		(General Fund Administration Communications)			
0003	COMMUNICATIONS 09/04/19 - 10/03/19	01 4120 1150	1	114.45	114.45
		(General Fund Finance Communications)			
0004	COMMUNICATIONS 09/04/19 - 10/03/19	01 4200 1150	1	173.22	173.22
		(General Fund Police Communications)			
0005	COMMUNICATIONS 09/04/19 - 10/03/19	01 4105 1150	1	72.62	72.62
		(General Fund Administration Communications)			
0006	COMMUNICATIONS 09/04/19 - 10/03/19	01 4405 1150	1	72.62	72.62
		(General Fund Bldg and Safety Communications)			
				Invoice Extension ---->	601.58

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
091219A	COMMUNICATIONS 09/04/19 - 10/03/19 805 343-5512	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COMMUNICATIONS 09/04/19 - 10/03/19	01 4105 1150	1	83.72	83.72
		(General Fund Administration Communications)			
				Invoice Extension ---->	83.72

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
091219B	COMMUNICATIONS 09/01/19 - 09/30/19 8053431451	09-19	09/01/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COMMUNICATIONS 09/01/19 - 09/30/19	12 4425 1150	1	237.43	237.43
		(Wst. Wtr. Op. Fund Wastewater Communications)			
				Invoice Extension ---->	237.43

P.O BOX 740407

*** VENDOR.: FRO01 (FRONTIER COMMUNICATIONS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->				922.73 =====

P.O. BOX 51488

*** VENDOR.: GAR08 (HENRY GARCIA)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
090919 09/2019 DEED OF TRUST	09-19	09/09/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 09/2019 DEED OF TRUST	26 2300		1 404.88	404.88
			(RDA-Op.Fund Loan Payable)	
Invoice Extension ---->				404.88
Vendor Total ----->				404.88 =====

3500 SO. MAIN STREET STE 200

*** VENDOR.: GOB01 (GOBLE SAMPSON ASSOCIATES INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
NV0007878 WEAR BARS,BOLTS, SEALING RINGS,CLEANING BRUSH	09-19	09/06/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WEAR BARS,BOLTS, SEALING RINGS,CLEANING BRUSH	12 4425 1400		1 4628.44	4628.44
			(Wst.Wtr.Op.Fund Wastewater Equipment Maint)	
Invoice Extension ---->				4628.44
Vendor Total ----->				4628.44 =====

P.O. BOX 337

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
181907 UTILITY BLADE	09-19	09/06/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 UTILITY BLADE	10 4420 1550		1 2.04	2.04
			(Wtr. Oper. Fund Water Operating Op Supp/Expense)	
Invoice Extension ---->				2.04

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
182036 WINDSHIELD WASHER	09-19	09/11/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WINDSHIELD WASHER	01 4145 1550		1 6.89	6.89
			(General Fund Building Mtce Op Supp/Expense)	
Invoice Extension ---->				6.89

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
182221 RACKET STRAPS	09-19	09/06/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 RACKET STRAPS	71 4454 1550		1 34.54	34.54
			(MEASURE A MEASURE A Op Supp/Expense)	
Invoice Extension ---->				34.54

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
182283 FLAT BLACK PAINT	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FLAT BLACK PAINT	71 4454 1550		1 6.44	6.44
			(MEASURE A MEASURE A Op Supp/Expense)	
Invoice Extension ---->				6.44

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

P.O. BOX 337

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
182346 1 2X2 1/2 SLEEVE, HITCHPIN	09-19	09/05/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 1 2X2 1/2 SLEEVE, HITCHPIN	01 4145 1550	1	1.40	1.40
	(General Fund Building Mtce Op Supp/Expense)			
0002 1 2X2 1/2 SLEEVE, HITCHPIN	01 4300 1550	1	1.41	1.41
	(General Fund Parks & Rec Op Supp/Expense)			
0003 1 2X2 1/2 SLEEVE, HITCHPIN	10 4420 1550	1	8.41	8.41
	(Wtr. Oper. Fund Water Operating Op Supp/Expense)			
0004 1 2X2 1/2 SLEEVE, HITCHPIN	12 4425 1550	1	8.41	8.41
	(Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)			
0005 1 2X2 1/2 SLEEVE, HITCHPIN	71 4454 1550	1	8.41	8.41
	(MEASURE A MEASURE A Op Supp/Expense)			
	Invoice Extension ---->			28.04
	Vendor Total ----->			77.95

771 GUADALUPE STREET

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
090919 09/2019 PROPERTY LEASE PAYMENT FOR BANDSHELL	09-19	09/09/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 09/2019 PROPERTY LEASE PAYMENT FOR BANDSHELL	01 4300 2150	1	50.00	50.00
	(General Fund Parks & Rec Profl Services)			
	Invoice Extension ---->			50.00
	Vendor Total ----->			50.00

120 S. STATE COLLEGE BLVD
 SUITE 200

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0032167IN TRANS. TAX 3RD QUARTER	09-19	09/06/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 TRANS. TAX 3RD QUARTER	01 4105 2150	1	150.00	150.00
	(General Fund Administration Profl Services)			
	Invoice Extension ---->			150.00
	Vendor Total ----->			150.00

6144 CALLE REAL SUITE 200

*** VENDOR.: IMP01 (IMPULSE INTERNET SERVICES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
20106 COMMUNICATIONS 10/10/19-11/09/19	09-19	10/10/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COMMUNICATIONS 10/10/19-11/09/19	01 4405 1150	1	144.06	144.06
	(General Fund Bldg and Safety Communications)			
0002 COMMUNICATIONS 10/10/19-11/09/19	12 4425 1150	1	144.06	144.06
	(Wst.Wtr.Op.Fund Wastewater Communications)			
0003 COMMUNICATIONS 10/10/19-11/09/19	01 4200 1150	1	144.06	144.06
	(General Fund Police Communications)			
0004 COMMUNICATIONS 10/10/19-11/09/19	01 4120 1150	1	144.06	144.06
	(General Fund Finance Communications)			
0005 COMMUNICATIONS 10/10/19-11/09/19	01 4220 1150	1	144.06	144.06
	(General Fund Fire Communications)			
0006 COMMUNICATIONS 10/10/19-11/09/19	01 4105 1150	1	144.06	144.06
	(General Fund Administration Communications)			
0007 COMMUNICATIONS 10/10/19-11/09/19	10 4420 1150	1	144.06	144.06
	(Wtr. Oper. Fund Water Operating Communications)			
0008 COMMUNICATIONS 10/10/19-11/09/19	01 4300 1150	1	144.06	144.06
	(General Fund Parks & Rec Communications)			
0009 COMMUNICATIONS 10/10/19-11/09/19	10 4420 1150	1	25.59	25.59
	(Wtr. Oper. Fund Water Operating Communications)			
0010 COMMUNICATIONS 10/10/19-11/09/19	71 4454 1150	1	102.42	102.42
	(MEASURE A MEASURE A Communications)			
	Invoice Extension ---->			1280.49

30144 CALLE REAL SUITE 200

*** VENDOR.: IMP01 (IMPULSE INTERNET SERVICES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Vendor Total ----->				1280.49 =====

3070 SKYWAY DR.

*** VENDOR.: IND01 (INDUSTRIAL MEDICAL GROUP INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
85928 PHYSICAL EXAM (GUZMAN)	09-19	08/22/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PHYSICAL EXAM (GUZMAN)	01	4145 2150	1 365.00	365.00
(General Fund Building Mtce Profl Services)				
Invoice Extension ---->				365.00

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
86189 PHYSICAL EXAM (FABIAN)	09-19	08/29/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PHYSICAL EXAM (FABIAN)	01	4120 2150	1 295.00	295.00
(General Fund Finance Profl Services)				
Invoice Extension ---->				295.00

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
86498 PHYSICAL EXAM (BRETT JAFFEE)	09-19	09/09/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PHYSICAL EXAM (BRETT JAFFEE)	01	4120 2150	1 480.00	480.00
(General Fund Finance Profl Services)				
Invoice Extension ---->				480.00

Vendor Total -----> 1140.00
=====

P.O. BOX 400

*** VENDOR.: LEE01 (LEE CENTRAL COAST NEWSPAPERS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
148410 NOTICE OF PUBLIC HEARING-FIRE CODE UPDATE	09-19	08/30/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 NOTICE OF PUBLIC HEARING-FIRE CODE UPDATE	01	4105 1250	1 120.50	120.50
(General Fund Administration Advertisin/Pub.)				
Invoice Extension ---->				120.50

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
148449 PUBLIC HEARING AGS RECYCLING	09-19	08/30/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PUBLIC HEARING AGS RECYCLING	01	4405 1250	1 253.50	253.50
(General Fund Bldg and Safety Advertisin/Pub.)				
Invoice Extension ---->				253.50

Vendor Total -----> 374.00
=====

P.O. BOX 823473

*** VENDOR.: LUT01 (LUTTRELL STAFFING GROUP INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1008142 TEMPORARY HELP 08/25/2019	09-19	08/28/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 TEMPORARY HELP 08/25/2019	10	4420 0150	1 871.88	871.88
(Wtr. Oper. Fund Water Operating Temp Employees)				
Invoice Extension ---->				871.88

P.O. BOX 823473

*** VENDOR.: LUT01 (LUTTRELL STAFFING GROUP INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1008174	TEMPORARY WORK 09/01/19	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	TEMPORARY WORK 09/01/19	10 4420 0150	1	871.88	871.88
		(Wtr. Oper. Fund Water Operating Temp Employees)			
				Invoice Extension ---->	871.88
				Vendor Total ----->	1743.76

DEPT. LA 23793

*** VENDOR.: MAT02 (MATHESON TRI-GAS, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
20298671	ACETYLENE-LARGE, HIGH PRESSURE-MED, HAZARDOUS MAT	09-19	08/31/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	ACETYLENE-LARGE, HIGH PRESSURE-MED, HAZARDOUS MAT	12 4425 2200	1	49.91	49.91
		(Wst.Wtr.Op.Fund Wastewater Equip. Rental)			
				Invoice Extension ---->	49.91
				Vendor Total ----->	49.91

P.O. BOX 3237

*** VENDOR.: NOB02 (NOBLE SAW INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
426635	GENERATOR, GASKET, SPARK PLUG	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	GENERATOR, GASKET, SPARK PLUG	01 4220 1400	1	118.74	118.74
		(General Fund Fire Equipment Maint)			
				Invoice Extension ---->	118.74
				Vendor Total ----->	118.74

P.O. BOX 997300

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

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
090919	884 GUADALUPE	09-19	09/03/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	884 GUADALUPE	65 4485 1000	1	214.78	214.78
		(Quad.Light Dist Gdlpe Light Dis Utilities)			
				Invoice Extension ---->	214.78

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
091119	GULARTE LANE07/31/19-08/29/19	09-19	08/30/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	GULARTE LANE07/31/19-08/29/19	12 4425 1000	1	51.15	51.15
		(Wst.Wtr.Op.Fund Wastewater Utilities)			
				Invoice Extension ---->	51.15

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
090919-A	4545 10TH ST 08/01/19-09/02/19	09-19	09/03/19 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	4545 10TH ST 08/01/19-09/02/19	01 4145 1000	1	128.75	128.75
		(General Fund Building Mtce Utilities)			
				Invoice Extension ---->	128.75

P.O. BOX 997300

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
				Vendor Total ----->
				394.68 =====

P.O. BOX 404642

*** VENDOR.: POL02 (POLYDYNE INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
1383856 CLARIFLOC WE-1289 SLUDGE POLYMER	09-19	08/28/19 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 CLARIFLOC WE-1289	12 4425 1550		1	3239.38	3239.38
			(Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)		
				Invoice Extension ----->	3239.38
				Vendor Total ----->	3239.38 =====

2150 N. 107TH STREET SUITE 200

*** VENDOR.: QUA02 (QUALITY CODE PUBLISHING LLC CORP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
2019-145 WEBSITE MAINTENANCE & STORAGE FEE	09-19	05/10/19 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 WEBSITE MAINTENANCE & STORAGE FEE	01 4110 2150		1	480.00	480.00
			(General Fund City Attorney Profl Services)		
				Invoice Extension ----->	480.00
				Vendor Total ----->	480.00 =====

P.O. BOX 37600

*** VENDOR.: QUI01 (QUILL CORPORATION)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
1024238 WALL CALENDAR FOR RECREATION	09-19	09/06/19 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 WALL CALENDAR FOR RECREATION	01 4300 1200		1	13.01	13.01
			(General Fund Parks & Rec Off Suppl/Postg)		
				Invoice Extension ----->	13.01

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
1024906 INK FOR SONIA CDBG	09-19	09/06/19 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 INK FOR SONIA CDBG	102 4012 1550		1	27.79	27.79
			(CDBG 2017 CDBG 2017 GA Op Supp/Expense)		
				Invoice Extension ----->	27.79

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
9954223 POP UP NOTES CAPTOWN,COPY PAPER	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 POP UP NOTES CAPTOWN,COPY PAPER	01 4405 1200		1	28.24	28.24
			(General Fund Bldg and Safety Off Suppl/Postg)		
0002 COPY PAPER	01 4105 1200		1	19.02	19.02
			(General Fund Administration Off Suppl/Postg)		
				Invoice Extension ----->	47.26

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
9954704 V ISRJET PRINTER MAINTENANCE KIT	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount

P.O. BOX 37600

*** VENDOR.: QUI01 (QUILL CORPORATION)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 V ISRJET PRINTER MAINTENANCE KIT	01 4120 1200	1	285.33	285.33
	(General Fund Finance Off Suppl/Postg)			
		Invoice Extension ---->		285.33

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
9955462 INK FOR SMALL PRINTER CDBG SONIA RIOS	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 INK FOR SMALL PRINTER CDBG SONIA RIOS	102 4012 1550	1	44.79	44.79
	(CDBG 2017 CDBG 2017 GA Op Suppl/Expense)			
		Invoice Extension ---->		44.79

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
9961713 DESK CALENDAR FOR RECREATION	09-19	09/05/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 DESK CALENDAR FOR RECREATION	01 4300 1200	1	19.43	19.43
	(General Fund Parks & Rec Off Suppl/Postg)			
		Invoice Extension ---->		19.43

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
9997518 KEY HOLDER FOR PARKS & REC	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 KEY HOLDER FOR PARKS & REC	01 4300 1200	1	27.21	27.21
	(General Fund Parks & Rec Off Suppl/Postg)			
		Invoice Extension ---->		27.21
		Vendor Total ----->		464.82
				=====

*** VENDOR.: RAG01 (JOICE E. RAGUZ)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
091119 REIMBURSEMENT FOR SNACKS RIBBON CUTTING CEREMONY	09-19	09/10/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 REIMBURSEMENT FOR SNACKS RIBBON CUTTING CEREMONY	01 4100 1300	1	158.40	158.40
	(General Fund City Council Bus Exp/Train)			
		Invoice Extension ---->		158.40
		Vendor Total ----->		158.40
				=====

P.O. BOX 856158

*** VENDOR.: REA01 (READY REFRESH BY NESTLE)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
19H880953 DRINKING WATER	09-19	08/20/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 DRINKING WATER	12 4425 1550	1	39.92	39.92
	(Wst.Wtr.Op.Fund Wastewater Op Suppl/Expense)			
		Invoice Extension ---->		39.92
		Vendor Total ----->		39.92
				=====

300 N.SAN ANTONIO ROAD

*** VENDOR.: SAN14 (SANTA BARBARA COUNTY EMS AGENCY)

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

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
091019	EMT RENEWAL FF PINO	09-19	09/05/19 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	EMT RENEWAL FF PINO	01	4220 1300	1	94.00	94.00
		(General Fund Fire Bus Exp/Train)				
		Invoice Extension ---->				94.00
		Vendor Total ----->				94.00

1 TARA BLVD SUITE 301 *** VENDOR.: SAT01 (SATCOM GLOBAL FZE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
S09190198	COMMUNICATION 881622413855 & 54	09-19	09/01/19 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	COMMUNICATION 881622413855 & 54	01	4420 1150	1	42.75	42.75
		(General Fund Water Operating Communications)				
0002	COMMUNICATION 881622413855 & 54	01	4200 1150	1	42.75	42.75
		(General Fund Police Communications)				
		Invoice Extension ---->				85.50
		Vendor Total ----->				85.50

DEPT, CH 10651 *** VENDOR.: STA08 (STANLEY CONVERGENT SECURITY SOLUTION IN.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
16807989	PROFESSIONAL SERVICES-10/01/19-10/13/19	09-19	09/01/19 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICES-10/01/19-10/13/19	01	4120 2150	1	49.13	49.13
		(General Fund Finance Prof'l Services)				
		Invoice Extension ---->				49.13

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
16809868	PROFESSIONAL SERVICES 10/2019	09-19	09/01/19 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICES 10/2019	12	4425 2150	1	48.14	48.14
		(Wst.Wtr.Op.Fund Wastewater Prof'l Services)				
		Invoice Extension ---->				48.14

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
370005746	ALARM SYSTEM FOR ADMIN & PLANNING OFFICE	09-19	09/01/19 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	ALARM SYSTEM FOR ADMIN & PLANNING OFFICE	01	4105 2150	1	50.08	50.08
		(General Fund Administration Prof'l Services)				
		Invoice Extension ---->				50.08
		Vendor Total ----->				147.35

DEPT 51 7820155595 *** VENDOR.: STA16 (STAPLES CREDIT PLAN)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
318762071	SWINGLINE OPTIMA GRIP ELE,LOGITECH	09-19	07/10/19 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	SWINGLINE OPTIMA GRIP ELE,LOGITECH	01	4145 1550	1	103.43	103.43
		(General Fund Building Mtce Op Supp/Expense)				
		Invoice Extension ---->				103.43

DEPT 51 7820155595 *** VENDOR.: STA16 (STAPLES CREDIT PLAN)

P.O. BOX 78004

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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Vendor Total -----> 103.43
 =====

586 VIA BANDOLERO *** VENDOR.: SWE02 (SHANNON SWEENEY)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
090919 MONTHLY REIMBURSEMENT FOR CELL PHONE 09/2019	09-19	09/09/19 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	MONTHLY REIMBURSEMENT FOR CELL PHONE 09/2019	10 4420 1300	1	15.00	15.00
	(Wtr. Oper. Fund Water Operating Bus Exp/Train)				
0002	MONTHLY REIMBURSEMENT FOR CELL PHONE 09/2019	12 4425 1300	1	15.00	15.00
	(Wst.Wtr.Op.Fund Wastewater Bus Exp/Train)				
0003	MONTHLY REIMBURSEMENT FOR CELL PHONE 09/2019	71 4454 1300	1	15.00	15.00
	(MEASURE A MEASURE A Bus Exp/Train)				
0004	MONTHLY REIMBURSEMENT FOR CELL PHONE 09/2019	01 4145 1300	1	2.50	2.50
	(General Fund Building Mtce Bus Exp/Train)				
0005	MONTHLY REIMBURSEMENT FOR CELL PHONE 09/2019	01 4300 1300	1	2.50	2.50
	(General Fund Parks & Rec Bus Exp/Train)				

Invoice Extension ----> 50.00

Vendor Total -----> 50.00
 =====

P.O. BOX 742592 *** VENDOR.: TER01 (TERMINIX PROCESSING CENTER CORP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
388909303 PROFESSIONAL SERVICES @ CITY HALL	09-19	08/16/19 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICES @ CITY HALL	01 4145 2150	1	152.00	152.00
	(General Fund Building Mtce Profl Services)				

Invoice Extension ----> 152.00

Vendor Total -----> 152.00
 =====

7734 GARDEN GROVE BLVD *** VENDOR.: TUR01 (TURNOUT MAINTENANCE COMPANY,LLC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
21284 ADD NAME TO SUPPLIED PANEL (PINO HULSIZER)	09-19	08/23/19 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	ADD NAME TO SUPPLIED PANEL (PINO HULSIZER)	01 4220 1400	1	43.20	43.20
	(General Fund Fire Equipment Maint)				

Invoice Extension ----> 43.20

Vendor Total -----> 43.20
 =====

712 FIERO LANE SUITE #33 *** VENDOR.: ULT01 (ULTREX)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
302602 COPIES	09-19	08/31/19 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COPY MACHINE COGL-01	01 4105 1550	1	235.79	235.79
	(General Fund Administration Op Supp/Expense)				
0002	COPY MACHINE COGL-01	01 4120 1550	1	56.30	56.30
	(General Fund Finance Op Supp/Expense)				
0003	COPY MACHINE COGL-01	01 4200 1550	1	35.21	35.21
	(General Fund Police Op Supp/Expense)				
0004	COPY MACHINE COGL-01	01 4220 1550	1	62.96	62.96
	(General Fund Fire Op Supp/Expense)				
0005	COPY MACHINE COGL-01	01 4405 1550	1	6.83	6.83
	(General Fund Bldg and Safety Op Supp/Expense)				

Invoice Extension ----> 397.09

712 FIERO LANE SUITE #33

*** VENDOR.: ULT01 (ULTREX)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
				Vendor Total ----->
				397.09 =====

P.O. BOX 9004-C#322222

*** VENDOR.: USA01 (U.S.A. BLUEBOOK INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
996056 PUMP W/ EXTERNAL CONTROL	09-19	08/30/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PUMP W/ EXTERNAL CONTROL	10 4420 1550		1 1255.02	1255.02
				(Wtr. Oper. Fund Water Operating Op Supp/Expense)
				Invoice Extension ---->
				1255.02
				Vendor Total ----->
				1255.02 =====

WILLIAM CASTELLANOS

*** VENDOR.: WCR01 (W.C. RANCH)

P.O. BOX 1796

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
2019-804 MOWING, DISCING AUG16-AUG29	09-19	09/04/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 MOWING, DISCING AUG16-AUG29	89 4444 3081		1 2420.00	2420.00
				(CIP CIP 089-501)
				Invoice Extension ---->
				2420.00
				Vendor Total ----->
				2420.00 =====

27368 VIA INDUSTRIA SUITE 200

*** VENDOR.: WIL03 (WILLDAN FINANCIAL SERVICES CORP.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
01042406 PASADERA LANDSCAPING AND LIGHTING DISTRICT	09-19	09/12/19 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 PASADERA LANDSCAPING AND LIGHTING DISTRICT	63 4472 2150		1 1650.00	1650.00
				(Pas L&L Dist HOUSING IMPACT Profl Services)
				Invoice Extension ---->
				1650.00
				Vendor Total ----->
				1650.00 =====

49.13+
 48.14+
 50.08+
 103.43+
 50.+
 152.+
 43.2+
 397.09+
 1,255.02+
 2,420.+
 1,650.+
 259,435.29*

** Total Invoices -----> 259435.29
 ** Total Checks -----> .00
 *** Total Purchases ---> 259435.29
 =====

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance	
01	2010		Accounts Payable//General Fund		-10712.89					
01	2265		USE TAX PAYABLE//General Fund		-34.03					
01	4100	1300	City Council/Bus Exp/Train/Gener		158.40	208.23	366.63	1800.00	1433.37	
01	4100	1350	City Council/Mem/Dues & Su/Gener		1100.00	.00	1100.00	2500.00	1400.00	
01	4105	1150	Administratio/Communication/Gen		414.85	575.28	1044.58	5500.00	4455.42	
01	4105	1200	Administratio/Off Suppl/Pos/Gen		19.02	193.19	406.21	1800.00	1393.79	
01	4105	1250	Administratio/Advertisin/Pu/Gen		120.50	484.55	605.05	4000.00	3394.95	
01	4105	1550	Administratio/Op Supp/Expen/Gen		235.79	256.01	491.80	1500.00	1008.20	
01	4105	2150	Administratio/Profl Service/Gen		200.08	100.16	945.52	7000.00	6054.48	
01	4110	2150	City Attorney/Profl Service/Gen		480.00	14015.60	14495.60	110000.00	95504.40	
01	4120	1150	Finance/Communication/General F		258.51	373.29	631.80	3200.00	2568.20	
01	4120	1200	Finance/Off Suppl/Pos/General F		285.33	311.72	597.05	2500.00	1902.95	
01	4120	1550	Finance/Op Supp/Expen/General F		56.30	16.80	73.10	2000.00	1926.90	
01	4120	2150	Finance/Profl Service/General F		824.13	2023.53	3452.13	20000.00	16547.87	
01	4140	2150	Non-Departmen/Profl Service/Gen		10.95	10.95	21.90	11000.00	10978.10	
01	4145	1000	Building Mtce/Utilities/General		128.75	3203.08	6401.53	35000.00	28598.47	
01	4145	1300<*>	Building Mtce/Bus Exp/Train/Gen		2.50	5.00	7.50	.00	-7.50	
01	4145	1550	Building Mtce/Op Supp/Expen/Gen		159.25	2096.19	2592.56	7800.00	5207.44	
01	4145	2150	Building Mtce/Profl Service/Gen		904.72	4043.35	5899.77	23000.00	17100.23	
01	4200	1150	Police/Communication/General Fu		360.03	591.10	1005.58	9000.00	7994.42	
01	4200	1200	Police/Off Suppl/Pos/General Fu		125.79	.00	125.79	1700.00	1574.21	
01	4200	1550	Police/Op Supp/Expen/General Fu		269.19	1980.50	2291.62	19888.00	17596.38	
01	4200	4150<*>	Police/Lease-Purchas/General Fu		755.00	7065.85	7820.85	.00	-7820.85	
01	4220	1150	Fire/Communication/General Fund		198.28	501.94	754.67	4600.00	3845.33	
01	4220	1200	Fire/Off Suppl/Pos/General Fund		130.01	132.22	262.23	900.00	637.77	
01	4220	1300	Fire/Bus Exp/Train/General Fund		94.00	94.00	188.00	4800.00	4612.00	
01	4220	1400	Fire/Equipment Mal/General Fund		346.77	-261.15	85.62	10000.00	9914.38	
01	4220	1550	Fire/Op Supp/Expen/General Fund		158.64	2591.73	2887.83	12000.00	9112.17	
01	4300	1150	Parks & Rec/Communication/Gener		144.06	157.74	315.53	1900.00	1584.47	
01	4300	1200	Parks & Rec/Off Suppl/Pos/Gener		59.65	16.49	76.14	250.00	173.86	
01	4300	1300<*>	Parks & Rec/Bus Exp/Train/Gener		2.50	5.00	7.50	.00	-7.50	
01	4300	1550	Parks & Rec/Op Supp/Expen/Gener		3.60	2944.24	3463.85	4000.00	536.15	
01	4300	2150	Parks & Rec/Profl Service/Gener		1931.04	3512.26	5445.38	30000.00	24554.62	
01	4405	1150	Bldg and Safe/Communication/Gen		216.68	288.83	505.51	2550.00	2044.49	
01	4405	1200	Bldg and Safe/Off Suppl/Pos/Gen		28.24	88.36	116.60	400.00	283.40	
01	4405	1250	Bldg and Safe/Advertisin/Pu/Gen		253.50	.00	253.50	500.00	246.50	
01	4405	1550	Bldg and Safe/Op Supp/Expen/Gen		6.83	31.08	37.91	2500.00	2462.09	
01	4420	1150<*>	Water Operati/Communication/Gen		42.75	.00	42.75	.00	-42.75	
01	4420	1200<*>	Water Operati/Off Suppl/Pos/Gen		66.91	.00	66.91	.00	-66.91	
01	4420	1550<*>	Water Operati/Op Supp/Expen/Gen		194.37	.00	194.37	.00	-194.37	
Fund (01) Total ---->					.00	47657.12	6676.83	65080.87	343588.00	278507.13

10 2010 Accounts Payable//Wtr. Oper. Fu -5050.73

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
10	4420	0150<*>	Water Operati/Temp Employee/Wtr	1743.76	8729.63	837.00	11310.39	.00	-11310.39
10	4420	1150	Water Operati/Communication/Wtr	169.65	553.48	252.06	975.19	4500.00	3524.81
10	4420	1300	Water Operati/Bus Exp/Train/Wtr	15.00	30.00	.00	45.00	1500.00	1455.00
10	4420	1450	Water Operati/Facilities Ma/Wtr	295.00	1835.00	.00	2130.00	20000.00	17870.00
10	4420	1535	Water Operati/Meters/Wtr. Oper.	1539.13	3734.51	.00	5273.64	10000.00	4726.36
10	4420	1550	Water Operati/Op Supp/Expen/Wtr	1278.59	4119.27	910.34	6308.20	40000.00	33691.80
10	4420	2150	Water Operati/Profl Service/Wtr	9.60	9543.96	1398.20	10951.76	50000.00	39048.24
Fund (10) Total ---->				.00	28545.85	3397.60	36994.18	126000.00	89005.82
102	2010		Accounts Payable//CDBG 2017	-72.58					
102	4012	1550<*>	CDBG 2017 GA/Op Supp/Expen/CDBG	72.58	.00	.00	72.58	.00	-72.58
Fund (102) Total ---->				.00	.00	.00	72.58	.00	-72.58
12	2010		Accounts Payable//Wst.Wtr.Op.Fu	-8547.55					
12	4425	1000	Wastewater/Utilities/Wst.Wtr.Op	51.15	20355.21	21698.20	42104.56	220000.00	177895.44
12	4425	1150	Wastewater/Communication/Wst.Wt	381.49	628.03	163.98	1173.50	4800.00	3626.50
12	4425	1300	Wastewater/Bus Exp/Train/Wst.Wt	15.00	30.00	.00	45.00	2000.00	1955.00
12	4425	1400	Wastewater/Equipment Mai/Wst.Wt	4628.44	14110.77	15078.84	33818.05	50000.00	16181.95
12	4425	1550	Wastewater/Op Supp/Expen/Wst.Wt	3300.84	1978.26	487.22	5766.32	32000.00	26233.68
12	4425	2150	Wastewater/Profl Service/Wst.Wt	120.72	15863.45	1282.16	17266.33	150000.00	132733.67
12	4425	2200	Wastewater/Equip. Rental/Wst.Wt	49.91	167.91	.00	217.82	2000.00	1782.18
Fund (12) Total ---->				.00	53133.63	38710.40	100391.58	460800.00	360408.42
26	2010		Accounts Payable//RDA-Op.Fund	-404.88					
26	2300		Loan Payable//RDA-Op.Fund	404.88					
Fund (26) Total ---->				.00	.00	.00	.00	.00	.00
60	2010		Accounts Payable//Guad.Assmt.Di	-419.25					
60	4490	2150	Guad.Assmt Di/Profl Service/Gua	419.25	2658.50	.00	3077.75	6700.00	3622.25
Fund (60) Total ---->				.00	2658.50	.00	3077.75	6700.00	3622.25
63	2010		Accounts Payable//Pas L&L Dist	-1650.00					
63	4472	2150	HOUSING IMPAC/Profl Service/Pas	1650.00	2475.00	.00	4125.00	52632.00	48507.00
Fund (63) Total ---->				.00	2475.00	.00	4125.00	52632.00	48507.00
65	2010		Accounts Payable//Guad.Light Di	-214.78					

REPORT.: Sep 13 19 Friday
 RUN....: Sep 13 19 Time: 11:41
 Run By.: Esther Britt

City of Guadalupe
 Invoice/Pre-Paid Check Audit Trail
 General Ledger Accounts with Budget Summary September 13, 2019
 Accounting Period is September, 2019

PAGE: 017
 ID #: PY-IP
 CTL.: GUA

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
65	4485	1000	Gdlpe Light D/Utilities/Guad.Li	214.78	3768.98	3537.64	7521.40	41310.00	33788.60
Fund (65) Total ---->				.00	3768.98	3537.64	7521.40	41310.00	33788.60
71	2010		Accounts Payable//MEASURE A	-229942.63					
71	4454	1150	MEASURE A/Communication/MEASURE	102.42	217.11	115.08	434.61	2300.00	1865.39
71	4454	1300<*>	MEASURE A/Bus Exp/Train/MEASURE	15.00	30.00	.00	45.00	.00	-45.00
71	4454	1550	MEASURE A/Op Supp/Expen/MEASURE	62.52	2736.91	473.60	3273.03	10000.00	6726.97
71	4454	2150	MEASURE A/Prof'l Service/MEASURE	357.02	846.71	15.28	1219.01	20000.00	18780.99
71	4454	3150<*>	MEASURE A/Imp.Other/Bui/MEASURE	229405.67	.00	.00	229405.67	.00	-229405.67
Fund (71) Total ---->				.00	3830.73	603.96	234377.32	32300.00	-202077.32
89	2010		Accounts Payable//CIP	-2420.00					
89	4444	3081<*>	CIP/089-501/CIP	2420.00	.00	.00	2420.00	.00	-2420.00
Fund (89) Total ---->				.00	.00	.00	2420.00	.00	-2420.00

MINUTES
City of Guadalupe
Regular Meeting of the Guadalupe City Council
Tuesday, August 13, 2019, At 6:00 pm
City Hall, 918 Obispo Street, Council Chambers

ROLL CALL:

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

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

AGENDA REVIEW

CEREMONIAL CALENDAR

1. Proclamation: Inri Serrano

Councilwoman Cardenas read the proclamation honoring Ms. Serrano's achievements at Hancock College in the technical skills needed for employment. This is the first time a student from Hancock participated in the competition on a State level in Speech and won a Gold Medal. He placed 5th of 60 contestants competing in Louisville, Kentucky in the National competitions. He is majoring in Business Administration and is planning to attend San Jose State in the fall.

Mayor Julian wanted to recognize on behalf of the City those who excelled and congratulated Mr. Serrano on his accomplishments and good wishes for future achievements.

COMMUNITY PARTICIPATION FORUM

Ms. Boydston pointed out that the City of Guadalupe had its 73rd birthday on August 3rd. Diamond Jubilee will be in 2021. The American Legion will also celebrate its 100th year of association. Our chapter has been active for 85 years. She noted that she felt that the City was going back to its old ways of spending. She listed expenses she felt bore out that surmise. She felt the City's Credit Card should be retrieved. She asked if any reserve funds were left for the Library that so desperately needs help.

Mr. Arroyo asked about recycling station. Mr. Perrault read the letter from the Planning Department outlining the path to obtain a license for a recycling business behind Paul's Liquor Store where one was previously located. Mayor Julian stated that the letter was clear and follow it to get the permit. No action could be taken by Council. You can apply online as well.

Mr. Joshua asked for handball courts and recreation for the young and middle-aged adults of the town. He also felt the need to be concerned and help the homeless in our community. A big problem is the graffiti on walls.

CONSENT CALENDAR

The following items are presented for City 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.

Recommendation of City Staff to waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting, unless City Council indicates otherwise.

2. Payment of Warrants for the period ending August 8, 2019 to be approved for payment by the City Council.
3. Minutes of the City Council Regular Meeting of June 25, 2019 to be ordered filed.
4. Designating Public Works Director Shannon Sweeney as the Authorized Agent and Signatory for Guadalupe Transit grants, documents, and related periodic reports, effective August 16, 2019 – Resolution No. 2019-46.
5. Authorizing the City of Guadalupe to enter into an agreement with the Guadalupe Union School District for funding of a School Resources Officer under the COPS in School Partner Program.
6. Rejecting all bids for the Tognazzini Drain Line Replacement Project – Resolution No. 2019-47.

Mayor Julian pulled item 6.

Motion made by Councilman Costa and 2nd by Councilwoman Cardenas to approve the Consent Calendar except item 6. 4/0 passed.

Public Works Director Sweeney explained that Tognazzini Well discharges approximately 200 gallons of water to the adjacent street on startup. In the past, this well started up multiple times each day. The frequency and volume of water discharged was a nuisance and began to degrade the asphalt. The Tognazzini Drain Line Replacement Project was designed to install a new drain line from the well house to the nearest potential connection to the

sewer system. An air gap separation was included in the design to ensure no contamination of the water system. This would have eliminated the discharge of water into the street. Considered a number of designs and put one in place to eliminate the discharge into the street on August 5th. Operation was sketchy and we would like to explore all options before proceeding with the final plan.

Motion made by Councilwoman Rubalcaba and 2nd by Councilwoman Cardenas to approve item 6. 4/0 passed.

7. MONTHLY REPORTS FROM DEPARTMENT HEADS

- a. Planning Department Report for July 2019
- b. Building Department Report for July 2019
- c. Public Works / City Engineer's Report for July 2019

INTERIM CITY ADMINISTRATOR REPORT: (Information Only)

Administrator Perrault state that there were 3 items he would like to update the Council on. 1st, a couple of Saturdays ago, a party on the premises got out of hand. It appears to be an exception, not an ongoing issue. Staff was concerned and we met to see what remedies needed to be in place. We will be returning to the old practice of having an attendant present. In addition, the Police Department will be informed as to the types of events are taking place. Security must be maintained throughout the life of the event.

2nd, He reminded the audience of the Ribbon-cutting event on August 29th for commemorating the sculptures now residing in our City. 3rd, the Monterey Bay Power public meeting on August 22, 2019 from 6 to 8 P M. The resiliency group and staff worked to put together the power company meetings.

PUBLIC HEARING

- 8. Peoples' Self Help Housing request for a conditional use permit to approve various signs (Totaling 56 square feet) for the Guadalupe Court Apartments, located at 4202 through 4206 Eleventh Street, APNs 115-230-028 -031, Guadalupe California. Additionally, a modified project description of 2018-071-DR (MOD) is requested in order to increase the solar electrical production on site.**

Presentation: Larry Appel, Contract Planning Director

Recommendation: That the City Council:

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

Planning Director Larry Appel stated that the People's Self Help Housing Committee submitted a zoning clearance application on June 4th for 4 signs. This revealed a zoning flaw.

Most districts were only allowed 5 square feet of signage. In the R3 zone(multi-family) and commercial industrial zone, there was 64 square feet allowed. However, CUP process made it possible to get this approved. He will be revising the signage regulations so they make sense. The signs requested are all appropriate and necessary for operation of the business. Plans are in Council's package.

While processing the CUP, People's Self Help Housing informed them that they wanted to increase the Solar Panels up to 80 Kilometers more power in the project. CEQA qualifications and all regulations are in the packet to go ahead.

Mayor Julian asked if there were any written requests and opened the comments to Public Hearing at 6:28 PM.

Closed at 6:29 PM.

Motion made by Councilwoman Cardenas and 2nd by Councilman Costa to approve Resolution 2019-48. Roll Call Cardenas-- yes Costa—yes Rubalcaba—yes Mayor Julian—yes. 4/0 passed.

REGULAR BUSINESS

9. Consideration of a Resolution Establishing a Recreation and Parks Commission.

Written Report: Robert Perrault, Interim City Administrator

Recommendations: City Council adopt Resolution No. 2019-49 establishing the Recreation and Parks Commission and providing for appointments, terms of office, filling of vacancies and meetings.

Mr. Perrault presented the staff report and resolution to re-establish a Parks and Recreation Commission that was eliminated in 2012. In order to be eligible for membership, you must reside in the City, there will be 5 members and each Council member will nominate one. There will be 2 2-year terms and the remaining three will be 4 years. After 2 years, the 2-year terms can become 4-year terms. The Council as a whole will vote on all nominees. Each Council member will elect one member from the applicants and all will vote on all nominees. They will meet monthly or when required. The split terms ensure all members do not leave office at once.

Mayor Julian pointed out that the persons appointed to the commission would be serving at the same time as the Council member who elects them. He shared his thoughts on the terms and suggested a \$25 stipend for each meeting. There may be an application form for this.

The Recreation Department needs to work with LeRoy Park because it will be all one entity eventually to serve the community.

Mr. Perrault asked if a letter of interest would suffice to apply for the commission.

Councilwoman Rubalcaba asked for clarification as application and appointing at large are two different things. She recommends keeping it simple: apply and be voted on.

Ensuing discussion was not clear to others listening in but it was decided that applying and being voted on won the day.

Ms. Boydston questioned the stipend as she was looking at this as volunteers. She felt not enough information as to how this group was to operate.

Mayor Julian stated that his information came from the Santa Maria Recreation Commission and their binder has all the information. We are just setting the goals here; later we will go into detail.

Administrator Perrault answered that this would be considered a Brown Act Committee, publicly appointed and subject to all State Codes. There would be two officers, Chair and Vice-Chair, chosen by the sitting committee members at first meeting. Staffing will be provided by the Recreation Coordinator which the Council has already approved.

An audience member asked about how many would be served and Mayor Julian answered that we had 3,800 kids under the age of 18 and no recreation program. There are resources for this program and we are not spending a lot of money on this.

Motion made by Councilman Costa and 2nd by Councilwoman Rubalcaba to approve Resolution 2019-49. Roll Call Cardenas—yes Rubalcaba—yes Costa—yes Mayor Julian—yes 4/0 passed.

10. Discussion regarding attendance at the League of California Cities Annual Conference and Designation of Voting Delegate / Alternate.

Written Report: Robert Perrault, Interim City Administrator

Recommendation: City Council adopt Resolution No. 2019-50 designating a voting delegate and alternate to attend the League of California Cities Annual Business Meeting.

Administrator Perrault stated that staff recommended that Guadalupe rejoin the League of California Cities and attend the annual business meeting. Membership has many benefits such as networking with other Cities, information on methods and sources of money we might not otherwise know. How others handle the issues we all face and valuable training would be a great boost to our City. We should send attendees to the meeting. The SB2 Grant is just one item illustrating the value received. We should send at least one, possibly two voting delegates to the meeting. Costs associated with attending are \$1,300 dollars for one individual, twice if two attend.

Discussion was made that Mayor Julian would go as Voting Delegate and Councilwoman Rubalcaba go as Alternate.

Motion made by Councilwoman Rubalcaba and 2nd by Councilman Costa to approve Resolution 2019-50. Roll Call Cardenas—yes Rubalcaba—yes Costa—yes Mayor Julian—Yes 4/0 Passed.

WORKSHOP

11. Public Workshop with City Council and the Public to discuss the Draft General Plan with goals, objectives, and policies.

Written Report: Larry Appel, Contract Planning Director

Recommendation: That the City Council:

- a) Receive a presentation from staff; and
- b) Receive comments from the public; and
- c) Provide direction to staff regarding any edits or revision prior to releasing a Notice of Preparation for the Environmental Impact Report; and
- d) Continue to the August 27th meeting to continue with the Workshop.

Planning Director Larry Appel stated that this was the first workshop to discuss the General Plan process. He presented many previous documents from Santa Maria, the County and our previous plans to Council as information and what has been done in the past. There is lots of ways to do a General Plan. He noted the things that have to be a part of the General Plan. CalPoly determined in their document that we were a disadvantaged community; they determined this by way of a low medium income for our community; because of that, we need to add environmental justice and air quality to the issues to be addressed in our General Plan.

There are many elements and the Council has to decide how many of them to put in and what we need to go forward with. There are seven mandatory options and the others are at your discretion. What we put in deems we spend time and money developing those into our City and our Budget.

This CalPoly Plan suffices for general land use, but not a General Plan. We need a more adequate general plan to cover the mandatory items of which there are seven, plus the two extras because of our designation of disadvantaged.

California Government Code Section 65300 has a very specific process. It requires you to include public agencies in the participation. CalPoly did a good job on neighborhood participation, but we need to also include surrounding Counties, LAFCO, SBCAG, Native American Tribes, etc. He recommends putting together an RFP to solicit various planning firms for bids to do this for us.

He stated he was getting a list of firms from his old Company and that will save time. He stated that to do this on the cheap will cost approximately \$160,000. This money would be the SB2 Grant.

He stated that once we have a consultant and a draft, we need to circulate to the agencies he mentioned and then we need to start the CEQA process. That document needs to circulate for 45 days. Final circulation back to Council and more workshops as we get more information.

He stated he wanted to layout some parts he has reviewed to get comments back from you. Section 76-80, Conceptual Growth Areas needs serious discussion. Have it under your belt so we can discuss it when we next meet. Downtown area, going to 4-stories. Obispo, zoned general industrial now but is suggested to be residential medium density. Suggesting expanding the industrial corridor between the railroad tracks and Highway 1. Talking about Gularte Tract rezoned to R2, and Pasadera stays as planned. This is the plan and goals for the next 20 years. Is this what you want for the City in the future?

A. buildings 4 story? B. ATV and the Dunes use.

Mayor Julian said that a lot of changes in the general plan presented to them were things he didn't think we wanted to adopt, such as the building heights. Do we go aggressive or stay the same?

Mr. Perrault pointed out that going to 4 stories was not feasible because we don't have the finances or man power to fight fire or help with any disaster scenario that included those buildings. Encouraging development, we can't maintain creates issues for us.

Mr. Appel pointed out the noise abatement clauses stating no noise-creating businesses interface with downtown. There is some intermingling but in general, the industrial and downtown areas are separated to an extent they aren't creating problems. Possibly make clearer the wording for future staff to be able to interpret these correctly.

He covered a lot of the topics in the document that wasn't in applicable to our community.

Mayor Julian assured Ms. Rubalcaba that the suggestion for zoning the land belonging to The Pan American Seed company as housing was not a plan we wanted to pursue. The company did not have plans to change their location nor give up any land. Not going in the plans.

Opened to Public Hearing: 7:21

Two members of the audience made comments on different sections of the policies such as density, Gularte Tract and R1 and R2 designations.

Closed open Public Hearing: 7:25

Homework for the Council: review Goals and Policies. Prepare RFP.

Administrator Perrault stated that there was no drop-dead date, so they could work on this as they need. Public workshops could be scheduled and work on it until everyone felt comfortable.

There ensued a discussion on when they could schedule workshops to include the public. Tentative September 25th at 6:00 pm will be the next one.

FUTURE AGENDA ITEMS

ANNOUNCEMENTS - COUNCIL ACTIVITY/COMMITTEE REPORTS

1. Councilwoman Cardenas announced that the census is hiring. Need local people \$22.00 hr.
2. Councilman Costa said school now in session.

3. Mayor Julian announced a conference call about plans for trails to the beach: Mr. Perrault stated that it is a trail from Santa Maria to Guadalupe.
4. Mr. Perrault reminded of the charrette back in April that everyone attended local government commission will be coming back with local concepts on mobility, TV: advanced transportation, grants for them. They will be presented this fall and be a means of better connection over all the City. Resiliency program of safer trails to school, and grant monies to cover these areas. Especially Highway one and Highway 166 to school safely.
5. Mayor Julian said the round-a-bout at Obispo and Highway 166 is still in the works. Mr. Perrault reminded them that those improvements will be done by Pasadera.
6. Mayor Julian noted the traffic light for the train at that intersection.
7. Councilwoman Cardenas announced the free concert series will start in October.
8. A Company from New York is planning on moving here soon. Contemporary Ballet.

Motion made by Councilwoman Rubalcaba ad 2nd by Councilwoman Cardenas to adjourn. 4/0 passed.

ADJOURNMENT TO CLOSED SESSION MEETING at 7:44 pm

12. CLOSED SESSION

a. **CONFERENCE WITH LABOR NEGOTIATORS**

(Subdivision (a) of Gov. Code Section 54957.6)

Agency designated representatives: City Administrator and Human Resources Coordinator
Employee organizations: Service Employees International Union (SEIU), Local 620

b. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

(Subdivision (d)(1) of Section 54956.9)

Carlos Limon, et al. v. City of Guadalupe, et al U.S. District Court, Central District of California
Case No. 2:18-cv-04122-CBM-E

CLOSED SESSION ANNOUNCEMENT

Council Member Costa Jr. 4/0

To go into open session Council Member Rubalcaba /

No reportable item

ADJOURNMENT

at 8:28 pm Council Member Costa Jr / Council Member Rubalcaba 4/0

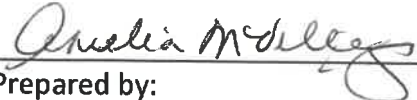
Prepared by:

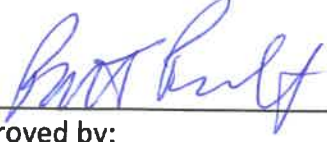
Approved by:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

REPORT TO CITY COUNCIL
Council Agenda of September 24, 2019


Prepared by:
Amelia M. Villegas, HR Manager


Approved by:
Robert Perrault, Interim City Administrator

SUBJECT: Adoption of Memorandum of Understanding with Service Employees International Union, Local 620, for 2019-2021

RECOMMENDATION:

That the City Council approve Resolution No. 2019-59 adopting a Memorandum of Understanding with Service Employees International Union, Local 620, for FY 2019-2021.

BACKGROUND:

The prior Memorandum of Understanding (MOU) between the City and SEIU expired on June 30, 2019. The City and SEIU negotiating teams have been meeting in an attempt to reach agreement on a new MOU.

Representatives of the Service Employees International Union, Local 620, and the City's negotiating team have tentatively agreed on terms for the MOU covering that unit. The items agreed upon are as follows:

1. Term of Agreement – Two Years – July 1, 2019 thru June 30, 2021;
2. 2.5% Salary Adjustment retroactive to July 1, 2019, and 2.25% salary adjustment effective July 1, 2020;
3. Bilingual Pay – Clarification Item – The City will update job classifications contained in MOU for applicability;
4. Salary Equity – In March of each year of agreement, the City and SEIU will review unit job classification salaries to those of comparable agencies and enter into meet and confer regarding possible equity adjustments. Wage changes by mutual agreement only;

5. City Reopener – Language will be added to the Memorandum of Understanding: In the event combined City revenues are projected to decrease by 10% or more in any year of the contract, the City has the right to initiate meet and confer sessions regarding discussion of economic items, and

6. Medical Insurance: In the Memorandum of Understanding, Article 11. Insurance, Section 11.1 Medical Insurance Benefits, language will be added to reflect: Effective January 1, 2020, the City's contribution to "Employee Only" insurance premium will cap at \$650.00 per month. Effective January 1, 2021, said cap will be increased to \$700.00 per month. Language for employees covering dependents will not change.

ATTACHMENTS:

Resolution No. 2019-59
2019-2021 Memorandum of Understanding

RESOLUTION NO. 2019-59

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE
ADOPTING A MEMORANDUM OF UNDERSTANDING WITH
SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 620**

WHEREAS, Service Employees International Union Local 620 ("SEIU") is the recognized employee representative for employees in the general employees representation unit; and

WHEREAS, the City of Guadalupe and SEIU were signatories to a 2018-2019 Memorandum of Understanding (MOU) which expired on June 30, 2019; and

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

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

SECTION 1. The City Council hereby approves the Memorandum of Understanding for FY 2019-2021 attached hereto as Exhibit 1 and incorporated herein by reference and authorizes the Mayor to execute the Memorandum of Understanding on behalf of the City.

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

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

PASSED AND ADOPTED at a regular meeting on the 24th day of September, 2019 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAIN:

I, Joice Earleen Raguz, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2019-59**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held September 24, 2019, and that same was approved and adopted.

ATTEST:

Joice Earleen Raguz, City Clerk

Ariston Julian, Mayor

MEMORANDUM OF UNDERSTANDING

BETWEEN

**SERVICE EMPLOYEES
INTERNATIONAL UNION
LOCAL 620
Guadalupe Chapter**

AND

THE CITY OF GUADALUPE

July 1, 2019 through June 30, 2021

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The Parties have met and conferred in good faith regarding employment terms and conditions for the employees comprising the General Employees and Confidential and Supervisors Units, and, having reached agreement, as herein set forth, submit this memorandum of understanding to the City Council, with joint recommendation that the Council adopt the terms and conditions and take such other additional action as may be necessary to implement its provisions.

ARTICLE 1. TERM OF MEMORANDUM

The term of this Memorandum of Understanding ("MOU") shall be from July 1, 2019, until June 30, 2021.

ARTICLE 2. RECOGNITION

The City recognizes the Union as the sole and exclusive bargaining agent for all permanent classifications in the General Employees representation unit. This recognition is exclusive of management, supervisor, confidential, and temporary employees.

Additionally, the City recognizes the Union as the sole and exclusive representative for all permanent classifications in the Confidential and Supervisors Unit. Although in a separate unit from the General Unit, the Confidential and Supervisors Unit shall be governed by the same Memorandum of Understanding.

ARTICLE 3. NONDISCRIMINATION

The provisions of this Memorandum of Understanding shall be applied equally to all employees covered hereby without discrimination because of race, color, gender, sexual orientation, disability, age, national origin, religion, Union membership, or lack of Union membership, or any other basis protected under federal, state, or local law.

Employees may elect to exercise their right to join and participate in the activities of the Union for purposes of representation in all matter of their working conditions and employee-employee relations. The parties agree that there shall be no restraint, coercion, or interference with any employee with respect to or because of the employee's membership in the Union. The City and the Union agree that each employee shall be treated equally, fairly, and with dignity and respect.

The Union and the City agree that there shall be no discrimination within their respective organizations because of race, creed, gender, sexual orientation, color, national origin, age, disability, religious affiliation, political belief, Union membership, lack of Union membership, or any other basis protected under federal, state, or local law.

Discrimination complaints based on Union membership and/or activity shall be subject to the grievance procedure and arbitration.

ARTICLE 4. MANAGEMENT RIGHTS

The City expressly retains its authority under federal, state, and municipal law and exclusively retains its management rights, which include, but are not necessarily limited to, the right to:

- determine the mission of its constituent departments, commissions, boards; set standards of service to the public;
- establish the standards of selection for employment and promotions;
- direct its employees and establish work assignments and schedules;
- determine the methods and means to relieve its employees from duty because of lack of work or other lawful reasons;
- maintain the efficiency of governmental operations and determine the methods, means and personnel by which government operations are to be conducted;
- determine methods of financing;
- determine types of City-issued equipment to be used and exercise discretion over its facilities, technology, and organizational structure; and
- determine the number of locations, relocations, and types of operations, processes, and materials to be used in carrying out all City functions.
- In the event combined City Revenues are projected to decrease by 10% or more in any year of the contract the City has the right to initiate meet and confer regarding discussion of economic items.

The City agrees to communicate with the Union before implementing any decisions to contract out or transfer work out of the bargaining unit, which result in layoff, reduction in hours, or other direct impacts on wages, hours or terms and conditions of employment to the extent such terms and conditions are within the scope of representation. Upon request, the City shall negotiate the decision and the impact of such decision on employee's terms and conditions of employment; the subject of such bargaining shall include the reasons, the expected financial impact and the anticipated impact on the quality of services provided.

ARTICLE 5. UNION RIGHTS

5.1 Representation; Stewards

A. With respect to the meet-and-confer process, up to three (3) employees may serve as Union representatives and shall be allowed to meet with City representatives on City time during their normal working hours for the purpose of meeting and conferring in good faith without loss of pay or any benefits.

B. The City shall provide, at no cost to the Union, a copy of each City Council agenda. By being provided the agenda, the Union acknowledges the City has met its obligation of notification of matters or issues within the scope of representation on the Council Agenda.

C. The City authorizes the Guadalupe Chapter of the Service Employees International Union to appoint up to three (3) "Union Stewards" and one (1) alternate, any of whom may represent an employee subject to the grievance procedure of this MOU as provided in Article 7.

The Union shall provide the City Administrator with a list of all authorized Union stewards, and the list shall be kept current.

An employee who files a grievance and/or his/her Union Steward representative may, when and to the extent necessary, participate on City time, without loss of compensation, in the investigation and processing of a grievance as provided for in Article 7, upon notification and approval of the immediate supervisor or his/her designee. The City Administrator shall approve employee and/or Union Steward in investigating and processing a grievance on City time, when and to the extent necessary, and not unreasonably withhold approval if such steward duties will in no event adversely affect the operational, security, or safety requirements of the City.

5.2 Use of City Facilities; Bulletin Boards

A. The Union may, with prior approval of the City Administrator, be granted the use of City facilities for Union business meetings of City employees, provided space is available. No use fee will be charged.

B. The City will furnish, for the use of the Union, reasonable bulletin board space at reasonable locations. Such bulletin board space shall be used for:

- Union recreational, social, and related news bulletins;
- Scheduled Union meetings;
- Information concerning Union elections or the results thereof;
- Reports of official business of the Union, including reports of committees or the Board of Directors.

Material shall clearly state that it is prepared and authorized by the Union.

Union agrees that notices posted on City bulletin boards shall not contain anything that may reasonably be construed as maligning the City or its representatives.

C. A duly authorized representative of the Union shall be permitted to enter the City's work locations for the purpose of conducting business within the scope of representation. The Union representative's visit shall not interfere with the operations of the facilities and may not interfere with or take an employee away from his/her work.

The Union representative may have access to City work locations provided that the Union representative advises the Department Manager or designee immediately upon entering or accessing the City work location.

5.3 Dues Deduction

A. The City agrees to deduct dues bi-weekly and remit them to the Union, as approved by the Union Board of Directors and authorized in writing by the individual employees concerned, on forms currently accepted by the City and the Union for such deductions.

B. The City agrees to provide the Union the name and deduction status of all unit employees each pay period for which deductions are made. The report shall include employees hired/transferred into or out of the unit, as well as those on leaves of absence.

C. Members of the Union may cancel membership and dues only during the last pay period in the month of June. Cancellation must be requested in writing two weeks prior to the last pay period in June. Such cancellation is to be submitted to the Union and to the City during this specified period.

D. Hold Harmless. The Union agrees to indemnify, defend, and hold harmless the City and its officers, employees, and agents against all claims, proceedings, and liabilities arising, directly or indirectly, out of any actions taken or not taken by or on behalf of the City under this Article.

ARTICLE 6. DISCIPLINARY ACTIONS, NOTICE, AND APPEALS

A. Actions. Disciplinary actions may range from informal conversations to formal discharge, with the objective of reinforcing or shaping employee behavior in a direction that is reasonable and necessary for actualizing agency goals. Such actions are therefore corrective rather than punitive, progressively more severe if necessary to further reinforce the objective, and fit the nature of the problem.

1. Counseling

If an employee's performance or conduct is unsatisfactory or needs improvement, the employee's lead or immediate supervisor ordinarily shall provide informal oral or written counseling. Counseling will be conducted in private, and should address performance or conduct which, if not modified, may result in further disciplinary action. When appropriate, an employee should be verbally counseled about her/his performance or conduct prior to receiving a written counseling memo or reprimand or other disciplinary action.

2. Letter of Concern or Written Reprimand

If an employee's performance or conduct fails to improve after counseling by the employee's supervisor, the supervisor ordinarily will prepare a report of the unfavorable performance or conduct, including specific suggestions for corrective action as appropriate. The report shall be placed in an employee's personnel file. Nothing in this section shall impair the right of the City to impose more severe discipline without a

report of unfavorable performance or conduct when extraordinary circumstances warrant such action. The Union may request, and/or the City may elect to remove such written disciplinary action from the employee's file after an appropriate length of time. No such report shall be issued unless made and presented within fifteen working days of management's knowledge of the incident or occurrence.

3. Suspension

When circumstances warrant, an employee may be placed on administrative leave with pay by the City with or, when appropriate, without prior counseling or an unfavorable performance or conduct report and without a prior hearing. In such event the City shall thereafter issue a Notice of Disciplinary Action as set forth below, and the employee shall be entitled to challenge that action as provided for in this MOU.

B. Notice of Disciplinary Action. Notice of a proposed or recommended disciplinary action for all disciplinary actions, except counseling and reprimand, shall be served on the employee in person or by certified mail. The notice shall include:

1. A statement of the nature of the disciplinary action;
2. The proposed effective date of the action, and a date by which the employee must schedule an informal (Skelly) hearing with the appointing authority;
3. A statement of the reasons for the proposed disciplinary action;
4. A statement of alleged facts in ordinary and concise language of the acts or omissions upon which the charges are based; and
5. A statement advising the employee of their right to appeal and the right to Union representation during such appeal.

Employees represented by Local 620 receiving a "Notice of Proposed or Recommended Disciplinary Action" under this MOU or the City of Guadalupe Personnel Manual shall have the right to Union representation if he/she so chooses. The City agrees to send copies of all disciplinary notices for represented employees to the Union by Facsimile (FAX) and U.S. Mail at:

(805) 963-8341 (FAX)
Local 620, Service Employees' International Union
350 S. Hope Ave, Ste. A-103 Santa Barbara, CA 93105

In cases involving suspension, demotion, or discharge, the City Administrator shall appoint a hearing officer to conduct an administrative review hearing regarding the merits of the proposed discipline. The City Administrator may assign her/himself, a disinterested manager, or other person as hearing officer. Probationary new hires shall not be entitled to a hearing regarding the imposition of discipline. After the hearing, the Hearing Officer may either affirm or modify the proposed disciplinary action. Notice of the determination of the Hearing Officer review shall be delivered to the employee and the Union in person or via certified U.S. mail.

Nothing in this Article shall preclude an employee and the City Administrator from informal discussions and/or settlements prior to the date of the hearing.

C. Appeals. Appeals from discipline and discharge of unit employees represented by S.E.I.U. Local 620 only, shall be processed exclusively in accordance with this modified appeal procedure. The provisions of this Article apply only to employees represented by S.E.I.U. Local 620 and supersede any conflicting practices or provisions contained in the Personnel Policy Manual of the City of Guadalupe.

For the purpose of this MOU and as applied to S.E.I.U. represented employees only, if the employee is not satisfied with the written decision of the City Administrator in a disciplinary action, the employee or the Union may file an appeal pursuant to Article 7, Grievance, of this Memorandum of Understanding beginning at Step 4 of that Article.

ARTICLE 7. GRIEVANCES/DISPUTES

A. Defined. Grievances shall be defined as an alleged violation of this MOU or dispute regarding interpretations, application, or enforcement of this MOU, City ordinances, rules, regulations, resolutions, and written policies related to personnel policies and working conditions, directions of supervisors and disciplinary actions. Grievances shall not include disagreements, disputes, or activities regarding or pertaining to examinations for employment or promotion or probationary terminations.

Each party involved in a grievance shall act quickly so that the grievance may be resolved promptly. No act or activity which may be grievable may be considered for resolution unless a grievance is filed in accordance with the procedure contained herein within thirty (30) working days of the date the grievable activity occurred or the date the employee could reasonably have known such activity occurred.

The time limitations for filing and responding to grievances may be waived or extended by mutual agreement of the parties.

B. Representation. The Union agrees that whenever investigation or processing of a grievance is to be transacted during working hours, only the amount of time necessary to bring about a prompt disposition of the matter will be utilized. At the City's discretion, time spent by City employees on the investigation and processing of grievances will be recorded on a form provided by management.

Stewards will be permitted reasonable time off with pay for the investigation and processing of grievances after first obtaining permission from his/her Department Head. Such permission will be granted promptly unless such absence would cause an undue interruption of work.

Upon entering a work location, the Steward shall inform the appropriate Department Head and supervisor of the nature of his/her business. An employee pursuing a grievance shall be granted permission to leave the job unless such absence would

cause an undue interruption of work. If the employee cannot be made available, the Steward will be immediately informed when the employee will be made available.

If either party to the grievance so requests, an informal hearing shall be conducted at the Department Head or City Administrator appeal levels. Employees may be represented by counselor or other person at any stage in the grievance process.

C. Steps. The parties agree that all grievances will be processed in accordance with the following procedure.

1. Step One -Informal

Any employee who has a grievance shall first try to get it settled through discussion with his/her immediate supervisor without undue delay. Every effort shall be made to find an acceptable solution at the lowest possible level of supervision. After due deliberation, the immediate supervisor shall deliver their response promptly.

2. Step Two -Formal

If after such discussion the employee does not believe the grievance has been satisfactorily resolved, he/she may file a formal appeal in writing to his/her Department Head within ten (10) working days after receiving the informal decision of his/her immediate supervisor.

The Department Head receiving the formal appeal shall render his/her written decision and comment to the employee within ten (10) working days after receiving the appeal.

3. Step Three

If, within ten (10) working days after receipt of the written decision of the Department Head the employee is still dissatisfied, he or she may appeal directly to the City Administrator. The City Administrator shall review information provided by the employee and the decision of the Department Head. The City Administrator shall render his/her decision within ten (10) working days after the appeal is filed. Except as provided under Step Four, below, the City Administrator's decision shall be considered final.

4. Step Four

a. Request for Review By Personnel Commission

If the grievant is not satisfied with the decision at Step Three, he/she may, within ten (10) working days after the decision of the City Administrator is received, and with the concurrence of the Union, submit a request in writing to the City to proceed to Review by the Personnel Commission. The Union shall have the right to invoke this procedure on behalf of a class of employees. In the event the Union determines there is no violation or the proposed settlement is just, the Union is under no obligation to represent a grievant beyond Step Three of this procedure. Review by

the Personnel Commission shall be conducted in accordance with the rules and procedures delineated in this Article.

b. Selection of Personnel Commission

The Personnel Commission shall be appointed for each grievance and shall consist of a member appointed by the City Administrator, a member appointed by the Union and a member mutually agreed upon by the City and the Union.

Unless the parties agree otherwise, a hearing shall be commenced no later than twenty eight (28) days from selection of the Personnel Commission. An independent Hearing Officer selected by mutual consent of the City and the Union shall preside over the hearing. However, the Hearing Officer shall not participate in the final determination or deliberations of the Personnel Commission.

c. Personnel Commission's Authority

Those issues which directly relate to alleged violations of this Memorandum of Understanding or City ordinances, resolutions and written policies related to personnel policies and working conditions shall be subject to review by the Personnel Commission. In addition, matters for which a separate and comprehensive administrative process is available that provides a remedy no less complete than that provided in a review by the Personnel Commission are not within the scope of this procedure. Examples of such comprehensive processes are: discrimination complaints covered by EEOC or DFEH, safety complaints under Cal OSHA and OSHA, and workers' compensation matters. Neither the Personnel Commission nor the Hearing Officer will have any power to add to, subtract from, or modify the terms of this Memorandum of Understanding, City Ordinances, or the written policies, rules, regulations or procedures of the City. The Hearing Officer, however, may, in the course of determining the questions properly submitted to him/her, consider arguments and evidence based on external law.

d. Submission Agreement/Questions Regarding Review by the Personnel Commission

If the parties cannot agree upon a submission agreement, the Hearing Officer shall determine the issues by referring to the written grievance and the answers at each step. If any question arises as to the reviewability of the grievance, such question shall be ruled upon by the Hearing Officer prior to hearing the merits of the grievance.

e. Hearing Procedure

Except as indicated in this Article, the hearing shall be conducted in accordance with the California Code of Civil Procedure and the California Evidence Code. In addition, the Hearing Officer may allow the admission of hearsay evidence in the interest of justice. The hearing shall be conducted in private unless a public hearing is requested by the employee or the City.

f. Decision

After a hearing and an opportunity to present such closing arguments as may be appropriate, the matter shall be submitted to the Personnel Commission for deliberation. The Personnel Commission will make a reasonable effort to issue its decision within fourteen (14) days after the conclusion of the hearing. The decision shall be in writing and set forth the Personnel Commission's findings of fact, reasoning and conclusions on the issues submitted. The decision shall be final and binding on the parties.

g. Costs

All costs for the services of the Hearing Officer, including, but not limited to, per diem expenses, travel and subsistence shall be shared equally by the parties. Any cost incurred to obtain the use of a hearing room shall be borne by the City. All other costs shall be borne by the party incurring them.

D. General Grievances. Grievances which are general in character and which involve interpretation or application of this MOU or City policies or which involve matters requiring resolution outside the authority of the employee's Department Head shall be filed directly with the City Administrator who shall provide a written response within ten (10) working days.

An employee may appeal the response of the City Administrator. The employee's appeal shall be handled in accordance with the procedures beginning in step three above.

E. Disputes or complaints regarding open competitive or promotional examinations for employment shall be processed in accordance with the policy adopted by the City Administrator. The City shall consult with the Union prior to adopting or amending such policy.

F. Disputes or complaints regarding performance appraisals shall first be discussed with the individual who made the appraisal. An employee dissatisfied with the appraiser's response may discuss his/her complaint with the individual at the next higher level of supervision whose decision shall be final. An employee may be represented by counsel or other individual during these discussions.

ARTICLE 8. WAGES

8.1 Salaries/Wages

A. Effective July 1, 2019, salaries/wages for SEIU positions shall be increased by 2.5% over the pay ranges in effect on June 30, 2019. Effective July 1, 2020, salaries/wages for SEIU positions shall be increased by 2.25% over the pay ranges in effect on June 30, 2020.

B. Ranges established for this unit are maintained in Human Resources.

C. In March of each year of the agreement the City and SEIU will review unit job classification salaries to those of comparable agencies and enter into meet and confer regarding possible equity adjustments. Wage changes by mutual agreement only.

D. Hazard Pay. Employees represented by SEIU Local 620 who work in recognized safety-related departments shall receive a 2.5% hazard pay allowance. This allowance applies to the following classifications: Community Services Technician (a.k.a. Community Services Officer) and Firefighter Driver/Operator.

8.2 Advancement in Salary (Step increases)

The salary range as set forth for each classification is divided into steps that shall be interpreted and applied as outlined in this Article. Salary Step increases as provided herein are not automatic but based on performance and merit. Employees shall be placed on the step and qualify for increase in compensation for advancement to the next higher step of the pay ranges in the manner following:

A. The first step, Step A, is the minimum rate and typifies the hiring rate.

B. The second step, Step B, is granted to employees after completion of the probationary period. The adjustment shall be recommended by an employee's supervisor and subject to the approval of the City Administrator or his/her designee.

C. The third step, Step C, shall be granted to an employee who has proven qualified in a given classification for one (1) full additional year from granting of the previous Step increase if and when recommended by an employee's supervisor and subject to the approval of the City Administrator or his/her designee.

D. The fourth step, Step D, shall be granted to an employee who has proven satisfactory performance in a given classification for one (1) full additional year by an employee's supervisor and with the approval of the City Administrator or his/her designee.

E. The fifth step, Step E, shall be granted to an employee who demonstrates satisfactory performance and continued growth in a given classification for one (1) full additional year by an employee's supervisor and with the approval of the City Administrator or his/her designee.

F. The first longevity step, Step L1, shall be granted to an employee who demonstrates satisfactory performance after three (3) full additional years beyond Step E, by an employee's supervisor and with the approval of the City Administrator or his/her designee.

G. The second longevity step, Step L2, shall be granted to an employee who demonstrates satisfactory performance after two (2) full additional years beyond Step L1, by an employee's supervisor and with the approval of the City Administrator or his/her designee.

H. A performance report on each employee recommended for salary advancement shall be prepared and submitted by an employee's supervisor to the City Administrator prior to final action on such recommendation at each Step.

I. An employee shall be evaluated annually by his/her employee's supervisor and Department Director, if any.

8.3 Reimbursements

All unit employees shall be reimbursed for the cost of licenses or certificates required to perform their duties under the following conditions:

- Licenses and certificates must be required by federal, state or city personnel policies or by class specifications, or other required renewal or testing. Fees for California drivers' licenses shall not be reimbursed under this provision.
- Reimbursement shall only apply to fees paid by the employee during the calendar year in which it is sought.

8.4 Shift Differential

A. Weekday differential. The City shall pay \$1.30 per hour additional wages for each hour worked when a majority of the hours worked on a shift are worked between 6:00 p.m. and 8:00 a.m., providing such working assignment has been assigned/approved by the Department Director and/or City Administrator.

B. Weekend differential. The City shall pay \$1.50 per hour additional wages for each hour worked when a majority of the hours worked on a shift are worked between 6:00 p.m. and 8:00 a.m., providing such working assignment has been assigned/approved by the Department Director and/or City Administrator.

ARTICLE 9. NO STRIKE/NO LOCKOUT

The Union agrees that during the term of this Memorandum of Understanding, neither the Union nor the employees it represents will engage in, encourage, sanction, support, or suggest strikes.

This does not mean general employees are waiving any rights as to the protection of personal safety as they may pertain to the refusal to cross picket line of another public employee organization on strike, or to the informational picketing by employees on their own time. The employer agrees that it will not lock out any of its employees during the term of this Memorandum of Understanding.

ARTICLE 10. SPECIAL PAY PRACTICES

10.1 Flex-Time Schedules

Hours may be altered to permit flex-time if reasonably practicable at Department Head discretion. Employees for whom necessity requires a different schedule than that generally applied shall work according to regulations prepared by the respective supervisor and approved by the City Administrator. The City shall specify in writing all changes in work place and hours and provide the affected employees with reasonable notice of these changes.

10.2 Use of Private Vehicle/Mileage Rate

An employee who is required to operate his or her own privately-owned automobile for the performance of official duties shall be reimbursed at the IRS rate for each mile necessarily traveled. Such reimbursement shall be paid monthly.

10.3 Callback Pay

Callback is defined as that circumstance requiring an employee to unexpectedly return to work after the employee has left work at the end of the employee's work day or work week, or, an employee called in early to start his/her shift, without prior reasonable notice. Pay for these circumstances shall be compensated at time and one half (1 1/2) overtime pay for a minimum of two (2) hours, or if the callback occurs between the hours of 11:00 p.m. and 4:00 a.m. for a minimum of three (3) hours at time and one half overtime pay, and in all cases at time and one half for all hours worked beyond the regular work day.

10.4 Hours of Work and Overtime

The normal working schedule of full-time employees shall be eight (8) hours or forty (40) hours per week. All authorized time worked in excess of forty (40) hours per week, or on a holiday recognized in this Memorandum of Understanding, shall be compensated at the rate of one and one-half (1-1/2) times the employee's regular base hourly rate of pay, except that work performed on callbacks from Standby status shall be compensated at two times the employee's regular rate of pay, consistent with section 10.5 of this Article. Time worked for computation of overtime shall be calculated at a maximum of eight (8) hours per day and may include up to eight hours of paid status on holidays, jury duty, "sick leave", bereavement leave, and/or previously scheduled vacation, for purposes of this paragraph.

Overtime shall be computed at the nearest quarter (1/4) hour. At the request of any employee eligible for overtime pay, his/her supervisor will provide that, in lieu of cash payment for any overtime, he/she may have the choice of time off with pay ("comp" or compensatory time") at the rate of one and one-half (1-1/2) hours for each hour of overtime worked. Compensatory time off shall be taken at the option of the employee, with the consent of the supervisor. The limit for accrued compensatory time off is 240

hours per employee. Upon separation from employment, an employee is entitled to receive cash compensation for any unused compensatory time.

10.5 Standby Pay

Standby duty is defined as circumstances which require an employee so assigned to:

1. Be ready to respond immediately to a call for service;
2. Be readily available at all hours by telephone, and, if provided with a pager by the City, then by pager; and
3. Refrain from activities which might impair the employee's ability to perform assigned duties.

An employee so assigned to standby duty shall receive \$1.50/hour for the first consecutive seven (7) days in standby status and \$2.00/hour for the second consecutive seven (7) days. Standby status begins at the end of the regularly scheduled work day or work week, or other employee's standby time, and ends at the start of the next regularly scheduled work day, or the beginning of another employee's standby time. Except, however, that an employee shall not be entitled to standby pay if the employee fails to respond when called in or reports unable to perform the assigned duties.

When an employee is called in, compensation shall be paid at his/her normal rate of pay (including overtime as authorized in Article 10.4 of this Article), and standby pay will not apply. However, for call backs on holidays from standby status, compensation shall be paid at two times the usual rate of pay.

10.6 Rest Periods and Breaks

Employees in all bargaining unit classes are entitled to a fifteen (15) minute paid duty-free rest period during each four (4) hours of continuous work.

A rest period shall count as fifteen (15) minutes of time worked for calculation of pay.

Rest periods may be suspended when unusual emergency conditions require continuous performance of duties in order to protect or preserve life or property.

10.7 Alternate Work Schedules

The City and the Union agree that under some circumstances alternate work schedules may be beneficial to both employees and the City. Accordingly, employees may request to work an alternative work schedule. Such requests shall be subject to approval by the employee's supervisor and/or Department Director and the City Administrator. City management reserves the right to remove employees from alternative work schedules with reasonable notice, but in no case shall alternative work schedules be eliminated arbitrarily or capriciously.

10.8 Bilingual Allowance

An employee whose assignments and duties require the frequent and regular use of bilingual skills in English and Spanish or other language determined by the City Administrator to be of benefit to the City, shall be designated by the City Administrator to receive a bilingual allowance. "Frequent and regular" means at least once each work day or five times each work week. Payment for the bilingual language skill is restricted to the actual needs of the position. Positions requiring and/or benefiting from the bilingual language skill include, but are not limited to: Community Services Technician Officer, Account Clerk, Public Works Director, Records Management Officer, Maintenance Worker/Water I, Office Assistant, and Firefighter/Driver Operator. The City will update the above listed Job Classifications for applicability.

A full time employee with a bilingual designation shall receive compensation of \$60 per pay period after demonstrating basic verbal bilingual skills to their immediate supervisor. An employee who demonstrates bilingual proficiency by passing a written and verbal examination shall receive compensation of \$125 per pay period. The form of the examination shall be agreed upon by the City and the union, and shall be given a minimum of two times per year.

ARTICLE 11. INSURANCE

11.1 Medical Insurance Benefits

A. The base medical plan (Blue Shield Access Plus) shall be defined as the Health Maintenance Organization (HMO) program available to the City. If availability of an HMO to the City is discontinued by the medical plan provider, the base plan will become the basic PPO (PERS Select) plan available to the City by the existing medical plan provider.

B. For Calendar year 2020, the City will contribute \$650, and for Calendar Year 2021, the City will contribute \$700 towards the medical plan for an employee choosing "Employee Only". The employee is responsible for the cost above City contribution, for both years, regardless of medical plan.

For employees covering dependents, increases to the base medical plan will be shared with the City adding 70% of the premium and the employee paying 30% of the increase. If the base medical plan premiums decrease in 2020 and/or 2021, the savings will be shared with the City receiving 70% of the decrease and the employee receiving 30% of the decrease. If an employee chooses a medical plan other than the base medical plan, the City contribution for that plan is the same amount that the City would contribute if the employee selected the base plan.

C. Upon providing the City written proof that medical insurance coverage is in force through coverage provided by another source, a full-time employee may opt out of the City's medical insurance plan and receive deferred contribution in the amount of \$650 per month during Calendar year 2020 and \$700 per month during Calendar year 2021.

D. Retiree Medical

1. Employees who retire from City service will be allowed to purchase medical insurance coverage through the City.
2. The City has elected to participate in the PERS Health Benefit Program with the unequal contribution option. The City's contribution towards retirees shall start at \$35.00 per year in 2004. The contribution shall increase 1% per year of the City's contribution for active employees until such time that the contributions for retirees and active employees are equal, providing that the City is participating in the CalPERS Health Plan.

E. Employees may choose to enroll in the Section 125 plan to have their payroll premium deductions taken out pre-tax.

11.2 Vision Insurance

The City shall provide a Vision Care Plan for bargaining unit members. The City may select an alternate vision care provider during the term of the MOU providing that:

- Any new plan maintains equivalent or increased benefits to the employees; and
- At least twenty-one (21) days advanced notice of plan changes are provided to the Union and all bargaining unit employees.

Effective the pay day of January 10, 2014, the City and a full-time employee shall share in vision premiums with the City paying 75% and the employee paying 25%

11.3 Dental Insurance Plan

The City shall provide for all employees in classifications represented in this Memorandum of Understanding a dental plan of the City's choice. The City may select an alternate dental insurance plan provider during the term of this MOU providing that:

- Any new plan maintains equivalent benefits to the employees; and
- At least twenty-one (21) days advanced notice of plan changes are provided to the Union and all bargaining unit employees.

Effective the pay day of January 10, 2014, the City and a full-time employee shall share in dental premiums with the City paying 75% and the employee paying 25%

11.4 Life Insurance Plan

City shall provide group term life insurance benefit plan for bargaining unit members, which shall provide for fifty thousand dollars (\$50,000) life coverage for a full-time employee during the term of their employment.

ARTICLE 12. REIMBURSEMENTS

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

ARTICLE 13. HOLIDAY LEAVE

The following days shall be paid annual holidays for full time employees, and pro-rated for part time employees:

1. January 1, New Year's Day
2. January -Third Monday, Martin Luther King Day
3. February -third Monday, Presidents Day
4. May -last Monday, Memorial Day
5. July 4, Independence Day
6. September -first Monday, Labor Day
7. November 11, Veterans Day
8. November -fourth Thursday, Thanksgiving Day
9. November -fourth Friday, Day Following Thanksgiving
10. December 24, Christmas Eve
11. December 25, Christmas Day
12. December 26, the day after Christmas Day.
13. December 31, New Year's Eve
14. One Floating Holiday

When any of the above-listed holidays fall on Saturday, it will be recognized on Friday. If it falls on Sunday, it will be recognized on Monday. For all employees who regularly worked on Saturday and/or Sunday, the holiday will be specified by the above-listed dates. In case a holiday falls on an employee's regularly scheduled day off, he/she shall have the option to take such a holiday on an alternate day, as selected by the employee and approved by the Department Director or City Administrator.

Employees required to work on holiday(s) shall, in addition to eight hours regular cash payment for the holiday, shall accrue compensatory holiday time at straight time and cash payment at one half time for all hours worked up to eight hours.

ARTICLE 14. VACATION LEAVE

A. The purpose of annual vacation leave is to enable each eligible employee to annually return to his work mentally and physically refreshed.

B. Each eligible employee shall be required to have served, on a permanent basis full or part time, six (6) continuous months of service, before accruing vacation leave, and twelve (12) continuous months before taking vacation leave. If, in the opinion of a Department Head, the interest of the City may be best served, an employee, with approval of the City Administrator, may take a vacation not to exceed five working days at the expiration of six (6) months of uninterrupted service with the City.

C. Employees who terminate employment and upon return of all City-owned property in good condition, shall be paid in a lump sum for all accrued vacation leave earned prior to the date of termination or may elect to add the accrued vacation leave to retirement as provided in the Retirement article of this MOU.

D. Vacation leave with pay shall be earned by full-time employees in accordance with the following schedule:

AFTER: YEARS	DAYS	HOURS PER MONTH
01	10	6.67
02	12	8.00
03	13	8.67
04	14	9.34
05	15	10.00
06	15	10.00
07	16	10.67
08	17	11.34
09	18	12.00
10	18	12.00
11	18	12.00
12	19	12.67
13	19	12.67
14	20	13.33
15	21	14.00

E. If for any reason an employee becomes ill during a vacation, or in the case where a holiday falls during a vacation period, the affected employee shall be entitled to utilize such available sick or holiday leave in lieu of vacation leave. The vacation period may be appropriately extended upon approval of the Supervisor.

F. Vacation leave may be taken as it accrues. Vacation requests shall be submitted in writing to an employee's supervisor or, if the supervisor is unavailable, then the employee must submit the vacation request to the City Administrator or designee, utilizing the City's "Request For Approval of Time Off" form. The Supervisor or City Administrator or designee will approve or disapprove the employee's vacation request within two (2) working days. Vacation shall be scheduled at the discretion and convenience of each individual employee, with the consent of the Supervisor, within the limitations necessitated by the legitimate operational needs of the City.

G. Employees may accrue vacation leave up to a maximum of two times the annual accrual allowed. Upon request of an employee, an exception to the accrual limit may be made upon recommendation by the Department Director and approval by the City Administrator.

Not more frequently than two times during the term of this MOU, employees may cash out up to forty hours vacation leave per request. Requests to cash out vacation leave

shall be submitted to the Finance Director or designee, and shall be granted provided employees shall be eligible for a cash out only once in the period July 1 through December 31 and one time during the period January 1 through June 30. The cash out shall be paid in a check separate from the normal payroll check. Vacation time cashed out pursuant to this provision shall be subtracted from the employee's accumulated vacation time balance when paid.

ARTICLE 15. SICK LEAVE

15.1 Sick Leave, Defined

A. Sick leave is defined as the time during which an employee is permitted to be absent from City duties by reason of illness or injury or quarantine not arising out of or in the course of employment, which incapacitates or prevents the employee from performing assigned duties, without deduction being made from salary or compensation, and shall include "family medical leave" (as defined below). With approval of the Department Head, sick leave may be used for employee medical, dental or optometry appointments, but only for the time actually required. Sick leave may not be used until it is accrued.

An employee on sick leave shall notify the Department Head or supervisor as soon as possible, and in every case make an effort to give such notice no later than two hours after the time set for beginning daily duties. If an employee is absent from duty on sick leave for three (3) days or more, or if the Department Head has reasonable suspicion of and/or there appears to be a pattern of sick leave abuse, a physician's certificate may be required certifying the condition giving rise to the absence.

B. All full-time, permanent employees shall accrue eight (8) hours of sick leave with pay for each calendar month of service or majority part thereof. The maximum accumulation of earned sick leave shall be 2,080 hours. An employee will not accumulate any additional sick leave until such time as his/her accumulated balance falls below 2,080 hours.

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

C. Employees may transfer sick leave on a voluntary basis to a fellow employee who has exhausted all his/her sick leave and vacation leave due to an extended illness or injury. The transfer shall be based on each employee's hourly rate of pay and shall not exceed twenty-four (24) hours of sick leave based on the hourly rate of pay of the receiving employee. The transfer shall be requested on a form provided by the City, be completed by both employees who mutually request such transfer, and submitted for approval to their Department Directors and the City Administrator who will not withhold

such approval arbitrarily or capriciously. The receiving employee shall not be obligated to repay any transferred leave to the contributing employee, and contributing employee understands that such transfer shall be deemed as if used and will be subject to all other provisions applicable.

D. An employee may take up to 75% of accrued sick leave per calendar year to care for a child, parent, spouse, or domestic partner who is ill, and the illness need not be a serious health condition. A physician's certificate may be requested.

15.2 Family Medical Leave

A. Family Medical Leave

To be eligible for family and medical leave benefits under state and/or federal law, an employee must have continuously worked for the City for twelve (12) months and have worked 1,250 hours over the previous 12 months.

1. Leave Available

Eligible employees may receive up to a total of 12 workweeks of unpaid leave during a rolling 12 month period for one or more of the following reasons:

- For the birth or adoption of a child;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

2. Notice and Certification

Employees seeking to use family and medical leave may be required to provide:

a. Thirty (30) day advance notice when the need for the leave is foreseeable; medical certification (both prior to the leave and prior to reinstatement); periodic re-certification; and periodic reports during the leave.

b. When leave is needed to care for an immediate family member or the employee's own serious health condition, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the City's operation.

c. A medical certification that the employee is able to return to work.

3. Compensation and Benefits During Leave

Family and medical leave is unpaid; however, employees may elect to use accrued paid leave (such as vacation or sick leave) to cover some or all of the leave. The City

will maintain health insurance coverage for an employee on family medical leave for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the City may recover premiums it paid to maintain health coverage for an employee who fails to return to work following family and medical leave.

4. Job Reinstatement

Under most circumstances, upon return from family and medical leave, an employee will be reinstated to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. In addition, an employee's use of family and medical leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using such leave.

B. Pregnancy Disability Leave

1. Leave Available

An employee disabled due to pregnancy, childbirth, or related medical condition may take up to a maximum of 16 weeks leave. Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not family and medical leave under California law.

2. Notice and Certification Requirements

Employees requesting to take a pregnancy disability leave must provide the City with reasonable advance notice and certification from a health care provider.

3. Compensation and Benefits During Leave

Pregnancy disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. If the employee taking pregnancy disability leave is eligible under the federal or state family and medical leave laws, the City will maintain health insurance coverage for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the City may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave. If ineligible under the federal and state family and medical leave laws, employees on pregnancy disability leave will receive continued paid health coverage on the same basis as employees taking other leave.

C. Family Temporary Disability Insurance (Paid Family Leave Benefits)

California's Family Temporary Disability Insurance fund (known as "FTDI" or the Paid Family Leave Benefits fund ["PFL"]) is administered by the California Employment Development Department ("EDD"), not the City. Through the FTDI fund, EDD will

provide eligible employees with a wage supplement for a maximum of six weeks within a rolling 12-month period. FTDI benefits may be available from EDD for a leave of absence:

1. For the birth or placement of a child for adoption or foster care; or
2. To care for an immediate family member (spouse, registered domestic partner, child or parent) who is seriously ill and requires care.

Employee Contributions: Like State Disability Insurance ("SDI") contributions, employee FTDI contributions are not optional and must be deducted automatically from each employee's paycheck. The amount of the contributions is fixed by EDD, not the City.

Employee Eligibility: EDD decides whether an employee is eligible for FTDI benefits, not the City, and employees must apply for FTDI benefits through EDD. Requests to take time off from work will be evaluated in accordance with City policies and applicable law.

Waiting Period: EDD mandates a seven (7) day waiting period before an eligible employee may receive FTDI benefits. Accrued sick leave may be used during the waiting period to the extent permitted by law. If sick leave is unavailable, or the available accrual is less than a full week, employees must use accrued vacation.

After FTDI Wage Period Ends: As noted, EDD will provide eligible employees with FTDI wages for a maximum of six weeks within a rolling 12-month period. Employees who remain on an authorized leave of absence after the FTDI wage period ends may use any accrued sick leave to the extent permitted by law. Employees, if applicable, using FMLA/CFRA leave may be required to use accrued vacation if sick leave is unavailable and after any available sick leave has been exhausted.

Concurrent Use of FTDI Benefits and Authorized Leave: FTDI benefits may be coordinated with an otherwise authorized leave of absence. In such circumstances, the use of FTDI benefits and/or paid time off (such as sick leave and vacation) during the leave period will not extend the length of the leave beyond what is required by applicable law and/or City policy.

Fraud: Fraud or dishonesty in connection with an application for or use of FTDI benefits is grounds for immediate disciplinary action, up to and including discharge.

Accrual of Benefits: Employee benefits do not accrue during a leave of absence unless otherwise required by law or applicable City policies.

Insurance Benefits During Leave: Employee benefits, including health insurance, do not continue during a leave of absence unless otherwise required by law and/or applicable City policies. As appropriate, you will receive separate information about your right to continue your health insurance under Cal-COBRA or COBRA.

Receipt of benefits from the FTDI Fund does not entitle an employee to a leave of absence, or a leave of absence for any particular time period. Nothing in this policy may be construed guaranteeing a leave of absence, benefits during a leave of absence, reinstatement following a leave of absence, etc.

15.3 Bereavement Leave

Permanent employees shall be granted leave by their Department Director whenever the affected employee has experienced a death in the immediate family, defined as the spouse, the employee's or employee's spouse's parent, brother or sister, child or stepchild, grandparent, grandchildren, aunt or uncle, or any other person residing in the employee's household.

Such absence by the employee shall be limited to three (3) working days per occurrence of paid leave. Such leave is not chargeable against sick or vacation leave. As a condition of granting leave for bereavement purposes, the appointing authority may request verification of the loss.

15.4 Absent Without Notification

Any employee absent from his/her position for more than three (3) working days without notification or prior permission of his/her Department Head, shall be deemed to have resigned his/her employment, subject to appeal pursuant to Article 6.

ARTICLE 16. LEAVES OF ABSENCE

16.1 Medical Leave

For the purpose of recovery beyond sick, bereavement and family medical leaves represented in Article 14, medical leave without pay, may be granted from prolonged illness or injury or to restore health for pregnancy, upon employee's written request to and approved by the City Administrator, subject to submission of medical evidence establishing the employee's medical need. Such medical leave without pay shall not exceed a period of sixty (60) days unless approved and granted by the City Council. The employee's insurance, including medical, dental, vision, and life insurance will be maintained under the same conditions as if the employee were still working for a maximum of ninety (90) days, after which the employee may continue such benefits at employee's sole expense.

16.2 Emergency Leave

Emergency leave without pay may be granted to any permanent employee who, upon written request to and approved by the Department Director and City Administrator, demonstrates that the leave is necessary for personal reasons beyond his/her control or will serve to improve his/her ability as an employee of the City. Emergency leaves may be granted up to a maximum of one (1) year. Upon expiration of an approved emergency leave, the employee shall be reinstated in the position held at the time leave was granted. The leave period shall not be credited to employee seniority or credited toward

time served with the City. Failure on the part of the employee on leave to report promptly at the leave's expiration shall be cause for discharge. During the leave period the City will not pay employee benefits; however, the employee may elect to maintain City medical insurance coverage for employee and dependents at employee's sole expense if such coverage of all individuals is in effect sixty (60) days prior to leave application to the City Administrator.

16.3 Jury Duty

Upon receiving notice to appear for jury duty, an employee shall notify his/her supervisor or Department Head as soon as possible, Employees shall be granted leave, with full pay and no loss in benefits, when called for jury duty, provided that the employee remits jury fees received for such jury duty. The employee may retain all travel pay or subsistence pay granted by the court because of the employee's participation in jury duty. An employee called to jury duty and released by the court one hour or more before the end of the employee's regular work hours shall return to his or her normal duties on the same day. The employee shall make every reasonable effort to keep his/her supervisor advised as to the anticipated length of service, and return to work immediately following the final day of jury duty service.

16.4 Military Leave

Every employee of the City shall be granted military leaves of absence and other benefits as provided by federal law and Division II, Part I, Chapter VII of the Military and Veteran's Code of the state of California and any applicable amendments. All employees applying for military leave shall give the Department Head, within the limits of military regulations, an opportunity to determine when such leaves shall be taken. Employees may use compensatory time and vacation leave for weekend drills.

ARTICLE 17. UNIFORM ALLOWANCE

17.1 Clothing

The City requires uniforms for certain employee classifications. Uniforms may consist of required shirt(s), pants, jackets, and belts, as determined by the department head. Shoes/boots and glasses are addressed in the next sections of this article.

The City agrees to furnish one uniform for each day of the work week and to pay an annual uniform maintenance allowance of \$400 for employees in the following classifications:

- Community Services Technician
- Firefighter/Driver Operator

The City agrees to furnish freshly laundered uniforms for each work day for employees in the following classifications:

- Building Maintenance Worker/Recreation Coordinator

- Maintenance & Operations Field Manager
- Maintenance Worker/Water I
- Parks/Building Maintenance Worker
- Street Worker
- Wastewater Treatment Plant Operator I
- Wastewater Treatment Plant Supervisor
- Water Department Supervisor

Employees hired to fill newly-created classifications will also receive uniforms under this section if the wearing of a uniform is required. Uniforms for the above-listed field personnel are to be worn during work and may be worn to and from work. The City will replace a uniform annually if it becomes unserviceable, or at any time a uniform is damaged and/or no longer wearable during the year. For uniforms lost from employee negligence, replacement costs shall be borne by the employee.

17.2 Safety Shoes

During the term of this Memorandum, the City shall pay to the following unit employees, \$150 per year toward the purchase of safety shoes:

- Firefighter/Driver Operator
- Building Maintenance Worker/Recreation Coordinator
- Maintenance & Operations Field Manager
- Maintenance Worker/Water I
- Parks/Building Maintenance Worker
- Street Worker
- Wastewater Treatment Plant Operator I
- Wastewater Treatment Plant Supervisor
- Water Department Supervisor

Employees working less than one (1) year will receive a prorated safety shoe allowance based upon time worked. The safety shoes must be worn during all hours where there is a need for such shoes or as required by the Department Director.

With the approval of the employee's supervisor, an employee may be authorized to obtain a second pair of safety shoes at a maximum cost of \$150, if the employee's initial safety shoes were damaged in the line of duty.

17.3 Safety Glasses

The City will provide safety prescription glasses and lens for those employees who need them to carry out their tasks. The glasses will comply with OSHA standards.

ARTICLE 18. RETIREMENT

18.1 Retirement Defined

Retirement is defined as the termination of employment at an age when the employee would qualify for an allowance under the Public Employees Retirement System (PERS) and the City's Personnel Regulations.

18.2 PERS Retirement Contributions – Classic Employees

A. The PERS 2% at Age 55 Retirement Plan is provided for bargaining unit employees classified as "classic" members of CalPERS as defined by Public Employees Pension Reform Act (PEPRA). Effective July 2, 2016, the City shall pay 3% of the employee portion of the PERS contribution. The employee shall pay 4%.

B. The employee portion of the PERS contribution, made by the City, shall be reported to PERS as income. Employees may buy back, at their expense, retirement service credit for prior military service as permitted by PERS.

C. Retirement benefits will be based on the highest single year compensation.

D. Employees will receive credit for unused sick leave.

E. The spouse of a deceased member, who was eligible to retire for service at the time of death, may elect to receive the Pre-Retirement Optional Settlement 2 Death Benefit.

18.3 PEPRA New Hires

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

ARTICLE 19. PROBATIONARY PERIOD

New employee appointments shall be tentative and subject to a probationary period of twelve (12) months for the effective adjustment of employees to new positions, and for the termination of any probationary employee whose performance does not meet required standards of performance. The Department Head, with the consent of the City Administrator, may release a newly hired probationary employee from City employment without cause at any time during the probationary period.

Newly promoted or transferred employees shall be subject to a probationary period of six (6) months for the effective adjustment of the employee to the new position. If the performance of the probationary employee is not satisfactory, the Department Head will so notify the Human Resources Director in writing any time during the probationary period, and subsequently, with the consent of the City Administrator, may remove a transferred or promoted employee from the position to which she or he promoted without cause during the probationary period. In such event, the employee shall be reinstated to his/her original position from which originally transferred or promoted pursuant to Article 21.

Upon rejection of a probationary employee, reasons for rejection shall be discussed with the employee. Written notification of rejection shall be furnished the probationary employee and a copy filed with the Department Head and the Human Resources Director.

Satisfactory ratings shall result in the passing of probation. Upon satisfactory conclusion of a probationary period, the employee shall be notified of permanent status.

In cases where a Department Head determines that a new employee's performance does not meet the required standards of the job, but believes that further training and experience may improve the employee's performance, the Department Head may extend the probationary period an additional six (6) months or any lesser period, provided that the employee's immediate supervisor has prepared a performance review fifteen (15) days prior to the conclusion of the original probationary period under the provisions of Article 20, Performance Review. The immediate supervisor shall also prepare a performance review fifteen (15) days prior to the conclusion of the extended probationary period. In no case shall probationary periods be extended arbitrarily or capriciously.

ARTICLE 20. PERSONNEL RECORDS

An employee or his/her designee may inspect his/her personnel file and obtain one copy of any and all items in that file at City expense. An employee may have placed in his/her personnel file any signed and dated statement of clarification or disagreement to any item or article contained within her/her personnel file, as well as any statements of commendation or acclaim.

Personnel files include those files maintained by the immediate supervisor or other administrators/supervisors involved in employee evaluations, as well as the central personnel file.

A supervisor's personal notes shall not be considered a part of the personnel file.

ARTICLE 21. PERFORMANCE REVIEW

Performance review forms shall be provided by the Human Resources Director. An employee's immediate supervisor shall prepare, sign and date a performance review for each employee fifteen (15) days preceding the conclusion of six (6) months of service after regular appointment from an employment list, and after any change in status of any employee; and, an employee performance review shall be prepared within fifteen (15) days preceding the conclusion of twelve (12) months of service, and annually thereafter.

The original form shall be filed in the employee's official personnel file and a copy shall be handed to the employee for review and retention. After an employee has been given an opportunity to examine performance review reports, such reports may be considered in promotional examinations and actions relating to transfer, demotion, removal or other changes affecting the status of an employee.

ARTICLE 22. PROMOTION

The movement of an employee from a position in one class to a position in another class imposing higher duties and responsibilities, providing a higher maximum rate of pay will be regarded as a promotion. Promotional opportunities for classifications within the representation unit will be posted for at least ten (10) working days prior to selection. When practical, and consistent with the best interests of the City, all vacancies in the classified service shall be filled by promotion from within.

Promotional opportunities may be made with the consent of the City Administrator without opening the position for examination of non-employees. All current employees shall be given consideration for a position opening that will be filled by such promotion; a promotional exam need not be given when only one employee is eligible under the minimum qualifications for the position. Promotional examinations and selection procedures shall be conducted as provided in Article 30.

Promotion of an employee to a higher range shall result in an increase in salary. The employee's salary shall be placed in the salary range of the new position which would result in at least a five percent (5%) increase in salary compared to the employee's existing salary position. A promotion shall establish a new anniversary date.

An employee promoted to a new position shall serve a six (6) month probationary period in that position. In the event the promoted employee is removed from the position to which promoted, the employee shall receive credit for time served in the promotional position (unless charges are filed and the employee is discharged as provided under this Memorandum of Understanding). Such an employee rejected for promotion shall then be returned to the position and range from which promoted. A rejected employee shall retain his or her salary anniversary date held prior to promotion.

ARTICLE 23. FLEXIBLE JOB SERIES

The Wastewater Treatment Plant Operator, Account Clerk, Office Assistant, and Maintenance Worker (Water and Parks/Building) job series shall be flexibly staffed classifications. Movement within the series shall not require an examination or certification to a list of eligibles. Movement within these series shall be as follows:

1. Employees shall be flexed to "II" after one (1) year of service as a "I", contingent upon satisfactory performance.
2. Employees shall be flexed to "III" after no less than three (3) years but no more than four(4) years of service as a "II", contingent upon satisfactory performance.
3. Satisfactory performance shall mean the employee's annual Performance Review is sufficient to allow the employee a merit salary increase.

ARTICLE 24. CLASSIFICATION; REVIEW

A. Position Classification System. All positions in the City are classified according to their duties and responsibilities. Positions that are similar in type of work, level of

difficulty and level or responsibility are grouped together into a class. All positions in a class shall be treated alike in such matters as salary, examinations, and minimum qualifications. One purpose of the system is to ensure equal pay for equal work throughout the City.

B. Classification Review. During the course of this MOU, the City shall notify the employees concerned, and their employee association, in case of contemplated change in job content as contained in the classification descriptions that were in effect at the beginning of the MOU.

Employees who believe they are working out of classification on a regular and on-going basis may request a classification review by submitting a letter to the Human Resources Director. The request shall include a general statement describing why the employee feels they are working out of classification.

The City Administrator, Human Resources Director, or designee shall conduct a classification review within sixty (60) days of receipt of the request. The results of the classification review shall be forwarded in writing to the employee.

"Working out of Classification" is defined as a management-authorized assignment to a budgeted position on a temporary basis, where all significant duties are performed by an individual holding a classification within a lower compensation range. Pay for working out of classification shall be as follows:

1. Employees appointed to unfilled positions on an "out of classification" basis will receive acting pay within the range of the higher classification beginning the first day of the assignment.
2. Employees appointed to a position for a vacation, sick leave, or other leave of absence coverage will receive acting pay within the range of the higher classification after five (5) consecutive work days of assignment in the acting position.

Such acting pay shall be a minimum of five percent (5%) over the employee's current salary.

"Out of classification" provisions do not apply to work assignments performed in connection with specific predetermined apprenticeship or training programs or declared conditions of emergency and/or disaster.

C. Reclassification or reallocation. Positions, the duties of which have changed materially so as to necessitate reclassification, shall be reallocated by the Human Resources Director to a more appropriate class. Reclassification shall not be used for the purpose of avoiding restrictions surrounding demotions or promotions. The City Administrator or Personnel Officer shall also recommend the abolishment or consolidation of classifications as appropriate and shall conduct periodic studies to otherwise assure the proper classification of City employees.

D. The City agrees to conduct a classification study covering all SEIU positions in Fiscal Year 2016/17. The method of implementation of that study will be the subject of future negotiations between the City and the SEIU.

ARTICLE 25. TRANSFERS

Transfer of an employee to a position within the employee's current range shall not affect the employee's salary rate. Transfer of an employee to a position within a higher range shall be considered a promotion. Transfer of an employee to a lower range shall be considered a demotion.

ARTICLE 26. DEMOTION

Demotion of an employee to a lower class shall result in reduction of salary. The employee's salary shall be placed in the identical step in the lower class that the employee enjoyed in the class from which demotion was made, unless special "Y" Rating compensation applies.

"Y" Rating compensation is defined as a rate of compensation in excess of the maximum compensation provided by Step E of the basic salary ranges for any designated position. Such "Y" rating shall be discontinued whenever Step E of the salary range assigned equals or exceeds such "Y" rating. Compensation at the "Y" rating may also be discontinued after the employee has received such compensation for three (3) complete years.

Demotion can be made for cause, except for demotions from probationary positions. Cause shall be provided to the employee in writing by the Department Director prior to any action taking place. Demotion for disciplinary reasons may be appealed through the grievance procedure by the demoted employee. Such demoted employee shall not be eligible for promotion for a period of six months.

ARTICLE 27. DRUG TESTING

According to DOT Regulations and Resolution No. 98-07, employees will be issued a copy of the policy at hire.

ARTICLE 28. LAYOFFS AND DISPLACEMENT

A. Definition. Termination of employment or separation from a position because of lack of funds or lack of work.

B. Process & Notice.

Workers subject to a reduction in force shall be given at least forty-five (45) working days written notice prior to the effective date of the layoff. Such written notice shall include notification of any displacement right, appeal right or right to a hearing, and shall clearly inform the employee of any time or other limits upon the exercise of such rights. The Union shall receive concurrent notice including a designation of classes affected, the

number of positions in the affected classes and an abstract of the employees in the classes affected by the layoff at least forty-five (45) working days prior to the effective date thereof. The Union shall be granted a timely opportunity to meet and consult with the City to discuss proposed alternatives to a reduction in force. Employees subject to layoff shall be given reasonable administrative leave as may be required to seek employment.

Permanent full-time employees and permanent part-time employees shall be considered separately when the order of layoff reaches Sections C and D below. Nothing herein is intended to require a preference for or against either full-time or part-time permanent employees in the order of layoff.

Seniority shall be used to determine the order of layoff pursuant to the following procedures: The order of layoff shall be as follows:

1. Temporary workers in inverse order of seniority (least first);
2. Initial Probationary employees in inverse order of seniority; and
3. Permanent employees in inverse order of seniority.

"Seniority" for the purposes of this Article shall be defined as the length of service as a permanent full-time employee with the City. When determining seniority for permanent full-time positions within a classification subject to layoff, only permanent full-time service shall be considered.

C. Displacement. Permanent full-time employees subject to layoff shall have the right to displace an employee in the same classification in any Department of the City or in a different class within the City with the same or lower salary range provided, however, that:

1. The employee subject to layoff has greater seniority than the employee being displaced and was rated at a minimum of competent/satisfactory in his/her latest evaluation.
2. If the displacement is to a different class, it must be a class in the same occupational series as determined by the City with the concurrence of the Union OR, to a class previously held by the employee as a permanent full-time employee of the City.
3. An employee must provide the City Administrator written notification of his/her intent to exercise the displacement option not later than 10 working days following receipt of the notice of layoff. Failure to provide such timely notification shall be deemed a waiver of the displacement option

D. Re-hire Lists. Laid off employees are named to a re-hire list. If a position in the laid-off employee's classification, or a similar position in a classification for which the City determines the former employee is suited, becomes available within twenty-four (24) months of layoff, such former employee(s) shall be offered the position in the inverse order of layoff. If a job in a lower paid classification becomes available within twenty-

four (24) months, the City shall review the previously laid-off employees' qualifications. If a laid-off former employee is qualified in the judgment of the City, he/she may fill the slot(s) until his/her former position becomes available, if ever. Employees hired off a re-hire list shall retain seniority, minus the number of months on actual layoff.

ARTICLE 29. RESIGNATION

An employee wishing to leave City employment in good standing may at their option file with the immediate supervisor a written resignation stating the effective date of his/her resignation at least ten (10) days before leaving the service. The resignation shall be forwarded by the Department Head with other pertinent information concerning the employee's service performance. An employee who files a resignation at least ten (10) working days before leaving the service may request a letter of reference from a City supervisor.

ARTICLE 30. OUTSIDE EMPLOYMENT

A full-time, permanent employee of the City of Guadalupe may not accept significant outside employment without written notice to the employee's supervisor. A copy of the written notice shall be filed in the employee's personnel file.

The following shall apply in all cases: (1) The employee must waive the City's Workers' Compensation in case of injury sustained while on duty during outside employment. (2) Should a conflict of work schedule arise, the employee's City job must prevail.

An employee with outside employment shall strive to maintain quality performance standards in his or her the City position. Should the employee's performance fall below Satisfactory as indicated in the performance review process, the employee shall be subject to disciplinary procedures as outlined in Article 6 of this Memorandum of Understanding.

ARTICLE 31. POSITION VACANCIES

A. General provisions. Selection procedure and job description information will be attached or incorporated into a job-posting notice, which will be announced in at least one newspaper of general circulation in the City. Techniques used in the examination process shall be impartial, of a practical nature, and shall relate to those subjects which are pertinent to the duties and responsibilities of the position. Any tests used shall be reasonably predictive of success in the classification; and tests may not be biased with respect to race, gender, religion, creed, political affiliation, sexual orientation, color, national origin, ancestry, or age.

B. Selection procedures.

1. Application

Both inside and outside candidates will submit applications on forms specified by the Human Resources Director, after an opening has been announced (excepting temporary or emergency employment situations). The time for filing applications will be

included in the initial posting, and may be extended or re-opened as determined by the Human Resources Director provided such notice is also posted.

2. Screening

Applications will be screened by the employing Department to ascertain whether candidates meet minimum requirements as outlined in the job description for the classification as adopted by the City Council. Applicants screened out at this level will receive a written response explaining such action.

3. Performance Testing

Performance tests, such as typing, machinery or vehicle operation, skills, demonstration, physical agility, etc., will be qualifying. Pass/fail points will be announced in advance for qualifying tests.

4. Written Tests

Written achievement or aptitude tests will be qualifying. Pass/fail points will be announced in advance for qualifying tests.

5. Interviews/Appraisals

Interviews may be conducted individually or by interview boards and will be qualifying. Interview boards shall be composed of qualified and unbiased people. If individual interviews or an interview board is used, a majority of the individuals or board members must recommend a candidate in order for the candidate to qualify for appointment.

6. Appointment

Candidates who successfully complete all phases of the selection procedure will be recommended to the Department Director and/or City Administrator. The Department Director and/or City Administrator will make appointments from among those recommended candidates who are most qualified as determined by objective review of selection procedure results and background materials.

C. Unfilled Positions. Should the City determine that a vacancy will not be filled, such determination shall be made within 120 working days of the date upon which the worker vacated the position. Upon said determination the City will notify the workers in the affected Department and the Union.

ARTICLE 32. UNIT ASSIGNMENTS

Any new permanent full-time job classification which does not fall under the City's management, supervisory, or confidential criteria or which is not represented by the Guadalupe Police Officers' Association shall be represented by SEIU in the General Unit. If, however, any new permanent full-time classification falls under the City's confidential or supervisory criteria, then that classification shall be represented by SEIU in the Confidential and Supervisors Unit.

ARTICLE 33. FURLOUGHS

Not applicable.

ARTICLE 34. PART-TIME EMPLOYEES

Part-time employees in represented classifications shall receive pro-rated benefits based on their percentage of FTE status.

ARTICLE 35. MAINTENANCE OF BENEFITS AND TERMS AND CONDITIONS

All benefits, terms and conditions of employment enjoyed by unit employees as of the signing date of this Memorandum of Understanding, and any side letter agreements reached after that date, shall remain in full force and effect unless modified by a subsequent Memorandum of Understanding or by mutual agreement, in writing, of the parties.

ARTICLE 36. MOU IMPLEMENTATION

Both parties agree that the terms of this Memorandum of Understanding supersede provisions of all other practices, Memorandum of Understandings, resolutions, and rules of the City that conflict with provisions of this Memorandum of Understanding.

ARTICLE 37. OBLIGATION TO MEET AND WAIVER CLAUSE

Except as otherwise expressly provided in this Agreement or, where the parties mutually agree to meet and confer on a matter, the City and the Union expressly waive

and relinquish the right, and each agrees that the other shall not be obligated to meet and confer with respect to any subject or matter, including mandatory subjects of negotiation, whether or not referred to in this Memorandum of Understanding.

ARTICLE 38. SAVINGS CLAUSE

Should any provision of this Memorandum of Understanding be held inoperative, void, or invalid by a Court of competent jurisdiction, the remaining provisions of this MOU shall not be affected thereby, and the parties shall meet and confer for the sole purpose of arriving- at a mutually satisfactory replacement of such provision.

SEIU, Local 620,

City of Guadalupe

Angie Leon, Team Member

Ariston Julian, Mayor

Josue Meraz, Team Member

Carlos Ostos, Team Member

Robert MacLeod, Team Member