



**MAYOR:** JOHN LIZALDE  
**MAYOR PRO TEM:** ARISTON JULIAN  
**COUNCIL MEMBER:** GINA RUBALCABA  
**COUNCIL MEMBER:** JERRY BEATTY  
**COUNCIL MEMBER:** VIRGINIA PONCE

**CITY ADMINISTRATOR:**  
**CITY ATTORNEY:**  
**CITY CLERK:**  
**CITY TREASURER:**

CRUZ W RAMOS  
DAVID FLEISHMAN  
JOICE E. RAGUZ  
PETRONA AMIDO

## AGENDA

### GUADALUPE CITY COUNCIL

**SPECIAL MEETING**  
**Tuesday, November 29, 2016**

**6:00 P.M.**

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

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's office, (805) 356-3891. Notification of at least 72 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.*

*If you wish to speak concerning any item on the agenda, please complete the Request to Speak form that is provided at the rear of the Council Chambers prior to the completion of the staff report and hand the form to the City Clerk. **Note:** Staff Reports for this agenda, as well as any materials related to items on this agenda submitted after distribution of the agenda packet, are available for inspection at the office of the City Administrator, City Hall, 918 Obispo Street, Guadalupe, California during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday; telephone (805) 356-3891.*

1. **MOMENT OF SILENCE.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Council Members Jerry Beatty, Virginia Ponce, Gina Rubalcaba, Ariston Julian and Mayor John Lizalde.
4. **SWEARING IN OF:**                   **RESERVE POLICE OFFICERS:**  
**MARIA NEGRANTI & ANTHONY JAUREGUI**
5. **COMMUNITY PARTICIPATION FORUM.**

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

6. **CONSENT CALENDAR.** The following items are presented for Council approval without discussion as a single agenda item in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.
  - a. Payment of Warrants for the period ending November 17, 2016 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Director.
  - b. Minutes of the City Council Special Meeting of October 27, 2016 to be ordered filed.
  - c. Minutes of the City Council Special Meeting of November 10, 2016 to be ordered filed.
  - d. Monthly Reports from Department Heads:
    1. Police Department report for the month of October 2016.
    2. Fire Department report for the month of October 2016.
    3. Building Department report for the month of October 2016.
    4. City Treasurer’s report for the month of October 2016.
    5. Public Works Department report for the month of October 2016.
    6. Water Department report for the month of October 2016.
    7. Wastewater Department report for the month of October 2016.
    8. City Engineer’s report for the month of October 2016.
  - e. Adoption of the Transit Drug and Alcohol Testing Program Manual – Revised November 2, 2016.
  - f. Approval of the Guadalupe TDA Performance Audit Draft.
7. **APPROVAL TO SUBMIT A GRANT APPLICATION TO THE FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION FOR FUNDING TO REPLACE A FIRE ENGINE.**
  - a. Written Staff Report (Gary Hoving, Director of Public Safety)
  - b. City Council discussion and consideration.
  - c. It is recommended that the City Council provide approval for City staff to submit a grant application to the Federal Emergency Management Administration.
8. **PUBLIC WORKS & UTILITIES DEPARTMENTS – REORGANIZATION.** That the City Council adopt Resolution No. 2016-66 upgrading the position of Maintenance & Field Operations Manager, and establishing the position of City Worker, approving both job descriptions and salary ranges, and authorizing staff to begin the recruitment process.
  - a. Written Staff Report (Amelia Villegas, Human Resources)
  - b. City Council discussion and consideration.
  - c. It is recommended that the City Council adopt Resolution No. 2016-66.

9. **ADA RAMP AND VALVE REPLACEMENT PROJECT.** That the City Council adopt Resolution No. 2016-67 to authorize Mayor to execute construction contract with JJ Fisher Construction, Inc. for the ADA and Valve Replacement Project.
  - a. Written Staff Report (Jeff van den Eikhof, City Engineer)
  - b. City Council discussion and consideration.
  - c. It is recommended that the City adopt Resolution No. 2016-67.
10. **CITY MANAGER REPORT/ FUTURE AGENDA ITEMS.**
11. **ANNOUNCEMENTS / COUNCIL ACTIVITY REPORTS.**
12. **ADJOURNMENT.**


*I hereby certify under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the City Hall display case, the Water Department and the City Clerk's office not less than 24 hours prior to the meeting. Dated this 22<sup>nd</sup> day of November 2016.*


By: \_\_\_\_\_

Cruz W Ramos, City Administrator

**REPORT TO THE CITY COUNCIL  
Council Agenda of November 22, 2016**

  
\_\_\_\_\_  
Prepared by  
Esther Britt

  
\_\_\_\_\_  
Reviewed by  
Cruz Ramos

  
\_\_\_\_\_  
Approved by  
Annette Munoz

**SUBJECT:** Payment of warrants for the period ending November 17, 2016 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 November 23, 2016

**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.

3613 RESERVE COMMONS DRIVE \*\*\* VENDOR.: ALI02 (ALICE TRAINING INSTITUTE)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
14066 ACTIVE SHOOTER RESONSE TRAINING COURSE	11-16	06/07/16 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 ACTIVE SHOOTER RESONSE TRAINING COURSE	01	4220 1300	1	595.00	595.00
	( General Fund Fire Bus Exp/Train )				
	Invoice Extension ---->				595.00
	Vendor Total ----->				595.00

12328 LOWER AZUSA ROAD \*\*\* VENDOR.: ALL06 (ALL STAR FIRE EQUIPMENT INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
193979 LOOSE DETACHABLE NAME PANEL	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 LOOSE DETACHABLE NAME PANEL	01	4220 1550	1	59.56	59.56
	( General Fund Fire Op Supp/Expense )				
	Invoice Extension ---->				59.56
	Vendor Total ----->				59.56

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
28502 LANDSCAPE MAINTENANCE FOR 11/2016	11-16	11/10/16 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 LANDSCAPE MAINTENANCE FOR 11/2016	01	4300 2150	1	1677.00	1677.00
	( General Fund Parks & Rec Prof'l Services )				
0002 LANDSCAPE MAINTENANCE FOR 11/2016	71	4454 2150	1	349.38	349.38
	( MEASURE A MEASURE A Prof'l Services )				
0003 LANDSCAPE MAINTENANCE FOR 11/2016	01	4145 2150	1	349.37	349.37
	( General Fund Building Mtce Prof'l Services )				
0004 LANDSCAPE MAINTENANCE FOR 11/2016	60	4490 2150	1	419.25	419.25
	( Guad.Assmt.Dist Guad.Assmt Dist Prof'l Services )				
	Invoice Extension ---->				2795.00
	Vendor Total ----->				2795.00

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
531856679 UNIFORM	11-16	09/20/16 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 UNIFORM	12	4425 2150	1	45.89	45.89
	( Wst.Wtr.Op.Fund Wastewater Prof'l Services )				
	Invoice Extension ---->				45.89

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
531960329 TISSUE,TOWELS,	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 TISSUE,TOWELS,	12	4425 2150	1	45.89	45.89
	( Wst.Wtr.Op.Fund Wastewater Prof'l Services )				
	Invoice Extension ---->				45.89

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
531960330 UNIFORM	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount

AUS WEST LOCKBOX  
 P.O. BOX 101179  
 INVOICE-TYPE DESCRIPTION  
 \*\*\* VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Amount
0001	UNIFORM				01 4145 2150	.70
					( General Fund Building Mtce Prof'l Services )	
0002	UNIFORM				01 4300 2150	.71
					( General Fund Parks & Rec Prof'l Services )	
0003	UNIFORM				71 4454 2150	5.63
					( MEASURE A MEASURE A Prof'l Services )	
					Invoice Extension ---->	7.04

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Amount
531977590	WET AND DUST MOPS,MAT	11-16	11/08/16 N N N	A-NET30 FROM INVOICE	2010	
0001	WET AND DUST MOPS,MAT				01 4145 2150	33.52
					( General Fund Building Mtce Prof'l Services )	
					Invoice Extension ---->	33.52

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Amount
531977591	UNIFORM	11-16	11/08/16 N N N	A-NET30 FROM INVOICE	2010	
0001	UNIFORM				10 4420 2150	14.12
					( Wtr. Oper. Fund Water Operating Prof'l Services )	
0002	UNIFORM				01 4145 2150	.60
					( General Fund Building Mtce Prof'l Services )	
0003	UNIFORM				01 4300 2150	.60
					( General Fund Parks & Rec Prof'l Services )	
0004	UNIFORM				10 4420 2150	1.43
					( Wtr. Oper. Fund Water Operating Prof'l Services )	
0005	UNIFORM				71 4454 2150	2.14
					( MEASURE A MEASURE A Prof'l Services )	
					Invoice Extension ---->	18.89

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Amount
531977594	MOPS, SOAP, TOWELS	11-16	11/08/16 N N N	A-NET30 FROM INVOICE	2010	
0001	MOPS, SOAP, TOWELS				12 4425 2150	45.89
					( Wst.Wtr.Op.Fund Wastewater Prof'l Services )	
					Invoice Extension ---->	45.89

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Amount
531977595	UNIFORM	11-16	11/08/16 N N N	A-NET30 FROM INVOICE	2010	
0001	UNIFORM				01 4145 2150	.70
					( General Fund Building Mtce Prof'l Services )	
0002	UNIFORM				01 4300 2150	.70
					( General Fund Parks & Rec Prof'l Services )	
0003	UNIFORM				71 4454 2150	5.64
					( MEASURE A MEASURE A Prof'l Services )	
					Invoice Extension ---->	7.04

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Amount
531994869	MAT,DUST AND WET MOPS	11-16	11/15/16 N N N	A-NET30 FROM INVOICE	2010	
0001	MAT,DUST AND WET MOPS				01 4145 2150	33.52
					( General Fund Building Mtce Prof'l Services )	
					Invoice Extension ---->	33.52

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	Amount
531994870	UNIFORMS	11-16	11/15/16 N N N	A-NET30 FROM INVOICE	2010	
0001	UNIFORMS				10 4420 2150	14.12
					( Wtr. Oper. Fund Water Operating Prof'l Services )	

AUS WEST LOCKBOX  
 P.O. BOX 101179  
 INVOICE-TYPE DESCRIPTION  
 -----  
 \*\*\* VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0002	UNIFORMS	01	4145 2150	1	.60
			( General Fund Building Mtce Prof'l Services )		.60
0003	UNIFORMS	01	4300 2150	1	.60
			( General Fund Parks & Rec Prof'l Services )		1.43
0004	UNIFORMS	10	4420 2150	1	1.43
			( Wtr. Oper. Fund Water Operating Prof'l Services )		2.14
0005	UNIFORMS	71	4454 2150	1	2.14
			( MEASURE A MEASURE A Prof'l Services )		
			Invoice Extension ---->		18.89

INVOICE-TYPE DESCRIPTION  
 -----  
 531994873 SOAP,TOWELS,UNIFORM  
 PERIOD 11-16 DATE 11/15/16 N N N  
 TERM-DESCRIPTION A-NET30 FROM INVOICE  
 G/L ACCOUNT No 2010

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001	SOAP,TOWELS,UNIFORM	12	4425 2150	1	45.89
			( Wst.Wtr.Op.Fund Wastewater Prof'l Services )		
			Invoice Extension ---->		45.89

INVOICE-TYPE DESCRIPTION  
 -----  
 531994874 UNIFORM  
 PERIOD 11-16 DATE 11/15/16 N N N  
 TERM-DESCRIPTION A-NET30 FROM INVOICE  
 G/L ACCOUNT No 2010

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001	UNIFORM	01	4145 2150	1	.70
			( General Fund Building Mtce Prof'l Services )		.70
0002	UNIFORM	01	4300 2150	1	.70
			( General Fund Parks & Rec Prof'l Services )		5.64
0003	UNIFORM	71	4454 2150	1	5.64
			( MEASURE A MEASURE A Prof'l Services )		
			Invoice Extension ---->		7.04

Vendor Total -----> 309.50  
 =====

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

INVOICE-TYPE DESCRIPTION  
 -----  
 971 REPLACED BATTERIES,TRANSFORMER FOR SOFT STARTER  
 PERIOD 11-16 DATE 11/07/16 N N N  
 TERM-DESCRIPTION A-NET30 FROM INVOICE  
 G/L ACCOUNT No 2010

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001	REPLACED BATTERIES,TRANSFORMER FOR SOFT STARTER	10	4420 2150	1	2866.22
			( Wtr. Oper. Fund Water Operating Prof'l Services )		202.50
0002	REPLACED BATTERIES,TRANSFORMER FOR SOFT STARTER	12	4425 2150	1	202.50
			( Wst.Wtr.Op.Fund Wastewater Prof'l Services )		
			Invoice Extension ---->		3068.72

Vendor Total -----> 3068.72  
 =====

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

INVOICE-TYPE DESCRIPTION  
 -----  
 601499-C DRUM RETURN  
 PERIOD 11-16 DATE 10/18/16 N N N  
 TERM-DESCRIPTION A-NET30 FROM INVOICE  
 G/L ACCOUNT No 2010

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001	DRUM RETURN	10	4420 1550	-1	80.00
			( Wtr. Oper. Fund Water Operating Op Supp/Expense )		
			Invoice Extension ---->		-80.00

INVOICE-TYPE DESCRIPTION  
 -----  
 BPI674979 CHLORINE  
 PERIOD 11-16 DATE 11/01/16 N N N  
 TERM-DESCRIPTION A-NET30 FROM INVOICE  
 G/L ACCOUNT No 2010

Line	Description	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0001	CHLORINE	10	4420 1550	1	714.89
			( Wtr. Oper. Fund Water Operating Op Supp/Expense )		
			Invoice Extension ---->		714.89

FILE # 2674

\*\*\* VENDOR.: BRE02 (BRENNTAG PACIFIC, INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
				Vendor Total ----->
				634.89 =====

P.O. BOX 14196

\*\*\* VENDOR.: CAE01 (CALIFORNIA ELECTRIC SUPPLY CORP.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
826670151 1 ED23 1/2 HPS LAMP	11-16	11/04/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 1 ED23 1/2 HPS LAMP	12 4425 1550		1 30.13	30.13
				( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )
				Invoice Extension ---->
				30.13
				Vendor Total ----->
				30.13 =====

1480 W. STOWELL RD.

\*\*\* VENDOR.: CAL03 (CAL COAST IRRIGATION, CORP.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
5074431 1 MONTH RENTAL FROM 10/11/16-11/11/16	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 1 MONTH RENTAL FROM 10/11/16-11/11/16	12 4425 2200		1 58.46	58.46
				( Wst.Wtr.Op.Fund Wastewater Equip. Rental )
				Invoice Extension ---->
				58.46
				Vendor Total ----->
				58.46 =====

P.O. BOX 847409

\*\*\* VENDOR.: CAL19 (CALPORTLAND CONSTRUCTION CORP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
93048442 FILL SAND	11-16	10/27/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FILL SAND	71 4454 1550		1 657.93	657.93
				( MEASURE A MEASURE A Op Supp/Expense )
				Invoice Extension ---->
				657.93
				Vendor Total ----->
				657.93 =====

\*\*\* VENDOR.: CAR02 (CARR'S BOOTS INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0320 STEEL TOE BOOTS FOR JOSUE	11-16	11/07/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 STEEL TOE BOOTS FOR JOSUE	71 4454 0450		1 120.00	120.00
				( MEASURE A MEASURE A Other Benefits )
0002 STEEL TOE BOOTS FOR JOSUE	01 4300 0450		1 15.00	15.00
				( General Fund Parks & Rec Other Benefits )
0003 STEEL TOE BOOTS FOR JOSUE	01 4145 0450		1 15.00	15.00
				( General Fund Building Mtce Other Benefits )
				Invoice Extension ---->
				150.00

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0321 STEEL TOE BOOTS FOR STEVE	11-16	11/07/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 STEEL TOE BOOTS FOR STEVE	71 4454 0450		1 120.00	120.00
				( MEASURE A MEASURE A Other Benefits )



1515 S. BROADWAY \*\*\* VENDOR.: CAR02 (CARR'S BOOTS INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0002 STEEL TOE BOOTS FOR STEVE		01 4300 0450	1 15.00	15.00
		( General Fund Parks & Rec Other Benefits )		
0003 STEEL TOE BOOTS FOR STEVE		01 4145 0450	1 15.00	15.00
		( General Fund Building Mtce Other Benefits )		
		Invoice Extension ---->		150.00
		Vendor Total ----->		300.00

1410 MARSH STREET \*\*\* VENDOR.: CAR08 (CARMEL NACCASHA ATTORNEYS AT LAW LLP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
26167 PROFESSIONAL SERVICES THROUGH 10/31/2016	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0001 PROFESSIONAL SERVICES THROUGH 10/31/2016		26 4500 2150	1 148.50	148.50
		( RDA-Op.Fund Redevelopment Profl Services )		
		Invoice Extension ---->		148.50
		Vendor Total ----->		148.50

P.O. BOX 60229 \*\*\* VENDOR.: CHA03 (CHARTER COMMUNICATIONS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111616 CITY HALL INTERNET	11-16	11/06/16 N N N	A-NET30 FROM INVOICE	2010
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0001 CITY HALL INTERNET		01 4140 1000	1 139.97	139.97
		( General Fund Non-Departmentl Utilities )		
		Invoice Extension ---->		139.97
		Vendor Total ----->		139.97

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
70462 LANDFILL BILLING FOR 10/2016	11-16	11/02/16 N N N	A-NET30 FROM INVOICE	2010
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0001 LANDFILL BILLING FOR 10/2016		01 4300 2150	1 18.00	18.00
		( General Fund Parks & Rec Profl Services )		
		Invoice Extension ---->		18.00
		Vendor Total ----->		18.00

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
953038 WATER SAMPLES	11-16	11/10/16 N N N	A-NET30 FROM INVOICE	2010
Line Description		G/L Account No	Unit(s) Unit Cost	Amount
0001 WATER SAMPLES		10 4420 2150	1 192.00	192.00
		( Wtr. Oper. Fund Water Operating Profl Services )		
		Invoice Extension ---->		192.00
		Vendor Total ----->		192.00

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

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
52122713	LEASE PAYMENT ON FORD/F350 (WWTP)	11-16	10/29/16 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	LEASE PAYMENT ON FORD/F350 (WWTP)	12 4425 4150	1	1225.39	1225.39
	( Wst.Wtr.Op.Fund Wastewater Lease-Purchase )				
	Invoice Extension ---->				1225.39

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
52204801	LEASE COPIERS	11-16	11/06/16 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	LEASE COPIERS	01 4140 4150	1	493.27	493.27
	( General Fund Non-Departmentl Lease-Purchase )				
	Invoice Extension ---->				493.27

Vendor Total -----> 1718.66  
 =====

3441 EAST HARBOUR DRIVE \*\*\* VENDOR.: EW101 (EWING CORP.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
2470919	REACHER	11-16	11/08/16 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	REACHER	01 4145 1550	1	7.10	7.10
	( General Fund Building Mtce Op Supp/Expense )				
0002	REACHER	01 4300 1550	1	7.10	7.10
	( General Fund Parks & Rec Op Supp/Expense )				
0003	REACHER	10 4420 1550	1	17.05	17.05
	( Wtr. Oper. Fund Water Operating Op Supp/Expense )				
0004	REACHER	71 4454 1550	1	25.58	25.58
	( MEASURE A MEASURE A Op Supp/Expense )				
	Invoice Extension ---->				56.83

Vendor Total -----> 56.83  
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P.O. BOX 27 \*\*\* VENDOR.: FA101 (FAILSAFE TESTING)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8745	EQUIPMENT MAINTENANCE	11-16	11/10/16 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	EQUIPMENT MAINTENANCE	01 4220 1400	1	389.85	389.85
	( General Fund Fire Equipment Maint )				
	Invoice Extension ---->				389.85

Vendor Total -----> 389.85  
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2709 SANTA MARIA WAY \*\*\* VENDOR.: FEN01 (FENCE FACTORY INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
575790	REPAIR DAMAGED FENCE & REBUILD SLIDING GATE DOOR	11-16	10/20/16 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	REPAIR DAMAGED FENCE & REBUILD SLIDING GATE DOOR	12 4425 2150	1	470.00	470.00
	( Wst.Wtr.Op.Fund Wastewater Wastewater Profl Services )				
	Invoice Extension ---->				470.00

Vendor Total -----> 470.00  
 =====

6405 S.W. 38TH STREET BLDG. \*\*\* VENDOR.: FIR11 (FIRE PROGRAMS LLC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
7717 SUPPORT AND UPGRAD SERVICE FOR ONE YEAR	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 SUPPORT AND UPGRAD SERVICE FOR ONE YEAR	01 4220 1550	1	835.00	835.00
	( General Fund Fire Op Supp/Expense )			
			Invoice Extension ---->	835.00
			Vendor Total ----->	835.00

DEPT 67-434 \*\*\* VENDOR.: FOR03 (FORD MOTOR CREDIT COMPANY)  
 P.O. BOX 67000

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1304654 2016 FORD F-350 TRUCK (FIRE)	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 2016 FORD F-350 TRUCK (FIRE)	01 4220 4150	1	3479.93	3479.93
	( General Fund Fire Lease-Purchase )			
			Invoice Extension ---->	3479.93
			Vendor Total ----->	3479.93

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111016 COMMUNICATION (WWTP)	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COMMUNICATION (WWTP)	12 4425 1150	1	227.23	227.23
	( Wst.Wtr.Op.Fund Wastewater Communications )			
			Invoice Extension ---->	227.23

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111616 FAX LINES	11-16	11/04/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 FAX LINES	01 4220 1150	1	60.53	60.53
	( General Fund Fire Communications )			
0002 FAX LINES	01 4105 1150	1	111.95	111.95
	( General Fund Administration Communications )			
0003 FAX LINES	01 4120 1150	1	111.96	111.96
	( General Fund Finance Communications )			
0004 FAX LINES	01 4200 1150	1	163.38	163.38
	( General Fund Police Communications )			
0005 FAX LINES	01 4105 1150	1	51.43	51.43
	( General Fund Administration Communications )			
0006 FAX LINES	01 4405 1150	1	60.53	60.53
	( General Fund Bldg and Safety Communications )			
			Invoice Extension ---->	559.78

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111616-A ADMIN FAX LINE	11-16	11/04/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 ADMIN FAX LINE	01 4105 1150	1	73.93	73.93
	( General Fund Administration Communications )			
			Invoice Extension ---->	73.93
			Vendor Total ----->	860.94

P.O. BOX 337 \*\*\* VENDOR.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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 P.O. BOX 337 \*\*\* VENDOR.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
109977	MARKING PAINT,NOZZLE	11-16	10/28/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	MARKING PAINT,NOZZLE	01	4145 1550	1	22.55	22.55
				( General Fund Building Mtce Op Supp/Expense )		
					Invoice Extension ---->	22.55

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
110130	BUG STOP,FAN	11-16	10/19/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	BUG STOP,FAN	12	4425 1550	1	33.54	33.54
				( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )		
					Invoice Extension ---->	33.54

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
110185	PRIMER	11-16	10/26/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PRIMER	10	4420 1550	1	38.88	38.88
				( Wtr. Oper. Fund Water Operating Op Supp/Expense )		
					Invoice Extension ---->	38.88

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
110221	RAKE	11-16	10/28/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	RAKE	71	4454 1550	1	19.47	19.47
				( MEASURE A MEASURE A Op Supp/Expense )		
					Invoice Extension ---->	19.47
					Vendor Total ----->	114.44
					=====	

621 GUADALUPE STREET LUIS RUIZ						
INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
7725	TURNOUT	11-16	10/17/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	TURNOUT	01	4220 1400	1	5.00	5.00
				( General Fund Fire Equipment Maint )		
					Invoice Extension ---->	5.00
					Vendor Total ----->	5.00
					=====	

1319 MARSH STREET ATTORNEYS AT LAW						
INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
34600	PROFESSIONAL SERVICES-OLIVERA APARTMENTS	11-16	09/30/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICES-OLIVERA APARTMENTS	01	4110 2150	1	3627.80	3627.80
				( General Fund City Attorney Profl Services )		
					Invoice Extension ---->	3627.80

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
34772	PROFESSIONAL SERVICES-OLIVERA APARTMENTS	11-16	09/10/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount

1319 MARSH STREET  
 ATTORNEYS AT LAW  
 INVOICE-TYPE DESCRIPTION  
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 \*\*\* VENDOR.: HAL02 (HALL, HEATT & CONNELLY, LLP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0601 PROFESSIONAL SERVICES-OLIVERA APARTMENTS	01	4110 2150	( General Fund City Attorney Prof'l Services )	15512.00
			Invoice Extension ---->	15512.00
			Vendor Total ----->	19139.80

1850 W. BETTERAVIA ROAD  
 INVOICE-TYPE DESCRIPTION  
 -----  
 \*\*\* VENDOR.: HEA01 (HEALTH SANITATION SERVICE INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0308041 ROLL-OFF FROM 10/16-10/26/16	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 ROLL-OFF FROM 10/16-10/26/16 (PARKS)	01 4300 2150	1	238.46	238.46
			( General Fund Parks & Rec Prof'l Services )	
			Invoice Extension ---->	238.46
			Vendor Total ----->	238.46

P.O. BOX 825  
 INVOICE-TYPE DESCRIPTION  
 -----  
 \*\*\* VENDOR.: HEN01 (HENDERSON PETROLEUM CORP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
150889 FUEL	11-16	11/15/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 FUEL	01 4220 1560	1	321.44	321.44
			( General Fund Fire Fuels/Lubricant )	
0002 FUEL	10 4420 1560	1	188.27	188.27
			( Wtr. Oper. Fund Water Operating Fuels/Lubricant )	
0003 FUEL	71 4454 1560	1	149.80	149.80
			( MEASURE A MEASURE A Fuels/Lubricant )	
0004 FUEL	12 4425 1560	1	190.80	190.80
			( Wst.Wtr.Op.Fund Wastewater Fuels/Lubricant )	
			Invoice Extension ---->	850.31

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
150904 FUEL	11-16	11/15/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 FUEL	01 4200 1560	1	729.62	729.62
			( General Fund Police Fuels/Lubricant )	
			Invoice Extension ---->	729.62
			Vendor Total ----->	1579.93

\*\*\* VENDOR.: HOV01 (GARY L. HOVING)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111016 REIMBURSE FOR IDENTIFICATION CARDS	11-16	11/03/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0901 REIMBURSE FOR IDENTIFICATION CARDS	01 4200 1550	1	57.05	57.05
			( General Fund Police Op Supp/Expense )	
0902 USER TAX	01 2265	-1	4.35	-4.35
			( General Fund USE TAX PAYABLE )	
			Invoice Extension ---->	52.70
			Vendor Total ----->	52.70

3070 SKYWAY DR. \*\*\* VENDOR.: IND01 (INDUSTRIAL MEDICAL GROUP INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
51019	RETURN TO WORK /FIT FOR DUTY LEVEL 1 EXAM(GONZALEZ	11-16	11/04/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	RETURN TO WORK /FIT FOR DUTY LEVEL 1 EXAM(GONZALEZ	12	4425 2150	1	150.00	150.00
		( Wst.Wtr.Op.Fund Wastewater Prof'l Services )				
				Invoice Extension ---->		150.00
				Vendor Total ----->		150.00

P.C. BOX 601002 \*\*\* VENDOR.: IRO01 (IRON MOUNTAIN RECORDS MGT)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
NDM9262	SHREDDING	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	SHREDDING	01	4200 1550	1	35.59	35.59
		( General Fund Police Op Supp/Expense )				
0002	SHREDDING	01	4120 1550	1	69.59	69.59
		( General Fund Finance Op Supp/Expense )				
0003	SHREDDING	01	4105 1550	1	28.21	28.21
		( General Fund Administration Op Supp/Expense )				
				Invoice Extension ---->		133.39
				Vendor Total ----->		133.39

JOHN R. GLAU \*\*\* VENDOR.: JGI01 (J. GLAU INVESTIGATION)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
1589	INVESTIGATION	11-16	11/03/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	INVESTIGATION	01	4200 2150	1	405.00	405.00
		( General Fund Police Prof'l Services )				
				Invoice Extension ---->		405.00
				Vendor Total ----->		405.00

DEPT. LA 23793 \*\*\* VENDOR.: MAT02 (MATHESON TRI-GAS, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
14132697	RENTAL	11-16	09/30/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	RENTAL	12	4425 2200	1	42.50	42.50
		( Wst.Wtr.Op.Fund Wastewater Equip. Rental )				
				Invoice Extension ---->		42.50

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
14299242	RENTAL	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	RENTAL	12	4425 2200	1	43.71	43.71
		( Wst.Wtr.Op.Fund Wastewater Equip. Rental )				
				Invoice Extension ---->		43.71
				Vendor Total ----->		86.21

2280 S MEREDITH LANE \*\*\* VENDOR.: NOB02 (NOBLE POWER EQUIPMENT)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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2280 S MEREDITH LANE \*\*\* VENDOR.: NOB02 (NOBLE POWER EQUIPMENT)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
312501 CUT OFF SAW & CHOP SAW	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 CUT OFF SAW & CHOP SAW	10	4420 1500	1 973.11	973.11
	( Wtr. Oper. Fund Water Operating Equipment Replc )			
			Invoice Extension ---->	973.11
			Vendor Total ----->	973.11

P.O. BOX 997300 \*\*\* VENDOR.: PAC01 (PACIFIC GAS & ELECTRIC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111016 GULARTE LANE	11-16	10/28/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 GULARTE LANE	12	4425 1000	1 46.11	46.11
	( Wst.Wtr.Op.Fund Wastewater Utilities )			
			Invoice Extension ---->	46.11

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111616 AL'S UNION 995 GUADALUPE	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 AL'S UNION 995 GUADALUPE	26	4500 2150	1 10.82	10.82
	( RDA-Op.Fund Redevelopment Profl Services )			
			Invoice Extension ---->	10.82

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111016-A 4545 10TH STREET (SENIOR CENTER)	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 4545 10TH STREET (SENIOR CENTER)	01	4145 1000	1 131.31	131.31
	( General Fund Building Mtce Utilities )			
			Invoice Extension ---->	131.31

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
111016-B 884 GUADALUPE	11-16	10/31/16 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 68.97	68.97
	( Quad.Light Dist Gdlpe Light Dis Utilities )			
			Invoice Extension ---->	68.97

Vendor Total -----> 257.21  
 =====

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1382331 OFFICE SUPPLIES-CALENDAR,EPSON TWIN PACK INK	11-16	10/27/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 OFFICE SUPPLIES-CALENDAR,EPSON TWIN PACK INK	10	4420 1200	1 70.12	70.12
	( Wtr. Oper. Fund Water Operating Off Suppl/Postg )			
			Invoice Extension ---->	70.12

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1422581 OFFICE SUPPLY CALENDAR	11-16	10/31/16 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	OFFICE SUPPLY CALENDAR	10	4420 1200	1	189.48	189.48
			( Wtr. Oper. Fund Water Operating Off Suppl/Postg )			
			Invoice Extension ---->			189.48

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
1453404	OFFICE SUPPLIES-CALENDARS	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	OFFICE SUPPLIES-CALENDARS	01	4200 1200	1	53.53	53.53
			( General Fund Police Off Suppl/Postg )			
			Invoice Extension ---->			53.53

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
1455386	OFFICE SUPPLIES	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	OFFICE SUPPLIES	01	4105 1200	1	25.20	25.20
			( General Fund Administration Off Suppl/Postg )			
0002	OFFICE SUPPLIES	01	4120 1200	1	130.30	130.30
			( General Fund Finance Off Suppl/Postg )			
0003	OFFICE SUPPLIES	01	4200 1200	1	154.05	154.05
			( General Fund Police Off Suppl/Postg )			
			Invoice Extension ---->			309.55
			Vendor Total ----->			622.68
						=====

P.O. BOX 90610

\*\*\* VENDOR.: ROS02 (MARY ROSE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
110916	REFUND FROM DEPOSIT OF DOWNTOWN PARKING-FUNDRAISER	11-16	11/08/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	REFUND FROM DEPOSIT OF DOWNTOWN PARKING-FUNDRAISER	01	2047	1	200.00	200.00
			( General Fund Recreation Insurance Deposits )			
			Invoice Extension ---->			200.00
			Vendor Total ----->			200.00
						=====

798 FRANCIS AVE

\*\*\* VENDOR.: SAN25 (SAN LUIS POWER HOUSE, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
36919	OIL,FUEL & AIR FILTERS,OIL SAMPLE KIT	11-16	10/29/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	OIL,FUEL & AIR FILTERS,OIL SAMPLE KIT	10	4420 2150	1	1105.64	1105.64
			( Wtr. Oper. Fund Water Operating Profl Services )			
			Invoice Extension ---->			1105.64

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
82645	VEHICLE MAINTENANCE-2006 SAND PIPER TOY HAULER	11-16	11/03/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	VEHICLE MAINTENANCE-2006 SAND PIPER TOY HAULER	01	4220 1460	1	536.68	536.68
			( General Fund Fire Vehicle Maintnc )			
			Invoice Extension ---->			536.68
			Vendor Total ----->			1642.32
						=====



325 E. ELLIOT RD SUITE 25 \*\*\* VENDOR.: SAT01 (SATCOM GLOBAL FZE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
S11160492	COMMUNICATION	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	COMMUNICATION	01	4220 1150	1	42.75	42.75
		( General Fund Fire Communications )				
0002	COMMUNICATION	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	
14043413	PROFESSIONAL SERVICE FOR WWTP-12/2016	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICE FOR WWTP-12/2016	12	4425 2150	1	44.10	44.10
		( Wst.Wtr.Op.Fund Wastewater Profl Services )				
				Invoice Extension ---->		44.10

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
14044432	PROFESSIONAL SERVICES FOR 12/2016	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICES FOR 12/2016	01	4105 2150	1	45.00	45.00
		( General Fund Administration Profl Services )				
				Invoice Extension ---->		45.00
				Vendor Total ----->		89.10

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

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
96103	SHIRT, PANT, BELT, CLIP, TIE-NEW OFFICER	11-16	10/29/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	SHIRT, PANT, BELT, CLIP, TIE-NEW OFFICER	01	4200 0450	1	191.79	191.79
		( General Fund Police Other Benefits )				
				Invoice Extension ---->		191.79

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
96414	14 NOMEX/DUAL PANTS AND 4 SHIRTS	11-16	11/01/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	14 NOMEX/DUAL PANTS AND 4 SHIRTS	01	4220 1500	1	2208.16	2208.16
		( General Fund Fire Equipment Replc )				
				Invoice Extension ---->		2208.16
				Vendor Total ----->		2399.95

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

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
235359	COPIES	11-16	10/31/16 N N N	A-NET30 FROM INVOICE	2010	
Line	Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001	COPIES	01	4105 1550	1	88.11	88.11
		( General Fund Administration Op Supp/Expense )				

712 FIERO LANE SUITE #33

\*\*\* VENDOR.: ULT01 (ULTREX)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0002 COPIES	01 4120 1550	1	64.48	64.48
	( General Fund Finance Op Supp/Expense )			
0003 COPIES	01 4200 1550	1	35.52	35.52
	( General Fund Police Op Supp/Expense )			
0004 COPIES	01 4220 1550	1	52.62	52.62
	( General Fund Fire Op Supp/Expense )			
0005 COPIES	01 4405 1550	1	10.56	10.56
	( General Fund Bldg and Safety Op Supp/Expense )			
			Invoice Extension ---->	251.29
			Vendor Total ----->	251.29

P.O. BOX 9004-C#322222

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

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
088765 HYDRANT METER LOCK	11-16	10/18/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 HYDRANT METER LOCK	12 4425 1550	1	427.73	427.73
	( Wst.Wtr.Op.Fund Wastewater Op Supp/Expense )			
			Invoice Extension ---->	427.73

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101009 FLOW SENSOR, HYDRANT LOCKS	11-16	10/18/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 FLOW SENSOR, HYDRANT LOCKS	10 4420 1550	1	1041.96	1041.96
	( Wtr. Oper. Fund Water Operating Op Supp/Expense )			
			Invoice Extension ---->	1041.96
			Vendor Total ----->	1469.69

104 INDEPENDENCE WAY

\*\*\* VENDOR.: WIT01 (WITMER PUBLIC SAFETY GROUP INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1733168 WILDLAND WATERPROOF, SAFETY TOE BOOTS (5 PAIRS)	11-16	11/02/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 WILDLAND WATERPROOF, SAFETY TOE BOOTS (5 PAIRS)	01 4220 1500	1	460.00	460.00
	( General Fund Fire Equipment Replc )			
0002 USER TAX	01 2265	-1	33.00	-33.00
	( General Fund USE TAX PAYABLE )			
			Invoice Extension ---->	427.00

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
733168001 WILDLAND WATER & SAFETY TOE BOOT	11-16	11/08/16 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 WILDLAND WATER & SAFETY TOE BOOT	01 4220 1500	1	433.00	433.00
	( General Fund Fire Equipment Replc )			
0002 USER TAX	01 2265	-1	33.00	-33.00
	( General Fund USE TAX PAYABLE )			
			Invoice Extension ---->	400.00
			Vendor Total ----->	827.00
			** Total Invoices ---->	47541.65
			** Total Checks ---->	.00
			*** Total Purchases --->	47541.65

191.79 +  
 251.29 +  
 427.73 +  
 1041.96 +  
 427.00 +  
 400.00 +  
 47562.65 \*

Credit 80-  
 47621.65

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
01	2010		Accounts Payable//General Fund		-34706.28				
01	2047		Recreation Insurance Deposit//G		200.00				
01	2265		USE TAX PAYABLE//General Fund		-70.35				
01	4105	1150	Administratio/Communication/Gen		237.31	1812.80	2050.11	4600.00	2549.89
01	4105	1200	Administratio/Off Suppl/Pos/Gen		25.20	772.14	797.34	1200.00	402.66
01	4105	1550	Administratio/Op Supp/Expen/Gen		116.32	637.42	753.74	3200.00	2446.26
01	4105	2150	Administratio/Profl Service/Gen		45.00	846.25	891.25	2500.00	1608.75
01	4110	2150	City Attorney/Profl Service/Gen		19139.80	30347.53	49487.33	80000.00	30512.67
01	4120	1150	Finance/Communication/General F		111.96	1157.27	1269.23	3200.00	1930.77
01	4120	1200	Finance/Off Suppl/Pos/General F		130.30	1003.09	1133.39	2700.00	1566.61
01	4120	1550	Finance/Op Supp/Expen/General F		134.07	213.95	348.02	2100.00	1751.98
01	4140	1000	Non-Departmen/Utilities/General		139.97	462.16	602.13	1300.00	697.87
01	4140	4150	Non-Departmen/Lease-Purchas/Gen		493.27	2071.77	2565.04	6200.00	3634.96
01	4145	0450	Building Mtce/Other Benefit/Gen		30.00	.00	30.00	289.00	259.00
01	4145	1000	Building Mtce/Utilities/General		131.31	10832.06	10963.37	31500.00	20536.63
01	4145	1550	Building Mtce/Op Supp/Expen/Gen		29.65	2287.46	2317.11	9000.00	6682.89
01	4145	2150	Building Mtce/Profl Service/Gen		419.71	7352.91	7772.62	19000.00	11227.38
01	4200	0450	Police/Other Benefit/General Fu		191.79	4083.37	4275.16	20730.00	16454.84
01	4200	1150	Police/Communication/General Fu		206.13	3481.90	3688.03	9000.00	5311.97
01	4200	1200	Police/Ofc Suppl/Pos/General Fu		207.58	384.71	592.29	3000.00	2407.71
01	4200	1550	Police/Op Supp/Expen/General Fu		128.16	4202.20	4330.36	12000.00	7669.64
01	4200	1560	Police/Fuels/Lubrica/General Fu		729.62	5245.41	5975.03	20000.00	14024.97
01	4200	2150<*>	Police/Profl Service/General Fu		405.00	4669.50	5074.50	3500.00	-1574.50
01	4220	1150	Fire/Communication/General Fund		103.28	1587.95	1691.23	4600.00	2908.77
01	4220	1300	Fire/Bus Exp/Train/General Fund		595.00	861.49	1456.49	5000.00	3543.51
01	4220	1400	Fire/Equipment Mai/General Fund		394.85	1633.55	2028.40	11000.00	8971.60
01	4220	1460	Fire/Vehicle Maint/General Fund		536.68	65.26	601.94	10300.00	9698.06
01	4220	1500	Fire/Equipment Rep/General Fund		3101.16	.00	3101.16	10000.00	6898.84
01	4220	1550	Fire/Op Supp/Expen/General Fund		947.18	1654.16	2601.34	10000.00	7398.66
01	4220	1560	Fire/Fuels/Lubrica/General Fund		321.44	1521.78	1843.22	6000.00	4156.78
01	4220	4150	Fire/Lease-Purchas/General Fund		3479.93	3479.93	6959.86	14000.00	7040.14
01	4300	0450	Parks & Rec/Other Benefit/Gener		30.00	.00	30.00	289.00	259.00
01	4300	1550	Parks & Rec/Op Supp/Expen/Gener		7.10	484.13	491.23	6000.00	5508.77
01	4300	2150	Parks & Rec/Profl Service/Gener		1936.77	7995.66	9932.43	26000.00	16067.57
01	4405	1150	Bldg and Safe/Communication/Gen		60.53	950.78	1011.31	2500.00	1488.69
01	4405	1550	Bldg and Safe/Op Supp/Expen/Gen		10.56	1850.60	1861.16	2500.00	638.84
Fund (01 ) Total ---->					.00	103949.19	138525.82	343208.00	204682.18
10	2010		Accounts Payable//Wtr. Oper. Fu		-7348.72				
10	4420	1200	Water Operati/Off Suppl/Pos/Wtr		259.60	3166.34	3425.94	12500.00	9074.06
10	4420	1500	Water Operati/Equipment Rep/Wtr		973.11	.00	973.11	3000.00	2026.89
10	4420	1550	Water Operati/Op Supp/Expen/Wtr		1732.78	9317.76	11050.54	40000.00	28949.46

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
10	4420	1560	Water Operati/Fuels/Lubrica/Wtr	188.27	1481.89	.00	1670.16	5000.00	3329.84
10	4420	2150	Water Operati/Profl Service/Wtr	4194.96	14876.04	.00	19071.00	100000.00	80929.00
Fund (10 ) Total ---->				.00	28842.03	.00	36190.75	160500.00	124309.25
12	2010		Accounts Payable//Wst.Wtr.Op.Fu	-3375.76					
12	4425	1000	Wastewater/Utilities/Wst.Wtr.Op	46.11	75874.20	.00	75920.31	175000.00	99079.69
12	4425	1150	Wastewater/Communication/Wst.Wt	227.23	1286.48	.00	1513.71	3500.00	1986.29
12	4425	1550	Wastewater/Op Supp/Expen/Wst.Wt	491.40	7134.19	.00	7625.59	27000.00	19374.41
12	4425	1560	Wastewater/Fuels/Lubrica/Wst.Wt	190.80	3105.67	.00	3296.47	8000.00	4703.53
12	4425	2150	Wastewater/Profl Service/Wst.Wt	1050.16	19085.73	.00	20135.89	100000.00	79864.11
12	4425	2200	Wastewater/Equip. Rental/Wst.Wt	144.67	87.42	.00	232.09	5000.00	4767.91
12	4425	4150	Wastewater/Lease-Purchas/Wst.Wt	1225.39	8621.33	.00	9846.72	43000.00	33153.28
Fund (12 ) Total ---->				.00	115195.02	.00	118570.78	361500.00	242929.22
26	2010		Accounts Payable//RDA-Op.Fund	-159.32					
26	4500	2150<*>	Redevelopment/Profl Service/RDA	159.32	5382.38	325.00	5866.70	.00	-5866.70
Fund (26 ) Total ---->				.00	5382.38	325.00	5866.70	.00	-5866.70
60	2010		Accounts Payable//Guad.Assmt.Di	-419.25					
60	4490	2150	Guad.Assmt Di/Profl Service/Gua	419.25	1752.00	.00	2171.25	7500.00	5328.75
Fund (60 ) Total ---->				.00	1752.00	.00	2171.25	7500.00	5328.75
65	2010		Accounts Payable//Guad.Light Di	-68.97					
65	4485	1000	Gdlpe Light D/Utilities/Guad.Li	68.97	15786.83	.00	15855.80	55000.00	39144.20
Fund (65 ) Total ---->				.00	15786.83	.00	15855.80	55000.00	39144.20
71	2010		Accounts Payable//MEASURE A	-1463.35					
71	4454	0450	MEASURE A/Other Benefit/MEASURE	240.00	.00	.00	240.00	1284.00	1044.00
71	4454	1550	MEASURE A/Op Supp/Expen/MEASURE	702.98	1485.64	.00	2188.62	17500.00	15311.38
71	4454	1560	MEASURE A/Fuels/Lubrica/MEASURE	149.80	1473.34	.00	1623.14	8000.00	6376.86
71	4454	2150	MEASURE A/Profl Service/MEASURE	370.57	3310.25	248.08	3928.90	20000.00	16071.10
Fund (71 ) Total ---->				.00	6269.23	248.08	7980.66	46784.00	38803.34

**MINUTES  
GUADALUPE CITY COUNCIL**

**SPECIAL MEETING Thursday, October 27, 2016**

**6:00 P.M.**

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

1. **MOMENT OF SILENCE.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Council Members Jerry Beatty, Virginia Ponce, Gina Rubalcaba, Ariston Julian and Mayor John Lizalde. **All present**
4. **SWEARING IN OF:**           **CRUZ W RAMOS, CITY ADMINISTRATOR**

**City Clerk J. Earleen Raguz** swore **City Administrator Cruz Ramos** into office. **Ms. Ramos** addressed the council and community stating that she pledged to them that she would give her best to meet the opportunities and overcome the challenges. The thanked them for the honor.

5. **COMMUNITY PARTICIPATION FORUM.**

**Ms. Shirley Boydston** welcomed **Ms. Ramos** to the City. She then presented the throws the Historical Society is selling as a fundraiser for \$10 each. She reminded the Council that yard sale signs were proliferating again and she asked about the status of the Community Block Grant for LeRoy Park.

6. **CONSENT CALENDAR.** The following items are presented for Council approval without discussion as a single agenda item in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.
  - a. Payment of Warrants for the period ending October 7 & 20, 2016 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Director.
  - b. Minutes of the City Council Regular Meeting of September 27, 2016 to be ordered filed.
  - c. Monthly Reports from Department Heads:
    1. Police Department report for the month of September 2016.
    2. Fire Department report for the month of September 2016.
    3. Building Department report for the month of September 2016.
    4. City Treasurer's report for the month of September 2016.
    5. City Engineer's report for the month of September 2016.
    6. Water Department report for the month of September 2016.
    7. Public Works Department report for the month of September 2016.
    8. Wastewater Department report for the month of September 2016.

- d. Caltrans Sustainable Transportation Planning Grant Proposal / Guadalupe Multimodal Connectivity and Revitalization Strategy.

**Councilwoman Rubalcaba** was interested in pulling 6c-6 but will wait as it is on the agenda.

**Motion made by Councilman Beatty and 2<sup>nd</sup> by Councilman Julian to accept the Consent Calendar. Passed 5/0**

**7. FIRST QUARTERLY FINANCIAL REVIEW.**

- a. Written Staff Report (Annette Munoz, Finance Director)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council receive and file the Financial Report for the first quarter ending September 30, 2016.

**Finance Director Annette Munos** stated that for the 1<sup>st</sup> quarter she was reporting on the General and Enterprise Funds. The Board approved back in 2016 the General Fund and expenses did not exceed it. The Enterprise fund was projected to be \$504,000. This is the 2<sup>nd</sup> full year that the taxes and regulations approved by the board and voted in by the community have taken effect. For the first quarter, the expenses have been 26 % and revenues have been 21 % for the General Fund. Revenues always come in higher amounts in the last quarters of the year and most expenses continue the same each quarter, so it evens out and balances in the later part of the year. The property taxes are received by the City in January. Other taxes such as utility, business licenses, franchise fees, etc. are garnered through the year.

**Finance Director Munoz** presented two pie charts to represent the distribution of revenues received from the Cities' sources. One is for 2014-15, which shows the City revenue intake prior to the three tax measures approved by voters as compared to the top graph for 2016-17. This is the revenue base after the taxes were approved. Further explaining revenues and complementing the pie graphs, the sum amounts of each percentage were shown in bar graphs for each year. A line graph in separate colors representing the General Fund 1<sup>st</sup> quarter in the year 2014-15 as compared to 1<sup>st</sup> quarter of 2016-17 revenues illustrating the progress in managing the Cities' finances was included. Bar graphs were shown to represent in numbers the percentage differences in each fund under each category.

Enterprise Funds were presented in the same venue. Water and Wastewater Funds exceeded revenues in 1<sup>st</sup> quarter. Solid Waste is now billed by Waste Management and we will receive Franchise Fees from it. Transit is managed by Smooth and does not reflect in our total fund balances. She pointed out that in April, 2016; employees were brought back on full salary basis, so that is the increase in salary.

**Councilman Beatty**, acknowledging that the 1<sup>st</sup> quarter was esqued on the expense side, asked when did the property taxes come in?

**Finance Director Munos** answered that they were received in January and May. Actually, there was some property tax in this quarter as they sent a final payment for tax increments. They're winding it down.

**Councilwoman Ponce** asked if the \$80,000 in attorneys' fees were for litigation costs totally and did not include salary for our City attorney. She was answered it was totally litigation fees.

8. **ADOPTION OF A RESOLUTION AUTHORIZING THE FIRE DEPARTMENT TO SURPLUS AND DONATE ONE FIRE ENGINE DEEMED AS SURPLUS TO THE AMECO, JALISCO, MEXICO FIRE DISTRICT.** That the City Council adopt Resolution No. 2016-63 authorizing staff to surplus one fire engine, releasing ownership without cost to the Ameco, Jalisco, Mexico Fire Department.

- a. Written Staff Report (Gary Hoving, Director of Public Safety)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt Resolution No. 2016-63.

**Chief Hoving** stated that we could not deliver the truck to the first community intended to be the recipient. This is the second town in the same vicinity and they will come to Guadalupe to take the truck back. This will allow for some training before they go back. They plan November 5<sup>th</sup> to pick it up.

**Councilwoman Rubalcaba** asked if the Council would be able to meet the representatives when they come.

**Chief Hoving** answered that they could.

**Motion made by Councilman Julian and 2<sup>nd</sup> by Councilman Beatty to adopt Resolution 2016-63. Passed 5/0**

9. **PASADERA LANDSCAPE AND LIGHTING DISTRICT.** That the City Council adopt Resolution No. 2016-64 authorizing Mayor Lizalde to execute an agreement with Wildan Financial Services for Landscaping and Lighting District Engineering Assessment and formation for the Pasadera Subdivision.

- a. Written Staff Report (Jeff van den Eikhof, City Engineer)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt Resolution No. 2016-64.

**City Administrator Ramos** introduced **Attorney Hanley**, colleague of **Attorney Fleishman** as a guest who spoke briefly recommending a yes vote on this item. Ms. Ramos then emphasized that this lighting firm was rated the highest that applied.

**Motion made by Councilman Beatty and 2<sup>nd</sup> by Councilwoman Ponce to adopt Resolution 2016-64. Passed 5/0**

10. **USDA EMERGENCY COMMUNITY WATER ASSISTANCE GRANT (ECWAG) - TOGNAZZINI WELL PROJECT.** That the City Council adopt Resolution No. 2016-65

Authorizing Mayor Lizalde to execute construction contract with CalWest Rain for swabbing, development and testing the Tognazzini Well.

- a. Written Staff Report (Jeff van den Eikhof, City Engineer)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt Resolution No. 2016-65.

**City Administrator Ramos** stated that the Grant was a Community Emergency Grant for \$347,000. Which expires February 24, 2017. It had been for a number of water related projects. There have been multiple setbacks and due to the timetable, critical to meet deadline.

**Mr. John Handlon**, from MKN Assossiation, summarized the history of the Tognazzini Well. The well was constructed in 1974 with little or no maintenance until now. The Grant was to clean and bail to bring up to standards and be incorporated into the rest of the water system. He noted the problems of cleaning and refurbishing the well. It required videotaping and needed cleaning prior to deciding what replacement pump was needed. What is before the Council is a request to approve the cleaning that is required by U.S.C.A. and award to CalWest the contract. He verbalized the time table; 3 weeks to get going and that leaves only a month or two for decisions as what type of pump and installing before the deadline.

He further pointed out that in 2014, prior to knowledge of condition of the well, a bid was awarded to Lopez and Son for new piping, controls and electrical work. They are waiting for the cleaning to be done before they can start and complete their work.

**Mr. Hanlon** answered questions from **Councilwoman Rubalcaba** about original contracts, reminding Council of the difficulty and length of time it took to find contractors; due to drought, everyone was drilling water wells. He also stated the casing of the well was in good shape. Perforated in only a few places and could be repaired.

In answer to **Councilman Beatty's** request to explain what "Air Shock is," a cylinder lowered into well connected to Co2 tanks at surface and a concussion of gases released into well to clean walls and base of crusting and other buildups; then the walls are brushed down. He assured Council it would do no damage to the walls of the tank.

**City Administrator Ramos** asked about the fluxuation of hours of work and possibility of changes either up or down in the costs.

**Mr. Hanlon** answered that they were going to try to diminish the disruption to the community in the running time of the pumps and a possible reduction of costs. He said the cost was mostly that of installing the temporary pump, not the running time. He cited the necessity of buffering against not having enough water for the City as the reason for incorporating the Tognazzini Well back into the system. He cited Pasadera homes, loss of State Water at times, and other unforeseen occurrences to illustrate the need.

**Councilwoman Rubalcaba** asked what the consequences would be if the project was not finished on time. She asked how much work on the pump would the 347,000 accomplish.

**Mr. Hanlon** answered that the \$347,000 is expected to cover the videoing, cleaning and some of the cost of the pumps. He said that as to consequences should they not meet the deadline, He doesn't know the answer.

**City Administrator Ramos** stated that it was a two year grant and the State Board did not feel it took two years to meet an emergency. Never-the-less, the City is asking for an extension of time. She's hoping to complete the project on time so as to receive the full grant amount and have a working well.

**City Administrator Ramos** introduced **Mike Pena** who spoke briefly about the problem of receiving interest in bidding on the restoration of the Tognazzini Well and the work involved in adding it to the water system. The City received bids from only one company interested. He noted that some of the problems were that the Tognazzini Well was a part of the old water system and incompatible with the new existing system without adaptation work being done.



**Motion made by Councilman Julian and 2<sup>nd</sup> by Councilwoman Rubalcaba to adopt Resolution 2016-65. Roll call passed 5/0**

**11. CITY MANAGER REPORT/ FUTURE AGENDA ITEMS.**

**City Administrator Ramos** gave a report on her first 3 weeks in the City. She said it was an exciting time, meeting with staff, reviewing their duties and projects on board. They've been brainstorming on how to save money and various projects needed. She congratulated the Council as the staff is wonderful and together they have pinched a few pennies, made a few changes, and are still in that process. She has met with Apio and staff has gone to Pasadera and watched them install their lift station. She and staff are doing a lot of exchange and interaction. Staff and she agree that it is really critical that staff attend the planning meetings. Mishaps happen when staff does not know or understand what's going on. It's staff who carries out the work to make the ideas become reality.

**Mayor Lizalde** agreed as he has spent time on various projects and concurs totally on what gets it done.

**12. ANNOUNCEMENTS / COUNCIL ACTIVITY REPORTS.**

1. Saturday, October 29<sup>th</sup> at City Hall Auditorium, Celebration of Life for **Ron Estabillo**. 12 Noon
2. Kids Day in the Park O'Connor Park Sunday, 3 P.M.

**Councilman Julian** applauded the football team, City staff and other groups who worked on O'Connell Park this past week. Trees were trimmed; they hauled out 40 loads of debris; and other jobs were accomplished. Meals and refreshments were served by **Councilman Julian's daughter**.

**Councilman Beatty** announced a meeting of the District Water Board in Santa Maria on November 1<sup>st</sup>, at approximately 4 P.M. on the agenda. The issue is to recover the water that we lost in past years. We need to recoup our quota of State water so he is asking for a show of force backing his letter being submitted.

**Mayor Lizalde** responded by saying that In the past, we were unable to take delivery of all of our allotment but now we are wanting to re-acquisition our original committed allotment of water.

**Condolences to the family of:**

1. **Ron Estabillo 76 Resident of Guadalupe Director/Coordinator of Parks and Recreation**  
Founding member of Kiwanis Honored by many organizations and beloved by the community.

**13. ADJOURNMENT.**

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Joice Earleen Raguz, City Clerk

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John Lizalde, Mayor

**MINUTES****GUADALUPE CITY COUNCIL  
SPECIAL MEETING  
Thursday, November 10, 2016****6:00 P.M.****City Hall, Council Chambers  
918 Obispo Street, Guadalupe, California 93434**

1. **MOMENT OF SILENCE.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Council Members Jerry Beatty, Virginia Ponce, Gina Rubalcaba, Ariston Julian and Mayor John Lizalde. **Councilwoman Rubalcaba absent.**
4. **COMMUNITY PARTICIPATION FORUM.**

**Mayor Lizalde** recognized the participants of the community for the success of the Kids Day in the Park event. He announced two proclamations received: **Hannah Beth Jackson** applauded the City for achieving its 70<sup>th</sup> anniversary as an incorporated City. Representative **Lois Capp's** proclamation was for a successful Kid's Day event.

**Ms. Shirley Boydston** recommended that we change the name of Jack O'Connell Park to Ron Estabillo Park as it would have more meaning for the citizens of Guadalupe.

5. **CONSENT CALENDAR.** The following items are presented for Council approval without discussion as a single agenda item in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.
  - a. Payment of Warrants for the period ending November 4, 2016 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Director.
  - b. Kiwanis Club of Guadalupe Annual Christmas Parade – Saturday, December 10, 2016.
  - c. Early Transit Closure Request – December 2016 Holidays.

**Councilman Julian** pulled 5-c.

**Motion made by Councilman Julian and 2<sup>nd</sup> by Councilwoman Ponce to approve balance of Calendar. Passed 4/0**

**City Administrator Ramos** spoke to the request by **Mr. Talbot** from SMOOTH Transportation, asking for a reduction of hours on the two holiday eves. There is little ridership at those times and the driver's would like more time at home with family.

**Motion made by Councilman Beatty and 2<sup>nd</sup> by Councilman Julian to approve the shorter hours for the Holiday Eves bus runs. Passed 4/0**

6. **2016 CALIFORNIA BUILDING CODE.** That the City Council introduce by title only and waive first reading of Ordinance No. 2016-458, amending Title 15 of the Guadalupe Municipal Code to adopt revised Model Building and other Codes.

- a. Written Staff Report (Gary Hoving, Director of Public Safety)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt first reading of Ordinance No. 2016-458.

**Chief Hoving** stated that there were a number of building codes that needed to be updated and brought to State standards. He named the various sets of codes.

**Councilman Beatty** asked if there was any fiscal impact to the City with adopting the State codes.

**Chief Hoving** stated that there is none, but if we wished to modify the codes, we would have to hire a professional. By adopting the State codes, there is a saving as well as better ability to operate effectively in those areas. He answered the question of compliance of building permits pulled at this time and whether they would be affected. He stated that those permits continued to be held to what was the code at the time the permit was issued.

Discussion ensued about striking it from the code.

**Chief Hoving** stated that the passage referred to our restriction being more stringent than the state and to retain that.

**Councilman Beatty** clarified that we needed to retain being more stringent than the State due to our aging buildings and they needed to be brought up to code.

**City Attorney Fleishman** (by conference phone) stated that the clarification of these sentences is that both are needed due to the fact that codes of old buildings are grandfathered in and there is no requirement to update these buildings until a remodeling or change is made to the buildings; then they must be updated to the existing codes at present. He answered **Ms. Ramos'** question as to whether it is necessary to have both sentences, especially as the second pertained not to buildings but to bridges and highways, as recognizing that natural forces such as weather and phenomenal events occur and affect City structures.

**City Attorney Fleishman** suggested that they approve this tonight, research the language, and bring it up if necessary, for the second reading in order to get it done on time.

**Motion made by Councilman Beatty and 2<sup>nd</sup> by Councilman Julian to adopt first reading of Ordinance 2016-458. Passed 4/0**

7. **2016 CALIFORNIA FIRE CODE.** That the City Council introduce by title only and waive first reading of Ordinance No. 2016-459, repealing Ordinance No. 2010-403 and adopting a New Chapter 8 of Title 15 of the Guadalupe Municipal Code.

- a. Written Staff Report (Gary Hoving, Director of Public Safety)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt first reading of Ordinance No. 2016-459.

**Chief Hoving** stated that the last time the fire codes were updated was 2010 and this was to update to existing State code standards.

**Councilman Julian** stated that section 903 2-1, he felt items a, b, c, etc. were not defined as to what they referred to.

**Chief Hoving** stated that they referred to groups of building and is standard designations for building codes. Group A is for assembly meeting halls, B is for health facilities and is a description of use of buildings.

**Councilman Julian** was assured that the only change in the language was the term “throughout the building”

**Councilwoman Ponce** asked if the Knox key box could be used in the business buildings downtown.

**Chief Hoving** said the State calls them key boxes and there are different brands. Guadalupe uses Knox brand. New businesses coming in will have to have the key boxes.

**Motion made by Councilwoman Ponce and 2nd by Councilman Beatty to adopt first reading of Ordinance 2016-459. Passed 4/0.**

## 8. CITY MANAGER REPORT/ FUTURE AGENDA ITEMS.

**City Administrator Ramos** submitted the CalTrans Grant and SBCAG helped by giving support information.

Met with Waste Management and scheduled for December 17<sup>th</sup> a “clean up day”. Thanked Waste Management for help with park.

Attended City Manager’s Meeting in Buellton. Obtained a template for MOU’s between the schools and the City.

Spoke at the School District Meeting.

RDA property meeting.

**Mayor Lizalde:** Raising the stipend for Council.

**Councilman Julian:** Name a baseball field at O’Connell Park after Aquestepache. The auditorium would be more suitable to be named for Ron as he spent his life there.

## 9. ANNOUNCEMENTS / COUNCIL ACTIVITY REPORTS.

**Councilman Beatty** announced the State Water Board District meeting in Solvang on November 1<sup>st</sup>. He would like support with attendance at that meeting as it will involve applying for the acquisition of 600 acres feet of suspended water rightfully ours. It is higher quality than our ground water or water from the State. It will be relatively less expensive than drilling more wells. If we have one of our wells down, we would need this water in place of it. The board’s biggest concern was what

would happen if the Central Coast Water Authority should default on the amount of money it costs to acquire the water.

**Councilwoman Ponce** suggested that since we have new council members and other Cities have new commissioners, maybe all could come here so that the training would be less costly for everyone.

**City Administrator Ramos** said that on a monthly based, there will be a report on training for staff and officials of the City.

**Ms. Boydston** announced Veterans' Day ceremonies at the Cemetery at 11 A M.

**Councilman Julian** will report on Senior Center next month and an update on condition of O'Connell Park.

**10. ADJOURNMENT.**

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Joice Earleen Raguz, City Clerk

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John Lizalde, Mayor

GUADALUPE POLICE DEPARTMENT  
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY  
MONTH OF OCTOBER 2016

6d1.

**PART I: CRIMES**

TYPE OF CRIMES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
187 PC HOMICIDE	0	0	0	0	0	0	0	0
261 PC RAPE	0	0	0	0	3	3	0	0
211 PC ROBBERY	1	1	0	0	1	1	1	1
242/245 PC ASSAULT	3	3	1	1	22	22	16	16
459 PC BURGLARY	1	0	3	0	7	1	23	4
484/487 PC THEFT	3	0	9	9	32	11	50	16
10851 VC VEH THEFT	1	0	2	3	9	8	8	10
451 PC ARSON	0	0	0	0	1	1	0	0
<b>TOTAL</b>	<b>9</b>	<b>4</b>	<b>15</b>	<b>13</b>	<b>75</b>	<b>47</b>	<b>98</b>	<b>47</b>

**PART II: REPORTED CRIMES**

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	127	133	992	956
TOTAL REQUEST FOR SERVICE	201	301	2,072	2,934
TOTAL ACTIVITY FOR THE MONTH	<b>328</b>	<b>434</b>	<b>3,064</b>	<b>3,890</b>
DOMESTIC VIOLENCE REPORTS	3	1	15	9
TOTAL PROPERTY STOLEN	<b>\$9,106</b>	<b>\$1,030</b>	<b>\$34,687</b>	<b>\$85,225</b>
TOTAL PROPERTY RECOVERED	0	0	\$5,705	\$42,633

**PART III: ARREST SUMMARY**

OFFENSES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES
FELONY	6	0	5	0	48	7	49	5
MISDEMEANOR	24	1	10	0	150	15	132	10
<b>TOTAL</b>	<b>30</b>	<b>1</b>	<b>15</b>	<b>0</b>	<b>198</b>	<b>22</b>	<b>181</b>	<b>15</b>
23152(a&b) VC ARREST	16		2		47		28	
WARRANT ARREST	10		14		71		71	

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





# GUADALUPE FIRE DEPARTMENT



**TO:** CITY ADMINISTRATOR, CRUZ RAMOS  
**FROM:** CAPTAIN PATRICK SCHMITZ  
**SUBJECT:** MONTHLY SUMMARY OF CODE ENFORCEMENT CASES  
 October 1, 2016 – October 31, 2016

**DATE:** 11/03/2016

## CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2016-2017)	Year to date (2015-2016)
Business License (GMC 5.04.040)	0	1	2	4
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	0	0	0	0
Fowl, Livestock and Wild Animals (GMC 6.04.210)	1	0	2	2
Litter Accumulation (GMC 8.12.020)	11	6	37	24
Abatement of Weeds and Rubbish (GMC 8.16.010)	8	7	40	17
Unsafe Living Conditions (GMC 8.40.020)	0	0	12	0
Unlawful Property Nuisance (GMC 8.50.070)	6	5	26	7
Graffiti Abatement (GMC 9.07.060)	1	0	7	13
Abandoned Vehicles (GMC 10.36.010)	9	5	16	32
Unapproved Vehicle Covers (GMC 10.36.010)	3	0	15	5
Portable/fixed basketball goals (GMC 10.48.050)	1	2	5	6
Yard Sale Signs (GMC 12.13.010)	2	6	24	13
Tampering with Water Service (GMC 13.04.200)	0	0	3	7
Working Without Permits (GMC15.04.020)	0	1	5	9
Address Number (GMC 15.08.020 (505.1))	7	1	15	8
Illegal Garage Conversion (GMC 18.08.120, 18.08.160)	0	1	4	1
Damage Fence (GMC 18.52.125)	1	0	1	3
Parking on Front Yard Setback (GMC 18.60.035)	13	16	50	29
Landscape Maintenance Required (GMC 18.64.120)	0	1	10	9
Inspection/Complaints (No Violation Found)	0	4	7	4
Apartment Inspections	2	1	4	8
Yearly Business Inspections	1	5	31	13
Other	3	13	25	10
<b>TOTAL</b>	<b>69</b>	<b>75</b>	<b>341</b>	<b>224</b>

Miscellaneous	This Month	Last Month	Year to Date (2016-2017)	Year to date (2015-2016)
Visitors	69	70	236	163
Public Relations	8	2	17	7
School Visits	1	0	1	1







**CITY OF GUADALUPE  
BUILDING DEPARTMENT**

**STATUS REPORT**

**MONTH: October, 2016**

	<b>This Month</b>	<b>Last Month</b>	<b>Year to Date</b>	<b>Last Year</b>
<b>Visitors</b>	<b>40</b>	<b>42</b>	<b>366</b>	<b>385</b>
<b>Inspections</b>	<b>65</b>	<b>185</b>	<b>755</b>	<b>241</b>
<b>Building Permits Issued</b>	<b>28</b>	<b>7</b>	<b>174</b>	<b>129</b>
<b>Certificate of Occupancy</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>12</b>

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

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6d4.



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

Memorandum

To: Cruz Ramos, City Administrator

From: Annette Muñoz, Finance Director

Subject: Treasurer's Report – October 2016

Date: November 17, 2016

This memo explains the changes in the monthly Treasurer's report for October 2016 compared to the prior month. October cash increased by approximately \$157,000 due primarily to:

- \$25,092 received from developers for consultant service reimbursement.
- \$104,532 less payroll and related payroll vendor disbursements in October. There were three payrolls in September (there are two months in the year where there are three payrolls, the remaining months only have two payrolls).

cc: Treasurer file

Treasurer's Report  
Investments and Cash as of October 31, 2016

Local Agency Investment Fund ("LAIF") Account 98-42-346	306,681.00
<b>Total Investments</b>	<b>\$ 306,681.00</b>

Cash	
Checking Account 155-503815 ("Warrant Account")	2,843,904.68
Checking Account 155-003261 ("Payroll Account")	44,591.44
<b>Total Cash</b>	<b>\$ 2,888,496.12</b> *

\*Actual ending balances reconciled to Bank Statements

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


The following is a summary of the City's cash and investments as of October 31, 2016 compared with the prior month.

Investments and Cash	September 30, 2016	October 31, 2016
Investments	306,681.00	306,681.00
Cash	2,731,533.41	2,888,596.12
<b>Total</b>	<b>\$ 3,038,214.41</b>	<b>\$ 3,195,277.12</b> **

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

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

Submitted: 11/15/2016 by:

  
**Petrona Amido**  
 City Treasurer

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

[www.treasurer.ca.gov/pmia-laif/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 November 15, 2016

CITY TREASURER  
 918 OBISPO STREET  
 GUADALUPE, CA 93434

PMIA Average Monthly Yields

Account Number:  
 98-42-346

Tran Type Definitions

October 2016 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
10/14/2016	10/13/2016	QRD	1516367	SYSTEM	465.28

Account Summary

Total Deposit:	465.28	Beginning Balance:	306,215.72
Total Withdrawal:	0.00	Ending Balance:	306,681.00



## Public Works Monthly Report

For: October 2016

	This Month	(2016) Year to Date	(2015) Last Year to Date
Trimmed Trees	3	45	100
Repaired Potholes	6	12 Cu Ft.	96 Cu. Ft.
Replaced Sidewalk	115 Sq. ft.	1115 Sq. ft.	2000 Sq. Ft.
Painted Street Markings	0	16 schl x ing	32 schl x ing
Painted Stop Bars	0	16	69
Painted Stop Legend	0	16	69
Replaced Stop Signs	0	34	54
School Crosswalks	0	14	28
Sidewalk defects highlighted@ city hall	many	City hall only	various
Plan Reviews: Apio, Pasadera, Alvarez	3		
Storm Prep : Drains cleared , Sand purchased	25 tons		
Recovered ; 1mattresses,2 shopping carts,5 bags of discards in alleys	8 items	unknown	unknown

### Projects completed this month:

- Facilities:
- Rebuilt gazebo panels
- Repaired electrical defects at gazebo ( lights and outlets replaced)
- W. Main St., replaced 4.5 sidewalk panels, lifting, and trip hazard.
- Parks:
- Pick up and haul tree cuttings associated with volunteer work at J.O.C. Park
- Prepare Park facilities for kids day in park



## Water Dept. Monthly Report

For : October 2016

	<b>This Month</b>	<b>(2016) Year to Date</b>	<b>(2015) Last Year to Date</b>
Water Production (MGD)	30.8 MG	309.34 MG	358.75 MG in 2015 (667.8 MG to date)
Usage totals (Units)	28.1 MG	269.27 MG	321.83 MG in 2015 (591.1 MG to date)
Shut offs	42	476	589 in 2015 ( 1065 to date)
Opens	16	274	237 in 2015 ( 511 to date)
Closes	23	264	213 in 2015 ( 477 to date)
Main Breaks	0	0	0
Lateral Breaks	0	2	0

### Projects for this month:

1. Pasadera Development
  - a. Residual Monitoring
    - i. Holding close to 2.0 residual-Helping to maintain dead end
  - b. Flushing program by contractor- continue to flush daily
2. Obispo Tank #2
  - a. Construction in progress...
3. Tognazzini well
  - a. Initial cleaning and testing/video.
4. Obispo water line 12" extension
  - a. Plans in review
  - b. Road closures
5. Water line upgrade on 11<sup>th</sup> street.
  - a. Plans in review
6. Obispo Generator
  - a. Housing rust removal and coat
  - b. Obispo Boosting station SCADA system

7. Autosys installing program to monitor PGE power
  - a. Monitor PGE power to see if shore power is original cause of SCADA system drop out.
  - b. Trending PGE Power
8. Fire Hydrant replacement on Pacheco and 10<sup>th</sup> St.
  - a. Outdated and unreliable.
  - b. Needs shut-off valve.
9. Obispo City Yard Electronic Security Gate.
  - a. Need for security
  - b. Bidding process in progress.
10. Repairs on Water Main on Campodonico Ave. Alleyway
  - a. Lateral removal for abandoned service.
11. Route 6 Auto read conversion
  - a. In progress
  - b. Approximately 20 meters to finish



6d7.



## Wastewater Monthly Report

For : OCT.2016

	<b>This Month</b>	<b>(2016) Year to Date</b>	<b>(2015) Last Year to Date</b>
Influent Flow (MGD)	24,800,000	178,000,000	224,700,000
Outflow	n/a	n/a	n/a
Sewer Line Cleaned (ft)	300'	2300'	5000'
Compliance with regulatory standards	Full	full	full

Projects completed this month:

- Tree project (trees coming over the fence causing damage)
- Repair sludge press ( used to dewater sludge)
- Fence repaired (repaired where vandals broke in. police report filed)



6d8.

Jeff van den Eikhof, PE – California Professional Engineer 59920

5130 San Jacinto Avenue • Atascadero, CA 93422 • Phone: 805-464-6126 • jeff@eikhofdesigngroup.com

City of Guadalupe  
November 2016  
Civil Engineering Projects

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

- **USDA - Tognazzini Well Project** - The video inspection portion of the work has been completed. Cleaning and well testing is being performed by CalWest Rain to determine the pump size prior to construction of the pump. Upon completion of the testing a pump size will be determined. City staff and consultants are working on trying to get the work completed prior to February 24, 2017 funding deadline. The project was initially sent out to bid and awarded by Council to V. Lopez Construction. Based upon a field visit with the USDA, they determined that a video inspection should be completed prior to the pump installation. It took nearly one year to find a contractor that would complete the well video inspection. Based upon proposals by pump manufacturers, the lead time for a pump is at least 7 to 8 weeks. This may make it difficult to install a pump prior to the grant funding deadline.
- **ADA Ramp and Water Valve Replacement Project** – The ADA Ramp and Water Valve project bids were opened on November 3, 2016. J.J. Fisher Construction was the apparent low bidder. The project will be brought before Council for approval. The Pavement Rehabilitation Project listed below originally included ADA ramp replacements and water valve replacements. Since this type of work is not as weather dependent it has been separated out. It is anticipated that work will be completed before the pavement rehabilitation project. This project has already been reviewed by City Staff.
- **2017 Pavement Rehabilitation Project** - This project is completely designed and was anticipated for construction during the Summer 2016. However, work was postponed as the Gas Company lowered lines in Pioneer Street. The City's pavement consultant recommended postponing construction until next summer due to the type of work involved in the project, which includes removing all of the asphalt and blending the existing gravel under the asphalt with a cement/lime mixture to a depth of 13". It was determined to be too risky to start construction while coming onto the rainy season. The project will be put out to be early in the year to allow construct as soon as the weather allows. The following streets are part of this project.
  - Pioneer Street - Main Street to 5th Street.
  - 3rd Street - Pioneer to Lindy Drive
  - Lindy Drive - 3rd Street to Wong
  - Wong Street - Pioneer to Lindy
  - 4th Street - Obispo Street to West end at train tracks
- **Obispo and 11th Street Drainage Improvements** - The existing intersection of Obispo and 11th Street floods on a regular basis. The project installs additional inlets and increases the sizes of the



downstream pipes. The work will also include upsizing the pipes at the north end of Peralta adjacent to the Beachside Cooler project. The plans also include upgrading of the existing curb ramps at 11<sup>th</sup> Street and Obispo to meet ADA requirements. Due to the amount of trenching, the section of 11<sup>th</sup> Street from Obispo to Peralta will be receive an asphalt overlay. Plans are being reviewed by Public Works staff.

- **Implementation of NPDES Permit and MS4 Requirements** – The City is in the 2<sup>nd</sup> year of implementation of the MS4 Requirements. This is an ongoing operation. I have contracted with Lenhardt Engineer that is an expert on implementation of these RWQCB requirements. We have also been working closely with the City of Santa Maria who has lent support in the development of documents. The annual report was submitted on October 15, 2016. Further staff training will be necessary. We are working on coordinating a training meeting for all public works and utilities staff.
- **IRWM DAC Grant (Lift Stations and Sewer Main Replacement)** – The City of Guadalupe has applied for a grant through the Integrated Regional Water Management funding for Disadvantaged Communities. This is a non-competitive grant. The first phase of the grant funding is for the design phase of work on the Pioneer and Hwy 1 Lift Stations, Sewer Main, and various “High priority” Water and Wastewater capital improvement projects. The City Council has approved a contract with MKN to start design on the Pioneer and Hwy 1 Lift Stations and the sewer main. The preliminary work is currently happening, which includes easement acquisition, geotechnical exploration, and surveying..
- **ATP (Alternate Transportation Program) grant.** The City applied for an ATP grant in June. The scoring of the applications was made available on October 31, 2016. Unfortunately, the City was not successful in securing this grant funding. The project scored 83 out a possible 100 points. A project that scored 86 points was awarded in Buellton. This process is very competitive. The State received 456 applications and awarded 40. This year no ATP grants were awarded in San Luis Obispo County. There were 4 applications awarded in Santa Barbara County. The City’s project requested \$401,000 with a \$57,000 match (\$38,000 of that has been awarded by SBCAG as part of the Bike and Pedestrian Program. The remainder would be City Measure A funds). The project included pedestrian improvements along Hwy 1, including lighted crosswalks, ramps, and new sidewalk from Olivera Street to the Amtrak Station on the East side of Hwy 1.
- **Hwy 1/ Hwy 166 Intersection.** The City Engineer has been attending quarterly meetings with Caltrans, SBCAG and other agencies regarding the signalization of the Hwy 1 / Hwy 166 intersection. The project is being funded by SBCAG. It is anticipated that plans will be ready for bid in 2017 and construction would begin in 2018.
- **Corporation Yard Building** - A premanufactured building at the Corporation Yard has been approved by Council. Design work will be necessary to ensure the site is adequate after the new water tank is constructed.
- **Various Drainage Issues** – There are various areas around the City that have drainage issues need some work.

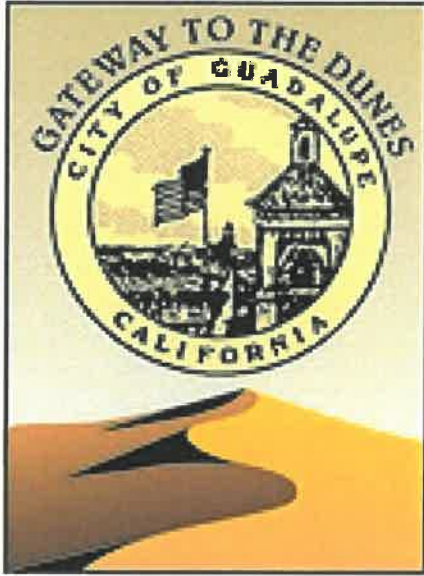


- In 2012 a drainage improvement project was completed at the north end of Tognazzini Ave. There is some additional work that is necessary here.
- The wetlands next to City Hall have filled with silt over the years and the capacity has been decreased. Andrew Carter had a meeting with the property owner earlier this year. The owner has hired a biologist and engineer to see what can be done. We are concerned that the reduced capacity could lead to flooding upstream and downstream of the wetlands.
- The City Council has requested that the City Engineer study the possibility of piping the West Main drainage ditch to the westerly City limits. Last year SBCAG staff indicated that there might be some money available for this project, but it has since been reallocated.
- **Bonita Water Tank** – The Bonita water tank was in disrepair prior to the San Simeon Earthquake and was emptied and taken offline by staff. During the earthquake the tank was further damaged. MKN has given us cost of repairing the tank and constructing a new one. Andrew Carter and the City Engineer agree that removing the tank and constructing a new one is the best alternative. Although no progress has been made on this issue, there is a potential for allowing a scrap metal company to come in a remove the steel at little or no cost to the City.

## Development

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

- **Pasadera**
  - Obispo Tank (Staff has reviewed plans and provided comments). Construction has begun. The foundation has been formed and will be poured soon.
  - The Obispo Street connection will be made at the end of November and the first part of December.
  - Onsite Water Line (Staff is providing ongoing testing of dead end line to ensure water safety)
  - Lot 4 / Phase 2 – When the plans have been submitted they will be routed through staff to get their review.
  - New Well Line to Obispo Tank – Staff will provide technical assistance during construction.
- **Pioneer Street Apartments**
  - The plans are currently out for corrections. During construction activities staff will provide technical assistance for items within the City right-of-way.
- **Beachside Cooler**
  - Plans are being reviewed. Staff has reviewed and commented.
  - Work on the 11st Drainage Project will be coordinated with the development and the reconstruction of Peralta.
- **Guadalupe Court**
  - The application for Certificate of Compliance has been submitted to the County for review. Previously, an illegal lot split occurred on the property. The Certificate of Compliance will remedy the situation.
  - The first round of comments have been made by the County and returned to the applicant.
- **Our Lady of Guadalupe parking lot expansion**
  - Plans were reviewed and sent back to the applicant with corrections. The corrections primarily concern the new stormwater regulations.



**SMOOTH**

**240 East Roemer Way  
Santa Maria, CA 93454  
(805) 922-8476**

# GUADALUPE TRANSIT and SMOOTH, Inc.

## FTA-DOT/FMCSA DRUG AND ALCOHOL TESTING PROGRAM MANUAL

**Revised/Board Adopted: November 2, 2016**



**GUADALUPE TRANSIT / SMOOTH, Inc. – Contractor  
DRUG AND ALCOHOL PROGRAM**

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**DRUG AND ALCOHOL TESTING POLICY  
GUADALUPE TRANSIT / SMOOTH, INC.  
Adopted as of NOVEMBER 2, 2016**

**A. PURPOSE**

- 1) The **GUADALUPE TRANSIT / SMOOTH, INC.** provides public transit and paratransit services for the residents of **the City of Guadalupe, CA and the Central Coast of California**. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, **GUADALUPE TRANSIT / SMOOTH, INC.** declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
  
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result for FTA; 49 CFR Part 382 for Federal Motor Carrier Safety Administration (FMCSA); and The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.
  
- 3) Any provisions set forth in this policy that are included under the sole authority of **SMOOTH, INC.** and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of **SMOOTH, INC.** will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. See Attachment A for a list of employees and the authority under which they are included.

This policy applies to every person whose position requires the possession of a commercial driver's license (CDL); every employee performing a "safety-sensitive function" as defined below, and any person applying for such positions.

Under FMCSA (Part 382), you are a covered employee if you perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

Under FTA (Part 655), you are a covered employee if you perform and of the following: (1) operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), (2) maintenance of a revenue service vehicle or equipment used in revenue service, (3) security personnel who carry firearms, (4) dispatchers or persons controlling the movement of revenue service vehicles and (4) any transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS**

*FTA Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;



- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated specimen:* A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing, It is taken as a sample representing the whole specimen.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA/FMCSA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being

considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*Department of Transportation (DOT):* For the purposes of Drug and Alcohol regulatory oversight, DOT is the department of the federal government which includes the, Federal Transit Administration, Federal Railroad Administration, Federal Aviation Administration, Federal Motor Carriers' Safety Administration, Pipeline & Hazardous Materials Safety Administration, United States Coast Guard, and the Office of the Secretary of Transportation.

*Dilute specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Evidentiary Breath Testing Device (EBT):* A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.

*Initial Drug Test: (Screening Drug Test)* The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid

*Invalid Result:* The result reported by an HHS-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

*Limit of Detection (LOD):* The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

*Limit of Quantitation:* For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

*Negative result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

*Non-negative test result:* A urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive result:* The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

*Prohibited drug:* Identified as marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

*Reconfirmed:* The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

*Rejected for Testing:* The result reported by an HHS- Certified laboratory when no tests are performed for specimen because of a fatal flaw or a correctable flaw that has not been corrected.

*Revenue Service Vehicles:* All transit vehicles that are used for passenger transportation service.

*Safety-sensitive functions:* Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

*Split Specimen Collection:* A collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC) or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC)) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted specimen:* A urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified negative test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

*Verified positive test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity testing:* The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is

not limited to: marijuana, amphetamines (including methamphetamine and ecstasy), opiates (including codeine, morphine, and heroin), phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA/FMCSA authority be tested for marijuana, cocaine, amphetamines (including methamphetamine and ecstasy), opiates (including codeine, morphine, and heroin), and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a **GUADALUPE TRANSIT / SMOOTH, INC.** supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
- c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited.

## **F. PROHIBITED CONDUCT**

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-

sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.

- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- 7) GUADALUPE TRANSIT / SMOOTH, INC., under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform.
- 8) Consistent with the Drug-free Workplace Act of 1988, all **GUADALUPE TRANSIT / SMOOTH, INC.** employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the **GUADALUPE TRANSIT / SMOOTH, INC.** management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

#### **H. TESTING REQUIREMENTS**



- 1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA/FMCSA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.
- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion or random alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under **SMOOTH, INC.** authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.
- 3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with **GUADALUPE TRANSIT / SMOOTH, INC.**. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

#### **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opiates (including codeine, morphine, and heroin), amphetamines (including methamphetamine and ecstasy), and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The

test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the **GUADALUPE TRANSIT / SMOOTH, INC.** Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. **GUADALUPE TRANSIT / SMOOTH, INC.** will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however **GUADALUPE TRANSIT / SMOOTH, INC.** will seek reimbursement for the split sample test from the employee.

- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled. If the split specimen is not available to analyze the MRO will direct **GUADALUPE TRANSIT / SMOOTH, INC.** to retest the employee under direct observation.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed collections
  - a. Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
    - i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to **GUADALUPE TRANSIT / SMOOTH, INC.** that there was not an adequate medical explanation for the result;
    - ii. The MRO reports to **GUADALUPE TRANSIT / SMOOTH, INC.** that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
    - iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).

- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original specimen was out of range;
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

## **J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHTSA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.
- 2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever

is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

- 3) **GUADALUPE TRANSIT / SMOOTH, INC.** affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA/FMCSA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA/FMCSA authority or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be referred to a Substance Abuse Professional. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
  - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA/FMCSA

authority or company authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.

- e. If a pre-employment test is canceled, **GUADALUPE TRANSIT / SMOOTH, INC.** will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA/FMCSA covered employee does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- g. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- h. Applicants are required (even if ultimately not hired) to provide **GUADALUPE TRANSIT / SMOOTH, INC.** with signed written releases requesting FTA/FMCSA drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. **GUADALUPE TRANSIT / SMOOTH, INC.** is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide **GUADALUPE TRANSIT / SMOOTH, INC.** proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

## 2) FMCSA Drug Testing Exceptions

A driver is not required to undergo a pre-employment test if:

- I. The driver has participated in a DOT testing program within the previous 30 days; and
- II. While participating in that program, either:
  - a. Was drug tested within the past six months (from the date of application with the employer), or

- b. Participated in the random drug testing program for the previous 12 months (from the date of application with the employer); and
- III. The Arc of Ulster-Greene can ensure that no prior employer of the driver of whom The Arc of Ulster-Greene has knowledge has records of a violation of this part or the controlled substances use rule of another DOT agency within the previous six months

#### **L. REASONABLE SUSPICION TESTING**

- 1) All **GUADALUPE TRANSIT / SMOOTH, INC.** FTA/FMCSA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under **SMOOTH, INC.**' authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.
- 2) **GUADALUPE TRANSIT / SMOOTH, INC.** shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the **GUADALUPE TRANSIT / SMOOTH, INC.**
  
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. **GUADALUPE TRANSIT / SMOOTH, INC.** shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the **GUADALUPE TRANSIT / SMOOTH, INC.**. **Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority.** However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

## **M. POST-ACCIDENT TESTING**

### **FTA Procedures:**

- 1) **FATAL ACCIDENTS** – A covered employee will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle, whether or not the vehicle is in revenue service at the time of the accident, that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.
  
- 2) **NON-FATAL ACCIDENTS** - A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
  - a. The accident results in injuries requiring immediate medical treatment away from the scene, and the covered employee may have contributed to the accident.



- b. One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, and the covered employee may have contributed to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.

As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

#### **FMCSA Procedures:**

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances:

FATAL ACCIDENTS - As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

NON-FATAL ACCIDENTS - As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

#### **General Accident Procedures:**

The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.

An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

In the rare event that **GUADALUPE TRANSIT / SMOOTH, INC.** is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), **GUADALUPE TRANSIT / SMOOTH, INC.** may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA/FMCSA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

#### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method

of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. Employees who may be covered under company authority will be selected from a pool of non-DOT-covered employees.

- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA/FMCSA administrator. The current year testing rates can be viewed online at <http://www.dot.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under **SMOOTH, INC.** authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under **SMOOTH, INC.** authority, a non-DOT random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon notification of their random selection.

## **O. RETURN-TO-DUTY TESTING**

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before

returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty test. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, referred to a Substance Abuse Professional (SAP) for assessment, and will be terminated.
- 2) Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to an SAP. A test refusal includes the following circumstances:
- a. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
  - b. Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
  - c. Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - d. In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
  - e. Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
  - f. Fail or decline to take a second test as directed by the collector or the employer for drug testing.
  - g. Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
  - h. Fail to cooperate with any part of the testing process.
  - i. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
  - j. Possess or wear a prosthetic or other device used to tamper with the collection process.
  - k. Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - l. Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
  - m. Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- 4) For the first instance of a verified positive test from a sample submitted as the result of a random drug/alcohol test, disciplinary action against the employee shall include:

- a. Mandatory referral to Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return to duty agreement;
  - b. Failure to execute, or remain compliant with the return-to-duty agreement shall result in termination from **GUADALUPE TRANSIT / SMOOTH, INC.** employment.
    - i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
  - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from **GUADALUPE TRANSIT / SMOOTH, INC.** employment.
- 5) The first instance of a verified positive post-accident or reasonable suspicion drug and/or alcohol test shall result in termination.
- 6) The second instance of a verified positive drug or alcohol test result for any category of testing shall result in termination from **GUADALUPE TRANSIT / SMOOTH, INC.** employment.
- 7) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC.
- 8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
- a. Mandatory referral for an assessment by an employer approved counseling professional for assessment, formulation of a treatment plan, and execution of a return to work agreement;
  - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from **GUADALUPE TRANSIT / SMOOTH, INC.** employment.

- i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of **SMOOTH, INC.** and will be performed using non-DOT testing forms.
- c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. **All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.**
- d. **A self-referral or management referral to the employer's counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.**
- e. Periodic unannounced follow-up drug/alcohol testing conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
- f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with **GUADALUPE TRANSIT / SMOOTH, INC.**
- g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.

Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

## **S. PROPER APPLICATION OF THE POLICY**

GUADALUPE TRANSIT / SMOOTH, INC. is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

#### **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the **GUADALUPE TRANSIT / SMOOTH, INC.** Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information



is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

- 8) Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over **GUADALUPE TRANSIT / SMOOTH, INC.** or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

**ADOPTION CERTIFICATION**

This Policy, as revised, was approved by the SMOOTH, Inc. Board of Directors, during the regular meeting of the Board, NOVEMBER 2, 2016 at the SMOOTH Office in Santa Maria, CA.

Following a MOTION by \_\_\_\_\_, a SECOND by \_\_\_\_\_ and Board discussion, \_\_\_\_\_ Votes in FAVOR, \_\_\_\_\_ Votes AGAINST, and \_\_\_\_\_ Votes ABSTAINING were received.

Attested to by:

\_\_\_\_\_  
Board Member / Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member / Office

\_\_\_\_\_  
Date

**Attachment A**

**SAFETY-SENSITIVE EMPLOYEES**

<b><u>Job Title</u></b>	<b><u>Job Duties</u></b>	<b><u>Testing Authority</u></b>
Bus Driver	Vehicle Operator	FTA – FMCSA *
Opener/Closer	Dispatch/Bus Driver	FTA – FMCSA *
Driver Trainer	Training/Bus Driver	FTA – FMCSA **
Route Specialist	Training/Bus Driver	FTA – FMCSA
Fleet Mechanic	Vehicle Repair/Maintenance	FTA – FMCSA
Administrative Assistant	Clerical/Dispatch/Bus Driver	FTA – FMCSA **
Office Manger	Administration/Dispatch/Bus Driver	FTA – FMCSA **
Operations Manager	Management/Bus Driver	FTA – FMCSA **
Executive Director	Management/Bus Driver	FTA – FMCSA **

\* **A Post-Accident Test involving a safety-sensitive Bus Driver assigned solely to the operation of a Guadalupe Transit vehicle (bus or van) will be conducted using a FTA – DOT test.**

\* **A Post-Accident Test involving a safety-sensitive Bus Driver assigned to the operation of a vehicle (bus or van) under the sole authority of SMOOTH, INC. (Any assignment NOT in a Guadalupe bus or van) will be conducted using a FMCSA test.**

\*\* **The Safety-Sensitive Employees identified above (\*\*) may possess Commercial Driver Licenses and may be assigned to temporary driver duties.**

**A Post-Accident Test involving these employees when assigned solely to the operation of a Guadalupe Transit vehicle (bus or van) will be conducted using a FTA – DOT test.**

**A Post-Accident Test involving these employees when assigned to the operation of a vehicle under sole authority of SMOOTH, INC. (Any assignment NOT in a Guadalupe bus or van) will be conducted using a FMCSA test.**

## Attachment B Contacts

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

### GUADALUPE TRANSIT / SMOOTH, INC. Drug and Alcohol Program Manager

Name/Title: Jim Talbott, Executive Director  
Address: 240 East Roemer Way, Santa Maria, CA 93454  
Telephone Number: (805) 922-8476

### Collection Site

Name: Industrial Medical Group (IMG)  
Address: 3070 Skyway Drive, #106, Santa Maria, CA 93455  
Telephone Number: (805) 922-8282

### Medical Review Officer (MRO)

Name/Title: Paul Christensen, MD / Medical Review Officer (MRO)  
Address: 3070 Skyway Drive, #106, Santa Maria, CA 93455  
Telephone Number: (805) 922-8282

### Substance Abuse Professional (SAP)

Name: Tina Hedstrom  
Title: Addictions Counselor, DOT-SAP Credentialed  
Address: 438 E. Shaw #405, Fresno, CA 93710  
Appointments Scheduled in San Luis Obispo  
Telephone Number: (559) 392-0817 Email: thedstrom@att.net

### Substance Abuse Professional – Referral Specialist

Name: Dominick LaCovara  
Title: DOT-SAP Credentialed - SAP Referral Specialist  
Address: 1798 10<sup>th</sup> St., Los Osos, CA 93402  
Appointments Scheduled in San Luis Obispo  
Telephone Number: (805) 748-6077 Email: domlacovara@gmail.com

### HHS Certified Laboratory Primary Specimen

Name: Clinical Reference Laboratory  
Address: 8433 Quivira, Lenexa, Kansas 66215  
Telephone Number: (800) 452-5677

### HHS Certified Laboratory Split Specimen

Name: Quest  
Address: 2822 F. Street, #A, Bakersfield, CA 93301  
Telephone Number: (800) 877-2525



**ADMINISTRATION DEPARTMENT**

**City of Guadalupe  
918 Obispo Street  
P.O. Box 908  
Guadalupe, CA 93434  
Tel (805) 356-3891  
Fax (805) 343-5512**

**ADOPTION CERTIFICATION**

**The Guadalupe Transit and SMOOTH, Inc. Drug and Alcohol Testing Program Manual, as revised, was adopted by the City Council of Guadalupe, during the Special Council meeting, November 29, 2016 at the Guadalupe City Council Chambers, 918 Obispo Street, Guadalupe, CA 93434.**

**Following a MOTION by \_\_\_\_\_, a SECOND by \_\_\_\_\_ and Council discussion, \_\_\_\_\_ Votes in FAVOR, \_\_\_\_\_ Votes AGAINST, and \_\_\_\_\_ Votes ABSTAINING were received.**

**Attested to by:**

\_\_\_\_\_  
Council Member / Office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member / Office

\_\_\_\_\_  
Date

6f.



**FY 2013–2015  
Triennial Performance Audit  
of City of Guadalupe Transit**

**Draft**

**Submitted to  
Santa Barbara County  
Association of Governments**

**November 2016**



**Michael Baker  
INTERNATIONAL**

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## Section I

### Introduction

California’s Transportation Development Act (TDA) requires that a triennial performance audit be conducted of public transit entities that receive TDA revenues. The performance audit serves to ensure accountability in the use of public transportation revenue.

The Santa Barbara County Association of Governments (SBCAG) engaged the Michael Baker International consultant team to conduct a performance audit of City of Guadalupe Transit covering the most recent triennial period, fiscal years 2012–2013 through 2014–2015. The purpose of the performance audit is to evaluate the City’s effectiveness and efficiency in its use of TDA funds to provide public transit in its service area. This evaluation is required as a condition for continued receipt of these funds for public transportation purposes. In addition, the audit evaluates the City’s compliance with the conditions specified in the California Public Utilities Code (PUC). This task involves ascertaining whether the City is meeting the PUC’s reporting requirements. Moreover, the audit includes calculations of transit service performance indicators and a detailed review of the City’s transit administrative functions. From the analysis that has been undertaken, a set of recommendations has been made for the agency which is intended to improve the performance of transit operations.

In summary, this TDA audit affords the opportunity for an independent, constructive, and objective evaluation of the organization and its operations that otherwise might not be available. The methodology for the audit included in-person interviews with City management and the contract operator, collection and review of agency documents, data analysis, and on-site observations. The *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* published by the California Department of Transportation (Caltrans) was used to guide the development and conduct of the audit.

### Overview of the Transit System

#### Background

Transit service in Guadalupe was initiated in 1984, when the City contracted with the Santa Maria Organization of Transportation Helpers (SMOOTH) to provide demand-responsive service for seniors and the disabled between Guadalupe and the neighboring Santa Maria/Orcutt area. In response to ever-increasing demand, the City of Guadalupe entered into an agreement with the City of Santa Maria to operate the Guadalupe Clipper service as an extension of Santa Maria Area Transit (SMAT) in 1998. This agreement lasted until 1999, when the City of Guadalupe decided to assume control of the operation by using reserve vehicles received from SMAT and having SMOOTH operate the service. Once the City acquired a new vehicle in 2000 with Federal Transit Administration (FTA) Section 5311 grant funds, the bus and service were branded as the Guadalupe Flyer.



In 2001, the Guadalupe Shuttle was implemented as a fixed-route service within the city limits. After the City received a number of requests, the Shuttle was modified into a deviated route that allowed the flexibility to serve specific neighborhoods and residences.

Guadalupe was incorporated in 1946 and is located in the northwestern corner of Santa Barbara County at the junction of State Routes (SR) 1 and 166. The city has a total land area of approximately 12.4 square miles. The 2010 US Census data showed a population of 7,080 with 8 percent of total residents aged 65 and older. The 2010 population represented an increase of 25 percent from the 2000 Census figure of 5,659 residents. Based on the 2016 California Department of Finance estimate, Guadalupe's population has grown to 7,348.

The local economy is supported by a productive agricultural sector characterized by vegetable crops and cattle ranching. Vandenberg Air Force Base, located 20 miles to the south, also plays an important role in the city's economic engine as the largest employer in the area.

### System Characteristics

Guadalupe Transit comprises three services: Guadalupe Flyer, Guadalupe Shuttle, and Americans with Disabilities Act (ADA) curbside paratransit service for disabled residents. Each service is briefly described below.

Guadalupe Flyer: This intercity fixed-route service operates between Guadalupe and Santa Maria. With small modifications to the route during the audit period, the loop begins at the new Santa Maria Transit Center and proceeds westbound on Main Street (SR 166), with three additional bus stops in Santa Maria that are located for high school and shopping access. Continuing west on SR 166, the Flyer enters Guadalupe and proceeds through 12 bus stop locations (including the Amtrak Station by request) before returning to the Main Street stops and the Transit Center, making a one-hour loop. During the audit period, the service operated Monday through Friday between 6:15 a.m. and 7:15 p.m. and Saturday between 8:15 a.m. and 5:15 p.m. The service did not operate on Sunday and the following holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day. The Flyer operated on the Saturday schedule on Presidents Day, Memorial Day, and Labor Day.

Following the audit period, effective August 2015, the Flyer's service hours were extended and Sunday service added. Under the new schedule, the service operates Monday through Saturday between 6:15 a.m. and 7:50 p.m. and on Sunday and designated holidays between 8:45 a.m. and 6:35 p.m. The service does not operate on the following holidays: New Year's Day, Easter Sunday, Independence Day, Thanksgiving Day, and Christmas Day. The Flyer operates on the Sunday schedule on Presidents Day, Memorial Day, and Labor Day. A summary of the routing, frequencies, and timepoints is presented in Table I-1.

**Table I-1  
Guadalupe Flyer Fixed-Route Services**

Frequency/Operation		Destinations/Timepoints
<b>During the Audit Period</b>	<b>Post-Audit Period Effective August 2015</b>	<b>Santa Maria:</b> <ul style="list-style-type: none"> <li>▪ Transit Center</li> <li>▪ Town Center Mall East</li> <li>▪ Main &amp; Thornburg</li> <li>▪ Main &amp; Russell</li> </ul> <b>Guadalupe (sample stops):</b> <ul style="list-style-type: none"> <li>▪ Jack O'Connell Park</li> <li>▪ 5th &amp; Tognazinni</li> <li>▪ Amtrak Station</li> <li>▪ 10th &amp; Senior Center</li> <li>▪ Flower &amp; Elm</li> </ul>
<b>Monday through Friday</b> 6:15 a.m. to 7:15 p.m. 60-minute frequencies <b>Saturday &amp; Select Holidays</b> 8:15 a.m. to 5:15 p.m. 60-minute frequencies	<b>Monday through Saturday</b> 6:15 a.m. to 7:50 p.m. 75-minute frequencies <b>Sunday &amp; Select Holidays</b> 8:45 a.m. to 6:35 p.m. 75-minute frequencies	

Source: Guadalupe Transit

The Flyer provides connections to several other transit services in Santa Maria at the Transit Center for extended trips both within Santa Maria and beyond. Other public transit services include Santa Maria Area Transit (SMAT), Breeze, Cuyama Transit, Clean Air Express, and San Luis Obispo Regional Transit Authority (SLORTA) Route 10. Nearby private transportation carriers include Greyhound and Amtrak Thruway Bus. The first Guadalupe Transit run provides a drop-off at the Transit Center just before the third northbound SLORTA departure at 7:14 a.m. Also, evening Flyer trips allow for better connectivity with SMAT and SLORTA transfers back to Guadalupe.

**Guadalupe Shuttle:** This service operates as a deviated fixed route within the Guadalupe city limits. Passengers can schedule a ride in advance, much like a demand-response service, as well as access the service from designated bus stops. The Shuttle operates from 10:00 a.m. to 4:00 p.m. Monday through Friday. The service does not operate on weekends and the following holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**ADA Demand Response:** This complementary demand-response service offers curb-to-curb transportation for ADA-certified passengers. The service area and hours match those of the Guadalupe Flyer fixed-route service. The service area includes the Guadalupe city limits and extends approximately 12 miles along the SR 166 corridor, terminating at the Transit Center in Santa Maria but extending beyond the ADA standard three-quarter-mile route corridor. This practice minimizes the transfer inconvenience to passengers upon arrival in Santa Maria and the need to pay another bus fare for Santa Maria Area Transit.

**Fares**

Guadalupe Transit fares are structured according to service mode, passenger category, and fare media. Monthly bus passes, punch passes, and bus tokens are available for purchase at Guadalupe

City Hall, at the Allan Hancock College-Santa Maria Campus, and at the Transit Center and SMOOTH transit office in Santa Maria. The punch pass is not discounted relative to the one-way fare and is intended as a convenience for passengers who do not want to carry currency. Each punch pass includes \$1, \$0.50, and \$0.25 punch squares that the driver punches out to correspond to the passenger's fare. Bus tokens are another convenience fare medium and are popular with social services and government agencies. A single token is sold for the cost of a single passenger ride and is not discounted. The fare structure is shown in Table I-2.

**Table I-2  
Guadalupe Fare Schedule**

<b>Guadalupe Flyer</b>	<b>Fare</b>
General Public	\$1.50
Student	\$1.00
Senior (age 60 and older)	\$0.75
Disabled	\$0.75
Children (under age 6, up to three children accompanied by fare-paying passenger)	Free
<b>Guadalupe Shuttle</b>	
General Public	\$0.50
Student	\$0.25
Senior (age 60 and older)	\$0.25
Disabled	\$0.25
Children (under age 6, up to three children accompanied by fare-paying passenger)	Free
<b>ADA Paratransit</b>	
One Way	\$3.00
Round Trip	\$6.00
<b>Passes/Token</b>	
General Public – Monthly	\$45.00
Student/Senior/Disabled – Monthly	\$25.00
Punch Pass	\$10.00
Token	Cost of Ride

Source: SMOOT–Guadalupe Transit

### Fleet

Guadalupe Transit has four vehicles in its total revenue fleet. Three vehicles are operated in active service and one vehicle is designated as a backup vehicle. All vehicles in the fleet are either lift-equipped or have ramps/low floors and conform to ADA requirements. All vehicles are owned by the City of Guadalupe. Table I-3 summarizes the vehicle fleet for all revenue services.

**Table I-3  
Guadalupe Transit Fleet Inventory**

<b>Year</b>	<b>Make &amp; Model</b>	<b>Quantity</b>	<b>Fuel Type</b>	<b>Service Type</b>	<b>Seating Capacity</b>
2005	Gillig Low Floor	1	Diesel	Flyer	28 (2 W/C)
2007	Gillig Low Floor	1	Diesel	Shuttle	28 (2 W/C)
2008	Ford E-250	1	Gasoline	ADA	8 (2 W/C)
2010	Gillig Low Floor	1	Diesel	Flyer	39 (2 W/C)
<b>Total</b>		<b>4</b>			

Source: SMOOTH  
W/C = wheelchair

## Section II

### Operator Compliance Requirements

This section of the audit report contains the analysis of the City of Guadalupe’s ability to comply with state requirements for continued receipt of TDA funds. The evaluation uses the guidebook *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Agencies*, which contains a checklist of eleven measures taken from relevant sections of the Public Utilities Code and the California Code of Regulations. Each of these requirements is discussed in the table below, including a description of the system’s efforts to comply with the requirements. In addition, the findings from the compliance review are described in the text following the table.

Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
The transit operator submitted annual reports to the RTPA based upon the Uniform System of Accounts and Records established by the State Controller. Report is due 90 days after end of fiscal year (Sept. 28/29), or 110 days (Oct. 19/20) if filed electronically (Internet).	Public Utilities Code, Section 99243	<p>Completion/submittal dates (Internet filing):</p> <p><i>Fixed Route:</i></p> <p>FY 2013: October 18, 2013  FY 2014: September 25, 2014  FY 2015: September 14, 2015</p> <p><i>Specialized Service:</i></p> <p>FY 2013: October 18, 2013  FY 2014: September 25, 2014  FY 2015: September 14, 2015</p> <p><b>Conclusion: Complied</b></p>
The operator has submitted annual fiscal and compliance audits to the RTPA and to the State Controller within 180 days following the end of the fiscal year (Dec. 27), or has received the appropriate 90-day extension by the RTPA allowed by law.	Public Utilities Code, Section 99245	<p>Completion/submittal dates:</p> <p>FY 2013: March 26, 2014  FY 2014: March 19, 2015  FY 2015: March 28, 2016</p> <p>A 90-day extension was granted by SBCAG as allowed by the TDA statute.</p>

Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
		<b>Conclusion: Complied</b>
The CHP has, within the 13 months prior to each TDA claim submitted by an operator, certified the operator's compliance with Vehicle Code Section 1808.1 following a CHP inspection of the operator's terminal.	Public Utilities Code, Section 99251 B	<p>Guadalupe participates in the CHP Transit Operator Compliance Program in which the CHP has conducted inspections at SMOOTH's facility in Santa Maria within the 13 months prior to each TDA claim.</p> <p>Inspection dates applicable to the audit period were February 27, 2013; March 1, 2013; March 11, 2014; and March 19, 2015.</p> <p><b>Conclusion: Complied</b></p>
The operator's claim for TDA funds is submitted in compliance with rules and regulations adopted by the RTPA for such claims.	Public Utilities Code, Section 99261	<p>As a condition of approval, Guadalupe's annual claims for Local Transportation Funds are submitted in compliance with rules and regulations adopted by SBCAG. SBCAG staff provides assistance as needed in completing the claims.</p> <p>SBCAG noted that the City claimed its STA funds for operating without being subject to the efficiency standard for FY 2014. The City resubmitted its claim per SBCAG's request.</p> <p><b>Conclusion: Complied</b></p>
If an operator serves urbanized and non-urbanized areas, it has maintained a ratio of fare revenues to operating costs at least equal to the ratio determined by the rules and	Public Utilities Code, Section 99270.1	<p>Guadalupe Transit is subject to a rural farebox ratio.</p> <p><b>Conclusion: Not applicable</b></p>

Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
regulations adopted by the RTPA.		
The operator's operating budget has not increased by more than 15% over the preceding year, nor is there a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities unless the operator has reasonably supported and substantiated the change(s).	Public Utilities Code, Section 99266	Percentage increase in Guadalupe's operating budget:  FY 2013: +4.1% FY 2014: +4.1% FY 2015: -1.6%  Source: FY 2012–2015 Annual Budgets  <b>Conclusion: Complied</b>
The operator's definitions of performance measures are consistent with Public Utilities Code Section 99247, including (a) operating cost, (b) operating cost per passenger, (c) operating cost per vehicle service hour, (d) passengers per vehicle service hour, (e) passengers per vehicle service mile, (f) total passengers, (g) transit vehicle, (h) vehicle service hours, (i) vehicle service miles, and (j) vehicle service hours per employee.	Public Utilities Code, Section 99247	The City of Guadalupe's definition of performance measures is consistent with the Public Utilities Code, Section 99247.  <b>Conclusion: Complied</b>
If the operator serves an urbanized area, it has maintained a ratio of fare revenues to operating costs at least equal to one-fifth (20 percent), unless it is in a county with a population of less than 500,000, in which	Public Utilities Code, Sections 99268.2, 99268.3, 99268.12, 99270.1	Guadalupe Transit is subject to a rural farebox ratio.  <b>Conclusion: Not applicable</b>

Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
case it must maintain a ratio of fare revenues to operating costs of at least equal to three-twentieths (15 percent), if so determined by the RTPA.		
If the operator serves a rural area, it has maintained a ratio of fare revenues to operating costs at least equal to one-tenth (10 percent).	Public Utilities Code, Sections 99268.2, 99268.4, 99268.5	The system's fare ratios using audited data are as follows:  FY 2013: 26.5% FY 2014: 24.1% FY 2015: 23.7%  Source: FY 2013–2015 Annual Fiscal and Compliance Audits  <b>Conclusion: Complied</b>
The current cost of the operator's retirement system is fully funded with respect to the officers and employees of its public transportation system, or the operator is implementing a plan approved by the RTPA which will fully fund the retirement system within 40 years.	Public Utilities Code, Section 99271	The City of Guadalupe provides retirement benefits to its employees through the California Public Employees Retirement System (CalPERS). This statement is contained in the City's Comprehensive Annual Financial Report (CAFR).  Contract employees participate in Social Security. SMOOTH also offers a 403(b) retirement plan that does not include a company match. As such, participating employees contribute their share to the retirement plan.  <b>Conclusion: Complied</b>
If the operator receives state transit assistance funds, the operator makes full use of	California Code of Regulations, Section 6754(a)(3)	As a recipient of State Transit Assistance Funds, Guadalupe is



Table II-1 Operator Compliance Requirements Matrix		
Operator Compliance Requirements	Reference	Compliance Efforts
funds available to it under the Urban Mass Transportation Act of 1964 before TDA claims are granted.		<p>making full use of federal funds available for operations.</p> <p>FY 2013: \$35,000 (Operations)  FY 2014: \$72,344 (Operations)  FY 2015: \$73,979 (Operations)</p> <p>Source: National Transit Database Form RU-20</p> <p><b>Conclusion: Complied</b></p>

### Findings and Observations from Operator Compliance Requirements Matrix

1. Of the compliance requirements pertaining to the City of Guadalupe, the City complied with each of the nine requirements. Two additional compliance requirements did not apply to Guadalupe (i.e., intermediate and urban farebox recovery ratios).
2. Based on the available data from the annual fiscal and compliance audits, the City exceeded the minimum rural farebox recovery ratio standard of 10 percent in each of the three performance audit years. The farebox recovery ratio was 26.5 percent in FY 2013, 24.1 percent in FY 2014, and 23.7 percent in FY 2015. The average farebox recovery during the triennial period was 24.76 percent.
3. Guadalupe participates in the CHP Transit Operator Compliance Program through the contractor in which the CHP has conducted inspections at SMOOTH’s facility within the 13 months prior to each TDA claim. The CHP inspection reports submitted for review were found to be satisfactory.
4. The operating budget did not increase by more than 15 percent and exhibited modest changes during the audit period. The budget increased 4.1 percent in both FY 2013 and FY 2014. The FY 2015 operating budget decreased 1.6 percent.
5. The City of Guadalupe continues to utilize federal rural grant funding in addition to TDA revenues. The FTA 5311 applications are completed by SMOOTH as part of the contracted services. Funding was provided for operations in each audit year.

## Section III

### Prior Triennial Performance Recommendations

Guadalupe's efforts to implement the recommendations made in the prior triennial audit are examined in this section of the report. For this purpose, each prior recommendation for the agency is described, followed by a discussion of the agency's efforts to implement the recommendation. Conclusions concerning the extent to which the recommendations have been adopted by the agency are then presented.

#### Prior Recommendation 1

Submit separate State Controller Reports for general public and specialized services.

#### Actions taken by the City of Guadalupe

*Background:* The City has been submitting one State Controller Report containing system-wide transit data for both fixed route and specialized ADA paratransit. As contained in the Transit Operators Financial Transactions Report Instructions, the State Controller provides instructions specifying that "Transit operators providing two types of service (general public use and transit service exclusively for the elderly/handicapped) must complete a separate report for each type of service...provided by the transit operator (General Public Use or Specialized Service for the elderly and/or handicapped)." Although the ADA demand-response service is relatively small compared to the deviated fixed routes, it is a growing specialized service as defined by the State. It was suggested that the City comply with these instructions and submit separate reports for the fixed-route and ADA services. This would require both the City and SMOOTH to collect and report financial and performance data for these modes.

*Action:* In response to this recommendation, the City has started preparing and submitting separate Transit Operators Financial Transactions Reports for each service mode. This practice began with the FY 2013 submittal. However, the reports prepared for the ADA demand-response service during the audit period do not denote "Specialized Service" on the cover page to differentiate from the report prepared for the fixed-route service. It is suggested that the City and SMOOTH use the proper report template cover for the ADA paratransit service report.

#### Conclusion

This recommendation has been implemented.

#### Prior Recommendation 2

Report correct full-time equivalents for demand-response service.

### Actions taken by the City of Guadalupe

**Background:** The State Controller Report for Guadalupe Transit showed inaccurate data for full-time equivalents (FTEs) for ADA demand response. During the prior audit period, FTEs for ADA ranged from 1 to 12. In its role as transit administrator, it was suggested that the City have the contract operator, SMOOTH, conduct a review of the supplemental operations data section for accuracy and completeness in the Transit Operators Financial Transactions Report, and prior to the City Finance Department submitting the report to the State Controller. SMOOTH provided FTE data that appeared accurate which should have been included in the State Controller Report.

**Action:** Since the City began preparing and submitting separate Transit Operators Financial Transactions Reports, the FTE data have been consistent with the data provided by SMOOTH. The FTEs reported during the audit period for the fixed-route and ADA demand-response service modes were 3 and 1, respectively.

### Conclusion

This recommendation has been implemented.

### Prior Recommendation 3

Closely monitor performance measures of ADA demand response.

### Actions taken by the City of Guadalupe

**Background:** In light of recent trends showing increased cost from growth in demand for ADA service, it was suggested that the City and SMOOTH closely monitor the performance trends of this particular service. Given the larger expense of providing this service on a per passenger basis relative to fixed route and deviated fixed route, the City and SMOOTH should monitor the delivery of this service and determine where greater cost and/or service efficiencies could be developed. Because this is a federally mandated service, there are constraints on the types of policy and/or service changes that can be potentially made. However, should operating costs for this service continue to increase at a faster rate than for the transit system as a whole, additional attention and review of service delivery by transit management would be warranted. Opportunities for transitioning ADA demand-response riders onto fixed route should also be considered when possible.

**Action:** During the audit period, the ADA demand-response service saw improved performance trends. Operating costs decreased and ridership increased for this service mode. Since FY 2012, operating costs decreased nearly 37 percent whereas ridership increased by a comparable percentage (36.5 percent) and passenger fare revenues increased 66 percent. The increase in ADA riders is driven by trips to local dialysis appointments. While these trends are encouraging, it is suggested that the City continue to implement service efficiencies such as improving the grouping of trips and providing information and travel training on use of the Guadalupe Flyer and Shuttle.

Conclusion

This recommendation has been implemented.

## Section IV

### TDA Performance Indicators

This section reviews Guadalupe’s performance in providing transit service in an efficient and effective manner. TDA requires that at least five specific performance indicators be reported, which are contained in the following tables. Farebox is not one of the five specific indicators but is a requirement for continued TDA funding. Therefore, farebox calculation is also included for each mode. Two additional performance indicators, operating cost per mile and average fare per passenger, are included as well. Findings from the analysis are contained in the section following the tables.

Tables IV-1 through IV-3 provide the performance indicators for Guadalupe Transit system-wide and also for fixed route and ADA demand response. Charts depict the trends in the indicators. It is noted that the system-wide operating costs and fare revenues are based on audited figures, while modal costs and fare revenues for fixed route and ADA demand response are unaudited. The annual fiscal audits do not include a modal breakdown.

**Table IV-1  
Guadalupe Transit System-wide Performance Indicators**

Performance Data and Indicators	Audit Period				% Change FY 2012–2015
	FY 2012	FY 2013	FY 2014	FY 2015	
Operating Cost	\$361,555	\$359,285	\$409,800	\$372,796	3.1%
Total Passengers	112,859	109,520	109,025	105,572	-6.5%
Vehicle Service Hours	5,685	5,777	5,571	5,633	-0.9%
Vehicle Service Miles	104,269	105,152	102,289	102,518	-1.7%
Employee FTEs	4	4	4	4	0.0%
Passenger Fares	\$97,755	\$95,229	\$98,569	\$88,483	-9.5%
Operating Cost per Passenger	\$3.20	\$3.28	\$3.76	\$3.53	10.2%
Operating Cost per Vehicle Service Hour	\$63.60	\$62.19	\$73.56	\$66.18	4.1%
Operating Cost per Vehicle Service Mile	\$3.47	\$3.42	\$4.01	\$3.64	4.9%
Passengers per Vehicle Service Hour	19.9	19.0	19.6	18.7	-5.6%
Passengers per Vehicle Service Mile	1.08	1.04	1.07	1.03	-4.9%
Vehicle Service Hours per Employee	1,421.3	1,444.3	1,392.8	1,408.3	-0.9%
Average Fare per Passenger	\$0.87	\$0.87	\$0.90	\$0.84	-3.2%
Fare Recovery Ratio	27.0%	26.5%	24.1%	23.7%	-12.2%
Consumer Price Index (CPI Los Angeles CSMA)	1.6%	1.4%	1.8%	0.8%	-50.0%

*Source: Annual Fiscal & Compliance Audit, SMOOTH—Guadalupe Transit Performance Measures & Indicators, National Transit Database, State Controller Reports*

**Table IV-2  
Guadalupe Flyer & Shuttle Performance Indicators**

Performance Data and Indicators	Audit Period				% Change FY 2012–2015
	FY 2012	FY 2013	FY 2014	FY 2015	
Operating Cost	\$339,103	\$347,751	\$416,199	\$377,774	11.4%
Total Passengers	112,007	108,516	108,144	104,409	-6.8%
Vehicle Service Hours	5,186	5,164	5,172	5,172	-0.3%
Vehicle Service Miles	95,615	94,874	94,445	93,366	-2.4%
Employee FTEs	3	3	3	3	0.0%
Passenger Fares	\$94,558	\$92,187	\$96,186	\$83,167	-12.0%
Operating Cost per Passenger	\$3.03	\$3.20	\$3.85	\$3.62	19.5%
Operating Cost per Vehicle Service Hour	\$65.39	\$67.34	\$80.47	\$73.04	11.7%
Operating Cost per Vehicle Service Mile	\$3.55	\$3.67	\$4.41	\$4.05	14.1%
Passengers per Vehicle Service Hour	21.6	21.0	20.9	20.2	-6.5%
Passengers per Vehicle Service Mile	1.17	1.14	1.15	1.12	-4.5%
Vehicle Service Hours per Employee	1,728.7	1,721.3	1,724.0	1,724.0	-0.3%
Average Fare per Passenger	\$0.84	\$0.85	\$0.89	\$0.80	-5.6%
Fare Recovery Ratio	27.88%	26.51%	23.11%	22.02%	-21.0%

Source: National Transit Database, State Controller Report, SMOOTH–Guadalupe Transit Performance Measures & Indicators

**Table IV-3  
Guadalupe ADA Demand Response Performance Indicators**

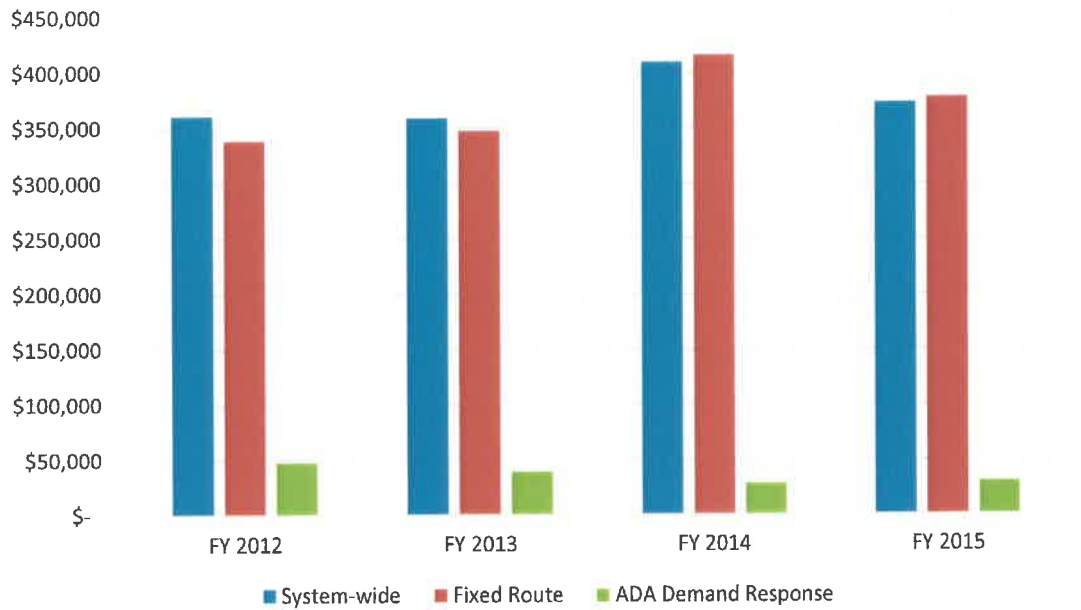
Performance Data and Indicators	Audit Period				% Change FY 2012–2015
	FY 2012	FY 2013	FY 2014	FY 2015	
Operating Cost	\$47,453	\$39,229	\$28,602	\$30,025	-36.7%
Total Passengers	852	1,004	881	1,163	36.5%
Vehicle Service Hours	499	613	399	461	-7.6%
Vehicle Service Miles	8,654	10,278	7,844	9,152	5.8%
Employee FTEs	1	1	1	1	0.0%
Passenger Fares	\$3,197	\$3,042	\$2,383	\$5,316	66.3%
Operating Cost per Passenger	\$55.70	\$39.07	\$32.47	\$25.82	-53.6%
Operating Cost per Vehicle Service Hour	\$95.10	\$64.00	\$71.68	\$65.13	-31.5%
Operating Cost per Vehicle Service Mile	\$5.48	\$3.82	\$3.65	\$3.28	-40.2%
Passengers per Vehicle Service Hour	1.7	1.6	2.2	2.5	47.8%
Passengers per Vehicle Service Mile	0.10	0.10	0.11	0.13	29.1%
Vehicle Service Hours per Employee	499.0	613.0	399.0	461.0	-7.6%
Average Fare per Passenger	\$3.75	\$3.03	\$2.70	\$4.57	21.8%
Fare Recovery Ratio	6.74%	7.75%	8.33%	17.71%	162.8%

Source: National Transit Database, State Controller Report, SMOOTH–Guadalupe Transit Performance Measures & Indicators

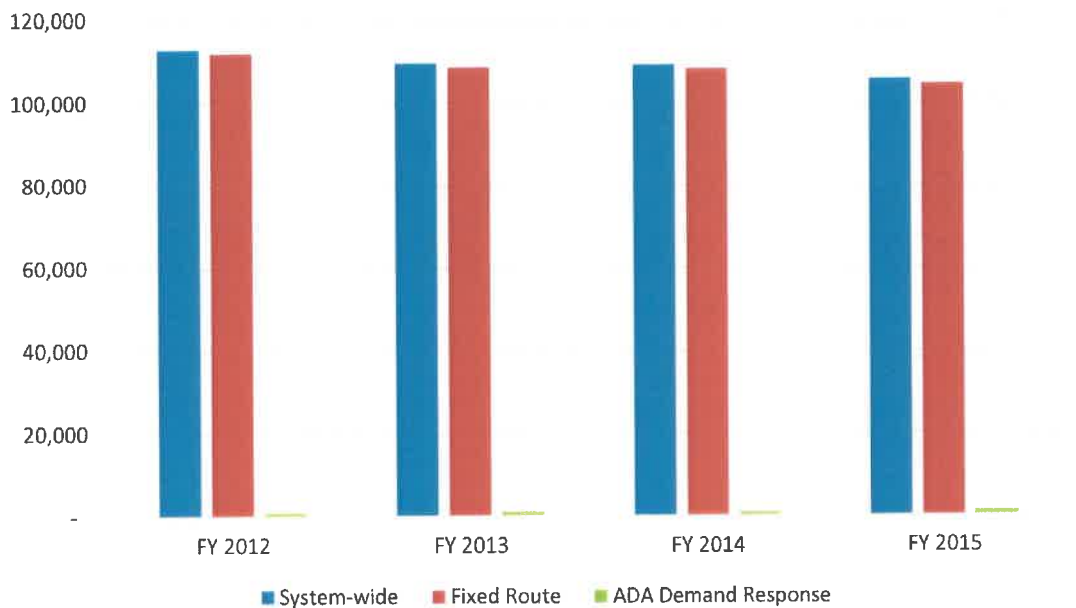
Column graphs on the following pages are used to depict the trends for select performance indicators (Graphs IV-1 through IV-6).



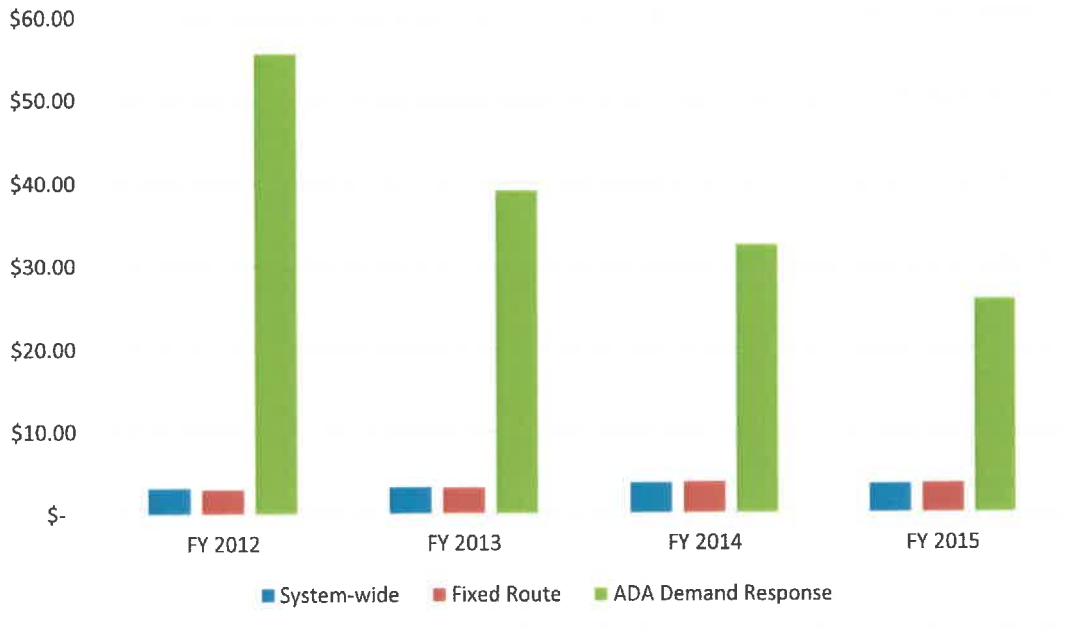
**Graph IV-1  
Operating Costs  
System-wide, Fixed Route, and ADA Demand Response**



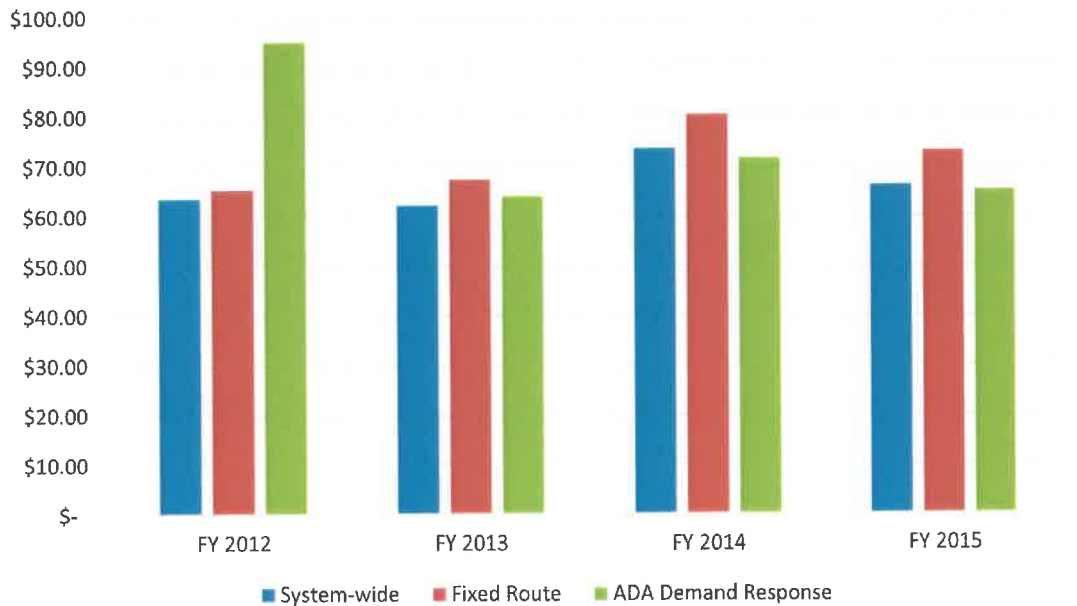
**Graph IV-2  
Ridership  
System-wide, Fixed Route, and ADA Demand Response**



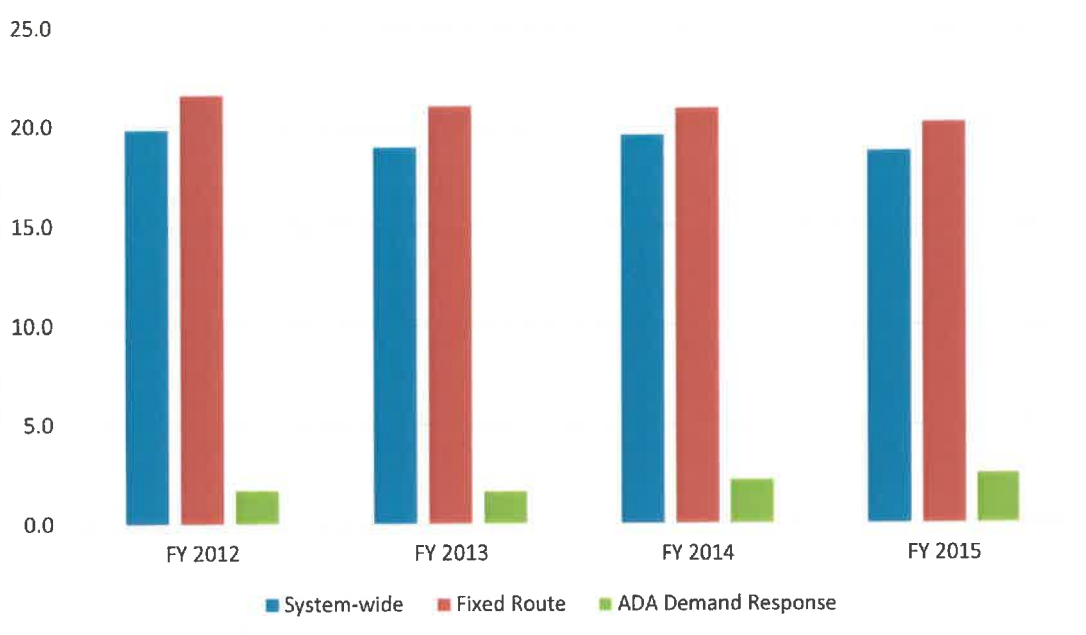
**Graph IV-3**  
**Operating Cost per Passenger**  
**System-wide, Fixed Route, and ADA Demand Response**



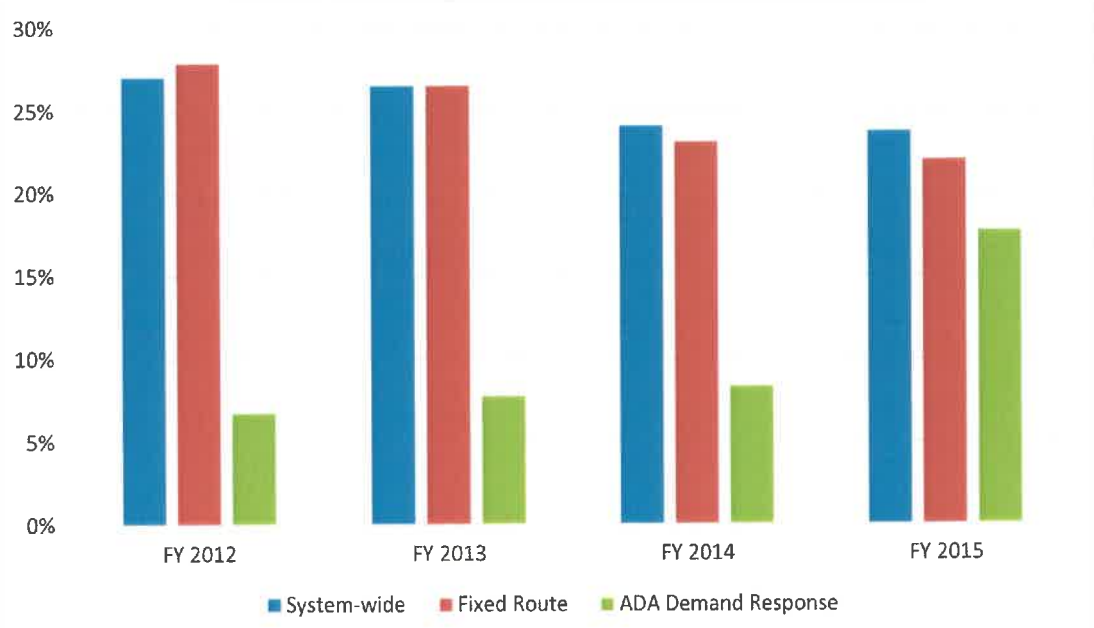
**Graph IV-4**  
**Operating Cost per Vehicle Service Hour**  
**System-wide, Fixed Route, and ADA Demand Response**



**Graph IV-5**  
**Passengers per Vehicle Service Hour**  
**System-wide, Fixed Route, and ADA Demand Response**



**Graph IV-6**  
**Fare Recovery Ratio**  
**System-wide, Fixed Route, and ADA Demand Response**



## Findings from Verification of TDA Performance Indicators

1. **Operating cost per vehicle service hour**, an indicator of cost efficiency, increased 4.1 percent system-wide from \$63.60 in FY 2012 to \$66.18 in FY 2015. This trend is similar to the fixed-route operation, which experienced an increase of 11.7 percent during the period. In contrast, ADA demand-response operations exhibited a decrease of 31.5 percent from \$95.10 in FY 2012 to \$65.13 in FY 2015. Operating costs increased 3.1 percent system-wide over the same period, with operating hours experiencing a slight decline of 0.9 percent.
2. **Operating cost per passenger**, an indicator of cost effectiveness, increased 10.2 percent system-wide from \$3.20 in FY 2012 to \$3.53 in FY 2015 as operating costs grew while overall ridership declined during the triennial period. Fixed-route services exhibited an increase of 19.5 percent from \$3.03 in FY 2012 to \$3.62 in FY 2015. ADA demand-response services decreased 53.5 percent during the period from \$55.70 in FY 2012 to \$25.82 in FY 2015 as operating costs declined and ADA demand-response ridership increased. Ridership system-wide decreased 6.5 percent during the period from 112,852 passengers in FY 2012 to 105,572 passengers in FY 2015.
3. **Passengers per vehicle service hour**, which measures the effectiveness of the service delivered, decreased 5.6 percent between FY 2012 and FY 2015 system-wide from 19.9 passengers per hour to 18.7 passengers per hour. The trend in this indicator reflects a decline in system-wide ridership at a rate higher than the decrease in service hours in the reporting period (6.5 percent decline in ridership versus 0.9 decrease in service hours). Fixed-route operations reflected a slightly greater rate of decrease of 6.5 percent over the same period from 21.6 to 20.2 passengers per hour. ADA demand-response operations exhibited an increase of 47.8 percent from 1.7 to 2.5 passengers per hour.
4. **Passengers per vehicle service mile**, another indicator of service effectiveness, decreased 4.9 percent system-wide from 1.08 in FY 2012 to 1.03 in FY 2015. For fixed-route operations, the number of passengers per service mile decreased 4.5 percent from 1.17 to 1.12. ADA demand-response services increased passengers per service mile from 0.10 to 0.13 during the triennial period. From the FY 2012 base year to FY 2015, total vehicle service miles exhibited a slight decline of 1.7 percent system-wide.
5. **Vehicle service hours per employee** experienced a slight decline of 0.9 percent system-wide between FY 2012 and FY 2015. This decrease was driven by the comparable decline in vehicle service hours, as FTEs remained constant at 4 employees during the reporting period. This measure is based on the number of employee full-time equivalents (FTE) using employee pay hours from the State Controller Report and dividing by 2,000 hours per employee.
6. **Farebox recovery** exhibited an overall annual decrease of 12.2 percent system-wide between FY 2012 and FY 2015. Farebox recovery decreased 21.0 percent on fixed-route service between FY 2012 and FY 2015, as passenger fares decreased 12.0 percent and operating costs increased 11.4 percent. For ADA demand-response service, farebox recovery increased 162.8 percent as passenger fares received increased 66.3 percent and operating costs declined 36.7 percent.

## **Conclusion from the Verification of TDA Performance Indicators**

Guadalupe Transit's performance indicators reflect slightly increased operating costs combined with lower ridership and farebox revenue, particularly driven by fixed-route services. The amount of fixed-route service supplied also decreased slightly, but at a rate lower than the decrease in ridership. ADA demand-response service improved efficiency and effectiveness by decreasing operating costs and increasing ridership and farebox revenues with only minor changes in vehicle service hours and miles.

## Data Consistency

In a review of data consistency among different reports, fiscal year-end performance data was compared between internal data reported by SMOOTH, the annual State Controller Report, and the annual National Transit Database (NTD). Performance data reviewed included ridership, vehicle revenue service hours, and vehicle revenue service miles. Table IV-4 shows the side-by-side comparison during the audit period (FYs 2013, 2014, and 2015).

SMOOTH submits operational data from internal reports to the City Finance Director for inclusion in the State Controller Report and NTD. City staff then enters the data onto the external reports.

Review of performance figures for fixed route and demand response indicates very consistent data among the reports. There are very minor discrepancies in the performance data, generally between internal reports and reports submitted to external agencies. Compared to the prior audit period, significant improvements have been made to overall data consistency. Since the NTD data is typically submitted after the State Controller Report, the City has provided consistent operational information between the two reports that are received by the state and federal governments.

**Table IV-4  
Data Consistency Review**

### Data Consistency – Flyer & Shuttle

TDA Statistic	Source	Audit Review Period		
		FY 2013	FY 2014	FY 2015
Unlinked Passengers	Internal SMOOTH Report	108,517	108,141	104,412
	FTA National Transit Database	108,516	108,144	104,409
	State Controller Report	108,516	108,144	104,409
Vehicle Service Hours	Internal SMOOTH Report	5,160	5,168	5,168
	FTA National Transit Database	5,164	5,172	5,172
	State Controller Report	5,164	5,172	5,172
Vehicle Service Miles	Internal SMOOTH Report	94,874	94,445	93,365
	FTA National Transit Database	94,874	94,445	93,366
	State Controller Report	94,874	94,445	93,366

**Data Consistency – ADA Demand Response**

TDA Statistic	Source	Audit Review Period		
		FY 2013	FY 2014	FY 2015
Unlinked Passengers	Internal SMOOTH Report	1,004	881	1,163
	FTA National Transit Database	1,004	881	1,163
	State Controller Report	1,004	881	1,163
Vehicle Service Hours	Internal SMOOTH Report	613	399	463
	FTA National Transit Database	613	399	461
	State Controller Report	613	399	461
Vehicle Service Miles	Internal SMOOTH Report	10,278	7,844	9,152
	FTA National Transit Database	10,278	7,844	9,152
	State Controller Report	10,278	7,844	9,152

## Section V

### Review of Operator Functions

This section provides an in-depth review of various functions within the City of Guadalupe. The review highlights accomplishments, issues, and/or challenges that were determined during the audit period. The following functions were reviewed at the City of Guadalupe and at the contract operator offices in Santa Maria:

- Operations
- Maintenance
- Planning
- Marketing
- General Administration and Management

#### Operations

Guadalupe Transit has distinguished itself as having the highest productivity of any transit operator in the North County. Even though the system remained relatively unchanged during the audit period, there were efforts toward implementation of Sunday service and expanded service hours based on the recommendations contained in the latest Short Range Transit Plan (SRTP), which was adopted in July 2015.

Most of the transit system's ridership is composed of a transit-dependent population with limited mobility options. The Guadalupe Flyer provides a lifeline to work, school, and other destinations for transit-dependent riders such as for high school students attending Righetti High School in Orcutt and for residents to access basic needs. Based on the survey findings from the SRTP, only 9 percent of riders indicated that they could have used a vehicle for the current trip without causing an inconvenience for someone else. Almost a quarter of riders indicated they would not have made the trip if the Flyer was not available.

Acknowledging this growing need, Guadalupe Transit implemented Sunday service and extended service hours in August 2015. Service frequencies on the Flyer were also adjusted from 60 minutes to 75 minutes as a means to improve on-time performance and provide a cushion for service delays caused by the at-grade railroad crossing along West Main Street (SR 166) in Guadalupe.

Although ridership patterns show a leveling of growth for the Flyer and Shuttle services during the three-year period, overall ridership remains relatively stable. The Shuttle service is a key travel mode for families transporting their elementary and junior high students to the two schools in Guadalupe. Table V-1 shows the trend in ridership among the three services.



**Table V-1  
Ridership by Service**

<b>Service Type</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>Total</b>
Flyer	83,214	83,015	76,468	242,697
Annual Change		0%	-8%	
Shuttle	25,303	25,126	27,944	78,373
Annual Change		-1%	11%	
ADA	1,004	881	1,163	3,048
Annual Change		-12%	32%	
<b>Total</b>	<b>109,521</b>	<b>109,022</b>	<b>105,575</b>	<b>324,118</b>
<b>Annual Change</b>		<b>0%</b>	<b>-3%</b>	

Source: SMOOTH

ADA demand-response ridership grew significantly toward the end of the audit period despite a 12 percent decrease in FY 2014. Compared to ridership during the prior triennial period (FYs 2010 through 2012), ADA passenger data continued to show improvement. Ridership during the current audit period increased to a level that is more than nearly double than that of the prior audit period. The sharp increase in ADA ridership is attributed to trips generated by local dialysis facilities such as the Central Coast Kidney Disease Center in Santa Maria. Provided that the ADA service extends beyond the three-quarter-mile route corridor in Santa Maria and into Orcutt upon request to avoid the need for a transfer to the Santa Maria transit system, customer convenience for Guadalupe riders is enhanced.

The Guadalupe Shuttle has served as a useful community circulator within the city. Peak capacity on the Shuttle is during the afternoon hours, with the majority of riders comprising students. The drivers assigned to the Guadalupe bus routes have long tenure with the transit system and are very familiar with the area and the passengers. As a result, both youth and adult riders are more comfortable using the bus on a routine basis, which heavily contributes to the stable ridership of the system.

Route sheets specific to each service mode are used to track passenger trips, fares, and mileage. Attached to the route sheet is the daily vehicle inspection checklist. More detailed route-level information is being collected and recorded by SMOOTH, which is quite positive in its ability to assess productivity. As an example, SMOOTH separates operational data between actual and revenue service on a monthly and annual basis. Customer service measures such as on-time performance, dial-a-ride no-shows, and customer complaints are also tracked. Beginning in October 2010, SMOOTH recorded these measures in its monthly reports. Table V-2 shows the results.

**Table V-2  
Guadalupe Transit Customer Service Measures**

	FY 2013	FY 2014	FY 2015
<b>On-Time Performance</b>			
<b>Guadalupe Flyer</b>	93.2%	93.4%	96.0%
<b>Guadalupe Shuttle</b>	100.0%	99.7%	99.0%
<b>Accidents</b>			
<b>Guadalupe Flyer/Shuttle</b>	1	2	0
<b>ADA Demand Response</b>	0	0	0
<b>ADA Demand Response Measures</b>			
<b>Complaints</b>	0	0	0
<b>Cancellations/Denials</b>	7	7	9
<b>No-Shows</b>	4	4	14

Source: SMOOTH–Guadalupe Transit

The Flyer and Shuttle have maintained schedules while ADA service has not experienced issues relating to complaints or no-shows by passengers. The number of accidents reported was negligible. The lack of complaints has been substantiated in the auditor’s discussion with City management.

## **Maintenance**

Maintenance performed on Guadalupe Transit vehicles is conducted at SMOOTH’s operations facility located at 240 East Roemer Way in Santa Maria. Guadalupe Transit vehicles are parked at this facility in addition to the SMOOTH Consolidated Transportation Services Agency (CTSA) fleet. The maintenance bay is capable of holding two demand-response-type vehicles in a back-to-back formation, or the equivalent of one large fixed-route transit bus.

Guadalupe Transit vehicles are subject to a regular preventive maintenance schedule based on a 45-day inspection protocol. The majority of heavier vehicle maintenance and repairs are provided by Santa Maria Diesel and Brummit Diesel in Santa Maria. The SMOOTH part-time mechanic is able to conduct timely preventive maintenance, light repairs, and vehicle inspections. Road calls are tracked and detailed in the SMOOTH–Guadalupe Transit Performance Measures & Indicators report. Road calls are presented for each mode in Table V-3.

**Table V-3  
Guadalupe Transit System Road Calls**

	FY 2013	FY 2014	FY 2015
<b>Guadalupe Flyer/Shuttle</b>	2	5	1
<b>ADA Demand Response</b>	0	0	0
<b>Total</b>	2	5	1

Source: SMOOTH–Guadalupe Transit

The number of road calls remained negligible despite rising in FY 2014 before decreasing in FY 2015. The Flyer and the Shuttle experienced few road calls on average, ranging from 2 in FY 2013 to 5 in FY 2014 to 1 in FY 2015. There were no road calls reported on the ADA demand-response service.

## **Planning**

During the audit period, the 2008 Guadalupe Short Range Transit Plan (SRTP) was updated and superseded by the 2015–2020 City of Guadalupe SRTP adopted in July 2014. The latest SRTP methodology included ridechecks on the Flyer, passenger surveys, and stakeholder interviews. Survey participants and stakeholders expressed an interest in longer service hours, more frequencies, maintaining service for youth, and Sunday service. There were three alternative service scenarios presented for the general public services, which proposed a new local fixed route and an express Flyer service between Guadalupe and Santa Maria. Increased service hours and Sunday service were implemented in August 2015. The SRTP also included a capital and financial plan. The DJ Farms residential development, which broke ground in March 2015, will eventually add 800 homes to Guadalupe. The transit service alternatives developed from the SRTP update take into account increased demand from this subdivision.

The North County Transit Plan was updated and adopted in September 2016 by SBCAG. The 2016 update was a three-year effort that built on the progress made since the adoption of the 2006 plan by identifying outstanding recommendations and offering proposals for increased service collaboration and improved governance. The Guadalupe City Administrator served as a project advisor during the course of the update. The 2016 plan recommended voluntary consolidation of transit operations in several key service areas including between Guadalupe and Santa Maria. More specifically, the City would give consideration for Guadalupe Transit to be administered and/or operated by SMAT. The two cities have initiated discussions about pursuing such an arrangement.

## **Marketing**

Various approaches and media are used to market Guadalupe Transit. Most of the marketing collateral is provided by SMOOTH. Given the large Hispanic population in the service area, a significant effort has been made to reach that market through Spanish-language content on the SMOOTH web pages for Guadalupe Transit and in the printed brochures and schedules.

Tri-fold brochures for each service mode have been developed and feature fares and schedules. Direct mailers and flyers are used to advertise the service as well as announce service hour and schedule changes. Press releases are also used to inform local media outlets of service changes and developments. A public service announcement about Guadalupe Transit was broadcast on local Spanish-language television.

Transit information for each service mode is accessible online through the SMOOTH website (<http://www.smoothinc.org/guadalupe-flyer.php>; <http://www.smoothinc.org/guadalupe-shuttle.php>; and <http://www.smoothinc.org/ada-service.php>). Each webpage features information

on passenger fares, transit rules, hours of operation, holiday schedule, and bus stop locations in both English and Spanish. The City of Guadalupe also has a link on its homepage (<http://www.ci.guadalupe.ca.us/>) to the Guadalupe Flyer service information on the SMOOTH website. In addition, bus passes and tokens sold at various locations in Guadalupe and Santa Maria provide a level of marketing within the community.

Pursuant to the federal Civil Rights Act of 1964, SMOOTH has an adopted Title VI Program that is applicable to Guadalupe Transit. Title VI requires that no person in the United States, on the grounds of race, color, or national origin, be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Program compliance includes policies and procedures posted on the SMOOTH website. Complaint forms are posted on the web page in English and Spanish.

### **General Administration and Management**

The City of Guadalupe was incorporated on August 3, 1946, as a general law city and has a council-manager form of government. The City Council is the city's principal policy-making body comprising five members—a Mayor and four Council Members. The Mayor and the four members of the City Council are elected for four-year terms by the electorate. The City Council meets twice monthly every other Tuesday at 6:00 p.m. in the City Hall Council Chambers located at 918 Obispo Street in Guadalupe.

The City Council provides policy direction to the City Administrator, who oversees City operations. All other department heads in the City serve under the direction of the City Administrator. The City Administrator administers the City's transit contract with SMOOTH. The Finance Director provides financial and accounting assistance. The City is considering retaining a consultant to serve as transit manager. The City Council generally becomes involved when transit issues are placed on the consent calendar or as agenda items for discussion and approval.

Guadalupe Transit has been operated by SMOOTH since its inception. SMOOTH is a Santa Maria-based nonprofit social service transportation organization founded in 1974. The organization is governed by a volunteer Board of Directors made up of northern Santa Barbara County residents, civic and business representatives, and disabled and senior advocates. The Executive Director of SMOOTH provides value to the City in the management of the transit service at no extra cost, including performance, grant development, and data retention, as well as assisting City staff on transit matters at public city meetings. Daily transit operations are coordinated by the SMOOTH Operations Manager, who is responsible for most staff, including the office manager, route specialist, and fleet mechanics. Other required staff include dispatchers (3 part-time positions) and administrative staff (3 part-time positions, shared as dispatchers).

Driver training is provided through the Transportation Safety Institute (TSI) and consists of 20 hours of classroom and 20 hours of behind-the-wheel training. In addition, 8 hours of annual training are provided. SMOOTH manages the required FTA Drug and Alcohol Program utilizing the consortium

services of Industrial Medical Group (IMG) of Santa Maria for all drug and alcohol testing and evaluation.

SMOOTH operated under a contract with the City that had been in effect since July 1, 2007, and expired June 30, 2013. The contract was for three years plus three additional years tied to annual renewal options by the City. An RFP was issued in February 2013 for management, operations, and maintenance of Guadalupe Transit. With a changeover in City Administrators during the RFP period, assistance was provided to the City by the transit services manager from SMAT, and to some degree by SMOOTH. Bids were received from three firms that have served the North County area transit operators. A technical evaluation panel comprising four individuals representing different groups/public transit and planning agencies, including a transit agency from outside of the county, was formed for the bid process. At the conclusion of the evaluation, SMOOTH was selected as the contractor, not only for being the lowest bidder but for its existing knowledge and reputation in the Guadalupe community. It is worth noting that the SMOOTH cost per hour bid for both fixed route and ADA was slightly lower than the rate for the last year of the prior contract, an indication of cost containment that should be realized for the transit system over the next few years. The latest contract went into effect July 1, 2013, under similar terms and provisions as the previous agreement. The latest contract provides for the hourly rate to be inclusive of vehicle insurance costs and four option years instead of three.

Pursuant to TDA, the City receives Local Transportation Fund (LTF) proceeds and State Transportation Assistance Funds (STAF). TDA revenues are used primarily toward operating expenditures. Based on State Controller Report data, LTF revenues received by the City during the audit period were \$241,640 in FY 2013; \$251,526 in FY 2014; and \$232,745 in FY 2015. STAF revenues received were \$45,597 in FY 2013; \$43,657 in FY 2014; and \$42,028 in FY 2015. SMOOTH prepares the TDA claim on behalf of the City. The Transit Operators Financial Transactions Reports are prepared by the City Finance Director.

#### Grant Administration and Funding

Grant funding allocated toward supporting transit services has been derived from state and federal sources. State funding has consisted of Proposition 1B allocations and Cap-and-Trade Program funding. Guadalupe has used Proposition 1B Public Transportation Modernization, Improvement & Service Enhancement (PTMISEA) funds for the purchase of additional cameras for installation on-board three buses, which has increased safety and security on the transit system.

The California Air Resources Board's Cap-and-Trade Program provides new funding for transit that is part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California legislature in 2014 by Senate Bill 862. One component is the Low Carbon Transit Operations Program (LCTOP) that was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with an emphasis on serving disadvantaged communities. Guadalupe used its LCTOP allocation toward the implementation of Sunday service.

Annual transit-related federal grants are derived from the FTA Section 5311 program for operating expenses. Based on financial data reported in the National Transit Database, Guadalupe received \$35,000 in FY 2013; \$72,344 in FY 2014; and \$73,979 in FY 2015.

## Section VI

### Findings and Recommendations

The following material summarizes the major findings obtained from this triennial audit covering FYs 2013 through 2015. A set of recommendations is then provided.

#### Triennial Audit Findings

1. Of the compliance requirements pertaining to the City of Guadalupe, the City complied with each of the nine requirements. Two additional compliance requirements did not apply to Guadalupe (e.g., intermediate and urban farebox recovery ratios).
2. Based on the available data from the annual fiscal and compliance audits, the City exceeded the minimum rural farebox recovery ratio standard of 10 percent in each of the three performance audit years. The farebox recovery ratio was 26.5 percent in FY 2013, 24.1 percent in FY 2014, and 23.7 percent in FY 2015. The average farebox recovery during the triennial period was 24.76 percent.
3. Guadalupe participates in the CHP Transit Operator Compliance Program through the contractor in which the CHP has conducted inspections at SMOOTH's facility within the 13 months prior to each TDA claim. The CHP inspection reports submitted for review were found to be satisfactory.
4. The operating budget did not increase by more than 15 percent and exhibited modest changes during the audit period. The budget increased 4.1 percent in both FY 2013 and FY 2014. The FY 2015 operating budget decreased 1.6 percent.
5. The City of Guadalupe continues to utilize federal rural grant funding in addition to TDA revenues. The FTA 5311 applications are completed by SMOOTH as part of the contracted services. Funding was provided for operations in each audit year.
6. Guadalupe satisfactorily implemented the three prior audit recommendations, which pertained to submitting a separate State Controller Report for ADA demand response, correctly calculating the number of FTEs, and monitoring performance trends for ADA demand response.
7. Operating cost per vehicle service hour, an indicator of cost efficiency, increased 4.1 percent system-wide from \$63.60 in FY 2012 to \$66.18 in FY 2015. This trend is similar to the fixed-route operation, which experienced an increase of 11.7 percent during the period. In contrast, ADA demand-response operations exhibited a decrease of 31.5 percent from \$95.10 in FY 2012 to \$65.13 in FY 2015. Operating costs increased 3.1 percent system-wide over the same period, with operating hours experiencing a slight decline of 0.9 percent.
8. Operating cost per passenger, an indicator of cost effectiveness, increased 10.2 percent system-wide from \$3.20 in FY 2012 to \$3.53 in FY 2015 as operating costs grew while overall ridership

declined during the triennial period. Fixed-route services exhibited an increase of 19.5 percent from \$3.03 in FY 2012 to \$3.62 in FY 2015. ADA demand-response services decreased 53.6 percent during the period from \$55.70 in FY 2012 to \$25.82 in FY 2015 as operating costs declined and ADA demand-response ridership increased. Ridership system-wide decreased 6.5 percent during the period from 112,852 passengers in FY 2012 to 105,572 passengers in FY 2015.

9. Passengers per vehicle service hour, which measures the effectiveness of the service delivered, decreased 5.6 percent between FY 2012 and FY 2015 system-wide from 19.9 passengers per hour to 18.7 passengers per hour. The trend in this indicator reflects a decline in system-wide ridership at a rate higher than the decrease in service hours in the reporting period (6.5 percent decline in ridership versus 0.9 decrease in service hours). Fixed-route operations reflected a slightly greater rate of decrease of 6.5 percent over the same period from 21.6 to 20.2 passengers per hour. ADA demand-response operations exhibited an increase of 47.8 percent from 1.7 to 2.5 passengers per hour.
10. Most of the transit system's ridership is composed of a transit-dependent population with limited mobility options. Acknowledging this growing need, Guadalupe Transit implemented Sunday service and extended service hours in August 2015. Service frequencies on the Flyer were also adjusted from 60 minutes to 75 minutes as a means to improve service performance.
11. The 2015–2020 City of Guadalupe SRTP was adopted in July 2014. The SRTP contained three alternative service scenarios presented for the general public services, which proposed a new local fixed route and an express Flyer service between Guadalupe and Santa Maria.
12. The current operations contract with SMOOTH went into effect July 1, 2013, under similar terms and provisions as the previous agreement. The latest contract provides for the hourly rate to be inclusive of vehicle insurance costs and four option years instead of three.



## **Recommendations**

1. Review opportunities for increasing local revenue to boost farebox recovery.  
(Auditor Suggestion)

As a result of state legislation (SB 508) passed in October 2015 that further solidifies current practice, transit systems are able to boost their farebox recovery through inclusion of local revenues generated by the transit service. Although the system-wide farebox recovery ratio for Guadalupe Transit far exceeds the 10 percent minimum standard, supplemental revenues would serve in providing a local match for state and federal grants as well as fund a dedicated transit manager position that is under consideration. Other revenue enhancements commonly used by transit operators are advertisement on buses and bus shelters, and fare revenue agreements in lieu of individual fare payment with entities that have regular riders. Should the farebox ratio ever dip below the 10 percent standard, the City has options to meet that standard beyond fare revenue by considering additional local revenues tied to transit.


2. Consider other transit administration options for Guadalupe Transit.  
(Auditor Suggestion)

The City's transit service has been administered by the City Administrator and the Finance Director, and is among a number of City departments and services under their purview. The City has considered retaining a consultant to serve as transit manager. SMOOTH has operated Guadalupe Transit since inception and provides a number of value-added support services such as grant administration and marketing. SMOOTH is also the designated Consolidated Transportation Services Agency (CTSA) for northern Santa Barbara County. The adopted 2016 North County Transit Plan recommended a voluntary merger of transit operations in several key service areas, including between Guadalupe and Santa Maria. More specifically, the City would give consideration for Guadalupe Transit to be administered and/or operated by SMAT, which could result in greater cost efficiencies. It is suggested that the two cities and the CTSA continue discussions about the administration and operation of the transit system.

AGENDA ITEM NO. 7a.

**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE**  
**Agenda of November 29, 2016**

  
**Prepared by:**  
**Gary Hoving, Director of Public Safety**

  
**Approved by:**  
**Cruz Ramos, City Administrator**

**SUBJECT:**           **Approval to Submit a Grant Application to the Federal Emergency Management Administration for Funding to Replace a Fire Engine**

**RECOMMENDATION:**

It is recommended that the City Council provide approval for City staff to submit a grant application to the Federal Emergency Management Administration to fund a fire engine for the Fire Department.

**BACKGROUND:**

The Federal Emergency Management Administration (FEMA) hosts an annual grant to fund fire engines through their Assistance to Firefighters Grant (AFG) program.

**DISCUSSION:**

City staff is seeking City Council approval to submit a grant application to FEMA for the replacement of the secondary response fire engine owned by the city.

The proposed grant funding would replace the backup engine that was received through surplus from the Santa Maria Fire Department. Such a funding opportunity would allow us to maintain two fully serviceable first response fire engines and surplus our oldest.

If funded, the new engine would be assigned as the primary response vehicle with many enhanced capabilities including firefighting foam. The current primary engine would then be utilized as the secondary or back up rig. Such a plan would result in an improved response to fires and rescues by the City with two engines of modern design and proper accommodations for the safety of the firefighters. Such an increase in capability is rather timely with the planned growth of the City.

This funding source does have a 5% local contribution. However, considering the enhanced response capabilities at no impact upon the general fund, this is a fortunate opportunity for the public safety of the City. The cost for a replacement engine is \$618,300.

This grant was submitted prior to receiving approval by City Council due to a short deadline for submission. By submitting the application prior to approval, the City is under no obligation to accept the grant and may withdraw our application from consideration.

## **FISCAL IMPACT**

The cost for the proposed fire engine is \$618,300. According to the terms of the grant, a 5% local funding contribution is required amounting to \$30,915. The local contribution will be sought through the FY 2017/2018 budget cycle and/or funded through Proposition 172 funds. Upon award of the grant, the City would realize a savings from general fund expenses through the cost avoidance of the purchase of a major piece of firefighting equipment and would realized a reduced maintenance liability.

**Gary L. Hoving**  
Director of Public Safety

**REPORT TO CITY COUNCIL**  
**Council Agenda of 11-29-16**

  
**Amelia M. Villegas, Human Resources**

**SUBJECT**

**Public Works & Utilities Departments – Reorganization**

**RECOMMENDATION**

**Adopt Resolution No. 2016-66 upgrading the position of Maintenance & Field Operations Manager, and establishing the position of City Worker, approving both job descriptions and salary ranges, and authorizing staff to begin the recruitment process.**

**DISCUSSION**

**On January 26, 2016 the Council approved water and wastewater rates which included an allowance for adding staff to the Water and Wastewater departments. It was recommended by the previous City Administrator in the May 24, 2016 city council meeting to approve the new position of Public Works & Utilities Director. The proposed salary range was \$85,000 to \$113,908. The Council did not approve the new position stating the City should wait a period time after the rate increase.**

**The current City Administrator has reviewed all public works and utilities activities proposing to combine all functions under one position, Maintenance & Field Operations Manager. If approved, water, wastewater, streets, parks and building and facilities would all report under this position. The proposed salary range for this revised position, which will remain in the SEIU bargaining unit, is \$32.472 - \$43.516 per hour. The current Public Works Supervisor will move into this revised position.**

**With the cost savings realized by not hiring at a Director level, it is proposed to establish a floating position, “City Worker”, to provide support to all public works and utilities functions. This position will be initially full-time, temporary, with the potential to become a full-time, regular position. The salary level for this position is \$12.00 p/hour, or higher, depending on experience.**

**The salary and benefits for the Manager & Field Operations Manager will be split among Water, Wastewater and Streets, with a small percentage charged to Buildings & Parks. There will be an emphasis on Water and Wastewater which acknowledges the significant work that must take place over the next few years to implement the 10-year capital improvement plan identified in the City’s Water and Wastewater Plans.**

**ATTACHMENTS**

**Maintenance & Field Operations Manager & City Worker job descriptions  
Resolution No. 2016-66**

**RESOLUTION NO. 2016-66**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE  
ESTABLISHING THE REVISED POSITION OF MAINTENANCE & FIELD OPERATIONS  
MANAGER, AND NEW POSITION OF CITY WORKER, APPROVING BOTH JOB  
DESCRIPTIONS AND SALARY RANGES FOR THESE POSITIONS**

**WHEREAS**, the Water and Wastewater Rate Study completed in 2015 incorporated the salary and benefit costs for a Utilities Director into the future water and wastewater rates recommended to Council; and

**WHEREAS**, most local communities have Public Works and Utilities Departments managed by one person; and

**WHEREAS**, the City Council believes it would be cost efficient to reorganize these specific functions under one position and to create a floating position to provide support in these areas, where needed.

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

**SECTION 1.** The revised position of Maintenance & Field Operations Manager is an hourly position in the SEIU bargaining unit. The position of City Worker is initially full-time, temporary, with no benefits attached except sick leave accrual, per AB1522.

**SECTION 2.** The job descriptions of Maintenance & Field Operations Manager and City Worker are attached.

**SECTION 3.** The proposed seven-step hourly salary range for Maintenance & Field Operations Manager is \$32.472 to \$43.516. The proposed City Worker position does not have a corresponding salary range as a temporary position but the starting salary is set at \$12.00 per hour or higher, depending on experience.

**SECTION 4.** Staff is authorized to begin recruitment for the City Worker temporary position.

**PASSED AND ADOPTED** at a special meeting on the 29<sup>th</sup> of November 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. 2016-66**, has been duly signed by the Mayor and attested by the City Clerk, all at a special meeting of the City Council, held November 29, 2016, and that same was approved and adopted.

**ATTEST:**

\_\_\_\_\_  
**Joice Earleen Raguz, City Clerk**

\_\_\_\_\_  
**John Lizalde, Mayor**



## **Maintenance & Operations Field Manager**

**Reports to: City Administrator**  
**Department: Public Works & Utilities**  
**Date: November 2016**

### **DEFINITION**

**Plans, organizes, directs, coordinates and reviews the work of skilled and semi-skilled personnel involved in the day-to-day public works and utilities operations, maintenance, repairs and related public works activities and projects. These include wastewater, water, streets, sidewalks, storm drains, public facilities and parks.**

### **ESSENTIAL FUNCTIONS**

- **Assists in the development and administration of public works and utility departments and ensures that public works and utility operations are run in a safe, reliable, and economic manner.**
- **Works with departments to develop and administer the public works and utilities department budgets.**
- **Oversees the administration of the City's water distribution program, ensuring monitoring daily water production, pump and motor efficiency and water quality reports.**
- **Oversees and ensures the operation of the City's wastewater treatment plant facilities, operations and chemical analysis are in compliance with all appropriate permits and governmental and/or regulating agencies.**
- **Coordinates activities of the public works and utility departments with those of other staff and departments, city engineer, outside agencies, city officials and the public; fosters cooperative working relationships.**
- **Manages the street and sidewalk maintenance program, tracking the status and timely completion of all projects.**
- **Coordinates the planning, scheduling, and overseeing of the work activities of staff responsible for the construction, maintenance, repair and/or operation of streets, streetlights, parks, landscaped medians and City facilities.**
- **Recommends and assists in the development and upkeep of short and long-range maintenance schedules for City facilities, equipment, streets, parks, water and wastewater**
- **Prepares budget and scheduling estimates on assigned projects; obtains a thorough knowledge and understanding of applicable construction plans, contracts and documents; establishes budget goals for applicable maintenance projects, as required.**

## **Maintenance & Operations Field Manager**

**November 2016**

**Page 2 of 3**

- **Prepares technical and/or analytical reports on operations, as necessary; prepares project cost estimates; orders supplies, tools and materials; reviews and monitors all purchase orders; participates in the equipment procurement process; monitors and controls supplies and equipment.**
- **Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information, as appropriate, and resolves public service or operational complaints; establishes and maintains a customer service orientation within all projects.**
- **Ensures the City is in compliance with all requirements established by regional, state and federal regulatory agencies.**
- **Contributes to the preliminary operational and capital improvement budgets for the water system, sewer system, wastewater treatment plant, streets, parks and City facilities for review and final preparation by the City Administrator.**
- **Oversees inspection of City parks and facilities for safety concerns and equipment deficiencies.**
- **Coordinates and monitors the programs and activities of public works and utility departments for the efficient and effective functioning and attainment of program goals and objectives.**
- **Establishes performance goals for staff; participates in the selection of maintenance personnel; motivates and evaluates assignments and personnel; provides necessary training; initiates disciplinary procedures, as appropriate.**
- **May respond to after-hours call-outs and assist in the management of major incidents or disasters.**

### **KNOWLEDGE/SKILLS**

- **Practices, techniques and materials used in building and equipment maintenance, and construction, repair, maintenance and operation of water and wastewater facilities, parks, streets and signage activities.**
- **Managerial principles and practices, including program and budget planning, development, implementation and evaluation.**
- **Applicable federal, state and local laws, codes, regulations relating to water quality control and distribution, cross-connection control and wastewater treatment.**
- **Principles, methods and techniques of supervision, training, motivation and performance evaluation.**
- **Short-and long-range construction maintenance programs for streets, water, wastewater, maintenance, public facilities, construction and repair.**
- **Occupational hazards and standard safety practices.**
- **Excellent written, verbal and interpersonal skills.**
- **Principles and practices of exemplary customer service.**

### **EDUCATION & EXPERIENCE:**

- High School Diploma or equivalent, with 5-7 years of increasingly responsible experience in public works and utilities operations, 3 years of which were in a supervisory capacity, effectively implementing programs and objectives by leading, motivating and training subordinate staff.
- Possession of both CA State Water Distribution and Wastewater Treatment certifications, desirable.
- Possession of a valid California driver's license, Class C, and a satisfactory driving record.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at and below shoulder level.
- Ability to occasionally lift, carry, push and pull materials and objects up to 50 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Frequently uses a computer and telecommunications equipment; drives motorized equipment/vehicles.
- Occasionally sits, and frequently stands or walks.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently works in outside weather conditions and is exposed to wet and/or humid conditions.
- Occasionally works near moving mechanical parts.
- Occasionally works in precarious places with exposure to fumes, airborne particles, toxic or caustic chemicals, raw and treated wastewater, and risk of electric shock.
- The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

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







## **CITY WORKER**

**Reports to: Maintenance & Operations Field Manager**

**Department: Public Works & Utilities**

**Date: November 2016**

### **DEFINITION**

**Under direct supervision, assists in general labor assignments and supports work in all areas of public works and utility departments, to include water, wastewater, streets, building and parks and recreation.**

### **ESSENTIAL FUNCTIONS**

- **Coordinates opening and closing of City Hall, to include workdays, special events and activities, sometimes requiring after-hours duty.**
- **Assists the Water Department in meter reading, and other general work assignments, as needed.**
- **Assists the Wastewater Treatment Plant in plant yard and facilities maintenance, and other work assignments, as needed.**
- **Performs maintenance work, such as painting City facilities and equipment, repairing benches and playing equipment.**
- **Performs minor repair work, such as repairing faucets and sprinkler heads, replacing washers, unclogging drains, repairing wall switches and ceiling lights and replacing broken windows.**
- **Removes dead trees and branches using chain and hand saws, and other park maintenance assignments, as needed.**
- **Assists in city council room preparation, for city council meetings, or other meetings/events, as directed.**

### **KNOWLEDGE/SKILLS**

- **Basic knowledge of common tools and equipment and preventative maintenance techniques.**
- **Knowledge of safety practices and procedures.**
- **Ability to work in a multi-disciplined environment.**
- **Ability to work a flexible schedule, as required.**

## **EDUCATION & EXPERIENCE**

- High School Diploma or equivalent.
- Minimum of 1-2 years in minor maintenance repair work.
- Possession of a valid California driver's license, Class C, and a satisfactory driving record.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at and below shoulder level.
- Ability to occasionally lift, carry, push and pull materials and objects up to 50 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.
- Occasionally uses telecommunications equipment; drives motorized equipment/vehicles.
- Occasionally sits; frequently stands or walks.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently works in outside weather conditions and is exposed to wet and/or humid and dusty conditions.
- Occasionally works near moving mechanical parts and electrical hazards.
- Occasionally works in contact with hazardous chemicals.

The noise level in the work environment usually quiet in the office and moderate to loud in field settings.

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



9a.

## AGENDA REPORT

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### SUBJECT/TITLE:

### ADA RAMP AND VALVE REPLACEMENT PROJECT

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### RECOMMENDATION:

1. **ADOPT RESOLUTION NO. 2016-67 TO AUTHORIZE MAYOR TO EXECUTE CONSTRUCTION CONTRACT WITH JJ FISHER CONSTRUCTION, INC. FOR THE ADA RAMP AND VALVE REPLACEMENT PROJECT**

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### EXECUTIVE SUMMARY:

The 2016 Pavement Rehabilitation Project was postponed until Spring/Summer 2017. The work includes pulverizing the existing pavement and base material to a depth of 16 inches. This required the gas lines in Pioneer Street to be lowered prior to construction. Due to delays caused by the lowering of gas lines and the type of work involved in the project, the City's pavement consultant has recommended postponing construction until next year.

To expedite construction of the pavement project next year, the ADA ramps and water valve replacements have been removed from the contract to be constructed over the winter months. This type of work is not as weather dependent. Federal and State regulations dictate that curb ramps must be upgraded to current ADA standards when reconstruction or rehabilitation of pavement occurs. Within the Pavement Rehabilitation Project limits there are 30 ramps that need some type of work to make compliant with ADA regulations. Additionally, 3 water valves on Pioneer Street have been identified by City staff for replacement prior to the paving project.

On October 12, 2016, the City Engineer solicited formal bids for the ADA Ramp and Valve Replacement Project. The deadline to receive bids was 2:00 p.m., November 3, 2016. The City received six bids. JJ Fisher Corporation was the low bidder.

It is recommended to award the contract to JJ Fisher for a fee of \$199,128.00. It is also recommended to authorize the City Administrator to approve contract change orders during construction up to 15% over the contract amount, if deemed necessary.

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**FISCAL IMPACT:** The ADA ramp replacement will be paid for from Measure A funds, and the water valve replacements will be paid for out of the water enterprise fund.

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### ALTERNATIVE OPTIONS:

1. **Do not approve agreement and provide alternate direction to staff.**
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Agenda Item: \_\_\_\_\_

**ATTACHMENTS:**

1. Resolution No. 2016-67
2. Bid Results

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Prepared by: Jeff van den Eikhof, City Engineer

Meeting Date: 29 November 2016

City Administrator Approval: \_\_\_\_\_



Agenda Item: \_\_\_\_\_

**RESOLUTION NO. 2016-67**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE  
APPROVING A CONTACT WITH JJ FISHER CONSTRUCTION, INC.  
FOR THE ADA RAMP AND VALVE REPLACEMENT PROJECT**

**WHEREAS**, the City of Guadalupe received six bids for the construction of the ADA Ramp and Valve Replacement Project; and,

**WHEREAS**, the low bid was received by JJ Fisher Construction, Inc.; and,

**WHEREAS**, JJ Fisher Construction, Inc. meets the qualifications for the construction of the project; and,

**WHEREAS**, Staff recommends the award of the construction contract to JJ Fisher Construction, Inc.;

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

**SECTION 1.** Authorize the contract with JJ Fisher Construction, Inc. for \$199,128.00; and,

**SECTION 2.** Authorize the City Administrator to approve change orders to the contract during construction up to 15% of the bid price, if deemed necessary.

**PASSED, APPROVED AND ADOPTED** at a special meeting on the 29<sup>th</sup> day of November 2016 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. 2016-67, has been duly signed by the Mayor and attested by the City Clerk, all at a special meeting of the City Council, held November 29, 2016, and that same was approved and adopted.

**ATTEST:**

\_\_\_\_\_  
Joice Earleen Raguz, City Clerk

\_\_\_\_\_  
John Lizalde, Mayor



**CITY OF GUADALUPE  
2016 PAVEMENT MAINTENANCE PROJECT  
BID RESULTS**

<b>BASE BID</b>				American Asphalt South		VSS International	
BID ITEM & DESCRIPTION				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
No.	ITEM	QUAN	UNIT				
1	Mobilization, Bonds & Insurance	1	LS	\$11,750.00	\$11,750.00	\$7,680.00	\$7,680.00
2	Traffic Control	1	LS	\$7,000.00	\$7,000.00	\$4,225.00	\$4,225.00
3	Storm Water Pollution Control Program	1	LS	\$1,000.00	\$1,000.00	\$856.60	\$856.60
4	Crack Seal & Slurry Seal (Type II)	186	TN	\$263.43	\$48,997.98	\$405.00	\$75,330.00
5	HMA Fill	240	SF	\$12.10	\$2,904.00	\$16.80	\$4,032.00
6	Digout or Remove & Replace 4" HMA	928	SF	\$11.00	\$10,208.00	\$16.80	\$15,590.40
7	Install Blue RPM @ Fire Hydrant	13	EA	\$11.00	\$143.00	\$14.00	\$182.00
8	Install 12" Crosswalk/Limit Line (Thermo)	192	LF	\$5.50	\$1,056.00	\$6.00	\$1,152.00
9	Install "STOP" Legend (Thermo)	12	EA	\$198.00	\$2,376.00	\$499.00	\$5,988.00
10	Paint Curb Red (Paint)	491	LF	\$1.10	\$540.10	\$4.00	\$1,964.00
<b>BASE BID TOTAL:</b>					<b>\$85,975.08</b>		<b>\$117,000.00</b>



**CITY OF GUADALUPE**  
**2016 PAVEMENT MAINTENANCE PROJECT**  
**BID RESULTS**

<b>BASE BID</b>				American Pavement Systems		R. Burke Corporation	
BID ITEM & DESCRIPTION				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
No.	ITEM	QUAN	UNIT				
1	Mobilization, Bonds & Insurance	1	LS	\$22,625.00	\$22,625.00	\$14,600.00	\$14,600.00
2	Traffic Control	1	LS	\$9,675.00	\$9,675.00	\$16,200.00	\$16,200.00
3	Storm Water Pollution Control Program	1	LS	\$1,000.00	\$1,000.00	\$1,400.00	\$1,400.00
4	Crack Seal & Slurry Seal (Type II)	186	TN	\$444.27	\$82,634.22	\$540.00	\$100,440.00
5	HMA Fill	240	SF	\$7.25	\$1,740.00	\$12.50	\$3,000.00
6	Digout or Remove & Replace 4" HMA	928	SF	\$7.25	\$6,728.00	\$11.00	\$10,208.00
7	Install Blue RPM @ Fire Hydrant	13	EA	\$15.75	\$204.75	\$12.00	\$156.00
8	Install 12" Crosswalk/Limit Line (Thermo)	192	LF	\$5.25	\$1,008.00	\$6.00	\$1,152.00
9	Install "STOP" Legend (Thermo)	12	EA	\$105.00	\$1,260.00	\$215.00	\$2,580.00
10	Paint Curb Red (Paint)	491	LF	\$2.10	\$1,031.10	\$2.00	\$982.00
<b>BASE BID TOTAL:</b>					<b>\$127,906.07</b>		<b>\$150,718.00</b>

**CITY OF GUADALUPE  
2016 PAVEMENT MAINTENANCE PROJECT  
BID RESULTS**

<b>BASE BID</b>				Teffer Pavement Technologies	
BID ITEM & DESCRIPTION					
No.	ITEM	QUAN	UNIT	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds & Insurance	1	LS	\$30,000.00	\$30,000.00
2	Traffic Control	1	LS	\$15,000.00	\$15,000.00
3	Storm Water Pollution Control Program	1	LS	\$1,000.00	\$1,000.00
4	Crack Seal & Slurry Seal (Type II)	186	TN	\$475.00	\$88,350.00
5	HMA Fill	240	SF	\$40.00	\$9,600.00
6	Digout or Remove & Replace 4" HMA	928	SF	\$32.00	\$29,696.00
7	Install Blue RPM @ Fire Hydrant	13	EA	\$11.00	\$143.00
8	Install 12" Crosswalk/Limit Line (Thermo)	192	LF	\$4.00	\$768.00
9	Install "STOP" Legend (Thermo)	12	EA	\$275.00	\$3,300.00
10	Paint Curb Red (Paint)	491	LF	\$2.75	\$1,350.25
<b>BASE BID TOTAL:</b>					<b>\$179,207.25</b>