



City of Guadalupe

AGENDA

Regular Meeting of the Guadalupe City Council

Tuesday, November 14, 2023, at 6:00 pm
City Hall, 918 Obispo Street, Council Chambers

The City Council meeting will broadcast live streamed on the City of Guadalupe's Official YouTube channel: <https://www.youtube.com/channel/UCaxeHWd9JkmvKnGFU8BAYQQ>

If you choose not to attend the City Council meeting but wish to make a comment during Community Participation Forum or on a specific agenda item, please submit via email to juana@ci.guadalupe.ca.us no later than 2:00 pm on Tuesday, November 14, 2023.

Please be advised that, pursuant to State Law, any member of the public may address the City Council concerning any item on the Agenda, before or during Council consideration of that item. If you wish to speak on any item on the agenda, including any item on the Consent Calendar or the Ceremonial Calendar, please submit a speaker request form for that item. If you wish to speak on a matter that is not on the agenda, please do so during the Community Participation Forum.

The Agenda and related Staff reports are available on the City's website: www.cityofguadalupe.org Friday before Council meeting.

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

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

1. **ROLL CALL:**

Council Member Christina Hernandez
Council Member Gilbert Robles
Council Member Megan Lizalde
Mayor Pro Tempore Eugene Costa Jr.
Mayor Ariston Julian

2. **PLEDGE OF ALLEGIANCE**

3. **MOMENT OF THANKS, APPRECIATION OR CONDOLENCES.**

4. AGENDA REVIEW

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

5. CEREMONIAL CALENDAR

A. Swearing-in Gabriel Matsuura, Paid Call Firefighter

6. COMMUNITY PARTICIPATION FORUM

Each person will be limited to a discussion of three (3) minutes or as directed by the Mayor. Pursuant to the 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.

7. CONSENT CALENDAR (A-J)

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

- A. Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting unless City Council indicates otherwise.
- B. Approve payment of warrants for the period ending November 2, 2023.
- C. Approve the Minutes of the City Council special meeting of October 24, 2023.
- D. Approve the Minutes of the City Council regular meeting of October 24, 2023.
- E. Approve a new 5-year lease extension with the Rancho de Guadalupe Historical Society for the historic one-room jail on 10th Street and authorize the Mayor to sign on behalf of the City.
- F. Approve the Employment Agreement with Michael Cash previously approved with a minor, clerical correction (change from 40 hours of administrative leave per year to 80 hours of administrative leave per year).
- G. Adopt Resolution No. 2023-90 authorize the Public Works Director to execute applications, certifications and assurances, authorized agent forms, requests for reimbursement, and any other documents required to receive financial assistance through the US Department of Transportation (administered by the California Department of Transportation) associated with the 5311 and 5339 programs.
- H. Adopt Resolution No. 2023-91 approving an agreement with Urban Planning Concepts, Inc. for contract planning services in Guadalupe.

- I. Adopt Resolution No. 2023-92 approving an agreement with Filippin Engineering, Inc. to provide construction management services for the Royal Theater renovation project.
- J. Adopt Resolution No. 2023-93 approving corrections to the Memorandum of Understanding (MOU) with the Guadalupe Police Officers Association (GPOA) that was approved by City Council on October 24, 2023.

MANAGEMENT REPORTS

8. CITY ADMINISTRATOR REPORT: *(Information Only)*

- A. City Administrator's report for November 14, 2023
- B. Planning Department report for October 2023
- C. Building Department report for October 2023

9. DIRECTOR OF PUBLIC SAFETY REPORT: *(Information Only)*

- A. Police Department report for September 2023
- B. Fire Department report for September 2023
- C. Code Compliance report for September 2023

REGULAR BUSINESS

10. Adoption of the June 2023 City of Guadalupe Emergency Response and Procedures Manual.

Written report: Michael Cash, Director of Public Safety

Recommendation: That the City Council adopt the June 2023 City of Guadalupe Emergency Response and Procedures Manual.

11. FUTURE AGENDA ITEMS

12. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

13. ADJOURNMENT TO CLOSED SESSION

14. CLOSED SESSION AGENDA

Conference with Labor Negotiators

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

Agency designated representatives: City Administrator and Human Resources Manager

Employee organizations: Service Employees International Union (SEIU), Local 620; International Association of Fire Fighters (IAFF), Local 4403

15. ADJOURNMENT TO OPEN SESSION MEETING

16. CLOSED SESSION ANNOUNCEMENTS

17. ADJOURNMENT

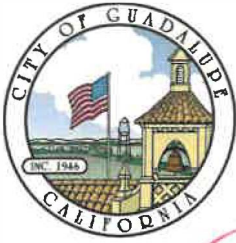
I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall display case and website not less than 72 hours prior to the meeting. Dated this 9th day of November 2023.

Todd Bodem

Todd Bodem, City Administrator

PROPOSED FUTURE CITY COUNCIL AGENDA ITEMS

Council Meeting: Date and Subject	Department	Agenda Category	
Tuesday, November 28, 2023, at 6:00 pm / Regular Meeting			
SA's transfer of the property to the City – 995 Guadalupe St.	Joy Otsuki – SA Legal Counsel	SA Regular Business	
City Engineer's Report for October & November 2023	Dwayne Chisam	Management Reports	
Performance Evaluation – City Administrator		Closed Session	
Tuesday, December 12, 2023, at 6:00 pm / Regular Meeting			
SBCAG Update on Black Road/166 Construction		Presentation	
Cancellation of the December 26 th Council Meeting		Consent Calendar	
Impact Fee Study – Public Hearing	Director of Public Safety	Public Hearing	
Tuesday, January 9, 2023, at 6:00 pm / Regular Meeting			
Amendment to Ordinance No. 1985-256 Water lines	City Attorney	Regular Business	
Other Unscheduled Items			
	Proposed Date of Item	Department	Agenda Category
Gift Policy		City Attorney	New Business
Benefit for Unrepresented Employees		Human Resources	New Business
Joint Use Agreement with School District		Recreation & Parks Dept.	New Business
Social Host Ordinance		City Attorney	New Business
Human Trafficking Awareness Month – January 2024	1/23/2023	Administration	Proclamation



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 14, 2023

Prepared by:
Veronica Fabian
Finance Account Clerk

Reviewed by:
Janice Davis
Finance Director

Approved by:
Todd Bodem
City Administrator

SUBJECT: Payment of warrants for the period ending November 02, 2023, 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 approved the listing of hand checks and warrants to be paid on November 15, 2023.

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.



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: A&V01 - ASHLEY & VANCE ENGINEERIN										Vendor Total: 12,535.00
73305	Invoice	9/30/2023	9/30/2023	9/30/2023	9/30/2023	12,535.00	0.00	0.00	0.00	12,535.00
PW-COORDINATE PATH FORWARD REGARDIN NEW INTERIM		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
PW-COORDINATE PATH FORWARD REGARDIN NEW INTERIM	NA	0.00	0.00	12,535.00	0.00	0.00	0.00	0.00	12,535.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
089-4444-3094	EV Bus, Chrg				12,535.00	100.00%				
Vendor: AKE01 - AKESO OCCUPATIONAL HEALTH										Vendor Total: 1,085.00
S15976	Invoice	7/12/2023	7/12/2023	7/12/2023	7/12/2023	295.00	0.00	0.00	0.00	295.00
ADM-ROBERT SALINAS -PHYSICAL EXAMS 03-20-1980		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
ADM-ROBERT SALINAS -PHYSICAL EXAMS 03-20-1980	NA	0.00	0.00	295.00	0.00	0.00	0.00	0.00	295.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-2150	Professional Services				295.00	100.00%				
Vendor: S16853										Vendor Total: 790.00
S16853	Invoice	8/9/2023	8/9/2023	8/9/2023	8/9/2023	790.00	0.00	0.00	0.00	790.00
ADM-ROBERT NYVOLD PHYSICAL EXAM 07-19-95		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
ADM-ROBERT NYVOLD PHYSICAL EXAM 07-19-95	NA	0.00	0.00	790.00	0.00	0.00	0.00	0.00	790.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4200-2150	Professional services				790.00	100.00%				
Vendor: AMA02 - AMAZON BUSINESS										Vendor Total: 668.41
114W-QKVP-LN6N	Invoice	8/21/2023	8/21/2023	8/21/2023	8/21/2023	19.30	0.00	0.00	0.00	19.30
FINANCE-LATCH PROTECTOR ALUMINUM		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
FINANCE-LATCH PROTECTOR ALUMINUM	NA	0.00	0.00	19.30	0.00	0.00	0.00	0.00	19.30	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4140-1550	Operating Supplies & Exp.				19.30	100.00%				
Vendor: 1HVN-C4R3-6Q33										Vendor Total: 326.24
1HVN-C4R3-6Q33	Invoice	11/8/2023	11/8/2023	11/8/2023	11/8/2023	326.24	0.00	0.00	0.00	326.24
WWTP-ACCT#:A19RD4DAF93AUQ-GAS PRESSURE WASHER		Warr Bank Acct - Warrants Bank Account		No						
Notes: DATED: 09-14-21										

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-ACCT#:A19RD4DAF93AUQ-GAS PRESSURE WASHER	NA		0.00	0.00	326.24	0.00	0.00	0.00	326.24	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1500	Equipment Replacement				326.24	100.00%				
1YCX-67P7-CTHL	Invoice	11/14/2023	11/14/2023	11/14/2023	11/14/2023	184.77	0.00	0.00	0.00	184.77
WWTP-ACCT#:A19RD4DAF93AUQ - NITRILE EXAM GLOVES	Warr Bank Acct - Warrants Bank Account					No				
Notes: INVOICE DATE: 12-23-21										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-ACCT#:A19RD4DAF93AUQ - NITRILE EXAM GLOVES	NA		0.00	0.00	184.77	0.00	0.00	0.00	184.77	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				184.77	100.00%				
1YR9-H1V3-CGKT	Invoice	11/14/2023	11/14/2023	11/14/2023	11/14/2023	62.97	0.00	0.00	0.00	62.97
P&R-ACCT#:A19RD4F93AUQ - OLD CASTLE GUIDE LINE	Warr Bank Acct - Warrants Bank Account					No				
Notes: INVOICE DATE: 06-15-22										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ARPA RECREATIONAL PROGRAMS	NA		0.00	0.00	62.97	0.00	0.00	0.00	62.97	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				62.97	100.00%				
7996	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023	75.13	0.00	0.00	0.00	75.13
FINANCE-AMAZON CREDIT	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-AMAZON CREDIT	NA		0.00	0.00	75.13	0.00	0.00	0.00	75.13	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4120-1200	Office Supplies & Postage				75.13	100.00%				

Vendor: [ARA01 - ARAMARK UNIFORM SERVICES](#) **Vendor Total:** 382.88

5020396971	Invoice	10/4/2023	10/4/2023	10/4/2023	10/4/2023	14.44	0.00	0.00	0.00	14.44
P&R-ACCT#:170454000 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-ACCT#:170454000 UNIFORM SERVICE	NA		0.00	0.00	14.44	0.00	0.00	0.00	14.44	

Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-2150	Professional Services				14.44	100.00%				

5020401537	Invoice	10/11/2023	10/11/2023	10/11/2023	10/11/2023	14.44	0.00	0.00	0.00	14.44
WWTP-ACCT#:170454000 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-ACCT#:170454000 UNIFORM SERVICE	NA		0.00	0.00	14.44	0.00	0.00	0.00	14.44	

Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-2150	Professional Services				14.44	100.00%				

Payable Register

Packet: APPKT00124 - 11.14.23 BIWEEKLY RUN

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
5020404911	Invoice	10/16/2023	10/16/2023	10/16/2023	10/16/2023	17.06	0.00	0.00	0.00	17.06
WATER-ACCT#:170454000 UNIFORM SERVICE		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WATER-ACCT#:170454000 UNIFORM SERVICE	NA	0.00	0.00	17.06	0.00	0.00	0.00	17.06

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-2150	Professional Services		17.06	100.00%

5020404914	Invoice	10/16/2023	10/16/2023	10/16/2023	10/16/2023	11.88	0.00	0.00	0.00	11.88
PW-STREETS-UNIFORM SERVICE		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA	0.00	0.00	1.48	0.00	0.00	0.00	1.48

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-0100	Salaries - Regular		1.48	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA	0.00	0.00	1.48	0.00	0.00	0.00	1.48

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-0100	Salaries - Regular		1.48	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA	0.00	0.00	5.35	0.00	0.00	0.00	5.35

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-0100	Salaries - Regular		5.35	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA	0.00	0.00	0.89	0.00	0.00	0.00	0.89

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-0100	Salaries - Regular		0.89	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA	0.00	0.00	0.89	0.00	0.00	0.00	0.89

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-0100	Salaries - Regular		0.89	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA	0.00	0.00	0.89	0.00	0.00	0.00	0.89

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
023-4461-0100	Salaries - Regular		0.89	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA	0.00	0.00	0.45	0.00	0.00	0.00	0.45

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
060-4490-0100	Salaries - Regular		0.45	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
5020406949	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	14.44	0.00	0.00	0.00	14.44
WWTP-ACCT#:170454000 UNIFORM SERVICE Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00	0.45	0.00	0.00	0.00	0.45	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
063-4472-0100	Salaries - Regular				0.45	100.00%				
5020409548	Invoice	10/23/2023	10/23/2023	10/23/2023	10/23/2023	17.06	0.00	0.00	0.00	17.06
WATER-ACCT#:170454000 UNIFORM SERVICE Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WATER-ACCT#:170454000 UNIFORM SERVICE	NA		0.00	0.00	17.06	0.00	0.00	0.00	17.06	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				17.06	100.00%				
5020409564	Invoice	10/23/2023	10/23/2023	10/23/2023	10/23/2023	73.55	0.00	0.00	0.00	73.55
P&R-ACCT#:170454000 UNIFORM SERVICE Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-ACCT#:170454000 UNIFORM SERVICE	NA		0.00	0.00	73.55	0.00	0.00	0.00	73.55	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-2150	Professional Services				73.55	100.00%				
5020409569	Invoice	10/23/2023	10/23/2023	10/23/2023	10/23/2023	11.88	0.00	0.00	0.00	11.88
PW-STREETS-UNIFORM SERVICE Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00	1.48	0.00	0.00	0.00	1.48	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-0100	Salaries - Regular				1.48	100.00%				
5020409569	Invoice	10/23/2023	10/23/2023	10/23/2023	10/23/2023	11.88	0.00	0.00	0.00	11.88
PW-STREETS-UNIFORM SERVICE Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00	1.48	0.00	0.00	0.00	1.48	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-0100	Salaries - Regular				1.48	100.00%				
5020409569	Invoice	10/23/2023	10/23/2023	10/23/2023	10/23/2023	5.35	0.00	0.00	0.00	5.35
PW-STREETS-UNIFORM SERVICE Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00	5.35	0.00	0.00	0.00	5.35	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-0100	Salaries - Regular				5.35	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00		0.89	0.00	0.00	0.00	0.89
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
010-4420-0100	Salaries - Regular					0.89	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00		0.89	0.00	0.00	0.00	0.89
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
012-4425-0100	Salaries - Regular					0.89	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00		0.89	0.00	0.00	0.00	0.89
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
023-4461-0100	Salaries - Regular					0.89	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00		0.45	0.00	0.00	0.00	0.45
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
060-4490-0100	Salaries - Regular					0.45	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-UNIFORM SERVICE	NA		0.00	0.00		0.45	0.00	0.00	0.00	0.45
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
063-4472-0100	Salaries - Regular					0.45	100.00%			
5020412184	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023					
WWTP-ACCT#:170454000 - UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No	19.93	0.00	0.00	0.00	19.93
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
WWTP-ACCT#:170454000 - UNIFORM SERVICE	NA		0.00	0.00		19.93	0.00	0.00	0.00	19.93
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
012-4425-2150	Professional Services					19.93	100.00%			
5020415028	Invoice	10/30/2023	10/30/2023	10/30/2023	10/30/2023					
PD-ACCT#:792232905 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No	121.66	0.00	0.00	0.00	121.66
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-ACCT#:792232905 UNIFORM SERVICE	NA		0.00	0.00		121.66	0.00	0.00	0.00	121.66
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1550	Operating Supplies & Exp.					121.66	100.00%			
5020454000	Invoice	10/16/2023	10/16/2023	10/16/2023	10/16/2023					
P&R-ACCT#:17054000 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No	66.54	0.00	0.00	0.00	66.54
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-ACCT#:17054000 UNIFORM SERVICE	NA		0.00	0.00		66.54	0.00	0.00	0.00	66.54
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4145-2150	Professional Services					66.54	100.00%			

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [ARL01 - ALEJANDRA R. LIND](#) **Vendor Total:** 50.00

100923A	Invoice	10/9/2023	10/9/2023	10/9/2023	10/9/2023	50.00	0.00	0.00	0.00	50.00
P&R-CHECK REQUEST-CLEANING DEPOSIT		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
REPLACEMENT CHECK	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-2044	Auditorium/Park Deposits		50.00	100.00%

Vendor: [BEC01 - BOCARSLY EMDEN COWAN ESMAIL & ARNDT LLP](#) **Vendor Total:** 642.00

46460	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	642.00	0.00	0.00	0.00	642.00
ADM-ROYAL THEATER-SERVICES RENDERED THR 9-30-23		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ROYAL THEATER-SERVICES RENDERED THR 9-30-23	NA	0.00	0.00	642.00	0.00	0.00	0.00	642.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
079-4542-2164	General Admin		642.00	100.00%

Vendor: [BEC02 - BERCHTOLD EQUIPMENT CO](#) **Vendor Total:** 83.36

P12579	Invoice	10/5/2023	10/5/2023	10/5/2023	10/5/2023	83.36	0.00	0.00	0.00	83.36
P&R-K5647-34340 BLADE, H3 OT G03H		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
LAWN BLADES REPLACEMENT	NA	0.00	0.00	83.36	0.00	0.00	0.00	83.36

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1500	Equipment Replacement		83.36	100.00%

Vendor: [BIL01 - BILL SCOTT CONSULTANT](#) **Vendor Total:** 5,100.00

023	Invoice	10/2/2023	10/2/2023	10/2/2023	10/2/2023	5,100.00	0.00	0.00	0.00	5,100.00
ADM-PLANING SERVICES		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-PLANING SERVICES	NA	0.00	0.00	1,190.00	0.00	0.00	0.00	1,190.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		1,190.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ZONING CLEARANCE	NA	0.00	0.00	1,360.00	0.00	0.00	0.00	1,360.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		1,360.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADMINISTRATIVE USE PERMIT "SHORT TERM RENTALS"	NA	0.00	0.00	1,530.00	0.00	0.00	0.00	1,530.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		1,530.00	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
CENTRAL COAST PROCESSING	NA		0.00	0.00		382.50	0.00	0.00	0.00	382.50
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-2080	CENTRAL COAST PROCESSING					382.50	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ALVAREZ LOT SPLIT - SB9	NA		0.00	0.00		170.00	0.00	0.00	0.00	170.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-2057	Alvarez Lot Split - SB9					170.00	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
REED LOT SLIT -428 TOGNAZZINI LOT SPLIT	NA		0.00	0.00		127.50	0.00	0.00	0.00	127.50
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-2082	147 Tognazzini Lot Merger					127.50	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ALVAREZ 11TH STREET LLA	NA		0.00	0.00		340.00	0.00	0.00	0.00	340.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-2058	Alvarez Lot Line Adjustment – 11th St...					340.00	100.00%			

Vendor: [BOU01 - BOUND TREE MEDICAL LLC](#) **Vendor Total:** 361.61

85124470	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	361.61	0.00	0.00	0.00	361.61
FIRE-GO-PAP WITH BITRAC ED WITH NEB - ADULT MEDIUM	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-GO-PAP WITH BITRAC ED WITH NEB - ADULT MEDIUM	NA		0.00	0.00		361.61	0.00	0.00	0.00	361.61
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1550	Operating Supplies & Exp.					361.61	100.00%			

Vendor: [BRA02 - THOMAS BRADEBERRY](#) **Vendor Total:** 6,637.50

9	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	6,637.50	0.00	0.00	0.00	6,637.50
ADM-ROYAL THEATER GRANT MANAGEMENT - OCT 2023	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-ROYAL THEATER GRANT MANAGEMENT - OCT 2023	NA		0.00	0.00		6,637.50	0.00	0.00	0.00	6,637.50
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
079-4542-2164	General Admin					6,637.50	100.00%			

Vendor: [CAR09 - CARDMEMBER SERVICE](#) **Vendor Total:** 1,261.38

0365	Invoice	10/20/2023	10/20/2023	10/20/2023	10/20/2023	161.84	0.00	0.00	0.00	161.84
ADM-SUPPLIES	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-SUPPLIES	NA		0.00	0.00		161.84	0.00	0.00	0.00	161.84
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4105-1200	Office Supplies & Postage					161.84	100.00%			

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
1371	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023	48.18	0.00	0.00	0.00	48.18
P&R-99 CENTS-ARPA FUNDS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-99 CENTS-ARPA FUNDS	NA	0.00	0.00	48.18	0.00	0.00	0.00	48.18

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1550	Operating Supplies & Exp.		48.18	100.00%

1957	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	18.99	0.00	0.00	0.00	18.99
ADM-DREAMHOST		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-DREAMHOST	NA	0.00	0.00	18.99	0.00	0.00	0.00	18.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4140-2150	Professional Services		18.99	100.00%

2062	Invoice	10/13/2023	10/13/2023	10/13/2023	10/13/2023	1.03	0.00	0.00	0.00	1.03
ADM-BACKBLAZE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-BACKBLAZE	NA	0.00	0.00	1.03	0.00	0.00	0.00	1.03

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-1350	Memberships, Dues & Subs		1.03	100.00%

2775	Invoice	10/3/2023	10/3/2023	10/3/2023	10/3/2023	8.56	0.00	0.00	0.00	8.56
HR-UNITES STATES POSTAL SERVICE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
HR-UNITES STATES POSTAL SERVICE	NA	0.00	0.00	8.56	0.00	0.00	0.00	8.56

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-1200	Office Supplies & Postage		8.56	100.00%

3093	Invoice	10/13/2023	10/13/2023	10/13/2023	10/13/2023	16.62	0.00	0.00	0.00	16.62
FINANCE-COSTCO-VACUMN		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-COSTCO-VACUMN	NA	0.00	0.00	16.62	0.00	0.00	0.00	16.62

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4120-1200	Office Supplies & Postage		16.62	100.00%

3590	Invoice	10/21/2023	10/21/2023	10/21/2023	10/21/2023	81.54	0.00	0.00	0.00	81.54
ADM-SUPPLIES		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-SUPPLIES	NA	0.00	0.00	81.54	0.00	0.00	0.00	81.54

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4140-1550	Operating Supplies & Exp.		81.54	100.00%

3714	Invoice	10/4/2023	10/4/2023	10/4/2023	10/4/2023	91.55	0.00	0.00	0.00	91.55
FINANCE-AMAZON -SUPPLIES		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
3989	Invoice	10/2/2023	10/2/2023	10/2/2023	10/2/2023	18.99	0.00	0.00	0.00	18.99
ADM-DREAMHOST					No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-DREAMHOST	NA		0.00	0.00	18.99	0.00	0.00	0.00	18.99	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4120-1200	Office Supplies & Postage				18.99	100.00%				
4975	Invoice	10/11/2023	10/11/2023	10/11/2023	10/11/2023	8.56	0.00	0.00	0.00	8.56
FINANCE-UNITED STATES POSTAL SERVICE					No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-UNITED STATES POSTAL SERVICE	NA		0.00	0.00	8.56	0.00	0.00	0.00	8.56	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4140-2150	Professional Services				8.56	100.00%				
5061	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	355.25	0.00	0.00	0.00	355.25
FINANCE-PAPER					No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-PAPER	NA		0.00	0.00	355.25	0.00	0.00	0.00	355.25	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4120-1200	Office Supplies & Postage				355.25	100.00%				
6148	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	38.36	0.00	0.00	0.00	38.36
P&R-99 STORE					No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-99 STORE- ARPA FUNDS	NA		0.00	0.00	38.36	0.00	0.00	0.00	38.36	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				38.36	100.00%				
7313	Invoice	10/13/2023	10/13/2023	10/13/2023	10/13/2023	43.13	0.00	0.00	0.00	43.13
ADM-AMAZON-WEB CAMERA					No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-AMAZON-WEB CAMERA	NA		0.00	0.00	43.13	0.00	0.00	0.00	43.13	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
010-4420-1200	Office Supplies & Postage				43.13	100.00%				
7708	Invoice	10/30/2023	10/30/2023	10/30/2023	10/30/2023	52.73	0.00	0.00	0.00	52.73
P&R-DOLLAR TREE -ARPA					No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-DOLLAR TREE -ARPA	NA		0.00	0.00	52.73	0.00	0.00	0.00	52.73	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				52.73	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
8027	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	29.95	0.00	0.00	0.00	29.95
PD-QUICK ID CARD		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-QUICK ID CARD	NA	0.00	0.00	29.95	0.00	0.00	0.00	29.95

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1550	Operating Supplies & Exp.		29.95	100.00%

8073	Invoice	10/28/2023	10/28/2023	10/28/2023	10/28/2023	39.53	0.00	0.00	0.00	39.53
FINANCE-AMAZON-PRINTWORKS PROFESSIONAL 3 2/3"		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-AMAZON-PRINTWORKS PROFESSIONAL 3 2/3"	NA	0.00	0.00	39.53	0.00	0.00	0.00	39.53

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4120-1200	Office Supplies & Postage		39.53	100.00%

9194	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	100.02	0.00	0.00	0.00	100.02
ADM-AMAZON-SCREEN PROTECTOR		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-AMAZON-SCREEN PROTECTOR	NA	0.00	0.00	100.02	0.00	0.00	0.00	100.02

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4140-1550	Operating Supplies & Exp.		100.02	100.00%

9693	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023	76.34	0.00	0.00	0.00	76.34
ADM-AMAZON-HR SUPPLIES		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-AMAZON- HR SUPPLIES	NA	0.00	0.00	76.34	0.00	0.00	0.00	76.34

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-1200	Office Supplies & Postage		76.34	100.00%

9823	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	70.21	0.00	0.00	0.00	70.21
P&R-WALMART-ARPA FUNDS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-WALMART-ARPA FUNDS	NA	0.00	0.00	70.21	0.00	0.00	0.00	70.21

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1550	Operating Supplies & Exp.		70.21	100.00%

Vendor: [CAS07 - CASSIA LANDSCAPE](#) Vendor Total: 871.00

102329	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	871.00	0.00	0.00	0.00	871.00
PW-LANDSCAPE MAINTENANCE FOR OCTOBER 2023		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-LANDSCAPE MAINTENANCE FOR OCTOBER 2023	NA	0.00	0.00	871.00	0.00	0.00	0.00	871.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
063-4472-2150	Professional services		871.00	100.00%

Vendor: [CAS09 - ABEL CASTILLO](#) Vendor Total: 96.31

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
11162023	Invoice	11/16/2023	11/16/2023	11/16/2023	11/16/2023	96.31	0.00	0.00	0.00	96.31
FINANCE-CHECK REQUEST-REFUND FOR		Warr Bank Acct - Warrants Bank Account		No						
DOUBLE CHARGE										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-CHECK REQUEST-REFUND FOR	NA	0.00	0.00	96.31	0.00	0.00	0.00	96.31		
DOUBLE CHARGE										
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-3621	Over/Short		96.31	100.00%						

Vendor: [CHA03 - CHARTER COMMUNICATIONS](#) Vendor Total: 1,783.95

119116501092123	Invoice	9/21/2023	9/21/2023	9/21/2023	9/21/2023	1,002.27	0.00	0.00	0.00	1,002.27
P&R-ACCT#:19116501 918 OBISPO ST		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-ACCT#:19116501 918 OBISPO ST	NA	0.00	0.00	1,002.27	0.00	0.00	0.00	1,002.27		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1000	Utilities		1,002.27	100.00%						

170585101100123	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	446.66	0.00	0.00	0.00	446.66
P&R-ACCT#:170585101 - 918 OBISPO ST STE17		Warr Bank Acct - Warrants Bank Account		No						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-ACCT#:170585101 - 918 OBISPO ST STE17	NA	0.00	0.00	446.66	0.00	0.00	0.00	446.66		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1150	Communications		446.66	100.00%						

170585201100123	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	335.02	0.00	0.00	0.00	335.02
P&R-ACCT#:170585201 - 918 OBISPO ST		Warr Bank Acct - Warrants Bank Account		No						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-ACCT#:170585201 - 918 OBISPO ST	NA	0.00	0.00	335.02	0.00	0.00	0.00	335.02		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1150	Communications		335.02	100.00%						

Vendor: [CIT08 - CITY OF GUADALUPE \(FINANC](#) Vendor Total: 18,505.89

11202023	Invoice	11/20/2023	11/20/2023	11/20/2023	11/20/2023	18,505.89	0.00	0.00	0.00	18,505.89
FINANCE-WATER UTILITY BILLS		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-WATER UTILITY BILLS	NA	0.00	0.00	3,910.04	0.00	0.00	0.00	3,910.04		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-1000	Utilities		3,910.04	100.00%						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-WATER UTILITY BILLS	NA	0.00	0.00	207.66	0.00	0.00	0.00	207.66		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1000	Utilities		207.66	100.00%						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-WATER UTILITY BILLS	NA		0.00	0.00	12,866.45	0.00	0.00	0.00	12,866.45	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-1000	Utilities				12,866.45	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-WATER UTILITY BILLS	NA		0.00	0.00	138.44	0.00	0.00	0.00	138.44	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
060-4490-1000	Utilities				138.44	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-WATER UTILITY BILLS	NA		0.00	0.00	832.81	0.00	0.00	0.00	832.81	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1000	Utilities				832.81	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-WATER UTILITY BILLS	NA		0.00	0.00	90.54	0.00	0.00	0.00	90.54	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
079-4542-1000	Utilities				90.54	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-WATER UTILITY BILLS	NA		0.00	0.00	459.95	0.00	0.00	0.00	459.95	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
063-4472-1000	Utilities				459.95	100.00%				

Vendor: [CIT14 - CITY OF SANTA MARIA - FINANCE DIVISION](#) **Vendor Total:** 33,642.56

94256	Invoice	9/28/2023	9/28/2023	9/28/2023	9/28/2023	26,406.25	0.00	0.00	0.00	26,406.25
PW-ACCOUNTS RECEIVABLE BILLINGS		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
COST SHARE FOR THIS FISCAL YEARS BUDGET FOR TMA	NA		0.00	0.00	26,406.25	0.00	0.00	0.00	26,406.25	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
010-4420-2150	Professional Services				26,406.25	100.00%				

94433	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	6,210.25	0.00	0.00	0.00	6,210.25
PD-DISPATCH SERVICES GUAD-MAINTENANCE SUPPORT		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-DISPATCH SERVICES GUAD-MAINTENANCE SUPPORT	NA		0.00	0.00	4,197.16	0.00	0.00	0.00	4,197.16	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-2350	Services by other Agencies				4,197.16	100.00%				

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-DISPATCH SERVICES GUAD-MAINTENANCE SUPPORT	NA		0.00	0.00	2,013.09	0.00	0.00	0.00	2,013.09	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-2350	Services by other Agencies				2,013.09	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
94434	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	1,026.06	0.00	0.00	0.00	1,026.06
PD-AR BILLINS - MDC SERVICES OCT 2023		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-AR BILLINS - MDC SERVICES OCT 2023	NA	0.00	0.00	1,026.06	0.00	0.00	0.00	1,026.06

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-2350	Services by other Agencies		1,026.06	100.00%

Vendor: [CKS01 - CRISTIANNE KEREAKES-SOBOSLAY](#)

Vendor Total: 400.00

1	Invoice	10/15/2023	10/15/2023	10/15/2023	10/15/2023	400.00	0.00	0.00	0.00	400.00
FIRE-EMT OCT 14-15,2023		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
001-4220-2163	NA	0.00	0.00	400.00	0.00	0.00	0.00	400.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-2163	SBC Fair		400.00	100.00%

Vendor: [CLA02 - CLAY'S SEPTIC & JETTING](#)

Vendor Total: 5,758.31

78241	Invoice	10/4/2023	10/4/2023	10/4/2023	10/4/2023	846.95	0.00	0.00	0.00	846.95
WWTP-11ST AND OBISPO ST WAS CALL OUT		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
JETTING A CLOGGED LINE ON OBISPO ST	NA	0.00	0.00	846.95	0.00	0.00	0.00	846.95

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		846.95	100.00%

78284	Invoice	10/4/2023	10/4/2023	10/4/2023	10/4/2023	4,911.36	0.00	0.00	0.00	4,911.36
WWTP-7TH & CAMPODONICO SEWAGE OVERFLOWING		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-7TH & CAMPODONICO SEWAGE OVERFLOWING	NA	0.00	0.00	4,911.36	0.00	0.00	0.00	4,911.36

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		4,911.36	100.00%

Vendor: [CLI01 - CLIN.LAB-SAN BERNADINO IN](#)

Vendor Total: 2,034.00

999843	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	420.00	0.00	0.00	0.00	420.00
WATER-WATER SAMPLES		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BACTERIOLOGICAL ANALYSIS - SEPT 2023	NA	0.00	0.00	420.00	0.00	0.00	0.00	420.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-2150	Professional Services		420.00	100.00%

999844	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	1,614.00	0.00	0.00	0.00	1,614.00
WWTP-WATER SAMPLES		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-WATER SAMPLES	NA	0.00	0.00	1,614.00	0.00	0.00	0.00	1,614.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		1,614.00	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: COA02 - COASTLINE EQUIPMENT COMPA										Vendor Total: 520.64
1059362	Invoice	9/26/2023	9/26/2023	9/26/2023	9/26/2023	520.64	0.00	0.00	0.00	520.64
PW-2015 JOHN DEERE 310SL HL 496 FF291094 Warr Bank Acct - Warrants Bank Account					No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-2015 JOHN DEERE 310SL HL STREET EQUIPMENT	NA	0.00	0.00	520.64	0.00	0.00	0.00	520.64

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1550	Operating Supplies & Exp.		520.64	100.00%

Vendor: COR01 - CORBIN WILLITS SYSTEM COR										Vendor Total: 691.78
000C310151	Invoice	10/15/2023	10/15/2023	10/15/2023	10/15/2023	691.78	0.00	0.00	0.00	691.78
FINANCE-MONTLY INVOICE - ENHANCEMENT & SERVICE FEE Warr Bank Acct - Warrants Bank Account					No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-MONTLY INVOICE - ENHANCEMENT & SERVICE FEE	NA	0.00	0.00	691.78	0.00	0.00	0.00	691.78

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4120-2150	Professional services		691.78	100.00%

Vendor: CUL01 - CULLIGAN/CENTRAL COAST WA										Vendor Total: 90.00
83658	Invoice	10/24/2023	10/24/2023	10/24/2023	10/24/2023	90.00	0.00	0.00	0.00	90.00
PD-ACCT#:2469 STONGBASE 9" TWIST LOCK Warr Bank Acct - Warrants Bank Account					No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-ACCT#:2469 STONGBASE 9" TWIST LOCK	NA	0.00	0.00	90.00	0.00	0.00	0.00	90.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1550	Operating Supplies & Exp.		90.00	100.00%

Vendor: DAN02 - DANNY LANOCHE WELDING										Vendor Total: 7,500.00
1267	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	7,500.00	0.00	0.00	0.00	7,500.00
WWTP-FENCING MATERIAL FOR BARBED WIRE FENCE Warr Bank Acct - Warrants Bank Account					No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-FENCING MATERIAL FOR BARBED WIRE FENCE	NA	0.00	0.00	7,500.00	0.00	0.00	0.00	7,500.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		7,500.00	100.00%

Vendor: DEP09 - DEPARTMENT OF JUSTICE										Vendor Total: 66.00
687634	Invoice	10/4/2023	10/4/2023	10/4/2023	10/4/2023	66.00	0.00	0.00	0.00	66.00
PD-CUST#:147785 FINGERPRINT APPS/CHILD ABUSE Warr Bank Acct - Warrants Bank Account					No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINGERPRINT APPS/CHILD ABUSE/PEACE OFFICER	NA	0.00	0.00	66.00	0.00	0.00	0.00	66.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-2350	Services by other Agencies		66.00	100.00%

Vendor: ELE02 - ELECTICRAFT										Vendor Total: 48.03
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Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
19161	Invoice	8/25/2023	8/25/2023	8/25/2023	8/25/2023	48.03	0.00	0.00	0.00	48.03
WATER-WORK ORDER#:26422		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WATER-WORK ORDER#:26422	NA	0.00	0.00	48.03	0.00	0.00	0.00	48.03

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-2150	Professional Services		48.03	100.00%

Vendor: [ENG02 - ENGEL & GRAY, INC.](#)

Vendor Total: 15,963.54

39X00004	Invoice	9/30/2023	9/30/2023	9/30/2023	9/30/2023	15,963.54	0.00	0.00	0.00	15,963.54
WWTP-WASTE HANDLING BIO SOLIDS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-WASTE HANDLING BIO SOLIDS	NA	0.00	0.00	15,963.54	0.00	0.00	0.00	15,963.54

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		15,963.54	100.00%

Vendor: [ERE01 - ER ELECTRIC & MECHANICAL](#)

Vendor Total: 1,055.69

1341	Invoice	10/13/2023	10/13/2023	10/13/2023	10/13/2023	825.69	0.00	0.00	0.00	825.69
WWTP-LEVEL/FLOW SENSOR PULSAIR SYSTEM		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-LEVEL/FLOW SENSOR PULSAIR SYSTEM	NA	0.00	0.00	825.69	0.00	0.00	0.00	825.69

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		825.69	100.00%

1342	Invoice	10/13/2023	10/13/2023	10/13/2023	10/13/2023	230.00	0.00	0.00	0.00	230.00
WWTP-LEVEL/FLOW SENSOR-PULSAIR SYSTEM		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-LEVEL/FLOW SENSOR-PULSAIR SYSTEM	NA	0.00	0.00	230.00	0.00	0.00	0.00	230.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		230.00	100.00%

Vendor: [ERN01 - ERNEST PACKAGING SOLUTION](#)

Vendor Total: 1,943.68

10655121	Invoice	9/27/2023	9/27/2023	9/27/2023	9/27/2023	630.86	0.00	0.00	0.00	630.86
P&R-SIGN MULTILINGUAL WET FLOOR SAFETY CONE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-SIGN MULTILINGUAL WET FLOOR SAFETY CONE	NA	0.00	0.00	630.86	0.00	0.00	0.00	630.86

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1550	Operating Supplies & Exp.		630.86	100.00%

90829896	Invoice	10/5/2023	10/5/2023	10/5/2023	10/5/2023	630.86	0.00	0.00	0.00	630.86
P&R-SIGN MULTILINGUAL WET FLOOR SAFETY CONE		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-SIGN MULTILINGUAL WET FLOOR SAFETY CONE	NA	0.00	0.00	630.86	0.00	0.00	0.00	630.86		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		630.86	100.00%						
90834839	Invoice	10/16/2023	10/16/2023	10/16/2023	10/16/2023	681.96	0.00	0.00	0.00	681.96
P&R-NITRILE GLOVES, WRINGER COMBO, MOP FLOOR	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-NITRILE GLOVES, WRINGER COMBO, MOP FLOOR	NA	0.00	0.00	681.96	0.00	0.00	0.00	681.96		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		681.96	100.00%						

Vendor: FER02 - FERGUSON ENTERPRISES, INC.										Vendor Total:	107.66
FER02	Invoice	9/27/2023	9/27/2023	9/27/2023	9/27/2023	107.66	0.00	0.00	0.00	107.66	
P&R-WATERSENTRY PLUS FLTR LK	Warr Bank Acct - Warrants Bank Account					No					
Items											
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total			
P&R-WATERSENTRY PLUS FLTR LK	NA	0.00	0.00	107.66	0.00	0.00	0.00	107.66			
Distributions											
Account Number	Account Name	Project Account Key	Amount	Percent							
001-4145-1550	Operating Supplies & Exp.		107.66	100.00%							

Vendor: FRO01 - FRONTIER COMMUNICATIONS										Vendor Total:	853.40
10042023	Invoice	10/4/2023	10/4/2023	10/4/2023	10/4/2023	48.46	0.00	0.00	0.00	48.46	
P&R-ACCT#:805-343-5512-041588-5	Warr Bank Acct - Warrants Bank Account					No					
Items											
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total			
P&R-ACCT#:805-343-5512-041588-5	NA	0.00	0.00	48.46	0.00	0.00	0.00	48.46			
Distributions											
Account Number	Account Name	Project Account Key	Amount	Percent							
001-4145-2150	Professional Services		48.46	100.00%							

10042023A	Invoice	10/4/2023	10/4/2023	10/4/2023	10/4/2023	598.19	0.00	0.00	0.00	598.19
P&R-ACCT#:805-343-0362-071975-5	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-ACCT#:805-343-0362-071975-5	NA	0.00	0.00	598.19	0.00	0.00	0.00	598.19		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-2150	Professional Services		598.19	100.00%						

102523	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023	206.75	0.00	0.00	0.00	206.75
P&R-ACCT#:805-343-1451-071975-5	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-ACCT#:805-343-1451-071975-5	NA	0.00	0.00	206.75	0.00	0.00	0.00	206.75		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1150	Communications		206.75	100.00%						

Vendor: GOL02 - GOLD COAST ENVIRONMENTAL										Vendor Total:	418.85
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Payable Register

Packet: APPKT00124 - 11.14.23 BIWEEKLY RUN

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
13749	Invoice	9/29/2023	9/29/2023	9/29/2023	9/29/2023	418.85	0.00	0.00	0.00	418.85
WWTP-SERVICE LABOR-INSPECTION METER & ULTRASONIC		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-SERVICE LABOR-INSPECTION METER & ULTRASONIC	NA	0.00	0.00	418.85	0.00	0.00	0.00	418.85		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		418.85	100.00%						

Vendor: [GUA02 - GUADALUPE HARDWARE COMPAN](#) **Vendor Total:** 1,603.80

1118921	Invoice	7/5/2023	7/5/2023	7/5/2023	7/5/2023	36.19	0.00	0.00	0.00	36.19
P&R-BUILDING-VINYL HOSE 5/8X50'		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-BUILDING-VINYL HOSE 5/8X50'	NA	0.00	0.00	36.19	0.00	0.00	0.00	36.19		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		36.19	100.00%						

1119508	Invoice	7/11/2023	7/11/2023	7/11/2023	7/11/2023	14.13	0.00	0.00	0.00	14.13
P&R-BUILDING-LED A19 E26 DL 75W 2PK		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-BUILDING-LED A19 E26 DL 75W 2PK	NA	0.00	0.00	14.13	0.00	0.00	0.00	14.13		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		14.13	100.00%						

1119545	Invoice	7/11/2023	7/11/2023	7/11/2023	7/11/2023	28.24	0.00	0.00	0.00	28.24
P&R-BUILDING-3/4 HD MIP NO KINK HOSE BIBB		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-BUILDING-3/4 HD MIP NO KINK HOSE BIBB	NA	0.00	0.00	28.24	0.00	0.00	0.00	28.24		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		28.24	100.00%						

1119684	Invoice	7/12/2023	7/12/2023	7/12/2023	7/12/2023	35.88	0.00	0.00	0.00	35.88
P&R-BUILDING-9-VOLT BATTERY		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-BUILDING-9-VOLT BATTERY	NA	0.00	0.00	35.88	0.00	0.00	0.00	35.88		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		35.88	100.00%						

1119742	Invoice	7/13/2023	7/13/2023	7/13/2023	7/13/2023	13.23	0.00	0.00	0.00	13.23
P&R-BUILDING-CD 3/4X3/4 FHTXFHT BRASS ADPT		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-BUILDING-CD 3/4X3/4 FHTXFHT BRASS ADPT	NA	0.00	0.00	13.23	0.00	0.00	0.00	13.23		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		13.23	100.00%						

Payable Register

Packet: APPKT00124 - 11.14.23 BIWEEKLY RUN

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
1119940	Invoice	7/14/2023	7/14/2023	7/14/2023	7/14/2023	186.33	0.00	0.00	0.00	186.33
P&R-BUILDING-1KA 2290 KEYED ALIKE		Warr Bank Acct - Warrants Bank Account			No					
PADLOCK										

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-1KA 2290 KEYED ALIKE	NA	0.00	0.00	186.33	0.00	0.00	0.00	186.33
PADLOCK								

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1550	Operating Supplies & Exp.		186.33	100.00%

1119953	Invoice	7/14/2023	7/14/2023	7/14/2023	7/14/2023	16.30	0.00	0.00	0.00	16.30
P&R-BUILDING-TRASH BAG CNCH33GL 2OCT		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-TRASH BAG CNCH33GL 2OCT	NA	0.00	0.00	16.30	0.00	0.00	0.00	16.30

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1550	Operating Supplies & Exp.		16.30	100.00%

1119978	Invoice	7/14/2023	7/14/2023	7/14/2023	7/14/2023	18.48	0.00	0.00	0.00	18.48
P&R-BUILDING-HOSE BIBB LOCK		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-HOSE BIBB LOCK	NA	0.00	0.00	18.48	0.00	0.00	0.00	18.48

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1500	Equipment Replacement		18.48	100.00%

1119999	Invoice	7/14/2023	7/14/2023	7/14/2023	7/14/2023	11.95	0.00	0.00	0.00	11.95
P&R-BUILDING-MOUNTING TAPE 1X60"		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-MOUNTING TAPE 1X60"	NA	0.00	0.00	11.95	0.00	0.00	0.00	11.95

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1550	Operating Supplies & Exp.		11.95	100.00%

1120037	Invoice	7/15/2023	7/15/2023	7/15/2023	7/15/2023	13.04	0.00	0.00	0.00	13.04
P&R-BUILDING-BATTERY ALKALINE D 4PK		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-BATTERY ALKALINE D 4PK	NA	0.00	0.00	13.04	0.00	0.00	0.00	13.04

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1550	Operating Supplies & Exp.		13.04	100.00%

1120162	Invoice	7/17/2023	7/17/2023	7/17/2023	7/17/2023	19.55	0.00	0.00	0.00	19.55
P&R-BUILDING-KICK-DOWN DOOR HOLDER		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-KICK-DOWN DOOR HOLDER	NA	0.00	0.00	19.55	0.00	0.00	0.00	19.55

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1500	Equipment Replacement		19.55	100.00%

1120373	Invoice	7/19/2023	7/19/2023	7/19/2023	7/19/2023	44.57	0.00	0.00	0.00	44.57
P&R-BUILDING-TRASH BAG CNCH33GL 2OCT		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-TRASH BAG CNCH33GL 20CT	NA		0.00	0.00		44.57	0.00	0.00	0.00	44.57
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4300-1550	Operating Supplies & Exp.					44.57	100.00%			
1120475	Invoice	7/19/2023	7/19/2023	7/19/2023	7/19/2023		13.04	0.00	0.00	0.00
P&R-BUILDING-12PK FINE PT BLACK INKZALL MAR	Warr Bank Acct - Warrants Bank Account				No					13.04
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-12PK FINE PT BLACK INKZALL MAR	NA		0.00	0.00		13.04	0.00	0.00	0.00	13.04
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4145-1550	Operating Supplies & Exp.					13.04	100.00%			
1123656	Invoice	8/17/2023	8/17/2023	8/17/2023	8/17/2023		27.13	0.00	0.00	0.00
P&R-BATTERY LITHIUM 9V 1PK	Warr Bank Acct - Warrants Bank Account				No					27.13
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-BATTERY LITHIUM 9V 1PK	NA		0.00	0.00		27.13	0.00	0.00	0.00	27.13
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4300-1550	Operating Supplies & Exp.					27.13	100.00%			
1125655	Invoice	9/5/2023	9/5/2023	9/5/2023	9/5/2023		2.16	0.00	0.00	0.00
P&R-BUILDING-GENERAL KEY	Warr Bank Acct - Warrants Bank Account				No					2.16
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-GENERAL KEY	NA		0.00	0.00		2.16	0.00	0.00	0.00	2.16
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4145-1550	Operating Supplies & Exp.					2.16	100.00%			
1125665	Invoice	9/5/2023	9/5/2023	9/5/2023	9/5/2023		7.60	0.00	0.00	0.00
P&R-BUILDING-WIRENUT 22-14 BL100 PACK	Warr Bank Acct - Warrants Bank Account				No					7.60
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-WIRENUT 22-14 BL100 PACK	NA		0.00	0.00		7.60	0.00	0.00	0.00	7.60
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4145-1550	Operating Supplies & Exp.					7.60	100.00%			
1125680	Invoice	9/5/2023	9/5/2023	9/5/2023	9/5/2023		24.99	0.00	0.00	0.00
P&R-BUILDING-49947-F32R8 120/277 BALLAST	Warr Bank Acct - Warrants Bank Account				No					24.99
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-BUILDING-49947-F32R8 120/277 BALLAST	NA		0.00	0.00		24.99	0.00	0.00	0.00	24.99
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4145-1500	Equipment Replacement					24.99	100.00%			
1125766	Invoice	9/6/2023	9/6/2023	9/6/2023	9/6/2023		14.10	0.00	0.00	0.00
P&R-BUILDING-CLEANR LIQUID PRO 32OZ	Warr Bank Acct - Warrants Bank Account				No					14.10

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-CLEANR LIQUID PRO 32OZ	NA		0.00	0.00	14.10	0.00	0.00	0.00	14.10	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		14.10	100.00%						
1125804	Invoice	9/6/2023	9/6/2023	9/6/2023	9/6/2023	26.09	0.00	0.00	0.00	26.09
P&R-BUILDING-1/4X15 CNSTR AUGER	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-1/4X15 CNSTR AUGER	NA		0.00	0.00	26.09	0.00	0.00	0.00	26.09	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		26.09	100.00%						
1125914	Invoice	9/7/2023	9/7/2023	9/7/2023	9/7/2023	0.35	0.00	0.00	0.00	0.35
P&R-BUILDING-#10 X 1/2 PAN PHIL SDS P -PAK	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-#10 X 1/2 PAN PHIL SDS P - PAK	NA		0.00	0.00	0.35	0.00	0.00	0.00	0.35	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		0.35	100.00%						
1126020	Invoice	9/8/2023	9/8/2023	9/8/2023	9/8/2023	7.60	0.00	0.00	0.00	7.60
P&R-BUILDING-CARWASH ARMR ALL 64OZ	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-CARWASH ARMR ALL 64OZ	NA		0.00	0.00	7.60	0.00	0.00	0.00	7.60	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		7.60	100.00%						
1126044	Invoice	9/8/2023	9/8/2023	9/8/2023	9/8/2023	8.66	0.00	0.00	0.00	8.66
P&R-BUILDING-GENERAL KEY	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-GENERAL KEY	NA		0.00	0.00	8.66	0.00	0.00	0.00	8.66	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1500	Equipment Replacement		8.66	100.00%						
1126245	Invoice	9/11/2023	9/11/2023	9/11/2023	9/11/2023	7.37	0.00	0.00	0.00	7.37
P&R-BUILDING-CHOREBOY STNSTL PAD 2P	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-CHOREBOY STNSTL PAD 2P	NA		0.00	0.00	7.37	0.00	0.00	0.00	7.37	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		7.37	100.00%						
1126322	Invoice	9/11/2023	9/11/2023	9/11/2023	9/11/2023	48.90	0.00	0.00	0.00	48.90
P&R-BUILDING-MICROFIBER TOWELS YELLOW	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-MICROFIBER TOWELS YELLOW	NA		0.00	0.00	48.90	0.00	0.00	0.00	48.90	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		48.90	100.00%						
1126440	Invoice	9/12/2023	9/12/2023	9/12/2023	9/12/2023	2.16	0.00	0.00	0.00	2.16
P&R-BUILDING-GENERAL KEY		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-GENERAL KEY	NA		0.00	0.00	2.16	0.00	0.00	0.00	2.16	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1500	Equipment Replacement		2.16	100.00%						
1126444	Invoice	9/12/2023	9/12/2023	9/12/2023	9/12/2023	38.05	0.00	0.00	0.00	38.05
P&R-BUILDING-FLAG USA POLY 3'X5'		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-FLAG USA POLY 3'X5'	NA		0.00	0.00	38.05	0.00	0.00	0.00	38.05	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1500	Equipment Replacement		38.05	100.00%						
1126449	Invoice	9/12/2023	9/12/2023	9/12/2023	9/12/2023	61.24	0.00	0.00	0.00	61.24
P&R-BUILDING-3/87 PROOF COIL G30 FT		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-3/87 PROOF COIL G30 FT	NA		0.00	0.00	61.24	0.00	0.00	0.00	61.24	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		61.24	100.00%						
1126516	Invoice	9/13/2023	9/13/2023	9/13/2023	9/13/2023	10.43	0.00	0.00	0.00	10.43
P&R-BUILDING-GREASE SPEC WD40 10OZ		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-GREASE SPEC WD40 10OZ	NA		0.00	0.00	10.43	0.00	0.00	0.00	10.43	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		10.43	100.00%						
1127632	Invoice	9/22/2023	9/22/2023	9/22/2023	9/22/2023	1.08	0.00	0.00	0.00	1.08
P&R-BUILDING-SMALL FUNNEL 8OZ GRAY		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-SMALL FUNNEL 8OZ GRAY	NA		0.00	0.00	1.08	0.00	0.00	0.00	1.08	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		1.08	100.00%						
1128109	Invoice	9/27/2023	9/27/2023	9/27/2023	9/27/2023	14.13	0.00	0.00	0.00	14.13
P&R-SNGL CYCNDR DEADBLT PB		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-SNGL CYCNR DEADBLT PB	NA		0.00	0.00	14.13	0.00	0.00	0.00	14.13	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				14.13	100.00%				
1128347	Invoice	9/28/2023	9/28/2023	9/28/2023	9/28/2023	11.23	0.00	0.00	0.00	11.23
P&R-BUILDING-LQD NAILS XTREM HD 10OZ	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-LQD NAILS XTREM HD 10OZ	NA		0.00	0.00	11.23	0.00	0.00	0.00	11.23	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				11.23	100.00%				
1128374	Invoice	9/28/2023	9/28/2023	9/28/2023	9/28/2023	8.69	0.00	0.00	0.00	8.69
P&R-BUILDING-HOMESEAL SEALANT 12OZ	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-HOMESEAL SEALANT 12OZ	NA		0.00	0.00	8.69	0.00	0.00	0.00	8.69	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				8.69	100.00%				
1128421	Invoice	9/29/2023	9/29/2023	9/29/2023	9/29/2023	9.33	0.00	0.00	0.00	9.33
P&R-BUILDING-PAINT ROLR COVR 3/8" 2PC	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-PAINT ROLR COVR 3/8" 2PC	NA		0.00	0.00	9.33	0.00	0.00	0.00	9.33	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				9.33	100.00%				
1128513	Invoice	9/29/2023	9/29/2023	9/29/2023	9/29/2023	2.57	0.00	0.00	0.00	2.57
P&R-BUILDING-SPLIT RING 1IN	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-SPLIT RING 1IN	NA		0.00	0.00	2.57	0.00	0.00	0.00	2.57	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				2.57	100.00%				
1128871	Invoice	10/3/2023	10/3/2023	10/3/2023	10/3/2023	13.03	0.00	0.00	0.00	13.03
P&R-BUILDING-BULB LED A19 DAY 5W 4PK	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-BULB LED A19 DAY 5W 4PK	NA		0.00	0.00	13.03	0.00	0.00	0.00	13.03	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				13.03	100.00%				
1128937	Invoice	10/4/2023	10/4/2023	10/4/2023	10/4/2023	23.91	0.00	0.00	0.00	23.91
P&R-BUILDING-DUST PAN PLSTC YELLOW	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
1129049	Invoice	10/5/2023	10/5/2023	10/5/2023	10/5/2023	51.81	0.00	0.00	0.00	51.81
P&R-BUILDING-DUST PAN PLSTC YELLOW										
Distributions										
001-4300-1550	Account Number	Account Name	Project Account Key		Amount	Percent				
		Operating Supplies & Exp.			23.91	100.00%				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-BUILDING-DR1549 EXT LATEX FLAT	NA	0.00	0.00	51.81	0.00	0.00	0.00	51.81		
1129202	Invoice	10/6/2023	10/6/2023	10/6/2023	10/6/2023	30.42	0.00	0.00	0.00	30.42
P&R-BUILDING-CAMO SMOOTH BLADE FLIP KNIFE										
Distributions										
001-4145-1550	Account Number	Account Name	Project Account Key		Amount	Percent				
		Operating Supplies & Exp.			51.81	100.00%				
1129411	Invoice	10/9/2023	10/9/2023	10/9/2023	10/9/2023	29.75	0.00	0.00	0.00	29.75
PW-STREETS-M20-25 GRADE C L/N ZINC										
Distributions										
071-4454-1550	Account Number	Account Name	Project Account Key		Amount	Percent				
		Operating Supplies & Exp.			29.75	100.00%				
1129529	Invoice	10/10/2023	10/10/2023	10/10/2023	10/10/2023	36.95	0.00	0.00	0.00	36.95
PW-STREETS-TRASH BAG CONTR55GL 15CT										
Distributions										
071-4454-1550	Account Number	Account Name	Project Account Key		Amount	Percent				
		Operating Supplies & Exp.			36.95	100.00%				
1129690	Invoice	10/11/2023	10/11/2023	10/11/2023	10/11/2023	59.80	0.00	0.00	0.00	59.80
PW-STREETS-TREE PRUNER EXTENDBL 12'										
Distributions										
071-4454-1550	Account Number	Account Name	Project Account Key		Amount	Percent				
		Operating Supplies & Exp.			59.80	100.00%				
1129691	Invoice	10/11/2023	10/11/2023	10/11/2023	10/11/2023	223.32	0.00	0.00	0.00	223.32
PW-STREETS-CAR PARTS-TINY MONSTER XTREME SERIE										

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-STREETS-CAR PARTS-TINY MONSTER XTREME SERIE	NA		0.00	0.00	223.32	0.00	0.00	0.00	223.32	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1550	Operating Supplies & Exp.		223.32	100.00%						
1129785	Invoice	10/12/2023	10/12/2023	10/12/2023	10/12/2023	3.25	0.00	0.00	0.00	3.25
P&R-BUILDING-PAINT ROLR COVR 3/8"2PC	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-PAINT ROLR COVR 3/8"2PC	NA		0.00	0.00	3.25	0.00	0.00	0.00	3.25	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		3.25	100.00%						
1129847	Invoice	10/12/2023	10/12/2023	10/12/2023	10/12/2023	48.92	0.00	0.00	0.00	48.92
P&R-BUILDING-DR1549 EXT LATEX FLAT	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-DR1549 EXT LATEX FLAT	NA		0.00	0.00	48.92	0.00	0.00	0.00	48.92	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		48.92	100.00%						
1129946	Invoice	10/13/2023	10/13/2023	10/13/2023	10/13/2023	4.33	0.00	0.00	0.00	4.33
P&R-BUILDING-GENERAL KEY	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-GENERAL KEY	NA		0.00	0.00	4.33	0.00	0.00	0.00	4.33	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		4.33	100.00%						
1130156	Invoice	10/16/2023	10/16/2023	10/16/2023	10/16/2023	8.69	0.00	0.00	0.00	8.69
P&R-BUILDING-KICKDOWN DOOR STOP SC 4"	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-BUILDING-KICKDOWN DOOR STOP SC 4"	NA		0.00	0.00	8.69	0.00	0.00	0.00	8.69	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Equipment Replacement		8.69	100.00%						
1130252	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	33.68	0.00	0.00	0.00	33.68
PW-STREETS-BLACK MAMBA DIS 6 MIL GL-XL	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-STREETS-BLACK MAMBA DIS 6 MIL GL-XL	NA		0.00	0.00	33.68	0.00	0.00	0.00	33.68	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1550	Operating Supplies & Exp.		33.68	100.00%						
1130296	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	20.05	0.00	0.00	0.00	20.05
PW-STREETS-3/8X36 ALL THREAD Z	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-3/8X36 ALL THREAD Z	NA		0.00	0.00		20.05	0.00	0.00	0.00	20.05
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
071-4454-1550	Operating Supplies & Exp.					20.05	100.00%			
1130324	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	7.70	0.00	0.00	0.00	7.70
PW-BUILDING-CORNER BRACE ZN 2X3/8"	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-BUILDING-CORNER BRACE ZN 2X3/8"	NA		0.00	0.00		7.70	0.00	0.00	0.00	7.70
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4120-1200	Office Supplies & Postage					7.70	100.00%			
1130414	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	26.18	0.00	0.00	0.00	26.18
PW-STREETS-JIGSAE BLD3 -1/2" 20T 3PK	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-JIGSAE BLD3 -1/2" 20T 3PK	NA		0.00	0.00		26.18	0.00	0.00	0.00	26.18
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
071-4454-1550	Operating Supplies & Exp.					26.18	100.00%			
1130465	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	111.44	0.00	0.00	0.00	111.44
PW-STREETS-145 PIECE ROTARY TOOL SET	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-145 PIECE ROTARY TOOL SET	NA		0.00	0.00		111.44	0.00	0.00	0.00	111.44
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
071-4454-1550	Operating Supplies & Exp.					111.44	100.00%			
1131146	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023	85.78	0.00	0.00	0.00	85.78
WWTP-WIRE BRSH W/SCRIP 13.625"	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
WWTP-WIRE BRSH W/SCRIP 13.625"	NA		0.00	0.00		85.78	0.00	0.00	0.00	85.78
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
012-4425-1550	Operating Supplies & Exp.					85.78	100.00%			

Vendor: [GWA01 - GREAT WESTERN ALARM & COM](#) Vendor Total: 55.00

231001752101	Invoice	11/1/2023	11/1/2023	11/1/2023	11/1/2023	55.00	0.00	0.00	0.00	55.00
WATER-303 OBISPO ST	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
WATER-303 OBISPO ST	NA		0.00	0.00		55.00	0.00	0.00	0.00	55.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
010-4420-1150	Communications					55.00	100.00%			

Vendor: [HDL02 - HDL COREN & CONE](#) Vendor Total: 1,488.78

SIN032854	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023	1,488.78	0.00	0.00	0.00	1,488.78
FINANCE-CONTRACT SERVICES PROPERTY TAX: 10-12/2023	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-CONTRACT SERVICES PROPERTY TAX: 10-12/2023	NA	0.00	0.00	1,488.78	0.00	0.00	0.00	1,488.78		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4120-2150	Professional services		1,488.78	100.00%						

Vendor: HEA01 - HEALTH SANITATION SERVICE									Vendor Total:	397.86
0404917-1082-4	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	78.42	0.00	0.00	0.00	78.42
P&R-CUST#:26-51796-93007 LEROY PARK	Warr Bank Acct - Warrants Bank Account				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-CUST#:26-51796-93007 LEROY PARK	NA	0.00	0.00	78.42	0.00	0.00	0.00	78.42		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-2150	Professional services		78.42	100.00%						

0406948-1082-7	Invoice	11/1/2023	11/1/2023	11/1/2023	11/1/2023	319.44	0.00	0.00	0.00	319.44
P&R-CUST#:26-51796-93007 LEROY PARK -4689	Warr Bank Acct - Warrants Bank Account				No					
11TH ST										

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-CUST#:26-51796-93007 LEROY PARK - 4689 11TH ST	NA	0.00	0.00	319.44	0.00	0.00	0.00	319.44		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-2150	Professional Services		319.44	100.00%						

Vendor: HEN01 - EAGLE ENERGY, INC									Vendor Total:	6,116.78
203685	Invoice	10/2/2023	10/2/2023	10/2/2023	10/2/2023	970.87	0.00	0.00	0.00	970.87
WWTP-FUEL OIL #2-COMBUSTIBLE LIQUID	Warr Bank Acct - Warrants Bank Account				No					
NA1993										

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-FUEL OIL #2-COMBUSTIBLE LIQUID NA1993	NA	0.00	0.00	970.87	0.00	0.00	0.00	970.87		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-1560	Fuel & lubricants		970.87	100.00%						

203852	Invoice	10/15/2023	10/15/2023	10/15/2023	10/15/2023	495.85	0.00	0.00	0.00	495.85
FIRE-ACCT#:1197 FUEL CHARGES	Warr Bank Acct - Warrants Bank Account				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FIRE-ACCT#:1197 FUEL CHARGES	NA	0.00	0.00	495.85	0.00	0.00	0.00	495.85		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-1560	Fuels and Lubricants		495.85	100.00%						

203854	Invoice	10/15/2023	10/15/2023	10/15/2023	10/15/2023	213.84	0.00	0.00	0.00	213.84
WATER-ACCT#:203854 FUEL CHARGES	Warr Bank Acct - Warrants Bank Account				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WATER-ACCT#:203854 FUEL CHARGES	NA	0.00	0.00	213.84	0.00	0.00	0.00	213.84		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
010-4420-1560	Fuel & lubricants		213.84	100.00%						

203855	Invoice	10/15/2023	10/15/2023	10/15/2023	10/15/2023	237.85	0.00	0.00	0.00	237.85
WWTP-ACCT#:1207 FUEL CHARGES	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
203856	Invoice	10/15/2023	10/15/2023	10/15/2023	10/15/2023	188.54	0.00	0.00	0.00	188.54
PW-ACCT#:1208 FUEL CHARGES Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-ACCT#:1208 FUEL CHARGES	NA		0.00	0.00	188.54	0.00	0.00	0.00	188.54	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1560	Fuel & lubricants				237.85	100.00%				
203864	Invoice	10/15/2023	10/15/2023	10/15/2023	10/15/2023	412.11	0.00	0.00	0.00	412.11
P&R-ACCT#:1228 FUEL CHARGES Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-ACCT#:1228 FUEL CHARGES	NA		0.00	0.00	206.05	0.00	0.00	0.00	206.05	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
071-4454-1560	Fuels & Lubricants				188.54	100.00%				
203872	Invoice	10/15/2023	10/15/2023	10/15/2023	10/15/2023	1,283.22	0.00	0.00	0.00	1,283.22
PD-ACCT#:1280 FUEL CHARGES Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-ACCT#:1280 FUEL CHARGES	NA		0.00	0.00	1,283.22	0.00	0.00	0.00	1,283.22	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-1550	Operating Supplies & Exp.				206.05	100.00%				
204206	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	154.89	0.00	0.00	0.00	154.89
WATER-ACCT#:1202 FUEL CHARGES Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WATER-ACCT#:1202 FUEL CHARGES	NA		0.00	0.00	154.89	0.00	0.00	0.00	154.89	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
010-4420-1560	Fuel & lubricants				154.89	100.00%				
204213	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	518.35	0.00	0.00	0.00	518.35
P&R-ACCT#:1228 - FUEL CHARGES Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-FUEL CHARGES	NA		0.00	0.00	259.20	0.00	0.00	0.00	259.20	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1560	Fuel & lubricants				259.20	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-FUEL CHARGES	NA		0.00	0.00		259.15	0.00	0.00	0.00	259.15
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4300-1560	Fuel & lubricants					259.15	100.00%			
204222	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	1,641.26	0.00	0.00	0.00	1,641.26
PD-ACCT#:1280 FUEL CHARGES		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-ACCT#:1280 FUEL CHARGES	NA		0.00	0.00		1,641.26	0.00	0.00	0.00	1,641.26
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1560	Fuel & lubricants					1,641.26	100.00%			

Vendor: [INT01 - INTEGRITY PLANNING](#)

Vendor Total: 3,156.25

70	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	3,156.25	0.00	0.00	0.00	3,156.25
ADM-GENERAL PLANNING		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-GENERAL PLANNING	NA		0.00	0.00		2,906.25	0.00	0.00	0.00	2,906.25
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4405-2150	Professional Services					2,906.25	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ZONNG CLEARANCE	NA		0.00	0.00		250.00	0.00	0.00	0.00	250.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4405-2150	Professional Services					250.00	100.00%			

Vendor: [J&E01 - J&E CLEANING](#)

Vendor Total: 346.00

46100	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	346.00	0.00	0.00	0.00	346.00
PD-OCTOBER CLEANING SERVICE		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-OCTOBER CLEANING SERVICE	NA		0.00	0.00		346.00	0.00	0.00	0.00	346.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1550	Operating Supplies & Exp.					346.00	100.00%			

Vendor: [JAY01 - JAY CEE TROPHY CO., INC.](#)

Vendor Total: 23.05

308345	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	23.05	0.00	0.00	0.00	23.05
PD-PLATE		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-PLATE	NA		0.00	0.00		23.05	0.00	0.00	0.00	23.05
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1550	Operating Supplies & Exp.					23.05	100.00%			

Vendor: [JBM01 - JUAN BRIBIESCA ALCALA](#)

Vendor Total: 70.00

14	Invoice	11/2/2023	11/2/2023	11/2/2023	11/2/2023	70.00	0.00	0.00	0.00	70.00
PD-CAR WASH & DETAIL UNIT 15-01 & 17-01		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CAR WASH & DETAIL UNIT 15-01 & 17-01	NA	0.00	0.00	70.00	0.00	0.00	0.00	70.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1400	Equipment Maintenance		70.00	100.00%						

Vendor: JPI01 - CALIFORNIA JOINT POWER									Vendor Total:	52,573.00
PROP02292	Invoice	5/19/2023	5/19/2023	5/19/2023	5/19/2023	52,573.00	0.00	0.00	0.00	52,573.00
FINANCE-MEMBER#:GUADA01	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-MEMBER#:GUADA01	NA	0.00	0.00	52,573.00	0.00	0.00	0.00	52,573.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-1015	Prepaid Insurance		52,573.00	100.00%						

Vendor: JUA01 - LEONARDA JUAREZ									Vendor Total:	215.00
10242023	Invoice	10/24/2023	10/24/2023	10/24/2023	10/24/2023	215.00	0.00	0.00	0.00	215.00
P&R-CHECK REQUEST-REFUND DOUBLE BOOKED	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-CHECK REQUEST-REFUND DOUBLE BOOKED	NA	0.00	0.00	215.00	0.00	0.00	0.00	215.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2044	Auditorium/Park Deposits		215.00	100.00%						

Vendor: LCW01 - LIEBERT CASSIDY WHITMORE									Vendor Total:	1,317.50
253171	Invoice	9/30/2023	9/30/2023	9/30/2023	9/30/2023	1,317.50	0.00	0.00	0.00	1,317.50
ADM-LEGAL SERVICES	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-LEGAL SERVICES	NA	0.00	0.00	1,317.50	0.00	0.00	0.00	1,317.50		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4110-2150	Professional services		1,317.50	100.00%						

Vendor: LIN03 - LINEGEAR FIRE & RESCUE EQ									Vendor Total:	386.05
47468	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	386.05	0.00	0.00	0.00	386.05
FIRE-DANNER WILDLAND FIREFIGHTER ROUGH OUT	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FIRE-DANNER WILDLAND FIREFIGHTER ROUGH OUT	NA	0.00	0.00	386.05	0.00	0.00	0.00	386.05		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-1550	Operating Supplies & Exp.		386.05	100.00%						

Vendor: LMM01 - LEIBOLD MCCLENDON & MANN									Vendor Total:	1,340.00
3A	Invoice	10/9/2023	10/9/2023	10/9/2023	10/9/2023	1,340.00	0.00	0.00	0.00	1,340.00
ADM-SUCCESSOR AGENCY-LEGAL SERVICES	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-SUCCESSOR AGENCY-LEGAL SERVICES	NA		0.00	0.00	1,340.00	0.00	0.00	0.00	1,340.00	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
026-4500-2150	Professional Services		1,340.00	100.00%						

Vendor: MEN01 - JOANA MENDOSA										Vendor Total:	111.19
102723	Invoice	10/27/2023	10/27/2023	10/27/2023	10/27/2023	111.19	0.00	0.00	0.00	111.19	
PD-CHECK REQUEST-PETTY CASH		Warr Bank Acct - Warrants Bank Account		No							

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-PETTY CASH	NA	0.00	0.00	45.62	0.00	0.00	0.00	45.62		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		45.62	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-PETTY CASH	NA	0.00	0.00	20.65	0.00	0.00	0.00	20.65		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		20.65	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-PETTY CASH	NA	0.00	0.00	15.60	0.00	0.00	0.00	15.60		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1200	Office Supplies & Postage		15.60	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-PETTY CASH	NA	0.00	0.00	8.69	0.00	0.00	0.00	8.69		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1200	Office Supplies & Postage		8.69	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-PETTY CASH	NA	0.00	0.00	4.34	0.00	0.00	0.00	4.34		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1200	Office Supplies & Postage		4.34	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-PETTY CASH	NA	0.00	0.00	14.13	0.00	0.00	0.00	14.13		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		14.13	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-PETTY CASH	NA	0.00	0.00	2.16	0.00	0.00	0.00	2.16		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1200	Office Supplies & Postage		2.16	100.00%						

Vendor: MMC01 - MIGUEL M CEDILLO										Vendor Total:	196.00
11062023	Invoice	11/6/2023	11/6/2023	11/6/2023	11/6/2023	196.00	0.00	0.00	0.00	196.00	
FINANCE-CHECK REQUEST - REIMBURSEMENT OVERPAYMENT		Warr Bank Acct - Warrants Bank Account		No							

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
BUSINESS LICENSE RENEWAL	NA	0.00	0.00	196.00	0.00	0.00	0.00	196.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2259	Business License Ovrpmt		196.00	100.00%						

Vendor: [NAS01 - NUTRIEN AG SOLUTIONS, INC](#) **Vendor Total:** 169.82

09302023	Invoice	9/30/2023	9/30/2023	9/30/2023	9/30/2023	169.82	0.00	0.00	0.00	169.82
P&P-ACCT#:1072858 FERTILIZER		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&P-ACCT#:1072858 FERTILIZER	NA	0.00	0.00	169.82	0.00	0.00	0.00	169.82		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		169.82	100.00%						

Vendor: [NOL01 - NO LIMIT TIRE INC.](#) **Vendor Total:** 184.13

44491	Invoice	8/9/2023	8/9/2023	8/9/2023	8/9/2023	158.43	0.00	0.00	0.00	158.43
P&R-LOOSE WHEEL- MOWER#1		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-LOOSE WHEEL- MOWER#1	NA	0.00	0.00	158.43	0.00	0.00	0.00	158.43		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1500	Equipment Replacement		158.43	100.00%						

44492	Invoice	8/9/2023	8/9/2023	8/9/2023	8/9/2023	25.70	0.00	0.00	0.00	25.70
P&R-FERTILIZER SPEADER - RIGHT SIDE		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-FERTILIZER SPEADER - RIGHT SIDE	NA	0.00	0.00	25.70	0.00	0.00	0.00	25.70		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1400	Equipment Maintenance		25.70	100.00%						

Vendor: [PAC01 - PACIFIC GAS & ELECTRIC](#) **Vendor Total:** 29,566.12

09212023	Invoice	9/21/2023	9/21/2023	9/21/2023	9/21/2023	5,516.27	0.00	0.00	0.00	5,516.27
PW-ACCT#:5783036442-8		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-ACCT#:5783036442-8	NA	0.00	0.00	226.28	0.00	0.00	0.00	226.28		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
063-4472-1000	Utilities		226.28	100.00%						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-ACCT#:5783036442-8	NA	0.00	0.00	5,289.99	0.00	0.00	0.00	5,289.99		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1000	Utilities		5,289.99	100.00%						

09272023	Invoice	9/27/2023	9/27/2023	9/27/2023	9/27/2023	22,906.64	0.00	0.00	0.00	22,906.64
PW-ACCT#:3472146148-0		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description Bank Code On Hold										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-ACCT#:3472146148-0	NA		0.00	0.00	22,906.64	0.00	0.00	0.00	22,906.64	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-1000	Utilities				22,906.64	100.00%				
101723	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	868.90	0.00	0.00	0.00	868.90
PW-ACCT#:3849410881-4 - 5125 W MAIN ST Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-ACCT#:3849410881-4 - 5125 W MAIN ST	NA		0.00	0.00	868.90	0.00	0.00	0.00	868.90	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-1000	Utilities				868.90	100.00%				
10232023	Invoice	10/23/2023	10/23/2023	10/23/2023	10/23/2023	274.31	0.00	0.00	0.00	274.31
FINANCE-ACCT#:0406686538-9 - 4545 10TH ST Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-ACCT#:0406686538-9 - 4545 10TH ST	NA		0.00	0.00	274.31	0.00	0.00	0.00	274.31	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
107-4018-1000	Utilities				274.31	100.00%				

Vendor: PCL01 - PACIFIC COAST LAND DESIGN INC										Vendor Total:	48,845.75
22-013-13	Invoice	9/13/2023	9/13/2023	9/13/2023	9/13/2023	48,845.75	0.00	0.00	0.00	48,845.75	
P&R-CENTRAL PARK Warr Bank Acct - Warrants Bank Account No											
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-CENTRAL PARK	NA		0.00	0.00	48,845.75	0.00	0.00	0.00	48,845.75		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
089-4444-3053	Central Park (089-205)				48,845.75	100.00%					

Vendor: POL02 - POLYDYNE INC.										Vendor Total:	4,271.63
1779820	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	4,271.63	0.00	0.00	0.00	4,271.63	
WWTP-CLARIFLOC WE-1289 Warr Bank Acct - Warrants Bank Account No											
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-CLARIFLOC WE-1289	NA		0.00	0.00	4,271.63	0.00	0.00	0.00	4,271.63		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
012-4425-1550	Operating Supplies & Exp.				4,271.63	100.00%					

Vendor: PRI02 - PRINTMASTERS DESIGN & PRI										Vendor Total:	107.39
5149	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	107.39	0.00	0.00	0.00	107.39	
PW-BUSINESS CARDS 250- RUDY GUTIERREZ Warr Bank Acct - Warrants Bank Account No											
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-BUSINESS CARDS 250- RUDY GUTIERREZ	NA		0.00	0.00	107.39	0.00	0.00	0.00	107.39		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
071-4454-2150	Professional Services				107.39	100.00%					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [QUA01 - QUADIENT FINANCE USA, INC](#) Vendor Total: **3,132.42**

77900013262001101600016	Invoice	9/19/2023	9/19/2023	9/19/2023	9/19/2023	3,132.42	0.00	0.00	0.00	3,132.42
FINANCE-ACCT#:7900011057551361 POSTAGE					Warr Bank Acct - Warrants Bank Account	No				

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ACCT#:7900011057551361 POSTAGE	NA	0.00	0.00	477.02	0.00	0.00	0.00	477.02

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4120-1200	Office Supplies & Postage		477.02	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ACCT#:7900011057551361 POSTAGE	NA	0.00	0.00	5.40	0.00	0.00	0.00	5.40

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-1200	Office Supplies & Postage		5.40	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ACCT#:7900011057551361 POSTAGE	NA	0.00	0.00	42.97	0.00	0.00	0.00	42.97

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-1200	Office Supplies & Postage		42.97	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ACCT#:7900011057551361 POSTAGE	NA	0.00	0.00	75.45	0.00	0.00	0.00	75.45

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1200	Office Supplies & Postage		75.45	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ACCT#:7900011057551361 POSTAGE	NA	0.00	0.00	1,265.79	0.00	0.00	0.00	1,265.79

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-1200	Office Supplies & Postage		1,265.79	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ACCT#:7900011057551361 POSTAGE	NA	0.00	0.00	1,265.79	0.00	0.00	0.00	1,265.79

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1200	Office Supplies & Postage		1,265.79	100.00%

Vendor: [QUI01 - QUILL CORPORATION](#) Vendor Total: **24.71**

35194482	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	24.71	0.00	0.00	0.00	24.71
ADM-ACCT#:1033042 8-DIGIT DESKTOP CALCULATOR					Warr Bank Acct - Warrants Bank Account	No				

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ACCT#:1033042 8-DIGIT DESKTOP CALCULATOR	NA	0.00	0.00	24.71	0.00	0.00	0.00	24.71

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-1200	Office Supplies & Postage		24.71	100.00%

Vendor: [RAM20 - LUIS RAMOS](#) Vendor Total: **200.00**

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
2023-002	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	200.00	0.00	0.00	0.00	200.00
PD-EMT COVERAGE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-EMT COVERAGE	NA	0.00	0.00	200.00	0.00	0.00	0.00	200.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-2163	SBC Fair		200.00	100.00%

Vendor: [REY01 - REYNA AUTO REPAIR](#)

Vendor Total: 3,251.64

5201	Invoice	9/6/2023	9/6/2023	9/6/2023	9/6/2023	473.84	0.00	0.00	0.00	473.84
PW-FRONT BRAKE PADS-OIL FILTER, MOTOR OIL		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-FRONT BRAKE PADS-OIL FILTER, MOTOR OIL	NA	0.00	0.00	473.84	0.00	0.00	0.00	473.84

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1460	Vehicle Maintenance		473.84	100.00%

5234	Invoice	9/27/2023	9/27/2023	9/27/2023	9/27/2023	887.65	0.00	0.00	0.00	887.65
PW-WATER PUMP, MOTOR OIL, OIL FILTER		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-WATER PUMP, MOTOR OIL, OIL FILTER	NA	0.00	0.00	887.65	0.00	0.00	0.00	887.65

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1460	Vehicle Maintenance		887.65	100.00%

5269	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	1,790.99	0.00	0.00	0.00	1,790.99
PD-WATER PUMP, MOTOR OIL, OIL FILTER		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
15-02 - 90 DAY WARRANTY	NA	0.00	0.00	1,790.99	0.00	0.00	0.00	1,790.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1460	Vehicle Maintenance		1,790.99	100.00%

5279	Invoice	10/26/2023	10/26/2023	10/26/2023	10/26/2023	99.16	0.00	0.00	0.00	99.16
WWTP-MOTOR OIL, OIL FILTER		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-MOTOR OIL, OIL FILTER	NA	0.00	0.00	99.16	0.00	0.00	0.00	99.16

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1460	Vehicle maintenance		99.16	100.00%

Vendor: [RIV01 - RIVERSIDE SHERIFF'S DEPAR](#)

Vendor Total: 267.00

10252023	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023	267.00	0.00	0.00	0.00	267.00
PD-CHECK REQUEST-FIELD TRAINING OFFICER-COURSE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-CHECK REQUEST-FIELD TRAINING OFFICER-COURSE	NA	0.00	0.00	267.00	0.00	0.00	0.00	267.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1300	Business Expense/Training		267.00	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [ROS04 - DAVID ROSE](#) Vendor Total: 4,880.68

10	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	4,880.68	0.00	0.00	0.00	4,880.68
ADM-BUILDING INSPECTIONS OCT 2023		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-BUILDING INSPECTIONS OCT 2023	NA	0.00	0.00	4,880.68	0.00	0.00	0.00	4,880.68

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		4,880.68	100.00%

Vendor: [SAN02 - SANTA MARIA TIRE CORP](#) Vendor Total: 1,420.31

158675	Invoice	10/16/2023	10/16/2023	10/16/2023	10/16/2023	1,240.12	0.00	0.00	0.00	1,240.12
ADM-TRANSIT MAINTENANCE EXPENSE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-TRANSIT MAINTENANCE EXPENSE	NA	0.00	0.00	1,240.12	0.00	0.00	0.00	1,240.12

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
023-4461-1400	Equipment Maintenance		1,240.12	100.00%

[159557](#) Invoice 10/20/2023 10/20/2023 10/20/2023 10/20/2023 180.19 0.00 0.00 0.00 180.19

PD-TIRE PACKAGE - AIRPORT TIRE- LICENSE - 1518537		Warr Bank Acct - Warrants Bank Account			No					
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Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-TIRE PACKAGE - AIRPORT TIRE- LICENSE - 1518537	NA	0.00	0.00	180.19	0.00	0.00	0.00	180.19

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1550	Operating Supplies & Exp.		180.19	100.00%

Vendor: [SAN05 - SANTA BARBARA COUNTY](#) Vendor Total: 535.00

R11686-R6	Invoice	9/14/2023	9/14/2023	9/14/2023	9/14/2023	535.00	0.00	0.00	0.00	535.00
WWTP-PERMIT REEVALUATION FEE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-PERMIT REEVALUATION FEE	NA	0.00	0.00	535.00	0.00	0.00	0.00	535.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2350	Services by other Agencies		535.00	100.00%

Vendor: [SAN25 - SAN LUIS POWER HOUSE, INC](#) Vendor Total: 1,439.78

50101	Invoice	10/16/2023	10/16/2023	10/16/2023	10/16/2023	245.00	0.00	0.00	0.00	245.00
WATER-LABOR SERVICE-10-10-23 QUARTERLY TESTING		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PASADERA WELL GENERATOR TESTING AND INSPECTIONS	NA	0.00	0.00	245.00	0.00	0.00	0.00	245.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-2150	Professional Services		245.00	100.00%

[50102](#) Invoice 10/16/2023 10/16/2023 10/16/2023 10/16/2023 1,194.78 0.00 0.00 0.00 1,194.78

WATER-LABOR SERVICES-10-10-23 EMERGENCYGENERATOR		Warr Bank Acct - Warrants Bank Account			No					
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Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
303 OBISPO BOOSTING STATION BACKUP GENERATOR	NA		0.00	0.00	1,194.78	0.00	0.00	0.00	1,194.78	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
010-4420-2150	Professional Services		1,194.78	100.00%						

Vendor: SAN33 - SANTA BARBARA CO AUDITOR										Vendor Total:	2,685.00
110323	Invoice	11/3/2023	11/3/2023	11/3/2023	11/3/2023	2,685.00	0.00	0.00	0.00	2,685.00	
FINANCE-CHECK REQUEST-FY23-24 SHARE OF LAFCO		Warr Bank Acct - Warrants Bank Account		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-CHECK REQUEST-FY23-24 SHARE OF LAFCO	NA		0.00	0.00	2,685.00	0.00	0.00	0.00	2,685.00	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4140-1550	Operating Supplies & Exp.		2,685.00	100.00%						

Vendor: SOU01 - SOUTHERN CALIFORNIA GAS										Vendor Total:	14.56
09272023	Invoice	9/27/2023	9/27/2023	9/27/2023	9/27/2023	8.36	0.00	0.00	0.00	8.36	
P&R-ACCT#:12998753870 - 4330 W MAIN ST		Warr Bank Acct - Warrants Bank Account		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-ACCT#:12998753870	NA		0.00	0.00	8.36	0.00	0.00	0.00	8.36	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1000	Utilities		8.36	100.00%						

09272023A	Invoice	9/27/2023	9/27/2023	9/27/2023	9/27/2023	6.20	0.00	0.00	0.00	6.20
P&R-ACCT#:09451463419 1025 GUADALUPE ST		Warr Bank Acct - Warrants Bank Account		No						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-ACCT#:09451463419 1025 GUADALUPE ST	NA		0.00	0.00	6.20	0.00	0.00	0.00	6.20	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1000	Utilities		6.20	100.00%						

Vendor: STC01 - SECURITAS TECHNOLOGY CORPORATION										Vendor Total:	182.48
6003497775	Invoice	8/6/2023	8/6/2023	8/6/2023	8/6/2023	58.81	0.00	0.00	0.00	58.81	
WWTP-5125 W MAIN ST - ACCT#:10825143		Warr Bank Acct - Warrants Bank Account		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-5125 W MAIN ST - ACCT#:10825143	NA		0.00	0.00	58.81	0.00	0.00	0.00	58.81	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		58.81	100.00%						

6003604187	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	64.86	0.00	0.00	0.00	64.86
ADM-ACCT#:10839644 MAINTENANCE CHARGE		Warr Bank Acct - Warrants Bank Account		No						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description										
Bank Code										
On Hold										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-ACCT#:10839644 MAINTENANCE CHARGE	NA		0.00	0.00	64.86	0.00	0.00	0.00	64.86	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4105-2150	Professional Services				64.86	100.00%				
6003623895	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	58.81	0.00	0.00	0.00	58.81
WWTP-ACCT#:10825143 MAINTENANCE CHARGES	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-ACCT#:10825143 MAINTENANCE CHARGES	NA		0.00	0.00	58.81	0.00	0.00	0.00	58.81	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				58.81	100.00%				

Vendor: [THE07 - PHILIP F. SINCO](#) **Vendor Total:** 8,837.50

10299	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	210.00	0.00	0.00	0.00	210.00
ADM-CANNABIS RELATED - TIME SPENT OCT 2023	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-CANNABIS RELATED - TIME SPENT OCT 2023	NA		0.00	0.00	210.00	0.00	0.00	0.00	210.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-HEMP-2150	Prof Services				210.00	100.00%				

10300	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	297.50	0.00	0.00	0.00	297.50
ADM-CCWA RELATED - TIME SPENT - OCT 2023	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-OCT 2023	NA		0.00	0.00	297.50	0.00	0.00	0.00	297.50	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-2150	Professional Services				297.50	100.00%				

10301	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	7,665.00	0.00	0.00	0.00	7,665.00
ADM-LEGAL SERVICES-OCTOBER 2023	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-LEGAL SERVICES-OCTOBER 2023	NA		0.00	0.00	7,665.00	0.00	0.00	0.00	7,665.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4110-2150	Professional services				7,665.00	100.00%				

10302	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	665.00	0.00	0.00	0.00	665.00
ADM-ROYAL THEATER PROJECT	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-ROYAL THEATER PROJECT	NA		0.00	0.00	612.50	0.00	0.00	0.00	612.50	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
079-4542-2164	General Admin				612.50	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-RDA MATTERS	NA		0.00	0.00		52.50	0.00	0.00	0.00	52.50
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
026-4500-2150	Professional Services					52.50	100.00%			

Vendor: TMP01 - TRAFFIC MANAGEMENT PRODUCTS INC									Vendor Total:	634.24
06-102278	Invoice	9/28/2023	9/28/2023	9/28/2023	9/28/2023	49.94	0.00	0.00	0.00	49.94
P&R-SS2006-12-18-063 SIGN ALUMINUM 12"	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-SS2006-12-18-063 SIGN ALUMINUM 12"	NA		0.00	0.00		49.94	0.00	0.00	0.00	49.94
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4145-1550	Operating Supplies & Exp.					49.94	100.00%			

06-102586	Invoice	10/13/2023	10/13/2023	10/13/2023	10/13/2023	20.42	0.00	0.00	0.00	20.42
P&R-SS2006-12-18-063 SIGN ALUMINUM 12"X18"	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
NO PARKING SIGNS	NA		0.00	0.00		20.42	0.00	0.00	0.00	20.42
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4300-1500	Equipment Replacement					20.42	100.00%			

06-102824	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	563.88	0.00	0.00	0.00	563.88
FINANCE-LEROY PARK FUNDING SIGN	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FINANCE-LEROY PARK FUNDING SIGN	NA		0.00	0.00		563.88	0.00	0.00	0.00	563.88
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
100-4010-2165	Planning					563.88	100.00%			

Vendor: ULT01 - ULTREX									Vendor Total:	715.10
3915477	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	715.10	0.00	0.00	0.00	715.10
ADM-COPY METER	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-COPY METER	NA		0.00	0.00		58.32	0.00	0.00	0.00	58.32
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4405-1550	Operating Supplies & Exp.					58.32	100.00%			

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-COPY METER	NA		0.00	0.00		91.06	0.00	0.00	0.00	91.06
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1550	Operating Supplies & Exp.					91.06	100.00%			

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-COPY METER	NA		0.00	0.00		292.15	0.00	0.00	0.00	292.15
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4120-1550	Operating Supplies & Exp.					292.15	100.00%			

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-COPY METER	NA		0.00	0.00		43.39	0.00	0.00	0.00	43.39
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1550	Operating Supplies & Exp.					43.39	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-COPY METER	NA		0.00	0.00		213.02	0.00	0.00	0.00	213.02
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4105-1550	Operating Supplies & Exp.					213.02	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-COPY METER	NA		0.00	0.00		17.16	0.00	0.00	0.00	17.16
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4300-1550	Operating Supplies & Exp.					17.16	100.00%			

Vendor: [USA01 - U.S.A. BLUEBOOK INC.](#) **Vendor Total:** 333.94

INV00157312	Invoice	10/9/2023	10/9/2023	10/9/2023	10/9/2023	333.94	0.00	0.00	0.00	333.94
WWTP-QUANTUM AERATOR - 15HP-460V-3P	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
WWTP-QUANTUM AERATOR - 15HP-460V-3P	NA		0.00	0.00		333.94	0.00	0.00	0.00	333.94
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
012-4425-1550	Operating Supplies & Exp.					333.94	100.00%			

Vendor: [USB04 - U.S. BANK CORPORATE PAYME](#) **Vendor Total:** 3,315.89

027211471	Invoice	10/5/2023	10/5/2023	10/5/2023	10/5/2023	2,754.73	0.00	0.00	0.00	2,754.73
FIRE-HOME MOTORS	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
2006 CHEVROLET SILVERADO RED	NA		0.00	0.00		2,754.73	0.00	0.00	0.00	2,754.73
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1460	Vehicle Maintenance					2,754.73	100.00%			

209179050	Invoice	9/14/2023	9/14/2023	9/14/2023	9/14/2023	121.30	0.00	0.00	0.00	121.30
FIRE-WHEEL CHOCKS FOR TRAVEL TRAILER	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-WHEEL CHOCKS FOR TRAVEL TRAILER	NA		0.00	0.00		36.94	0.00	0.00	0.00	36.94
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1400	Equipment Maintenance					36.94	100.00%			

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-WHEEL CHOCKS FOR TRAVEL TRAILER	NA		0.00	0.00		84.36	0.00	0.00	0.00	84.36
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1550	Operating Supplies & Exp.					84.36	100.00%			

220841387	Invoice	10/10/2023	10/10/2023	10/10/2023	10/10/2023	43.26	0.00	0.00	0.00	43.26
FIRE-AMAZON-MICRO SDXC	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-MICRO SDXC	NA		0.00	0.00	21.63	0.00	0.00	0.00	21.63	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		21.63	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-MICRO SDXC	NA		0.00	0.00	21.63	0.00	0.00	0.00	21.63	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		21.63	100.00%						
501413842	Invoice	10/9/2023	10/9/2023	10/9/2023	10/9/2023	130.44	0.00	0.00	0.00	130.44
FIRE-AMAZON-TRAINING CARTRIDGE	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-TRAINING CARTRIDGE	NA		0.00	0.00	130.44	0.00	0.00	0.00	130.44	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		130.44	100.00%						
69.59	Invoice	10/2/2023	10/2/2023	10/2/2023	10/2/2023	69.59	0.00	0.00	0.00	69.59
PD-TRAILER HITCH, KEYED CABLE LOCK	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-TRAILER HITCH, KEYED CABLE LOCK	NA		0.00	0.00	69.59	0.00	0.00	0.00	69.59	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1400	Equipment Maintenance		69.59	100.00%						
742827419	Invoice	9/12/2023	9/12/2023	9/12/2023	9/12/2023	38.25	0.00	0.00	0.00	38.25
FIRE-GLADE SPRAY REFILL	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-GLADE SPRAY REFILL	NA		0.00	0.00	38.25	0.00	0.00	0.00	38.25	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-1200	Office Supplies & Postage		38.25	100.00%						
756551566	Invoice	9/19/2023	9/19/2023	9/19/2023	9/19/2023	101.67	0.00	0.00	0.00	101.67
FIRE-AMAZON-COPY PRINTER PAPER	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-COPY PRINTER PAPER	NA		0.00	0.00	101.67	0.00	0.00	0.00	101.67	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1200	Office Supplies & Postage		101.67	100.00%						
771868948	Invoice	9/19/2023	9/19/2023	9/19/2023	9/19/2023	19.25	0.00	0.00	0.00	19.25
FIRE-AMAZON-HEACYWEIGHT MANILA FILES	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-HEACYWEIGHT MANILA FILES	NA		0.00	0.00	19.25	0.00	0.00	0.00	19.25	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1200	Office Supplies & Postage		19.25	100.00%						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
813201801	Invoice	10/6/2023	10/6/2023	10/6/2023	10/6/2023	45.09	0.00	0.00	0.00	45.09
FIRE-CURTIS- SOUTH PARK AXE BLADE MOUNTING BRACKET		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-CURTIS- SOUTH PARK AXE BLADE MOUNTING BRACKET	NA	0.00	0.00	45.09	0.00	0.00	0.00	45.09

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-1400	Equipment Maintenance		45.09	100.00%

923672727	Invoice	9/13/2023	9/13/2023	9/13/2023	9/13/2023	7.00	0.00	0.00	0.00	7.00
FIRE-FASTRAK VIOLATION CENT		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-FASTRAK VIOLATION CENT	NA	0.00	0.00	7.00	0.00	0.00	0.00	7.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-2167	Strike Team/EMT/Other		7.00	100.00%

CM0000019	Credit Memo	10/5/2023	10/5/2023	10/5/2023	10/5/2023	-14.69	0.00	0.00	0.00	-14.69
FIRE-AMAZON-CREDIT -SCREEN PROTECTOR IPHONE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-AMAZON-SCREEN PROTECTOR IPHONE	NA	0.00	0.00	-14.69	0.00	0.00	0.00	-14.69

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1550	Operating Supplies & Exp.		-14.69	100.00%

Vendor: [VER05 - VERIZON WIRELESS](#) Vendor Total: 749.79

9947163873	Invoice	10/18/2023	10/18/2023	10/18/2023	10/18/2023	749.79	0.00	0.00	0.00	749.79
ADM-INV#:9947163873 ACCT#:642087942-00001		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-INV#:9947163873 ACCT#:642087942-00001	NA	0.00	0.00	120.47	0.00	0.00	0.00	120.47

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1150	Communications		120.47	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-INV#:9947163873 ACCT#:642087942-00001	NA	0.00	0.00	171.39	0.00	0.00	0.00	171.39

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1150	Communications		171.39	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-INV#:9947163873 ACCT#:642087942-00001	NA	0.00	0.00	251.41	0.00	0.00	0.00	251.41

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-1150	Communications		251.41	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-INV#:9947163873 ACCT#:642087942-00001	NA		0.00	0.00	51.63	0.00	0.00	0.00	51.63	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-1150	Communications				51.63	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-INV#:9947163873 ACCT#:642087942-00001	NA		0.00	0.00	103.26	0.00	0.00	0.00	103.26	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-1150	Communications				103.26	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM-INV#:9947163873 ACCT#:642087942-00001	NA		0.00	0.00	51.63	0.00	0.00	0.00	51.63	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1150	Communications				51.63	100.00%				

Vendor: VLO01 - V. LOPEZ JR. & SONS									Vendor Total:	4,857.43
12453	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	4,857.43	0.00	0.00	0.00	4,857.43
PW-GENERAL ENGINEERING-MOBILIZATION/DEMO		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-GENERAL ENGINEERING-MOBILIZATION/DEMO	NA		0.00	0.00	4,857.43	0.00	0.00	0.00	4,857.43	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
071-4454-2150	Professional Services				4,857.43	100.00%				

Vendor: WAL01 - WALLACE GROUP, A CALIFORNI									Vendor Total:	3,113.38
60535	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	3,113.38	0.00	0.00	0.00	3,113.38
PW-PROJECT MANAGEMENT THR SEPT 30,2023		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-PROJECT MANAGEMENT THR SEPT 30,2023	NA		0.00	0.00	3,113.38	0.00	0.00	0.00	3,113.38	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-2150	Professional Services				3,113.38	100.00%				

Vendor: WEL01 - WELLS FARGO VENDOR FINANC									Vendor Total:	948.01
5027026995	Invoice	10/7/2023	10/7/2023	10/7/2023	10/7/2023	862.91	0.00	0.00	0.00	862.91
ADM-COPY MACHINE LEASE PAYMENT		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
+ 2023 PROPERTY TAX - OCT 2023	NA		0.00	0.00	862.91	0.00	0.00	0.00	862.91	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4140-4150	Lease Purchase				862.91	100.00%				
5027026996	Invoice	10/7/2023	10/7/2023	10/7/2023	10/7/2023	85.10	0.00	0.00	0.00	85.10
ADM-FIRE DEPT COPY MACHINE		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
LEASE PAYMENT + 2023 PROPERTY TAX- OCT 2023	NA		0.00	0.00	85.10	0.00	0.00	0.00	85.10	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4140-4150	Lease Purchase		85.10	100.00%						

Vendor: WHI05 - WHITTLE FIRE PROTECTION									Vendor Total:	490.00
230912M01	Invoice	9/17/2023	9/17/2023	9/17/2023	9/17/2023	490.00	0.00	0.00	0.00	490.00
P&R-NPFA 10 EXTINGUISHER INSPECTION @ VET BUILDING		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-NPFA 10 EXTINGUISHER INSPECTION @ VET BUILDING	NA	0.00	0.00	490.00	0.00	0.00	0.00	490.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-2150	Professional Services		490.00	100.00%						

Vendor: WIL03 - WILLDAN FINANCIAL SERVICE									Vendor Total:	4,175.00
010-56301	Invoice	10/23/2023	10/23/2023	10/23/2023	10/23/2023	4,175.00	0.00	0.00	0.00	4,175.00
PD-PUBLIC SAFETY IMPACT FEE NEXUS STUDY		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PROFESSIONAL SERVICES THR 09-30-23 PROP 172	NA	0.00	0.00	4,175.00	0.00	0.00	0.00	4,175.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
042-4210-2350	Services by other Agencies		4,175.00	100.00%						

Vendor: WML01 - W.M. LYLES CO									Vendor Total:	25,358.80
6	Invoice	10/26/2023	10/26/2023	10/26/2023	10/26/2023	25,358.80	0.00	0.00	0.00	25,358.80
PW-MOBILIZATION & DEMOBILIZATION		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-MOBILIZATION & DEMOBILIZATION	NA	0.00	0.00	25,358.80	0.00	0.00	0.00	25,358.80		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
089-4444-3083	Effluent Irrigation Pump Station Rehab		25,358.80	100.00%						

Vendor: ZAV02 - MARIBEL ZAVALA									Vendor Total:	250.00
10172023	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	250.00	0.00	0.00	0.00	250.00
P&R-CHECK REQUEST-REFUNDABLE AMOUNT		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
CLEANING CITY HALL AUDITORIUM	NA	0.00	0.00	250.00	0.00	0.00	0.00	250.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2044	Auditorium/Park Deposits		250.00	100.00%						

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Credit Memo	1	-14.69	0.00	0.00	0.00	-14.69	0.00	-14.69
Invoice	210	345,526.88	0.00	0.00	0.00	345,526.88	0.00	345,526.88
Grand Total:		345,512.19	0.00	0.00	0.00	345,512.19	0.00	345,512.19

Account Summary

Account	Name	Amount
001-1015	Prepaid Insurance	52,573.00
001-2044	Auditorium/Park Deposits	515.00
001-2057	Alvarez Lot Split - SB9	170.00
001-2058	Alvarez Lot Line Adjustment – 11th Street	340.00
001-2080	CENTRAL COAST PROCESSING	382.50
001-2082	147 Tognazzini Lot Merger	127.50
001-2259	Business License Ovrpmt	196.00
001-3621	Over/Short	96.31
001-4105-1200	Office Supplies & Postage	276.85
001-4105-1350	Memberships, Dues & Subs	1.03
001-4105-1550	Operating Supplies & Exp.	213.02
001-4105-2150	Professional Services	64.86
001-4110-2150	Professional services	8,982.50
001-4120-1200	Office Supplies & Postage	1,071.36
001-4120-1550	Operating Supplies & Exp.	292.15
001-4120-2150	Professional services	2,180.56
001-4140-1550	Operating Supplies & Exp.	2,885.86
001-4140-2150	Professional Services	37.98
001-4140-4150	Lease Purchase	948.01
001-4145-0100	Salaries - Regular	2.96
001-4145-1000	Utilities	1,849.64
001-4145-1150	Communications	1,040.06
001-4145-1500	Equipment Replacement	102.10
001-4145-1550	Operating Supplies & Exp.	2,593.50
001-4145-1560	Fuel & lubricants	465.25
001-4145-2150	Professional Services	1,891.18
001-4200-1150	Communications	51.63
001-4200-1200	Office Supplies & Postage	227.16
001-4200-1300	Business Expense/Training	267.00
001-4200-1400	Equipment Maintenance	139.59
001-4200-1460	Vehicle Maintenance	1,790.99
001-4200-1550	Operating Supplies & Exp.	2,382.91
001-4200-1560	Fuel & lubricants	1,641.26
001-4200-2150	Professional services	790.00
001-4200-2350	Services by other Agencies	5,289.22
001-4220-1200	Office Supplies & Postage	81.22
001-4220-1400	Equipment Maintenance	82.03
001-4220-1460	Vehicle Maintenance	2,754.73
001-4220-1550	Operating Supplies & Exp.	875.41
001-4220-1560	Fuels and Lubricants	495.85
001-4220-2163	SBC Fair	600.00
001-4220-2167	Strike Team/EMT/Other	7.00
001-4220-2350	Services by other Agencies	2,013.09
001-4300-0100	Salaries - Regular	2.96
001-4300-1000	Utilities	12,866.45
001-4300-1150	Communications	103.26
001-4300-1400	Equipment Maintenance	25.70
001-4300-1500	Equipment Replacement	280.69
001-4300-1550	Operating Supplies & Exp.	837.41
001-4300-1560	Fuel & lubricants	465.21
001-4300-2150	Professional services	78.42
001-4405-1550	Operating Supplies & Exp.	58.32
001-4405-2150	Professional Services	12,116.93
001-HEMP-2150	Profl Services	210.00
	Total:	125,833.62

Account	Name	Amount
010-4420-0100	Salaries - Regular	1.78

Account Summary

Account	Name	Amount
010-4420-1150	Communications	306.41
010-4420-1200	Office Supplies & Postage	1,308.92
010-4420-1560	Fuel & lubricants	368.73
010-4420-2150	Professional Services	28,645.68
Total:		30,631.52

Account	Name	Amount
012-4425-0100	Salaries - Regular	1.78
012-4425-1000	Utilities	27,685.58
012-4425-1150	Communications	171.39
012-4425-1200	Office Supplies & Postage	1,265.79
012-4425-1460	Vehicle maintenance	99.16
012-4425-1500	Equipment Replacement	326.24
012-4425-1550	Operating Supplies & Exp.	4,876.12
012-4425-1560	Fuel & lubricants	1,208.72
012-4425-2150	Professional Services	35,604.64
012-4425-2350	Services by other Agencies	535.00
Total:		71,774.42

Account	Name	Amount
023-4461-0100	Salaries - Regular	1.78
023-4461-1400	Equipment Maintenance	1,240.12
Total:		1,241.90

Account	Name	Amount
026-4500-2150	Professional Services	1,392.50
Total:		1,392.50

Account	Name	Amount
042-4210-2350	Services by other Agencies	4,175.00
Total:		4,175.00

Account	Name	Amount
060-4490-0100	Salaries - Regular	0.90
060-4490-1000	Utilities	138.44
Total:		139.34

Account	Name	Amount
063-4472-0100	Salaries - Regular	0.90
063-4472-1000	Utilities	686.23
063-4472-2150	Professional services	871.00
Total:		1,558.13

Account	Name	Amount
071-4454-0100	Salaries - Regular	10.70
071-4454-1000	Utilities	5,497.65
071-4454-1150	Communications	120.47
071-4454-1460	Vehicle Maintenance	1,361.49
071-4454-1550	Operating Supplies & Exp.	1,061.81
071-4454-1560	Fuels & Lubricants	188.54
071-4454-2150	Professional Services	4,964.82

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
		Total:
		13,205.48

<u>Account</u>	<u>Name</u>	<u>Amount</u>
079-4542-1000	Utilities	90.54
079-4542-2164	General Admin	7,892.00
		Total:
		7,982.54

<u>Account</u>	<u>Name</u>	<u>Amount</u>
089-4444-3053	Central Park (089-205)	48,845.75
089-4444-3083	Effluent Irrigation Pump Station Rehab	25,358.80
089-4444-3094	EV Bus, Chrg	12,535.00
		Total:
		86,739.55

<u>Account</u>	<u>Name</u>	<u>Amount</u>
100-4010-2165	Planning	563.88
		Total:
		563.88

<u>Account</u>	<u>Name</u>	<u>Amount</u>
107-4018-1000	Utilities	274.31
		Total:
		274.31

MINUTES

City of Guadalupe Special Meeting of the Guadalupe City Council Tuesday, October 24, 2023, at 5:45 pm City Hall, 918 Obispo Street, Council Chambers

1. **ROLL CALL:**

Council Member Christina Hernandez
Council Member Gilbert Robles
Council Member Megan Lizalde
Mayor Pro Tempore Eugene Costa Jr.
Mayor Ariston Julian

Mayor Julian called the special meeting to order at 5:45 p.m. All members were present except Council Member Costa, Jr. (Note: The abbreviation, "CM" for "Council Member," will be used in these minutes.)

2. **PLEDGE OF ALLEGIANCE**

3. **COMMUNITY PARTICIPATION FORUM**

There were no requests to speak.

REGULAR BUSINESS

4. **Approval of agreements between the City of Guadalupe and the Pasadera Development and between the City of Guadalupe and Caltrans for Highway 166 improvements.**

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council adopt Resolution No. 2023-87 approving the in-lieu funding contribution agreement between the City and the Pasadera developer, and Resolution No. 2023-88 approving the cooperative agreement between the City and Caltrans, both of which are related to a consolidated project for traffic improvements for Highway 166.

City Attorney Sinco explained why there is this special meeting. This item became urgent when it was learned that Cal Trans needed action to be taken before the next meeting, November 14, 2023. They needed action by November 2, 2023. There wasn't enough time to get this item on the regular agenda. This item should be uncontroversial as this is a highly desirable project.

The Pasadera development was approved back in November 2012. One of the conditions that was required for the approval of the project involved some traffic improvements to Hwy 166. Those

haven't been done and weren't intended to be done at that time...they were deferred to a later time when it would be required, and Caltrans would have something to say about that. SBCAG is also working on installing a traffic signal at Hwy 1/166 intersection.

Caltrans has other projects going on with Hwy 166. It approached the parties for a consolidated project which is what is all about. Caltrans requires a cooperative agreement between the City and Caltrans to receive funding for the project. Cal Trans will be providing the remaining funding that isn't provided by the cooperative agreement.

The cooperative agreement involves the City contributing \$9.9M for the project, of which \$5.5M will come from Pasadera, in lieu of its obligations under the development agreement and other documents to actually perform the improvements for Hwy 166. All the parties agree that \$5.5M is fair and reasonable substitute for the actual work it was required to do.

It's already irrevocably offered for dedication certain right-of-way along Hwy 166 from its property. The next item, the City is going to...hopefully, the City Council is going to accept those offers which is also required for this project.

The City's contribution of \$4.4M has already been approved by the City Council in September...actually twice. In July, \$3.3M was approved for this project and another \$1.4M was requested Measure A funding. So, \$4.4M is already approved.

This item involves two (2) resolutions to approve two (2) separate agreements. The main highlights are listed in the staff report. The funding contribution agreement between the City and Pasadera involves \$5.5M to be contributed by the developer and that not likely will be paid before January 1, 2027, unless certain things happen before then that require those monies to be spent. The City's \$4.4M will be spent first. Only at that point will the developer's money be required.

Due to the fact that the money is being spent but the traffic improvements are not being performed for some time, but they would have been performed by Pasadera when they were doing housing in that area, part of the future based developments, it was agreed that in order for the future houses to be developed and constructed in the Pasadera future phases, the improvements required in the agreement had to be deemed satisfied by the execution of this agreement...rather than the actual contribution of the funding. Partly because the funding is required for expensive bridges that have to be built so they need the money to do that. There's no reason to have it until 2027. That was one of the key provisions that was negotiated for the agreement.

As for the cooperative agreement, it's pretty basic. The City signed what Caltrans basically told us to sign. And we give them \$9.9M when they need it. They'll give us notice before it's due, about 45 days. We really don't expect the monies to be paid until at least 2025. City Attorney completed his report and then asked for motions to adopt two (2) separate resolutions.

Mayor Julian said, "I have one caveat. There's one big item: the railroad and lights there. Southern Pacific wants one point person, Cal Trans, and they agreed. The whole project will cost \$31M."

Request to Speak:

Garret Matsuura: On the railroad, I have an additional question. Will there be regular updates and, if so, from whom?" Mayor Julian said, "SBCAG...they're adamant about having public input. They want to meet here to discuss. Caltrans will make sure that... SBCAG wants minute-by-minute updates. Caltrans met with Tayler Farms...trucks coming in."

Mr. Matsuura then asked, "Signal at Hwy 1/166. Design only?" The mayor said, "Pretty much set in stone. \$3M for signalization." Mr. Matsuura said that there's been much discussion about how it will affect agricultural acreage. Mayor Julians said, "There's underground powering. Caltrans will make sure they connect with Pasadera developer."

Motion was made by Council Member Hernandez and seconded by Council Member Lizalde to adopt Resolution No. 2023-87. Roll Call: Ayes: 4 Absent: Costa, Jr. Motion passed.

Motion was made by Council Member Lizalde and seconded by Council Member Robles to adopt Resolution No. 2023-88. Roll call: Ayes: 4 Absent: Costa, Jr. Motion passed.

5. Offer to dedicate additional Right-Of-Way (ROW) for public roads, utilities, and drainage purposes along the frontage of the Pasadera Development on Highway 166/Main Street.

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council adopt Resolution No. 2023-89 approving the City of Guadalupe's acceptance of the dedication of Right-Of-Way (ROW) for public road, utilities, and drainage purposes along the Pasadera project frontage on Highway 166 to allow the construction of improvements related to the City-Caltrans Cooperative Agreement.

City Attorney Sinco said that now that the two (2) agreements have been approved, Caltrans needs the City to accept specific lots for Pasadera. Caltrans requires that the City accept the offer to dedicate (OTD) the additional ROW along the Hwy 166 frontage of the Pasadera Development required for the improvements as proposed within the Cooperative Agreement between the city of Guadalupe and Caltrans. Certificate of Acceptance for all – improvement for Caltrans. The City Council will accept the dedication.

Motion was made by Council Member Lizalde and seconded by Council Member Robles to adopt Resolution No. 2023-89. Roll Call: Ayes: 4 Absent: Costa, Jr. Motion passed.

6. ADJOURNMENT

Motion was made by Council Member Hernandez and seconded by Council Member Robles to adjourn special meeting. 4-0 Absent: Costa, Jr. Motion passed. Meeting adjourned at 6:01 p.m.

Prepared by:

Approved by:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

MINUTES

City of Guadalupe

Regular Meeting of the Guadalupe City Council

Tuesday, October 24, 2023, at 6:00 pm

City Hall, 918 Obispo Street, Council Chambers

1. **ROLL CALL:**

Council Member Christina Hernandez
Council Member Gilbert Robles
Council Member Megan Lizalde
Mayor Pro Tempore Eugene Costa Jr.
Mayor Ariston Julian

Mayor Julian called the meeting to order at 6:03 p.m. All members were present except Council Member Costa, Jr. (Note: The abbreviation, "CM", for "Council Member", will be used in these minutes.)

2. **PLEDGE OF ALLEGIANCE**

3. **MOMENT OF THANKS, APPRECIATION OR CONDOLENCES.**

Mayor Julian said, "Our hearts are with those in the Middle East....very trying times. We wish them peace and safety.

CM Hernandez said, "I just want to thank the Touch of Style Car Club. This is their ninth year supporting the community with their donation of toys."

4. **AGENDA REVIEW**

Mayor Julian said that Items #9., Director of Public Safety Report, and #11., "Adoption of the June 2023 City of Guadalupe Emergency Response and Procedures Manual", are to be tabled as Chief Cash was not in attendance.

5. **CEREMONIAL CALENDAR**

A. Swearing-in Jacob Nuño, Fire Captain

Jacob Nuño was sworn in as Fire Captain. He said, "Thank you for this opportunity. Thank you to my support system, my family, my girlfriend, and everybody. I'm ready to move forward. This is a learning process, but I'm looking forward to this challenge and will do the best that I can. Thank you."

Mayor Julian commented, "Captain has been a solid team member of our fire community, our public safety community. When we needed him for anything, food bank... someone falling out of his wheelchair, and he was there to help him. And there are many other instances where you communicate with people, and you're one of the first responders. So, it's great to have you as part of a solid team. I know Chief Cash would really want to be here to welcome you as the Captain. Congratulations to you and I'm glad to see your family is supporting you. The family of Guadalupe is supporting you, too. Welcome!"

CM Lizalde added, "I always feel that the swearing in ceremony, still to this day, gets me excited. To step into this service for your community is such a commitment for you and your family. The sacrifices you make to be on shifts, to be there on call. It's so beautiful to have such a great support system."

6. COMMUNITY PARTICIPATION FORUM

An email was submitted for public comment from Meredith E. Valenzuela, dated 10/20/23:

"I am writing to the city council to express my deep concern regarding the strong and persistent odor emanating from the weed processing plant that was approved. Even though I live at least [a half a mile] away from the processing plant, the overwhelming smell has been prominent in our neighborhood for at least two days now during the day and evening.

As a resident who recently moved into Guadalupe about a year ago, I am disappointed and disturbed that my family has continuous exposure to this nauseating odor of weed. I cannot have my windows or doors open even just slightly without the smell filling up the room. This issue is making it challenging to enjoy our home and outdoor spaces.

I strongly urge the city authorities to take prompt and effective measures to address this issue and ensure that the processing plant complies with and mitigates the release of such strong nauseating odors into our community.

If the situation persists, my family and I will highly consider relocating out of Guadalupe as the current circumstances have created an unpleasant environment to live in. I appreciate your immediate attention to this matter. Thank you."

Michael Rochlin

Guadalupe students are highly intelligent and love to read. They like books...playing chess. They do not need to be bribed with interactive machine gun war games in order to utilize the library. Yet, Head Librarian Jackson's policy has led to an unviable situation. Many patrons no longer use the library. Head Librarian Jackson does not use the Guadalupe Library. Though other branches have numerous employees...here, there is only one. Jackson has said that by allowing students access to these games, maybe they will use the library. This is a reflection of disdain on the community. Guadalupe students do not need to be bribed with interactive machine gun war games in order to utilize the library.

Currently, children may use computers without a library card or any ID. Requiring students to at least have a library card or show ID would involve parents and establish a minimum of control. Most students do not wish to play war games. They would like to read, learn and study. They would like to feel the warmth of the town's support of providing them with a public space of peace and quiet. Encouraging a handful of children who have been sadly addicted to electronics to monopolize it, as in an arcade, drives away patrons of all ages, classes, backgrounds, and interests.

Library administration doesn't know who is behind these games nor the effects these programs are having on children. The Guadalupe branch doesn't need to be under the jurisdiction of any other agency. It can reside, for example, in City Hall, as is done in other municipalities. Their policies could be appropriate for our residents, instead of the library being an object of disdain.

7. CONSENT CALENDAR (A-G)

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

- A.** Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting unless City Council indicates otherwise.
- B.** Approve payment of warrants for the period ending October 16, 2023.
- C.** Approve the Minutes of the City Council regular meeting of October 10, 2023.
- D.** Adopt Second Reading of Ordinance No. 2023-512 amending Chapter 12.12 of Title 12 of the Guadalupe Municipal Code regarding street trees.
- E.** Adopt Resolution No. 2023-84 acknowledging the receipt of and filing of the Annual Statement of Investment Policy for fiscal year 2023-24.
- F.** Adopt Resolution No. 2023-85 accepting as complete the public improvements required for Tract 29,062 (Lot 4N) and Tract 29,064 (Lot 9) of the Pasadera Development (DJ Farms) and to authorize the release of the remaining cash funds deposited to secure construction of the required public improvements.
- G.** Adopt Resolution No. 2023-86 approving a Memorandum of Understanding (MOU) with the Guadalupe Police Officers Association (GPOA) for the time period of August 18, 2023, through June 30, 2024.

No items were pulled. **Motion was made by Council Member Lizalde and seconded by Council Member Hernandez to approve the full Consent Calendar. 4-0 Absent: Costa, Jr. Motion passed.**

MANAGEMENT REPORTS

8. CITY ADMINISTRATOR REPORT: *(Information Only)*

Mr. Bodem went through his written report giving additional information and summarizing details on others.

He spoke a bit about 995 Guadalupe Street (Al's Union) saying, "Some of the HCD requirements are that we had to put property away and advertise it for housing purposes. We reached that deadline and now we can start marketing for commercial use." Mayor Julian asked, "What if the City wanted to keep the property?" City Attorney Sinco said, "If we wanted to keep it, we'd need to talk to the Successor Agency's attorney who specializes in this. We'd have to go to the County Oversight Board and request a change to our long-term property management plan. It requires us to sell it. It doesn't say how we have to sell it. What we were proposing as staff was do requests for proposals. We can accept ideas from developers about what they thought best for that property. There could be a variety of ideas. For example, there's been talk about a city parking lot or something like that...a municipal enterprise. That would require a change in the plan, and we'd have to get approval from the Department of Finance in Sacramento. I don't think it would be insurmountable to do...it could be possible to make that change."

Mr. Bodem then said, "The property has a lot of value. There are a lot of entities to divide...more value as property for us or as a development property." The mayor said, "We need a fire station. It's outdated. A parking lot is not high on my priority list although it is used as a parking lot now." City Attorney Sinco said, "We can have the item agendaized for the Successor Agency. I'll need to speak with the attorney and bring it forward. I don't think we have to go through the Surplus Land Act again but there are a lot of issues relating to all of this."

Mr. Bodem summarized comments about grant earmarks from Townsend; the City's new website which will be rolling out soon, and potential disaster relief funds for Guadalupe. There are some transitional updates with the Guadalupe Senior Meal Program. He talked about the use of a food truck for a temporary "farmers' market" at Le Roy Park on Fridays. The operation would involve the use of a food truck that has been converted to offer fresh veggies and fruit.

He also commented that there was a zoom meeting last week on the consolidated project of Hwy 1 and 166. This City Administrator's report was put out before the meeting was actually held, but Mr. Bodem said that he wanted to mention the update on the consolidated efforts on this project.

CM Lizalde said that she was excited for a mobile farmers' market where healthy foods can be accessed.

9. DIRECTOR OF PUBLIC SAFETY REPORT: (Information Only)

- A. Police Department report for September 2023
- B. Fire Department report for September 2023
- C. Code Compliance report for September 2023

The mayor tabled this item.

10. RECREATION SERVICES MANAGER REPORT (Information Only)

A. Recreation and Parks report for September 2023

Ms. Sanchez gave a brief update on activities and events.:

The Senior Fitness classes are back at the Senior Center. Schedule is Monday & Wednesday, 1:00 p.m. to 1:45 p.m. Line dancing is on Tuesday and Thursday, 1:00 p.m. to 2:00 p.m.

Pumpkin Painting: Wednesday, 10/25, at 1:15 p.m. Still open to sign up. Thank you to the Nipomo Pumpkin Patch that donated the pumpkins. It's a pretty pumpkin patch on Eucalyptus Road.

Dia de Los Muertos: Monday, 10/30, will be set up day, 3:00 p.m. to 7:00 p.m. Activities will commence on Wednesday, 11/1, from 3:00 p.m. to 7:00 p.m. and Thursday, 11/2, 3:00 p.m. to 7:00 p.m. Friday, 11/3, will be breakdown.

McKenzie School, Kiwanis, and the Little House by the Park = "Trunk or Treat" at McKenzie. There will be roller skating, Touch of Style Car Club, barbecue, booths and cake walk – 5:00 p.m. to 9:00 p.m.

No drop-in volleyball – gym/auditorium floors are being refinished. Volleyball will be back up next Wednesday, 11/1.

Thank you to those who attended "Movie Night" at Le Roy Park. Two films were shown: "Hocus Pocus" and "The Addams Family". Best costumes were highlighted. Musical chairs were played. Lobo's provided food and snacks. It was a great success. CM Lizalde asked if more movie nights would be scheduled. Ms. Sanchez said that at the next Recreation & Parks Commission meeting, she would ask if a Commissioner would want to be in charge .

Mayor Julian asked about the exercise classes. Ms. Sanchez said that the instructor had filled out a volunteer form. It's run through the City.

The mayor then asked about janitorial services as there's a need at the Senior Center. Ms. Sanchez said that an email had been sent out for estimates, and she's waiting for responses. Mayor Julian added, "Now that there no longer is Los Amigos de Guadalupe, City staff is picking up the cleaning at the Senior Center. Restrooms need to be maintained on a regular basis. City staff is doing a good job taking care of things."

REGULAR BUSINESS

11. Adoption of the June 2023 City of Guadalupe Emergency Response and Procedures Manual.

Written report: Michael Cash, Director of Public Safety

Recommendation: That the City Council adopt the June 2023 City of Guadalupe Emergency Response and Procedures Manual.

The mayor tabled this item.

12. Authorize Mayor to execute a new Employment Agreement with Michael Cash.

Written report: Todd Bodem, City Administrator

Recommendation: That the City Council approve a new Employment Agreement with Michael Cash as Director of Public Safety and authorize the Mayor to sign on behalf of the City.

City Attorney Sinco said that the Brown Act requires public statement of executive contracts. This is a new contract for two (2) years, retroactive to October 9, 2023. There is a 7.5% increase, resulting in a new base salary of \$148,940.48 (\$71.60 per hour). In the second year of the contract, there will be a \$5.00 per hour increase, resulting in an increase to \$159,340.48 (\$76.606 per hour).

Besides the increase in base salary, the position is “at-will”. If terminated without cause, there would be six months of severance. Health benefits will match those of other City employees. Chief Cash is eligible to receive 10 hours of sick leave per month as well as 10 hours of vacation per month. He is also eligible to receive 40 hours of administrative leave annually. He will receive a uniform allowance of \$1,200 annually. In addition, he will be provided an emergency response vehicle at the City’s expense. For retirement purposes, he is classified as “PEPRA, 2% at 57” in the CalPERS Retirement System.

Mr. Bodem then said, “All managers get 80 hours of administrative leave annually.” City Attorney Sinco said that this item could be brought back to make sure of the correct number of hours for administrative leave. Mayor Julian said that he wouldn’t want to take it up now and called for a motion.

Motion was made by Council Member Lizalde and seconded by Council Member Hernandez to authorize Mayor Julian to execute a new Employment Agreement with Michael Cash. Roll Call: Ayes: 4 Absent: Costa, Jr. 4-1-0 Motion passed.

13. FUTURE AGENDA ITEMS

No new future agenda items were added.

14. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

CM Hernandez:

Attended the Senior Plan Workshop for County. Guadalupe scored higher than Santa Maria, Santa Barbara and Lompoc in the “livability index”.

United Way – 42% of households are below real cost measures. A family of four (4) would need to hold more than three (3) minimum wage jobs to achieve economic maturity.

CM Robles:

This weekend the Guadalupe Bulldogs football team have two (2) teams in the playoffs. "Juniors" play Saturday at Righetti High School. "Intermediates" have a bye this weekend. CM Lizalde commented that it's always nice to see the community come out when the playoffs are here.

Mayor Julian:

The mayor asked Ms. Sanchez about the vegetable truck. Ms. Sanchez said, "They need to get a Guadalupe business license. They already have a health permit...ready to go. Larry (Appel) to get a site map...where they're setting up. Not taking up a lot of room." Mayor Julian asked if the group was part of 'Fressa'. It isn't. CM Hernandez asked if they were using Root 1 from Lompoc. Ms. Sanchez said that the truck isn't Root 1.

CM Lizalde asked to have other community members or groups get involved. Ms. Sanchez said, "There's so much red tape to get groups involved. Mobile trucks...better deal. Truck is their site...their truck is permitted to be there."

15. ADJOURNMENT TO CLOSED SESSION

Items to be discussed in closed session: 1) Public Employee Performance Evaluation, and 2) Conference with Labor Negotiators.

Motion was made by Council Member Lizalde and seconded by Council Member to adjourn to closed session. 4-0 Absent: Costa, Jr. Motion passed. Meeting adjourned to closed session at 6:45 p.m.

16. CLOSED SESSION AGENDA

Public Employee Performance Evaluation

(Subdivision (b) of Gov. Code Section 54957)

Title: City Attorney

Conference with Labor Negotiators

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

Agency designated representatives: City Administrator and Human Resources Manager

Employee organizations: Service Employees International Union (SEIU), Local 620; International Association of Fire Fighters (IAFF), Local 4403

17. ADJOURNMENT TO OPEN SESSION MEETING

Motion was made by Council Member Lizalde and seconded by Council Member Hernandez to adjourn to open session. 4-0 Absent: Costa, Jr. Motion passed. Meeting adjourned to open session at 7:21 p.m.

18. CLOSED SESSION ANNOUNCEMENTS

There were no "reportable actions".

19. ADJOURNMENT

Motion was made by Council Member Lizalde and seconded by Council Member Hernandez to adjourn meeting. 4-0 Absent: Costa, Jr. Motion passed. Meeting adjourned at 7:22 p.m.

Prepared by:

Approved by:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 14, 2023

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: Extension of Lease of Jail to Rancho de Guadalupe Historical Society

RECOMMENDATION:

That the City Council by motion, approve a new 5-year lease extension with the Rancho de Guadalupe Historical Society for the historic one-room jail on 10th Street and authorize the Mayor to sign on behalf of the City.

BACKGROUND:

The Rancho de Guadalupe Historic Society has leased the historic one-room jail on 10th Street from the City of Guadalupe since 1993. In fact, when the Historical Society first began leasing the jail the Historical Society completed significant repairs and renovations of it.

Currently, the Jail is open once a month for tours (fourth Sunday of the month).

The original lease was five years – 1993 through 1998. There have been several five-year extensions since – 1998 through 2003, 2003 through 2008, 2008 through 2013, 2013 through 2018, 2018 through 2023.

The current lease expires on December 14, 2023 and the Historical Society would like to lease for five more years, from December 15, 2023 through December 14, 2028. See **Attachment 2**, “Lease Extension Agreement # 5.

The proposed lease rate is \$1/year, which has been the rate throughout. The Historical Society covers all maintenance of the building and also pays the minimal electricity for it. There are no other utility charges.

Staff recommends renewal of the lease.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Letter from Rancho de Guadalupe Historical Society
2. Lease Extension Agreement # 5

RECEIVED

APR 06 2023

CITY OF GUADALUPE
City Clerk or Deputy Clerk



P.O. Box 233, 1005 Guadalupe Street
Guadalupe, CA 93434

April 5, 2023

Mr. Todd Bodem, City Administrator
City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434

Dear Mr. Bodem.

The Rancho de Guadalupe Historical Society wishes to once again renew our lease with the City for the care of the historic 1926 City jail. We have had a lease for the jail since 1993. During that time we have refurbished the jail three times including roofing, installation of windows, electricity and painting.

The lease renewal period is for 60 months (five years) at the cost of \$1.00 per year. This renewal will cover 2024 through 2028. The current lease extension agreement expires on December 14, 2023.

For your convenience, enclosed is a copy of the last lease extension agreement. If you have any questions, I can be reached by e-mail at m.runner13@hotmail.com or by telephone at (805) 598-0740.

Sincerely,

Alfred Ramos
President

Enc.

LEASE EXTENSION AGREEMENT #5

THIS LEASE EXTENSION AGREEMENT (hereinafter to as the "Agreement") is made and entered as of December 15, 2023, by and between the CITY OF GUADALUPE, a Municipal corporation (hereinafter referred as "Lessor") and RANCHO DE GUADALUPE HISTORICAL SOCIETY, a California non-profit corporation (hereinafter referred to as "Lessee"), with reference to the following facts.

- A. Lessor and Lessee are the same parties as those named as Lessor and Lessee in that certain Facilities Lease (hereinafter referred to the "Original Lease") executed as of December 15, 1993, with reference to certain real property commonly referred to as the Old Guadalupe Jail located in the Central Park in the City of Guadalupe, California. The Original Lease was extended pursuant to a Lease Modification Agreement and extended for an additional term by Lease Extension Agreement #4.
- B. The parties wish to extend the term of Original Lease, as extended, on the terms and conditions specified herein.

NOW THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the parties hereto agree as follow:

- 1. TRUTH OF RECITALS. All of the matters specified in Recitals A and B above are true and correct as of the date of this Agreement.
- 2. EXTENSION OF TERM, Section 2.01 is hereby modified to read as follows:

The term of this Lease shall be for a period of five years commencing December 15, 2023, through and including 11:59 p.m. on December 14, 2028.

- 3. ADDITIONAL OPTION, Section 2.02 is hereby modified to read as follows:

Provided that Lessee is not in default of any provision of this Lease, Lessee shall have the option to extend this Lease for a period of sixty (60) months on the same terms and conditions as specified herein. Lessee shall provide written notice to Lessor of its intention to exercise this option not later than June 15, 2028.

- 4. RENT, Section 3.01 is hereby modified to read as follows:

As and for rent for the Leased Premises, Lessee agrees to pay Basic Rent for the Leased Promises in the amount of \$1.00 per year, payable in one lump sum in advance, concurrently with the execution of this Lease Extension Agreement #5.

5. NO OTHER MODIFICATIONS. Except as modified herein, the Original Lease shall remain in full force and effect according to its terms. Capitalized terms in this Agreement shall have the same meaning as in the Original Lease.

IN WITNESS WHEREOF the parties have executed this instrument at Guadalupe, California as of date and year above first written.

LESSOR:

LESSEE:

CITY OF GUADALUPE

**RANCHO DE GUADALUPE
HISTORICAL SOCIETY, a California Non-
Profit Corporation**

Ariston Julian, Mayor

Alfred Ramos, President

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 14, 2023

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT Clerical Correction for Employment Agreement with Michael Cash

RECOMMENDATION:

That the City Council approve the Employment Agreement with Michael Cash previously approved with a minor, clerical correction (change from 40 hours of administrative leave per year to 80 hours of administrative leave per year), and direct staff to substitute the second page of the attached Employment Agreement for the second page of the Employment Agreement previously approved on October 24, 2023, since it has already been signed by Chief Cash and Mayor Julian.

BACKGROUND:

The City Council approved a new employment agreement with Michael Cash at its meeting on October 24, 2023. Just before the Council acted to approve the agreement, the City Administrator noticed that the agreement provided for 40 hours of administrative leave per year, and he questioned whether this was correct because he, and other managers in the City, receive 80 hours of administrative leave per year. The City Attorney advised that he did not know if this was a mistake or what had been negotiated and recommended that the Council approve the agreement as it was presented to it, and if it turned out to be a mistake, the correction would be made and the Council would be asked to approve the corrected agreement. The Council agreed and approved the new employment agreement with Chief Cash as it was presented (i.e., with 40 hours of administrative leave per year).

DISCUSSION:

After the meeting, the City Attorney investigated whether a mistake had been made or whether the 40 hours of administrative leave had been part of the negotiations. The City Attorney soon realized that he had made a mistake. In fact, Chief Cash had been receiving 80 hours of administrative leave since he began his employment with the City and the negotiations concerning only a salary increase with all other provisions of the existing agreement to carry over.

Since the Employment Agreement has already been signed by Chief Cash and Mayor Julian, in addition to requesting that the Council approve and accept the correction to the Employment Agreement, rather than have a corrected copy of the Employment Agreement re-signed, staff is also asking the City Council

to direct it to simply substitute the second page (which is the only page with the error about the number of hours of administrative leave).

FISCAL IMPACT:

The fiscal impact of the additional 40 hours of administrative leave is minimal.

ATTACHMENTS:

1. Employment Agreement (corrected to reflect 80 hours of administrative leave per year).

EMPLOYMENT AGREEMENT

This Agreement is made and entered into this 24th day of October 2023, by and between the City of Guadalupe, a municipal corporation, (hereinafter called "Employer" and Michael Cash, (hereinafter called "Employee") an individual, both of whom agree as follows:

Section 1: Term:

The term of this agreement shall be for a period of two (2) years, from October 9, 2023, to October 8, 2025. Notwithstanding the term of the agreement, Employee acknowledges that his position with the City is an "at-will" position, and Employer need not provide advance notification, sufficient or just cause or a right of appeal from a decision to terminate Employee, except as may otherwise be required by the Peace Officers Procedural Bill of Rights. Employee shall be entitled to only such benefits upon termination as are explicitly set forth in this Agreement.

Section 2: Duties and Authority

Employer agrees to employ Employee as Director of Public Safety to perform the functions and duties specified for the position of police chief under Guadalupe Municipal Code Chapter 2.16, to perform the functions and duties specified for the position of fire chief under Guadalupe Municipal Code Chapter 2.20, and to perform other legally permissible and proper duties and functions. Employee shall be designated a "peace officer" as that term is defined under Penal Code Section 830.1.

Section 3: Compensation

A. Base Salary: Employer agrees to pay Employee an annual base salary of \$148,940.48 (a \$5.00 per hour increase from \$66.606/hr. to \$71.606/hr.) effective October 9, 2023, and payable in installments at the time that other management employees of the employees of the Employer are paid.

B. Base Salary Increase: Employer agrees to pay Employee an annual base salary of \$159,340.48 (a \$5.00 per hour increase from \$71.606/hr. to \$76.606/hr.) effective October 9, 2024, and payable in installments at the time that other management employees of the employees of the Employer are paid.

Section 4: Health, Disability and Life Insurance Benefits

The Employer agrees to provide and to pay the premiums for insurance programs for the Employee equal to those provided to other police officers of the City of Guadalupe. In the event Employee does not wish to enroll in such insurance programs, Employer shall make an equivalent payment into a deferred compensation program. Provisions of this section are subject to change.

Section 5: Vacation, Sick, Administrative and Holiday Leave

A. Employee shall accrue 10 hours sick leave each month.

B. Employee shall accrue 10.0 hours vacation leave per month during the term of this Agreement. A vacation accrual cap shall not exceed an amount equal to two years' accrual. Employee will not earn additional vacation hours in excess of that cap.

C. Employee shall be credited with 80 hours administrative leave annually, beginning with a prorated amount upon the effective date of this Agreement. Administrative leave shall not carry over from year to year, nor shall employee be entitled to payment for unused administrative leave at the end of each year. Each January 1st thereafter, Employee shall be credited with 80 hours of administrative leave for that calendar year.

D. Employee shall receive the following paid holidays each year, and Employee shall be entitled to take such holidays off work without loss of compensation: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, 4th of July, Labor Day, Veterans' Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve and Christmas Day, and two floating holidays to be scheduled at Employee's discretion upon notice to the City Administrator.

Section 6: Retirement

Employer agrees to enroll Employee into the applicable state PERS retirement system or plan using the 2% @ 57 base formula required by the Public Employees Pension Reform Act of 2013 (PEPRA).

Section 7: General Business Expenses

A. Employee shall receive a uniform maintenance allowance double the amount as provided to other police officers of the City of Guadalupe.

B. Employee shall receive a uniform reimbursement allowance up to \$1,200.00 annually and reimbursable in monthly installments when expense reports are submitted.

C. Employer recognizes that certain expenses of a non-personal but job related nature are incurred by Employee, and agrees to reimburse or to pay said general expenses. Among such expenses, Employer recognizes that Employee shall be required to attend, and Employer shall pay for certain POST-mandated management courses. Other such expenses shall include membership fees for California Police Chiefs Association, and the Santa Barbara County Law Enforcement Chiefs Association. Upon approval by the City Administrator, the Finance Director is authorized to disburse such moneys upon receipt of duly executed or petty cash vouchers, receipts, statements or personal affidavits. Reimbursement for expenses for job-related conferences shall be subject to budgetary limitations.

D. Employee shall be provided an emergency response vehicle at Employer expense. The vehicle will be equipped with appropriate emergency response equipment. Employee shall have use of the vehicle for both official business and transportation to and from personal residence. The purpose of this vehicle assignment is intended to expedite the emergency response to the City at all hours while off duty.

Section 8: Termination

A. For the purpose of this agreement, termination shall occur when three (3) out of five (5) members of the City Council vote to terminate the Employee at a duly authorized public meeting, when Employee is otherwise ready, willing and able to perform the duties of his position.

B. If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health, with or without a reasonable accommodation,

beyond any accumulated leave, Employer shall have the option to terminate this agreement, subject to the severance pay requirements of Section 9.

C. If the Employer reduces the base salary, compensation or any other financial benefit of the employee in a percentage greater than the average reduction applicable to all department heads, Employee shall have the right to declare that such reduction constitutes termination.

D. If the Employee resigns following an offer by Employer to accept resignation, or following a suggestion by Employer to resign, whether formal or informal, then the Employee shall have the right to declare such resignation a termination under this Agreement.

E. Termination based on disability or inability to perform duties shall be subject to the provisions contained in the Peace Officers Bill of Rights and all applicable California and/or federal laws.

Section 9: Severance

A. Except as set forth in subsection C and under Government Code Section 53260, if the Employee is terminated under Section 8, the Employer shall provide a severance payment equal to six (6) months salary at the current rate of pay. The severance shall be paid in a lump sum or in bi-weekly installments at Employer's option.

B. The Employee shall also be compensated for all accumulated vacation and administrative time upon termination.

C. Employee shall not be entitled to the severance payment set forth in subsection A in the event he is terminated following a conviction of a felony, or of a misdemeanor involving abuse of office or position by Employee, as that term is defined in Government Code Section 53243.4, or if otherwise terminated for good cause.

Section 10: Resignation

In the event that the Employee voluntarily resigns his position with the Employer, the Employee shall provide a minimum of 30 days notice unless the parties agree otherwise. Employee shall be entitled to be compensated for any unused accumulated vacation time as of the last date of employment but shall not be entitled to severance pay as provided in Section 9 nor any unused administrative time.

Section 11: Hours of Work

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, including but not limited to City Council and other meetings occurring during evening and night hours. Employer is retaining Employee to perform the duties of director of public safety, and not for any particular working hours or schedule. Employee shall be entitled to no additional compensation for hours worked outside the Employer's normal office hours.

Section 12: Outside Activities

The employment provided for by this Agreement shall be the Employee's sole employment. Recognizing that certain outside consulting, teaching or publishing opportunities provide indirect benefits to the

Employer and the community, the Employee may, with Council authorization, elect to accept limited teaching, consulting, publishing or other business opportunities that cannot be construed as a conflict of interest with his responsibilities under this Agreement.

Section 13: Indemnification

A. Employer shall provide Employee defense and indemnification as set forth in Part 7, Division 3.6, Title I of the Government Code, specifically Government Code Sections 995 et seq. Notwithstanding anything to the contrary in this subsection, pursuant to Government Code Section 53243.1, if the City provides funds for the legal criminal defense of Employee, any funds provided for that purpose shall be fully reimbursed by Employee to the City if Employee is convicted of a crime involving an abuse of his office or position.

B. Employee recognizes that Employer shall have the right to compromise and settle all actions or proceedings in which Employer is providing Employee a defense, even if Employee objects to such compromise or settlement.

Section 14: Other Terms and Conditions of Employment

The Employer shall fix any such other terms and conditions of employment as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Guadalupe Municipal Code or any other state law.

Section 15: Notices

A. Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Employer: City of Guadalupe
918 Obispo Street
Guadalupe, California 93434

Employee: Michael Cash
2211 Carrasco Way
Santa Maria, CA 93455

B. Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil subpoenas. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

Section 16: General Provisions

A. Integration: This Agreement sets forth and establishes the entire understanding between the Employer and the Employee related to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this

Agreement. The parties by mutual written agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

B. Binding Effect: The Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

C. Effective Date: This Agreement shall become effective on the date of passage of a resolution of the City Council approving this Agreement.

D. Severability: The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect.

CITY OF GUADALUPE ("EMPLOYER")

MICHAEL CASH ("EMPLOYEE")

By:

By:

Ariston Julian, Mayor

Michael Cash



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 14, 2023**

Dayanira Cruz

Todd Bodem

Prepared by:
Dayanira Cruz, Engineering Technician

Approved by:
Todd Bodem, City Administrator

SUBJECT: Federal transit funding available through Federal Transit Act (FTA) Sections 5311 and 5339

RECOMMENDATION:

That the City Council of the City of Guadalupe authorize the Public Works Director to execute applications, certifications and assurances, authorized agent forms, requests for reimbursement, and any other documents required to receive financial assistance through the US Department of Transportation (administered by the California Department of Transportation) associated with the 5311 and 5339 programs.

DISCUSSION:

The City of Guadalupe is eligible for almost \$100,000 per year of operating financing through the FTA 5311 program. In addition, the City of Guadalupe is eligible to compete for capital funding for the purchase of new electric transit vehicles through the FTA 5339 program. For the City to continue to be eligible for these programs, the California Department of Transportation requires a resolution from the City of Guadalupe City Council authorizing the Public Works Director to administer these programs.

FISCAL IMPACT:

The City relies on numerous funding sources to support its public transit program. The 5311 funding is a critical funding source necessary to maintain public transit services for the community. In addition, continued work towards securing additional funding for electric transit vehicles will not only assist the City in meeting state mandated requirements for all electric transit vehicles by 2040 but also assist in improving air quality for our community.

ATTACHMENT:

1. Resolution No. 2023-90

RESOLUTION NO. 2023-90

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE
AUTHORIZING FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C.-SECTION 5311) AND/OR 5339
(49 U.S.C.-SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the US Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non—urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1G), and Section 5339 of the Federal Transit Act (FTA C 5100.1) and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for rural transit and intercity buses; and

WHEREAS, the City of Guadalupe desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in the County of Santa Barbara; and

WHEREAS, the City of Guadalupe has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

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

- SECTION 1.** That the Public Works Director file and execute applications on behalf of the City with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended, and pursuant to Section 5339 of the Federal Transit Act (FTA C 5100.1), as amended.
- SECTION 2.** That the Public Works Director is authorized to file all certification of assurances, contracts, or agreements or any other document required by the Department.
- SECTION 3.** That the Public Works Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.
- SECTION 4.** That the Public Works Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5011 and/or Section 5339 project (s)
- SECTION 5.** The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 14th day of November 2023 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2023-90** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 14, 2023, and that same was approved and adopted.

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 14, 2023

Todd Bodem

Prepared by:

Todd Bodem, City Administrator

SUBJECT: Adoption of a resolution approving a contract with Urban Planning Concepts, Inc. for monthly cost of up to \$12,960.00 for contract planning services in Guadalupe and authorizing the Mayor to sign it on behalf of the City.

RECOMMENDATION:

That the City Council adopt Resolution No. 2023-91 approving a contract with Urban Planning Concepts, Inc. in an anticipated monthly cost of approximately \$12,960.00 for contract planning services in Guadalupe and authorizing the Mayor to sign on behalf of the City.

BACKGROUND:

The city currently utilizes a consulting Planning Director (Larry Appel, Integrity Planning) and consulting City Planner (Bill Scott) for the Building and Planning Department. Mr. Appel handles “larger” projects such as ordinance creation/revisions, general plan update(s), and policy issues, whereas, Mr. Scott handles the “day-to-day” projects such as Accessory Dwelling Unit (ADU’s), conditional use permit applications, and other applications. Both consultants have repeatedly announced their intention to terminate their agreements with the City and cease serving in their respective capacities in December 2023.

In April 2023, the Council approved a job description for the City to an in-house Associate Planner position. The plan was to have the consultant Planning Director be made available for training and consultation on more complex issues beyond 2023 (***Attachment 1: August 24, 2023, Memo of On-going Work Projects***), as City staff recommended the development of a new classification and position, Associate Planner, for the City to meet its planning services needs beginning in January 2024.

The position was then solicited and there was little interest and no viable candidates. This would have been a full-time, exempt position and the incumbent would be expected to work at an advanced level and handle most of the City’s planning needs.

Due to the complete lack of viable candidates for the solicitation of an Associate Planner, City staff decided to issue a Request-For-Proposals (RFP’s) for contract planning services.

By the time a new agreement is executed with an outside firm, it will leave little time for Mr. Scott and Mr. Appel to train and hand over the reins to the selected professional planning consultant. Mr. Appel is willing to extend his contract through the end of 2024, however, which will assist with the transition to the new professional planning consultant, as well as continue to utilize Mr. Appel's services for "larger" projects as needed.

DISCUSSION:

The City Administrator manages the overall operation of the Building and Planning Department, including planning, building, housing, and commercial cannabis regulatory oversight. Day-to-day professional planning activities fall on the consulting planners and an in-house permit technician.

The City issued an RFP on October 2, 2023, by posting on the City's website, advertising in the local paper, and sending the RFP via email to three planning firms known to the City that staff believed may be interested in submitting proposals. Two proposals were received from EMC Planning Group and Urban Planning Concepts, Inc. (UPC).

The City Administrator and the Contract Planning Director have completed their review of the two proposals received (along with some clarification of tasks and pricing) and both agreed that the better proposal for the needs of the City was from UPC.

There were some compelling reasons to go with UPC of Santa Maria over EMC Planning Group, which is not a negative reflection on EMC Planning Group, especially in light of the valuable service it provided to the City in connection with updating its general plan recently. UPC is a local firm that is well established in the area. They are providing a dedicated Senior Planner who will physically work in the Planning Department two days per week. EMC Planning Group would provide planning services only remotely. Additionally, UPC's hourly rate was less than EMC Planning Group as was the monthly average projected cost. And finally, the UPC was going to provide an Excel-based tracking system at no added cost. With the City's limited resources, UPC will cost the City less while more than adequately serving the City's needs.

UPC Services to the City:

UPC will provide up to 20 hours per week of dedicated planning services, with office hours two full days a week at the Planning Department. They anticipate services to include but not limited to:

- Provide front counter customer assistance – respond to inquiries from the public, inspect plans for completeness, and accept plan submittals.
- Process development applications - including discretionary and ministerial permits including variances, use permits, business licenses, zone changes, general plan amendments and other planning entitlements. Prepare staff reports and manage project budgets/invoices.
- Attend meetings - with applicants, technical meetings (subdivision review) with various City departments (including Public Works, Parks and Recreation, and Fire Department).

- Review applications submitted - and provide application complete or incomplete comment letters.
- Prepare and/or manage the preparation of CEQA environmental documents.
- Manage noticing for permit actions and CEQA documents.
- Prepare monthly planning reports for City Council review.
- File maintenance and permit tracking.
- Attend and present projects at City Council hearings.

Options Available to the Council

1. The Council could approve the agreement as recommended; and
2. The Council could direct those changes be made to the agreement; or
3. The Council could decide not to enter into the agreement.

FISCAL IMPACT:

City staff anticipates regular monthly costs of approximately \$12,960 for 80 hours per month. This assumes up to 20 hours a week at \$162 per hour (*which represents a 10% discount on the Senior Planner's hourly rate of \$180 per hour*). Mr. Larry Appel plans to stay on board into 2024 to assist with the transition to UPC. Mr. Appel's hourly rate will be \$130 per hours. When needs arise, the Principal Planners (Laurie Tamura and/or Brian Schwarz) may be utilized. Their hourly rates will be slightly higher (\$175.5 per hour) if their services are required. The fiscal year 2023-2024 budget is \$151,000, and the expenses for UPC alone (i.e., not including Mr. Appel's services) will be approximately \$155,520. It is likely there may be a slight increase in expenses related to planning services to the General Fund and the City may need to adjust slightly the planning budget mid fiscal year, but perhaps not since a significant portion of the charges for services illustrated in the contract would be offset by the planning fees the City collects. The City has been rather fortunate over the past several years by being able to benefit from the highly cost-effective services of Mr. Appel and Mr. Scott, however, with their impending termination of services, and the failure to attract a viable person to be a City employee in the Associate Planner position, the City's options are rather limited. Fortunately, even if a bit more expensive, UPC is a highly qualified consultant and will be able to meet the City's needs with respect to planning services.

ATTACHMENTS:

1. August 24, 2023, Memo of on-going work projects
2. Resolution No. 2023-91
3. Agreement between the City and Urban Planning Concepts, Inc.



PLANNING DEPARTMENT

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

To: Todd Bodem, City Administrator
Ariston Julian, Mayor
From: Larry Appel, Contract Planning Director
Date: August 24, 2023
RE: **On-going Work Projects and More**

As we are still moving towards a plan to turn over the day-to-day planning procedures to a city employee, there are still a number of projects that will need my assistance to carry out. At some point when the new planner is fully up to speed, there may be time to have him/her take over the special projects. But until then, I am recommending that my services continue to cover the following general topics:

2042 General Plan Implementation

1. Land Use (4 programs) – Consistency Rezone (Program 1.1.3 completed)
2. Circulation (10 programs)
3. Environmental Justice (3 programs)
4. Conservation & Open Space (4 programs)
5. Economic (5 programs)
6. Community Design and Historic Preservation (6 programs)
7. Air Quality & Safety (7 programs)
8. Public Facilities (3 programs)
9. Noise (1 policy)

Zoning Ordinance Update

The zoning ordinance was originally adopted in 1980. While there have been a few sections that have been updated since I started working for the city, there are many sections that still require updates.

Procedural Manual

There are no written procedures for the city staff to utilize when processing ministerial and discretionary permits in the city. Before Bill Scott and I are completely done with our contracts, I highly recommend that we are permitted to prepare this manual that will be used by the new planner and subsequent planners.

Annual HCD Housing Report (Annual Progress Report)

Each year the city is required to prepare a report that identifies all housing units that receive discretionary and ministerial approvals, building permits issued, and occupancy clearances. This is a very tedious task, but I have been doing it for the last four years, so it would make sense for me to continue preparing this report.

Sign Ordinance Implementation

The ordinance was approved and went into effect in early 2022, but to this date, I have not had direction from management or council to begin the enforcement process for signs that are now illegal. In particular, the sandwich board signs and the bow-feather signs need to be removed. When I rewrote the sign ordinance in Santa Maria, we were directed by Council to provide letters to the business owners with the violations to give them 90 days to remove their signs. I would need to work with Josue to implement a program.

“How To” Counter/Web Handouts

A picture is worth a thousand words. That’s why I think it is important to prepare a number of handouts that explain how to obtain permits or to draw a site plan.

This whole work program is assuming that there will be a full-time city planner hired prior to the end of this calendar year and that the majority of these work items will begin in January 2024. Both Bill and I have committed to providing training to the new employee through the end of the year. After Bill and I stop providing day-to-day planning services, I hope to continue with this work program where my hours would generally be limited to 20-30 per month.

Given the current state of the recruitment, and now knowing that the City of Santa Maria is not able to provide contract services, I am worried that the city could be left without any planning services by the end of the year. I haven’t talked to Bill to know how seriously he wants to end his contract, but if he does, I am not willing to pick up the additional workload that he has been providing. He has a very gifted skill set that has allowed him to process all parcel and tract maps, lot line adjustments, mergers, and everything cannabis.

What I would be willing to do to provide the city some extra months to find a planner is to stay on in January 2024 to continue doing the day-to-day planning functions, but I need to make it worth my time, as I was supposed to be dialing my time back considerably. To do this from January 1 to June 30, 2024, I would want my contract extended for the entire year at a new rate of \$150 per hour. As a side note, I have a friend that worked for aerospace at the base. The company had lost its contract, but still needed to launch one more rocket by the end of the year. Employees were leaving quickly for new jobs, but the company needed to retain sufficient staff to complete the last mission. They ended up offering three times their current salaries if they would remain there through the final lift off. I’m not asking for anything like the aerospace workers, but it has to be enough to make it worth my time. Once a planner is hired, I would drop the rate to \$130 per hour, a \$5/hr. increase over the past two-year contract. At that point, I would handle training the new planner and review draft documents until I felt the person was at a level that Philip could handle (legal vs. planning edits). I will not work on any cannabis projects, so I would hope you would reach out to Bill to consider a similar “bonus” contract to cover the extended time needed to hire a permanent planner. You might also want to consider Rincon Consultants, Urban Planning Concepts, etc.

I would be happy to meet with you two to discuss this memo and see what direction you want to go in the future.

RESOLUTION NO. 2023-91

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH URBAN PLANNING CONCEPTS, INC. FOR PROFESSIONAL PLANNING SERVICES

WHEREAS, the City of Guadalupe is in need of professional planning services and does not have any employees that perform these services; and

WHEREAS, the City currently utilizes a consulting Planning Director (Larry Appel, Integrity Planning) and consulting City Planner (Bill Scott) for the Building and Planning Department; and

WHEREAS, Mr. Appel handles the more complex planning duties while Mr. Scott primarily handles day-to-day matters and project applications; and

WHEREAS, both consultants have repeatedly announced their intention to terminate their agreements with the City and cease serving in their respective capacities in December 2023; and

WHEREAS, on April 2023, the Council approved a job description for the City to solicit to hire an in-house Associate Planner to replace the use of consultants but there were no viable candidates; and

WHEREAS, due to the lack of applicant response, city staff issued a Request-for-Proposal (RFP) on October 2, 2023, by posting on the City's website, advertising in the local paper, and sending via email to three consulting services. Two proposals were received (from EMC Planning Group and Urban Planning Concepts, Inc. (UPC)); and

WHEREAS, after reviewing both proposal, City staff felt that UPC was the preferred choice as it is a well-established local firm that will be able to provide counter planning work two days per week and is the more affordable option; and

WHEREAS, Mr. Appel is willing to extend his contract through the end of 2024 until he has time assist with the transition to the selected professional planning consultant; and

WHEREAS, UPC will provide high-quality services and excellent responsiveness in the Building and Planning Department; and,

WHEREAS, the proposed agreement with UPC is for a one (1) year period from November 14, 2023, through November 13, 2024.

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

SECTION 1. The Consultant Agreement between the City of Guadalupe and Urban Planning Concepts, Inc., attached to the staff report for this item and incorporated in this resolution, is hereby approved.

SECTION 2. The Mayor is authorized to sign the Agreement with Urban Planning Concepts on behalf of the City.

SECTION 3. The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 14th day of November 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2023-91**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 14, 2023, and that same was approved and adopted.

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

**AGREEMENT FOR CONSULTANT SERVICES
BETWEEN
THE CITY OF GUADALUPE
AND
URBAN PLANNING CONCEPTS, INC.**

THIS AGREEMENT FOR CONSULTANT SERVICES (the "**Agreement**") is made and entered into this 14th day of November 2023, by and between the CITY OF GUADALUPE, a municipal corporation ("**City**") and URBAN PLANNING CONCEPTS, INC., ("**Consultant**").

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

Section 1. Term of Agreement. Subject to the provisions of Section 18 (Termination of Agreement) of this Agreement, the term of this Agreement shall be for a period of one (1) year from commencing on November 14, 2023, through November 13, 2024, as first shown above. Such term may be extended upon written agreement of both parties to this Agreement.

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

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

Section 4. Compensation and Method of Payment.

(a) Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in Exhibit B (Compensation) and made a part of this Agreement.

(b) Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (Administration, ministerial, and discretionary review). City shall independently review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement and Scope of Services. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event City disputes any charges or expenses, City shall return the original invoice to Consultant with specific items in dispute identified for

correction and re-submission. All undisputed charges shall be paid in accordance with this Agreement and Scope of Services.

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

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

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

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

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

Section 7. Consultant's Books and Records.

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

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, upon reasonable notice during regular business hours, upon written request by City or its designated representative. Copies of such documents or records shall be provided directly to the City for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Consultant's address indicated for receipt of notices in this Agreement. The City shall compensate the Consultant for all costs associated with providing these materials to the City.

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

Section 8. Status of Consultant.

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

(b) The Consultant shall not obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

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

Section 10. Compliance With Applicable Laws, Permits and Licenses. Consultant shall keep itself informed of and comply with all applicable federal, state and local

laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement applicable to Consultant. Consultant shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this Agreement. Neither City, nor any elected or appointed boards, officers, officials, employees or agents of City, shall be liable at law or in equity as a result of any failure of Consultant to comply with this section.

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

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

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

Section 14. Confidential Information; Release of Information.

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

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

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

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

Section 15. Indemnification.

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

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

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

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

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

Consultant shall provide the following scope and limits of insurance:

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

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

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

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

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

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

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

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

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

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

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

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

(2) General Liability and Automobile Liability Coverages.

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

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

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

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

(3) Workers' Compensation and Employer's Liability Coverage. Unless the City Administrator otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against City, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by Consultant.

D. Other Requirements: Consultant agrees to deposit with City, at or before the effective date of this Agreement, certificates of insurance necessary to satisfy City

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

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

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

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

Section 18. Termination of Agreement.

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

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

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

(d) Upon termination of this Agreement by either Consultant or City, all property belonging exclusively to City which is in Consultant's possession shall be

returned to City. Consultant shall furnish to City a final invoice for work performed and expenses incurred by Consultant, prepared as set forth in Section 4 of this Agreement. This final invoice shall be reviewed and paid in the same manner as set forth in Section 4 of this Agreement.

Section 19. Default. In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default and may terminate this Agreement immediately by written notice to Consultant.

Section 20. Excusable Delays. Consultant shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of Consultant. Such causes include, but are not limited to, acts of God, acts of the public enemy, and acts of federal, state or local governments, acts of the City, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this Agreement shall be equitably adjusted for any delays due to such causes.

Section 21. Cooperation by City. All public information, data, reports and maps as are existing and available to City as public records, and which are necessary for carrying out the work as outlined in Exhibit A, shall be furnished to Consultant in every reasonable way to facilitate, without undue delay, the work to be performed under this Agreement.

Section 22. Notices. All notices required or permitted to be given under this Agreement shall be in writing and shall be personally delivered, or sent by telecopier or United States mail, postage prepaid, addressed as follows:

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

To Consultant: **Urban Planning Concepts
Attn: Brian Schwartz
2624 Airport Drive
Santa Maria, CA 93455**

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

Section 23. Authority to Execute. The person or persons executing this Agreement on behalf of the Consultant represents and warrants that they have the authority to

so execute this Agreement and to bind Consultant to the performance of its obligations hereunder.

Section 24. Binding Effect. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

Section 25. Modification of Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Consultant and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

Section 26. Waiver. Waiver by any party to this Agreement of any term, condition or covenant of this Agreement shall not constitute a waiver of any other term, condition or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any provisions of this Agreement.

Section 27. Law to Govern; Venue. This Agreement shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Santa Barbara. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in Los Angeles.

Section 28. Attorney's Fees, Costs and Expenses. In the event litigation or other proceeding is required to enforce or interpret any provision of this Agreement, the prevailing party in such litigation or other proceeding shall be entitled to any award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

Section 29. Entire Agreement. This Agreement, including the attached exhibits, is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between Consultant and City prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding. No amendment to this Agreement shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

Section 30. Severability. If a term, condition or covenant of this Agreement is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall not be affected thereby, and the Agreement shall be read and construed without the invalid, void or unenforceable provision(s).

Section 31. Preparation of Agreement. This Agreement is the product of negotiation and preparation by and among the parties and their respective attorneys. The parties, therefore, expressly acknowledge and agree that this Agreement shall not be deemed prepared or drafted by one party or another, or any party's attorney, and will be construed accordingly.

CITY:

CONSULTANT:

CITY OF GUADALUPE

URBAN PLANNING CONCEPTS

By: _____
Ariston D. Julian, Mayor

by: _____
Brian Schwartz

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

EXHIBIT A – Scope of Services

The consultant will provide City with planning services like a fully functioning planning agency and will operate as a City Planner, assuming all duties of the Planning Department. Consultant will provide administrative, ministerial, and discretionary planning services and temporarily be guided by contract Planning Director Mr. Larry Appel until the consultant is knowledgeable enough about the City of Guadalupe then turn the reins over to Urban Planning Concepts.

Urban Planning Concepts will provide 16-20 hours per week of dedicated planning services, with office hours two full days a week at the Planning Department. Anticipate services to include but not limited to:

- Provide front counter customer assistance – respond to inquiries from the public, inspect plans for completeness, and accept plan submittals.**
- Process development applications - including variances, use permits, zone changes, general plan amendments and other planning entitlements.**
- Attend meetings - with applicants, technical meetings (subdivision review) with various City departments (including Public Works, Parks and Recreation, and Fire Department).**
- Review applications submitted - and provide application complete or incomplete comment letters.**
- Prepare and/or manage the preparation of CEQA environmental documents.**
- Produce staff reports.**
- Attend and present projects at Planning Commission and/or City Council.**

Exhibit B – Compensation

Hourly rates for the following positions will be paid as follows:

Principal Planner: \$175.50 per hour

Senior Planner: \$162.00 per hour

NOTE: The Senior Planner is expected to provide most of the services to be provided under this agreement, with Principal Planner(s) used only when required for particular projects or assignments as approved by the City Administrator or delegee.

October 11, 2023

Todd Bodem, City Administrator
City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434

Re: Proposal for Contract Planning Services

Dear Mr. Bodem,

It was a pleasure to discuss the City's Planning endeavors and need for services. Urban Planning Concepts is pleased to submit this proposal for contract planning services. We have an experienced, creative and professional team providing current and comprehensive planning, application processing and permitting, and project management services for both the public and private sectors. The staff members at Urban Planning Concepts have decades of experience in environmental land use planning. Of those years, many were spent as planners and administrative experts working for various governments. UPC maintains substantial knowledge of local, state, and federal regulations and agencies.

UPC provides for your consideration: Company Qualifications and Experience, Personnel Resumes, and Fee schedule.

UPC meets the desired attributes of a qualified planning firm with extensive municipal planning experience. The primary planner and point of contact from UPC will be Senior Planner Brian Tetley. Brian Tetley has approximately 30 years in both municipal and private sector planning. As a Senior Planner at the County of Santa Barbara, Brian Tetley was the project manager for complex and multi-faceted long range planning projects, processed applications through the development review division, and processed permits while at the Energy Division. At UPC, Brian Tetley has served in the role of project planner and project manager for a variety of permits ranging from commercial, agricultural, cannabis, and winery projects.

Principal Planners Laurie Tamura and Brian Schwartz will also be available as support to assure efficient and successful delivery of services. Laurie has over 30 years of experience in land use and environmental planning and has been instrumental in guiding important regulatory and policy planning documents within the region. Brian Schwartz has over 20 years experience in land use and environmental planning.

Laurie Tamura, Brian Schwartz, and Brian Tetley are all members of the American Institute of Certified Planners (AICP). Please see company resumes included in this proposal.

Services

Per our discussion, Urban Planning Concepts will provide up to 20 hours per week of dedicated planning services, with office hours two full days a week at the Planning Department. We anticipate services to include but not limited to:

- Provide front counter customer assistance – respond to inquiries from the general public, inspect plans for completeness, and accept plan submittals.
- Process development applications - including discretionary and ministerial permits including: variances, use permits, business licenses, zone changes, general plan amendments and other planning entitlements. Prepare staff reports and manage project budgets/invoices.
- Attend meetings - with applicants, technical meetings (subdivision review) with various City departments (including Public Works, Parks and Recreation, and Fire Department).
- Review applications submitted - and provide application complete or incomplete comment letters.
- Prepare and/or manage the preparation of CEQA environmental documents.
- Manage noticing for permit actions and CEQA documents.
- Prepare monthly planning reports for City Council review.
- File maintenance and permit tracking.
- Attend and present projects at City Council hearings

Cost Estimates

For your budgeting purposes, we anticipate monthly costs of approximately \$12,960.00 for 80 hours per month. This assumes up to 20 hours a week at \$162 per hour and includes a 10% discount off of our regular billing rates. Please see attached current billing rate sheet.

Other Expenses:

Printing

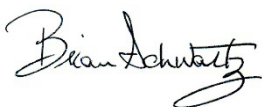
All printing is assumed to be completed at City offices.

Travel

- Travel to and from UPC and the City will be on a regular basis 2 days a week. Time and mileage to and from the City of Guadalupe from the UPC office two days a week will not be charged.
- Additional trips to and from the City from the UPC office will be charged time and mileage.
- Meetings outside the City of Guadalupe or additional days working at the City will be charged time, mileage, and materials. Travel expenses including food, lodging, and mileage outside the City of Guadalupe will be considered reimbursable items.

UPC is proud to submit this proposal to you and we welcome the opportunity to work with you. Please call us if you have any questions or would like additional information.

Sincerely,



Brian Schwartz, AICP
Principal Planner



Statement of Qualifications

Prepared by:

Urban Planning Concepts

2624 Airpark Drive Santa Maria, CA 93455

805-934-5760

Firm Profile

Urban Planning Concepts, Inc. (UPC) was founded in 1987, to meet the ever-increasing challenges of today's land use planning process. UPC is a multi-disciplinary land planning firm specializing in urban planning, design, and environmental analysis for a variety of clients throughout California. UPC's client list includes public agencies, as well as residential, commercial and other private interests. Urban Planning Concepts, Inc. also provides a wide range of services for government agencies. UPC has conducted housing studies, environmental assessments, environmental impact reports, and specific plans under contract with local cities. Some of the projects required assembling a team of consultants to fully analyze the issues under study in the project. The successful team-approach to environmental consulting benefits the contracting agency and the community. UPC takes pride in maintaining the highest professional profile while attaining the ultimate goal of completing projects on time and within budget.

UPC has organized an experienced, creative and professional team providing a comprehensive, timely, integrated and cost-effective approach for today's land use issues while working within a varied social, economic and political environment. This commitment to service and excellence has allowed UPC to achieve an enviable record of success within the professional land planning community.

Urban Planning Concepts, Inc. has formed a management team that is dedicated to the advancement of sound land planning principles and professional integrity. The scale of operation and the management foundation enables UPC to create a team approach to a variety of land use challenges. Staff members with the appropriate experience are assigned as project managers and are involved with the project from concept through completion. UPC's staff is an assembly of highly qualified professionals who are fully conversant with local influences and regulations and are proficient in responding to the specific needs of many

geographic areas. UPC is also retained to serve as the overall program manager for large scale projects requiring the coordination of sub-consultants. UPC maintains ongoing relationships with a variety of environmental and engineering professionals and can compile a planning team to respond to a multitude of conditions in a timely and efficient manner.



is a subsidiary of UPC and specializes in development for agricultural and rural areas. Experience is diverse in reservoir development, endangered species, and land management plan development. For areas with substantial rural development potential RPS maintains the expertise necessary to meet client goals.

UPC/RPS Qualifications

The staff members at Urban Planning Concepts have over 90 years of experience in environmental land use planning, most of which is right here in Santa Barbara County. Of those 90 years, over 40 were spent as planners and administrative experts working for various state and local governments. UPC maintains substantial knowledge of local, state, and federal regulations and agencies.

The staff is well educated with bachelor's degrees in a diverse number of fields including planning, environmental science, geography, environmental studies, business management, and architecture; three members of staff with Masters Degrees in City/Regional Planning, Environmental Studies, and Forest Hydrology.

Each member is encouraged to participate and be active in multiple professional societies and local organizations and committees ranging from the American Planning Association,

American Institute of Certified Planners, Society of American Foresters, American Water Resources Association, and Association of Environmental Professionals.

PRINCIPALS

Laurie Tamura is AICP certified through the American Institute of Certified Planners

Brian Schwartz is LEED Certified by Green Building Certification Institute and AICP certified through the American Institute of Certified Planners

David Swenk is an experienced Natural Resources Specialist specializing in rural oriented development and rural land management.

Services

Residential/Commercial Development

- ▶ Permit Processing
- ▶ Site Evaluation & Planning
- ▶ Project Manager Services
- ▶ Tract Map/Parcel Map Processing and Recordation
- ▶ Consulting Team Management
- ▶ Site Design, Coordination of Plan Generation
- ▶ Constraints Analysis
- ▶ Policy Analysis
- ▶ Application Preparation/Submittal

- ▶ Utilities Coordination
- ▶ Client Representation to all Levels of Government Entities
- ▶ Environmental Document Oversight
- ▶ Mitigations/Conditions of Approval Negotiation
- ▶ Public Hearing Representation

Public Agency Services

- ▶ Contracting Planning Services
- ▶ Environmental Assessment & Analysis
- ▶ Environmental Document Preparation
- ▶ Public Hearing Testimony
- ▶ Process Full Range of Discretionary and Ministerial Permits
- ▶ Policy Analysis

Studies and Environmental Documents

- ▶ Specific Plans
- ▶ Master Plans
- ▶ Housing Studies
- ▶ Business Plans
- ▶ Initial Studies, Negative Declarations, and Environmental Impact Reports



Agricultural Planning

- ▶ Reservoirs/Well Permitting
- ▶ Winery Development
- ▶ Agricultural Processing Development Plans
- ▶ Agricultural Subdivisions
- ▶ Williamson Act Contracts
- ▶ Agricultural Employee Housing
- ▶ Agricultural Conversions, Grading Permits
- ▶ 401/404 Permitting
- ▶ Federal/State Endangered Species Act HCP/ITP Compliance
- ▶ Agricultural Viability Analysis
- ▶ Forest Management Plans/Fuel Management Plans

Project Experience

City of Solvang; Planning Services Contract

The City of Solvang has enlisted the services of UPC to process development applications as the interim Planning Director and staff on several occasions. The current contract has UPC performing all functions of the city's planning department processing discretionary and ministerial permits, develops environmental documents and represents the City at decision maker hearings. UPC also provides technical assistance in long range planning strategy sessions including the City's Water Master Plan development and ADU Ordinance.

City of Pismo Beach; Planning Services Contract

UPC has been serving as a contract planner for the City of Pismo Beach for the past five years. UPC serves as the Project Manager responsible for the comprehensive update of the city's general plan/local coastal plan, and preparing the General Plan elements, ordinances, and CEQA documents related to the project. UPC also processes development applications, preparation of the environmental document, producing staff reports, and attending and representing the city at public hearings. UPC is also relied upon to prepare grant applications and manage the process to procure needed grants.

Atascadero Unified School District

UPC currently serves as the contract planning firm for the Atascadero Unified School District for environmental planning services associated with development of projects funded by their Measure 1-10 bond. UPC prepares necessary environmental documents and completes the CEQA process for numerous improvements including the new Maintenance, Operations, and Transportation (MOT) Facility and expansion of Atascadero Junior High School, upgrades to various campuses including Monterey, Carissa Plains, and Monterey Elementary Schools and Atascadero High School.

DJ Farms, Guadalupe, CA

UPC authored and successfully processed the DJ Farms Specific Plan for the City of Guadalupe, CA. The specific plan established the land uses and development standards that would govern future development on the 209-acre site. The plan accommodates development of up to 802 single family homes, 18 acres of commercial development, parkland, and a new school site. The plan is to be phased over a number of years.

Santa Maria Valley Water Conservation District

UPS serves as the District's Planner processing the District's land management permitting for Twitchell Dam and Reservoir. Due to historic fires and resulting flooding, the dam was impacted by substantial sediment buildup in the spillway and downstream channel which will impact future releases and could pose potential threats to Santa Maria and Guadalupe. UPC developed and implemented the District's Emergency Declaration coordinating various federal, state, and local agencies involvement including Section 7 consultations with the US Army Corps of Engineers so that removal operations can begin. UPC was successful in obtaining a USACE Emergency Permit in three weeks to conduct emergency sediment removal and reconstruction of a 500 c.f.s. capacity channel. UPC solicits and manages the biological and archaeological consultants who monitored the ongoing operations. UPC prepared a long-term programmatic maintenance plan that was approved by the USACE and USFWS and is currently maintained.

City of Riverside Public Works Division

The City of Riverside Public Works Division desired to do maintenance work in Mockingbird Canyon Reservoir in order to increase volume for water storage and clear out the inlet of accumulated sedimentation. The City had solicited proposals for the environmental permitting work and received expensive bids in which they were informed they would need formal 404/401 permit applications and Section 7 consultation. Substantial environmental work was deemed necessary including the preparation of an environmental impact report. UPC (under the name of its subsidiary, Rural Planning Services) was engaged as a planning consultant firm to process the necessary permits for them. UPC, being thoroughly familiar with federal and state permitting requirements, examined the project and, in consultation with the engineer and city staff made recommendations on slight project designs that would minimize permitting complexities. The revisions resulted in the Army Corps of Engineers concurring with UPC that 404/401 permits were not necessary, no Section 7 consultation was needed, and the only permit required was a Streambed Alteration Agreement with CA Dept of Fish and Wildlife. UPC prepared the necessary application and supporting materials. The result was the city meeting its needs with sediment removal in the Reservoir at a cost of less than 10% and only a fraction of time that was estimated in the proposals.



BRIAN TETLEY, AICP

SENIOR PLANNER

FIRM PROFILE

Advance & Current Planning
Project Management
Environmental Analysis/CEQA Compliance
Oil & Gas Permitting

EDUCATION

B.S. Marketing Research/Economics
California State Polytechnic University, Pomona

M.S. Environmental Studies/Policy & Planning
California State University, Fullerton

PROFESSIONAL HISTORY

Urban Planning Concepts/Rural Planning Services
2015 to Present, Senior Planner
County of Santa Barbara, 1998 to 2015, Senior Planner
Orange County Transportation Authority,
1996 to 1998, Transportation Planner I
City of Santa Ana, 1994-1996, Environmental Planner I

Brian Tetley is a Senior Planner who joined Urban Planning Concepts in 2015.

Brian brings over 25 years of agency experience applying government policies and strong analysis and project management skills to address the unique issues of the Central Coast. Brian was a key planner for the Santa Barbara County Planning and Development Department in the development of several Community Plans for Santa Barbara County from visioning to adoption. He is experienced in directing diverse inland and coastal zone projects from residential subdivisions and commercial projects, wineries, oil & gas projects to agricultural land use, and community planning projects. He has experience coordinating projects among the various County departments and other government agencies. Brian also has substantial experience managing and/or preparing environmental documents including Negative Declarations and Environmental Impact Reports pursuant to the California Environmental Quality Act.

Brian holds a Bachelor of Science degree in Marketing Research/Economics from Cal Poly, Pomona and a Master of Science degree in Environmental Studies/Policy and Planning from Cal State, Fullerton.



BRIAN SCHWARTZ, AICP

PRINCIPAL PLANNER

FIRM PROFILE

City and Regional Planning
Project Management
Environmental Analysis


EDUCATION

B.S. Natural Resources Planning
Humboldt State University

M.C.R.P. City and Regional Planning
Cal Poly, San Luis Obispo

PROFESSIONAL HISTORY

Urban Planning Concepts, Inc., 2004 to Present, Principal
Planner
City of Guadalupe, Planning Department, 2002 to 2004,
Planning Technician



Brian Schwartz is a Principal Planner who joined Urban Planning Concepts in 2004. Brian manages projects from initial concept design, through the permit and public hearing process. Brian has managed many large, complex projects involving multiple consultants and jurisdictions. Brian has written several Specific Plans for large planning areas. He assists local agencies with development and environmental review, and manages the production of long-range plans such as General Plans and Local Coastal Plans.

Previously, Brian worked for the City of Guadalupe where he performed a variety of current planning duties including assisting the public at the counter, reviewing plans and studies, writing staff reports, and making public presentations on development proposals and on a draft city-wide zoning ordinance.

Brian holds a Bachelor of Science degree in Natural Resources from Humboldt State University Arcata, California and a master's degree in city and Regional Planning from California Polytechnic University, San Luis Obispo.

Brian is an active member of the Association of Environmental Professionals (AEP) Central Coast Chapter, and the American Planning Association.



LAURIE TAMURA, AICP

PRINCIPAL PLANNER



Mrs. Tamura became the Principal Planner of Urban Planning Concepts, Inc. (UPC) in 1989. She has a great deal of knowledge in the processing of all land use related applications, and consequently has acquired keen insight to particular issues facing the unincorporated and incorporated areas of San Luis Obispo and Santa Barbara County. Her understanding of land use issues has gained her respect and a trusted reputation within both the development community and at all levels of staff and elected government. She has brought to UPC a solid background in land use planning, the Subdivision Map Act, State Planning and Zoning Laws, the California Environmental Quality Act (CEQA) and all facets of land use planning ordinances in San Luis Obispo and Santa Barbara County. While employed with Santa Barbara County, she prepared or reviewed many of the ordinances and regulations pertaining to the County that remain in use today.

Since becoming the Principal Planner with UPC, Mrs. Tamura has been instrumental in bringing this firm to the forefront of land use issues in the City of Santa Maria. The City is in the process of a revising of its Land Use Element of the General Plan, including several areas targeted for annexation that UPC represents. She has been active in following the political and land planning issues surrounding these annexations. Her breath of experience in this area has provided UPC an additional level of expertise and has broadened the range of projects processed by UPC.

UPC will continue to grow and become involved in all facets of land planning within Santa Barbara and San Luis Obispo County largely from the direction provided by Laurie Tamura. In addition to her leadership of UPC, she has taken an active role in such civic organizations such as the City of Santa Maria Chamber of Commerce and has been appointed to the Orcutt General Plan Advisory Committee. She is also a member of the American Planning Association (APA) Board of Directors, the Association of Environmental Professionals (AEP), and the American Institute of Certified Planners (AICP).

FIRM PROFILE

Municipal and Regional Planning
Project Management & Negotiation
Environmental Analysis

EDUCATION

B.A. Environmental Studies
University of California, Santa Barbara

PROFESSIONAL HISTORY

Urban Planning Concepts, Inc., 1989 to Present, Principal Planner, President Urban Planning Concepts, Inc., 1988 to 1989, Senior Planner
County of Santa Barbara, Planning Department, 1980 to 88, Planner

**FEE SCHEDULE
2023
Per Hour**

<u>POSITION</u>	<u>RATE</u>	<u>AFTER HOUR RATES</u>
President	\$ 220	\$ 225
Principal Planner	\$ 195	\$ 200
Senior Planner	\$ 180	\$ 185
Associate Planner	\$ 150	\$ 155
Assistant Planner	\$ 145	\$ 150
Permit Specialist	\$ 140	\$ 145

Effective January 1, 2023



Agenda Item No. 71

REPORT TO THE GUADALUPE CITY COUNCIL Agenda of November 14, 2023

Tom Brandeberry

Prepared by:
Tom Brandeberry, Project Manager

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT: Approval of agreement between the City and Filippin Engineering, Inc. for construction management services for the Royal Theatre renovation project.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2023-92 approving an agreement with Filippin Engineering, Inc. to provide construction management services for the Royal Theatre Renovation Project.

BACKGROUND:

Constructed in 1939, the Royal Theater operated as an active movie theater until closed in 1989. Following its closure, the building was intermittently used for a variety of purposes including a performing arts theater and public meeting space until 2011. In 2011, it was red tagged due to a minor interior electrical fire. The former Redevelopment Agency of the City of Guadalupe (RDA) purchased the property in 2001 and with the dissolution of the RDA ownership transferred to the Successor Agency (SA) in 2012. In accordance with state law, the SA adopted a Long-Range Property Management Plan (LRPMP) to guide the disposition of the property. The LRPMP stipulates that the theater should be transferred to the City and ultimately the theater should be renovated as some form of Public Performing Arts Center.

On September 10, 2019, the City Council directed staff to develop a Request for Proposals (RFP) to renovate the Royal Theatre and adjacent two lots.

On January 14, 2020, the City Council approved the hiring of Lisa Wise Consulting, inc. for develop the RFP.

The final RFP was release March 16th, 2020, and deadline date of May 1, 2020. No proposal was received.

In September of 2020, the City hired Carole Denardo to complete a historic resource inventory and evaluation of the Royal Theatre building at 848 Guadalupe Street to determine if the Royal Theater meet the criteria to be both a federal and state historical property. The report was submitted to the

City in February 2021 and indicated the Royal Theatre building meets the eligibility standards for the National Register/California Register.

On February 25, 2021, the City Council approved Carole Denardo to complete the application for submission to the National Register, allowing the Royal Theatre building to be listed on the Historical registry for both the federal and state. This was successfully complete in March 2022.

Based on the City Council wishes, City staff released a second, revised RFP, for the renovation of the Royal Theatre with change from a developer approach to a design-build RFP, allowing the city to maintain ownership during and after renovations. The RFP was also changed to indicate that the design build team would submit proposal that assumed the building would be registered historical.

The RFP was release April 16, 2021, with a deadline date of May 17, 2021. One design build proposal was received May 14, 2021, from Andrew Goodwin Designs/ Specialty Construction, Inc.

On August 10, 2021, City staff recommended, and City Council approved, the splitting of the above proposal into two phases as there was insufficient funding for the construction portion of the renovation of the Royal Theatre. Accordingly, the City contracted with Andrew Goodwin Designs (AGD) to complete the design and engineering phase.

The City was subsequently successful in obtaining funding for the construction phase of the project from the federal Economic Development Administration (EDA) in the amount of \$4,889,121. However, EDA rules do not allow for a design-build approach to capital improvement projects. Therefore, Specialty Construction, Inc. was informed that its involvement in the project would not be allowable. AGD continued on the project to make it "shovel ready" without Specialty Construction, Inc.

Additional funding was received as part of the 2021/22 State Budget and the City has received \$5M from the California Arts Council.

The City staff, working with a tax credit consultant and tax attorney are also applying for tax credit investments from the Federal Historic Tax Credits (HTC) and New Market Tax Credits (NMTC) to fill the remaining gap in funding.

DISCUSSION:

As part of the project team needs, City staff released a Request of Qualifications (RFQ) for a construction management firm to work on behalf of the City on the construction site for the term of the construction period with some work prior to the start of construction and some work after construction was completed.

The City staff released an RFQ, in July of 2023 with a due date of August 25, 2023. The first solicitation received no responses. A second RFQ, with some additional information added, was released August 29, 2023, with a due date of September 22, 2023. This second solicitation resulted in submission of one response (from Filippin Engineering, Inc.).

The City does not have the capacity to do construction management itself. The construction management team, on site daily, will ensure that the project is built as plans and specification dictate, reviewing construction billing, controlling, and evaluating the construction projects from start to finish according to schedule, specifications and budget.

Due to Filippin Engineering being the only company to submit qualifications, and that the federal Economic Development Administration (EDA), which had provided \$8 million in funding for the construction of the project, reviewed and approved the RFQ, City staff needed to address the “sole source” issue with the EDA.

In discussions with the EDA, it was determined that their process of approving “sole source” procurement was arduous and time consuming, ultimately requiring the EDA legal staff to review and approval the process the City used to procure Filippin Engineering. While City staff are confident the process would be approved (since it had issued two RFQ’s and only received one response, which is not technically a “sole source” situation), the time it would take to get the approval completed could slow down the project. To avoid this process, and since the City also has State funds in the amount of \$5 million from California Arts Council for this project, it was decided that the City could use the State funds to pay the construction management contract and use the EDA funds mostly for the construction costs.

City staff met with Filippin Engineering to discuss their price. Staff were able to reduce the overall cost by moving some high-cost scope of work over to the City staff.

FISCAL IMPACT:

The final price quote (detailed in the attachment 2, below) is \$745,497. This cost will be covered by the State funds.

ATTACHMENTS:

1. Resolution No. 2023-92
2. Price Quote
3. Work Plan
4. Statement of Qualification
5. Agreement with Filippin Engineering

RESOLUTION NO. 2023-92

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING THE HIRING OF FILIPPIN ENGINEERING, INC. TO BE THE CONSTRUCTION MANAGEMENT TEAM FOR THE GUADALUPE ROYAL THEATRE RENOVATION PROJECT

WHEREAS, the Royal Theatre Renovation Project will require a construction management team for the daily oversight of the construction of the project; and

WHEREAS, City staff released a Request for Qualifications (RFQ) for construction management services for the Royal Theater Renovation Project in July of 2023, with a deadline date of August 25, 2023, with no submissions; and

WHEREAS, a second RFQ was released on August 29, 2023, with a due date of September 22, 2023, with the result that one submission was submitted, from Filippin Engineering, Inc.; and

WHEREAS, City staff reviewed the submission package from Filippin Engineering, Inc. and determined that it was highly qualified; and

WHEREAS, City staff was able to successfully negotiate a lower price than proposed by Filippin Engineering, Inc., in part due to a revised scope of work, after a meeting on October 6, 2023, which will allow the City to utilize the funding received under a State grant from the California Arts Commission; and

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

SECTION 1: The attached Agreement between the City of Guadalupe and Filippin Engineering Inc, is hereby approved; and

SECTION 2: That the Mayor is authorized to sign the Agreement on behalf of the City; and

SECTION 3: The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 14th day of November 2023 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2023-92**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 14, 2023, and that same was approved and adopted.

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

Royal Theatre Revitalization Project
 Construction Management/Inspection
 Price Quote (Not to Exceed)

Client: City of Guadalupe

Project: Guadalupe Royal Theatre Revitalization Project

Date: 10/20/2023 (light blue cells indicate a change from the 09/22/2023 proposal)

		Filippin Engineering				BPR Consulting Group				Earth Systems	Sub-Total		Total			
		Gino Filippin Principal	Paul Henderson PM & CM	Mark Williams Senior Inspector	Cheril Magallanes Office Engineer	FE Labor Total	FE Expenses	Building Inspector	Inspection Manager	Principal	Expenses	BPR Total		Special Inspections & Testing	Subs & Expenses Total	FE Markup 10%
1	Project Management	59 weeks														
1.1	Project Coordination, reporting, billing	30	90		59	\$ 33,765.00		0	5			\$ 925.00		\$ 925.00	\$ 92.50	\$ 34,782.50
Task 1 Total Hours		30	90	0	59	\$ 33,765.00	\$ -	0	5	0	\$ -	\$ 925.00	\$ -	\$ 925.00	\$ 92.50	\$ 34,782.50
2	Pre-Construction	4 weeks														
2.1	Contract familiarization (General Conditions, Specifications, Plans etc.)	2	16	8		\$ 5,220.00		0	2	1		\$ 590.00		\$ 590.00	\$ 59.00	\$ 5,869.00
2.2	Pre-Construction Meeting (Prepare for, meeting & document)	2	4	4		\$ 2,000.00	\$ 250	0	2	1		\$ 590.00		\$ 840.00	\$ 84.00	\$ 2,924.00
2.3	Early Submittals, including bonds and insurances review		8	4		\$ 2,380.00		0				\$ -		\$ -	\$ -	\$ 2,380.00
2.4	Project Setup in Procore		2		6	\$ 1,230.00						\$ -		\$ -	\$ -	\$ 1,230.00
Task 2 Total Hours		4	30	16	6	\$ 10,830.00	\$ 250	0	4	2	\$ -	\$ 1,180.00	\$ -	\$ 1,430.00	\$ 143.00	\$ 12,403.00
3	Construction Phase (12 months / 52 weeks / 248 working days)	52 weeks														
3.1	Construction Management & Inspection (see Note 2)	52	624	1984	104	\$ 504,240.00	\$ 2,500	0		40		\$ 8,800.00		\$ 11,300.00	\$ 1,130.00	\$ 516,670.00
3.2	Building Construction Consulting					\$ -			104			\$ 19,240.00	\$ 125,000.00	\$ 144,240.00	\$ 14,424.00	\$ 158,664.00
Task 3 Total Hours		52	624	1984	104	\$ 504,240.00	\$ 2,500	0	104	40	\$ -	\$ 28,040.00	\$ 125,000.00	\$ 155,540.00	\$ 15,554.00	\$ 675,334.00
4	Post Construction Phase	3 weeks														
4.1	Contract Finalization (Change Orders, Final Payment, NOC etc)	1	40	8		\$ 10,030.00						\$ -		\$ -	\$ -	\$ 10,030.00
4.2	Post-Project Report	1	16	4	8	\$ 5,370.00		0	2			\$ 370.00		\$ 370.00	\$ 37.00	\$ 5,777.00
4.3	Compilation of Construction Documentation for Handover to City		4		4	\$ 1,380.00	\$ 50					\$ -		\$ 50.00	\$ 5.00	\$ 1,435.00
4.4	As-Built Plans Coordination with Designer		16	12		\$ 5,460.00	\$ 250	0				\$ -		\$ 250.00	\$ 25.00	\$ 5,735.00
Task 4 Total Hours		2	76	24	12	\$ 22,240.00	\$ 300	0	2	0	\$ -	\$ 370.00	\$ -	\$ 670.00	\$ 67.00	\$ 22,977.00
PROJECT TOTAL		88	820	2024	181	\$ 571,075	\$ 3,050	0	115	42	\$ -	\$ 30,515	\$ 125,000	\$ 158,565	\$ 15,857	\$ 745,497
		\$ 20,240	\$ 172,200	\$ 354,200	\$ 24,435			\$ -	\$ 21,275	\$ 9,240	\$ -					

Notes:

- The hours provided above are an estimate of effort required to manage and inspect the subject construction project based on the anticipated 12 month, 52 week, construction schedule. The total is a 'not to exceed' amount for contracting purposes.
- Construction Management & Inspection includes a number of sub-tasks, which are outlined in the Work Plan, including:
 - Daily Inspection and Reporting
 - Special Inspections and Testing
 - Storm Water Compliance
 - Project Monitoring Coordination
 - Meetings
 - As-Built Redline Plans
- BPR's building inspection is based on 1 visit to site per week. There will be a minimum 8 hour charge for each day on-site inspection services are provided.



City of Guadalupe

**Royal Theatre Revitalization Project
Construction Management/Inspection
Work Plan**

Filippin Engineering, Inc.





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Work Plan

This is a revised proposal: the material difference from the original 09/23/2023 proposal is removing Building Inspection from the scope of work. We understand the City will be providing Building Inspections services, which FE will coordinate. We have also changed our full-time onsite inspector to Jerry Missamore, who lives within 20 minutes of the site, which will provide efficiencies during construction. If you have any questions in relation to the changes please contact Gino Filippin, or Paul Henderson.

The Filippin Engineering (FE) team proposes to deliver the Royal Theatre Revitalization Project using an efficient and systematic approach. We confirm that FE is familiar with, and will execute, the Scope of Work General Services listed in the RFQ. Based on the 12-month construction duration noted in the RFQ we have assumed the basic schedule below for the project:

Task Name	Duration	Start	Finish	2024				2025
				Q1	Q2	Q3	Q4	Q1
Pre-Construction	4 wks	Mon 2/5/24	Fri 3/1/24	■				
Construction	52 wks	Mon 3/4/24	Fri 2/28/25		■	■	■	■
Post Construction	3 wks	Mon 3/3/25	Fri 3/21/25					■

The following elements are critical pieces of our Work Plan and will be consistently adhered to throughout the project. The RFQ included a number of General Services tasks for the construction management consultant. In Appendix A we have provided a mapping table to show where each General Services tasks falls in the FE Team's proposed Work Plan tasks.

Clear Understanding of the Project and Roles

The FE Team will approach the Royal Theatre Revitalization Project with a clear understanding of the City's project context and the elements that will be critical to the City for this assignment. We have significant public infrastructure and buildings experience to provide suitable technical oversight and to represent the City's interests. As such, strict and consistent adherence with the specified design standards, codes and other requirements as well as the project plans and permit conditions, will be critical to the Quality Control and successful project acceptance.

Project Control and Documentation

The FE Team brings considerable experience on past municipal public agency projects. Many of our projects are contracted and administered under State and Federal guidelines, and FE manages all our projects using Caltrans Local Assistance Procedures Manual (LAPM) and Caltrans Construction Manual procedures. We note that this is not a Caltrans project, however the established management systems and procedures are considered industry standard for public work projects in California. FE's construction managers participate solely on Municipal Public Agency assignments—versus residential, commercial, or private projects. Consequently, our project management controls, and our firm staff maintain a consistent and intimate familiarity of the LAPM and Construction Manual practices. This familiarity is a necessary component to ensure construction quality control and documentation remain in accordance with the goals of our Public Agency Clients. We recognize the importance of implementing proper procedures and record keeping in avoiding delays, mitigating claims, and in project acceptance, so we will utilize our ongoing experience to ensure that project acceptance is achieved as early as possible. BPR have significant experience in building construction and will provide FE's construction manager and full-time onsite inspector advice as-needed to ensure the level of documentation for various building elements are captured and appropriate.

Procore Project Management Software

FE is proud to share that we now offer full-service Procore Project Management software on every one of our projects, and at no cost to the City, Contractor, or any other user. Utilization of the Procore tools will ensure standardization of Quality, increased efficiency in document control, continuous transparency to the



City staff (and any number of desired/authorized stakeholders). This software platform is the best available technology in the field and will be used to successfully manage the document control procedures, still in keeping with the Caltrans Construction Procedures Manual and LAPM. We believe that digital and cloud/web-based platforms for project management and document control are not only an eventual reality, but also a very effective and valuable evolution.

1. Project Management / Coordination

Project Management will be primarily completed by FE's Project Manager/Construction Manager, with occasional support from office staff. Generally, Project Management will consist of ensuring the Construction Management/Inspection team are completing tasks in accordance with the Work Plan and providing quality deliverables to the City on time and on budget. The Project Manager will also be responsible for billing.

Our Project Manger and Construction Manager will be the same person, Paul Henderson, providing a high level of efficiency and familiarity for the project. The Project Manager will be the primary contact for the City.

The average level of effort for Project Management / Coordination tasks is outlined below.

Task 1 - Project Management	Team Member	Average Level of Effort
Project Coordination	Paul Henderson (PM)	4 hrs/month
Project Tracking, Reporting & Billing	Paul Henderson (PM)	2 hrs/month
Office Support	Cheril Magallanes (Office Engineer)	1 hr/week (as needed)

2. Pre-Construction Phase

Prior to the start of construction, the FE Team will perform the following:

- **Contract Document Review** – Our project team will review the project package in detail to give the team a head start on staying ahead of potential issues, also minimizing costly claims during the project.
- **Pre-Construction Conference** – Coordinate and chair the Pre-Construction Conference. Schedule meeting and provide notices to project participants prior to the start of any field activities. Prepare and distribute minutes of the conference.
- **Early Submittals Review** – Receive, review and/or distribute Contractor submittals prior to the project for materials submittals, shop drawings, schedules permit compliance, and any other required documentation necessary prior to project kick-off.
- **Document Control** – Establish document control procedures and Construction Management procedures to ensure organized, complete, and effective construction management and documentation at the onset and throughout the project duration.

Task 2 - Pre-Construction	Team Member	Average Level of Effort
Contract Familiarization (General Conditions, Specifications, Plans etc.)	Paul Henderson (CM)	16 hrs total
	Jerry Missamore (Construction Inspector)	8 hrs total



	BPR Inspection Lead (Inspection Lead)	2 hrs total
	BPR Inspector (Building Inspector)	6 hrs total
Pre-Construction Meeting (Prepare for, meeting & document)	Paul Henderson (CM)	4 hrs total
	Jerry Missamore (Construction Inspector)	4 hrs total
	BPR Inspection Lead (Inspection Lead)	2 hrs total
	BPR Inspector (Building Inspector)	4 hrs total
Early Submittals, including bonds and insurances review	Paul Henderson (CM)	8 hrs total
	Jerry Missamore (Construction Inspector)	4 hrs total
Project Setup in Procore	Paul Henderson (CM)	2 hrs total
	Cheril Magallanes (Office Engineer)	6 hrs total

3. Construction Phase

During the construction phase of the project, our team will perform all construction management and observation including the following services, in addition to those requested by City staff during the course of construction. The list of services below is provided as typical services we provide that we expect will be necessary:

3.1 Construction Management & Inspection

- **Construction Management & Contract Administration:**
 - **On-Site Management & Construction Phase Communication** - Establish and implement coordination and communication procedures among City, other permitting agencies, property owners & businesses, Design Professional, and Contractors. FE's Construction Manager will manage all field operations relating to project inspection, special inspections and materials testing. FE will also coordinate with any biological or cultural monitors to ensure the right people are onsite at the right time.
 - **Construction Administration Procedures** – On all projects administered by Filippin Engineering, we use the Caltrans Local Assistance Procedures Manual as a basis for construction document control, modifying as necessary for any agency or funding-specific requirements. We will utilize the Construction Management procedures for reviewing and processing requests for clarification/interpretation of the Contract Documents; shop drawings, samples and other submittals; contract schedule adjustments; change order proposals; written proposals for substitutions; payment applications; and the maintenance of logs. As the City's representative at the construction site Filippin Engineering shall be the party to whom all such information shall be submitted.



- **RFIs, Submittals** - Review of Requests for Information (RFIs), Shop Drawings, & Other Submittals will be completed by FE in the first instance. If FE can provide a clear response by reference to the Contract plans or specifications, then FE will formally respond to the Contractor. If FE's initial review finds that a response is required for the designer or City, the RFI or Submittal will be forwarded to the appropriate party using Procore and tracked to ensure timeframes are met. Reviews will determine the anticipated effect on compliance with the Project requirements, the Project and Construction Budget, and the Baseline Schedule. FE comments will not relate to design considerations, rather to matters of constructability, cost, sequencing, scheduling and time of construction, clarity, and consistency.
- **Contract Change Orders (CCOs)** – FE will manage the process for Change Order review, preparation, negotiation, and processing. A Contract Change system will be established, for processing all CCOs. FE will negotiate all CCOs with the Contractor and prepare CCO documentation for execution by the Contractor and City. To assist the City with CCO decisions FE will provide the City with a summary of background, effects to schedule, cost and quality. In the first instance FE will determine whether the change order request from the Contractor has merit, if it does not have contractual merit the change order review will proceed no further.
- **Contractor's Construction Schedule** - FE will review the Contractor's Construction Schedule and verify that the schedule is prepared in accordance with the requirements of the Contract Documents and that it establishes completion dates that comply with the requirements of the approved Baseline Schedule. In addition, FE will track conformance with the project schedule, requiring submission of a make-up schedule if necessary to keep the project on track for completion within the time deadlines. A 3-week lookahead schedule will be utilized to plan for near-term construction tasks that will provide a higher level of detail when compared to the overall baseline schedule and updates.
- **Progress Payments** – FE will review monthly payment applications submitted by the Contractor and determine whether the amount requested reflects the progress of the Contractor's work. FE will make appropriate adjustments to each payment application and shall prepare and forward to the City a Progress Payment Report. The Report will state the total contract price, payments to date, current payment requested, retainage and actual amounts owed for the current period. FE's CM & inspection team will work with the Contractor to come to agreement on quantities or percent complete items prior to submitting to the City with recommendation for payment.
- **Traffic Control and Public Safety** – FE will coordinate with City Public Works for review of traffic control and public safety plans, then monitor for compliance throughout construction. The inspector will review all detour, lane closures, temporary access, signing, delineation and traffic control and report deficiencies to the Contractor for correction.
- **Public Relations** – FE will perform public relations and outreach as necessary to the community. This project is in a very visible, high-profile area within the City of Guadalupe. We are sensitive to the need to be good neighbors, being proactive, responsive, and informative.
- **Labor Compliance Checks** – The Office Engineer will perform labor compliance checks as recommended by the Caltrans Construction Manual and the Caltrans Local Assistance Procedures Manual, including labor compliance interviews for the prime contractor and subcontractors, review of certified payrolls, checking contractor postings for all specified posters, notices and wage determinations at the project site (Equal Employment Opportunity posters), and notifications of any observed labor non-compliances so that sanctions can be imposed per Caltrans policy (Construction Manual Chapter 8 "Labor Compliance"). Although this project is not within Caltrans jurisdiction following their established guidelines and procedures related to the Department of Industrial Relation (DIR) is best practice.
- **Reports** – FE will prepare a compiled monthly report that includes weekly statements of working days, daily observation reports, and weekly status reports. As needed, FE will prepare other reports related to field services requested by City staff.
- **Claims/Dispute Resolution** – The FE Team will work collaboratively with the City, Designer and Contractor to avoid disputes and claims, which we call 'claims avoidance'. We forecast



issues and work collaboratively to solve the potential problems before they become problems. FE will maintain a potential claims log, prepare and file each potential claim issue. We will evaluate, analyze, and coordinate negotiation to achieve claims and dispute resolutions in line with the Contract and City's direction. A full-time construction inspector being onsite is critical to dispute resolution and claims avoidance, having accurate and comprehensive documentation makes the difference!

- **Daily Inspection and Reporting:**

- **Construction Observation & Inspection** – FE's full-time onsite construction inspector will provide detailed field observation services to verify compliance and conformance with the contract documents. Daily construction reports will be completed real time using Procore.
- Building inspections will be provided **by the City** for all portions of the proposed Theatre Revitalization project, including the architectural, fire & life safety, structural, electrical, plumbing, mechanical, accessibility and site improvements associated with the project. FE's inspector will provide construction inspections as necessary to visually verify that the proposed remodel is constructed in substantial compliance with the approved project documents and applicable Building Codes.
- Our proposed inspector will be highly qualified, ICC Certified, and possess the ability to coordinate all project related inspection activities for the project as required by the California Building Code and the City of Guadalupe.
- Our Project Inspector will conduct and coordinate communications with the project's representative(s) as needed to maintain the project schedule. Copies of all project-related correspondence will be maintained and provided to the City of Guadalupe at their request and at the completion of the project. The City Building Inspector will report directly to the City, and will be coordinated by FE's Construction Manager, or Construction Inspector, who will coordinate with the City of Guadalupe or their agent(s) for all project-related work.
- In general, our inspection services will include, but are not limited to:
 - Visual inspection of work to verify substantial compliance with the latest approved project documents.
 - Verification that deferred submittals and separate permit items are being submitted in a timely manner, and that these items are approved by the City prior to the work being performed and/or accepted.
 - Inspect the building and site improvements for substantial compliance with approved construction documents and applicable codes, ordinances and conditions of approval as noted on the approved project plans.
 - Coordinate inspection services with other City departments, government agencies providing services, etc., as required for compliance with building and safety codes and regulations.
 - Management of documents approved for construction inspection purposes.
- Our proposed inspector will meet with project superintendent, designers and contractors as needed to resolve construction and code related issues in the most efficient manner possible—always focused on successful project outcomes to avoid construction delays. We encourage our inspectors to work as part of the project team to ensure successful project outcomes.
- Our inspector will inspect all portions of the project and provide written notification to the project superintendent, City of Guadalupe, project architect and other designated individuals of any noted discrepancies between the approved project documents and the as-built work. Problems and discrepancies observed in the field will be documented and reviewed with the project management team and contractor. Resulting corrections will be monitored to ensure conformance with the approved plans.
- Our inspection services will consist of the following:



- The inspector will meet with the City of Guadalupe, Project Superintendent and Contractor as required to coordinate inspection services and outline scope and schedule of inspections.
 - When work is found to be in nonconformance with the approved construction documents or applicable codes and regulations, the inspector will document the deficiencies in the form of a Field Inspection Daily Report and provide notification of the deficiencies to the project superintendent, project architect, City of Guadalupe and contractor.
 - The inspector shall verify that all deficiencies have been corrected or approved by the project engineer / architect prior to approval of the portion of the work in question.
 - The inspector will track all approved changes to the work, Inspection Requests and Correction Notices.
- **Photographs** - Photographic documentation of project site prior to, during, and after construction will be maintained primarily in Procore. The City will have access to Procore at all times. A full photograph library will be maintained, in addition the daily reports will also contain photographs of pertinent items to assist with descriptions and records.
 - **Storm Water Compliance:**
 - **Rain Event Inspections** - Prior to forecasted rain events the inspector will review the site for conformance with the Contractor's rain event action plan (REAP) and provide both verbal and written notice of non-conformances to be remedied prior to rain events. As needed, the inspector will also review the site during and after rain events to identify failures of the Contractor's stormwater BMPs i.e., clean up sediment.
 - **Coordinate Sampling** - FE will coordinate water sampling with City staff, as needed.
 - **As-Built Redline Plans and Specifications:**
 - **Progressive Updates** - FE will maintain one set of contract documents with up-to-date information regarding all addendum, substitutions, clarifications and change orders, including markups to the plans. Throughout, and at completion, FE will provide plan markups to the City and designer to ensure the latest information is available.
 - **Final Redlines** - At completion of the project FE will submit to the designer a full set of redlines plans and specifications for their preparation of the As-Built Record Drawings.
 - **Meetings:**
 - **Construction Progress Meetings** – FE will conduct weekly progress meetings to review progress and quality, notify the attendees of any contractor deficiencies, determine availability of labor, material, and equipment for upcoming work, coordinate utility outages and site disruptions, and address coordination matters. Additional special meetings may be required to address special issues and conditions and to address special coordination conditions. FE's Construction Manager will chair these meetings, conduct each meeting according to published agenda, and have minutes prepared and promptly distributed. Minutes will detail action items, the discussions that ensued, and announce the time and date of the next meeting. The inspector will also attend weekly progress meeting. Meetings may take place in-person, or remotely using Microsoft Teams or Zoom, or a combination of in-person and remotely. The weekly progress meeting format will be established at the pre-construction meeting.



Construction Phase (12 Months)	Team Member	Average Level of Effort
Construction Management & Inspection	Paul Henderson (CM)	16 hrs/week
	Jerry Missamore (Construction Inspector)	40 hrs/week
	BPR Lead	2 hrs/week
	BPR Inspector (Building Inspector)	8 hrs/week *
	Cheril Magallanes (Office Engineer)	2 hrs/week

* Anticipate one day per week on-site. Additional inspection days will be provided as requested.

3.2 Special Inspection & Testing

- **Quality Assurance** – FE will provide special inspections and testing pursuant to the requirements of the plans and specifications. Prior to construction work commencing FE will develop a Quality Assurance Plan (QAP) that outlines the special inspections and testing requirements. The QAP will identify the items requiring special quality assurance (QA), identify the specification/plan note, the type of inspection or test, and the frequency and the parameters that must be achieved. The QAP will be provided to the Contractor for review. Special inspection and testing will be provided by Earth Systems' local laboratories.
- **Quality Control** – FE will review the Contractors materials and activities for conformance with the Contractor's own Quality Control (QC) Program.
- **Construction Staking QC** – If necessary, FE will perform checks on the Contractor's survey provided for the project. The FE project manager will work closely with agency staff to scope the survey work as it arises on an as-needed basis.

Construction Phase (12 Months)	Team Member	Average Level of Effort
Special Inspections & Testing	Earth Systems (as needed)	As Needed
	BPR Lead	1 hrs/week *

* Anticipate one hour of weekly review of required inspection reports.

4. Post-Construction Phase

We typically anticipate the need for the following services during the construction close-out phase:

- **Meetings** – Conduct and coordinate meetings with City, Contractor, and other agencies related to project completion. Prepare meeting notices and prepare and distribute meeting minutes.
- **Reports** - Prepare reports that may be required during the final acceptance and project closeout.
- **Final Inspection and Punch list** - Provide final inspection and prepare list of project construction deficiencies for resolution by Contractor.
- **Construction Approval/Acceptance** - Make recommendations to City staff regarding final project approval and acceptance.



- **Final Payment** - Make recommendations regarding Contractor's final progress payment request, including final change order negotiations if needed. Prepare final progress payment report for submission to the City.
- **Project Closeout** - Prepare documentation needed for project closeout. Deliver all project documentation within two weeks of project completion.
- **Final Report** – Provide the City with a project final report that summarizes key information on the project.

Post Construction Phase	Team Member	Average Level of Effort
Contract Finalization (Change Orders, Final Payment, NOC etc)	Paul Henderson (CM)	40 hrs total
	Jerry Missamore (Construction Inspector)	8 hrs total
Post-Project Report	Paul Henderson (CM)	16 hrs total
	Jerry Missamore (Construction Inspector)	4 hrs total
	BPR Lead	2 hrs total
	BPR Inspector (Building Inspector)	6 hrs total
	Cheril Magallanes (Office Engineer)	8 hrs total
Compilation of Construction Documentation for Handover to City	Paul Henderson (CM)	4 hrs total
	Cheril Magallanes (Office Engineer)	4 hrs total
As-Built Plans Coordination with Designer	Paul Henderson (CM)	16 hrs total
	Jerry Missamore (Construction Inspector)	12 hrs total
	BPR Inspector (Building Inspector)	4 hrs total



Appendix A – RFQ Task Mapping



RFQ Task	Work Plan Task
a. Complete daily inspection on the Royal Theatre project within the City of Guadalupe for compliance with the plan set, City, federal and state regulations, and the above referenced codes and regulations. Noting the City will provide a Building Inspector for Code Compliance and Permits etc	Daily Inspection and Reporting
b. Prepare inspection reports detailing site conditions and correspondence with site the contractor's site superintendent as necessary.	Daily Inspection and Reporting
c. Perform re-inspections, detailing corrective actions rectified, site conditions, and correspondence with contractor's site superintendent as necessary.	Daily Inspection and Reporting
d. Maintain a record of non-complying items and follow up to achieve resolution of such items.	Daily Inspection and Reporting
e. Rain event inspections and coordinating sample collections with City staff as necessary.	Storm Water Compliance
f. Provide final inspections to confirm that sites are sufficiently stabilized in preparation for termination of the Guadalupe Royal Theatre Renovation project.	Daily Inspection and Reporting
g. Prepare final inspection to confirm that on-site post-construction requirements have been built per plans.	Daily Inspection and Reporting
h. Complete daily inspections when the prime contractor and/or their subcontractors are on site.	Daily Inspection and Reporting
i. Inspection firm will provide the City with a complete set of marked-up construction drawings at close of construction, if in conflict with the contractor's red-line plan set.	As-Built Redline Plans
j. Archeological monitoring will be offered to an identified tribe. Inspector will ensure the City are aware, for coordinating purposes, before any ground disturbances occur on site, allowing the City to give reasonable tribal notification.	Construction Management & Contract Administration
k. Review Requests for Information (RFI's), forward to design team (construction management) and the City's project manager, with recommendations/comments.	Construction Management & Contract Administration
l. Review Change Orders and forward them to design team (construction management) and the City's project manager, with recommendations/comments.	Construction Management & Contract Administration
m. Performing combination inspections and witness tests on construction to determine that all aspects of work (building, electrical, plumbing, mechanical systems, etc.) conform to Title 24, energy conservation, and accessibility requirements.	Daily Inspection and Reporting / Special Inspections and Testing
n. Confer with contractor or representative regarding construction methods and procedures as they relate to compliance with plans, specifications, and code.	Daily Inspection and Reporting
o. Record, in the form of daily reports, all significant construction-related activities and events such as work completed to provide a chronological and factual history of inspection on construction projects.	Daily Inspection and Reporting
p. Take photographs as necessary.	Daily Inspection and Reporting
q. All noncompliance comments and correction notices are to be recorded, maintained and tracked electronically (and reported to the City's project manager) with access given to the City and the City's project manager as needed.	Daily Inspection and Reporting
r. Oversight of special inspections, as well as review and approval of special inspection reports.	Project Monitoring Coordination
s. Participate in reviews and meetings with architect (construction management) building/fire inspectors, health inspectors, the prime contractor, and the City, as needed.	Meetings





City of Guadalupe

Royal Theatre Revitalization Project
Construction Management/Inspection
Statement of Qualifications

Filippin Engineering, Inc.





1. Cover Letter

October 20, 2023

W.O.235901

Tom Brandeberry
City's Project Representative
City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434

SUBJECT: Statement of Qualifications for Construction Management / Inspection for the Guadalupe Royal Theatre Revitalization Project - REVISED

Dear Mr. Brandeberry,

This is a revised proposal: the material difference from the original 09/23/2023 proposal is removing Building Inspection from the scope of work. We understand the City will be providing Building Inspections services, which FE will coordinate. We have also changed our full-time onsite inspector to Jerry Missamore, who lives within 20 minutes of the site, which will provide efficiencies during construction. If you have any questions in relation to the changes, please contact Gina Filippin or Paul Handberg.

Thank you for the opportunity to submit our Statement of Qualifications for Construction Management / Inspection for the Guadalupe Royal Theatre Revitalization Project. Filippin Engineering, Inc. (FE) is a well-established local certified Disadvantaged Business Enterprise (DBE) that provides a wide range of construction management and inspection services exclusively to public works agencies along the central coast – with many of our staff members having done so for more than 30 years. FE has teamed with specialist building consulting firm BRP and special inspections and materials testing firm Earth Systems. We believe our team is uniquely qualified to foresee, address and manage any technical challenges and community impacts that may arise in the delivery of our construction management services, further described in this SOQ. We believe our team delivers exceptional and unparalleled value to the City of Guadalupe for the following reasons:

Proven Track Record: The entire FE Team, made up of engineering and construction professionals, have an extensive successful history in providing engineering, program management, and CMIT roles on local Public Works projects, including building renovations and new buildings. Our proven track record for other agencies demonstrates the invaluable contribution and skill that we can bring to the City of Guadalupe. Whether it is coordination with Agency staff, other consulting professionals, regulatory agencies, or other project stakeholders, our proven experience and track record demonstrates the professionalism that the FE Team brings to Agency projects.

Understanding of Public Works Project Needs: The FE Team understands the City's need for clear communication and collaboration. The Principal-In-Charge, Project Manager and Inspectors on the FE Team have worked as staff for public agencies in the past and understand public agency issues, procedures, budgets, and funding constraints and we will assist in developing a staffing plan that will meet the City's needs.

Local Public Works Focus: FE works solely for public agencies; nothing takes precedence over our public agency clients. FE pursues assignments only within this region, and our staff live locally, so we can assign key individuals to each project that live and work closely with the community that they are serving. Therefore,



we have a particularly vested interest in completing successful projects every time and in maintaining very satisfied clients.

Integrity: FE is proud of its accomplishments, and we encourage you to call our past and current clients to inquire about the high level of service, professionalism, and integrity our team members bring to their service. The FE Team has a consistent record of doing what it takes to ensure your project is completed to your standards of quality, time, and cost.

Focused On Service: Our depth of project experience on the local level has also trained us not to lose sight of the legitimate needs and interests of the community and the local agency that we are working for. In contrast with massive projects or State-wide contracts, in which the details of the CMIT service can easily be overshadowed by the sheer scale of the effort, our approach and our project experience is consistently focused on successful service to our clients. In fact, the continued livelihood of our firm and of our staff in this region depends wholly on successfully constructed projects and completely satisfied clients that will continue to select us for future opportunities.

FE staff have always been committed to providing our clients, including the City of Guadalupe, with the highest quality service available. If you have any questions or would like to discuss further, please contact Gino Filippin at (805) 729-0041 or gino@fecivil.com.

Sincerely,

FILIPPIN ENGINEERING

A handwritten signature in blue ink that reads "Gino Filippin".

Gino P. Filippin, P.E., QSD

President

RCE 57254



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3. Consultant Qualifications

The qualifications of the FE Team are outlined below.

3.1 Construction Management / Inspection Team

FE specializes in, and has significant experience in, public works construction management and inspection. The Royal Theatre Revitalization project includes construction inspection to ensure the project is constructed pursuant to the contract documents. FE’s on-staff inspection team does have vertical construction capability, however it is not their focus. To provide the best possible team for the City, encompassing all specialty services, FE have put together the following consulting construction project professionals for construction management, inspections and testing (CMIT):

The Royal Theatre Revitalization Project CMIT Team		
	Filippin Engineering (FE)	Project Manager & Construction Manager <ul style="list-style-type: none"> Public Works Project & Construction Management Specialists Construction Observation & Inspection https://fecivil.com/
	BPR Consulting Group	Building Consultant <ul style="list-style-type: none"> Building Construction Consulting Building inspection (if needed) Plan review (if needed) Code consulting (if needed) https://bpr-grp.com/
	Earth Systems	Special Inspector <ul style="list-style-type: none"> Special Inspections Materials Testing Onsite Materials Testing Laboratory (Santa Maria) https://www.earthsystems.com/

We understand the City will provide building inspection to ensure the project is constructed pursuant to the Building Permit and all applicable codes and standards. FE will coordinate with the City provided Building Inspector.

For the Royal Theatre Revitalization Project, we have considered a number of staffing models and we believe the most efficient staffing is to have a part-time combined Project Manager and Construction Manager, supported by a full-time onsite FE construction inspector and as-needed building construction consultant, special inspector and materials testers from BPR and Earth Systems respectively. This model provides the City with full-time onsite coverage by a general construction inspector who cover all aspects of construction, stormwater compliance, maintain accurate construction records, stays ahead of project issues and ensures the Contractor is constructing pursuant to the Contract (QA). When specialist building construction consulting, special inspections and materials testing is required the Construction Manager will coordinate with the appropriate specialist. In an ideal world a single inspector would cover all of the inspection and testing tasks, unfortunately having that skillset and experience in a single person is not a reality, hence FE’s proposed efficient staffing model.

Notwithstanding the general staffing approach outlined above, we are open to discussing our proposed staffing approach with City staff if it is determined that modifications to the proposed strategy are necessary for scope or budgetary purposes. Our staff offers a full range of capabilities and services and is ready to support the City and the project as needed.

As part of the services offered the FE Team propose to use an unmanned aerial vehicle (UAV / drone) to capture a video timelapse (drone hyperlapse) of the entire construction of the Royal Theatre Revitalization Project. We believe the City and other project stakeholders could benefit greatly with this type of footage for





progress updates with the community – where a picture speaks a thousand words, a drone hyperlapse speaks a million!

3.2 Filippin Engineering – Construction Management

3.2.1 FE Firm Qualifications

Filippin Engineering, Inc. (FE) is a regional firm providing local service solely to Southern California including Ventura, Santa Barbara, and San Luis Obispo Counties. FE's emphasis, and all our attention, remains focused on our local Public Agency projects and relationships.

FE's office is situated at 994 Mill Street, Suite 230, San Luis Obispo, CA, and we also have offices in Goleta and Ventura. Our team members live throughout the region from Los Angeles County to San Luis Obispo County, providing local staff who are invested in the area and associated projects.



FE's construction management staff have gained their experience over decades in a variety of roles—as public Agency employees, as engineering consultants, and on the private contracting side—so the experience and capability that we bring is exceptionally well-suited to this assignment. Additionally, FE has Engineering staff resources at a range of levels from Principal Engineer level to Senior Construction Inspector, meaning we can adapt the context of projects as needed to assign the most appropriate level of engineering and construction staff. FE staff specializes in construction management and has one of the largest regional teams to serve our clients. We maintain a consistent and deep pool of local qualified professionals available to support the City for the required scope, and whatever other services should the City require them. This pool of professional staff creates a responsiveness and adaptability that will translate directly to the best available quality of service at the highest available value to the City of Guadalupe. FE is a member of ACEC, ASCE and APWA.

The FE Team brings considerable experience on past municipal public agency projects. Many of our projects are contracted and administered under State and Federal guidelines, and FE manages all our projects using Caltrans Local Assistance Procedures Manual (LAPM) and Caltrans Construction Manual procedures. Although the Royal Theatre Revitalization Project is not within Caltrans jurisdiction, following the well established guidelines and procedures of this lead Stage Agency will benefit the City in terms of reporting to funding agencies, the Department of Industrial Relations and for as-built records. We find that utilizing the Caltrans Uniform Filing system is very helpful for public projects. FE participates solely in Municipal Public Agency assignments versus residential, commercial, or private projects. Consequently, our project management controls, and our staff maintain a consistent and intimate familiarity of the Local Assistance Procedures Manual (LAPM) and project management controls. This familiarity is a necessary component to ensure construction quality control and documentation remain in accordance with the goals of our public agency clients. FE has passed every project audit to date without issue. Often the LAPM is required for funding administration, even for non-infrastructure projects, depending on the funding source.

FE and its associates have a highly successful record in managing a variety of public works projects and a reputation for building strong, long-term relationships with our clients. As a result, in addition to individual project services, FE has been selected to provide construction management and inspection services under on-call/master services agreements (MSAs) for the City of San Luis Obispo, County of San Luis Obispo, City of Grover Beach, Santa Ynez River Water Conservation District, City of Arroyo Grande, City of Santa Maria, City of Santa Barbara, County of Santa Barbara's, City of Goleta, Goleta Sanitary District, Goleta Water District, University of California at Santa Barbara, City of Camarillo's Federally funded Projects, Camarillo Sanitary District, City of Thousand Oaks, City of Ventura, Triunfo Sanitation District, Ventura Regional Sanitation and Cal Poly Facilities Department.

FE have recently provided construction management, inspection and testing (CMIT) services to the City of Guadalupe for the City's West Main Street Water Line and 2022 Pavement Rehabilitation projects.



Gino Filippin, P.E. is the President of Filippin Engineering with the power to bind Filippin Engineering to this SOQ. Filippin Engineering is committed to providing and understands the contents of this SOQ shall become a contractual obligation when Filippin Engineering is awarded the Royal Theatre Revitalization Project.

3.2.2 FE Staff Qualifications

The FE personnel proposed for this project are detailed below. FE has a depth of staff, if requested by the City additional resources can be made available for this project. FE's staff culture is team oriented, and supportive. Our approach to projects is *'we may know a lot, but we don't know everything, and support from someone who does know is only a phone call away'*. In this instance FE will also draw on the vast experience and knowledge of BPR for advice related to building construction.

Gino Filippin, PE, QSD | *Principal-in-Charge*

Mr. Filippin is a registered Civil Engineer with a Bachelor of Science in construction management from California Polytechnic State University, San Luis Obispo. He has experience in all aspects of construction management, including roles as Project Manager (PM), RE, and Engineer of Record for numerous public works capital improvement projects throughout the Central Coast. Gino has knowledge of claims avoidance/resolution, and innovative solutions, as he closely monitors project documents for clarity, conformity, and consistency. Gino excels at communicating to both clients and contractors, consistently providing intelligent and well-thought-out solutions to complex project issues, and he has extensive experience coordinating with clients, contractors, consultants, private utilities, regulatory agencies, and the public on large capital projects. As the Principal-In-Charge Gino will provide higher level project management to ensure the construction management team is delivering the project in accordance with the City's Agreement. Gino will be the City's contact in the unlikely event issues cannot be resolved with the Project Manager.

Paul Henderson – CCM, CPEng | *Project Manager & Construction Manager*

Mr. Henderson joined Filippin Engineering in November 2022 and has over 17 years of public and private work experience in the United States, Australia, and New Zealand. Paul is a civil engineer and construction manager. Paul's has experience in all aspects of civil engineering projects, including roles as Project Manager, Design Manager, Construction Manager, and Resident Engineer. Paul's' extensive public works experience includes the design and construction of bridges, roadways, roundabouts, utilities, water storage structures, shoreline protection, living shorelines and emergency works for critical public infrastructure. Paul's project management and construction management experience includes a wide variety of multi-disciplinary engineering projects including building refurbishments, roads & highways, bridges, storm drainage systems, seawalls, dams, mining, retaining walls, slide repairs, military training facilities, buildings highway interchanges and pavement rehabilitation. Paul's role on the project, as both Construction Manager and Project Manager, includes day-to-day management of the project and construction inspection teams and coordination with the City's contractor. Paul will also be responsible for contract administration and coordination with project stakeholders, including the City and the City's Architect.

Jerry Missamore – CPII, QSD, QSP | *Onsite Full-Time Construction Inspector*

Mr. Missamore is a Chief Construction Inspector with over 21 years of construction experience in the construction industry. Jerry's extensive construction background gives him firsthand knowledge on what is essential and important to observe, report on and coordinate with all stakeholders during the construction process. Jerry has a solid background working on Public Works projects administered per the California Department of Transportation (Caltrans) methods and procedures in accordance with the Local Assistance Procedures Manual. Overseeing these projects, Jerry has experience in item quantity verification, daily time sheets, problem solving issues that come up in the job setting and managing personnel to complete tasks.

Jerry's role on the project will be as a full-time onsite construction inspector, observing construction, coordinating with the entire project team (City, FE Team, Contractor and other stakeholders). Jerry will be the primary resource 'on the ground', where he will keep accurate records of construction as it progresses with daily journals/reports, photos, and videos. Jerry will track the Contractor's labor and equipment to ensure the City has an accurate record in the case of claims and other contractual issues that may arise with the Contractor. Jerry will draw on his decades of experience to develop professional relationships with the



contractor and look ahead to foresee potential issues as construction progresses. Jerry will assist with coordination of milestone and compliance building inspections and special inspections and materials testing.

3.3 BPR Consulting Group – Building Construction Consulting

3.3.1 BPR Firm Qualifications

BPR Consulting Group was founded with the sole focus of providing thorough and efficient building inspection, plan review, code consulting and other capital improvement project support services on behalf of California communities. BPR's leadership team has worked together for the past 17 years and collectively possess *more than 100 years of experience* providing building safety services to cities, counties, state agencies and other municipal agencies throughout California and the western United States. BPR's focus is to support major building projects in a professional manner by providing efficient, timely and professional building safety services for the communities we serve. We have extensive experience providing all aspects of building safety services and presently provide building inspection, plan review and code consulting services, similar to those being requested, to multiple high profile and unique projects. We have worked with numerous public agencies throughout California to provide these same services.



BPR's staff of 70 building safety professionals consists of the following: California licensed structural, civil, mechanical, electrical and fire protection engineers; Certified Access Specialist (CASp) professionals; ICC-certified building officials, plans examiners, inspectors, permit technicians, and highly experienced administrative personnel.

Project support services we provide include:

- Building inspection services
- Building plan review services
- CASp plan review and inspection services
- Civil plan review and inspection services
- Permit Technician Services
- Building department support services
- Fire prevention plan review and inspection services
- Building Official services

BPR Consulting Group maintains a staff of ICC Certified building inspectors available to support the Guadalupe Royal Theatre Revitalization Project. We understand the importance of personality coupled with code knowledge and the ability to explain identified deficiencies in a professional non-threatening manner, or goal is to work with the construction team in a collaborative manner in a team concept. We carefully select inspection staff to ensure that selected staff possess the appropriate skills and knowledge for the types of projects at hand. We value our inspection staff's ability to effectively communicate with city officials, contractors, and others as an important trait necessary for delivery of successful inspection services. We have found that demonstrated code knowledge, along with clear and efficient communication, are required ingredients for a fair and transparent inspection program.

Building Inspection Services (only if needed)

BPR building inspectors are qualified and appropriately ICC certified to provide the requested inspection services. Our inspection staff will perform inspection services to verify that the work of construction is in conformance with the approved project plans as well as identifying issues of non-compliance with applicable building codes. Our field inspection services will include inspection of all portions of projects including the project site as applicable. Our building inspectors will write legible and understandable correction notices, field reports and will be available to answer in-person or telephone inquiries. All inspection personnel assigned will be ICC and/or CASp certified as required. In addition to providing the required building inspections, our proposed building inspector will be available to participate in weekly progress meetings.

We understand that many municipalities have amended code sections, policies and ordinances that impact the work that is inspected and approved project plans. Our inspection staff will familiarize themselves with local requirements to ensure that the projects we are inspecting are compliant with current code requirements. Specifically, we will ensure compliance with the applicable provisions of the Title 24 California Building



Standards Code, Parts 1 through 12, covering structural, fire prevention, life safety, disabled access, energy conservation, green building, plumbing, mechanical, electrical, existing and historic building codes for the Guadalupe Royal Theatre Revitalization Project. BPR's ICC/CASp certified inspectors have performed building inspection services on a wide variety of construction projects including single-family residences, residential developments, custom homes, commercial, manufacturing, institutional, assembly, essential service, industrial projects and historically designated buildings. BPR's inspectors will inspect projects to verify conformance with approved project drawings and specifications which will include review of the permit documents to verify that onsite conditions are consistent with the approved documents for size, setbacks, heights and other applicable requirements. At the completion of inspections, BPR's inspectors will update database information, complete necessary forms and documents as required to provide seamless service.

3.3.2 BPR Staff Qualifications (Building Inspections only if needed)

BPR's proposed inspection team are appropriately certified and qualified with experience applicable to the City of Guadalupe's Royal Theatre Revitalization Project.

Inspection personnel will have the ability to read, understand and interpret construction plans, truss drawings and calculations, prepare and maintain accurate records and reports, communicate effectively orally and in writing and to work effectively with contractors, agency staff and other involved parties. Our proposed staff possess knowledge of approved and modern methods, materials, tools and safety used in building inspection and the most current building standards. Our inspectors are familiar with most of the common scheduling and tracking systems utilized by building departments and can quickly adapt to your systems and requirements.

Following are brief bios of BPR's proposed inspection staff for the Guadalupe Royal Theatre Revitalization Project – noting building inspections are only if needed, we understand the City will be providing a Building Inspector for the Project:

Mark Meyers, CBO, ICC | *Building Inspector / Lead*

For over 30 years, Mark has served as a Building Inspector, Building Official, Deputy Building Official, Plans Examiner and Permit Coordinator serving multiple California communities. Mark recently served as the Building Official for Arroyo Grande and currently for the Tachi Palace for Santa Rosa Rancheria in Lemoore, California. Mark also provides specialized Building Official Services for the County of Madera. He has implemented permit tracking software for multiple jurisdictions, prepared operating budgets and managed all facets of building department activities. He currently serves as a Regional Manager and Building Official, supervising plan review, inspection and clerical staff ensuring a high level of customer services and technical excellence for assigned California based clients and projects Years of Experience: 31



3.4 Earth Systems – Special Inspection & Testing

3.4.1 Earth Systems Firm Qualifications

Earth Systems, Inc. was founded as a California corporation in 1969, with its original offices in Palo Alto and Ventura, California. The San Luis Obispo office of Earth Systems was opened in the early 1980s. Earth Systems Pacific, a subsidiary of Earth Systems, Inc., was established as a California corporation in 1999. The Earth Systems staff consists of registered geotechnical engineers, professional civil engineers, certified engineering geologists, soil technicians, special inspectors, and laboratory technicians, augmented by drilling, drafting, and support personnel. With over 50 years of experience in materials testing and special inspection for public works projects, Earth Systems can bring expertise and value to this project that other firms cannot equal.

Earth Systems is an experienced consultant, having specialized in geotechnical engineering, field and laboratory materials testing, and special inspection for over 50 years. We are recognized company meeting the requirements of the American Society of Testing Materials (ASTM) Standards, Sections E 329-02 “Agencies Engaged in the Testing and/or Inspection of Materials Used In Construction.” We maintain an experienced and well-qualified staff that holds all of the required licenses and certifications required to perform the proposed special inspection scope of work. We have maintained offices in San Luis Obispo and Santa Barbara Counties for over four decades and are licensed to perform business in the City of Guadalupe and Santa Barbara County.

For the size and complexity of this project, retaining a firm with the ability to provide adequate staffing is critical. Our large staff of qualified technical personnel gives the City the assurance of knowing we are able to efficiently and expeditiously provide experienced personnel for all of the required services.

Earth Systems has a comprehensive materials testing laboratory located approximately 15 miles from the site, which will translate to cost savings, efficiency, and rapid response times that will allow the project to proceed smoothly without unnecessary delays. Earth Systems laboratories are fully qualified to perform all of the materials testing anticipated to be associated with the project. The California Building Code (CBC) requires that the materials testing/special inspection agency work directly for the project owner to eliminate the potential for conflicts of interest between the inspector and the entity whose work is being inspected. In this manner, Earth Systems acts as “the eyes and ears” of the City and the Construction Manager, ensuring that the work performed meets the requirements of the project plans, specifications and requirements of the CBC. In other words, we assist you in ensuring that you receive the full value and proper workmanship for which you have paid.

The Earth Systems laboratories have the capacity to perform hundreds of tests upon soils, concrete, asphalt, steel, masonry, and other building materials. Earth Systems laboratories have been certified or inspected by the U.S. Army Corps of Engineers, the Division of the State Architect (DSA), the Cement and Concrete Reference Laboratory (CCRL), and the AASHTO re:Source (formerly AMRL). The Ventura, San Luis Obispo, and Hollister offices also maintain Caltrans-approved laboratories. Having multiple laboratories allows Earth Systems to control sample handling, chain of custody, and quality of tests so accurate results can be assured. Earth Systems participates in the Caltrans Reference Sample Program, the Cement and Concrete Reference Laboratory (CCRL) and AASHTO re:Source Proficiency Sample Programs for Concrete, Soil, Aggregate and Rebar. The laboratory equipment is calibrated annually, and the calibrations are traceable to the National Bureau of Standards. We have mobile laboratory equipment for soil, concrete, and asphalt concrete testing. Tests are conducted by trained technicians/inspectors in accordance with ASTM, Caltrans, AASHTO re:Source, and other appropriate laboratory standards.

Earth Systems’ scope of services for the Royal Theatre Revitalization project is for geotechnical observation and compaction testing during rough and fine grading, utility trench backfill, and foundation excavation. We also propose to provide testing and special inspection services during construction of structural concrete and/or shotcrete; during shop and field welding and bolting for both heavy gauge and light gauge structural steel; and during masonry construction. Our scope will include laboratory testing and report preparation associated with these services. Non-destructive testing (NDT) of welds will be performed for shop and field fabricated welds. Earth Systems will perform all shop inspection for shops located in Northern Santa Barbara County. However, as the shop location is currently not known, it may be more cost effective for us to use a



subconsultant to perform these services. As the location is unknown, we have not included the qualifications for the inspection firm but will provide such once the location is known. Earth Systems anticipates the following materials testing and special inspections for the Royal Theatre Revitalization Project:

- Geotechnical sampling and testing of soils
- Foundation excavation observation
- Sampling, testing, and inspection of asphalt concrete
- Sampling and testing of Portland cement concrete; including slump, casting test cylinders, and laboratory compression testing
- Sampling and testing of reinforcing steel
- Sampling and testing of masonry; including block compliance, prisms, mortar strength, grout strength and cores of completed construction
- Batch plant inspection of concrete and grout
- Special inspection of concrete
- Special inspection of masonry
- Special inspection of shop and field welding
- Special inspection of anchor and high strength bolts
- Special inspection of driven or drilled piles
- Asphalt and concrete mix design review

3.4.2 Earth Systems Staff Qualifications

The staff who would be assigned to this project all have many years of experience, multiple certifications, and have worked on large-scale, multi-million-dollar public works projects for all local jurisdictions. We have provided similar services for several hospitals, fire stations, schools, and other essential services structures as well as performing arts centers and theatres. These projects have involved similar scopes of work for materials testing and special inspection. Earth Systems has been retained by all of the local jurisdictions and local school districts to perform special inspection of soil and other construction materials, thereby verifying and documenting that their projects were constructed in accordance with code requirements for essential services structures, the project plans, specifications, and any applicable quality assurance plans. Our experience ranges from minor projects such as parking lot and ADA improvements to large-scale projects such as hospitals, schools, prisons, water/wastewater treatment plants, freeway interchanges, multi-story buildings, parking structures, and airports.



3.5 Project Experience

The FE Team staff have extensive experience providing public works and building inspection services for both rehabilitation and new construction projects, including historic buildings, theatres, fire houses, courthouses, restaurant, commercial, retail and animal care facilities and municipal parks. Below are examples of recent and relevant projects where members of the FE Team successfully provided services including construction management, building inspection, plan review and/or code consulting services.

PROJECT EXAMPLE 1 - City of Napa | Historic Buildings | BPR

Project Description: Following the 2014 earthquakes, the City of Napa retained BPR staff members to perform multiple building inspections of the County’s historical buildings.



Client	City of Napa
Contact	Dan Kavarian, Chief Building Official
Project Timeline	August 2014 – December 2014
Staff	Bill Rodgers
Services	Building Inspection Services
Project Amount	Consultant Fee: Varied based on project type Construction Cost: Varied
Funding Source	FEMA Funded

PROJECT EXAMPLE 2 - City of Sacramento | California Fruit Building | BPR

Project Description: This project involved readapting a historic 1914 office building into a boutique hotel located in downtown Sacramento. BPR staff provided plan review service for this project which included a seismic upgrade utilizing ASCE 41 provisions; and alternate means and methods of design requests to allow open stairway lobbies. Staff worked closely with City staff and the design teams to successfully preserve the historic character of this 10-story office building’s during its conversion into a boutique hotel.



Client	City of Sacramento
Contact	Anna Tekautz, Supervising Engineer 916.808.7877 atekautz@cityofsacramento.org
Project Timeline	2020 - 2021
Staff	Bill Rodgers, Andrew Burke, Jingpei Zhang
Services	Building Plan Review, Code Consulting
Project Amount	Consultant Fee: \$48,600 Construction Cost: Estimated \$30M
Funding Source	City of Sacramento



PROJECT EXAMPLE 3 - City of Roseville | Multiple Historic Buildings | BPR

Project Description: BPR staff worked with the City of Roseville to repurpose multiple buildings in Roseville's historic downtown district. BPR staff provided plan reviews and code consulting services to the City as these former retail and office buildings were being converted to restaurants and taverns with assembly occupancies. Plan review included review of seismic upgrades of unreinforced masonry buildings, and review of updated egress and access systems for the new uses.



Client	City of Roseville
Contact	Jim Mangino, Building Official 916.774.5332 jmangino@roseville.ca.gov
Project Timeline	Varied
Staff	Bill Rodgers, Andrew Burke, Jingpei Zhang
Services	Building Plan Review, Code Consulting
Project Amount	Consultant Fee: Varied based on project type Construction Cost: Varied
Funding Source	City of Roseville

PROJECT EXAMPLE 4 - UC Merced | 2020 Campus Expansion Project | BPR

Project Description: BPR staff provide Plan Review and Inspection services for the University's 2020 Campus Expansion Project. This ambitious project doubled its student body between 2016-2020, which required significant expansion of the young campus and the rapid addition of 14 buildings and support infrastructure. The ultimate result was a vibrant, collaborative and sustainable campus that can accommodate 10,000 students. The innovative design / build / develop / maintain project delivery method that the University implemented created some unique challenges for the project delivery. BPR staff provided 100% of all plan review, inspections, and project management for utilities and buildings.



Client	UC Merced
Contact	Michael McLeod, Associate Vice Chancellor 209.228.4055
Project Timeline	2016 - 2020
Staff	Mark Meyers, Ron Beehler, Don Ctibor, Stacy Barker, Bill Rodgers
Services	Full Building Department Services to include Building Inspection, Building Plan Review, Civil Inspection, Project Management
Project Amount	Consultant Fee: \$15 million Construction Cost: \$1.2 Billion
Funding Source	California University System



PROJECT EXAMPLE 5 - City of Newport Beach | Civic Center Project | BPR

Project Description: The Newport Beach Civic Center Project consisted of a new two-story civic center building, a city council chambers building, a community meeting building a four story parking structure, a library addition, a walking park, a dog park and a bridge over a major street to access the dog park. BPR staff provided plan review and inspection services for this high profile project which was completed on schedule and under budget.



Client	City of Newport Beach
Contact	Dennis Jue, 310,701.1911
Project Timeline	2012 – 2014
Staff	Roger Peterson
Services	Building Inspection and Plan Review
Project Amount	Consultant Fee: \$1.2 million Construction Cost : \$130 million
Funding Source	City of Newport Beach

PROJECT EXAMPLE 6 - City of Goleta | Jonny D Wallis Neighborhood Park | Filippin Engineering

Project Description: Filippin Engineering provided construction management, inspections and testing for the Hollister – Kellogg Park Development project which included transforming approximately 4 acres into a new neighborhood park located at 170 South Kellogg Avenue. The new park included a driveway, sidewalks, bike path, parking lot, skate plaza, nature themed play equipment and exercise equipment. Other attractions included multi-use courts, handball and bocce ball courts, a multi-use athletic natural turf field, picnic tables, BBQ pits, prefabricated restroom facilities, recreational amenities, irrigation, electrical, plumbing, and landscape.



Client	City of Goleta
Contact	JoAnne Plummer, jplummer@cityofgoleta.org
Project Timeline	2018 – 2019
Staff	Gino Filippin
Services	Construction Management and Inspection
Project Amount	Consultant Fee: \$0.5 million Construction Cost: \$3.6 million
Funding Source	Prop 84, Statewide Park Development and Community Revitalization Program

PROJECT EXAMPLE 7 - City of Arroyo Grande | CIP Program Management | Filippin Engineering

Project Description: Filippin Engineering is currently providing Capital Improvement Project Program Management services for the City of Arroyo Grande. The scope of services includes program budgeting, concept design, funding authority liaison, design management, procurement, construction management and closeout of a number of critical City capital projects, including: fire station improvements, pavement management and repairs, concrete repairs, water and sewer replacement, bridge repairs and replacement projects and emergency flood repairs.



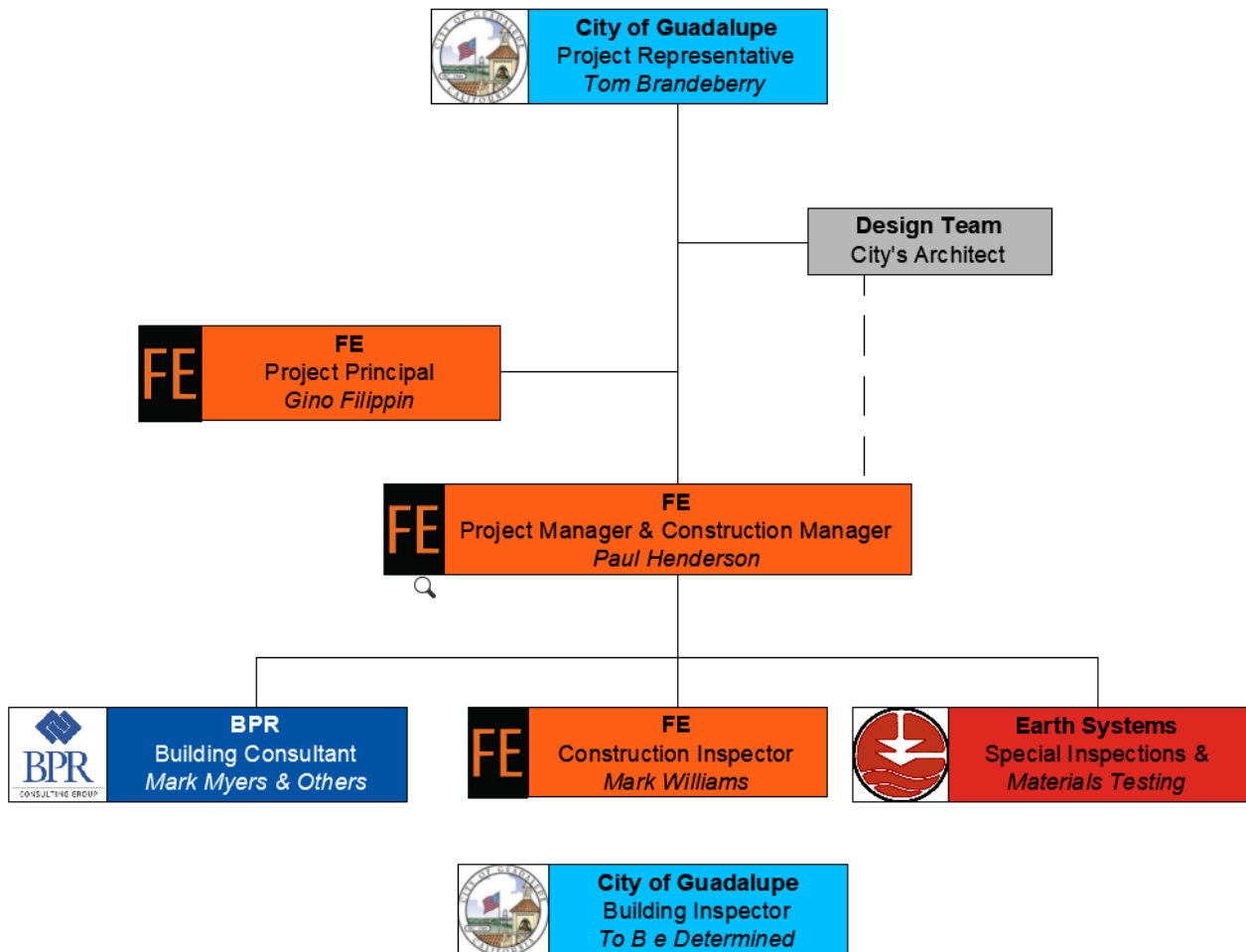
Client	City of Arroyo Grande
Contact	Shannon Sweeney, ssweeney@arroyogrande.org
Project Timeline	2023 – Current
Staff	Paul Henderson
Services	Capital Project Management
Project Amount	Consultant Fee: \$180k Construction Cost: N/A
Funding Source	City General Fund



4. Organization Chart

The FE Team structure is outlined in the organizational chart below. The intent is that the City will deal primarily with Paul Henderson as the Project Manager and Construction Manager, however the City can also coordinate with FE's full time onsite inspector, Jerry Missamore, as-needed. Gino Filippin will serve as the Project Principal, providing high level oversight and will be the City's contact for resolution in the unlikely event that the City has issues with the team. We understand Tom Brandeberry will be the City Project Manager and will coordinate with the team. Generally, the Construction Inspector, Jerry Missamore, will coordinate inspections, special inspection and materials testing for the project.

The organization chart shows key team members for each role, other staff will be utilized as their specialities are needed. All proposed staff are listed in Section 3, and staff resumes are provided in Appendix A. It should be noted that the City will provide Building Inspection services, with the person in that role to be determined at the time of this proposal. FE will coordinate with the City's Building Inspector throughout the project.





5. Additional Data

5.1 Public Works Project Delivery Experience

As noted specifically in the RFQ, the City of Guadalupe is looking for a construction management/inspection firm with experience working for municipal governments on public projects. While the Royal Theatre Revitalization project may not be a typical 'public works' project, it will be delivered as a public works project, which comes with various requirements that only those with public work project delivery experience know.

The entire FE Team has extensive and varied project delivery and inspection experience on public and municipal projects. We work for multiple clients providing constructability reviews in order to identify code related and project document coordination issues prior to project bidding in order to reduce unnecessary revisions and changes post bid. Additionally, staff have provided quality assurance and inspection services for civil improvements including domestic water systems, sewer systems, gas and electric utility systems, bridges, paving, outdoor recreation facilities and other associated public works projects. Our staff have experience in all aspects of project development including site improvements, underground utilities, and building projects. Importantly the FE Team understands specific requirements of public works projects, for example we have intimate knowledge of the requirements of the Department of Industrial Relations for certified payroll and prevailing wage. FE mitigates risk to public project owners by completing labor compliance interviews and certified payroll checks. The Team is also very familiar with California Public Contract Code (PCC) requirements.

5.2 Agency Coordination

The FE Team's project & construction manager, inspectors, plans examiners, and engineers are experienced in working with multiple agencies and adjusting service levels to meet specific project needs. The team proposed to serve the City of Guadalupe have many years of experience providing the requested services to public agencies throughout the state and specifically for the City of Guadalupe and surrounding communities in Santa Barbara and San Luis Obispo Counties.

The team have worked with multiple public agencies on projects utilizing a variety of funding mechanisms to successfully complete challenging projects. We are able to quickly assimilate and provide services in the method required by the specific agreement and project owner requirements. Our project managers are skilled at promoting cooperation and partnership with outside agencies and other parties involved in a professional and collaborative manner, including funding authorities.

5.3 Procore



FE is proud to share that we offer full-service Procore Project Management software on all of our projects, and at no cost to the Agency, Contractor, or any other user. Utilization of the Procore tools will ensure standardization of Quality, significantly increased efficiency in document control, continuous transparency to the Agency staff (and any number of desired/authorized stakeholders). This software platform is the best available technology in the field and will be used to successfully manage the document control procedures, still keeping with the contract and agency requirements.

We believe that digital and cloud/web-based platforms for project management and document control are not only an eventual reality, but also a very effective and valuable evolution.

With inspectors proving real time documentation and photographs of work in progress the City can rest assured that a complete record of construction is available at all times, including a full archive at the completion of the project.



6. Optional Services

In addition to the services requested in the RFQ the FE Team, including FE, BPR and Earth Systems, are able to provide other services that may provide additional value to the City and the Project. Below are examples of other services that the City may benefit from, we would be pleased for the opportunity to discuss these opportunities, or others.

6.1 Plan Review & Code Compliance Review

BPR has the depth of qualified staff available to quickly and accurately address any plan review or code compliance issues that may arise. Our staff consist of building code experts in all disciplines including structural, civil, mechanical, electrical, plumbing and accessibility and will use these skills to support any plan review or code compliance needs associate with the Guadalupe Royal Theatre Revitalization Project. With BPR, the City will have immediate and direct access to a team of code professionals. We have the ability to assign plans examiners with the same qualifications and professional licenses as required for project designers which allows efficient professional communication of plan review and code compliance related issues. FE can provide plan review and constructability review for various project aspects, including all civil engineering work, utilities, grading, landscaping and civil structure.

6.2 Bid Phase Services

If requested the FE Team can manage all, or part, of the contractor procurement process. We have significant experience in bid package development and review, bid advertisements, pre-bid job walk meetings, addenda development, bid opening, bid assessment and recommendation for award.

BPR staff will be available to assist the City with questions that may arise through the RFI and construction process. BPR's staff have many years of experience providing constructability and code compliance review services. BPR review project documents to verify building code compliance, coordination between disciplines, adequate level of detailing, coordination between trades, coordination of the project plans with specification requirements, coordination within the project specifications, and completeness of the documents. BPR will assign reviewers with the same qualifications and professional licenses as required for project designers which allows efficient professional communication of constructability review related issues. We believe this approach affords efficient communication with the project designers allowing identified issues to be resolved efficiently and projects to move to construction without delays. The primary focus of our constructability services is to provide complete and coordinated construction documents for our client's projects in order to minimize issues during the bidding process and to reduce costly changes during the project's construction phase.



Appendix A – Resumes



GINO FILIPPIN, P.E.QSD

PRINCIPAL-IN-CHARGE

Mr. Filippin has over 40 years of experience in all aspects of construction management, including roles as project manager, resident engineer, engineer of record, and project engineer for public works projects throughout the Central Coast. Gino has extensive experience, knowledge of Caltrans procedural matters and claims avoidance/resolution and innovative solutions as he closely monitors project documents for clarity, conformity, and consistency. Gino excels at communicating to both clients and contractors, consistently providing intelligent and well thought out solutions to complex project issues, and he has extensive experience coordinating with clients, contractors, consultants, private utilities, regulatory agencies, and the public on large construction projects. Gino will be a constant resource for the CMIT team on this project.

RELEVANT PROJECT EXPERIENCE

TRANSPORTATION PROJECT EXPERIENCE

OLIVAS PARK DRIVE EXTENSION AND LEVEE PROJECT (City of Ventura) Filippin Engineering will be providing Construction Management and Inspection for the Olivas Park Drive Extension and Levee Project. The Olivas Park Drive is approximately 4,500 linear feet for the Golf Course Drive to the Auto Center Drive and work includes new curb, gutter, sidewalk, bicycle lanes, street lighting, traffic signals, landscaped median, utilities, storm drain, water, reclaimed water and sewer. This project also includes constructing approximately 5,400 linear feet of levee, flood walls, and floodgates to protect the new road and future development.

MATILIJIA DAM ECOSYSTEM RESTORATION AND SANTA ANA BLVD. BRIDGE REPLACEMENT (County of Ventura) Resident Engineer for this \$11.2M the Matilija Dam Ecosystem Restoration and Santa Ana Blvd Bridge Replacement project. Project work included the removal of the existing bridge and construction of the Santa Ana Boulevard Bridge over the Ventura River in Oak View, CA. Part of the project will be to remove the Matilija Dam to restore suitable habitat and improve water and sediment flows. This project included demo of an old bridge and construction of the new bridge with two large diameter CIDH piles, abutments, and roadways. Project also included improvement of sidewalks, channel embankment work, rock riprap, removal and relocation of numerous utilities, chain link fencing and gates, rock walls, ornamental gates, retaining walls, storm drains and landscape and mitigation plantings.

MEADOWPARK BRIDGE REPLACEMENT (City of San Luis Obispo) Filippin Engineering provided engineering design services to the City of San Luis Obispo by preparing plans and specification for the replacement of two pedestrian bridges at Meadow Park.

SYCAMORE CREEK WIDENING & PUNTA GORDA STREET BRIDGE REPLACEMENT (City of Santa Barbara) Resident Engineer on this critical first segment of the Sycamore Creek Widening Program. Project included over 300ft of channel widening, bridge demolition, and construction of a new precast bridge deck structure supported on CIDH pile system foundation. The environmental coordination included relocation of sensitive species, temporary creek diversion, daily coordination with project MMRP's, and complete creek/habitat restoration.

SHEFFIELD RESERVOIR QUALITY PROJECT (City of Santa Barbara) Resident engineer and structures representative for the tank portion of this project which consisted of the construction of two 6.5-million-gallon reservoirs and related structures and site improvements on the 23-acre project.

BARANCA HONDA BRIDGE REPLACEMENT (Western Gate Ranch, Cojo, Ca.) Provided construction management for a prefabricated steel bridge spanning 110'. Work also included abutments, creek restoration, and road reconstruction.

BRIDGE STREET BRIDGE REHABILITATION (City of Arroyo Grande) Fulfilled Resident Engineer duties on this Historic 2-span steel truss structure. A portion of the superstructure was preserved and used while the substructure was reconstructed using CIDH foundations. Work also included reconstruction of roadway approaches; relocating domestic water, gas, and sewer facilities; and installing storm drainage facilities.

REGISTRATION

- Registered Civil Engineer No. 57254
- CalOES SAP Evaluator

AREAS OF EXPERTISE

- Construction Law for Contractors, Architects and Engineers – Price, Postel & Parma LLP
- FAA Seminar on AIP, ACIP, Planning, Engineering, Certification and Airport Compliance
- Special District Administration – Special Districts Institute
- Governor’s Office of Emergency Services (OES)
- American Red Cross, Certified in Adult & Child First Aid/CPR/AED

EDUCATION

Bachelor of Construction Management
Polytechnic State University, San Luis Obispo, 1994

MARSH STREET BRIDGE REPLACEMENT (City of San Luis Obispo) Fulfilled Resident Engineer duties on the Marsh Street Bridge for the City of San Luis Obispo. The replacement of the bridge consisted of removing and replacing a concrete bridge and roadway approaches; relocating domestic water facilities; constructing concrete channel walls utilizing rock slope protection and soldier pile wall; micropile foundation on the abutments; planting landscape materials and irrigation systems; installing storm drainage facilities; installing street lights; and protecting existing utilities.

US 101/SPRINGVILLE INTERCHANGE PROJECT (City of Camarillo) Resident Engineer and Construction Manager for \$23 Million Springville Drive Interchange Project on the 101 Freeway in Camarillo. Project included the construction of a new interchange over the 101 Freeway in the City of Camarillo through a Cooperative Agreement with Caltrans. The project included a four lane cast-in-place box girder bridge over the 101 Freeway, extension of Springville Drive and Ponderosa Drive to the new interchange, interchange signalization, landscaping, relocation of gas, electrical, sewer, and water mains, and construction of new water, reclaimed water, electrical, cable TV, and sewer gravity and force mains. Work also included the extension of existing freeway storm drain culverts as well as the jack and bore of a new triple 66" storm drain culvert under the 101 Freeway.

LEWIS ROAD WIDENING, COUNTY SEGMENT (County of Ventura) Resident Engineer for the construction of \$24 Million road widening and bridge project completed in 2008. The work included the widening and realignment of a 3.8-mile stretch of Lewis Road between Pleasant Valley Road and Hueneme Road for the County of Ventura. Also included was the construction of a 300-foot concrete pile and box girder bridge on Santa Barbara Road over Calleguas Creek for future connection to California State University Channel Islands, construction of a 700-foot-long reinforced concrete box culvert, creation of three signalized intersections, and undergrounding of all utilities. The project also expanded the existing two-lane rural roadway to four lanes and included median and eight-foot shoulders for most of the project length, incorporated safety improvements, and connected U.S. 101 to S.R. 1 west of Camarillo.

UPLAND ROAD IMPROVEMENT PROJECT (City of Camarillo) Resident Engineer on this project which included performing project engineering and construction management of this \$4.1M project, involving the expansion of 1.2 miles of road serving the City of Camarillo.

CITYWIDE STREET IMPROVEMENT PROJECT 2015-2016 (City of Santa Paula) Provided Resident Engineering responsibilities which consisted of inspection for 16,550 LF of water main reconstruction, 2500 LF of sewer main reconstruction, the removal of 37 existing sewer manholes and replacing them with new polymer manholes, the installation of 58 access ramps and the full depth reconstruction of 708,000 SF of city roadway. The project contained work in six separate areas of the city, ranging from the downtown commercial area to residential neighborhoods that were built between the 1960's and the early 1900's.

TANK FARM ROAD/BROAD STREET INTERSECTION (City of San Luis Obispo) Provided Resident Engineering responsibilities on this project included the reconstruction and widening of one of the most active and heaviest used intersections in the City of San Luis Obispo. The widening project included phased construction of new pavement sections, replaced signal light poles and upgraded video detection systems, altered lane assignments and turning patterns, and a final micro-surfacing and re-striping finish, performed during night work.

ATP CYCLE 3 FUNDED PEDESTRIAN IMPROVEMENTS (City of Guadalupe) Resident Engineer for the construction of sidewalks and ADA curb ramps on Guadalupe Street (Highway 1) and curb ramps at the intersection of Obispo Street and 10th Street. The work included bulbouts, sidewalks, curb ramps, crosswalks, striping and markings, signs, rapid flashing beacons, and other pedestrian facilities, traffic control and stormwater pollution control programs.

PAVEMENT RESURFACING – DEL NORTE AND OXNARD WEST AREAS (County of Ventura) Provided Resident Engineer responsibilities for this pavement resurfacing of roads in the Del Norte and Oxnard West areas to strengthen existing deficient pavements and extend the service life of the road. Work consisted of pavement resurfacing including Type II Emulsion-Aggregate Slurry, Public Access and Notice, mobilization, traffic control and construction signing Water Pollution Control, roadway preparation, surface preparation and creak treatment, Cold Milling and AC Hot Mix fill, AC Dike Rehabilitation, AC Dike Seal, Shoulder backing, pavement delineation and striping, and survey monument frame replacement and adjustment.

POTRERO ROAD BIKE LANES (County of Ventura) Resident engineer for the potrero bike lanes project which consisted of pavement widening on both sides of potrero road to accommodate 2.8 bike lane from south of bridge #321 to Trentwood Dr. And lake Sherwood Dr. To vista oaks way. As part of the project, traffic control and construction signing, water pollution prevention, root barrier, PCC drain with grates and frame, light rock splash pad, percolation trench, cast-in-place catch basin, air placed concrete with wire mesh, PCC driveway approach reconstruction, road shoulder slope and ditch regrading, ac pavement widening, miscellaneous ac paving, ac curb, PMB shoulder backing, micro milling, road surface preparation and crack sealing, type ii emulsion-aggregate slurry, pavement delineation and striping were included.

MEASURE K-14 STREET REHABILITATION PROJECT (City of Grover Beach) Resident Engineer providing construction management and inspection on this \$6.3M project which provided pavement rehabilitation and repair, concrete curb, gutter, cross gutter and sidewalk work; accessibility improvements; water utility piping improvement, sewer piping improvements, service upgrades, and fire hydrant installations and relocations; and utility valve box and sewer manhole improvements.

DONLON ROAD REALIGNMENT PROJECT (County of Ventura) Provided Resident Engineer services of a 65-foot Arch Culvert installation. This \$2.220M project involved the relocation of existing county road (220 ft. westerly) to align with the intersection of Highway 118 and Somis Road., creating a 4-way intersection. Due to the multiple easements and right-of-ways involved, extensive agency and utility coordination was required to construct a new segment of Donlon Rd. to the north of the intersection, and provide drainage, concrete hardscape, paving, striping and signalization improvements for Hwy 118. Additionally, an 80-foot arch culvert with a 35-foot span was constructed. During project finalization, new roadway sections received micro-surfacing.

2017 CONCRETE REPAIRS PROJECT (City of Arroyo Grande) Fulfilled Resident Engineer responsibilities with construction management and inspection for the 2017 Concrete Repair Project. This project consisted of the removal and replacement of driveways, sidewalk, and curb and gutter throughout various locations within the City. The total construction cost of the project was \$155,000.

2017 STREET REPAIRS PROJECT (City of Arroyo Grande) Resident Engineer overseeing the construction management and inspection on the 2017 Street Repair project. This project consisted of asphalt digouts, cold planning, HMA overlay, placement of ADA curb ramps, and striping. The total construction cost of the project was \$390,000.

2017 STREET RESURFACING PROJECT (City of Arroyo Grande) Resident Engineer providing construction management and inspection on the 2017 Street Resurfacing Project. This project consisted of crack seal, slurry seal, micro-surfacing, and striping. The total cost of the project was \$182,600.

LOS CARNEROS AND CALLE REAL ROUNDABOUT (City of Goleta) Received award by APWA Central Coast Chapter 2012 for best project under \$5M. Construction Inspector for the \$1.3M Roundabout project for the City of Goleta. The project consisted of the reconstruction of an existing three-way intersection with a new roundabout including new lighting, drainage facilities bike lanes, and landscaping improvements.

EMERGENCY SERVICES FOR THE MATILIJA ROADWAY (County of Ventura) Provided design and construction management services for slope stabilization, embankment reconstruction, and roadway repairs.

EMERGENCY SERVICES FOR THE SANTA ANA ROAD CLOSURE (County of Ventura) Provided design and construction management services for a 350,000 cubic yards' landslide area to ensure slope stabilization as well road reconstruction.

MOORPARK ROAD REALIGNMENT (County of Ventura) Provided Resident Engineer services for new road construction which included embankment, utility relocations, storm drain facilities, 18"-72" RCP & 102" CSP storm drain, headwalls, and asphalt paving.

STONE BROOK NEIGHBORHOOD PAVEMENT REHABILITATION (Stoney Brook Homeowners Association) Provided Resident Engineer services for curb and gutter, edge grind, base repair, ARHM overlay.

CENTRAL AVENUE WIDENING (County of Ventura) Fulfilled Resident Engineer responsibilities of 3 miles of bike lane widening. Work included storm drain improvements including: 42" RCP, 18" CMP, inlet & junction structures, driveway reconstruction, shoulder construction, and cross gutters.



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PRINCIPAL-IN-CHARGE

GARDEN STREET EXTENSION 1997 (City of Santa Barbara) Provided construction management and administration services for new alignment of \$3 million roadway project.

BOB JONES BIKE TRAIL CONNECTION AT PRADO ROAD & SOUTH HIGUERA (City of San Luis Obispo) Responsibilities include Project Manager for the latest section of the Bob Jones Bike Trail construction, which showcased a 120' prefabricated steel truss pedestrian bridge spanning San Luis Creek.

LANDSCAPE MEDIAN RECONSTRUCT, PHASE 2 (City of San Buenaventura) Provided construction management services involving tree removals, grading, and directional boring of electrical conduit, complete 24 station irrigation system, decorative pavers and curb & gutters.

UTILITIES PROJECT EXPERIENCE

WATERLINE AND VALVE REPLACEMENT PROJECT (City of Lompoc) Resident Engineer for the City of Lompoc Waterline and Valve Replacement Project, Ocean-Walnut Alley between "H" Street and "I" Street project consisted of the abandonment of an existing water main, installation of 1,300 LF of new 6" PVC C900 by conventional trench and pave back as well as jack and bore method underneath State Highway 1. The project included installation of new water valves, fire hydrants and utility boxes, connections of water laterals, construction of new concrete sidewalk, driveway and spandrel, and AC trench pavement removal and replacement. Filippin Engineering provided construction management and inspection services and documentation of all construction tasks.

2014 SEWER MAIN REPLACEMENTS (City of Lompoc) Resident Engineer for the 2014 Sewer Main Replacements at Ocean Avenue and Locust Avenue project includes: Furnish and install temporary sewer services; pothole utilities; pavement saw cutting; structure excavation; special excavation in the Cultural Resources Overlay District; disposal of structure; install polyvinyl chloride pipe (P.V.C.) sanitary sewer; install fitting, maintenance holes, and sewer services; abandoning maintenance holes and sewer pipe sections; trench bedding and backfill; removal and disposal of existing concrete and asphalt concrete, furnish and construct Portland Cement Concrete (PCC) sidewalk, cross-gutter, and driveway; furnish and construct asphalt concrete trench paving and patching clean-up and related work as required, to complete the work as specified by the Plans and Specifications.

EMERGENCY REPAIR OF WASTEWATER MAIN FACILITIES ON E, R, AND 3RD STREETS (City of Lompoc) Filippin Engineering provided the Emergency repair of sewer lines on E, R, and 3rd Streets. Worked include the replacement of sewer lines, manholes, and the surface restoration on 3 intersections.

LOMPOC GAS COLLECTION SYSTEM (City of Lompoc) Resident Engineer Inspection of drilling of methane gas wells and placement of HDPE piping and well heads. Inspection of placement for above ground and below ground 2", 4", 6", 8", and 12" HDPE piping. Inspection of methane gas collection sumps installation. Inspection of rebar and pouring of the blower skid slab. Inspection of blower skid system and flare stack installation. Inspection of electrical conduit, pull boxes, and wiring of the blower skid equipment. Inspection of asphalt and slurry placement. Records of all well depths. Inspection of SWPPP and BMP placement.

2018-19 WATER MAIN REPLACEMENT (City of Lompoc) Filippin Engineering provided construction management and inspection for the City of Lompoc Waterline and Valve Replacement Project, Ocean-Walnut Alley between "A" Street and "2nd" Street project consisted of the abandonment of an existing water main. Installation of 4,100 L.F. of new 6" PVC C900 by conventional trench and pave back. Included: Pothole existing utilities; furnish and install temporary water services and bypass line; pavement saw cutting, removal and disposal; structure excavation; disposal of structure excavation (including AC pipe to be handled as hazardous asbestos material); trench shoring, sheeting, and bracing; furnish and install polyvinyl chloride (P.V.C.) C900 or ductile iron pipe (D.I.P.) waterline; furnish and install valves, fittings, thrust blocks, tracer wire, water services, fire hydrants, meter boxes and yokes; trench bedding and backfill; hydrostatic and sterilization testing; coordination, removal and replacement of existing utility vaults; removal & disposal of existing concrete, furnish and construct PCC improvements; furnish and construct hot mix asphalt trench paving and patching.

2016 WATERLINE AND VALVE REPLACEMENT (City of Lompoc) Filippin Engineering provided Waterline Design and Valve Replacement Project consisted of the potholing of existing utilities, furnish and install temporary water services and bypass line; excavation and disposal of existing AC pipe; install new 6" PVC C900 pipe, furnish and install new valves, fittings, thrust blocks, fire hydrants, and services. Furnish and install new service meter and valve boxes. Remove and replace PCC improvements including, driveways, cross-gutters, ADA ramps, sidewalk, curb, and curb & gutter. Furnish and construct hot mix asphalt trench paving and patching.

TRACT 61105-01 POTABLE WATER (ZONE IIA) & RECYCLED WATER (ZONES 2 & 3) IMPROVEMENTS (*Santa Clarita Valley Water Agency*) Provided Resident Engineer services for this \$2.2 million project which consisted of installing 21,000 LF of 6 to 12-inch ductile iron, installing 500 LF of 6 to 12-inch PVC water main lines, connecting 50 water services and installing 31 fire hydrants, tying in existing watermains to new watermains and coordinating with the Water Agency for Bac-T testing, high/low chlorine testing, pressure testing, and flushing velocities.

TRACT 73858 LOT 1 WATERLINE IMPROVEMENTS FOR CONDOMINIUM (*Santa Clarita Valley Water Agency*) Providing Resident Engineer responsibilities for the waterline improvement project which consists of installing 6,160 LF of 6 to 12-inch ductile iron, connecting 183 water services and installing 9 fire hydrants, tying in existing watermains to new watermains and coordinating with the Water Agency for Bac-T testing, high/low chlorine testing, pressure testing and flushing velocities.

FY 19A AND B WATERLINE REPLACEMENT (*City of Santa Barbara*) Provided Resident Engineer services for this \$7.6 million project which consisted of installing 1,022 LF of 6 to 12-inch ductile iron, installing 29,657 LF of 6 to 12-inch PVC water main lines, reconnecting 600 water services and installing 36 fire hydrants, tying in existing watermains to new watermains and coordinating with the City water department for Bac-T and low chlorine testing, and GPS services for the main, T's and new valves.

MARGARITA LIFT STATION (*City of San Luis Obispo*) Project Manager/Resident Engineer involved in the design and construction of the Margarita Lift Station. The existing station were to stay active and uninterrupted through the construction of a completely new station including new pumps, drywell, electrical and controls gear, as well as associated site piping and fittings. FE worked in conjunction with another engineering design firm to complete the design feasibility and thorough concept design development.

2018 PIPELINE REHABILITATION PROJECT (*Goleta Sanitary District*) Resident Engineer for this \$1.1M project rehabilitation of approximately 460 linear feet of 6-inch diameter sanitary sewer, 10,192 linear feet of 8-inch diameter sanitary sewer, rehabilitation of 228 services with a "Top Hat" lateral seals, rehabilitation of 43 manholes, removal of 4 sewer clean outs to be replaced with 4 sewer manholes, maintaining and diverting sewage flows, pipeline cleaning, CCTV inspection and video recording, traffic control and ancillary work as herein specified and as shown on the Drawings. The method of rehabilitation to be used shall be cured in place pipe lining.

LAGUNA LIFT STATION REPLACEMENT (*City of San Luis Obispo*) Project Manager for construction of a 75-horsepower pumping station and associated piping, manifold, precast wet well and submersible pumps connecting to 16" force main. Project included demolition and abandonment of the existing pumps, new site hardscape, planting and irrigation.

2017 PIPELINE REHABILITATION PROJECT (*Goleta Sanitary District*) Resident Engineer for this \$645K project in accordance with a cooperative agreement with the Goleta Sanitary District. The effort included rehabilitation of approximately 1,664 linear feet of 6-inch diameter sanitary sewer, 5,490 linear feet of 8-inch diameter sanitary sewer, rehabilitation of 80 services with a "Top Hat" lateral seals, rehabilitation of 32 manholes, modification and repair of one manhole, removal of 3 sewer clean outs to be replaced with 3 sewer manholes, abandonment of approximately 30 LF of existing pipe and modification of existing sewer manhole, point repairs, maintaining and diverting sewage flows, pipeline cleaning, CCTV inspection and video recording, traffic control and ancillary work.

FUCHSIA TANK WATER MAIN IMPROVEMENT (*City of Santa Paula*) Resident Engineer for a \$530,000 project which consisted of the installation of new water main to connect Fuchsia Tank to the adjacent zones of the Santa Paula water distribution system over a two-month period.

ZONE 3 INTERCONNECT PROJECT (*Santa Ynez River Water Improvement District, Id#1*) Construction Manager for construction of approximately 500 linear feet of directional drilling of 8" HDPE water pipe to cross Alamo Pintado Road and across a private property to connect to Zone 3 and increase existing pressure, and approximately 1,000 linear feet of open cut. The project also includes a bridge crossing with pipe hangers, a small pipe bridge across a drainage culvert, and work in the County right-of-way and across private property.

TANK FARM GRAVITY SEWER, FORCE MAIN, AND LIFT STATION (*City of San Luis Obispo*) Responsibilities include overall project management for this \$9.3M, involving construction of a new pump station, 0.75 mile force main, 1.25 mile gravity sewer along a route that covers City, County and Caltrans right-of-ways.

GOLETA SANITARY DISTRICT'S CAPITAL REFURBISHMENT PROJECT (*Goleta Sanitary District*) Responsibilities include performing project engineering and construction management of this \$4.1M project, involving pump station upgrades, chemical tank replacement, biofilter upgrades, and the construction an addition chemical storage building.

SANTA COTA/VIA JUANA PHASE 2 WATER MAIN REPLACEMENT (*Santa Ynez River Water Improvement District, Id#1*) Provided construction management services for 3,500 ft. of water main and appurtenance installations. Report and coordinate field observations, changes and testing to project management, water district and engineering staff.

EL RIO RESERVOIR (*United Water Conservation District*) Provided construction management and administration services for the installation of new liner and floating cover.

COTTAGE HOSPITAL RECONSTRUCTION (*Santa Barbara Cottage Hospital*) Responsibilities include Engineer of Record for this \$750M, multi-phased hospital and flood control project consisted of on and off-site civil improvements, i.e., coordination with utilities agencies, street design, water and sewer relocations, and storm drain design and construction. This involved the installation of 2,200 lineal feet of an 8 foot by 8foot reinforced concrete box culvert from the proposed main Hospital location to Mission Creek, two parallel sewers, a sewer replacement on Padre Street, a new water main on portions of Oak Park Lane and Junipero Street, and numerous storm drain inlets and laterals on Junipero Street.

Mr. Henderson joined Filippin Engineering in November 2022 and has over 17 years of public and private work experience in the United States, Australia, and New Zealand. Paul's experience in all aspects of civil engineering projects, including roles as Project Manager, Design Manager, Construction Manager, and Resident Engineer. Paul's extensive public works experience includes the design and construction of bridges, roadways, roundabouts, utilities, water storage structures, shoreline protection, living shorelines and emergency works for critical public infrastructure. Paul's project management and construction management experience includes a wide variety of multi-disciplinary engineering projects including roads & highways, bridges, storm drainage systems, seawalls, dams, mining, retaining walls, slide repairs, military training facilities, buildings highway interchanges and pavement rehabilitation.

Well-versed in construction administration and civil engineering design, Paul has served as design manager, construction manager, inspector, and cost estimator during all phases for projects in communities throughout the California. Paul is very familiar with the requirements of local, state, and federal agencies as they relate to engineering design and construction projects.

RELEVANT PROJECT EXPERIENCE

CITY OF ARROYO GRANDE CAPITAL IMPROVEMENT PROJECTS PROGRAM MANAGER (*City of Arroyo Grande*) Paul is currently providing Capital Improvement Project Program Management services for the City of Arroyo Grande. The scope of services includes program budgeting, concept design, funding authority liaison, design management, procurement, construction management and closeout of a number of critical City capital projects, including: fire station improvements, pavement management and repairs, concrete repairs, water and sewer replacement, bridge repairs and replacement projects and emergency flood repairs.

OAK PARK BOULEVARD ECR STORM DRAIN IMPROVEMENT (*City of Arroyo Grande*) Prior commencing a role as the CIP Manager with the City he served as Associate Construction Manager for the Oak Park Boulevard ECR Storm Drain Improvement project which included the removing and replacing of an existing drainage inlet, installing a new manhole, concrete junction boxes, and a new HDPE pipe within the City and Caltrans right-of way. Work also included connecting to an existing box culvert within the Highway 101 right-of-way; restoring landscaping; providing traffic control, stormwater control and compliance with the Caltrans permit.

SR 49/108 ROUNDABOUT PROJECT (*Tribe of Mi Wuk Indians, Chicken Ranch Casino*) Project Manager and Resident Engineer for \$5M Tribe funded roundabout project on state highway that included design and construction of a new roundabout as a safety improvement. Paul's dual role as overall project manager for the design team and construction manager during the design phase provided the Tribe and Caltrans an efficient approach to delivery of this important safety improvement project. The roundabout construction project includes complex phasing to allow minimum disruption to highway users and the construction of a large resort project (\$300M), that uses the same intersection that the roundabout is being constructed in as the primary delivery access location. The project is located in Jamestown on a 2-lane conventional highway and includes bulk earthworks, storm drainage, utilities, HMA paving, curb & gutter, concrete median and splitter islands, lighting, flashing beacons and other typical new highway project aspects.

BEACH BOULEVARD SEAWALL EMERGENCY REPAIRS (*City of Pacifica*) Through the winter of 2020/2021 The City of Pacifica experienced several large wave events that caused damage to the City's municipal fishing pier abutment, putting the structure critically at risk and undermining the adjoining Beach Boulevard Roadway. Paul supported the City with inspection of the damage, immediate mitigating repairs and a permanent repair solution. Paul was onsite working with the Contractor and City to make the area safe and mitigate further damage. Wave action caused a blow-hole to develop which was blowing aggregate and rock backfill 50 ft in the air. The repair included construction of a formed concrete 'plug' to stop the blow-hole, then slurry backfill was utilized to fill voids and backfill the large hole in the roadway, which was approximately 40 ft deep. Construction conditions were challenging with large overtopping waves at the seawall limiting shifts and causing safety issues.

REGISTRATION

- Registered Professional Engineer Queensland (RPEQ), Queensland, Australia
- Chartered Professional Engineer (CPEng) Australia
- Certified Construction Manager (CCM), United States

AREAS OF EXPERTISE

- Construction Management
- Project & Program Management
- Civil Engineering

EDUCATION

Bachelor of Engineering
USQ,
Queensland, Australia,
2012

Bachelor of Engineering Technology
USQ,
Queensland, Australia,
2010

Diploma in Civil Engineering
Otago Polytechnic,
Dunedin, New Zealand,
2003

MILAGRA CREEK OUTFALL REPAIR PROJECT (*City of Pacifica*) Pacifica experiences significant coastal bluff erosion: in one case, the bluff has retreated significantly from the 80-inch pipe outlet to the Pacific Ocean, leaving the end sections of the pipe in a failed state. The project involved installing micropiles from within the pipe to support the concrete pipe sections as the bluff continues to recede. The work was performed within a restricted space and in less-than-ideal conditions. Possesses piling and deep foundation construction experience, which provided the City with confidence that the project will be constructed as designed. Paul worked with the contractor and the City to overcome a number of challenges, including significant delays related to the COVID-19 global pandemic.

400 ESPLANADE AVENUE SHORELINE PROTECTION (*City of Pacifica*) Served as Construction Engineer for the repair of the existing failed rock revetment along the coastal bluff at 400 Esplanade Avenue in Pacifica. The project included regrading the existing, washed-out access ramp, removing debris from infrastructure that has eroded along the bluff, cutting the native Franciscan Complex Greenstone rock formation to create a key pursuant to the engineering design, and placement of filter fabric followed by large and small rip rap. Because the project was funded with California Governor's Office of Emergency Services (Cal OES) funds, Paul provided construction management and project documentation services. The project was constructed within the tidal and surf zones. Paul worked with the contractor to develop a protective berm to ensure the project was completed without delay before adverse winter ocean conditions arrived.

PACIFIC MOTORWAY UPGRADE B (*Queensland Department of Transport and Main Roads, Australia*) On this large and complex design-build highway interchange project Paul lead construction staging and temporary works design and modelling for the Pacific Motorway Upgrade (PMU), including Daisy Hill and Paradise Road Interchange upgrades. PMU-B was used as an example of the new "benchmark" for temporary traffic design in Queensland, Australia. Temporary works design involved major interchange design for multiple construction stages and options of the project.

BRIDGE REPLACEMENT PROGRAM, QLD, AUSTRALIA (*Somerset Regional Council*) Project Manager and Construction Manager for the Somerset Regional Council bridge replacement program (3 years). Paul's role included the management of the delivery of new concrete bridges from concept design through to the completion of construction. Under Paul's management, 25 bridges were designed and 11 bridges were constructed. Paul's hands-on approach during construction delivery included the construction management, special inspections, quality verification, and resolution of contractual queries and disputes. Paul was on site, providing guidance and inspections, for all project milestones. Many of the bridges required piling in challenging geotechnical and conditions, and all bridges were constructed in and over waterways. Funding requirements meant project timeframes needed to be strictly adhered to, for risk of funding being withdrawn. Thorough understanding of project / program management, solid procurement process, and bridge construction techniques enabled the multi-bridge program to be completed on time and on budget.

BRUCE HIGHWAY UPGRADE (C2C (*Queensland Department of Transport and Main Roads, Australia*)) Design and development of longitudinal drainage and minor cross drainage for the Bruce Highway upgrade project. The design included hydrological and hydraulic analysis for a section of new national highway as part of the \$800M project.

CARDIFF BEACH LIVING SHORELINE (*City of Encinitas*) Paul supported the construction management team on this innovative coastal resiliency project involving beach trenching, placement of rock revetment in the trenching, and grading new dunes over the rock revetment. This project protects California's Highway 101 infrastructure which is threatened with anticipated sea level rise. Provided assistance with constructability review, review of design amendments during construction, and general contract administration support (i.e., review of change orders, schedule, RFIs, and submittals.)

NDRRA FLOOD RECOVERY, QLD, AUSTRALIA (*Somerset Regional Council*) Provided management of the Somerset Regional Council Flood Recovery Works Program, including management of multi-discipline design teams, bidding, bid assessment, contract administration, and delivery of more than \$40 million of infrastructure, including nine new bridges. Of the total flood recovery program cost, approximately 75% would be considered pavement related. Pavement engineering in this flood recovery program includes identification of mode of failure, selection, and design of various types of road pavement for reconstruction and rehabilitation.

PILLAR POINT LIVING SHORELINE (*San Mateo County Harbor District*) Through the design phase Paul provided constructability review, value engineering, and design support for the Pillar Point West Trail shoreline restoration. The project involved reconstruction of the failed shoreline trail with an engineered rock revetment and construction of the new living dune shoreline, and construction into the intertidal zone and the adjacent wetland system, which is environmentally sensitive. Following the design phase Paul supported the SMCH with contractor procurement through pre-qualification and bidding. As the construction manager Paul managed the team of inspectors, surveyors and materials testers to support the SMCHD in delivering this landmark project on time and on budget. The project is a success story for future living shoreline projects.

MILITARY TRAINING AREA EXPERIENCE

CAMP SAN LUIS OBISPO (California Military Department)

Bravo Range Combat Pistol Qualification Course

Grizzly Youth Academy Training Area

Building 718 Refurbishment

Building 719 Refurbishment

GENERAL OTHER PROJECT EXPERIENCE

Tailings Dam – QAL - Australia

Tailings Dam – Eurallumina - Italy

Tailings Dam – Utkal - India

Evaporation Dams – Australia

Floodway – Marre Wier – San Luis Obispo

Floodway – Corte Madera Creek – Marin County

Anderson Dam Tunnel Project – San Jose



JERRY MISSIMORE, QSP, QSD

CHIEF CONSTRUCTION INSPECTOR

Mr. Missamore is a Chief Construction Inspector with over 21 years of construction experience in the construction industry. Jerry's extensive construction background gives him firsthand knowledge on what is essential and important to observe, report on and coordinate with all stakeholders during the construction process. Jerry has a solid background working on Public Works projects administered per the California Department of Transportation (Caltrans) methods and procedures in accordance with the Local Assistance Procedures Manual. Overseeing these projects, Jerry has experience in item quantity verification, daily time sheets, problem solving issues that come up in the job setting and managing personnel to complete tasks.

RELEVANT PROJECT EXPERIENCE

TRANSPORTATION PROJECT EXPERIENCE

LAS POSITAS MULTIUSE PATH BIKE PATH (City of Santa Barbara) Provided construction inspection services for this \$12M Las Positas Multiuse Bike Path project. Duties included field observation, quality assurance, conflict & field issue identification, daily inspection reports, SWPPP compliance monitoring, quantity verification, material & equipment verification, T&M tracking, maintain record drawings, coordination of materials testing, coordinate with environmental consultant, monthly progress report completion, and Weekly statements of working days.

MARSH STREET BRIDGE REPLACEMENT (City of San Luis Obispo) Chief Construction Inspector for a \$4.3M bridge replacement project that included removing and replacing a concrete bridge and roadway approaches, relocating domestic water facilities, constructing concrete channel walls utilizing rock slope protection and soldier pile wall, micropile foundation on the abutments, planting landscape materials and irrigation systems, installing storm drainage facilities, installing street lights, and protecting existing utilities.

QUINIENTOS BRIDGE REPLACEMENT (City of Santa Barbara) Construction Inspection on a \$3.8M project. Project included demolition of the existing bridge and reconstruction of a new structure with complete roadway rebuild leading up to the new structure. New storm drain and inlets were installed along with some water line utility rework.

RAILROAD SAFETY TRAIL (City of San Luis Obispo) Construction Inspection on a \$3.8M Project that included: a 525 foot, 7-span steel truss structure, and an additional 600 feet of Class 1 bicycle/pedestrian path above UPRR and SR-101. Work includes embankment construction, HMA paving, retaining walls, CIDH foundations, utility relocations, sewer, water, storm drainage facilities, polyester concrete overlay, slurry seal, lighting, irrigation, landscaping, and striping.

ATP CYCLE 3 FUNDED PEDESTRIAN IMPROVEMENTS (City of Guadalupe) Construction Inspection for the \$400K construction of sidewalks and ADA curb ramps on Guadalupe Street (Highway 1) and curb ramps at the intersection of Obispo Street and 10th Street. The work included bulbouts, sidewalks, curb ramps, crosswalks, striping and markings, signs, rapid flashing beacons, and other pedestrian facilities, traffic control and stormwater pollution control programs.

STREET AND SIDEWALK MAINTENANCE 2019 AND ENCROACHMENT PERMITS (City of San Luis Obispo) Provided inspection duties for conformance to plans, specifications, contract requirements within the City of San Luis Obispo's right-of-way. Inspection of the construction of a variety of public works and private improvement projects including: roads, drainage, grading, water and wastewater pipelines and treatment facilities, tanks parks and landscaping, bike paths, bridges, environmental mitigation, traffic signals and other civil engineering projects while explaining City standards to both contractors and citizens.

ROADWAY SEALING PROJECT 2022: (City of San Luis Obispo) Construction Inspection for a \$1.5M roadway project that included; slurry seal laydown, striping, pavement markings and signage to areas within the City of San Luis Obispo. The project consisted of roadway sealing, AC Digouts, ADA improvement, installing speed humps, concrete bike mediums and other traffic safety delineators with the intent of enhancing safety and multi-modal transportation.

AREAS OF EXPERTISE

- CISEC: QSP, QSD, CPESC
- Certified Public Works Inspector
- UP Property Access Training – Union Pacific Safety & Security Awareness Program
- Lane Closure System - Caltrans
- Lead Awareness Safety
- Excavation Safety Training for Competent Persons
- Confined Spaces - OSHA
- 30-hours Outreach Training for the Construction Industry - OSHA
- Cal/OSHA Training – State Plan Lessons
- American Red Cross, Certified in Adult First Aid/CPR/AED

EDUCATION

Carpenter Training Institute

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JERRY MISSIMORE, QSP, QSD

CHIEF CONSTRUCTION INSPECTOR

2022 PAVEMENT REHABILITATION (City of Guadalupe) Provided Senior Construction Inspection responsibilities for the City of Guadalupe. This project involves removing and replacing existing asphalt, lime/cement treatment of base, raising and lowering utility lids, striping and markings, and survey monuments. The work also includes traffic control, stormwater pollution control programs.

ROADWAY SEALING PROJECT 2022 (City of San Luis Obispo) Construction Inspection for slurry seal laydown, striping, pavement markings and signage to areas within the City of San Luis Obispo. The project consisted of roadway sealing, AC Digouts, ADA improvement, installing speed humps, concrete bike mediums and other traffic safety delineators with the intent of enhancing safety and multi-modal transportation.

FLOOD CONTROL PROJECT EXPERIENCE

2023 STORM DAMAGE AND CLEANUP EMERGENCY WORK (Santa Barbara County Flood Control and Water Conservation District and Water District) Providing Construction Inspection for the 2023 Storm Damage and Cleanup Emergency Work from the January 9 rainfall. The work consisted of extra work verification, invoice review, and preparation and organization of paperwork for audit for multiple locations in the greater Santa Barbara area (Carpinteria, Montecito, Santa Barbara, and Goleta). Work completed at the locations includes debris cleanup and removal from creeks, debris basin cleanout for multiple locations including San Roque, Cold Spring, Romero, Arroyo Paredon, Gobernador, and Santa Monica, San Jose, Atascadero, Los Carneros, San Pedro, minor repairs to structures, and disposal site monitoring.

UTILITIES PROJECT EXPERIENCE

AVILA RANCH LIFT STATION (City of San Luis Obispo) Senior Construction Inspector for a new sewer lift station for the Avila Ranch Development Plan project. The project is a new, primarily residential development with up to 720 dwelling units on a 150-acre site north of Buckley Road, located within the Airport Area Specific Plan (AASP) boundaries. The project also includes 15,000 square feet of neighborhood-serving retail and office uses next to a neighborhood park, as well as the preservation of agricultural uses and open space. Inspection of the project included: grading; shoring and de-watering; Wet Well Supply and Installation; Force Main, Gravity Sewer and Recycled Water Services to Wet Well and Gas Service, Installation of pumps and generators and flow meter and transducer; SCADA Terminations; installation of fiber optic cable from Avila Ranch Lift Station to Tank Farm; concrete pads and finish grading were included in the project.

OAK PARK BOULEVARD ECR STORM DRAIN IMPROVEMENT (City of Arroyo Grande) Senior Construction Inspector for the Oak Park Boulevard ECR Storm Drain Improvement project which included the removing and replacing of an existing drainage inlet, installing a new manhole, concrete junction boxes, and a new HDPE pipe within the City and Caltrans right-of-way. Work also included connecting to an existing box culvert within the Highway 101 right-of-way; restoring landscaping; providing traffic control, stormwater control and compliance with the Caltrans permit.

PRICE CANYON SLOPE REPAIR (City of Pismo Beach) Provided inspection duties for conformance to plans, specifications, contract requirements within the City of Pismo Beach for the Restoration of Price Canyon Slope damaged by erosion. Construction included drainage improvements on the north side of Price Canyon and clearing and grubbing on the south side along the existing slope.

2014 SEWER MAIN REPLACEMENTS (City of Lompoc) Senior Construction Inspector for the 2014 Sewer Main Replacements at Ocean Avenue and Locust Avenue project includes: Furnish and install temporary sewer services; pothole utilities; pavement saw cutting; structure excavation; special excavation in the Cultural Resources Overlay District; disposal of structure; install polyvinyl chloride pipe (P.V.C.) sanitary sewer; install fitting, maintenance holes, and sewer services; abandoning maintenance holes and sewer pipe sections; trench bedding and backfill; removal and disposal of existing concrete and asphalt concrete, furnish and construct Portland Cement Concrete (PCC) sidewalk, cross-gutter, and driveway; furnish and construct asphalt concrete trench paving and patching clean-up and related work as required, to complete the work as specified by the Plans and Specifications.

EMERGENCY REPAIR OF WASTEWATER MAIN FACILITIES ON E, R, AND 3RD STREETS (City of Lompoc) Senior Construction Inspector for the Emergency repair of sewer lines on E, R, and 3rd Streets. Worked include the replacement of sewer lines, manholes, and the surface restoration on 3 intersections.

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JERRY MISSIMORE, QSP, QSD

CHIEF CONSTRUCTION INSPECTOR

CALLE JOAQUIN LIFT STATION REPLACEMENT (City of San Luis Obispo) Provided Construction Inspection responsibilities for the construction of a new 6-inch and 12-inch gravity sewers, 10-inch sewer forcemain, San Luis Obispo Creek crossing consisting of a 6-inch double-barrel inverted siphon by horizontal directional drilling methods, 30-inch jack and bore under US-101, duplex pumping station with wet well and immersible pumps, and associated piping and manhole improvements, and removal, demolition, and abandonment of the existing lift station, equipment, piping and appurtenances. Additional work included the construction of a 16-inch jack and bore under two box culverts.

WEST MAIN STREET WATER LINE (City of Guadalupe) Senior Construction Inspector for the West Main Street Water Line project. The project included trenching, backfill, and compaction, installation of approximately 1,050 feet of 8-inch and 12-inch municipal water main in a public street with fittings and valves, hydrant and water service improvements, asphalt and concrete surface for construction, pavement marking application with retroreflective markers, and traffic control.

R. BURKE CONSTRUCTION – PROJECT MANAGER/GENERAL SUPERINTENDENT-7/2001 – 2/2020

NOTABLE PROJECTS WORKED ON AND MANGED AT R. BURKE CORPORATION

TRANSPORTATION EXPERIENCE

RAILROAD SAFETY TRAIL, PHASE 4A CLASS 1 BIKE TRAIL (City of San Luis Obispo) Bike Trail installed along the Railroad Right of Way on California Blvd in City of San Luis Obispo. Details Include: Excavation for abutments for precast bridge on bike path, grading, form setting, pouring sidewalks, ADA ramps, and HMA paving of trail. Installation of new sewer line for the length of the trail including 3 new SSMH. Project Value \$521,125.

DOWNTOWN TRANSFER CENTER CITY OF SAN LUIS OBISPO (City of San Luis Obispo) Construction of new bus stop enclosure with walls, benches and roofs. Installation of brick pavers in the roadways and sidewalks leading up to bus stop areas. Project Value \$843,755.

LAKEVIEW JUNIOR HIGH SCHOOL MODERNIZATION (R. Burke Corporation) Construction of new hardscape around campus. Tasks included demo existing concrete digging out sub grade, recompacting class II base, forming of sidewalks, ADA ramps, and curb and gutter. Also include the concrete placement within the forms. Project Value \$618,750.

OLD TOWN NIPOMO ENHANCEMENT PROJECT (City of San Luis Obispo) Rebuilt the whole roadway and hardscapes for Old Downtown Nipomo. Tasks included roadway excavation, sub grade compaction, installation of new storm drain with Drain Inlets, installation of a precast box culvert with cast in place headwalls on the end of the structure. All hardscapes demo and replacement of sidewalks, ADA ramps and driveways. Project Value 1.9M

BOB JONES CITY-TO-SEA TRAIL CONNECTION (City of San Luis Obispo) Excavate for abutments, form abutments, set bolts for precast structure, pour abutments and set precast structure. Project Value \$866,498.

ASPHALT PATCH REPAIR WASTEWATER COLLECTION SYSTEM (R. Burke Corporation) Total Restoration of Los Osos after the new wastewater installation was in. Included all cold planning operations of roadway, installation of class II base and paving back the streets. Tasks included keeping a schedule of daily and weekly activities, ordering all materials, daily work reports and overseeing a crew of 20-30 members. Project Value \$6M

AIRPARK DRIVE REHABILITATION (Santa Maria Public Airport District) Oversight on all operations of concrete demo, asphalt cold planning, earthwork, installation of class II base, form setting, concrete pours asphalt paving. Daily work reports, scheduling testing, scheduling concrete and asphalt delivery. Project Value \$335,888.

SLO COUNTY AIRPORT-NEW TERMINAL (R. Burke Corporation) Supervision on all day-to-day activities. Over excavation of 55,000 SF for new terminal building. Scheduling and overseeing lime treatment of soil going back underneath new terminal. All oversight on installation of on-site utilities including water, sewer, gas, and electrical. Grading for all hardscapes and paving. Project Value \$60M.

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JERRY MISSIMORE, QSP, QSD

CHIEF CONSTRUCTION INSPECTOR

WIDEN AND CONSTRUCT UNDERGROUND DRAINAGE SYSTEM HWY 192 (Caltrans) Installed new storm drain system along Hwy 192. Installation of 2 miles 24" RCP. Installation of Box Culvert and retaining walls at end of run. All hardscape repairs along the installation corridor. Details included: excavation, pipe installation, forming and pouring concrete. Project Value \$1.8M

BLUFF EROSION REPAIR ON AVILA BEACH DRIVE (County of San Luis Obispo) Installation of soil nails along embankment and shotcrete application against eroded embankment. Details included: grade checking, finishing shotcrete, flagging on roadway, tying rebar for shotcrete application and setting grade nails to achieve plan elevations. Project Value \$1.7M.

CAL POLY STUDENT HOUSING NORTH (Cal Poly University) Project designed to add housing for Cal Poly Students. Details include: Installing all sewer, water, gas, and storm drain onsite. Tasks included checking grade and installing storm drain along with drain inlet structures. Checking grade for water line trenching. Testing of Water, and Sewer lines. Installation of a Multiplate structure with roadway built over the top. Installation of abutments for a precast structure with concrete roadway. Project Value \$10.9M.

CONSTRUCT CURB RAMPS & MODIFY SIGNALS AND LOOP DETECTORS (Caltrans) Installed new ADA Ramps and signals at Garden St. off Ramp in Santa Barbara. Details include: Setting up ramp closure, Demo of existing concrete, forming up new concrete to plan elevation and pouring ADA ramps and sidewalks back. Project Value \$100,000.

SUNKEN GARDENS ENHANCEMENT PROJECT (City of Atascadero) Demolish existing Park and install all new amenities and hardscapes. Details included: Demo of landscape and hardscapes, check grade for sidewalk and curb & gutter sub grade and base grade. Set forms and pour curb, gutter and sidewalk. Grade sidewalk depression areas with sand for brick paver installations. Project Value \$966,795.

PISMO PIER-2012 MAINTENANCE (City of Pismo Beach) Repair of existing Pismo Pier. Details included: Removing old rotten wood timbers and installing new blocking and timbers the length of the pier. Project Value \$131,205.

CONSTRUCTION OF CROSS-TOWN TRAIL (Cambria Community Services District) Project consisted of installing a new bike trail through the community of Cambria. Details include: clearing and grubbing, excavation for bridge abutments for a precast structure, forming, setting bolts and pouring abutments. Setting new precast steel bridge and pouring concrete deck on top. Grade checking for class II base grade on trail and paving trail. Project Value \$841,502.

CUESTA GRADE FISH LADDER (Caltrans) Demo of existing outlet side of culvert structure and retrofit the inside of concrete structure and pour back new outlet head wall for fish ladder. Project Value \$88,651.

CAMPGROUND REHABILITATION AND DAY USE AREA MORRO BAY STATE PARK (Dept. Parks and Recreation) Complete remodel of campgrounds and restrooms in park. Details included: New concrete footings and walls for restrooms. New wood roofs on restroom and wood trash enclosure. Running new sewer laterals to restrooms and water lines to drinking fountains. Checking grades for new roadway paving. Project Value \$3.2M.

SHADE STRUCTURE AT THE WILDLANDS CONSERVANCY (Wind Wolves Preserve) Survey and lay out for concrete footings, check grade for excavation, form and pour footings for shade structure. Project Value \$72,344.

ARROYO BURRO BEACH PARK TRASH ENCLOSURE IMPROVEMENTS (Santa Barbara County Parks) Project consisted of demo existing trash enclosure and rebuild new. Details include installing new rafters and plexiglass roofs to keep birds out. Project Value \$115,492.

INSTALL MBGR AND CRASH CUSHIONS (Caltrans) Demo existing ends to barrier rail and install new concrete end attachments. Details include: Demo, form set, tie rebar and pour new concrete ends. Project Value \$299,046

PLACE 600' OF K-RAIL ALONG AVILA BEACH DRIVE (County of San Luis Obispo) Coordinated equipment mobilization and ran heavy equipment to install K-rail. Project Value \$65,895.

REPAIR FAILED CULVERT HWY 46 AT MP 3.8 (Caltrans) Replaced failed 96" CMP across Hwy 46. Details included excavating old culvert pipe, checking grade for new alignment of pipe, installing new 96" RCP culvert pipe and installing new headwalls on inlet end and outlet end. Backfill pipe and reconstruct roadway with select backfill, class II base and HMA. Installed vegetation concrete below guardrail.

CONSTRUCT CUL-DE-SAC SOUTH PERIMETER ROAD CAL POLY (R. Burke Corporation) New cul-de-sac including paving and curb and gutter. Details include: Forming and pouring footing for a block retaining wall, form and pour new drain inlet, form and pour stairs, curb, gutter and sidewalks. Project Value: \$487,000.

FY 2011-12 PAVEMENT MAINTENANCE (City of Solvang) Implement traffic control operations for paving. Set up signs, flag traffic and operate pilot car. Project Value \$145,985.

TRAFFIC SIGNAL MODIFICATION AT Foothill AND TASSAJARA (City of San Luis Obispo) Installed 2 Drain Inlets per City Standards, form and pour sidewalk, curb and gutter. Project Value \$313,206.

2015 CITYWIDE STREET SURFACE REPAIRS & OVERLAY (City of Arroyo Grande) Project consisted of concrete repairs and overlay of various streets. Details included: Project coordination of manpower and schedule, keeping track of monthly quantities for pay estimates. Project Value \$731,968.

2016/2017 ASPHALT OVERLAY COUNTY ROADS (County of San Luis Obispo) Project consisted of cold planning and overlay of various county roads. Details included: Scheduling Day to day project activities. Ordering materials and testing, keeping track of daily quantities. Project Value \$2.8M.

MEASURE F-14 PMP REHABILITATION PROJECT (City of Atascadero) Project consist of various city road overlays and reconstruction. Details include oversight of project, scheduling daily activities and weekly activities, keeping track of quantities daily for monthly pay estimates. Project Value \$1.6M

SLOHS & MBHS TENNIS COURT MODERNIZATIONS (San Luis Coastal Unified School District)

Project consisted of demo existing tennis courts and installing new courts. Details included: Clear and grubbing, over excavation of area, installation of class II base, form setting and pouring courts. Daily scheduling, tracking of daily quantities. Project Value \$ 1.6M

PISMO PRESERVE PHASE I & II (Land Conservancy of San Luis Obispo)

Project consisted of building an entrance and parking lot area leading up to the park. Details included: scheduling meetings, inspections, tracking quantities, self-performing QC for all work done on R. Burke side. Project Value \$2M.

STRUCTURES EXPERIENCE

CALLE REAL BRIDGE AND ROADWAY WIDENING (County of Santa Barbara) Installation of cut-off walls for creek restoration and concrete slope protection. Installation of piers and abutments for flat slab bridge deck. Project Value \$1.5M

FULLER ROAD BRIDGE (R. Burke Corporation) Installation of bridge footings and 20' tall abutments to support bridge deck across Fuller Creek. Formed up deck and preformed concrete placement. Project Value \$365,285

BRIDGE RAIL REPLACEMENT (Caltrans) Project along Hwy 101 corridor near Paso Robles consisted of demo of old bridge barrier rail and installation of new rebar dowels grouted in the deck with new rail installation. Project Value \$1M.

DEMOLISH AND REPLACE BRIDGE AT CAMP SAN LUIS (R. Burke Corporation) Project was a complete demo and rebuild of existing bridge. Tasks on the project include installation of 36" CIDH piles, forming and pouring footings, abutments, and bridge deck. Project Value \$973,781.

SOUND WALL CONSTRUCTION (Caltrans) Involved drilling for "I" beam installation, checking grades for pile depth, installing beams and pouring concrete around them. Installing pre-cast concrete panels for wall in between beams. Project Value \$1.1M

BRIDGE OVER SAN LUIS OBISPO CREEK SAN LUIS BAY DRIVE (County of San Luis Obispo) Demo existing structure excavate for new structure footings, abutments, wingwalls and retaining walls. De-water and installation of pile. Set panels for footings, abutments and pier columns. Set False work along with set panels for girders and pour bridge deck. Project Value \$4.7M.

TAR SPRINGS BRIDGE BRANCH MILL RD (County of San Luis Obispo) Demo of existing bridge and roadway and installation of new structure and roadway. Oversight on all operations of the project for scheduling and testing operations. Details include: Structure excavation, installation of driven piles, forming/pouring footings abutments, setting precast girders, forming/pouring deck. Project Value \$2.1M

CONSTRUCT CLIMBING LANE AND WIDEN STRUCTURE (Caltrans) Widen Hwy 101 near Avila Beach drive to three lanes. Including the bridge in the Southbound Lane. Installation of driven "H" beam piles. 2 new pier columns, extension of footings and abutments. 4 new wingwalls, new approach slabs, concrete bridge deck closure pour. New 200'L x 15'T retaining wall. Paving of 3 new lanes of Hwy 101. Project Value \$5.2M.

CAMBRIA FLOOD IMPORVMENT PROJECT (County of San Luis Obispo) Installation of new bridge on Hwy 1 in Cambria. Excavation for footings and abutments, setting forms and pour concrete. Structure backfill and class II base in roadways. Grade checking for sidewalks and ADA improvements around site. Project Value \$2.4M

TORO CREEK ROAD BRIDGE REPLACEMENT (R. Burke Corporation) Demo existing bridge and install new wood bridge. Details include: Removed all rotted-out wood timbers and replaced with new ones. Project Value \$43,635.

BRIDGE CONSTRUCTION AND FISH PASSAGE RESTORATION COON CREEK (City of San Luis Obispo) New bridge over Coon Creek in San Luis Obispo County. Details included: checking grade for bridge footing excavation, forming up footings, abutments, and bridge deck. Placing all the concrete for the structure. Project Value \$793,045.

CYPRESS BRIDGE/ADDIE STREET PROMENADE (City of Pismo Beach) Complete Demolition of Cypress Bridge and reconstruct bridge stringers and deck timbers. Details include: Removing all wood decking with heavy equipment and retrofitting pile columns underneath structure, installing all new wood pile caps, stringers and wood deck. Project Value \$191,970.

BRIDGE REPLACEMENTS FROM CUESTA GRADE NORTH TO ATASCADERO (Caltrans) Project consisted of widening bridge decks and extending box culverts from Cuesta Grade to Atascadero along Hwy 101. Details include: Dewatering, Grade checking for excavation, drill and dowel existing structures, form/pour footings, abutments, bridge decks, and approach slabs. Setting precast girders in place and attaching to existing steel structures. Project Value \$1.7M

BRIDGE REPLACEMENT SANTA MARGARITA HWY 101 (Caltrans) Widen South Bound bridge at Santa Margarita Creek on Hwy 101. Details include: Dewater and install diversion, Demo edge of bridge deck, drill and dowel existing structure, add on to footings, abutments, install new wingwalls, add new pier column and attach to existing with new pier cap, set 3 rows of new precast girders, form and pour new concrete deck and approach slabs. Project Value 1.9M

MONTECITO STREET BRIDGE REPLACEMENT & PED IMPORVMENTS (City of Santa Barbara) Project consisted of installing new sidewalks, retaining walls and new bridge structure. Details included: oversight on daily operations, scheduling deliveries, tracking daily quantities for monthly pay estimate. Project Value \$3.6M

BRIDGE WIDENING JALAMA ROAD AT SALISUEDES CREEK (County of Santa Barbara) Project consisted of widening west bound lane on bridge. Details included: Daily scheduling, weekly meetings, project coordination of deliveries and milestones, tracking daily quantities for monthly pay estimates. Project Value \$1.7M

CHUMASH CASINO AND RESORT (Chumash Indian Tribe) Project consisted of installing a new bridge at front drop of new casino. Details include: Grade checking for abutment excavation, forming/pouring footings, abutments, setting bolts for precast bridge installation, setting precast bridge. Project Value \$400,000.

MARK MEYERS, CBO, ICC
BUILDING INSPECTOR

For over 30 years, Mark has served as a Building Inspector, Building Official, Deputy Building Official, Plans Examiner and Permit Coordinator serving multiple California communities. Mark recently served as the Building Official for Arroyo Grande and currently works with Tachi Palace for the Santa Rosa Rancheria in Lemoore, California. Mark also provides specialized Building Official / Inspection Services for the County of Madera. He has implemented permit tracking software for multiple jurisdictions, prepared operating budgets and managed all facets of building department activities. He currently serves as a Regional Manager and Building Official, supervising plan review, inspection and clerical staff ensuring a high level of customer services and technical excellence for assigned California based clients and projects.

PROFESSIONAL HISTORY

Building Official | Project Manager | BPR Consulting Group | 2021 – Present

Mark provides Building Official services for several Cities and Counties throughout California. In addition, Mark provides supervision for inspection staff and clerical staff for the Cities and Counties where he works. Mark's responsibilities also include meeting with clients to ensure that expectations are being met and maintaining client relationships.

Inspection Manager | Consultant | 2016 – 2021

Mark supervised inspection staff and clerical staff for the UC Merced 2020 Project, working with client staff for the design and implementation of the inspection program to fit the changing needs of UC Merced.

Building Official | City of Clovis | 2008 – 2015

Mark supervised 9 staff and was responsible for all building inspections. His duties included supervision and training of office staff and implementing new training programs for building inspectors. Mark designed and implemented a new computerized permit tracking and issuance program for the Planning and Development Services Department. This system included complete integration with the City's well-developed GIS systems. All permit processing was done manually before new permit tracking system was implemented. The program interfaces with the Tax Collector and Assessor's Office. Mark formulated a million-dollar budget and presented it annually. He worked regularly with the Fire, Planning, and Engineering Departments.

Deputy Building Official | City of Clovis | 2006 – 2008

Mark supervised 14 staff responsible for building inspection processes and building permit fee revision. He trained office staff and implemented new training programs for building inspectors. Mark designed and implemented new computerized permit fees to better comply with state laws and to track time for each inspection type.

Permit Coordinator | County of Madera | 2000 – 2006

Mark was responsible for all building inspection processes and coordinating building permit issuance. He performed all the duties of a Building Official, and supervised and trained a staff of 20 employees, as well as implementing new training programs for building inspectors. Mark designed and implemented a new computerized permit tracking



EDUCATION

- BS, Business and General Management, San Francisco State University
- AA, Business Administration, College of San Mateo
- Coursework, Electrical Engineering California Polytechnic State University, San Luis Obispo

CERTIFICATIONS

International Code Council 8005399

- ICC Certified Building Official
- ICC Building Code Specialist
- ICC Plumbing Inspector UPC
- ICC Building Inspector
- ICC Building Plans Examiner
- ICC Plumbing Inspector

and issuance program for the Resource Management Agency. Mark coordinated and supervised the remodel of a 37,000 square foot retail building into an office complex for the Resource Management Agency and moved four departments into one building. Mark's duties allowed him to work regularly with the Environmental Health, Fire, Planning, Engineering and General Services, Public Works, Roads and Transportation Departments.

Building Inspector | Plans Examiner | Acting Chief Building Official | City of Madera | 1991 – 2000

As a building inspector, Mark inspected residential and commercial buildings, and was responsible for enforcing all building codes per State and local codes. As a plans examiner, Mark regularly worked with the planning department. He formulated the budget for the Building Department and regularly presented staff reports to the City Council. He also did preliminary work on designing a computerized tracking program for the issuance of permits for the Building Department. Mark was eventually designated Acting Chief Building Official.

PROJECT EXPERIENCE

2020 Project Expansion | University of California, Merced | 2016 - 2021

Inspection Manager | Mark supervised inspection staff and clerical staff for the UC Merced 2020 Project, working with client staff for the design and implementation of the inspection program to fit the changing needs of UC Merced.

Table Mountain Rancheria | Friant, CA | 2018 – 2021

Building Official | Mark served as the Building Official for the Table Mountain Casino and Hotel Expansion providing guidance to the Tribe for code alternatives and manages the inspection and plan review team for the project.

JEREMY ABSHIRE, ICC
BUILDING INSPECTOR

Jeremy is a resourceful Construction Professional with experience in commercial construction and residential home projects. Team player with knowledge in Codes and Inspection. Independent multi-tasker to facilitate projects through completion.

PROFESSIONAL HISTORY

Building Inspector | BPR Consulting Group | 2022 - Present

Jeremy provides building inspection services for multiple California municipalities. He provides inspections to ensure compliance with the approved drawings for residential and commercial projects. Jeremy is experienced and successful in providing building inspections, code interpretations, construction concept / scope analysis, client relationship management and project management.

Contractor | Abshire Enterprises | Madera, CA | 1997 - 2022

Jeremy supervised highly skilled electricians, carpenters, plumbers and other tradesmen on job sites for commercial projects. He established work, budgets and construction timelines to manage and plan projects. Oversaw and coordinated construction for expansion of commercial buildings. Monitored overall safety by regularly inspecting job sites and confirming observation of protocols and standards by workers. He recruited, supervised and directed outsourced qualified third-party contractors. Improved cost savings initiatives, reviewing and qualifying competitive subcontractor bids prior to contract execution. Saved money by managing cost-effective supplier purchases. Reviewed invoices submitted by contractors and approved payments based on acceptable work products. Scheduled subcontractors to stagger work and streamline completion of project phases.

Inspector I | Merced County | 2017 - 2019

Jeremy performed inspections of current construction, refurbishment and repair projects. Conducted inspections of buildings, equipment and grounds for deficiencies and evaluated for potential health, safety and code violations. Maintained up-to-date knowledge of inspection techniques, codes, ordinances and regulations. Documented violations and issued documentation such as stop work orders to contractors or owners. Re-evaluated commercial and residential constructions with previous failed inspections. Gave information about methods and materials to correct problems and bring construction in compliance with ordinances and codes. Evaluated whether work was in accordance with all applicable city, state and federal guidelines, as well as applicable discipline-specific codes. Noted recurrent issues and worked with contractors to prevent re-occurrence. Resolved interpersonal conflicts by listening, finding common ground and building relationships.



EDUCATION

- Studied Math, Fresno City College, Fresno, CA.

PROFESSIONAL LICENSE & CERTIFICATIONS

- CA Licensed Contractor
- ICC Certified E2 Residential Electrical

SKILLS

- Project Management
- Building Codes and Regulations
- Job Bidding
- Budget Development
- Construction Quality Standards
- Residential Construction Specialist
- Project Scope Assessment
- Customer Service
- Working Collaboratively
- Relationship Building
- Conflict Resolution
- Organizational Skills
- Work Ethic
- People Skills
- Plumbing and Electrical Work
- Inspection Coordination
- Equipment Operation
- Labor Management
- Materials Delivery Coordination
- Safety Procedures
- Written Communication
- Problem-Solving
- Specification and Blueprint Interpretation
- Permit and License Procurement
- Project Estimation
- Codes Compliance
- Subcontractor Management

ISIDORO ZAPIEN, ICC BUILDING INSPECTOR

Isidoro is an Inspector with 26 years of experience in the construction industry. He has extensive experience and is currently certified in structural steel and welding, high strength bolting, spray applied fireproofing, structural masonry and reinforced concrete. Isidoro is also nuclear gauge certified with experience in soils and asphalt. He has performed various inspection services including quality assurance and quality control to ensure projects were built in accordance with approved plans, specifications and specified codes.

PROFESSIONAL HISTORY

Inspector | BPR Consulting Group | 2021 - Present

Isidoro provides building inspection services for various Northern California municipalities. He provides inspections for code compliance and compliance with the approved drawings for residential and commercial projects. Isidoro's areas of expertise include building inspections, code interpretations, construction concept/scope, client relationship management and project management.

Inspector | Consultant | 2017 - 2021

Isidoro provided building inspection services for various Northern California municipalities. He provided inspections for code compliance and compliance with the approved drawings for residential and commercial projects.

Senior Special Inspector | Pleasanton, CA | 2012 - 2017

Isidoro performed special inspections on a variety of commercial projects including and 2.8 million square foot Amazon fulfillment center, a seven story Kaiser Permanente Hospital and Medical Center, a 500,000-square foot tilt up and the Nasa Ames Research Center in Mountain View which consisted of 5-million-gallon water tanks and a super computer cooling tower. As the lead special inspector for these projects, Isidoro was responsible for coordinating with the project inspectors and project managers on daily inspections, performing field inspections which included welding, concrete, rebar and fireproofing, mapping all RFI changes on the approved drawings and submitting daily filed reports to the client.

Senior Special Inspector | Quality Control Manager | San Diego, CA | 2009 - 2012

Isidoro was the Senior Special Inspector and Quality Control Manager for a variety of naval air station projects including a Marine Reserve training center, group hanger #5, a child development center and the renovation of building 730 A. He was responsible for providing special inspections for concrete, structural steel and welding, structural masonry, reinforced concrete, material sampling, verification of material type, field density testing and monitoring quality of work. He also ensured his daily reports documented compliance to plan, the geotechnical report, job specifications and compliance to the code.

Senior Engineering Technician | Concord, CA | 2002 - 2009

As the Senior Engineering Technician, Isidoro was responsible for concrete and welding inspections in the field, NDT procedures during construction and performing construction inspections as required on multiple projects including the Livermore Civic Center Library and the West Sacramento Force Main Pipeline.



PROFESSIONAL LICENSES AND CERTIFICATIONS

- AWS Associate Certified Welding Inspector, 01110444
- ACI Concrete Field-Testing Technician Grade I, 030005
- Nuclear Density Testing Gauge, 12495

ICC NO. 5003730

- ICC Reinforced Concrete Special Inspector Associate
- ICC Spray Applied Fire Proofing Special Inspector
- ICC Structural Welding Special Inspector
- ICC Structural Masonry Special Inspector
- ICC Structural Steel and Bolting Special Inspector
- ICC Commercial Building Inspector



Appendix B – Contact Information

EXHIBIT A

CONTACT INFORMATION SHEET

Company Name	Filippin Engineering, Inc.
Street Address	994 MILL ST. SUITE #230
City/State/ZIP	SAN LUIS OBISPO, CA 93401
Contact Name	Gino Filippin
Contact Position	Principal-In-Charge
Phone Number	(805) 729-0041
E-mail Address	gino@fecivil.com

Complete this sheet and email it as a **PDF file** to brandeberrytom@gmail.com as part of your RFQ submission. The City will provide any clarifications and addendums to this RFQ directly to all respondents who have completed this form.

**AGREEMENT FOR CONTRACTOR SERVICES
BETWEEN
THE CITY OF GUADALUPE
AND FILIPPIN ENGINEERING INC.**

THIS AGREEMENT FOR CONTRACTOR SERVICES (the "Agreement") is made and entered into this 14th day of November 2023, by and between the CITY OF GUADALUPE, a municipal corporation ("City") and Flippin Engineering, Inc., a California corporation ("Contractor").

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

Section 1. Term of Agreement. Subject to the provisions of Section 19 (Termination of Agreement) of this Agreement, the term of this Agreement shall be for a period two (2) years from the date Contractor begins providing the services required under this Agreement, which is anticipated to occur sometime in 2024. The City will provide notice to Contractor to commence services and two (2) year term of this Agreement will commence on that date. Such term may be extended upon written agreement of both parties to this Agreement.

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

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

Section 4. Compensation and Method of Payment.

(a) Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amounts specified in Exhibit B (Compensation) and made a part of this Agreement.

(b) Each month Contractor shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by subcategory), travel, materials, equipment, supplies, sub-contractor contracts and miscellaneous expenses. City shall independently review each invoice submitted by Contractor to determine whether the work performed and expenses incurred are in compliance with the provisions of this

Agreement and Scope of Services. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in subsection (c). In the event City disputes any charges or expenses, City shall return the original invoice to Contractor with specific items in dispute identified for correction and re-submission. All undisputed charges shall be paid in accordance with this Agreement and Scope of Services.

(c) Except as to any charges for work performed or expenses incurred by Contractor, which are disputed by City, City will cause Contractor to be paid within thirty (30) days of receipt of Contractor's invoice.

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

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

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

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

Section 7. Contractor's Books and Records.

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

years from the date of execution of this Agreement and to the extent required by laws relating to the audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, upon reasonable notice during regular business hours, upon written request by City or its designated representative. Copies of such documents or records shall be provided directly to the City for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at Contractor's address indicated for receipt of notices in this Agreement. The City shall compensate the Contractor for all costs associated with providing these materials to the City.

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

Section 8. Status of Contractor.

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

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

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

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

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

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

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

Section 13. Conflicts of Interest. Contractor will comply with all conflict of interest laws and regulations including, without limitation, the City's Conflict of Interest Code (on file in the City Clerk's Office). All officers, employees and/or agents of Contractor who will be working on behalf of the City pursuant to this Agreement, may be required to file Statements of Economic Interest. Therefore, it is incumbent upon the Contractor or Contracting firm to notify that City of any staff changes relating to this Agreement.

- A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Contractor(s), unless as indicated in Subsection B, will be performing a very limited and closely supervised function, and, therefore, unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Contractor, except as indicated in Subsection B.

opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response. Contractor shall be compensated for all costs associated with complying with this section.

Section 15. Indemnification.

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

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

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

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

Section 16. Insurance. Contractor agrees to obtain and maintain in full force and effect during the term of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work provided by Contractor, its agents, representatives or employees in performance of this Agreement. Insurance is to be placed with insurers with a current A.M. Best's rating of no less

than A-VII. All insurance policies shall be subject to approval by City as to form and content. These requirements are subject to amendment or waiver, if so approved in writing by City Administrator. Contractor agrees to provide City with copies of required policies upon request. Prior to the beginning of and throughout the duration of the Work, Contractor and its subcontractors shall maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, Contractor agrees to amend, supplement or endorse the existing coverage to do so. Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to Contractor or its subcontractors in excess of the limits and coverage identified in this Agreement and which is applicable to a given loss, claim or demand, will be equally available to CITY.

Contractor shall provide the following types and amounts of insurance. Without limiting Contractor's indemnification of CITY, and prior to commencement of Work, Contractor shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to CITY:

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

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

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

(3) Workers' Compensation insurance as required by the Labor Code of the State of California and Employers' Liability insurance and covering all persons providing services on behalf of the Contractor and all risks to such persons under this Agreement, along with a waiver of subrogation endorsement.

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

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

(1) General Liability Insurance: Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, and a \$2,000,000 completed operations aggregate. The policy shall provide or be endorsed to provide that CITY and its officers,

officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted. This insurance and any umbrella or excess liability insurance shall be maintained for a minimum of three years or as long as there is a statutory exposure to completed operations claims, with the City and its officers, officials, employees, and agents continued as additional insured.

(2) Automobile Liability: Contractor shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Contractor arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

(3) Workers' Compensation and Employer's Liability: Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000) for Contractor's employees in accordance with the laws of the State of California, Section 3700 of the Labor Code. In addition, Contractor shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California, Section 3700 for all of the subcontractor's employees. Contractor shall submit to CITY.

(4) Errors and Omissions Liability: \$1,000,000 per claim as appropriate for the profession.

(5) Umbrella or excess liability insurance (if needed): Contractor shall obtain and maintain an umbrella or excess liability insurance that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;
 - Pay on behalf of wording as opposed to reimbursement;
 - Concurrency of effective dates with primary policies;
 - Policies shall “follow form” to the underlying primary policies;
- and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

(6) Pollution liability insurance. Environmental Impairment Liability Insurance shall be written on a Contractor's Pollution Liability form or other form acceptable to

CITY providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than \$1,000,000 dollars per claim and in the aggregate. All activities contemplated in this Agreement shall be specifically scheduled on the policy as “covered operations.” The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

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

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

(2) Primary/noncontributing: Coverage provided by Contractor shall be primary and any insurance or self-insurance procured or maintained by CITY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY before the CITY's own insurance or self-insurance shall be called upon to protect it as a named insured.

(3) City's Rights of Enforcement: In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, CITY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CITY will be promptly reimbursed by Contractor or CITY will withhold amounts sufficient to pay premium from Contractor payments. In the alternative, CITY may cancel this Agreement.

(4) Waiver of Subrogation: All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against CITY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against CITY, and shall require similar written express waivers.

(5) Enforcement of Contract Provisions (non estoppel): Contractor acknowledges and agrees that any actual or alleged failure on the part of the CITY to inform Contractor of non-compliance with any requirement imposes no additional obligations on the CITY nor does it waive any rights hereunder.

(6) Requirements not Limiting: Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

(7) Prohibition of Undisclosed Coverage Limitations: None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to CITY and approved of in writing.

(8) Separation of Insureds: A severability of interests provision must apply for all additional insureds ensuring that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(9) Pass through Clause: Contractor agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Contractor, provide the same minimum insurance coverage and endorsements required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to CITY for review.

(10) City's Right to Revise Requirements: The CITY reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Contractor a ninety (90) day advance written notice of such change. If such change results in substantial additional cost to the Contractor, the CITY and Contractor may renegotiate Contractor's compensation.

(11) Self-insured Retentions: Any self-insured retentions must be declared to and approved by CITY. CITY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by CITY.

(12) Timely Notice of Claims: Contractor shall give CITY prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(13) Additional Insurance: Contractor shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

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

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

Section 19. Termination of Agreement.

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

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

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

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

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

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

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

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

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

To Contractor:

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

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

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

Section 26. Modification of Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Contractor and by the

City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

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

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

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

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

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

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

CITY:

CITY OF GUADALUPE

By: _____
Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

CONTRACTOR:

FILIPPIN ENGINEERING, INC

By: _____
Gino Filippin

Title: _____
President

By: _____

Title: _____

EXHIBIT A SCOPE OF WORK

Work Plan

The Filippin Engineering (FE) team will deliver the Royal Theatre Revitalization Project using an efficient and systematic approach.

The following elements are critical pieces of the Work Plan and will be consistently adhered to throughout the project. The RFQ included a number of General Services tasks for the construction management consultant. In Appendix A of the Response to the RFQ, a mapping table was provided to show where each General Services tasks falls in the FE Team's proposed Work Plan tasks.

Clear Understanding of the Project and Roles

The FE Team will approach the Royal Theatre Revitalization Project with a clear understanding of the City's project context and the elements that will be critical to the City for this assignment. Strict and consistent adherence with the specified design standards, codes and other requirements as well as the project plans and permit conditions, will be critical to the Quality Control and successful project acceptance.

Project Management / Coordination

Project Management will be primarily completed by FE's Project Manager/Construction Manager, with occasional support from office staff. Generally, Project Management will consist of ensuring the Construction Management/Inspection team are completing tasks in accordance with the Work Plan and providing quality deliverables to the City on time and on budget. The Project Manager will also be responsible for billing.

The Project Manager and Construction Manager will be the same person, Paul Henderson, who will be the primary contact for the City.

Pre-Construction Phase

Prior to the start of construction, the FE Team will perform the following:

- **Contract Document Review** – The FE team will review the project package in detail to give the team a head starts on staying ahead of potential issues, also minimizing costly claims during the project.

- **Pre-Construction Conference** – Coordinate and chair the Pre-Construction Conference. Schedule meeting and provide notices to project participants prior to the start of any field activities. Prepare and distribute minutes of the conference.
- **Early Submittals Review** – Receive, review and/or distribute Construction Contractor submittals prior to the project for materials submittals, shop drawings, schedules permit compliance, and any other required documentation necessary prior to project kick-off.
- **Document Control** – Establish document control procedures and Construction Management procedures to ensure organized, complete, and effective construction management and documentation at the onset and throughout the project duration.

Construction Phase

During the construction phase of the project, the FE team will perform all construction management and observation including the following services, in addition to those requested by City staff during the course of construction. The list of services below is provided as typical or necessary:

1. Construction Management & Contract Administration:

- **On-Site Management & Construction Phase Communication** - Establish and implement coordination and communication procedures among City, other permitting agencies, property owners & businesses, Design Professional, and Contractors. FE's Construction Manager will manage all field operations relating to project inspection, special inspections, and materials testing. FE will also coordinate with any biological or cultural monitors to ensure the right people are onsite at the right time.
- **Construction Administration Procedures** –Caltrans Local Assistance Procedures Manual shall be used as a basis for construction document control, modifying as necessary for any agency or funding-specific requirements. The Construction Management procedures in this manual will be utilized for reviewing and processing requests for clarification/interpretation of the Contract Documents; shop drawings, samples and other submittals; contract schedule adjustments; change order proposals; written proposals for substitutions; payment applications; and the maintenance of logs. As the City's representative at the construction site Filippin Engineering shall be the party to whom all such information shall be submitted.
- **RFIs, Submittals** - Review of Requests for Information (RFIs), Shop Drawings, & Other Submittals will be completed by FE in the first instance. If FE can provide a clear response by reference to the Contract plans or specifications, then FE will formally respond to the Contractor. If FE's initial review finds that a response is required for the designer or City, the RFI or Submittal will be forwarded to the appropriate party using Procore and tracked to ensure timeframes are met. Reviews will determine the anticipated effect on compliance with the Project requirements, the

Project and Construction Budget, and the Baseline Schedule. FE comments will not relate to design considerations, rather to matters of constructability, cost, sequencing, scheduling and time of construction, clarity, and consistency.

- **Contract Change Orders (CCOs)** – FE will manage the process for Change Order review, preparation, negotiation, and processing. A Contract Change system will be established, for processing all CCOs. FE will negotiate all CCOs with the Construction Contractor and prepare CCO documentation for execution by the Construction Contractor and City. To assist the City with CCO decisions FE will provide the City with a summary of background, effects to schedule, cost, and quality. In the first instance FE will determine whether the change order request from the Construction Contractor has merit, if it does not have contractual merit the change order review will proceed no further.
- **Construction Contractor's Construction Schedule** - FE will review the Construction Contractor's Construction Schedule and verify that the schedule is prepared in accordance with the requirements of the Contract Documents and that it establishes completion dates that comply with the requirements of the approved Baseline Schedule. In addition, FE will track conformance with the project schedule, requiring submission of a make-up schedule if necessary to keep the project on track for completion within the time deadlines. A 3-week lookahead schedule will be utilized to plan for near-term construction tasks that will provide a higher level of detail when compared to the overall baseline schedule and updates.
- **Progress Payments** – FE will review monthly payment applications submitted by the Construction Contractor and determine whether the amount requested reflects the progress of the Construction Contractor's work. FE will make appropriate adjustments to each payment application and shall prepare and forward to the City a Progress Payment Report. The Report will state the total contract price, payments to date, current payment requested, retainage and actual amounts owed for the current period. FE's CM & inspection team will work with the Construction Contractor to come to agreement on quantities or percent complete items prior to submitting to the City with recommendation for payment.
- **Traffic Control and Public Safety** – FE will coordinate with City Public Works for review of traffic control and public safety plans, then monitor for compliance throughout construction. The inspector will review all detour, lane closures, temporary access, signing, delineation and traffic control and report deficiencies to the Construction Contractor for correction.
- **Public Relations** – FE will perform public relations and outreach as necessary to the community. This project is in a very visible, high-profile area within the City of Guadalupe. We are sensitive to the need to be good neighbors, being proactive, responsive, and informative.

- **Labor Compliance Checks** – The Office Engineer will perform labor compliance checks as recommended by the Caltrans Construction Manual and the Caltrans Local Assistance Procedures Manual, including labor compliance interviews for the prime contractor and subcontractors, review of certified payrolls, checking contractor postings for all specified posters, notices and wage determinations at the project site (Equal Employment Opportunity posters), and notifications of any observed labor non-compliances so that sanctions can be imposed per Caltrans policy (Construction Manual Chapter 8 “Labor Compliance”). Although this project is not within Caltrans jurisdiction following their established guidelines and procedures related to the Department of Industrial Relation (DIR) is best practice.
- **Reports** – FE will prepare a compiled monthly report that includes weekly statements of working days, daily observation reports, and weekly status reports. As needed, FE will prepare other reports related to field services requested by City staff.
- **Claims/Dispute Resolution** – The FE Team will work collaboratively with the City, Designer and Construction Contractor to avoid disputes and claims (‘claims avoidance’). FE will maintain a potential claims log, prepare, and file each potential claim issue. The FE Team will evaluate, analyze, and coordinate negotiation to achieve claims and dispute resolutions in line with the Contract and City’s direction.

2. Daily Inspection and Reporting:

- **Construction Observation & Inspection** – FE’s full-time onsite construction inspector will provide detailed field observation services to verify compliance and conformance with the contract documents. Daily construction reports will be completed real time using Procore.
- Building inspections will be provided by the City for all portions of the proposed Theatre Revitalization project, including the architectural, fire & life safety, structural, electrical, plumbing, mechanical, accessibility and site improvements associated with the project. FE’s inspector will provide construction inspections as necessary to visually verify that the proposed remodel is constructed in substantial compliance with the approved project documents and applicable Building Codes.
- Our proposed inspector will be highly qualified, ICC Certified, and possess the ability to coordinate all project related inspection activities for the project as required by the California Building Code and the City of Guadalupe.
- The FE Project Inspector will conduct and coordinate communications with the project’s representative(s) as needed to maintain the project schedule. Copies of all project-related correspondence will be maintained and provided to the City of Guadalupe at their request and at the completion of the project. The City Building Inspector will report directly to the City, and will be coordinated by FE’s Construction Manager, or Construction Inspector, who will coordinate with the City of Guadalupe or their agent(s) for all project-related work.

- In general, inspection services will include, but are not limited to: Visual inspection of work to verify substantial compliance with the latest approved project documents.
- Verification that deferred submittals and separate permit items are being submitted in a timely manner, and that these items are approved by the City prior to the work being performed and/or accepted.
- Inspect the building and site improvements for substantial compliance with approved construction documents and applicable codes, ordinances and conditions of approval as noted on the approved project plans.
- Coordinate inspection services with other City departments, government agencies providing services, etc., as required for compliance with building and safety codes and regulations.
- Management of documents approved for construction inspection purposes.
- The FE inspector will meet with project superintendent, designers and contractors as needed to resolve construction and code related issues in the most efficient manner possible—always focused on successful project outcomes to avoid construction delays.
- The FE inspector will inspect all portions of the project and provide written notification to the project superintendent, City of Guadalupe, project architect and other designated individuals of any noted discrepancies between the approved project documents and the as-built work. Problems and discrepancies observed in the field will be documented and reviewed with the project management team and contractor. Resulting corrections will be monitored to ensure conformance with the approved plans.
- Inspection services will consist of the following:
 - The inspector will meet with the City of Guadalupe, Project Superintendent and Contractor as required to coordinate inspection services and outline scope and schedule of inspections.
 - When work is found to be in nonconformance with the approved construction documents or applicable codes and regulations, the inspector will document the deficiencies in the form of a Field Inspection Daily Report and provide notification of the deficiencies to the project superintendent, project architect, City of Guadalupe, and Construction Contractor.
 - The inspector shall verify that all deficiencies have been corrected or approved by the project engineer / architect prior to approval of the portion of the work in question.
 - The inspector will track all approved changes to the work, Inspection Requests and Correction Notices.

- **Photographs** - Photographic documentation of project site prior to, during, and after construction will be maintained primarily in Procore. The City will have access to Procore at all times. A full photograph library will be maintained, in addition the daily reports will also contain photographs of pertinent items to assist with descriptions and records.
- **Storm Water Compliance: Rain Event Inspections** - Prior to forecasted rain events the inspector will review the site for conformance with the Construction Contractor's rain event action plan (REAP) and provide both verbal and written notice of non-conformances to be remedied prior to rain events. As needed, the inspector will also review the site during and after rain events to identify failures of the Construction Contractor's stormwater BMPs i.e., clean up sediment.
- **Coordinate Sampling** - FE will coordinate water sampling with City staff, as needed.
- **As-Built Redline Plans and Specifications: Progressive Updates** - FE will maintain one set of contract documents with up-to-date information regarding all addendum, substitutions, clarifications and change orders, including markups to the plans. Throughout, and at completion, FE will provide plan markups to the City and designer to ensure the latest information is available.
- **Final Redlines** - At completion of the project FE will submit to the designer a full set of redlines plans and specifications for their preparation of the As-Built Record Drawings.
- **Meetings: Construction Progress Meetings** – FE will conduct weekly progress meetings to review progress and quality, notify the attendees of any contractor deficiencies, determine availability of labor, material, and equipment for upcoming work, coordinate utility outages and site disruptions, and address coordination matters. Additional special meetings may be required to address special issues and conditions and to address special coordination conditions. FE's Construction Manager will chair these meetings, conduct each meeting according to published agenda, and have minutes prepared and promptly distributed. Minutes will detail action items, the discussions that ensued, and announce the time and date of the next meeting. The inspector will also attend weekly progress meeting. Meetings may take place in-person, or remotely using Microsoft Teams or Zoom, or a combination of in-person and remotely. The weekly progress meeting format will be established at the pre-construction meeting.

3. Special Inspection & Testing

- **Quality Assurance** – FE will provide special inspections and testing pursuant to the requirements of the plans and specifications. Prior to construction work commencing

FE will develop a Quality Assurance Plan (QAP) that outlines the special inspections and testing requirements. The QAP will identify the items requiring special quality assurance (QA), identify the specification/plan note, the type of inspection or test, and the frequency and the parameters that must be achieved. The QAP will be provided to the Construction Contractor for review. Special inspection and testing will be provided by Earth Systems' local laboratories.

- **Quality Control** – FE will review the Construction Contractor's materials and activities for conformance with the Construction Contractor's own Quality Control (QC) Program.
- **Construction Staking QC** – If necessary, FE will perform checks on the Construction Contractor's survey provided for the project. The FE project manager will work closely with agency staff to scope the survey work as it arises on an as-needed basis.

4. **Post-Construction Phase**

The following services during the construction close-out phase will be carried out:

- **Meetings** – Conduct and coordinate meetings with City, the Construction Contractor, and other agencies, if any, related to project completion. Prepare meeting notices and prepare and distribute meeting minutes.
- **Reports** - Prepare reports that may be required during the final acceptance and project closeout.
- **Final Inspection and Punch list** - Provide final inspection and prepare list of project construction deficiencies for resolution by Construction Contractor.
- **Construction Approval/Acceptance** - Make recommendations to City staff regarding final project approval and acceptance.
- **Final Payment** - Make recommendations regarding Construction Contractor's final progress payment request, including final change order negotiations if needed. Prepare final progress payment report for submission to the City.
- **Project Closeout** - Prepare documentation needed for project closeout. Deliver all project documentation within two weeks of project completion.
- **Final Report** – Provide the City with a project final report that summarizes key information on the project.

**EXHIBIT B
COST**

Not to Exceed: \$745,497



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 14, 2023**

Philip F. Sinco

Todd Bodem

Prepared by:
Philip F. Sinco, City Attorney

Approved by:
Todd Bodem, City Administrator

SUBJECT: Corrections to Guadalupe Police Officers Association Memorandum of Understanding approved by City Council on October 24, 2023.

RECOMMENDATION:

It is recommended the Council adopt Resolution No. 2023-93 approving corrections to the Memorandum of Understanding (MOU) with the Guadalupe Police Officers Association (GPOA) that it approved at its meeting on October 24, 2023.

BACKGROUND:

The City Council approved a new MOU with the GPOA at its meeting on October 24, 2023. The MOU was retroactive to August 18, 2023, and will expire on June 30, 2024. After the meeting, it was discovered that the retroactive date of the MOU should have been August 19, 2023, since that is the first day of a pay period. Leaving the retroactive date as August 18, 2023, would result in an accounting “nightmare” for City staff, and the intention was always that it would be retroactive to the first day of a pay period, so the August 18, 2023, date was simply an error.

Interim Human Resources Manager, Amelia Villegas, contacted GPOA President, Michael Kuhbander, by email on October 25, 2023, and informed him of the error and asked if the GPOA would agree to change the retroactive date to August 19, 2023. Mr. Kuhbander agreed. (See **Attachment 1**). Thereafter, Mr. Kuhbander raised some issues with Ms. Villegas about Section 2.10.D. in the approved MOU. This provision concerns the requirement that an irrevocable election to declare cashing out of vacation leave and/or compensatory time that will accrue the following calendar year be made by November 1. The November 1 date was questioned (in part because it was only a few days after the date the MOU was approved by the City Council), but also, why the election could not be made later (although prior to the end of the calendar year). In addition, the two references to compensatory time in this provision was an error since compensatory time is paid out at the end of each calendar year and does not carry over (and therefore, no election would be necessary).

Ms. Villegas spoke with the City Attorney about whether the November 1 date was a requirement for the irrevocable election, and he advised that this date was not a requirement, and that it was only necessary that the election be made prior to the end of the calendar year prior to the calendar year when vacation pay would be cashed out. Ms. Villegas and Mr. Kuhbander agreed that the deadline for

the irrevocable election should be “prior to the last pay period of the calendar year,” and that the two references to “compensatory time” in this section should be deleted.

Ms. Villegas also discovered two other, very minor, clerical errors in the MOU, namely that on page 12 of the MOU, 2.11 Sick Leave, the alpha sequence is off on the bottom of the page. After subdivisions “A” - “E” the next two subdivision should have been “F” and “G” but were “D” and E.”

Finally, Ms. Villegas located one other clerical error in the MOU, in Section 2.02. The error is in Section 2.02.A.(6) which currently reads: “The sixth step shall be granted to an employee who has given satisfactory service for two one additional years by the Chief of Police, and with approval of the City Administrator (Step F).” This sentence should read: “The sixth step shall be granted to an employee who has given satisfactory service for one (1) full additional year by the Chief of Police, and with approval of the city Administrator (Step F).”

DISCUSSION:

A corrected “redline” version of the MOU is attached hereto as **Attachment 2**. All of the foregoing changes are reflected in this “redline” version.

FISCAL IMPACT:

None.

ATTACHMENTS:

1. Emails exchanged between Amelia Villegas and Michael Kuhbander on October 25, 2023.
2. “Redline” markup of Memorandum of Understanding with Guadalupe Police Officers’ Association approved by City Council on October 24, 2023, with corrections.
3. Resolution No. 2023-93.

Retroactivity

5 messages

Amelia Villegas <avillegas@ci.guadalupe.ca.us>

Wed, Oct 25, 2023 at 1:12 PM

To: Michael Kuhbander <mkuhbander@ci.guadalupe.ca.us>

Cc: Todd Bodem <tbodem@ci.guadalupe.ca.us>, Philip Sinco <sinco.muni.law@gmail.com>

Hello, Mike...I'm told you're off at training now so I hope you get this email and can respond. I spoke with Philip about what I believe is a slight error. The term of the MOU is August 18, 2023, to June 30, 2024. Retroactivity for the \$5.00 per hour salary adjustment is August 18, 2023. In looking at the payroll/payday schedule, August 18th is the last day of a pay period. The start of the new pay period would be the following day, Saturday, August 19, 2023, which would make these retro actions clean.

Philip Sinco suggested I get an email off to you for your review and to get your concurrence on this slight change. I won't prepare any PAFs for these retro salary adjustments until I hear back from you. Thank you.

Amelia M. Villegas

Interim HR Manager

Michael Kuhbander <mkuhbander@ci.guadalupe.ca.us>

Wed, Oct 25, 2023 at 2:09 PM

To: Amelia Villegas <avillegas@ci.guadalupe.ca.us>

Cc: Todd Bodem <tbodem@ci.guadalupe.ca.us>, Philip Sinco <sinco.muni.law@gmail.com>

Yes August 19th is acceptable. Should any other issues arise you may call me as well.

Mike

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF GUADALUPE

AND

**GUADALUPE POLICE OFFICERS
ASSOCIATION**

AUGUST ~~18~~19, 2023 – JUNE 30, 2024

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MEMORANDUM OF UNDERSTANDING

August ~~18~~19, 2023 – June 30, 2024

1. INTRODUCTION

1.01 Preamble. The following constitutes a Memorandum of Understanding (MOU) that resulted from meeting and conferring in good faith concerning the wages, hours and other terms and conditions of employment, between the City of Guadalupe (City) and the Guadalupe Police Officers Association (POA).

1.02 Recognition. The City recognizes the POA to be the recognized employee bargaining association representing the classifications of Police Officer, Police Corporal, Police Sergeant, Police Office Manager and Records Technician.

1.03 Purpose. It is the purpose of this MOU to promote and provide for harmonious relations, cooperation and understanding between the City and employees covered herein and to provide an orderly and equitable means of resolving any misunderstanding or differences which may arise regarding wages, hours and other terms and conditions of employment.

1.04 Maintenance of Operations. For the term of this MOU, neither the POA or any members of the POA, nor any person acting in their behalf, will cause, authorize, engage in, or strike against the City, or engage in a work stoppage, slow down, or concerted failure to report for duty, or unauthorized absence or abstinence from the full and faithful performance of their duties of employment. This is not to mean that the POA members are waiving any rights as to the protection of personal safety as they may pertain to the refusal to cross the picket lines of another public employee organization on strike, or to the informational picketing by employees on their own time.

1.05 Maintenance of Benefits. All wages, hours and other terms and conditions of employment of POA members shall remain in full force and effect during the term of this contract. Any changes to those policies, practices or procedures that impact wages, hours and other terms and condition of employment must be effectuated by the mutual written agreement of the parties.

2. WAGES, BENEFITS AND WORK-RELATED RULES.

2.01 Wages.

(a) Salaries for employees covered by this MOU shall be increased by \$5.00 per hour, retroactively effective August ~~18~~19, 2023. (See Exhibits)

The following are the position titles and salary grades covered by this MOU:

Records Technician –Range 159
Office Manager –Range 171
Police Officer – Range182
Corporal – Range192
Sergeant –Range 202

2.02 Application of Salary Steps. All employees entering the permanent, full-time employment of City shall be paid at the first step of the salary range, unless otherwise determined by the Police Chief and the City Administrator established for his/her position classification. Salary step increases, as provided herein, are not automatic, but based upon performance and merit. Employees shall be placed on the step designated by the City Administrator for initial full-time permanent employment and qualify for increase in compensation or advancement to the next higher step of his/her salary range in the following manner. A Performance Evaluation Report on each employee recommended for advancement shall be submitted to the City Administrator by the Chief of Police prior to final action on such recommendation.

A. The salary range as set forth for each classification is divided into six (6) steps, which shall be interpreted and applied as follows:

(1) The first step is the minimum rate, and normally shall be hiring rate (Step A).

(2) The second step is granted to employees upon their anniversary date who are eligible for this adjustment after completion of one (1) full calendar year of satisfactory service in a classification and not prior the completion of a probationary period. The adjustment shall be made only if granted by the Chief of Police, and subject to approval of the City Administrator (Step B).

(3) The third step shall be granted to an employee upon their anniversary date who has given satisfactory service in a given classification for one (1) full additional year from granting of previous step increase only if granted by the Chief of Police, and subject to approval of the City Administrator (Step C).

(4) The fourth step shall be granted to an employee upon their anniversary date who has given satisfactory service for an additional one (1) full additional year by the Chief of Police, and with approval of the City Administrator (Step D).

(5) The fifth step shall be granted to an employee who has given satisfactory service for one (1) full additional year by the Chief of Police, and with approval of the City Administrator (Step E).

(6) The sixth step shall be granted to an employee who has given satisfactory service for ~~two~~ one (1) full additional years by the Chief of Police, and with approval of the City Administrator (Step F).

A. An employee must always continue to maintain an acceptable level of performance and shall be evaluated by the Chief of Police annually.

2.03 Standard Work Periods.

A. Work Hours. (1) The standard work shift for employees represented by the POA is 8 hours for non-sworn personnel and 12 hours for sworn personnel (inclusive of all breaks and meal periods). For sworn personnel, the standard 12-hour work shift shall consist of 80 hours of regular time work and 4 hours of mandatory overtime every two weeks, plus any other authorized overtime work.

(2) Officers may, upon mutual agreement, swap shifts with another officer of same rank, for a full or partial deployment period. The employees involved shall notify the Police Chief of the shift swap in writing. An officer who, as part of a disciplinary action, is required to work a shift, may have his or her shift swap cancelled by the Police Chief.

B. Breaks. Employees shall be entitled to one (1) thirty-minute paid meal break per duty shift, during which time sworn personnel shall remain in uniform and subject to call if necessary for any urgency or emergency. Calls not of an urgent nature shall be handled after the meal break. Employees shall be allowed to take two (2) fifteen-minute paid break periods. Breaks shall be as close to two (2) hours from the start of the shift and two (2) hours before going off duty as practical. A meal period shall be as close to four (4) hours after the start of the shift as possible. The time limits shall be adjusted on a case-by-case basis taking into consideration the nature of police work, specifically, calls for service and 'on-view' violations observed by the officer.

If an employee is required to work an additional four (4) hours overtime, he/she shall be entitled to additional paid meal periods of thirty (30) minutes each, four (4) hours from the last scheduled meal period. If an employee is required to work overtime, he/she shall be entitled to additional paid rest breaks of fifteen (15) minutes each, two (2) hours from the last scheduled rest break.

C. Workday. The standard workday shall be from 0001 hours to 2400 hours.

D. Work Week. The standard work week shall be from 0001 hours on any Saturday to 2400 hours on the following Friday.

E. Relief Shifts. Relief shifts shall be scheduled as to minimize the impact on the employee assigned to that shift.

F. Time Limits. Shift schedules shall be posted and employees shall be notified thirty (30) days in advance of an impending departmental shift change. Officers shall be assigned to a department shift for four (4) months at a time. Departmental shifts shall be January through April; May through August and; September through December, or as close as practical to meet the needs of the department.

G. Call Outs. Employees called out to replace a sick or injured employee shall have a reasonable time to respond.

H. Mandatory Schedule Changes. During a mandatory schedule change, no officer shall work two (2) straight shifts back to back (24 hours). The schedule shall be adjusted so that the officer shall have at least an eight (8) hour break in between shifts. In the event of an emergency, the City reserved the right to modify shift schedules, including the requirement to work back to back shifts.

2.04 Pay Periods.

A. Hourly Benefits. Pay periods for hourly benefits shall be fourteen (14) days in duration. The pay period shall start on Saturday at 0001 hours and end of Friday at 2400 hours, and shall number 26 for the year. Checks shall be available to employees by 1700 hours on the Friday following the end of the pay period.

B. Monthly Payments of Benefits. The City shall make payments for all cash benefits due to the credit of employees by the tenth (10th) day of the month following the month of accrual.

2.05 Overtime. An employee shall be entitled to premium overtime compensation of one and one-half times the employee's regular rate of pay for all hours worked beyond twelve (12) hours for sworn and eight (8) hours for non-sworn in one day or forty (40) hours for non-sworn in a week or 80 hours for sworn in a two week period. All paid leaves shall be regarded as hours worked. An employee shall be eligible to receive overtime compensation or compensatory time off, at the employee's option.

A. Overtime Administration. All overtime must be approved by a supervisor prior to the work being performed, with the exception of emergency situations.

B. Time Limits. Subject to call-out minimums, overtime shall begin at the end of an officer's regularly scheduled shift or upon reaching the station.

C. Court and Testimony. Subject to call-out minimums, overtime for employees who attend court or other hearings shall be paid at the regular overtime rate. This shall include travel time from the station to court, and back to the station.

D. Paid Leave Time. When any employee is off on paid leave time, such as sick leave, holiday or vacation, jury duty leave, or compensation time, such time shall be considered as hours worked for the purpose of calculating overtime.

E. Mandatory Schedule Changes. During a shift change, if an employee is required to work more than forty (40) hours in his/her regular work week to adjust to the new schedule, the employee will be paid overtime or receive compensatory time within a specific pay period.

G. Management Rights. Since the City Administrator is responsible for the efficient administration of all the affairs of the City, management reserves the right to control overtime hours worked, consistent with State and Federal law, and not in conflict with this MOU.

2.06 Cell Phones. When any employee is required to carry (wear) a department issued cell phone, said employee shall be responsible for telephonic response to any emergency pages from the department and/or supervisor(s) within a reasonable time period based upon each individual circumstance.

The employee shall not be held responsible for a telephonic response if the employee is deemed to have not been within cell phone range, the employee's cell phone is found to be defective, the employee is unable to reasonably respond to the emergency situation, or if the employee's response would be of little or no value given time and distance considerations.

An employee who responds to an emergency call to service shall be paid for all time spent in such response, beginning when the employee starts traveling to the site of the emergency or the police department, at one and one-half times the employee's regular rate of pay with a minimum of two hours.

2.07 Compensatory Time.

A. Eligibility. All regular and probationary employees shall be entitled to accrue compensatory time.

B. Compensatory Time Administration. Employees may take compensatory time off in lieu of paid overtime as approved by the Chief of Police, subject to applicable state or federal law. Employees whose compensatory time is interrupted or postponed due to injury on the job, sickness, court, call-backs for manpower shortage, schedule changes and such, shall be rescheduled after such interruption or postponement as approved by the Chief of Police. No compensatory time previously scheduled shall be lost to an employee exceeding the maximum compensatory accrued during the interruption or postponement. When requested in writing, all employees shall be given their time off within two (2) weeks of that request, subject to departmental needs. Compensatory time may be used in uninterrupted blocks of time subject to departmental needs and as approved by the Chief of Police.

C. Accrual. Compensatory time shall be accrued at one and one-half (1.5) hours for every hour of overtime worked.

D. Limit of Accrual. An employee who is a sworn peace officer may accrue a bank of up to 280 hours of compensatory time off at any given time. An employee who is not a sworn peace officer may accrue a bank of up to 240 hours of compensatory time off at any given time. Upon written request, an employee may cash out no more than 150 hours of compensatory time every three (3) calendar months. Such request must be submitted

in writing no later than the end of the pay period preceding the pay period payment is to be made. No compensatory time can be rolled over from one year to the next. All compensatory time accrued throughout the calendar year (including the last full pay period of the year) will be paid out on the last payroll every December.

2.08 Call Outs. Employees called back to work from their day off, or other off-duty hours, shall receive paid overtime or compensatory time at the employee's discretion. There shall be two (2) hours minimum guarantee.

2.09 Holidays.

A. Non-Sworn. Except as otherwise set forth below, thirteen 8-hour paid holidays shall be observed by full-time non-sworn personnel,

January 1, New Year's Day
January- 3rd Monday, Martin Luther King Day
February – 3rd Monday, Presidents Day
May - last Monday, Memorial Day
July 4, Independence Day
September - 1st Monday, Labor Day
November 11, Veterans Day
November - 4th Thursday, Thanksgiving Day
November - 4th Friday, day following Thanksgiving Day
December 24, Christmas Eve
December 25, Christmas Day
December 31, New Year's Eve
Two Floating Holidays (to be taken within the given year.)

When any of the above holidays falls on a Saturday or Sunday, the holiday will be observed on the previous Friday or following Monday, respectively.

B. Sworn Personnel. In lieu of fixed holidays, full-time sworn personnel will be paid 5.53 hours per pay period. Full-time sworn personnel will continue to receive two 10-hour floating holidays per calendar year thru calendar year 2020. (Effective January 1, 2021, for full-time sworn personnel, the two (2) floating holidays will be at 12 hours each.) Any full-time permanent or probationary sworn employee who works overtime on a City recognized holiday shall receive two (2) times his/her regular base pay for all overtime hours worked.

2.10 Vacation.

A. Eligibility. All regular and probationary employees shall accrue vacation time from the date of hire. The purpose of vacation is to enable each eligible employee to have time for rest and relaxation, and return to work mentally and physically refreshed. Each eligible employee shall be required to have served the equivalent of one (1) year of continuous service with the City in order to be eligible for full annual vacation leave.

However, in the event an employee so chooses, he/she may, after six (6) continuous months of service, take vacation leave not to exceed four (4) working hours with his/her Supervisor's approval.

B. Vacation Administration. Employees whose vacations are interrupted or postponed due to injury on the job, sickness, court, call-backs for manpower shortage, or schedule changes shall be rescheduled after such interruption or postponement. No vacation previously scheduled shall be lost due to an employee exceeding the maximum vacation accrual during the interruption or postponement.

C. Accrual. For full-time employees, vacation shall be accrued and credited on a monthly basis at the following rate for time in service.

<u>Years</u>	<u>Days</u>	<u>Hours Per Month</u>
0 - 1	10	6.67
2	12	8.00
3	13	8.67
4	14	9.34
5	15	10.00
6	16	10.67
7	16	10.67
8	17	11.34
9	18	12.00
10	18	12.00
11	19	12.67
12	19	12.67
13	19	12.67
14	20	13.33
15	21	14.00

D. Limits of Accrual. There is a cap of two years' worth of accrual upon the number of hours of accrued vacation leave an employee may accrue and carry over from year to year. POA employees can elect to receive a cash-out of vacation hours every other calendar month of the year and/or compensatory time every other three months. By ~~November 1 deadline of each~~ the last pay period of the calendar year, an employee may make a written irrevocable election to declare cashing out vacation leave ~~and/or compensatory time~~ that will accrue in the next calendar year. Completed forms will be turned into Finance Director for approval/denial, and list with how elected hours will be communicated to Accounting Supervisor. Besides separation of employment, elections not submitted by the deadline will not allow any cashing out of vacation ~~or compensatory~~ time for the following calendar year. the foregoing, employees are encouraged to utilize their vacation leave for rest and relaxation.

E. Compensation at Termination. Employees leaving the City with accrued vacation leave shall be paid the amount of accrued vacation to the date of termination and their

current rate.

2.11 Sick Leave.

A. Eligibility and Purpose. All regular and probationary full-time employees shall accrue sick leave at a rate of eight (8) hours per calendar month effective from that employee's date of hire.

B. Use. An employee may use accrued sick leave in the case of actual personal illness, illness or disability, medical or dental appointments, parental leave, or in the case of injury to, illness of, and medical or dental appointments for the employee's immediate family. For purposes of this section only, "immediate family" shall mean (1) spouse or domestic partner, (2) child, (3) parent, (4) sibling, (5) persons in "step" relationship of (1) through (4), and (6) any other person approved in advance by the Chief of Police. In the event the Chief of Police does not approve use of accrued leave for a person described in (6), the employee may appeal such determination to the City Administrator, whose decision shall be the final administrative decision.

C. Sick Leave/Bereavement Leave While on Paid Leave.

1. An illness or injury occurring while on vacation leave or compensatory time off shall be covered as sick leave, provided the employee has sufficient accumulated sick leave available to cover the time off.

2. Employees who are on paid time off (i.e., sick, vacation, CTO) at the time of a death in the employee's immediate family shall be entitled to substitute sick or bereavement leave for vacation or other paid time off, provided the employee has sufficient accumulated sick leave available to cover the time off. The total period of absence from City employment (vacation and sick leave) shall not exceed beyond that time initially approved for vacation, without specific approval. Unused vacation or other paid compensation time shall be retained by the affected employee.

D. Accumulation. Accrued sick leave may be accumulated to a maximum of 2,080 hours. An employee may use 100% of unused sick leave to "retire" early before the commencement of PERS retirement benefits. Employees shall be paid on a monthly basis until accumulated sick leave is utilized or until PERS retirement benefits begin, whichever is earlier. At separation, an employee may choose to be paid 50% of his or her unused sick leave, to a maximum of 480 hours at his or her current rate of pay and/or upon retirement unused accrued sick leave may be converted to PERS service credit per the City's contract with PERS.

E. Application of Unused Sick Leave to Retirement Benefits. Upon retirement under the Public Employees Retirement System (PERS), unused sick leave shall be credited to the total years of service.

DE. Transfer of sick time. Employees may transfer up to 50% of accumulated sick leave

voluntarily to a fellow employee who has exhausted all his/her leave time due to an extended illness or injury. The transfer shall be on an hour for hour basis and shall not exceed eighty (80) hours of sick leave.

EG. Maternity Leave. The City shall provide leave to eligible employees as required by the California Family Rights Act, the Family and Medical Leave Act, and the California Pregnancy Disability Law.

2.12 Bereavement Leave. Employees shall be granted three (3) days of paid leave for bereavement purposes in each case of a death within his/her immediate family. An additional two (2) days of bereavement leave shall be granted if out of state travel or two hundred (200) miles or more of travel from home is required. Immediate family shall be defined as the employee's spouse or registered domestic partner, child or stepchild, parent or grandparent, brother or sister, or in-laws.

2.13 Military Leave. Every employee of the City shall be granted military leaves of absence and other benefits as provided in Division 11, Part I, Chapter VII of the Military and Veteran's Code of the State of California and any applicable amendments. All employees applying for military leave shall give the department head, within the limits of military regulations, an opportunity to determine when such leave shall be taken. Employees will be on full-pay status for summer and weekend drills.

2.14 Leave of Absence Without Pay. Leave of absence without pay may be granted by the City Administrator upon recommendation by the department head for a period not to exceed thirty (30) days. Leave of absence without pay in excess of thirty (30) days shall be granted only by the City Council.

2.15 Bilingual Pay. An employee, whose assignment and duties require the frequent and regular use of bilingual skills in English and Spanish, or any other language designated by the City Administrator to be of benefit to the City, shall be designated by the City Administrator to receive a bilingual allowance. For the purposes of this section only, all classifications represented by the Association, regardless of assignment, perform duties that require the frequent and regular use of their Spanish and English bilingual skills. Full-time employees who demonstrate basic verbal bilingual skills shall receive compensation of \$60 per pay period and full-time employees who pass a written and verbal examination shall receive compensation of \$125 per pay period. The form of the examination shall be agreed upon by the City and the Association and the examination shall be given a minimum of twice per year.

2.16 P.O.S.T. (Police Officers Standard of Training) Certification Incentive Pay. An employee who qualifies for a Regular or Specialized Intermediate POST Certificate shall receive premium compensation of four percent (4%) above his/her base salary. An employee who qualifies for a Regular or Specialized Advanced POST Certificate shall receive premium compensation of an additional four percent (4%) above his/her base salary, for a total of eight percent (8%).

2.17 Educational Incentive Pay. All employees represented by the POA shall receive premium compensation above their base salary for possessing the following degrees, provided they are in a subject that is law enforcement or job related:

Associate's Degree: three percent (3%) above base salary;
Bachelor's Degree: 5.5% above base salary.

The Police Chief shall use reasonable criteria to determine what educational degrees are law enforcement related.

2.18 Uniform Allowance. Employees who are required to wear a uniform shall receive a uniform maintenance allowance. The allowance shall be used by the employee to replace, maintain, repair, and clean all designated uniform garments, hats, caps, shoes, leather wear, ornamentation, and inclement weather clothing.

A. Uniform Administration. The uniform maintenance allowance paid to full-time unit members shall be \$23 per pay period (\$598.00 per year). In addition, each June and December, full-time sworn employees shall be permitted to purchase up to \$400 of new uniforms and/or work-related equipment at the City's expense.

B. Payment. The uniform maintenance allowance shall be paid each biweekly pay period.

C. New Employees. New employees shall receive a prorated uniform allowance at the end of the first pay period following the date of hire. Thereafter, they shall be paid their uniform allowance in the same manner as all other employees. New employees shall receive four (4) uniforms and/or work-related equipment, at the time of hire.

2.19 Medical Insurance.

A. Eligibility. All regular and probationary employees shall be eligible for medical insurance and deferred compensation from the date of hire.

B. Medical Insurance Administration.

1. The City's monthly contribution towards a medical plan provided by the City for full-time employees and dependents shall be \$1,083.33 retroactively effective to August 1819, 2023. If the total of the premium cost for an individual employee, plus eligible dependents, is less than the City's contribution, the difference between the City's contribution, and the insurance premium, the insurance premium may be deposited in the employee's deferred compensation account.

2. Upon providing the City written proof that medical insurance coverage is in force through coverage provided by another source, a full-time employee may opt out of the City's medical insurance plan and receive the entire monthly contribution as deferred compensation.

2.20 Vision Insurance. The City shall provide a Vision Care Plan during this agreement or select an alternate vision care provider which maintains equivalent or increases benefits to the employee. Effective the pay day of January 10, 2014, the City and a full-time employee shall share in vision premiums with the City paying 75% and the employee paying 25%.

2.21 Dental Insurance. The City shall provide a Dental Care Plan during this agreement or select an alternate vision care provider which maintains equivalent or increases benefits to the employee. Effective the pay day of January 10, 2014, the City and a full-time employee shall share in dental premiums with the City paying 75% and the employee paying 25%.

2.22 Life Insurance. The City shall provide group term life insurance benefits plan which shall provide for fifty thousand dollars (\$50,000) life coverage for full-time employees during the term of their employment.

2.23 Reimbursements. Effective the pay period starting December 7, 2013, the City shall end its practice of reimbursing employees for the employee share of State Disability Insurance, Medicare and FICA (approximately 9%).

2.25 Retirement / PERS – Public Safety Members

A. Eligibility. All regular and probationary employees shall be entitled to participate in the current retirement system from the date of hire.

B. Sworn PERS “Classic” Personnel. The City shall provide the PERS 2% @ 55 retirement formula for all sworn personnel. Effective July 1, 2015, employees will contribute 2% of the employee “pickup” for Public Employees Retirement System benefits. Effective January 1, 2016, employees will contribute 4% of the employee “pickup” for Public Employees Retirement System benefits.

C. Sworn PEPPRA New Hires. For employees hired on or after January 1, 2013 and classified as “new” members of CalPERS as defined by Public Employees Pension Reform Act (PEPPRA), the City shall maintain a contract with CalPERS for the provision of a 2% @ 57 (highest 36 months) retirement benefit formula. Also pursuant to PEPPRA these employees and the City are each responsible for paying one-half of the normal cost of this retirement plan.

2.26 Retirement / PERS – Miscellaneous Members

A. Eligibility. All regular and probationary employees shall be entitled to participate in the current retirement system from the date of hire.

B. Miscellaneous PERS “Classic” Personnel. The City shall provide the PERS 2% @ 55 retirement formula for all miscellaneous personnel. Effective July 1, 2015, employees will contribute 2% of the employee “pickup” for Public Employees Retirement System

benefits. Effective January 1, 2016, employees will contribute 4% of the employee “pickup” for Public Employees Retirement System benefits.

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

2.26 Mileage Reimbursement. Employees required to use their private vehicle for authorized City business or training shall receive reimbursement at the rate set forth by IRS.

2.27 Dues Deductions. The City will deduct, without charge, dues from the pay of those employees who individually provide written authorization for such dues in an amount certified be current and correct by the President of the POA by the 10th of the month following the month of deduction. Dues in this context mean any deduction voluntarily authorized by a POA member and City Employee.

2.28 Automatic Deposit. The City shall deposit for those employees who so request paychecks to employee accounts in a bank, credit union or savings and loan association per existing City policy.

2.29 Safety Equipment. The City shall supply all officers with adequate safety equipment. The City may issue patrol rifles upon officers completing necessary training and the rifles being available. Personal rifles may be authorized for use by officers upon the approval of the Chief of Police.

2.30 Recognition for Investigation Work. After a minimum of two (2) years tenure with the City, an officer will be recognized for satisfactory completion or authorized investigative work performed by that officer in the form of an acknowledgment letter written by the Chief of Police and placed in the officer's personnel file.

2.31 Incentive Pay for Special Assignments. Police Officers assigned to Special Assignments will be entitled to a premium above their base salary payable with the normal payroll, with a maximum of two (2) assignments. These Officers must satisfactorily perform their Special Assignments as well as their regular patrol duties. In the event an Officer resigns from their Special Assignment or the assignment no longer exists, the Officer will lose the premium pay. The Special Assignments for the period of the MOU are:

- K-9 Officer 3%
- School Resource Officer (SRO) 3%
- Motor Officer 3%
- Narcotics Officer 3%

Police Officers covered by this MOU are eligible for incentive pay at the rate of 4% for Field Training Officer assignments, but only on shifts when they are actually training other Police Officers (reserve or regular). Effective on July 2, 2016, Corporals and Sergeants are not eligible for the 4% Field Training Officer incentive pay.

Police Officers covered by this MOU are eligible for incentive pay at the rate of 4% for Senior Officer Assignments. Senior Officer Assignments will be at the discretion of the Chief and shall have a term of not greater than 3 years. Corporals and Sergeants are not eligible for the 4% Senior Officer Assignments or compensation

2.31 Movie /Special Events Assignments. All employees represented by the POA who are assigned to a movie/commercial detail or a special event detail shall be compensated at the rate of \$40.00 per hour.

2.32 Shift Differential. An employee whose shift covers 1900 – 0700 shall be paid a shift differential of \$1.00 per hour for the duration of said shift.

3. DISCIPLINARY ACTION.

3.01 Disciplinary action shall be in accordance with the City's Personnel Manual and the Guadalupe Police Department Police Manual.

4. GRIEVANCE PROCEDURES.

4.01 Employees covered by this MOU may file grievances in accordance with the following rules and procedures:

A. Grievances may be filed concerning the interpretation of this MOU, other rules and regulations concerning terms and conditions of employment, directions of supervisors and disciplinary actions, but may not be filed for rejecting during probation.

B. The Police Department shall allow a grieving employee time off from regular duties without loss of pay when such time off is reasonably necessary for the drafting of a grievance.

C. Time limits specified herein may be extended with the written approval of both parties.

D. Failure of a grieving employee to file an appeal within the specified time limits shall constitute abandonment of a grievance.

E. An aggrieved employee may be accompanied by and assisted by representative of the employee's choice but must be personally present and participate in discussions at each formal step in the proceedings.

F. No grievance shall be acted on unless filed within thirty (30) days of the time the

grieving employee had first knowledge of the matters on which the grievance is based.

G. In each grievance filed, the grieving employee shall state the action the employee wishes taken to cure the grievance, as well as specific and pertinent information as to the matter grieved. The steps in the procedure shall be as follows:

Step No. 1: The employee shall discuss the matter with the immediate supervisor, clearly stating that a grievance is being commenced. The supervisor shall refer the employee to the next level of supervision, if the matter is beyond the immediate supervisor's control, or shall respond verbally or in writing within five (5) days if the matter is within the scope of his/her control. If the employee is unsatisfied with the supervisor's response or is referred to the next level of supervision, the employee shall file a written grievance within five (5) days to the next level of supervision.

Step No. 2: On receipt of a grievance by the second level supervisor, that supervisor shall either refer the grievance to the next level of supervision, if the matter is beyond the second level supervisor's control, or schedule a meeting with the grieving employee to discuss the matter. The meeting shall be scheduled within five (5) days, and the second level supervisor shall respond in writing giving the reason for the decision made within five (5) days after completion of the meeting.

Step No. 3: The process shall continue through higher levels of supervision in the same manner as described in Step No. 2 until the employee is satisfied or the City Council is reached. A grievance to the City Council shall also state whether the grieving employee desires a closed or open hearing. Such grievance shall be scheduled for the next regular City Council meeting for which the agenda is open. The City Council shall hold such hearing and may make additional investigations into the matter. It shall direct a decision in writing with the reasons thereof within a reasonable time, and such decision shall be final.

5. EMPLOYMENT STATUS.

5.01 Personnel Files. An employee may inspect and copy his/her personnel file as required by law

5.02 Probationary Period. All appointments shall be tentative and subject to a probationary period of twelve (12) months. The Chief of Police, with consent of the City Administrator, may extend the probationary period for specified cause(s). The extension shall be provided in writing to an employee. All probationary employees who are being placed on an extended probationary period shall be given written notice of the extension prior to the expiration of their probationary period. In the event notice is not given, the employee shall be considered to have successfully completed the probationary period.

An employee who is in a position that is reclassified shall be required to complete an additional probationary period. The probationary period shall be regarded as part of a continuing testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the position and for rejecting any probationary employee whose performance does not meet the required

standard.

5.03 Demotion. Demotion of an employee to a lower class shall result in reduction of salary. The employee's salary shall be placed in the identical step in the lower class that the employee enjoyed in the class from which demotion was made. Demotion can be made for cause, which shall be provided to the employee in writing by the Chief of Police prior to any action taking place. The demoted employee may appeal demotion for disciplinary reasons through the grievance procedure. Demotion for any other reason is not appealable.

5.04 Lay-Off. Whenever, in the judgment of the City, it become necessary to make a reduction in force, whenever possible, the reduction shall be accomplished through attrition. Employees subject to a reduction in force shall be given at least thirty (30) working days notice prior to the effective date of the layoff, or thirty (30) days severance pay in lieu of notice. The POA shall receive concurrent notice and may be granted an opportunity to meet and consult with the City to discuss the proposed alternatives to a reduction in force.

When one (1) or more employees performing in the same class in the Police Department are to face reduction in force, the Chief of Police and the POA representative shall meet to discuss the procedures and order of lay-off.

5.05 Part-Time Employees. Part-time employees in represented classifications shall receive pro-rated benefits base on their percentage of FTE status.

6. POLITICAL ACTIVITIES. Pursuant to the City's Personnel Policy Manual and California Law.

7. MISCELLANEOUS.

7.01 Conclusiveness. It is not the intent of either party to change any plan, program, rule or regulation not specifically referred to in this MOU by the execution of the MOU. The parties may mutually agree to meet and confer on any matter at any time. This MOU is intended to be the full and final definition of wages, hours and working conditions for the period specified. However, other rules and policies set out in the City Personnel Policy Manual and the Administrative Procedures may apply. When in conflict with other policy documents, this MOU shall control.

7.02 Saving Clause. If any article or section of the MOU or any addendum thereof should be held to be invalid by operation or law or by a tribunal of competent jurisdiction, or if compliance or enforcement of any article or section should be restrained by such tribunal or by enactment of a superseding rule, regulation, law or order by any governmental authority other than the City, such article or section shall be immediately suspended and be of no force and effect, and the parties shall immediately begin the meet and confer process for the purpose of arriving at a mutually satisfactory replacement for such article or section. Invalidation of a part or portion of this MOU shall not invalidate

any remaining portion, unless those remaining portions were contingent upon the Operation of the invalidated article or section.

7.03 Non-Discrimination. Both the City and the POA agree that they shall not unlawfully discriminate against any employee on the basis of age, race, sex, handicap, creed, color, national origin, or ancestry. Neither the City nor the POA shall interfere with, intimidate, restrain, coerce, or discriminate against any employee because of the exercise of rights to engage or not engage in lawful POA activity.

7.04 City Rights Clause. The POA recognizes the City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer and manage its municipal services and work force performing those services in all respect subject to this MOU.

The City has and will continue to retain exclusive decision-making authority on matters not officially and expressly modified by specific provisions of the MOU.

The exclusive rights of the City shall include, but not be limited to: the right to determine the organization of the City government and the purpose and mission of its constituent agencies; to set standards of service to be offered to the public, and through its management officials, to exercise control and discretion over its organization and operations; to establish and effect administration and employment rules and regulations consistent with law and specific provisions of this MOU, to direct its employees; to classify and reclassify positions, to take disciplinary action for just cause; to relieve its employees from duty because of lack of work or for other legitimate reasons; to determine whether goods or services shall be made; purchases or contracted for; to determine the methods, means and personnel by which the City's services are to be provided, including the right to schedule assigned work and overtime; and to otherwise act in the interest of efficient service to the community.

For the City:

For the POA:

Ariston Julian, Mayor

Michael Kuhbander, President

Todd Bodem, City Administrator

EXHIBITS

RESOLUTION NO. 2023-93

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE
APPROVING CORRECTIONS TO THE MEMORANDUM OF UNDERSTANDING WITH THE
GUADALUPE POLICE OFFICERS ASSOCIATION**

WHEREAS, the Guadalupe Police Officers Association (GPOA) is the recognized employee representative for employees in the police employees' representation unit; and

WHEREAS, the City of Guadalupe and GPOA recent met and conferred on a memorandum of understanding (MOU) for the time period August 18, 2023, through June 30, 2024, and reached a tentative agreement which was approved by the City Council at its meeting on October 24, 2023; and

WHEREAS, after this meeting, a clerical error in the approved MOU was discovered, specifically, that the retroactive date for the MOU should have been August 19, 2023, since that is the beginning of a pay period, which was the intention of the parties for the retroactive date for the MOU; and

WHEREAS, the GPOA agreed to a retroactive date of August 19, 2023, for the MOU rather than August 18, 2023; and

WHEREAS, in subsequent discussions between City staff and the GPOA representation, the GPOA and the City agreed that two minor changes in Section 2.10 (Vacation) of the MOU were appropriate, namely, to change the date of the irrevocable election for vacation pay cash outs for the following calendar year from November 1st to the last pay period of the calendar year, and also, to delete references to "compensatory time" (as compensatory time is already paid out at the end of a calendar year); and

WHEREAS, City staff subsequently discovered some other clerical errors in the MOU, specifically, in Section 2.02.A.(6) and in Section 2.11 (Sick Leave); and

WHEREAS, all of the corrections listed in the foregoing recitals are made in a "redline" version of the MOU, which is attached to the staff report as Attachment 2.

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

SECTION 1. The City Council hereby acknowledges the clerical errors in the Memorandum of Understanding (MOU) approved at its meeting on October 24, 2023, as well as changes to Section 2.10, and hereby accepts and approves all of these changes as indicated in the "redline" version of the MOU for the period of August 19, 2023, through June 30, 2024, and in the MOU with these corrections accepted and attached hereto as Exhibit "A," which is incorporated herein by reference.

SECTION 2. The Mayor is hereby authorized to execute the Memorandum of Understanding attached hereto as Exhibit "A" on behalf of the City.

SECTION 3. If any provision or any part of a provision of this resolution shall be finally determined to be invalid, illegal, or otherwise unenforceable, such determination shall not impair or

otherwise affect the validity, legality or enforceability of the remaining provisions or parts of provisions of this resolution, which shall remain in full force and effect as if the unenforceable provision or part were deleted.

PASSED AND ADOPTED at regular meeting on the 14th day of November 2023 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the foregoing Resolution, being CC. **Resolution No. 2023-93** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 14, 2023, and that same was approved and adopted.

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF GUADALUPE

AND

**GUADALUPE POLICE OFFICERS
ASSOCIATION**

AUGUST 19, 2023 – JUNE 30, 2024

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MEMORANDUM OF UNDERSTANDING

August 19, 2023 – June 30, 2024

1. INTRODUCTION

1.01 Preamble. The following constitutes a Memorandum of Understanding (MOU) that resulted from meeting and conferring in good faith concerning the wages, hours and other terms and conditions of employment, between the City of Guadalupe (City) and the Guadalupe Police Officers Association (POA).

1.02 Recognition. The City recognizes the POA to be the recognized employee bargaining association representing the classifications of Police Officer, Police Corporal, Police Sergeant, Police Office Manager and Records Technician.

1.03 Purpose. It is the purpose of this MOU to promote and provide for harmonious relations, cooperation and understanding between the City and employees covered herein and to provide an orderly and equitable means of resolving any misunderstanding or differences which may arise regarding wages, hours and other terms and conditions of employment.

1.04 Maintenance of Operations. For the term of this MOU, neither the POA or any members of the POA, nor any person acting in their behalf, will cause, authorize, engage in, or strike against the City, or engage in a work stoppage, slow down, or concerted failure to report for duty, or unauthorized absence or abstinence from the full and faithful performance of their duties of employment. This is not to mean that the POA members are waiving any rights as to the protection of personal safety as they may pertain to the refusal to cross the picket lines of another public employee organization on strike, or to the informational picketing by employees on their own time.

1.05 Maintenance of Benefits. All wages, hours and other terms and conditions of employment of POA members shall remain in full force and effect during the term of this contract. Any changes to those policies, practices or procedures that impact wages, hours and other terms and condition of employment must be effectuated by the mutual written agreement of the parties.

2. WAGES, BENEFITS AND WORK-RELATED RULES.

2.01 Wages.

(a) Salaries for employees covered by this MOU shall be increased by \$5.00 per hour, retroactively effective August 19, 2023. (See Exhibits)

The following are the position titles and salary grades covered by this MOU:

Records Technician –Range 159
Office Manager –Range 171
Police Officer – Range182
Corporal – Range192
Sergeant –Range 202

2.02 Application of Salary Steps. All employees entering the permanent, full-time employment of City shall be paid at the first step of the salary range, unless otherwise determined by the Police Chief and the City Administrator established for his/her position classification. Salary step increases, as provided herein, are not automatic, but based upon performance and merit. Employees shall be placed on the step designated by the City Administrator for initial full-time permanent employment and qualify for increase in compensation or advancement to the next higher step of his/her salary range in the following manner. A Performance Evaluation Report on each employee recommended for advancement shall be submitted to the City Administrator by the Chief of Police prior to final action on such recommendation.

A. The salary range as set forth for each classification is divided into six (6) steps, which shall be interpreted and applied as follows:

- (1) The first step is the minimum rate, and normally shall be hiring rate (Step A).
- (2) The second step is granted to employees upon their anniversary date who are eligible for this adjustment after completion of one (1) full calendar year of satisfactory service in a classification and not prior the completion of a probationary period. The adjustment shall be made only if granted by the Chief of Police, and subject to approval of the City Administrator (Step B).
- (3) The third step shall be granted to an employee upon their anniversary date who has given satisfactory service in a given classification for one (1) full additional year from granting of previous step increase only if granted by the Chief of Police, and subject to approval of the City Administrator (Step C).
- (4) The fourth step shall be granted to an employee upon their anniversary date who has given satisfactory service for an additional one (1) full additional year by the Chief of Police, and with approval of the City Administrator (Step D).
- (5) The fifth step shall be granted to an employee who has given satisfactory service for one (1) full additional year by the Chief of Police, and with approval of the City Administrator (Step E).
- (6) The sixth step shall be granted to an employee who has given satisfactory service for one (1) full additional year by the Chief of Police, and with approval of the City Administrator (Step F).

A. An employee must always continue to maintain an acceptable level of performance and shall be evaluated by the Chief of Police annually.

2.03 Standard Work Periods.

A. Work Hours. (1) The standard work shift for employees represented by the POA is 8 hours for non-sworn personnel and 12 hours for sworn personnel (inclusive of all breaks and meal periods). For sworn personnel, the standard 12-hour work shift shall consist of 80 hours of regular time work and 4 hours of mandatory overtime every two weeks, plus any other authorized overtime work.

(2) Officers may, upon mutual agreement, swap shifts with another officer of same rank, for a full or partial deployment period. The employees involved shall notify the Police Chief of the shift swap in writing. An officer who, as part of a disciplinary action, is required to work a shift, may have his or her shift swap cancelled by the Police Chief.

B. Breaks. Employees shall be entitled to one (1) thirty-minute paid meal break per duty shift, during which time sworn personnel shall remain in uniform and subject to call if necessary for any urgency or emergency. Calls not of an urgent nature shall be handled after the meal break. Employees shall be allowed to take two (2) fifteen-minute paid break periods. Breaks shall be as close to two (2) hours from the start of the shift and two (2) hours before going off duty as practical. A meal period shall be as close to four (4) hours after the start of the shift as possible. The time limits shall be adjusted on a case-by-case basis taking into consideration the nature of police work, specifically, calls for service and 'on-view' violations observed by the officer.

If an employee is required to work an additional four (4) hours overtime, he/she shall be entitled to additional paid meal periods of thirty (30) minutes each, four (4) hours from the last scheduled meal period. If an employee is required to work overtime, he/she shall be entitled to additional paid rest breaks of fifteen (15) minutes each, two (2) hours from the last scheduled rest break.

C. Workday. The standard workday shall be from 0001 hours to 2400 hours.

D. Work Week. The standard work week shall be from 0001 hours on any Saturday to 2400 hours on the following Friday.

E. Relief Shifts. Relief shifts shall be scheduled as to minimize the impact on the employee assigned to that shift.

F. Time Limits. Shift schedules shall be posted and employees shall be notified thirty (30) days in advance of an impending departmental shift change. Officers shall be assigned to a department shift for four (4) months at a time. Departmental shifts shall be January through April; May through August and; September through December, or as close as practical to meet the needs of the department.

G. Call Outs. Employees called out to replace a sick or injured employee shall have a reasonable time to respond.

H. Mandatory Schedule Changes. During a mandatory schedule change, no officer shall work two (2) straight shifts back to back (24 hours). The schedule shall be adjusted so that the officer shall have at least an eight (8) hour break in between shifts. In the event of an emergency, the City reserved the right to modify shift schedules, including the requirement to work back to back shifts.

2.04 Pay Periods.

A. Hourly Benefits. Pay periods for hourly benefits shall be fourteen (14) days in duration. The pay period shall start on Saturday at 0001 hours and end of Friday at 2400 hours, and shall number 26 for the year. Checks shall be available to employees by 1700 hours on the Friday following the end of the pay period.

B. Monthly Payments of Benefits. The City shall make payments for all cash benefits due to the credit of employees by the tenth (10th) day of the month following the month of accrual.

2.05 Overtime. An employee shall be entitled to premium overtime compensation of one and one-half times the employee's regular rate of pay for all hours worked beyond twelve (12) hours for sworn and eight (8) hours for non-sworn in one day or forty (40) hours for non-sworn in a week or 80 hours for sworn in a two week period. All paid leaves shall be regarded as hours worked. An employee shall be eligible to receive overtime compensation or compensatory time off, at the employee's option.

A. Overtime Administration. All overtime must be approved by a supervisor prior to the work being performed, with the exception of emergency situations.

B. Time Limits. Subject to call-out minimums, overtime shall begin at the end of an officer's regularly scheduled shift or upon reaching the station.

C. Court and Testimony. Subject to call-out minimums, overtime for employees who attend court or other hearings shall be paid at the regular overtime rate. This shall include travel time from the station to court, and back to the station.

D. Paid Leave Time. When any employee is off on paid leave time, such as sick leave, holiday or vacation, jury duty leave, or compensation time, such time shall be considered as hours worked for the purpose of calculating overtime.

E. Mandatory Schedule Changes. During a shift change, if an employee is required to work more than forty (40) hours in his/her regular work week to adjust to the new schedule, the employee will be paid overtime or receive compensatory time within a specific pay period.

G. Management Rights. Since the City Administrator is responsible for the efficient administration of all the affairs of the City, management reserves the right to control overtime hours worked, consistent with State and Federal law, and not in conflict with this MOU.

2.06 Cell Phones. When any employee is required to carry (wear) a department issued cell phone, said employee shall be responsible for telephonic response to any emergency pages from the department and/or supervisor(s) within a reasonable time period based upon each individual circumstance.

The employee shall not be held responsible for a telephonic response if the employee is deemed to have not been within cell phone range, the employee's cell phone is found to be defective, the employee is unable to reasonably respond to the emergency situation, or if the employee's response would be of little or no value given time and distance considerations.

An employee who responds to an emergency call to service shall be paid for all time spent in such response, beginning when the employee starts traveling to the site of the emergency or the police department, at one and one-half times the employee's regular rate of pay with a minimum of two hours.

2.07 Compensatory Time.

A. Eligibility. All regular and probationary employees shall be entitled to accrue compensatory time.

B. Compensatory Time Administration. Employees may take compensatory time off in lieu of paid overtime as approved by the Chief of Police, subject to applicable state or federal law. Employees whose compensatory time is interrupted or postponed due to injury on the job, sickness, court, call-backs for manpower shortage, schedule changes and such, shall be rescheduled after such interruption or postponement as approved by the Chief of Police. No compensatory time previously scheduled shall be lost to an employee exceeding the maximum compensatory accrued during the interruption or postponement. When requested in writing, all employees shall be given their time off within two (2) weeks of that request, subject to departmental needs. Compensatory time may be used in uninterrupted blocks of time subject to departmental needs and as approved by the Chief of Police.

C. Accrual. Compensatory time shall be accrued at one and one-half (1.5) hours for every hour of overtime worked.

D. Limit of Accrual. An employee who is a sworn peace officer may accrue a bank of up to 280 hours of compensatory time off at any given time. An employee who is not a sworn peace officer may accrue a bank of up to 240 hours of compensatory time off at any given time. Upon written request, an employee may cash out no more than 150 hours of compensatory time every three (3) calendar months. Such request must be submitted

in writing no later than the end of the pay period preceding the pay period payment is to be made. No compensatory time can be rolled over from one year to the next. All compensatory time accrued throughout the calendar year (including the last full pay period of the year) will be paid out on the last payroll every December.

2.08 Call Outs. Employees called back to work from their day off, or other off-duty hours, shall receive paid overtime or compensatory time at the employee's discretion. There shall be two (2) hours minimum guarantee.

2.09 Holidays.

A. Non-Sworn. Except as otherwise set forth below, thirteen 8-hour paid holidays shall be observed by full-time non-sworn personnel,

- January 1, New Year's Day
- January- 3rd Monday, Martin Luther King Day
- February – 3rd Monday, Presidents Day
- May - last Monday, Memorial Day
- July 4, Independence Day
- September - 1st Monday, Labor Day
- November 11, Veterans Day
- November - 4th Thursday, Thanksgiving Day
- November - 4th Friday, day following Thanksgiving Day
- December 24, Christmas Eve
- December 25, Christmas Day
- December 31, New Year's Eve
- Two Floating Holidays (to be taken within the given year.)

When any of the above holidays falls on a Saturday or Sunday, the holiday will be observed on the previous Friday or following Monday, respectively.

B. Sworn Personnel. In lieu of fixed holidays, full-time sworn personnel will be paid 5.53 hours per pay period. Full-time sworn personnel will continue to receive two 10-hour floating holidays per calendar year thru calendar year 2020. (Effective January 1, 2021, for full-time sworn personnel, the two (2) floating holidays will be at 12 hours each.) Any full-time permanent or probationary sworn employee who works overtime on a City recognized holiday shall receive two (2) times his/her regular base pay for all overtime hours worked.

2.10 Vacation.

A. Eligibility. All regular and probationary employees shall accrue vacation time from the date of hire. The purpose of vacation is to enable each eligible employee to have time for rest and relaxation, and return to work mentally and physically refreshed. Each eligible employee shall be required to have served the equivalent of one (1) year of continuous service with the City in order to be eligible for full annual vacation leave.

However, in the event an employee so chooses, he/she may, after six (6) continuous months of service, take vacation leave not to exceed four (4) working hours with his/her Supervisor's approval.

B. Vacation Administration. Employees whose vacations are interrupted or postponed due to injury on the job, sickness, court, call-backs for manpower shortage, or schedule changes shall be rescheduled after such interruption or postponement. No vacation previously scheduled shall be lost due to an employee exceeding the maximum vacation accrual during the interruption or postponement.

C. Accrual. For full-time employees, vacation shall be accrued and credited on a monthly basis at the following rate for time in service.

<u>Years</u>	<u>Days</u>	<u>Hours Per Month</u>
0 - 1	10	6.67
2	12	8.00
3	13	8.67
4	14	9.34
5	15	10.00
6	16	10.67
7	16	10.67
8	17	11.34
9	18	12.00
10	18	12.00
11	19	12.67
12	19	12.67
13	19	12.67
14	20	13.33
15	21	14.00

D. Limits of Accrual. There is a cap of two years' worth of accrual upon the number of hours of accrued vacation leave an employee may accrue and carry over from year to year. POA employees can elect to receive a cash-out of vacation hours every other calendar month of the year and/or compensatory time every other three months. By the last pay period of the calendar year, an employee may make a written irrevocable election to declare cashing out vacation leave that will accrue in the next calendar year. Completed forms will be turned into Finance Director for approval/denial, and list with how elected hours will be communicated to Accounting Supervisor. Besides separation of employment, elections not submitted by the deadline will not allow any cashing out of vacation time for the following calendar year. the foregoing, employees are encouraged to utilize their vacation leave for rest and relaxation.

E. Compensation at Termination. Employees leaving the City with accrued vacation leave shall be paid the amount of accrued vacation to the date of termination and their current rate.

2.11 Sick Leave.

A. Eligibility and Purpose. All regular and probationary full-time employees shall accrue sick leave at a rate of eight (8) hours per calendar month effective from that employee's date of hire.

B. Use. An employee may use accrued sick leave in the case of actual personal illness, illness or disability, medical or dental appointments, parental leave, or in the case of injury to, illness of, and medical or dental appointments for the employee's immediate family. For purposes of this section only, "immediate family" shall mean (1) spouse or domestic partner, (2) child, (3) parent, (4) sibling, (5) persons in "step" relationship of (1) through (4), and (6) any other person approved in advance by the Chief of Police. In the event the Chief of Police does not approve use of accrued leave for a person described in (6), the employee may appeal such determination to the City Administrator, whose decision shall be the final administrative decision.

C. Sick Leave/Bereavement Leave While on Paid Leave.

1. An illness or injury occurring while on vacation leave or compensatory time off shall be covered as sick leave, provided the employee has sufficient accumulated sick leave available to cover the time off.

2. Employees who are on paid time off (i.e., sick, vacation, CTO) at the time of a death in the employee's immediate family shall be entitled to substitute sick or bereavement leave for vacation or other paid time off, provided the employee has sufficient accumulated sick leave available to cover the time off. The total period of absence from City employment (vacation and sick leave) shall not exceed beyond that time initially approved for vacation, without specific approval. Unused vacation or other paid compensation time shall be retained by the affected employee.

D. Accumulation. Accrued sick leave may be accumulated to a maximum of 2,080 hours. An employee may use 100% of unused sick leave to "retire" early before the commencement of PERS retirement benefits. Employees shall be paid on a monthly basis until accumulated sick leave is utilized or until PERS retirement benefits begin, whichever is earlier. At separation, an employee may choose to be paid 50% of his or her unused sick leave, to a maximum of 480 hours at his or her current rate of pay and/or upon retirement unused accrued sick leave may be converted to PERS service credit per the City's contract with PERS.

E. Application of Unused Sick Leave to Retirement Benefits. Upon retirement under the Public Employees Retirement System (PERS), unused sick leave shall be credited to the total years of service.

F. Transfer of sick time. Employees may transfer up to 50% of accumulated sick leave voluntarily to a fellow employee who has exhausted all his/her leave time due to an

extended illness or injury. The transfer shall be on an hour for hour basis and shall not exceed eighty (80) hours of sick leave.

G. Maternity Leave. The City shall provide leave to eligible employees as required by the California Family Rights Act, the Family and Medical Leave Act, and the California Pregnancy Disability Law.

2.12 Bereavement Leave. Employees shall be granted three (3) days of paid leave for bereavement purposes in each case of a death within his/her immediate family. An additional two (2) days of bereavement leave shall be granted if out of state travel or two hundred (200) miles or more of travel from home is required. Immediate family shall be defined as the employee's spouse or registered domestic partner, child or stepchild, parent or grandparent, brother or sister, or in-laws.

2.13 Military Leave. Every employee of the City shall be granted military leaves of absence and other benefits as provided in Division 11, Part I, Chapter VII of the Military and Veteran's Code of the State of California and any applicable amendments. All employees applying for military leave shall give the department head, within the limits of military regulations, an opportunity to determine when such leave shall be taken. Employees will be on full-pay status for summer and weekend drills.

2.14 Leave of Absence Without Pay. Leave of absence without pay may be granted by the City Administrator upon recommendation by the department head for a period not to exceed thirty (30) days. Leave of absence without pay in excess of thirty (30) days shall be granted only by the City Council.

2.15 Bilingual Pay. An employee, whose assignment and duties require the frequent and regular use of bilingual skills in English and Spanish, or any other language designated by the City Administrator to be of benefit to the City, shall be designated by the City Administrator to receive a bilingual allowance. For the purposes of this section only, all classifications represented by the Association, regardless of assignment, perform duties that require the frequent and regular use of their Spanish and English bilingual skills. Full-time employees who demonstrate basic verbal bilingual skills shall receive compensation of \$60 per pay period and full-time employees who pass a written and verbal examination shall receive compensation of \$125 per pay period. The form of the examination shall be agreed upon by the City and the Association and the examination shall be given a minimum of twice per year.

2.16 P.O.S.T. (Police Officers Standard of Training) Certification Incentive Pay. An employee who qualifies for a Regular or Specialized Intermediate POST Certificate shall receive premium compensation of four percent (4%) above his/her base salary. An employee who qualifies for a Regular or Specialized Advanced POST Certificate shall receive premium compensation of an additional four percent (4%) above his/her base salary, for a total of eight percent (8%).

2.17 Educational Incentive Pay. All employees represented by the POA shall receive

premium compensation above their base salary for possessing the following degrees, provided they are in a subject that is law enforcement or job related:

Associate's Degree: three percent (3%) above base salary;

Bachelor's Degree: 5.5% above base salary.

The Police Chief shall use reasonable criteria to determine what educational degrees are law enforcement related.

2.18 Uniform Allowance. Employees who are required to wear a uniform shall receive a uniform maintenance allowance. The allowance shall be used by the employee to replace, maintain, repair, and clean all designated uniform garments, hats, caps, shoes, leather wear, ornamentation, and inclement weather clothing.

A. Uniform Administration. The uniform maintenance allowance paid to full-time unit members shall be \$23 per pay period (\$598.00 per year). In addition, each June and December, full-time sworn employees shall be permitted to purchase up to \$400 of new uniforms and/or work-related equipment at the City's expense.

B. Payment. The uniform maintenance allowance shall be paid each biweekly pay period.

C. New Employees. New employees shall receive a prorated uniform allowance at the end of the first pay period following the date of hire. Thereafter, they shall be paid their uniform allowance in the same manner as all other employees. New employees shall receive four (4) uniforms and/or work-related equipment, at the time of hire.

2.19 Medical Insurance.

A. Eligibility. All regular and probationary employees shall be eligible for medical insurance and deferred compensation from the date of hire.

B. Medical Insurance Administration.

1. The City's monthly contribution towards a medical plan provided by the City for full-time employees and dependents shall be \$1,083.33 retroactively effective to August 19, 2023. If the total of the premium cost for an individual employee, plus eligible dependents, is less than the City's contribution, the difference between the City's contribution, and the insurance premium, the insurance premium may be deposited in the employee's deferred compensation account.

2. Upon providing the City written proof that medical insurance coverage is in force through coverage provided by another source, a full-time employee may opt out of the City's medical insurance plan and receive the entire monthly contribution as deferred compensation.

2.20 Vision Insurance. The City shall provide a Vision Care Plan during this agreement or select an alternate vision care provider which maintains equivalent or increases benefits to the employee. Effective the pay day of January 10, 2014, the City and a full-time employee shall share in vision premiums with the City paying 75% and the employee paying 25%.

2.21 Dental Insurance. The City shall provide a Dental Care Plan during this agreement or select an alternate vision care provider which maintains equivalent or increases benefits to the employee. Effective the pay day of January 10, 2014, the City and a full-time employee shall share in dental premiums with the City paying 75% and the employee paying 25%.

2.22 Life Insurance. The City shall provide group term life insurance benefits plan which shall provide for fifty thousand dollars (\$50,000) life coverage for full-time employees during the term of their employment.

2.23 Reimbursements. Effective the pay period starting December 7, 2013, the City shall end its practice of reimbursing employees for the employee share of State Disability Insurance, Medicare and FICA (approximately 9%).

2.25 Retirement / PERS – Public Safety Members

A. Eligibility. All regular and probationary employees shall be entitled to participate in the current retirement system from the date of hire.

B. Sworn PERS “Classic” Personnel. The City shall provide the PERS 2% @ 55 retirement formula for all sworn personnel. Effective July 1, 2015, employees will contribute 2% of the employee “pickup” for Public Employees Retirement System benefits. Effective January 1, 2016, employees will contribute 4% of the employee “pickup” for Public Employees Retirement System benefits.

C. Sworn PEPPRA New Hires. For employees hired on or after January 1, 2013 and classified as “new” members of CalPERS as defined by Public Employees Pension Reform Act (PEPPRA), the City shall maintain a contract with CalPERS for the provision of a 2% @ 57 (highest 36 months) retirement benefit formula. Also pursuant to PEPPRA these employees and the City are each responsible for paying one-half of the normal cost of this retirement plan.

2.26 Retirement / PERS – Miscellaneous Members

A. Eligibility. All regular and probationary employees shall be entitled to participate in the current retirement system from the date of hire.

B. Miscellaneous PERS “Classic” Personnel. The City shall provide the PERS 2% @ 55 retirement formula for all miscellaneous personnel. Effective July 1, 2015, employees will contribute 2% of the employee “pickup” for Public Employees Retirement System

benefits. Effective January 1, 2016, employees will contribute 4% of the employee “pickup” for Public Employees Retirement System benefits.

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

2.26 Mileage Reimbursement. Employees required to use their private vehicle for authorized City business or training shall receive reimbursement at the rate set forth by IRS.

2.27 Dues Deductions. The City will deduct, without charge, dues from the pay of those employees who individually provide written authorization for such dues in an amount certified be current and correct by the President of the POA by the 10th of the month following the month of deduction. Dues in this context mean any deduction voluntarily authorized by a POA member and City Employee.

2.28 Automatic Deposit. The City shall deposit for those employees who so request paychecks to employee accounts in a bank, credit union or savings and loan association per existing City policy.

2.29 Safety Equipment. The City shall supply all officers with adequate safety equipment. The City may issue patrol rifles upon officers completing necessary training and the rifles being available. Personal rifles may be authorized for use by officers upon the approval of the Chief of Police.

2.30 Recognition for Investigation Work. After a minimum of two (2) years tenure with the City, an officer will be recognized for satisfactory completion or authorized investigative work performed by that officer in the form of an acknowledgment letter written by the Chief of Police and placed in the officer's personnel file.

2.31 Incentive Pay for Special Assignments. Police Officers assigned to Special Assignments will be entitled to a premium above their base salary payable with the normal payroll, with a maximum of two (2) assignments. These Officers must satisfactorily perform their Special Assignments as well as their regular patrol duties. In the event an Officer resigns from their Special Assignment or the assignment no longer exists, the Officer will lose the premium pay. The Special Assignments for the period of the MOU are:

- K-9 Officer 3%
- School Resource Officer (SRO) 3%
- Motor Officer 3%
- Narcotics Officer 3%

Police Officers covered by this MOU are eligible for incentive pay at the rate of 4% for Field Training Officer assignments, but only on shifts when they are actually training other Police Officers (reserve or regular). Effective on July 2, 2016, Corporals and Sergeants are not eligible for the 4% Field Training Officer incentive pay.

Police Officers covered by this MOU are eligible for incentive pay at the rate of 4% for Senior Officer Assignments. Senior Officer Assignments will be at the discretion of the Chief and shall have a term of not greater than 3 years. Corporals and Sergeants are not eligible for the 4% Senior Officer Assignments or compensation

2.31 Movie /Special Events Assignments. All employees represented by the POA who are assigned to a movie/commercial detail or a special event detail shall be compensated at the rate of \$40.00 per hour.

2.32 Shift Differential. An employee whose shift covers 1900 – 0700 shall be paid a shift differential of \$1.00 per hour for the duration of said shift.

3. DISCIPLINARY ACTION.

3.01 Disciplinary action shall be in accordance with the City's Personnel Manual and the Guadalupe Police Department Police Manual.

4. GRIEVANCE PROCEDURES.

4.01 Employees covered by this MOU may file grievances in accordance with the following rules and procedures:

A. Grievances may be filed concerning the interpretation of this MOU, other rules and regulations concerning terms and conditions of employment, directions of supervisors and disciplinary actions, but may not be filed for rejecting during probation.

B. The Police Department shall allow a grieving employee time off from regular duties without loss of pay when such time off is reasonably necessary for the drafting of a grievance.

C. Time limits specified herein may be extended with the written approval of both parties.

D. Failure of a grieving employee to file an appeal within the specified time limits shall constitute abandonment of a grievance.

E. An aggrieved employee may be accompanied by and assisted by representative of the employee's choice but must be personally present and participate in discussions at each formal step in the proceedings.

F. No grievance shall be acted on unless filed within thirty (30) days of the time the

grieving employee had first knowledge of the matters on which the grievance is based.

G. In each grievance filed, the grieving employee shall state the action the employee wishes taken to cure the grievance, as well as specific and pertinent information as to the matter grieved. The steps in the procedure shall be as follows:

Step No. 1: The employee shall discuss the matter with the immediate supervisor, clearly stating that a grievance is being commenced. The supervisor shall refer the employee to the next level of supervision, if the matter is beyond the immediate supervisor's control, or shall respond verbally or in writing within five (5) days if the matter is within the scope of his/her control. If the employee is unsatisfied with the supervisor's response or is referred to the next level of supervision, the employee shall file a written grievance within five (5) days to the next level of supervision.

Step No. 2: On receipt of a grievance by the second level supervisor, that supervisor shall either refer the grievance to the next level of supervision, if the matter is beyond the second level supervisor's control, or schedule a meeting with the grieving employee to discuss the matter. The meeting shall be scheduled within five (5) days, and the second level supervisor shall respond in writing giving the reason for the decision made within five (5) days after completion of the meeting.

Step No. 3: The process shall continue through higher levels of supervision in the same manner as described in Step No. 2 until the employee is satisfied or the City Council is reached. A grievance to the City Council shall also state whether the grieving employee desires a closed or open hearing. Such grievance shall be scheduled for the next regular City Council meeting for which the agenda is open. The City Council shall hold such hearing and may make additional investigations into the matter. It shall direct a decision in writing with the reasons thereof within a reasonable time, and such decision shall be final.

5. EMPLOYMENT STATUS.

5.01 Personnel Files. An employee may inspect and copy his/her personnel file as required by law

5.02 Probationary Period. All appointments shall be tentative and subject to a probationary period of twelve (12) months. The Chief of Police, with consent of the City Administrator, may extend the probationary period for specified cause(s). The extension shall be provided in writing to an employee. All probationary employees who are being placed on an extended probationary period shall be given written notice of the extension prior to the expiration of their probationary period. In the event notice is not given, the employee shall be considered to have successfully completed the probationary period.

An employee who is in a position that is reclassified shall be required to complete an additional probationary period. The probationary period shall be regarded as part of a continuing testing process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee to the position and for rejecting any probationary employee whose performance does not meet the required

standard.

5.03 Demotion. Demotion of an employee to a lower class shall result in reduction of salary. The employee's salary shall be placed in the identical step in the lower class that the employee enjoyed in the class from which demotion was made. Demotion can be made for cause, which shall be provided to the employee in writing by the Chief of Police prior to any action taking place. The demoted employee may appeal demotion for disciplinary reasons through the grievance procedure. Demotion for any other reason is not appealable.

5.04 Lay-Off. Whenever, in the judgment of the City, it become necessary to make a reduction in force, whenever possible, the reduction shall be accomplished through attrition. Employees subject to a reduction in force shall be given at least thirty (30) working days notice prior to the effective date of the layoff, or thirty (30) days severance pay in lieu of notice. The POA shall receive concurrent notice and may be granted an opportunity to meet and consult with the City to discuss the proposed alternatives to a reduction in force.

When one (1) or more employees performing in the same class in the Police Department are to face reduction in force, the Chief of Police and the POA representative shall meet to discuss the procedures and order of lay-off.

5.05 Part-Time Employees. Part-time employees in represented classifications shall receive pro-rated benefits base on their percentage of FTE status.

6. POLITICAL ACTIVITIES. Pursuant to the City's Personnel Policy Manual and California Law.

7. MISCELLANEOUS.

7.01 Conclusiveness. It is not the intent of either party to change any plan, program, rule or regulation not specifically referred to in this MOU by the execution of the MOU. The parties may mutually agree to meet and confer on any matter at any time. This MOU is intended to be the full and final definition of wages, hours and working conditions for the period specified. However, other rules and policies set out in the City Personnel Policy Manual and the Administrative Procedures may apply. When in conflict with other policy documents, this MOU shall control.

7.02 Saving Clause. If any article or section of the MOU or any addendum thereof should be held to be invalid by operation or law or by a tribunal of competent jurisdiction, or if compliance or enforcement of any article or section should be restrained by such tribunal or by enactment of a superseding rule, regulation, law or order by any governmental authority other than the City, such article or section shall be immediately suspended and be of no force and effect, and the parties shall immediately begin the meet and confer process for the purpose of arriving at a mutually satisfactory replacement for such article or section. Invalidation of a part or portion of this MOU shall not invalidate

any remaining portion, unless those remaining portions were contingent upon the Operation of the invalidated article or section.

7.03 Non-Discrimination. Both the City and the POA agree that they shall not unlawfully discriminate against any employee on the basis of age, race, sex, handicap, creed, color, national origin, or ancestry. Neither the City nor the POA shall interfere with, intimidate, restrain, coerce, or discriminate against any employee because of the exercise of rights to engage or not engage in lawful POA activity.

7.04 City Rights Clause. The POA recognizes the City has and will continue to retain, whether exercised or not, the unilateral and exclusive right to operate, administer and manage its municipal services and work force performing those services in all respect subject to this MOU.

The City has and will continue to retain exclusive decision-making authority on matters not officially and expressly modified by specific provisions of the MOU.

The exclusive rights of the City shall include, but not be limited to: the right to determine the organization of the City government and the purpose and mission of its constituent agencies; to set standards of service to be offered to the public, and through its management officials, to exercise control and discretion over its organization and operations; to establish and effect administration and employment rules and regulations consistent with law and specific provisions of this MOU, to direct its employees; to classify and reclassify positions, to take disciplinary action for just cause; to relieve its employees from duty because of lack of work or for other legitimate reasons; to determine whether goods or services shall be made; purchases or contracted for; to determine the methods, means and personnel by which the City's services are to be provided, including the right to schedule assigned work and overtime; and to otherwise act in the interest of efficient service to the community.

For the City:

For the POA:

Ariston Julian, Mayor

Michael Kuhbander, President

Todd Bodem, City Administrator

EXHIBITS

CITY OF GUADALUPE
POA Employee Payscale

Effective August 19, 2023 - \$5.00 COLA

Range	A	B	C	D	E	F
159	32.098	33.703	35.388	37.157	39.015	40.966

Range	A	B	C	D	E	F
171	34.222	35.933	37.729	39.616	41.597	43.676

Range	A	B	C	D	E	F
182	36.401	38.221	40.132	42.139	44.246	46.458

Range	A	B	C	D	E	F
192	38.600	40.530	42.556	44.684	46.918	49.264

Range	A	B	C	D	E	F
202	44.722	46.958	49.306	51.771	54.359	57.077

Range	A	B	C	D	E	F
120	26.719	28.055	29.458	30.931	32.478	34.101
121	26.833	28.175	29.584	31.063	32.616	34.247
122	26.948	28.296	29.711	31.196	32.756	34.394
123	27.064	28.417	29.838	31.330	32.896	34.541
124	27.182	28.541	29.968	31.466	33.039	34.691
125	27.299	28.664	30.098	31.603	33.183	34.842
126	27.419	28.790	30.229	31.741	33.328	34.994
127	27.538	28.915	30.361	31.879	33.473	35.146
128	27.660	29.043	30.495	32.020	33.621	35.302
129	27.783	29.173	30.631	32.163	33.771	35.459
130	27.907	29.302	30.767	32.306	33.921	35.617
131	28.031	29.433	30.905	32.450	34.072	35.776
132	28.160	29.568	31.047	32.599	34.229	35.940
133	28.286	29.701	31.186	32.745	34.382	36.101
134	28.415	29.836	31.328	32.894	34.539	36.266
135	28.546	29.974	31.472	33.046	34.698	36.433
136	28.679	30.113	31.619	33.200	34.860	36.603
137	28.812	30.253	31.765	33.354	35.021	36.772
138	28.946	30.394	31.913	33.509	35.184	36.944
139	29.081	30.535	32.061	33.664	35.348	37.115
140	29.217	30.678	32.212	33.823	35.514	37.290
141	29.357	30.825	32.366	33.984	35.684	37.468
142	29.497	30.971	32.520	34.146	35.853	37.646
143	29.636	31.118	32.674	34.308	36.023	37.824

Range	A	B	C	D	E	F
144	29.781	31.270	32.834	34.476	36.199	38.009
145	29.925	31.421	32.992	34.642	36.374	38.193
146	30.070	31.573	33.152	34.810	36.550	38.378
147	30.218	31.729	33.315	34.981	36.730	38.566
148	30.365	31.884	33.478	35.152	36.909	38.755
149	30.515	32.040	33.642	35.324	37.091	38.945
150	30.666	32.200	33.810	35.500	37.275	39.139
151	30.820	32.361	33.979	35.677	37.461	39.334
152	30.974	32.523	34.149	35.856	37.649	39.532
153	31.131	32.688	34.322	36.038	37.840	39.732
154	31.287	32.852	34.494	36.219	38.030	39.931
155	31.446	33.018	34.669	36.402	38.222	40.134
156	31.608	33.189	34.848	36.591	38.420	40.341
157	31.770	33.358	35.026	36.777	38.616	40.547
158	31.935	33.532	35.208	36.969	38.817	40.758
159	32.098	33.703	35.388	37.157	39.015	40.966
160	32.266	33.879	35.573	37.352	39.219	41.180
161	32.435	34.057	35.760	37.548	39.425	41.396
162	32.606	34.236	35.948	37.746	39.633	41.614
163	32.778	34.417	36.138	37.945	39.842	41.834
164	32.953	34.601	36.331	38.147	40.055	42.057
165	33.126	34.783	36.522	38.348	40.265	42.279
166	33.305	34.971	36.719	38.555	40.483	42.507
167	33.486	35.160	36.918	38.764	40.702	42.737
168	33.666	35.349	37.117	38.973	40.921	42.967
169	33.849	35.541	37.318	39.184	41.144	43.201
170	34.033	35.735	37.522	39.398	41.368	43.436
171	34.222	35.933	37.729	39.616	41.597	43.676
172	34.409	36.129	37.936	39.832	41.824	43.915
173	34.598	36.328	38.145	40.052	42.055	44.157
174	34.791	36.530	38.357	40.275	42.289	44.403
175	34.985	36.734	38.571	40.499	42.524	44.650
176	35.181	36.940	38.787	40.727	42.763	44.901
177	35.381	37.150	39.007	40.957	43.005	45.156
178	35.580	37.359	39.227	41.188	43.247	45.410
179	35.782	37.571	39.449	41.422	43.493	45.668
180	35.985	37.784	39.674	41.657	43.740	45.927
181	36.191	38.001	39.901	41.896	43.990	46.190
182	36.401	38.221	40.132	42.139	44.246	46.458
183	36.610	38.440	40.362	42.381	44.500	46.725
184	36.823	38.664	40.597	42.627	44.758	46.996
185	37.037	38.889	40.833	42.875	45.019	47.269
186	37.255	39.118	41.074	43.127	45.284	47.548
187	37.472	39.346	41.313	43.378	45.547	47.825

Range	A	B	C	D	E	F
188	37.694	39.579	41.558	43.636	45.818	48.108
189	37.917	39.812	41.803	43.893	46.088	48.392
190	37.870	39.764	41.752	43.840	46.032	48.333
191	38.369	40.288	42.302	44.417	46.638	48.970
192	38.600	40.530	42.556	44.684	46.918	49.264
193	38.831	40.773	42.812	44.952	47.200	49.560
194	39.066	41.019	43.070	45.224	47.485	49.859
195	39.303	41.268	43.332	45.498	47.773	50.162
196	39.542	41.519	43.595	45.774	48.063	50.466
197	39.784	41.774	43.862	46.055	48.358	50.776
198	40.030	42.031	44.133	46.339	48.656	51.089
199	40.275	42.289	44.403	46.623	48.955	51.402
200	40.524	42.551	44.678	46.912	49.258	51.721
201	40.777	42.815	44.956	47.204	49.564	52.042
202	44.722	46.958	49.306	51.771	54.359	57.077
203	45.005	47.256	49.619	52.099	54.704	57.440
204	45.291	47.555	49.933	52.430	55.051	57.804
205	45.579	47.858	50.251	52.764	55.402	58.172
206	45.872	48.166	50.574	53.103	55.758	58.546
207	46.165	48.473	50.897	53.442	56.114	58.920
208	46.462	48.786	51.225	53.786	56.475	59.299
209	46.763	49.101	51.556	54.134	56.841	59.683
210	47.068	49.421	51.892	54.487	57.211	60.072
211	47.373	49.741	52.228	54.840	57.582	60.461
212	47.682	50.066	52.569	55.198	57.958	60.855
213	47.994	50.394	52.914	55.559	58.337	61.254
214	48.309	50.725	53.261	55.924	58.720	61.657
215	48.628	51.059	53.612	56.293	59.107	62.063
216	48.951	51.398	53.968	56.666	59.500	62.475
217	49.276	51.740	54.327	57.044	59.896	62.890
218	49.604	52.084	54.688	57.422	60.294	63.308
219	49.935	52.432	55.054	57.806	60.697	63.732
220	50.270	52.784	55.423	58.194	61.104	64.159
221	50.609	53.140	55.797	58.587	61.516	64.592
222	50.952	53.499	56.174	58.983	61.932	65.028
223	51.297	53.862	56.555	59.382	62.351	65.469
224	51.645	54.227	56.939	59.785	62.775	65.913
225	51.998	54.597	57.327	60.194	63.203	66.364
226	52.352	54.969	57.718	60.604	63.634	66.816
227	52.712	55.347	58.115	61.021	64.072	67.275
228	53.075	55.729	58.515	61.441	64.513	67.739
229	53.441	56.113	58.919	61.865	64.958	68.206
230	53.809	56.499	59.324	62.290	65.405	68.675



CITY ADMINISTRATOR'S REPORT

November 14, 2023

(Information below may be subject to change)

1. Public Money Market Account Earnings

On August 22, 2023, the Council approved a Resolution authorizing the City to open a Public Money Market Account with Mechanics Bank which expanded the city's ability to get a significantly greater return on its investment.

Since the Money Market Account was opened in mid-October, the City earned **\$25,965.75** in additional interest income for this month!

City staff is appreciative of the Finance Director, Janice Davis foresight and initiative to create an increased rate of return on the city's sitting money. Thank you, Janice!

2. Celebrating Assemblymember Greg Hart's (37th District) New Santa Maria Office!

Assemblymember Greg Hart's team shared with city staff that they are excited to invite city representatives to the grand opening of their new Santa Maria District Office! Enjoy light refreshments while learning about constituent services that the district office can provide to you.

Tuesday, November 14

4 - 6 p.m.

Santa Maria District Office
1111 S Broadway, Suite 101
Santa Maria, CA 93454

The new Santa Maria District Office will increase access to state resources for residents, businesses, and service providers in the Santa Maria Valley. Additionally, they are pleased to share the news that the office will be shared with State Senator Monique Limón.

As always, you are welcome to request a meeting with their office to discuss various priorities or get your questions answered by calling my district office in Santa Maria at (805) 346-1237 and Santa Barbara at (805) 564-1649, or via email at Assemblymember.Hart@assembly.ca.gov.

3. Planners Census Reference Update Power Point Presentation

Please review **attachment 1** to see statistical demographic planning data for Santa Barbara County.

4. Santa Barbara County Housing Statistics

According to HdL Coren & Cone, persistently high mortgage rates continue to test California’s housing market as home sales fell for the fourth consecutive month in September, while the median price rose from the year-ago level for the third straight month to record its largest year-over-year gain in more than a year. September’s statewide median home price was \$843,340, down 1.9 percent from August and up 3.2 percent from a year ago. Prices are likely to experience monthly declines in the next couple of months, following the traditional seasonal pattern. Positive year-over-year price growth is expected to persist through the remainder of the year as housing supply is expected to remain tight.

Please see the chart below for sales and price activity by region.

State/Region/County	Median Sold Price of Existing Single-Family Homes					Sales	
	Sept. 2023	Aug. 2023	Sept. 2022	Price MTM%	Price YTY%	Sales MTM%	Sales YTY%
Calif. Single-family home	\$843,340	\$859,800	\$817,150	-1.90%	3.20%	-5.40%	-21.50%
Calif. Condo/Townhome	\$650,000	\$657,000	\$620,000	-1.10%	4.80%	-16.80%	-18.70%
Los Angeles Metro Area	\$780,000	\$792,500	\$750,000	-1.60%	4.00%	-10.70%	-20.80%
Central Coast	\$950,000	\$950,000	\$920,000	0.00%	3.30%	-6.30%	-20.80%
Central Valley	\$481,000	\$485,000	\$465,000	-0.80%	3.40%	-9.80%	-22.50%
Far North	\$385,000	\$369,000	\$379,740	4.30%	1.40%	-15.40%	-22.30%
Inland Empire	\$550,000	\$569,990	\$562,240	-3.50%	-2.20%	-12.80%	-24.80%
San Francisco Bay Area	\$1,300,000	\$1,260,000	\$1,220,000	3.20%	6.60%	-9.60%	-23.70%
Southern California	\$820,000	\$830,000	\$783,380	-1.20%	4.70%	-12.40%	-21.70%

Attachment 2 are reports showing the number of detached single-family residential sales (by quarter) and the median sale price for those properties. The report batch includes a sheet for the entire county and one for each of our client cities/agencies.

5. FEMA Reimbursement – January 2023 Storms

The City Administrator, Todd Bodem, Engineer Technician Dayanira Cruz, and Recreation and Parks Manager Hannah Sanchez worked hard to seek reimbursements from the cost of repairing damaged infrastructure caused by the January 2023 floods. Once the FEMA project gets approved, the fund goes to the State for distribution. Abdi Farhang, from FEMA, conservatively said funds will be received by early 2024.

Please see status of the categories for reimbursement and yet to be determined amounts:

Category/Title/Reimbursement amount

- WWTP Spay-Field and Monitor Wells and Storm Damages, pending and cost TBD.
- LeRoy Parking Lot Repairs, **\$146,833.96**
- Pond “C” Berm Repairs, pending and cost TBD.
- City Debris Removal, **\$86,921.73**

- Project Management, max 5% of the total dollar of all other projects, pending TBD.

6. 10-27-23 Energy Pathways meeting with Guadalupe and SoCalGas

On October 27, 2023, the Recreation and Parks Manager (and facility staff) and the Engineering Technician, met with Dave Cross, Program Manager for Public Sector Regional Energy Pathways. The team discussed Guadalupe's facilities, projects, and mentioned ways they could assist with energy efficiency; therefore, cost savings. SoCalGas has a direct install program, much of which is no cost to the city, that can really make a difference, and there are other programs and options. We also discussed water conservation, kitchen equipment, and other possibilities.

City staff provided a list of your city facilities. They need to know from each of them: the square footage, whether they have a kitchen, if the building uses gas, and if there is a water heater. More to come as this develops....

7. Lobbying Compliance – Townsend Public Affairs Grant Writers

The City of Guadalupe entered a contract with Townsend Public Affairs and the City registered as a "lobbyist employer." The Secretary of State requires any person or entity who contracts with a lobbying firm to register their relationship by filing a Form 602 for each legislative session (every two years).

As the City's grant writer, Townsend Public Affairs do more than just write and submit our grant applications. They leverage the legislative relationships to advocate for our submissions and they work with agency staff prior to submission to secure feedback on our projects, which is why registration on the State level is required to fulfill the scope of our services to the City. Townsend wants to take every step possible to put our application at the top of the pile.

8. Low Carbon Transit Operations Program (LCTOP) Carbon Transit Operation Program Grant – Electric Van

GREAT NEWS! The City applied for and received a total project funding amount of **\$116,476** for the capital purchase of one electric van for demand response for ADA service. Santa Barbara County, via the LCTOP funding program provided funding to purchase the electric van is for the Smooth Transit system. City staff are waiting for it to be purchased and launched.

9. AI's Union Property Update

Pursuant to discussions recently by the City Council there is some interest in retaining ownership of the AI's Union parcel by the City for a municipal purpose (such as, possibly, locating of a new fire station, or a similar government purpose).

The City Attorney is working with the Redevelopment Agency Attorney for answers. It is thought that assuming the process doesn't reveal any material error in our Surplus Land Act (SLA) noticing, the attorney does not think we would have to go through the SLA notification process again, but is not sure Department of Finance (DOF) would approve as a transfer for governmental purpose as under the Dissolution Law (which is different than the SLA, where it would work) the property typically has to be used for a governmental purpose prior to

transfer, or there needs to be documentation evidencing that the property was purchased for a specific governmental purpose.

City staff will bring forward the AI's Union idea to the Successor Agency Board (the City Council) on November 28, and the RDA attorney are also planning on requesting that the Compensation Agreement for the Theater be brought to the City Council that evening as well.

10. Hwy 1/166 Consolidation

At time of this report, there are six signatures being held on the CalTrans-City cooperatives agreements for Hwy 1/166 consolidated projects. The first two to sign are Caltrans staff, then it will route to Mayor Julian, and then Philip and the clerk. The last signature will be with Caltrans District Director Scott Eades. Once all signatures are executed, a copy will be forwarded to the City. Just a reminder that the Certificate of Acceptance for the dedication from Pasadera, once signed by the City Clerk, needs to be included in the Dedication document when it is recorded.

11. Guadalupe -Lompoc Initiative – County of Santa Barbara One Climate

On November 11th, City staff met with Santa Barabara County One Climate staff (Garret and Ashley) to discuss funding and capacity needs and ideas around climate action and adaptation. You may recall, this Initiative submitted a grant application last fall and was not awarded by the grant program. However, thanks to our State representatives, the County has been allocated **\$1.625M** for the Regional Climate Collaborative (Guadalupe-Lompoc Initiative) project in the State budget!

At the meeting, the City of Guadalupe stands to receive \$250,000 for:

- The City of Guadalupe will collaboratively develop a Climate Action Plan with community members and organizations.
- Objective- Support City of Guadalupe to develop an equity-oriented Climate Action Plan through community engagement, technical assistance.

11-7-2023 Meeting Attendees:

- County of Santa Barbara One Climate Initiative Staff (Garret Wong, Climate Program Manager)
- Todd Bodem- City Administrator
- Christine Rose, Senior Grant Writing Associate, Townsend
- Dayanira Cruz, Public Works

Meeting Notes:

Garrett Wong provided background:

- Focus on Grant funding is on under-resourced communities to build capacity in those communities to incorporate climate actions/work.

- Previously worked with Los Amigos De Guadalupe, Dunes Center, Shannon Sweeney, and other City of Guadalupe staff. In addition, worked with City of Lompoc Staff and organizations. Original budget/application was for **\$1.75M** with the County as lead.
- Update: State legislator wrote into budget trailer bill authorizing **\$1.6M** for implementing Regional Climate Collaborative with CEC as recipient of funding. This happened with other budget allocations where organizations with a historic implementation role became recipients of budget allocations. This creates some complications with funding administration changes.
- When Shannon Sweeney was involved, her priority was a Climate Action Plan (CAP) for City of Guadalupe. Since Shannon is no longer with the City, we discussed the current priorities and who would be the best point of contact. The CAP plan is still a priority.

Todd

- We are in the process of pursuing civil engineering services. This seems like a good opportunity to leverage funding.
- Staffing is in flux.
- Looking into the idea of hiring a grants manager, or at least new civil engineer to manage projects.
- Would want to hire an outside consultant; currently in process of hiring Urban Planning Concepts to continue Planning Services with them.
- Different elements of current general plan that can tie into Climate Action Plan.

Ashley

- There are different levels of description/work that could be considered for Climate Action Plan.
- CEQA qualified CAP would require a much more detailed process and would shape the approach to the CAP.
- The County and CEC would be partners in CAP development.

Dayanira

- Would take collaboration to outline scope and depth of detail for CAP.
- City is making progress on EV charging + electrification goals.
- Was Shannon's goal with CAP how to mitigate.... (EJ-missing context here).
- What would CAP partners need for City to provide to begin analysis?
- o This would be a next step.

Garrett

- Shannon's focus was on what can the City do and what can't the City do to deliver results. County + Partners can support by providing backend analysis, community engagement, and recommendations/best practices.
- Is the goal to move along at the same pace of the State, or drive more development and growth, or is there community interest in advancing climate progress?

Todd again

- All the above; we also need to find ways to drive revenue.

- Considering energy back up /resilience needs of City facilities and fleet.
- Le Roy Park is in development; phase 1 done; phase 2 \$1.7M earmarked (2000 sq/ft. building).
- Skate Park in development; Mayor and Council goal of improved recreation programs.
- Received \$1M grant for Electric Bus; Received another grant for an electric ADA Bus.
- Received a grant for Amtrak to install electric charging and other upgrades.
- Increasing energy resilience at City Hall (adding solar) is of interest.
- How CAP ties into multi-modal transportation is something to consider.
- In the future - 2025-2026 housing project with SBCAG.
- Royal Theater received grants of \$10M to rehab + refurbish performing arts facility.
- Have two approved CUPs for cannabis retail stores and one processing plants.
- Really need to consider sustainability/capacity of city staff.

Current Guadalupe Plans Include:

- Downtown Business Plan.
- Rural Recreational Resiliency (RERC).
- Community Resilience Plan.
- GHG Analysis.

What is the near-term focus on implementing these plans?

- Todd: Tourism/Hospitality; Multi-modal planning strategies; Urban Greening, regional/city park master planning.

Next steps:

- CEC and County meet with state to discuss financial disbursement.
- County will draft a work plan for City to review.
- City: Consider how does City wants to engage the community; Map stakeholders.
- County to help design educational modules for City engagement in CAP development to understand the science and art of CAPs.
- County to send City staff the previous GHG assessments.

12. Guadalupe Senior Center Staffing Possibility

According to Mayor Julian, via communication with the state in reference to our CDGB Covid 2&3 senior meal services, we have been informed that there is funding to hire an individual to help expand meal and other senior services here in Guadalupe. The Mayor spoke to Janine about the possibility of hiring an individual to help increase senior meal services as well as assist in the coordination of senior services here in Guadalupe. City staff met on October 27 to focus, at a minimum, on a job description which will support AAA services as well as to outreach to our senior population. We believe that by focusing on AAA meal services, we can develop a staff presence at this site to expand services to seniors based on local needs.

Instead of creating a job description for a staff person who could help expand senior services as well as solidify the city's and AAA commitment to continued senior meal services, we would requested from AAA a job description for this type of position for HR to work from. Also, Janine mentioned that there may be an individual within the AAA system of services, who could possibly review our needs and help fill this staffing need.

13. Shaping the Future: Key Trends in Real Estate, Finance, and Economic Development

On November 7, 2023, a free online seminar from ILG and speakers from Kosmont Companies who provided some useful ideas for economic development in Guadalupe.

The seminar touched on how private sector investment priorities are undergoing profound changes. In response, local governments face the challenge of leveraging new real estate development trends, aligning with evolving worker preferences, and adapting to the digital economy's transformative impact on flexibility and location. This session empowers local leaders with a deep understanding of the seismic shifts in land use and the nuances of and opportunities in public and private finance strategies. These insights are crucial to capture value in an environment of altered investment priorities. Moreover, the session provided actionable guidance on deploying effective economic development platforms to attract private investment and foster local prosperity. By equipping Guadalupe with these economic development strategies and public agency investment insights, the city could set the stage for informed decision-making and ensuring a prosperous future. Staff will investigate this further.

14. Meeting with City of Guadalupe to Discuss Cannabis Permitting and CEQA 11/6/2023

Below is what happened at the 11-06-2023 meeting between the Air Pollution Control District (APCD) and the City of Guadalupe to Discuss Cannabis permitting and CEQA and next steps:

Attendees

- APCD: Aeron Arlin Genet (APCD Director), David Harris (Engineering Division Manager), Alex Economou (Planning Division Manager), Carly Barham (Air Quality Specialist), Emily Waddington (Air Quality Specialist), Bryan Wong (Air Quality Specialist)

- City: Ariston Julian (Mayor), Todd Bodem (City Administrator), Alice Saucedo (Permit Technician), Bill Scott (Contract Planner)

Agenda

- District's Cannabis Advisory and Permitting Requirements Table
 - o Guidance documents for city staff and cannabis project applicants
 - o Cannabis Advisory was updated in July 2023 but has been available for several years
 - o Permitting Requirements table describes cannabis operations that require a district permit or are subject to our Nuisance Rule
 - o Retail storefronts are exempt from air district permit, but the District's Nuisance Rule still applies

- **CEQA**
 - o District CEQA role
 - * District required to make a CEQA determination for every air district permit that we issue. District usually act as a Responsible Agency under CEQA working with the Lead Agency (the City). Ideally, the

District would be able to rely on the City's CEQA determination and CEQA document (if applicable) for their permit issuance. They would like to collaborate with the lead agency early in the application process so they can make sure that air quality issues are properly addressed in the CEQA document.

- o City's CEQA approach for cannabis projects
 - * Looking at projects individually for CEQA determination rather than programmatic document
 - * So far issued exemptions for previous projects
 - * Working with consultant to help with CEQA determinations
- **Central Coast Processing Facility (151 Obispo St)**
 - o The District received 18 complaints about odors coming from the facility.
 - o APCD staff coordinated with City of Guadalupe to perform a joint inspection of the facility.
 - o District issued a Notice of Violation to the business for failing to obtain a District permit for a cannabis processing facility and violating our Nuisance Rule.
 - o Applicant is actively working with District permitting staff to secure permit and address odor system. No action is needed on the part of the City.
- **Future collaboration**
 - o District will provide update to City when permit is issued for Central Coast Processing
 - o District to provide update at Guadalupe city council meeting
 - o District to send cannabis postcards to City staff to have at offices/planning counter
 - o City to send us cannabis applications that could require permit or have air quality issues
 - o City to share our Cannabis Advisory and Permitting table with cannabis applicants

END OF REPORT



Planner's Census Reference

November 02, 2023





Summary

- Next steps
- Topic areas
- Survey of initial findings
- Recommendations

Next Steps

- Integrate JTAC feedback.
- Complete the collection of data and quality assurance.
- Begin tabulating the first draft onto a digital platform.
- Return in April 2024 with draft copy for review.

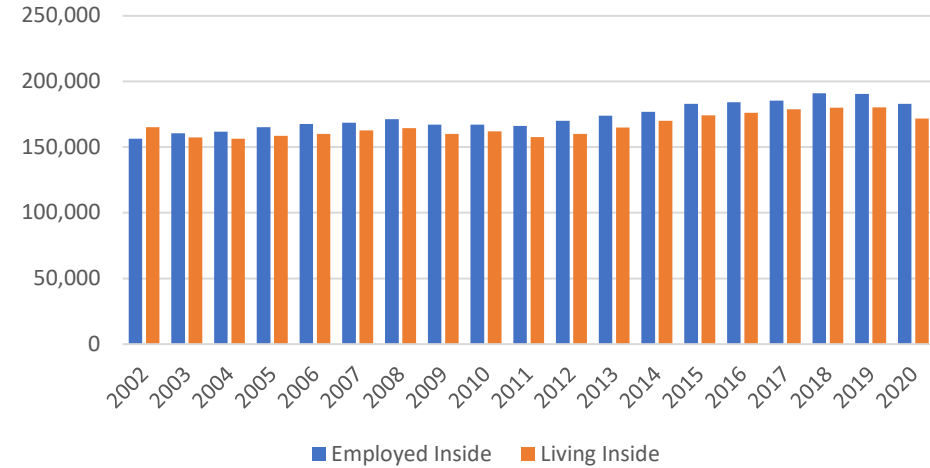
Topic Areas and Future Plans

- Population and Demographics
- Housing Tenure and Characteristics
- Employment and Commuter Patterns
- Educational Attainment and Enrollment
- Environmental Justice and Equity*
- Transportation and Mobility – including micro-mobility data*
- More data by jurisdiction and years from 2000*

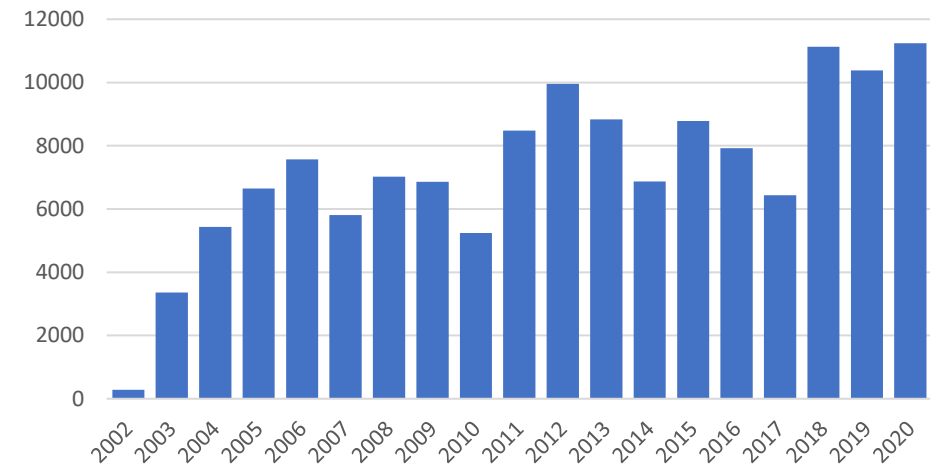
* To be included in the upcoming draft.

YEAR	Employed Inside	Living Inside	Net Job Flow
2002	156,363	165,080	283
2003	160,590	157,235	3,355
2004	161,823	156,390	5,433
2005	165,077	158,430	6,647
2006	167,500	159,931	7,569
2007	168,504	162,700	5,804
2008	171,314	164,290	7,024
2009	166,987	160,123	6,864
2010	167,144	161,904	5,240
2011	166,122	157,646	8,476
2012	170,042	160,088	9,954
2013	173,779	164,941	8,838
2014	176,868	170,002	6,866
2015	182,849	174,066	8,783
2016	184,103	176,180	7,923
2017	185,235	178,804	6,431
2018	191,035	179,908	11,127
2019	190,550	180,164	10,386
2020	182,990	171,752	11,238

Labor Market Size

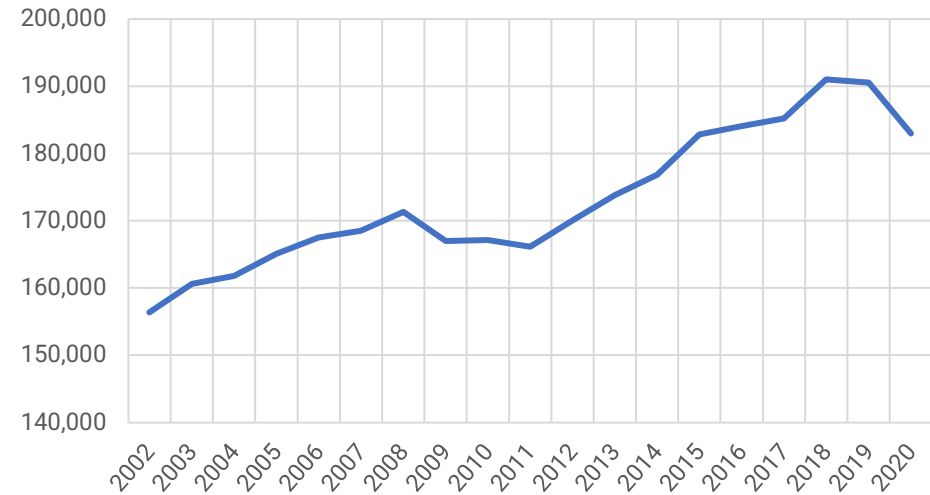


In-Flow and Out-Flow of Jobs

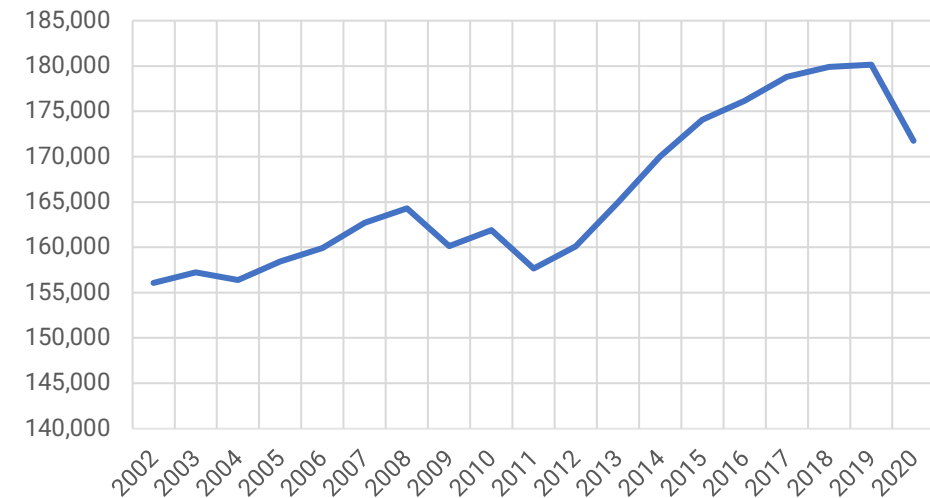


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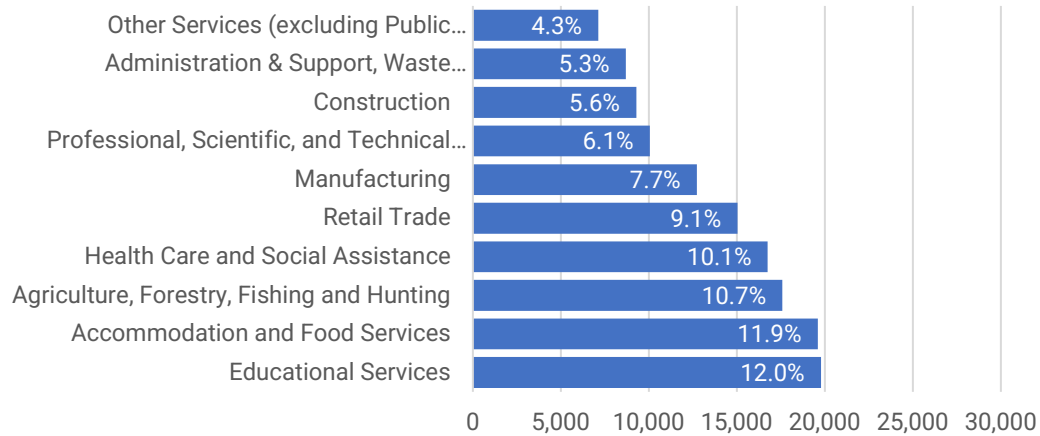
Employed in Santa Barbara County



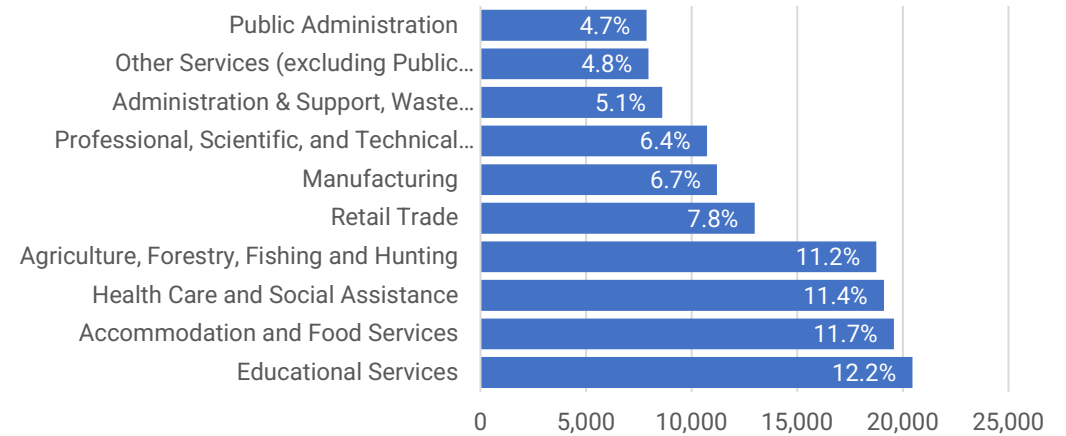
Living and Employed in Santa Barbara County



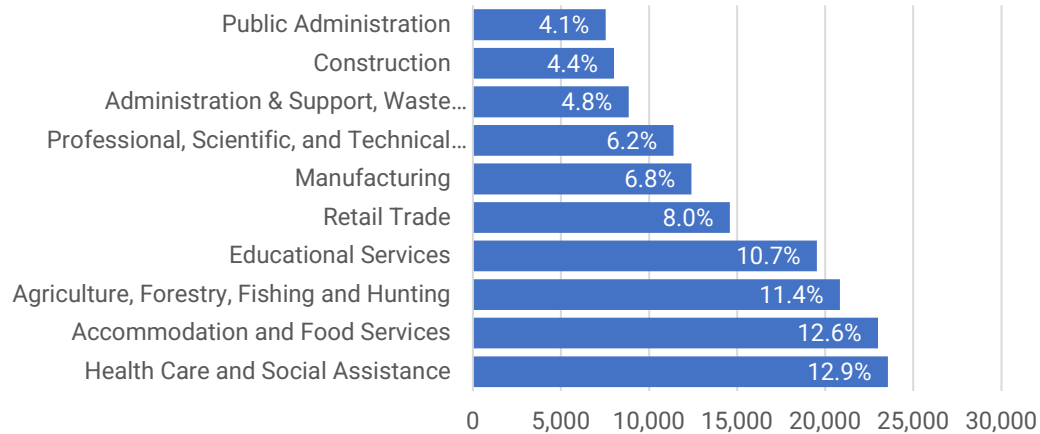
Top 10 NAICS Industries of 2005



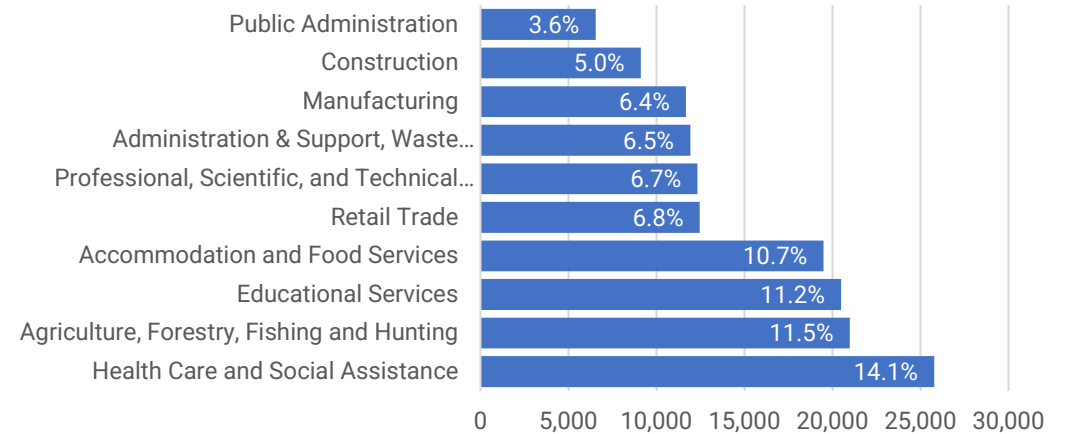
Top 10 NAICS Industries of 2010



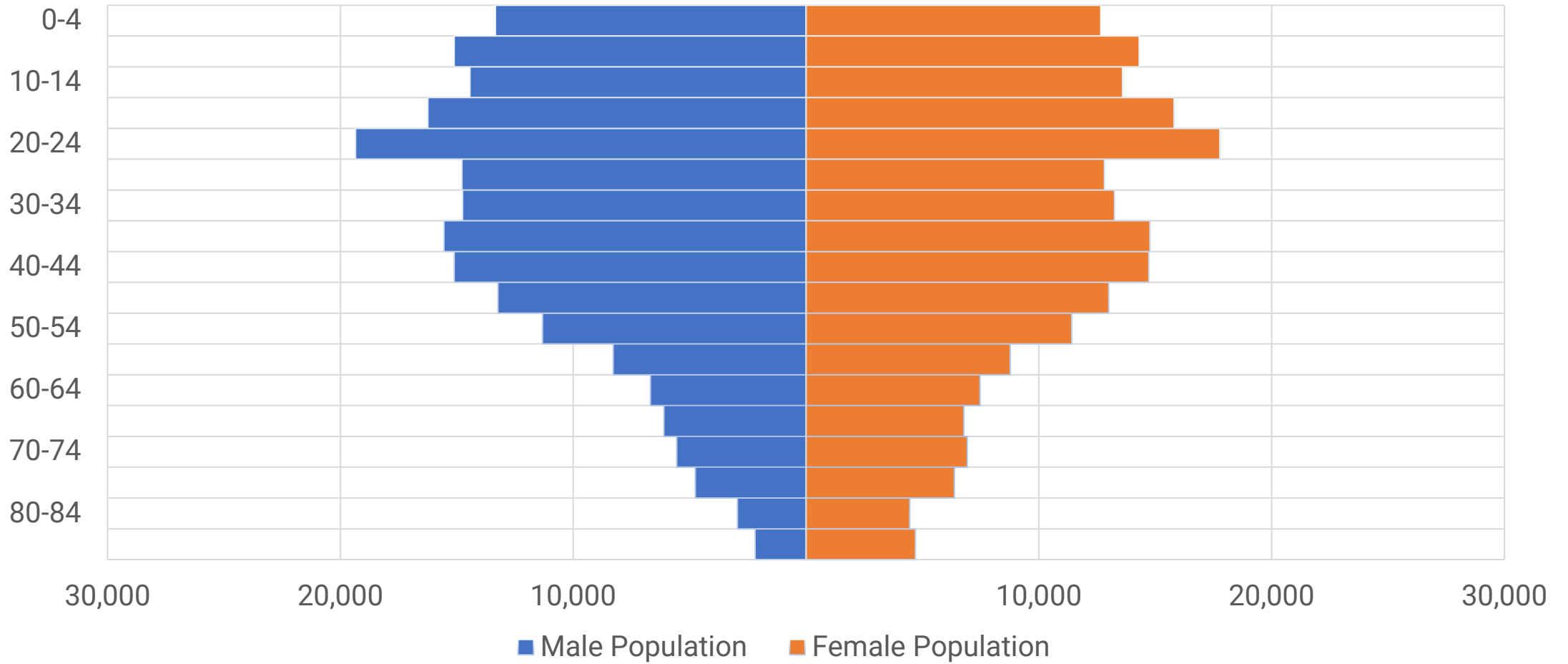
Top NAICS Industries of 2015



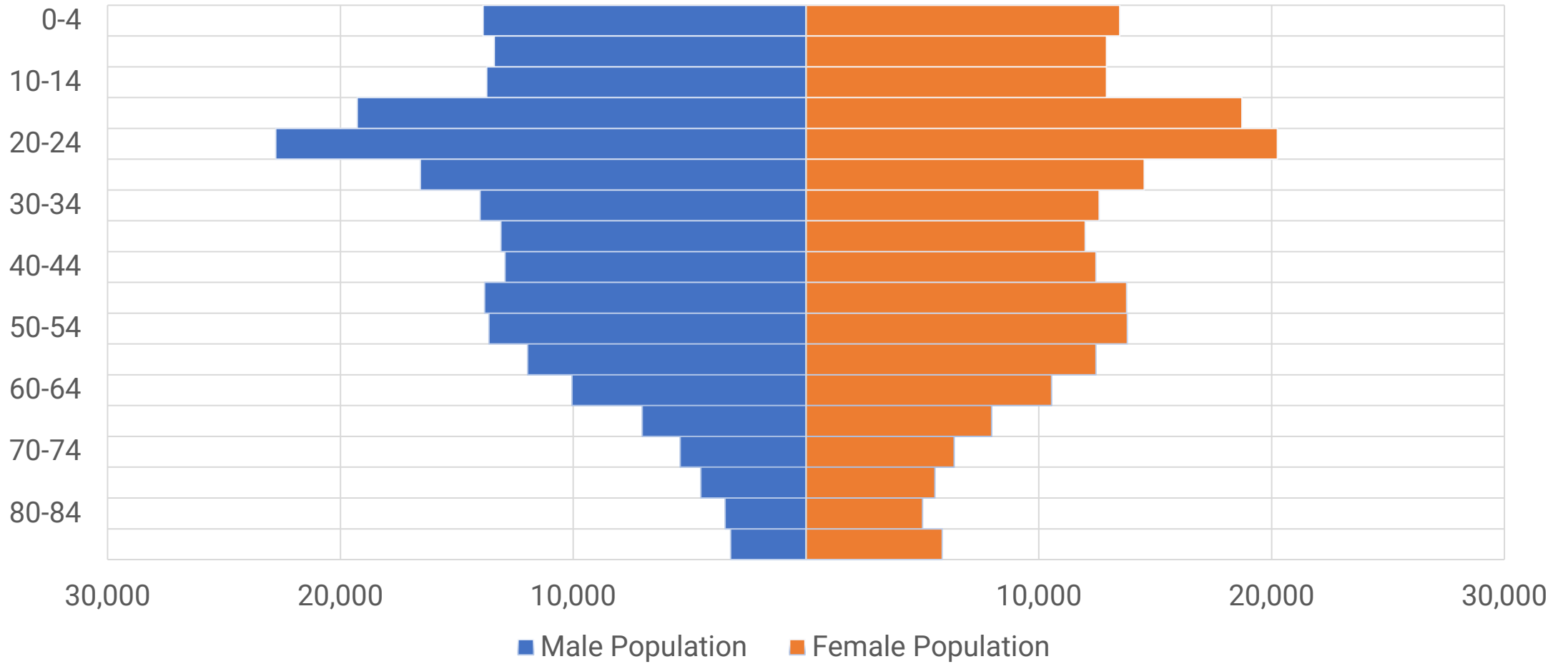
Top 10 NAICS Industries of 2020



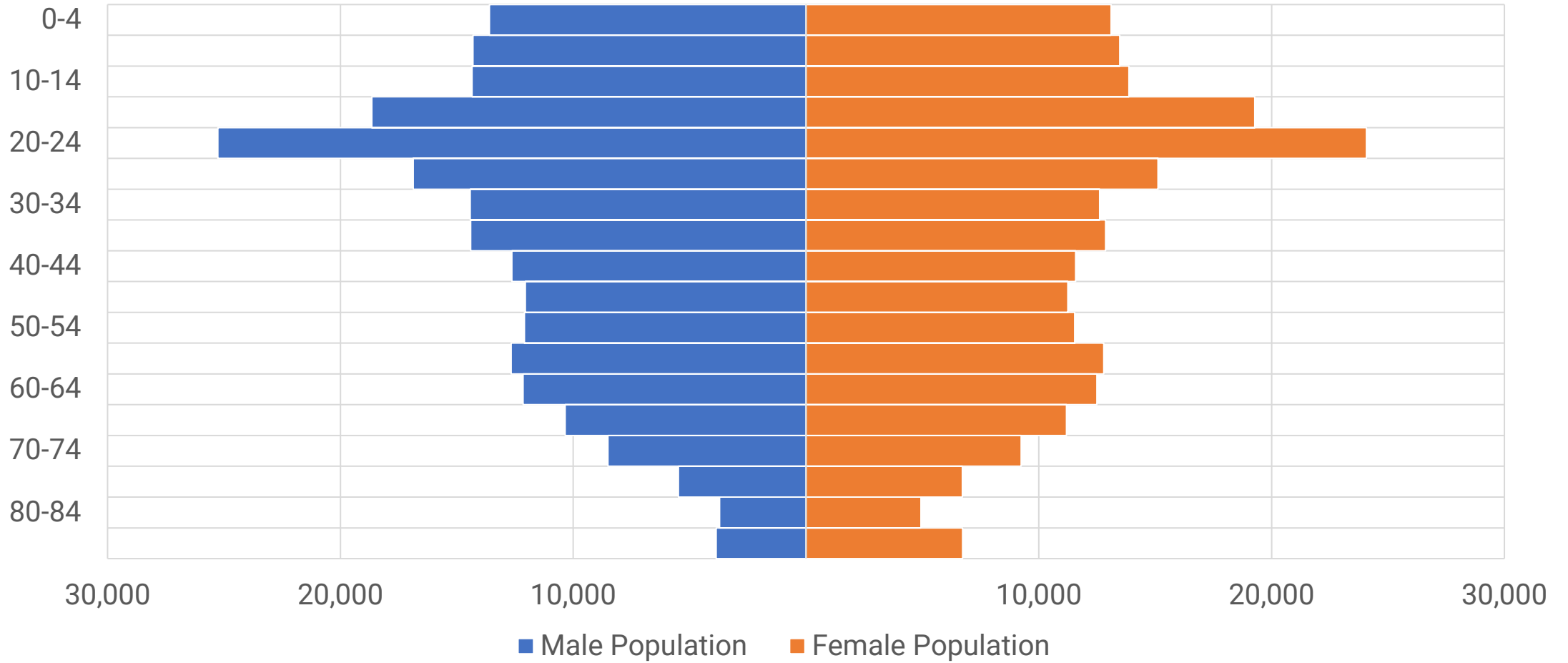
2000 Age-Sex Distribution



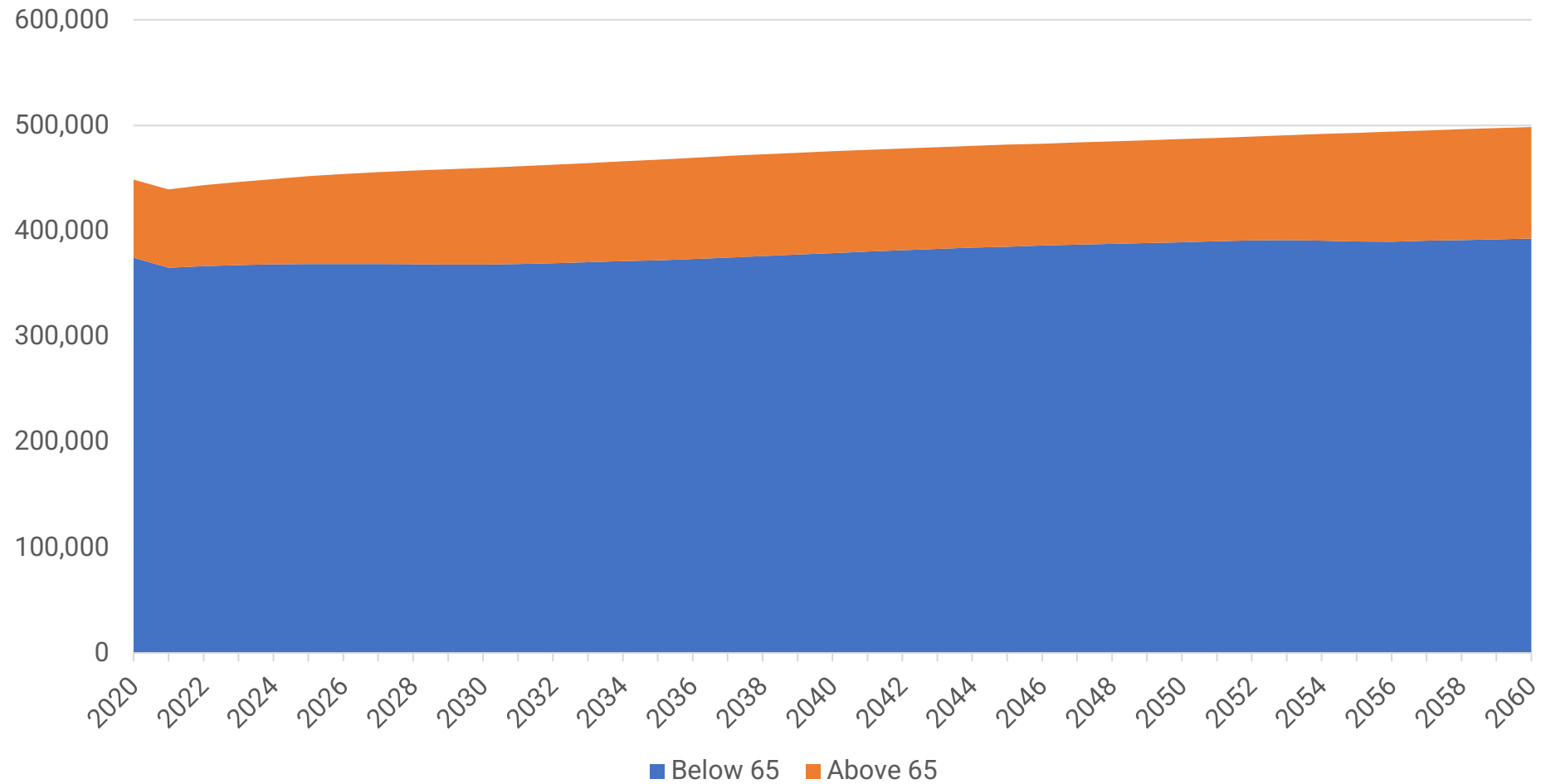
2010 Age-Sex Distribution



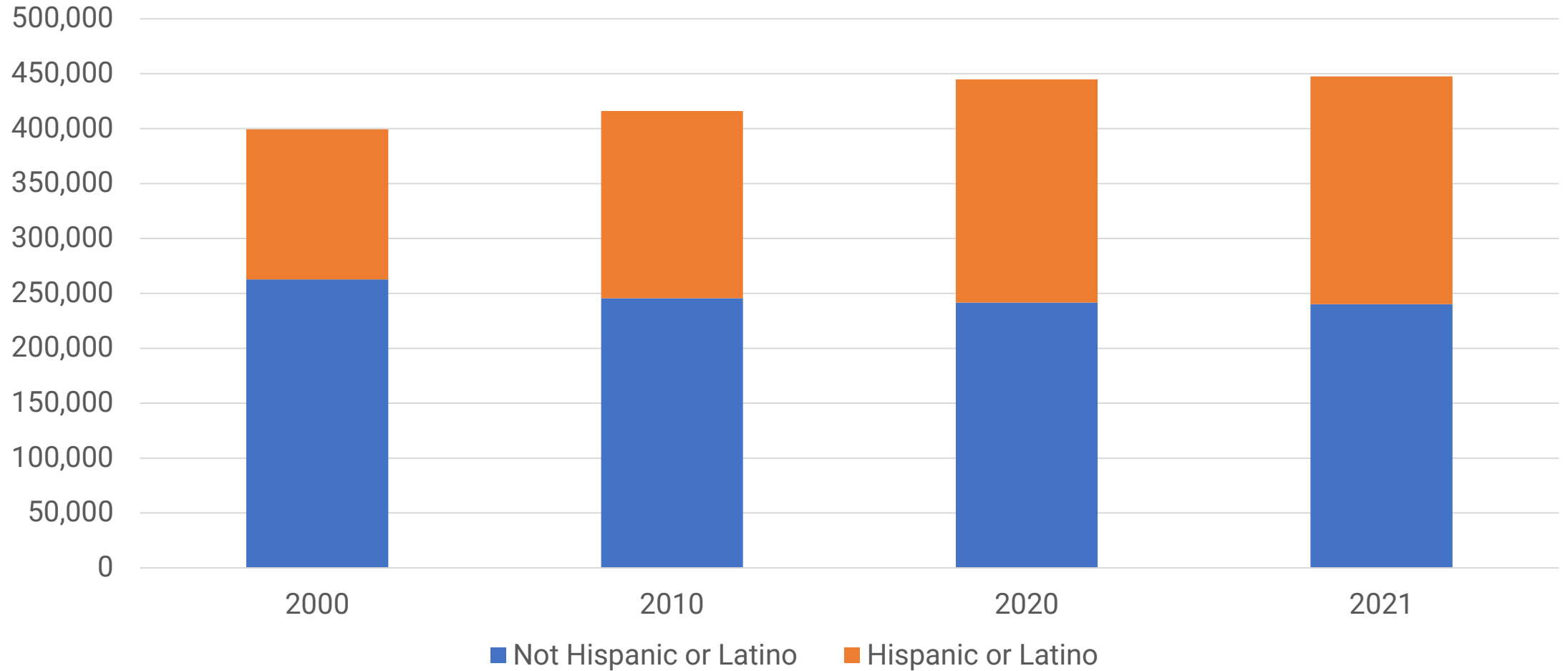
2020 Age-Sex Distribution



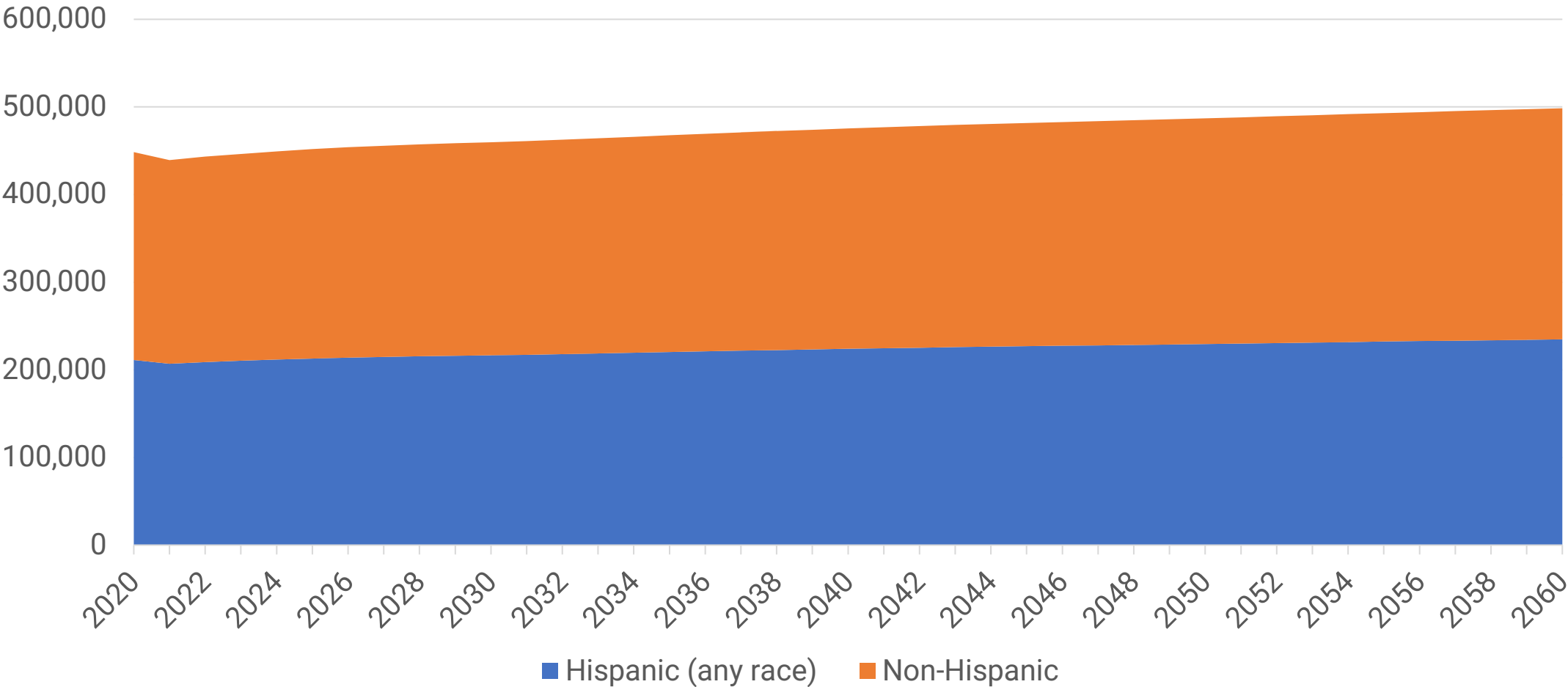
65+ Population Projection (2020-2060)



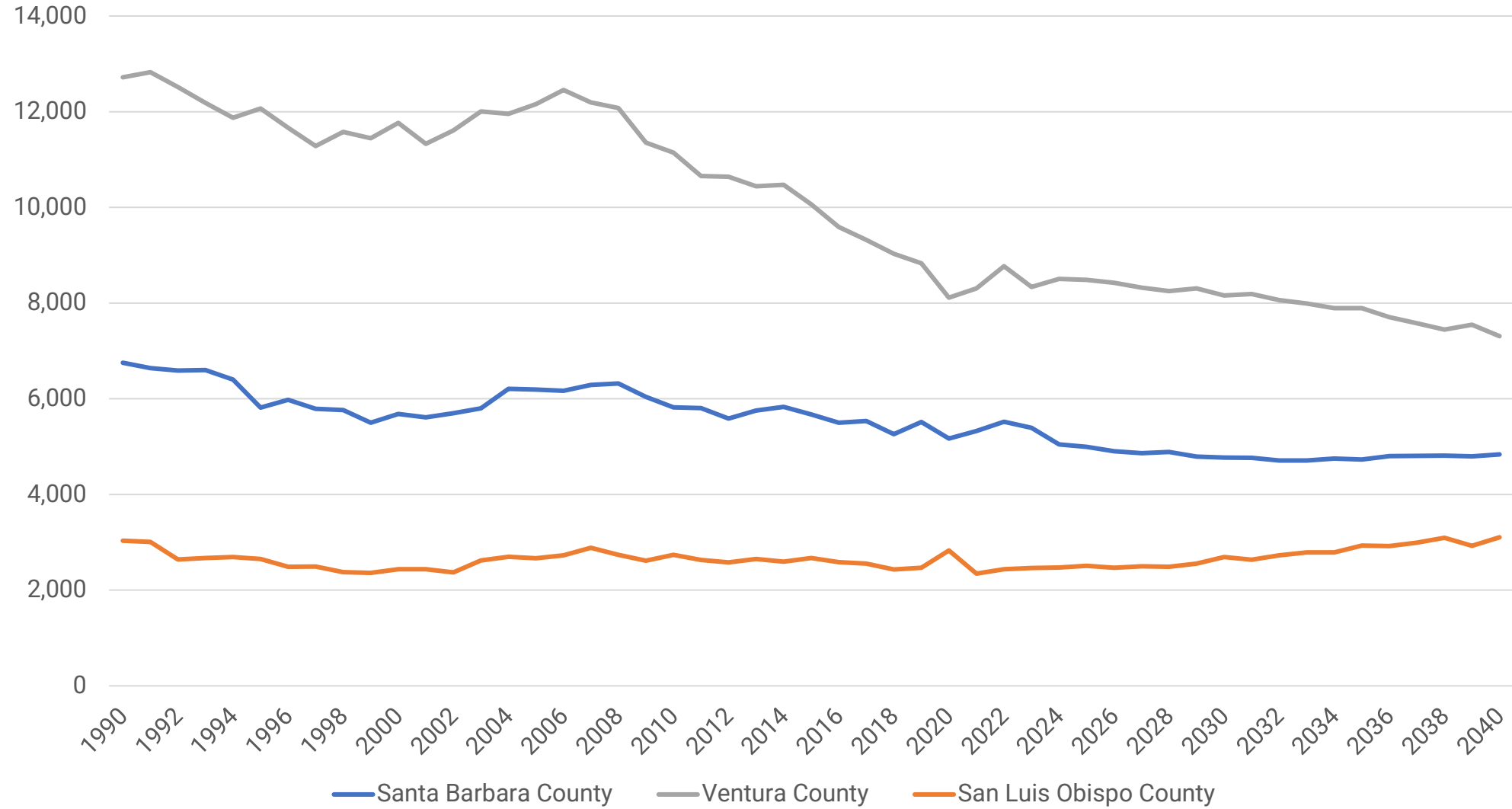
Hispanic or Latino Origin Estimates (2000-21)



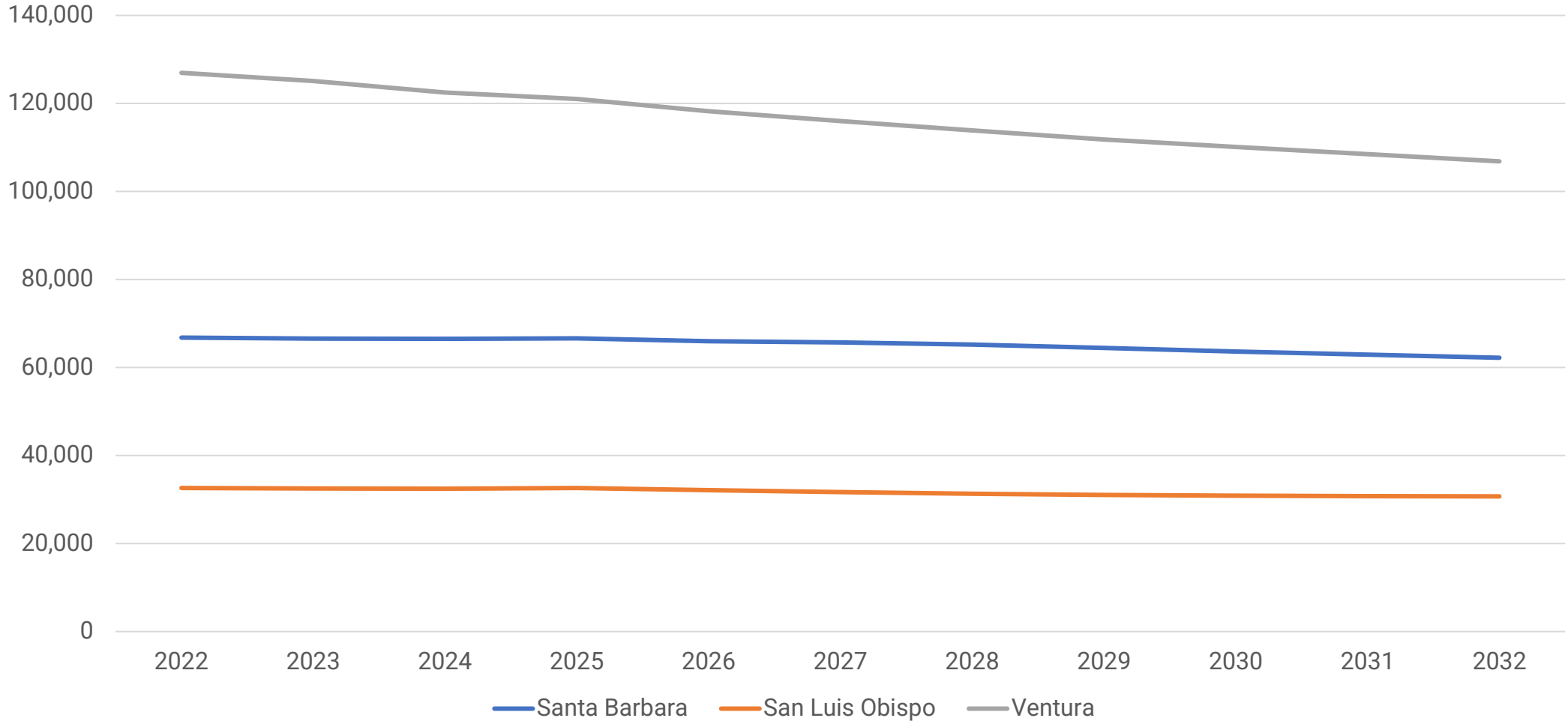
Hispanic or Latino Population Projection (2020-60)



Projected Fertility (1990-2040)



Projected Public Enrollment (2022-32)



EDUCATIONAL ATTAINMENT	2010		2015		2020		2021	
Population 25 years and over	263,268	-	268,017	-	276,105	-	277,880	-
Less than 9th grade	33,274	12.6%	33,555	12.5%	32,394	11.7%	32,126	11.6%
9th to 12th grade, no diploma	20,478	7.8%	21,090	7.9%	17,752	6.4%	18,148	6.5%
High school graduate	49,050	18.6%	47,489	17.7%	46,722	16.9%	47,957	17.3%
Some college, no degree	61,753	23.5%	58,351	21.8%	59,648	21.6%	58,882	21.2%
Associate's degree	20,446	7.8%	21,308	8.0%	23,042	8.3%	23,131	8.3%
Bachelor's degree	45,946	17.5%	51,447	19.2%	57,549	20.8%	58,791	21.2%
Graduate or professional degree	32,321	12.3%	34,777	13.0%	38,998	14.1%	38,845	14.0%

SCHOOL ENROLLMENT	2010		2015		2020		2021	
Population 3 years and over enrolled in school	132,683	-	133,986	-	135,871	-	136,274	-
Nursery school, preschool	6,764	5.10%	6,497	4.80%	6,662	4.90%	6,076	4.5%
Kindergarten	6,274	4.70%	5,178	3.90%	5,611	4.10%	5,994	4.4%
Elementary school (grades 1-8)	42,366	31.90%	42,716	31.90%	42,589	31.30%	43,327	31.8%
High school (grades 9-12)	24,066	18.10%	23,377	17.40%	22,263	16.40%	22,833	16.8%
College or graduate school	53,213	40.10%	56,218	42.00%	58,746	43.20%	58,044	42.6%

RENT COST BURDEN	2000	2010	2020	2021
Total:	59,192	61,198	67,140	72,469
Less than 15 percent	11.0%	8.2%	8.6%	8.7%
15 to 19 percent	11.7%	9.9%	10.9%	10.0%
20 to 24 percent	12.3%	12.5%	12.3%	13.1%
25 to 29 percent	10.3%	11.5%	12.2%	8.6%
30 to 34 percent	9.1%	8.5%	10.4%	11.3%
35 percent or more	38.2%	49.5%	45.5%	48.3%

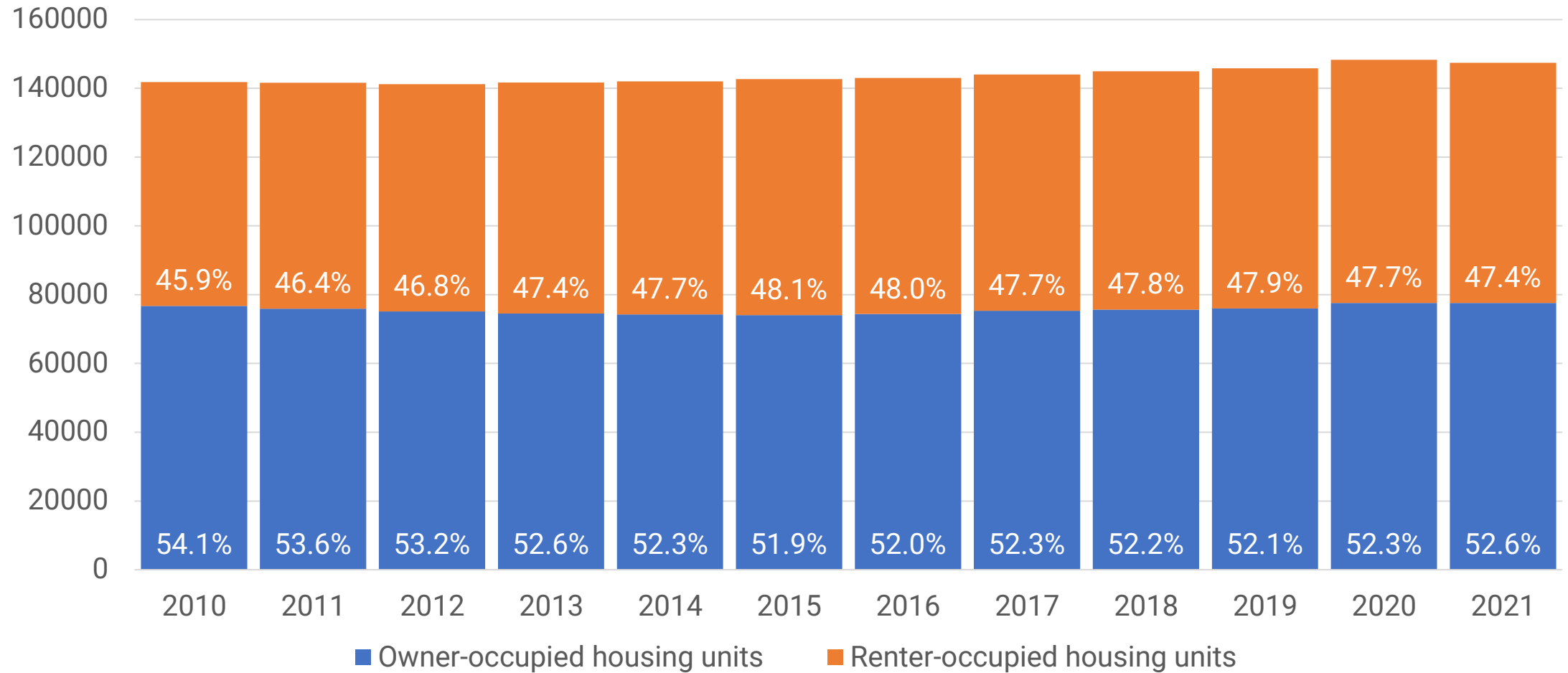
SEVERE RENT COST BURDEN	2000	2010	2020	2021
Total:	59,192	65,036	70,805	69,883
35.0 to 39.9 percent	6.2%	7.7%	7.2%	7.5%
40.0 to 49.9 percent	8.7%	11.0%	10.0%	9.8%
50.0 percent or more	23.3%	27.9%	25.9%	26.5%

COUNTYWIDE VACANCY	2000	2010	2020	2021
Total:	6,279	10,588	11,008	10,363
For rent	1,755	2,479	1,999	2,029
Rented, not occupied	550*	1,290	792	777
Sold, not occupied	550*	356	818	817
For sale only	615	1,243	550	634
For seasonal, recreational, or occasional use	2,022	2,960	3,990	3,612
For migrant workers	17	4	180	156
Other vacant	1,320	2,256	2,679	2,338

* Rented or sold, not occupied.

OCCUPANCY DEMOGRAPHICS	2021		2020		2010	
	OWNER	RENTER	OWNER	RENTER	OWNER	RENTER
AGE OF HOUSEHOLDER	77,563	69,883	77,504	70,805	76,757	65,036
Under 35 years	6.50%	37.40%	6.80%	37.50%	7.00%	39.70%
35 to 44 years	13.20%	19.80%	12.40%	19.70%	14.70%	20.80%
45 to 54 years	16.70%	15.30%	16.80%	15.80%	23.70%	17.10%
55 to 64 years	24.00%	13.20%	23.60%	12.80%	21.80%	11.00%
65 to 74 years	22.10%	7.80%	21.80%	7.40%	15.60%	5.20%
75 to 84 years	12.10%	3.50%	12.70%	3.50%	12.10%	3.90%
85 years and over	5.30%	2.90%	5.80%	3.20%	5.20%	2.30%
HOUSEHOLDER EDUCATION						
Less than high school graduate	8.80%	19.10%	8.60%	19.90%	10.00%	21.10%
High school graduate	13.90%	14.30%	14.20%	14.10%	16.00%	16.50%
Some college or associate's degree	30.90%	35.80%	31.10%	36.20%	33.50%	36.20%
Bachelor's degree or higher	46.30%	30.90%	46.00%	29.80%	40.50%	26.10%
YEAR HOUSEHOLDER MOVED IN						
Moved in 2019 or later	4.30%	16.80%	1.80%	8.30%	-	-
Moved in 2015 to 2018	17.30%	42.60%	15.80%	43.80%	-	-
Moved in 2010 to 2014	17.70%	20.70%	18.50%	25.90%	-	-
Moved in 2000 to 2009	22.90%	14.30%	23.80%	15.70%	-	-
Moved in 1990 to 1999	16.90%	3.60%	17.10%	3.90%	-	-
Moved in 1989 or earlier	20.90%	2.10%	22.90%	2.40%	-	-

Housing Tenure (2010-21)



65+ POPULATION INCOME IN 2021	
HOUSEHOLDS	40,710
With earnings	43.40%
Mean earnings (dollars)	89,912
With Social Security income	87.40%
Mean Social Security income (dollars)	23,212
With Supplemental Security Income	4.90%
Mean Supplemental Security Income (dollars)	12,773
With cash public assistance income	1.80%
Mean cash public assistance income (dollars)	5,404
With retirement income	52.90%
Mean retirement income (dollars)	45,110
With Food Stamp/SNAP benefits	5.50%
POVERTY LEVEL	
Population for whom poverty status is determined	66,892
Below 100 percent	7.90%
100 to 149 percent	7.00%
At or above 150 percent	85.20%

65+ POP. HOUSING CHARACTERISTICS IN 2021	
OCCUPIED HOUSING UNITS	40,710
Owner-occupied housing units	75.50%
Renter-occupied housing units	24.50%
Average household size of owner-occupied unit	2.1
Average household size of renter-occupied unit	1.6
MONTHLY OWNER COSTS AS PERCENT OF INCOME	
Less than 30 percent	70.10%
30 percent or more	29.90%
Median home value (dollars)	704,800
Median selected monthly owner costs with a mortgage (dollars)	2328.00
Median selected monthly owner costs without a mortgage (dollars)	678
GROSS RENTER COST AS PERCENT OF INCOME	
Less than 30 percent	44.50%
30 percent or more	55.50%
Median gross rent (dollars)	1470





Questions and Comments

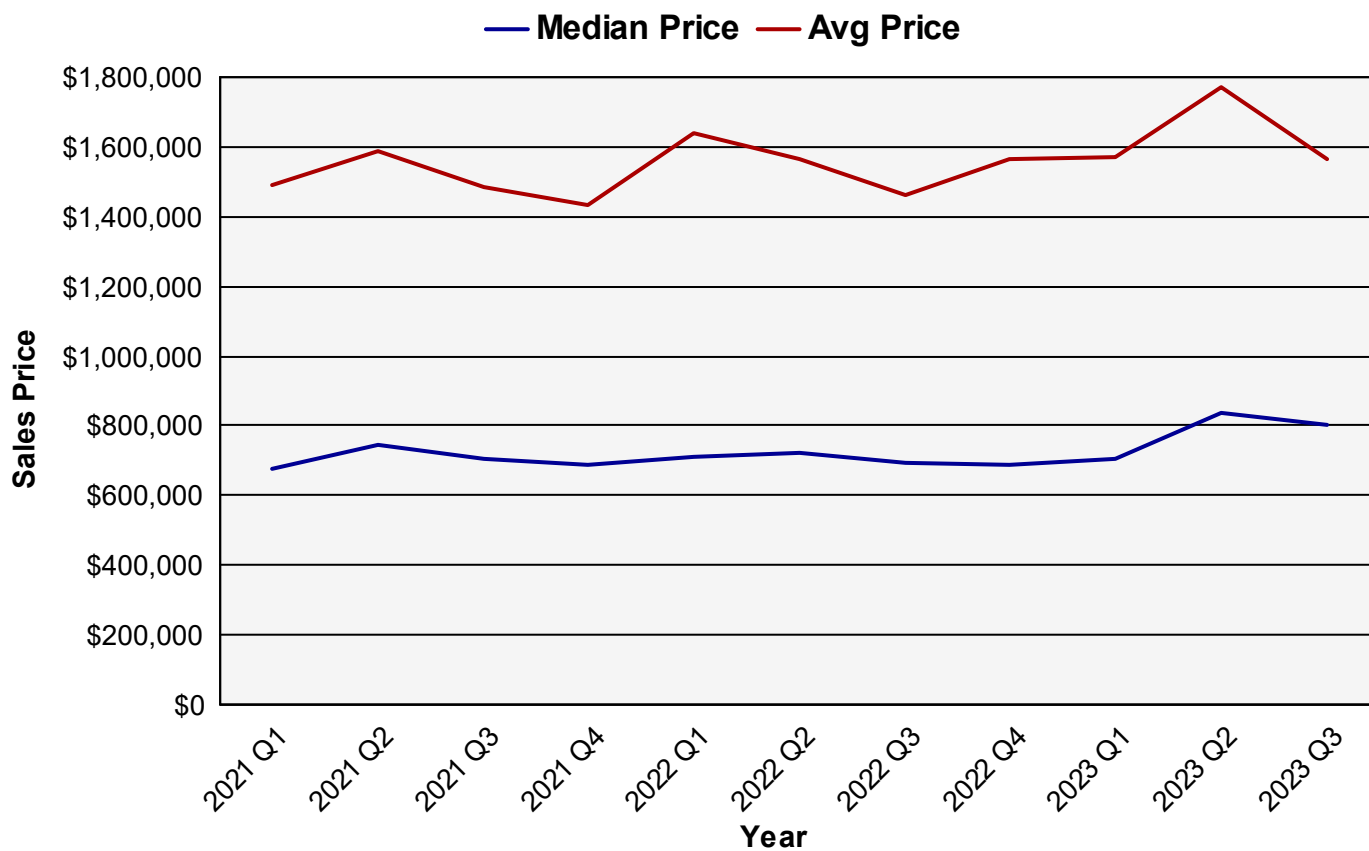
Staff Contact
Dajung Chung at dchung@sbcag.org



THE COUNTY OF SANTA BARBARA SALES VALUE HISTORY

Detached Single Family Residential Full Value Sales 01/01/2021 - 9/30/2023)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2021 Q1	850	\$1,492,397	\$678,000	
2021 Q2	1,001	\$1,585,873	\$742,500	9.51%
2021 Q3	961	\$1,486,054	\$703,000	-5.32%
2021 Q4	813	\$1,434,594	\$690,000	-1.85%
2022 Q1	746	\$1,641,314	\$710,000	2.90%
2022 Q2	768	\$1,567,031	\$722,500	1.76%
2022 Q3	645	\$1,462,777	\$692,000	-4.22%
2022 Q4	491	\$1,565,214	\$690,500	-0.22%
2023 Q1	416	\$1,572,505	\$704,500	2.03%
2023 Q2	524	\$1,773,727	\$835,500	18.59%
2023 Q3	511	\$1,563,564	\$800,000	-4.25%



* Multiparcel transfers, quitclaim deeds, trust transfers, timeshares, and partial sales are excluded from this analysis.

Data Source: Santa Barbara County Recorder

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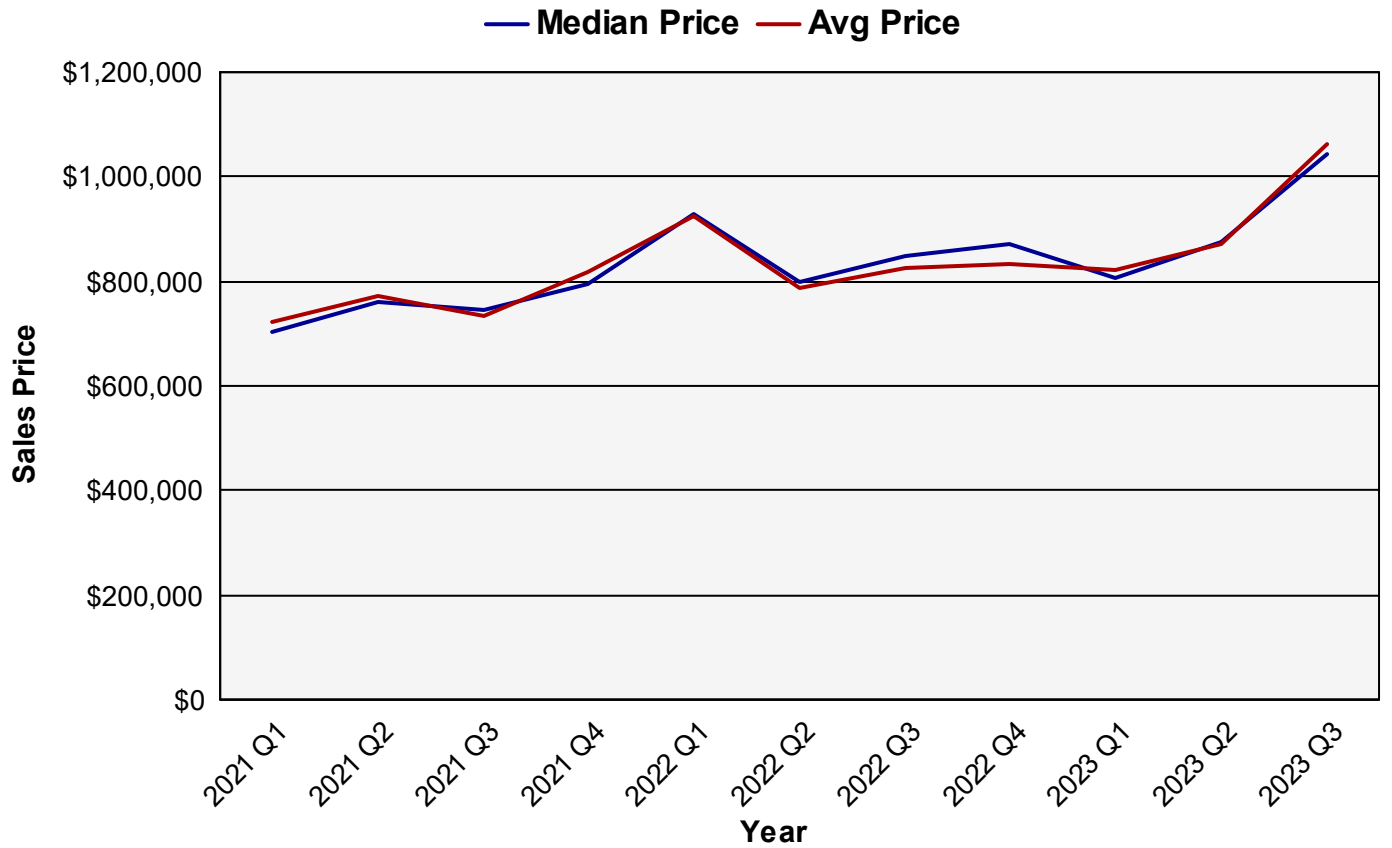


THE CITY OF BUELLTON

SALES VALUE HISTORY

Detached Single Family Residential Full Value Sales 01/01/2021 - 9/30/2023)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2021 Q1	9	\$720,611	\$702,500	
2021 Q2	14	\$772,964	\$760,500	8.26%
2021 Q3	14	\$732,143	\$747,000	-1.78%
2021 Q4	14	\$818,750	\$796,750	6.66%
2022 Q1	14	\$926,250	\$929,750	16.69%
2022 Q2	13	\$785,885	\$800,000	-13.96%
2022 Q3	13	\$824,115	\$850,000	6.25%
2022 Q4	8	\$833,188	\$871,250	2.50%
2023 Q1	3	\$822,667	\$808,000	-7.26%
2023 Q2	9	\$872,722	\$875,000	8.29%
2023 Q3	5	\$1,064,000	\$1,045,000	19.43%



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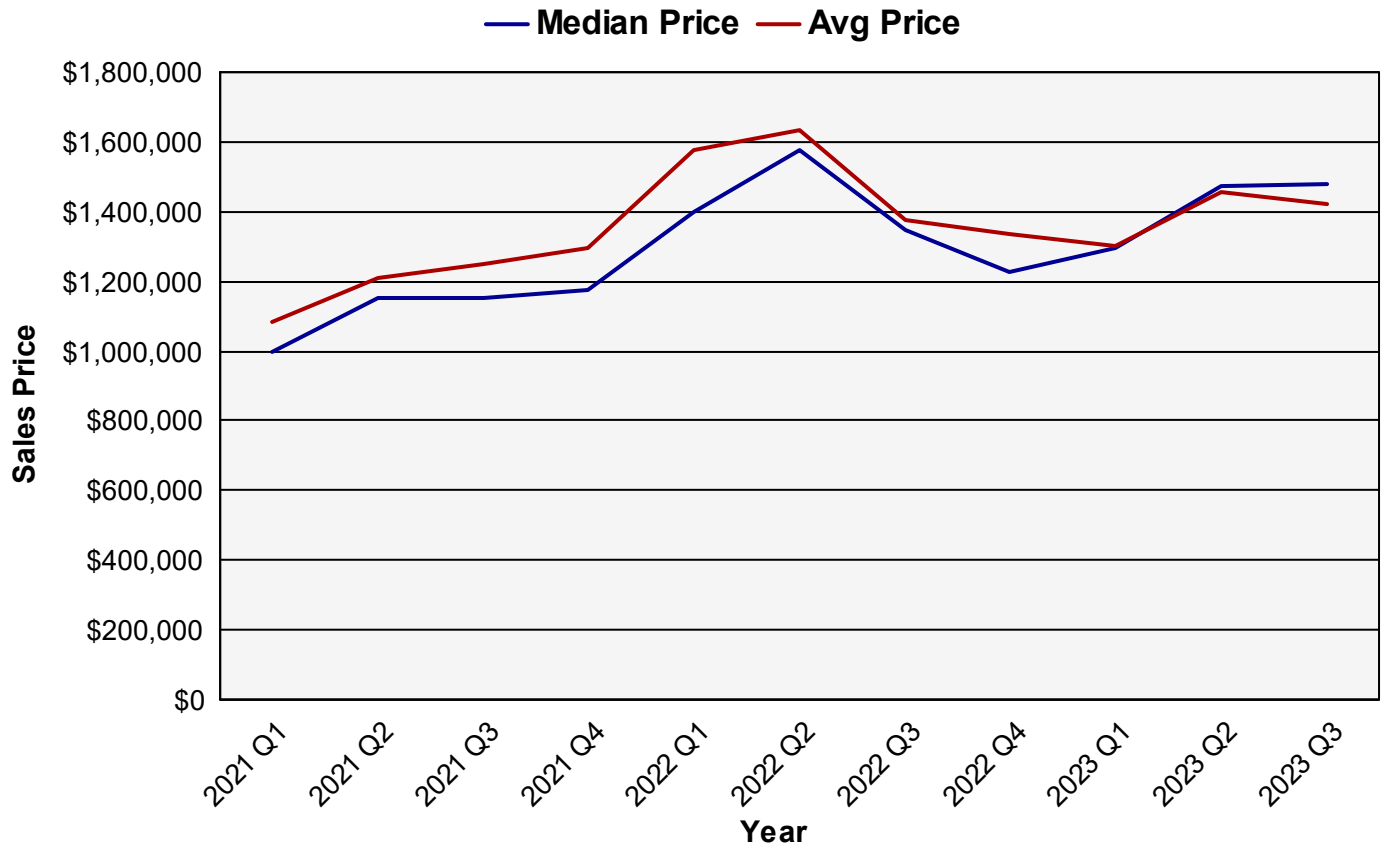


THE CITY OF GOLETA

SALES VALUE HISTORY

Detached Single Family Residential Full Value Sales 01/01/2021 - 9/30/2023)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2021 Q1	41	\$1,082,171	\$1,000,000	
2021 Q2	44	\$1,210,784	\$1,150,000	15.00%
2021 Q3	57	\$1,250,789	\$1,154,000	0.35%
2021 Q4	36	\$1,296,597	\$1,177,500	2.04%
2022 Q1	45	\$1,578,767	\$1,400,000	18.90%
2022 Q2	31	\$1,631,919	\$1,575,000	12.50%
2022 Q3	27	\$1,374,241	\$1,350,000	-14.29%
2022 Q4	26	\$1,336,596	\$1,225,500	-9.22%
2023 Q1	22	\$1,300,932	\$1,297,500	5.88%
2023 Q2	24	\$1,455,896	\$1,472,500	13.49%
2023 Q3	22	\$1,424,023	\$1,481,250	0.59%



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Data Source: Santa Barbara County Recorder

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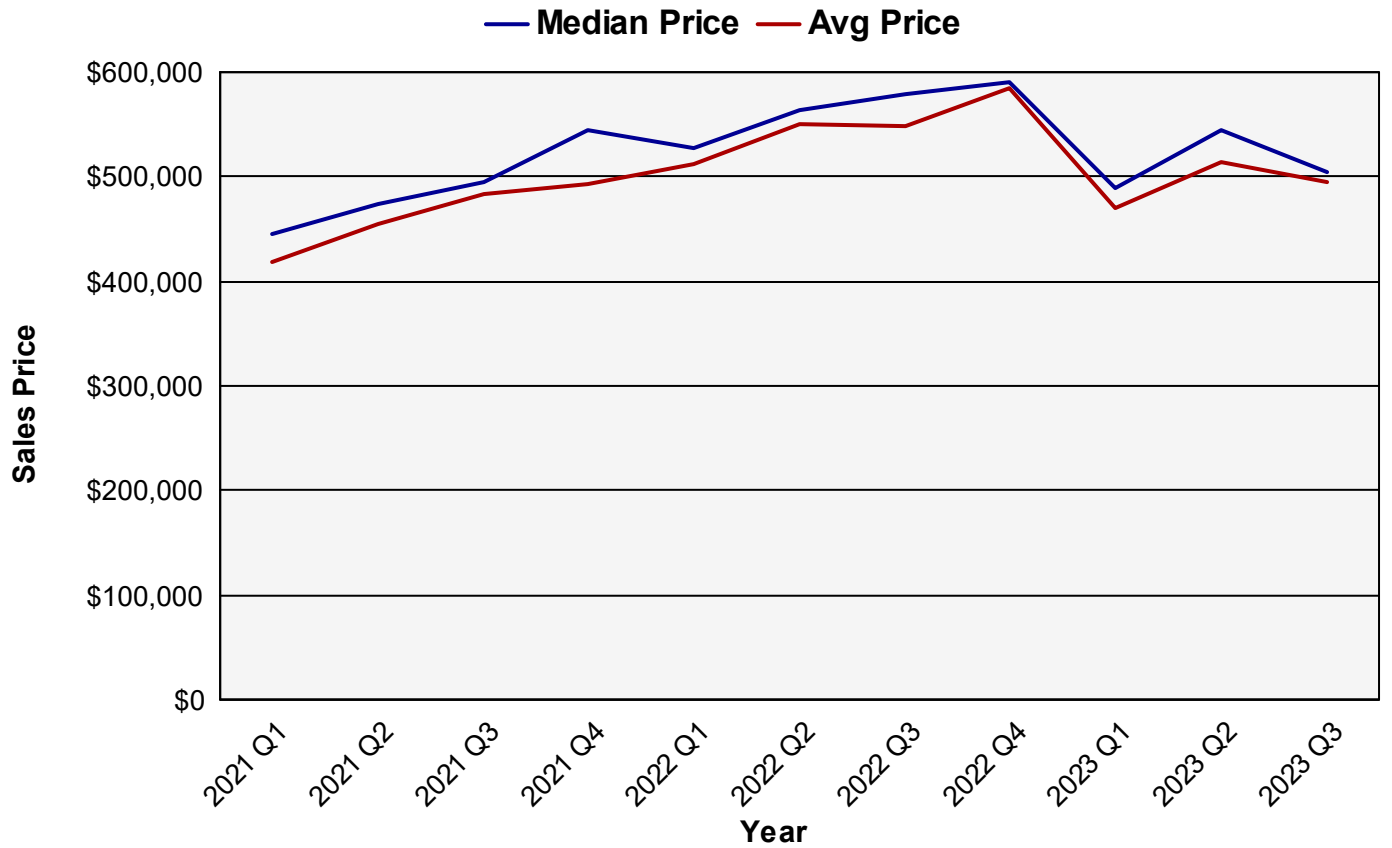


THE CITY OF GUADALUPE

SALES VALUE HISTORY

Detached Single Family Residential Full Value Sales 01/01/2021 - 9/30/2023)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2021 Q1	34	\$418,802	\$445,250	
2021 Q2	28	\$454,446	\$473,500	6.34%
2021 Q3	17	\$483,088	\$495,000	4.54%
2021 Q4	13	\$492,615	\$545,000	10.10%
2022 Q1	40	\$512,819	\$526,500	-3.39%
2022 Q2	32	\$550,563	\$563,250	6.98%
2022 Q3	33	\$547,904	\$578,500	2.71%
2022 Q4	21	\$585,167	\$590,000	1.99%
2023 Q1	12	\$470,458	\$490,000	-16.95%
2023 Q2	15	\$514,000	\$545,000	11.22%
2023 Q3	12	\$494,167	\$505,000	-7.34%



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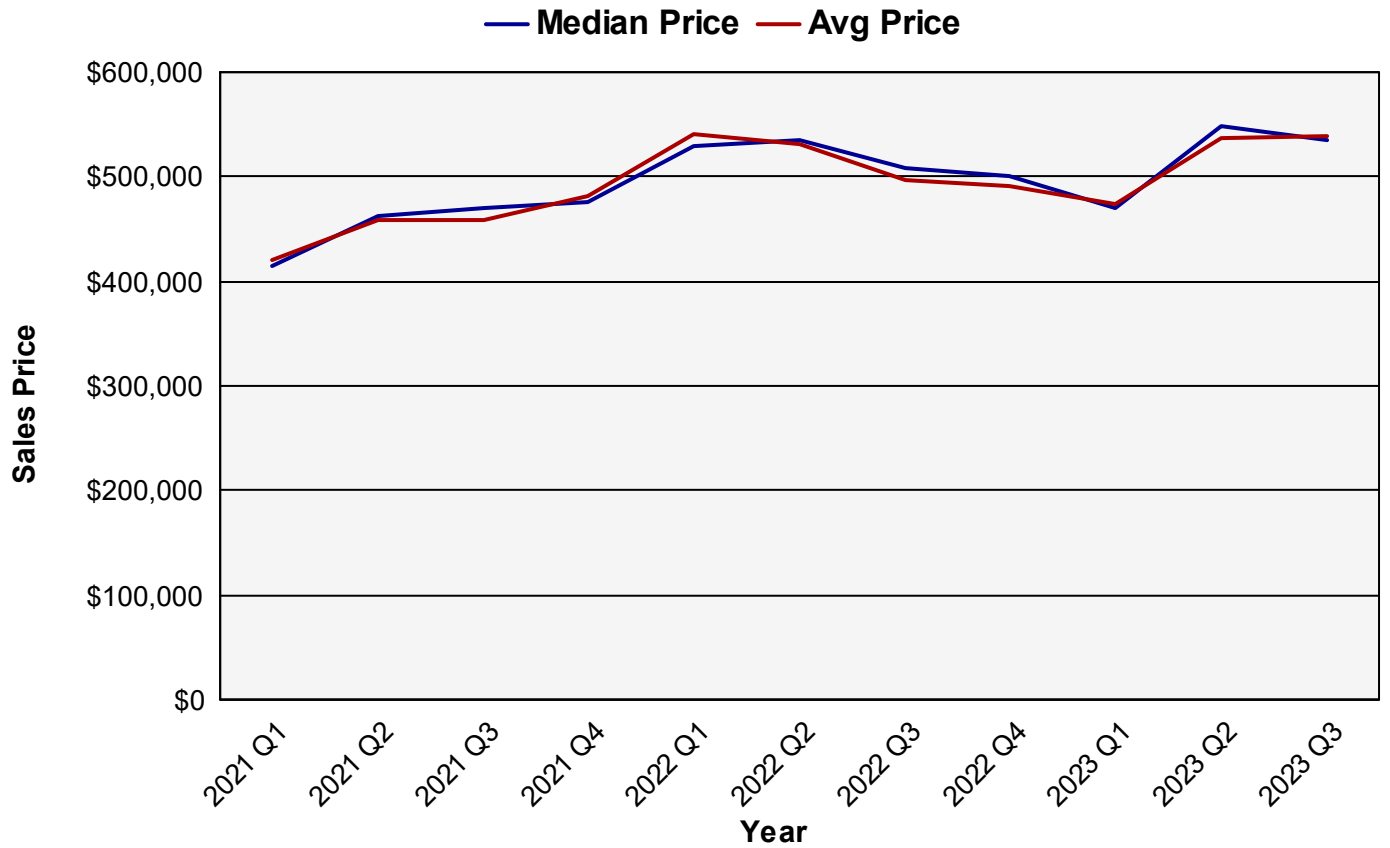
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THE CITY OF LOMPOC SALES VALUE HISTORY

Detached Single Family Residential Full Value Sales 01/01/2021 - 9/30/2023)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2021 Q1	80	\$421,213	\$415,000	
2021 Q2	92	\$457,815	\$462,500	11.45%
2021 Q3	101	\$458,861	\$470,000	1.62%
2021 Q4	93	\$482,000	\$475,000	1.06%
2022 Q1	83	\$540,898	\$530,000	11.58%
2022 Q2	80	\$531,200	\$535,000	0.94%
2022 Q3	71	\$496,486	\$509,000	-4.86%
2022 Q4	54	\$491,435	\$500,000	-1.77%
2023 Q1	57	\$474,114	\$470,000	-6.00%
2023 Q2	53	\$537,585	\$549,000	16.81%
2023 Q3	55	\$538,245	\$536,000	-2.37%



* Multiparcel transfers, quitclaim deeds, trust transfers, timeshares, and partial sales are excluded from this analysis.

Data Source: Santa Barbara County Recorder

This report is not to be used in support of debt issuance or continuing disclosure statements without the written consent of HdL, Coren & Cone

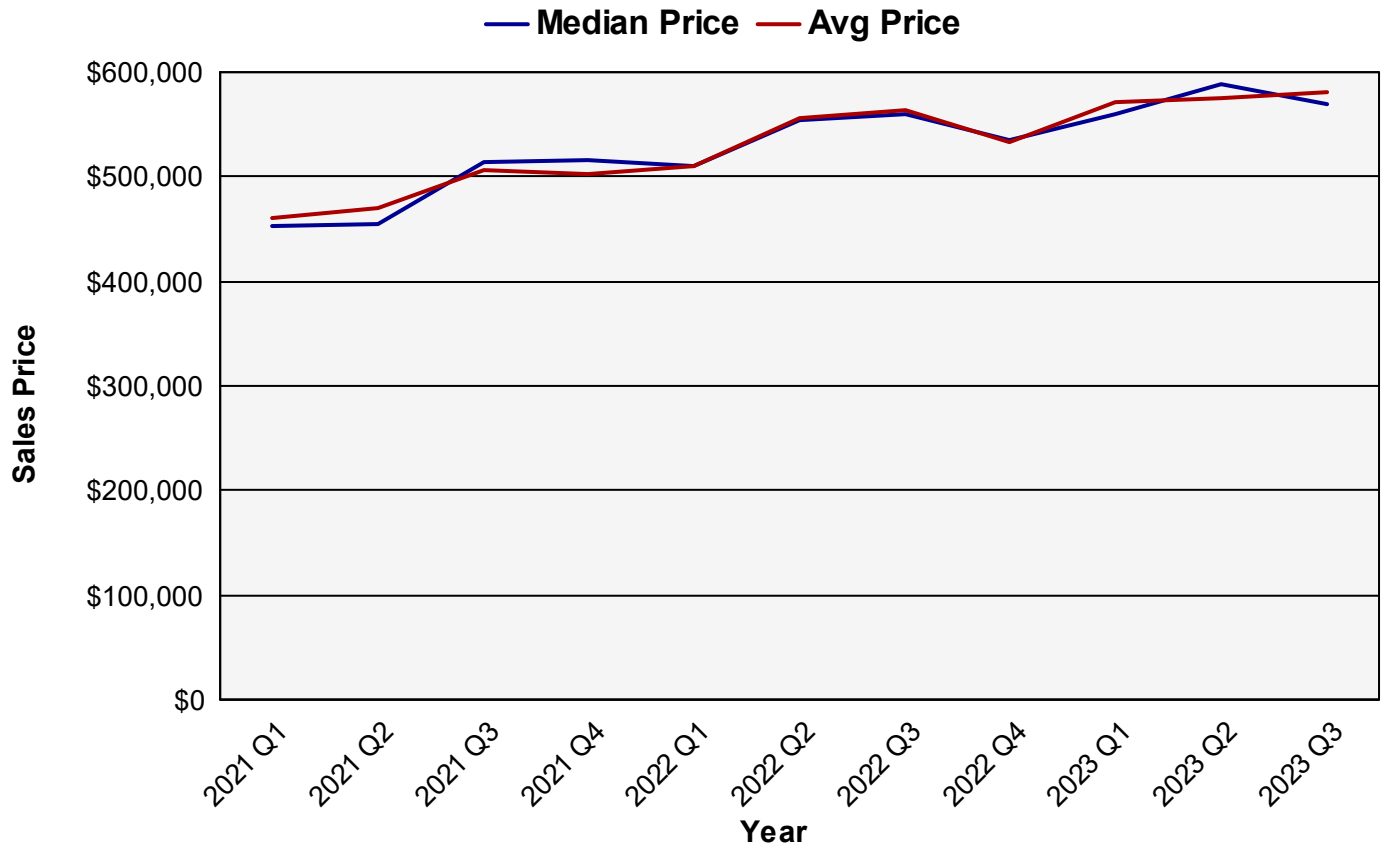


THE CITY OF SANTA MARIA

SALES VALUE HISTORY

Detached Single Family Residential Full Value Sales 01/01/2021 - 9/30/2023)

Year	Full Value Sales	Average Price	Median Price	Median % Change
2021 Q1	154	\$459,721	\$453,250	
2021 Q2	189	\$470,037	\$455,000	0.39%
2021 Q3	203	\$506,227	\$514,000	12.97%
2021 Q4	172	\$502,878	\$515,000	0.19%
2022 Q1	136	\$509,658	\$510,000	-0.97%
2022 Q2	162	\$556,364	\$553,500	8.53%
2022 Q3	142	\$563,523	\$559,500	1.08%
2022 Q4	117	\$532,723	\$535,000	-4.38%
2023 Q1	81	\$571,383	\$560,000	4.67%
2023 Q2	94	\$574,973	\$588,500	5.09%
2023 Q3	109	\$581,574	\$570,000	-3.14%



* Multiparcel transfers, quitclaim deeds, trust transfers, timeshares, and partial sales are excluded from this analysis.

Data Source: Santa Barbara County Recorder

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PLANNING DEPARTMENT

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

To: Mr. Mayor and City Councilmembers
From: Larry Appel, Contract Planning Director
Date: November 1, 2023
RE: **Planning Report Covering October 2023**

MINISTERIAL PROJECTS

Zoning Clearances Approved	3
Zoning Clearances Denied	0
Zoning Verification Letters	0
Business Licenses Approved	2
Business Licenses Denied	0
ADUs approved	5
AUP for short-term rental	3

DISCRETIONARY PROJECTS

Please refer to the next page for specific projects and their current status.

If you have any questions regarding any projects listed in this report, please contact me at smlarry@aol.com or call (805) 598-8385.

Ministerial Permit Report– October 2023

(Reported 11-1-2023)

Zoning Clearance Approvals

2023-065-ZC	T-Mobil drum antenna	4550 10 th Street
2023-073-ZC	ISC Greenhouse Supplies	910 Guadalupe
2023-0074-ZC	Chevron Signs	1080 Guadalupe

Zoning Clearance Denials

None

ADU Approvals

2023-066-ZC	Torres ADU	4801 Chapman Drive
2023-067-ZC	Castellanos ADU	291 Flower Ave.
2023-070-ZC	Chavez ADU	4864 Hernandez Drive
2023-071-ZC	Gallegos ADU	5224 Santa Ines Court
2023-072-ZC	Castro ADU	4775 Garrett Street

Business License Approvals

JP Handyman Services LLC	Handyman	305 Las Flores
Garcia FCC Childcare	Childcare	276 Mahoney Lane

Short-Term Rental Approvals (to be approved in Nov)

2023-036-AUP	Barros-Galvan Non-Hosted STR	223 Egret
2023 -074-AUP	Gust Non-Hosted STR	4379 La Joya
2023-077-AUP	Van De Lune Non-Hosted STR	4381 Hacienda

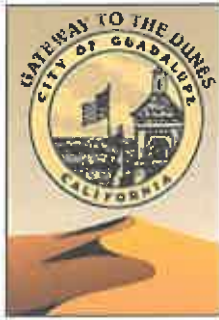
Business License Denials

None

Guadalupe City Planning Department
Planning Processing Summary for October 2023
(11-1-23 update)

Case No.	Name	Submittal Date	Comp. Date	Status	OK for Bldg. Permit Issuance
2022-088-LM - Voluntary Lot Merger \$	Trudy Brands	December 5, 2022		Under Review.	NO
2022-093-LS - Residential Lot Split \$	Lupe Alvarez	December 19, 2022		Review completed by all City Departments - Awaiting Applicant to provide materials and fees needed for County Surveyor review and recordation.	NO
2022-063-LM \$	Mahoney Lot Merger	August 11, 2022	INC 9-11-22	Incomplete Application Letter sent on September 11, 2022.	NO
2022-016-GPZ 2022-017-DR 2022-018-VTTM \$	Snowy Plover	3-10-22	Incomplete 4-09-22	Application resubmitted on February 24, 2023. Second Incomplete letter sent 3-24-23. Owner/applicant attempting to contact neighboring property for permission to access. No change in status for several months.	NO
2023-047-LLA\$	Alvarez 11 th Street	July 11, 2023	INC	Planning Review Completed - Awaiting Applicant to provide materials and fees for County Surveyor review and recordation.	NO
2023-013-LS SB-9 Split \$	Reed Lot Split	3-7-23		Review Completed by all City Departments - Awaiting Applicant to provide materials and fees needed for County Surveyor review and recordation.	NO
6 th Cycle Housing Element	Mandatory Update	Fall 2022	n/a	HCD revising comments on Draft Housing Element to be more specific. Phone meeting to follow city's review of comments.	N/A

No\$ = unreimbursed planning work
 \$ = projects where a fixed fee has been paid
 11-1-23



**CITY OF GUADALUPE
BUILDING DEPARTMENT**

STATUS REPORT

MONTH: October 2023

	This Month	Last Month	Year to Date	Last Year
Visitors	35	37	303	331
Inspections	218	189	1,424	3,568
Building Permits Issued	21	15	169	223
Certificate of Occupancy	4	2	25	94

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

Building Inspection Log - October 2023

10/2/2023	AD 9	Scheduling and records update.	x		David, 5.25 hrs
10/2/2023	SC 9	415 Degasparis, Stucco scratch coat	x		3 inspections, 1 long site visit
10/2/2023	SC 1	415 Degasparis, drvwall nailing.	x		at 151 Obispo,
10/2/2023	AD 4	151 Obispo, Metting with owners, job super Franco and Mike Cash,	x		clear and breeze
10/2/2023	AD 4	all fire, life, safety, police, security issues are complete, city business	x		10/2/2023
10/2/2023	AD 4	license is ready for issuance and cert of occupancy is pending, there	x		
10/2/2023	AD 4	are some follow up items yet to be complete but will be able to open	x		
10/2/2023	AD 4	for business shortly.	x		
10/2/2023	SW 3	Escalante Meadows, 140' 10" drain pipe.	x		
10/3/2023	AD 9	Scheduling and records update	x		David, 4.0 hrs
10/3/2023	FR 2	4455 Elm, Roof framing and nailing	x		3 inspections, 1 long site visit.
10/3/2023	FR 9	4455 Elm, Shear walls, straps and holdowns.	x		clear and breeze
10/3/2023	MS 4	879 Guadalupe, Demo still not complete, further rot damage	x		10/3/2023
10/3/2023	MS 4	has been revealed at the tower.	x		
10/3/2023	AD 4	151 Obispo, Site meeting with job super Franco, some lingering minor	x		
10/3/2023	AD 4	items from this large tenant improvement job still outstanding, none	x		
10/3/2023	AD 4	are very important just not ready at final, none are fire, life, safety	x		
10/3/2023	AD 4	issues, will check later next week.	x		
10/4/2023	AD 4	Scheduling and records update.	x		David, 3.25 hrs
10/4/2023	UN 1	4443 3rd, Underslab drain plumbing.	x		7 inspections
10/4/2023	SW 3	Escalante Meadows, 80' 6" drain, 160' 8" drain.	x		clear, breeze.
10/4/2023	FR 2	Escalante Meadows, Bldg 3B, Roof framing and nailing, unit 201.	x		10/4/2023
10/4/2023	FR 2	Escalante Meadows, Bldg 3B, Roof framing and nailing, unit 202.	x		
10/4/2023	FR 2	Escalante Meadows, Bldg 3B, Roof framing and nailing, unit 203.	x		
10/4/2023	FR 2	Escalante Meadows, Bldg 3B, Roof framing and nailing, unit 204.	x		
10/4/2023	UN 1	4231 Bldg C2, Underslab drain plumbing.	x		
10/4/2023	UN 1	4241 Bldg C2, Underdab drain plumbing.	x		
10/10/2023	AD 9	Scheduling and records update.	x		David, 5.75 hrs
10/10/2023	FN 5	4443 3rd, Setbacks.	x		25 inspections, 3 plan checks
10/10/2023	FN 5	4443 3rd, Footings.	x		afternoon very windy
10/10/2023	FN 5	4443 3rd, Holdowns.	x		10/10/2023
10/10/2023	FN 5	4443 3rd, Concrete slab, rebar/	x		
10/10/2023	FN 2	4443 3rd, Grounding electrode, #4 rebar.	x		
10/10/2023	SW 8	4443 3rd, Water line, 1"	x		
10/10/2023	FR 6	4443 3rd, Exterior gas line, 1" p.e.	x		
10/10/2023	FR 10	4443 3rd, Exteror gas line pressure.	x		
10/10/2023	SW 4	4443 3rd, Sewer line, 3"	x		
10/10/2023	FR 7	151 Obispo, Rough fire sprinklers, location is the isolated building	x		
10/10/2023	FR 7	formerly known as the ice house.	x		
10/10/2023	FR 7	151 Obispo, Special 225 psi test for 2 hours rough fire sprinklers for	x		
10/10/2023	FR 7	the former ice house building.	x		
10/10/2023	SC 2	4573 12th, Apt 7, etag issued, email PG+E	x		
10/10/2023	SC 2	4573 12th, Apt 8, etag issued, email PG+E	x		
10/10/2023	FN 5	4231 La Guardia, C2, Setbacks.	x		
10/10/2023	FN 5	4231 La Guardia, C2, Footings.	x		
10/10/2023	FN 5	4231 La Guardia, C2, Holdowns.	x		
10/10/2023	FN 2	4231 La Guardia, C2, Grounding electrode, #4 rebar.	x		
10/10/2023	FN 5	4241 La Guardia, C2, Setbacks.	x		
10/10/2023	FN 5	4241 La Guardia, C2, Footings.	x		
10/10/2023	FN 5	4241 La Guardia, C2, Holdowns.	x		
10/10/2023	FN 2	4241 La Guardia, C2, Grounding electrode, #4 rebar.	x		
10/10/2023	FN 5	Escalante Meadows, Bldg 10B, Concrete slab, rebar, unit 101.	x		
10/10/2023	FN 5	Escalante Meadows, Bldg 10B, Concrete slab, rebar, unit 102.	x		
10/10/2023	FN 5	Escalante Meadows, Bldg 10B, Concrete slab, rebar, unit 103.	x		
10/10/2023	FN 5	Escalante Meadows, Bldg 10B, Concrete slab, rebar, unit 104.	x		
10/10/2023	AD 6	4512 Esparanza, Plan check 7.6 kw roof mount pv system.	x		
10/10/2023	AD 6	4484 Fir, Plan check old plans, minor reconfiguration of conductors.	x		
10/10/2023	AD 6	312 Guadalupe, Plan check new FAU.	x		
10/11/2023	AD 6	Scheduling and records update.	x		David, 5.0 hrs
10/11/2023	SW 6	1154 Olivera, Bldg E, Conduit on roof, wall.	x		13 inspections, 1 plan pv plan check
10/11/2023	FN 2	1154 Olivera, Bldg E, Grounding electrode ok.	x		1 site meeting
10/11/2023	FR 1	1154 Olivera, Bldg E, Rough electrical.	x		clear and very windy
10/11/2023	F 2	1154 Olivera, Bldg E, Final electrical pv.	x		
10/11/2023	F 5	1154 Olivera, Bldg E, Roof pv faming attachments.	x		
10/11/2023	SW 6	1154 Olivera, Bldg D, Conduit on roof, wall.	x		
10/11/2023	FN 2	1154 Olivera, Bldg D, Grounding electrode ok.	x		
10/11/2023	FR 1	1154 Olivera, Bldg D, Rough electrical.	x		
10/11/2023	F 2	1154 Olivera, Bldg D, Final electrical pv.	x		
10/11/2023	F 5	1154 Olivera, Bldg D, Roof pv faming attachments.	x		
10/11/2023	SC 2	4413 Elm, Etag issued, email PG+E	x		
10/11/2023	F 2	4413 Elm, Electric meter panel complee.	x		
10/11/2023	SW 4	Escalante Meadows, 120' 6" sewer.	x		
10/11/2023	AD 4	695 Obispo, Meeting with TrussPro owner Steve Herring for as-built	x		
10/11/2023	AD 4	issues at the truss shop.	x		
10/11/2023	AD 6	4360 Guerrero, Plan check new pv battery backup system for existing	x		
10/11/2023	AD 6	roof mount pv system.	x		

10/12/2023	AD 9	Scheduling, records update.	x			David, 5.75 hrs
10/12/2023	FR 1	4231 La Guardia, Bldg A, apt 1, rough electrical.	x			14 inspections
10/12/2023	FR 3	4231 La Guardia, Bldg A, apt 1, rough mechanical	x			warm and windy
10/12/2023	FR 1	4231 La Guardia, Bldg A, apt 2, rough electrical.	x			10/12/2023
10/12/2023	FR 3	4231 La Guardia, Bldg A, apt 2, rough mechanical	x			
10/12/2023	FR 1	4231 La Guardia, Bldg A, apt 3, rough electrical.	x			
10/12/2023	FR 3	4231 La Guardia, Bldg A, apt 3, rough mechanical	x			
10/12/2023	FR 2	Escalante Meadows, Bldg 4C, Roof framing and nailing, unit 201.	x			
10/12/2023	FR 2	Escalante Meadows, Bldg 4C, Roof framing and nailing, unit 202.	x			
10/12/2023	FR 2	Escalante Meadows, Bldg 4C, Roof framing and nailing, unit 203.	x			
10/12/2023	FR 2	Escalante Meadows, Bldg 4C, Roof framing and nailing, unit 204.	x			
10/12/2023	FN 1	Escalante Meadows, Maintenance building, rebar and concrete slab.	x			
10/12/2023	SW 4	Escalante Meadows, 200' 6" sewer.	x			
10/12/2023	UN 1	11th, Underslab drain plumbing.	x			
10/12/2023	FN 1	11TH, Rebar, holdowns, concrete slab	x			
10/13/2023	AD 9	Scheduling, mostly records update, office support in Alices absence.	x			David, 7.25 hrs
10/13/2023	F 11	4484 Fir, Final ADU, attached, cert of occupancy issued.	x			15 inspections
10/13/2023	F 2	4484 Fir, Final electrical.	x			windy, some clouds
10/13/2023	F 3	4484 Fir, Final mechanical.	x			10/13/2023
10/13/2023	F 4	4484 Fir, Final plumbing.	x			
10/13/2023	F 6	4484 Fir, Smokies and carbon monox alarms tested.	x			
10/13/2023	SW 6	4484 Fir, Conduit on roof, wall.	x			
10/13/2023	FN 2	4484 Fir, Grounding electrode ok.	x			
10/13/2023	FR 1	4484 Fir, Rough electrical.	x			
10/13/2023	F 2	4484 Fir, Final electrical pv.	x			
10/13/2023	F 5	4484 Fir, Roof pv faming attachments.	x			
10/13/2023	FN 5	4231 La Guardia, Rebar, concrete slab, apt C-2	x			
10/13/2023	FN 5	4241 La Guardia, Rebar, concrete slab, apt C-2	x			
10/13/2023	FR 5	879 Guadalupe, Rough framing ok for the tower, there might be	x			
10/13/2023	FR 5	further rot on the upstairs floor entracnes for the 3 apartments,	x			
10/13/2023	FR 5	analysis to be done shortly.	x			
10/13/2023	FR 2	879 Guadalupe, Roof framing and nailing ok for the tower only.	x			
10/13/2023	FR 9	879 Guadalupe, Shear installed on exterior of the tower only.	x			
10/16/2023	AD 9	Scheduling and records update.	x			David, 5.0 hrs
10/16/2023	SW 4	Escalante Meadows, 60' 6" sewer.	x			6 inspections, 1 site meeting
10/16/2023	FR 7	4231 La Guardia, Bldg A, apt 1, rough sprinklers, no pressure test.	x			10/16/2023
10/16/2023	FR 7	4231 La Guardia, Bldg A, apt 2, rough sprinklers, no pressure test.	x			
10/16/2023	FR 7	4231 La Guardia, Bldg A, apt 3, rough sprinklers, no pressure test.	x			
10/16/2023	FR 7	4231 La Guardia, Bldg A, storage, rough sprinklers, no pressure test.	x			
10/16/2023	FR 7	4231 La Guardia, Bldg A, laundry, rough sprinklers, no pressure test.	x			
10/16/2023	AD 4	Guadalupe Arts Center, Meeting with V. Lopez crew, hot tap in street,				
10/16/2023	AD 4	open trench thru driveway to building in back.				
10/16/2023	AD 9	Scheduling and mostly records update.	x			David, 5.0 hrs
10/16/2023	AD 4	Guadalupe Arts Center, Meeting with V. Lopez crew, hot tap in	x			6 inspections, 1 site meeting
10/16/2023	AD 4	street open trench thru driveway to building in back.	x			warm, little wind
10/16/2023	AD 4	open trench thru driveway to building in back.	x			10/16/2023
10/16/2023	AD 4	Escalante Meadows,	x			
10/16/2023	FR 7	4231 La Guardia, Bldg A, apt 1, rough sprinklers, no pressure test.	x			
10/16/2023	FR 7	4231 La Guardia, Bldg A, apt 2, rough sprinklers, no pressure test.	x			
10/16/2023	FR 7	4231 La Guardia, Bldg A, apt 3, rough sprinklers, no pressure test.	x			
10/16/2023	FR 7	4231 La Guardia, Bldg A, laundry, rough sprinklers, no pressure test.	x			
10/16/2023	FR 7	4231 La Guardia, Bldg A, storage, rough sprinklers, no pressure test.	x			
10/16/2023	SW 4	Escalante Meadows, 60' 6" sewer.	x			
10/17/2023	AD 9	Scheduling and records update.	x			David, 5.75 hrs
10/17/2023	AD 4	Guadalupe Arts Center, Meeting with V. Lopez crew, hot tap in	x			10 inspections, 2 site meetings
10/17/2023	AD 4	street open trench thru driveway to building in back.	x			warm and windy
10/17/2023	AD 4	open trench thru driveway to building in back.	x			10/17/2023
10/17/2023	FR 2	Escalante Meadows, Bldg 5A, Roof framing and nailing, unit 201.	x			
10/17/2023	FR 2	Escalante Meadows, Bldg 5A, Roof framing and nailing, unit 202.	x			
10/17/2023	FR 2	Escalante Meadows, Bldg 5A, Roof framing and nailing, unit 203.	x			
10/17/2023	FR 2	Escalante Meadows, Bldg 5A, Roof framing and nailing, unit 204.	x			
10/17/2023	FR 2	Escalante Meadows, Bldg 8C, Floor nailing, joists, girders, unit 201.	x			
10/17/2023	FR 2	Escalante Meadows, Bldg 8C, Floor nailing, joists, girders, unit 202.	x			
10/17/2023	FR 2	Escalante Meadows, Bldg 8C, Floor nailing, joists, girders, unit 203.	x			
10/17/2023	FR 2	Escalante Meadows, Bldg 8C, Floor nailing, joists, girders, unit 204.	x			
10/17/2023	AD 4	Guadalupe Arts Center, Meeting with V. Lopez crew, hot tap in	x			
10/17/2023	AD 4	street open trench thru driveway to building in back.	x			
10/17/2023	AD 4	open trench thru driveway to building in back, meeting #2 today.	x			
10/17/2023	SW 8	Escalante Meadows, 70' 8" water,	x			
10/17/2023	SW 8	Cultural Arts Center, 40' 4" water service, hot tap in street to				
10/17/2023	SW 8	corner of the yellow house.				
10/18/2023	AD 9	Scheduling and record update.	x			David, 5.0 hrs
10/18/2023	SW 8	Cultural Arts Center, Water line in front of yellow house to the barn	x			4 inspections, 2 site checks,
10/18/2023	SW 8	is now complete, backfilling in progress. 4" water line.	x			1 plan check
10/18/2023	FN 5	Curtural Arts Center, Concrete thrust block at critical loations is	x			10/18/2023
10/18/2023	FN 5	approved, backfilling in progress.	x			
10/18/2023	AD 6	4510 10th, Plan check water tower cell antenna replacement job.	x			

10/18/2023	AD 6	1079 Olivera, Plan check rewiring of existing house.	x						
10/18/2023	AD 4	Cutral Arts Center, Site meeting #2 todayfor replacement process	x						
10/18/2023	AD 4	of the pavers that had to be removed for new water line instalation,	x						
10/18/2023	AD 4	special compaction required for fire dept truck access.	x						
10/18/2023	AD 4	4231 La Guardia, Site meeting with Mr Cobb.	x						
10/18/2023	FN 3	893 Pioneer, Pastor Leon Church, Site wall/retaining wall complete.	x						
10/18/2023	SW 8	Escalante Meadows, 50' 8" water.	x						
10/19/2023	AD 9	Scheduling and records update.						David, 5.5 hrs	
10/19/2023	FR 2	Escalante Meadows, Bldg 9C, Floor nailing, joists, girders, unit 201.	x					7 inspections	
10/19/2023	FR 2	Escalante Meadows, Bldg 9C, Floor nailing, joists, girders, unit 202.	x					windy and some fog	
10/19/2023	FR 2	Escalante Meadows, Bldg 9C, Floor nailing, joists, girders, unit 203.	x					10/19/2023	
10/19/2023	FR 2	Escalante Meadows, Bldg 9C, Floor nailing, joists, girders, unit 204.	x						
10/19/2023	FN 5	Cutral Arts Center, Compaction report for new water line, fire	x						
10/19/2023	FN 5	truck access area is ok.	x						
10/19/2023	SW 8	Escalante Meadows, 120' 8" water line.	x						
10/19/2023	F 10	Cutral Arts Center, Compaction report for the new water line in	x						
10/19/2023	F 10	parking lot ok for fire truck access.	x						
10/20/2023	AD 9	Scheduling and mostly records update.	x					David, 8.25 hrs	
10/20/2023	SW 8	Cutral Arts Center, Water line special pressure test, 225psi for	x					21 inspections	
10/20/2023	SW 8	2 hours approved today.	x					cool and windy	
10/20/2023	FR 6	5152 Blue Heron, Exterior gas test	x					10/20/2023	
10/20/2023	FR 10	5152 Blue Heron, Gas pressure test, interior and exterior.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 1C, Shear nailing, apt 101.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 1C, Shear nailing, apt 102.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 1C, Shear nailing, apt 103.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 1C, Shear nailing, apt 104.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 1C, Shear nailing, apt 201.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 1C, Shear nailing, apt 202.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 1C, Shear nailing, apt 203	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 1C, Shear nailing, apt 204'	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 2A, Shear nailing, apt 101.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 2A, Shear nailing, apt 102.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 2A, Shear nailing, apt 103.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 2A, Shear nailing, apt 104.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 2A, Shear nailing, apt 201.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 2A, Shear nailing, apt 202.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 2A, Shear nailing, apt 203.	x						
10/20/2023	FR 9	Escalante Meadows, Bldg 2A, Shear nailing, apt 204.	x						
10/20/2023	SW 8	Escalante Meadows, 180' 8" water line, 40' 6" water line,	x						
10/20/2023	SW 8	25' 4" water line.	x						
10/23/2023	AD 9	Scheduling and mostly records update.	x					David, 4.0 hrs	
10/23/2023	FR 2	4231 La Guardia, Bldg C2, 2nd floor nailing.	x					4 inspections, 1 site visit	
10/23/2023	FR 2	4241 La Guardia, Bldg C2, 2nd floor nailing.	x					10/23/2023	
10/23/2023	FR 2	4443 3rd, Roof nailing and framing, no job card on site.	x						
10/23/2023	FR 4	Escalante Meadows, Rough plumbing cancel for all 8 units, major				x			
10/23/2023	FR 4	pipe failure at arrival, not ready.				x			
10/23/2023	AD 4	La Roca Bakery, Meeting with bakers for grease trap install, assist	x						
10/23/2023	AD 4	Dynanira Cruz.	x						
10/24/2023	AD 9	Scheduling and records update.	x					David, 5.5 hrs	
10/24/2023	AD 4	695 Obispo, Site meeting with Truss Pro owner, Steve H.	x					31 inspections, 1 site visit	
10/24/2023	AD 4	1079 Olivera, Site meeting with fire dept, overhead power line	x					10/24/2023	
10/24/2023	AD 4	service drop malfunction, power disconnected for house fumication.	x						
10/24/2023	FR 3	4231 La Guardia, Bldg A, apt 1, rough mechanical.	x						
10/24/2023	FR 4	4231 La Guardia, Bldg A, apt 1, rough electrical.	x						
10/24/2023	FR 6	4231 La Guardia, Bldg A, apt 1, gas piping.	x						
10/24/2023	FR 10	4231 La Guardia, Bldg A, apt 1, gas pressure.	x						
10/24/2023	FR 3	4231 La Guardia, Bldg A, apt 1, rough mechanical.	x						
10/24/2023	FR 4	4231 La Guardia, Bldg A, apt 2, rough electrical.	x						
10/24/2023	FR 6	4231 La Guardia, Bldg A, apt 2, gas piping.	x						
10/24/2023	FR 10	4231 La Guardia, Bldg A, apt 2, gas pressure.	x						
10/24/2023	FR 3	4231 La Guardia, Bldg A, apt 2, rough mechanical.	x						
10/24/2023	FR 4	4231 La Guardia, Bldg A, apt 3, rough electrical.	x						
10/24/2023	FR 6	4231 La Guardia, Bldg A, apt 3, gas piping.	x						
10/24/2023	FR 10	4231 La Guardia, Bldg A, apt 3, gas pressure.	x						
10/24/2023	FR 3	4231 La Guardia, Bldg A, apt 3, rough mechanical.	x						
10/24/2023	FR 9	4231 La Guardia, Bldg C-2, Shear nailing, holdowns.	x						
10/24/2023	FR 9	4241 La Guardia, Bldg C-3, shear nailing, holdowns.	x						
10/24/2023	FR 4	Escalante Meadows, 1C, Rough plumbing, apt 101	x						
10/24/2023	FR 8	Escalante Meadows, 1C, DWV top out, apt 101	x						
10/24/2023	FR 4	Escalante Meadows, 1C, Rough plumbing, apt 102.	x						
10/24/2023	FR 8	Escalante Meadows, 1C, DWV top out, apt 102.	x						
10/24/2023	FR 4	Escalante Meadows, 1C, Rough plumbing, apt 103.	x						
10/24/2023	FR 8	Escalante Meadows, 1C, DWV top out, apt 103.	x						
10/24/2023	FR 4	Escalante Meadows, 1C, Rough plumbing, apt 104.	x						
10/24/2023	FR 8	Escalante Meadows, 1C, DWV top out, apt 201.	x						
10/24/2023	FR 4	Escalante Meadows, 1C, Rough plumbing, apt 201.	x						

GUADALUPE POLICE DEPARTMENT
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
MONTH OF SEPTEMBER 2023

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	4	2	1	0
211 PC ROBEBRRY	0	0	0	0	0	0	0	0
242/245 PC ASSAULT	1	1	7	6	29	26	29	25
459 PC BURGLARY	1	0	1	0	15	6	13	8
484/487 PC THEFT	4	0	4	0	28	1	40	4
10851 VC VEH THEFT	1	0	0	0	20	0	15	10
451 PC ARSON	0	0	0	0	0	0	1	0
TOTAL	7	1	12	6	96	35	99	47

PART II: REPORTED CRIMES

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	47	95	642	659
TOTAL REQUEST FOR SERVICE	209	207	1921	2057
TOTAL ACTIVITY FOR THE MONTH	256	302	496	2716
DOMESTIC VIOLENCE REPORT	1	3	155	17
TOTAL PROPERTY STOLEN	\$12,029.00	\$5,584.00	\$52,380.00	\$742,814.00
TOTAL PROPERTY RECOVERED	\$0.00	\$0.00	\$25.00	\$17,400.00

PART III: ARREST SUMMARY

OFFENCES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUNENILES
FELONY	4	0	6	0	27	1	27	1
MISDEMINOR	8	0	9	0	76	3	78	4
TOTAL	12	0	15	0	103	4	105	5
23152(a&b) VC ARREST	4		4		16		25	
WARRANT ARREST	2		1		14		9	

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



GUADALUPE FIRE DEPARTMENT



TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
FROM: CAPTAIN PATRICK SCHMITZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 September 1, 2023 – September 30, 2023

DATE: 10/04/2023

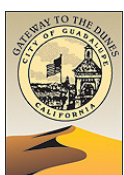
CALLS FOR SERVICE

September 2023

INCIDENT TYPE	This Month	Last Month	Year to Date (2023-2024)	Year to date (2022-2023)
Medical	25	33	100	100
Structure Fire	0	0	0	0
Cooking Fire	0	0	0	0
Trash or Rubbish Fire	1	3	4	4
Vehicle Fire	1	0	1	0
Grass/Vegetation Fire	0	1	2	0
Other Fire	0	0	0	0
Motor Vehicle Accidents with Injuries	7	4	11	6
Motor Vehicle Accidents No Injuries	4	2	6	3
Motor Vehicle/Pedestrian Accident	3	0	4	4
Hazardous Materials Spill/Release	1	0	1	2
Hazardous Condition Other	3	2	5	2
Water Problem/Leak	1	0	1	2
Animal Problem	1	0	1	1
Search / Rescue	0	0	0	0
Public Assistance	3	1	6	7
Police Matter/Assistance	0	2	3	2
Illegal Burn	0	0	0	0
Smoke/CO Detector Activation	0	1	3	8
Dispatch and Canceled En-route	1	3	6	8
False Alarm	2	3	6	4
TOTAL	53	55	160	153

Additional Information

STAFFING: 1 Public Safety Director (Police/Fire Chief)
 2 Fire Captains 1 Vacant Position
 3 Fire Engineers
 0 Paid-Call Firefighters 6 Vacant Position



GUADALUPE FIRE DEPARTMENT

Special Assignments / Coverage:

- Food Distribution (09/07)
- Fiestas Patrias Event (09/16)
- Fiestas Patrias Parade-Event (09/17)

CODE COMPLIANCE CASES

September 2023

INCIDENT TYPE	This Month	Last Month	Year to Date (2023-2024)	Year to date (2022-2023)
Business License (GMC 5.04.110)	0	0	0	0
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A, E))	0	0	0	-
Fowl, Livestock, and Wild Animals (GMC 6.04.210)	0	0	0	-
Residential Solid Waste Collection (GMC 8.08.070)	0	0	0	-
Litter Accumulation (GMC 8.12.020)	7	0	10	1
Burning Garbage Prohibited (GMC 8.12.150)	0	0	0	-
Abatement of Weeds and Rubbish (GMC 8.16.010)	15	20	44	10
Discharge of Illegal Fireworks (GMC 8.24.020)	0	0	0	-
Unlawful Property Nuisance (GMC 8.50.070)	0	1	2	-
Graffiti Abatement (GMC 9.07.060)	0	0	0	-
Parking of Large Vehicles / Trailers (GMC 10.24.190)	0	0	0	-
Abandoned Vehicles (GMC 10.36.010)	0	0	1	-
Portable/fixed basketball goals (GMC 10.48.050)	0	0	0	-
Address Number (GMC 15.08.020 (505.1))	5	9	28	8
Illegal Garage Conversion	0	0	0	-
Wall, Fence, or Hedge Requirements (GMC 18.52.121)	0	0	4	-
Damage Fence (GMC 18.52.125)	0	0	0	-
Trailers / Mobile Homes as Living Space (GMC 18.56.030)	0	1	1	-
Parking on Front Yard Setback (GMC 18.60.040)	2	1	12	-
Landscape Maintenance Required (GMC 18.64.120)	0	0	0	-
Working Without Permits (GMC15.04.020)	0	0	0	1
Complaints (No Violation Found)	0	0	0	3
Apartment Inspections	0	0	0	1
Yearly Business Inspections	3	1	4	30
Other	1	3	8	6
TOTAL	33	36	114	60
Complaints Received	1	1	2	4

Miscellaneous	This Month	Last Month	Year to Date (2023-2024)	Year to date (2022-2023)
Visitors	49	65	139	76
Public Relations	3	5	15	11
School Station Visits	0	0	0	3



GUADALUPE CODE COMPLIANCE

TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
FROM: CODE COMPLIANCE OFFICER, JOSUE MERAZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 SEPTEMBER 1, 2023 – SEPTEMBER 30, 2023

DATE: 10/01/2023

CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2020-2021)
Parking Prohibited Zoning Clearance Required (GMC 18.60.040) (D)	0	0	3
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	0	0	3
Fowl, Livestock and Wild Animals (GMC 6.04.210)	1	1	3
Litter Accumulation (GMC 8.12.020)	3	2	8
Abatement of Weeds and Rubbish (GMC 8.16.010)	1	3	10
Unsafe Buildings-Collecting Rent for (GMC 8.40.030)	0	0	3
Unlawful Property Nuisance (GMC 8.50.070)	1	2	8
Graffiti Abatement (GMC 9.07.060)	0	0	0
Abandoned Vehicles/ Vehicle Covers (GMC 10.36.010)	1	8	21
Portable/fixed basketball goals (GMC 10.48.050)	0	0	0
Parking of large vehicles/trailers (GMC 10.24.190)	0	0	1
Wall,Fence,or Hedge Requirements (GMC 18.52.121)	0	0	0
Working Without Permits (GMC15.04.020)	1	1	6
Address Number (GMC 15.08.020 (505.1))	0	1	1
Illegal Garage Conversion (GMC 18.08.120, 18.08.160)	0	0	0
Damage Fence (GMC 18.52.125)	0	0	0
Parking on Front Yard Setback (GMC 18.60.035)	0	1	10
Trailers/Mobile homes as living space (GMC 18.56.030)	0	0	1
Prohibition of illicit discharges (GMC 13.24.050)	0	0	1
Landscape Maintenance Required (GMC 18.64.120)	2	0	4
Discharge of illegal fireworks (GMC 8.24.020)	0	0	7
72hr Parking	1	0	40
Code 60 Citations	0	0	23
TOTAL	11	19	153
Complaints Received	6	5	38

Miscellaneous	This Month	Last Month	Year to Date (2020-2021)
Visitors	0	0	0
Public Relations (Food distribution, Covid Vaccination)	1	1	8
School Visits ()	0	0	0



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 14, 2023

Michael Cash

Todd Bodem

Prepared by:
Michael Cash, Director of Public Safety

Approved by:
Todd Bodem, City Administrator

SUBJECT: Adoption of the June 2023 City of Guadalupe Emergency Response and Procedures Manual

RECOMMENDATION:

It is recommended that the City Council adopt the June 2023 City of Guadalupe Emergency Response and Procedures Manual.

BACKGROUND:

The City of Guadalupe Emergency Response and Procedures Manual (ERP) provides guidance to the Guadalupe community for responding to and managing emergency incidents. In most cases, emergency incidents are of short duration and can be managed by immediately available personnel and resources. When the emergency incident is of longer duration, of higher severity, or requires a specialized response, this ERP will guide the efforts of the City of Guadalupe community.

In California, government agencies are required by state law to use the Standardized Emergency Management System (SEMS) to manage their response to an emergency incident. SEMS forms a common framework of management principles and terminology to allow responders from different jurisdictions and agencies to work together toward a common goal. The City of Guadalupe has committed to the use of SEMS in emergency management. While private organizations are not required to use SEMS for managing emergencies, the Governor's Office of Emergency Services highly recommends that they do so.

DISCUSSION:

The main portion of this ERP guides the response to the great majority of emergency incidents that may occur during the year; for particular situations that have different characteristics than common emergency situations, there are specific appendices with appropriate direction. The ERP was designed as an "all-hazards" approach to managing potential emergencies in the City of Guadalupe.

City staff is asking that the City Council adopt the June 2023 Emergency Response and Procedures Manual.

FISCAL IMPACT:

None.

ATTACHMENTS:

1. June 2023 City of Guadalupe Emergency Response and Procedures Manual.

CITY OF GUADALUPE



EMERGENCY RESPONSE AND PROCEDURES MANUAL

Department of Public Safety

Michael Cash
Chief of Police / Director of Public Safety

June 2023

City of Guadalupe
Emergency Response & Procedures Manual

LETTER OF PROMULGATION

In the event of a natural or technological disaster, or intentional/terrorist act affecting the City of Guadalupe, we must be prepared to implement plans and procedures to protect lives and property.

The purpose of this plan is to provide direction and guidance to the City of Guadalupe and supporting agencies. It constitutes a directive for this organization to prepare for and execute assigned emergency task to ensure maximum survival of the population and property in the event of a disaster or other overwhelming event.

Date

Ariston Julian, Mayor

Eugene Costa Jr. Mayor Pro Tem

Christina Hernandez, Council Member

Megan Lizalde, Council Member

Gilbert Robles, Council Member

Amelia M. Villegas, City Clerk

Philip F. Sinco, City Attorney

City of Guadalupe
Emergency Response & Procedures Manual

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City of Guadalupe
Emergency Response & Procedures Manual

Introduction

The City of Guadalupe Emergency Response and Procedures Manual (ERP) provide guidance to the Guadalupe community for responding to and managing emergency incidents. In most cases, emergency incidents are of short duration and can be managed by immediately available personnel and resources. When the emergency incident is of longer duration, of higher severity, or requires a specialized response, this ERP will guide the efforts of the City of Guadalupe community.

In California, government agencies are required by state law to use the Standardized Emergency Management System (SEMS) to manage their response to an emergency incident. SEMS forms a common framework of management principles and terminology to allow responders from different jurisdictions and agencies to work together toward a common goal. While private organizations are not required to use SEMS for managing emergencies, the Governor's Office of Emergency Services highly recommends that they do so. The City of Guadalupe has committed to the use of SEMS in emergency management.

A major component of SEMS is the Incident Command System, or ICS. Using a modular approach to organizing personnel, functions, and resources, ICS allows emergency responders to rapidly assemble a coherent management structure in the field; additionally, ICS extends beyond the field-level response to coordinating the organization-wide response to the emergency incident. The use of additional management structures such as an Emergency Operations Center (EOC) and the executive-level Policy Management Team (PMT) supports the emergency response in the field.

The main portion of this Plan guides the response to the great majority of emergency incidents that may occur during the year; for particular situations that have different characteristics than common emergency situations, there are specific appendixes with appropriate direction. The ERP was designed as an "all-hazards" approach to managing potential emergencies in the City of Guadalupe.

While it is necessary for the ERP to be published in this form, simplified directions for specific populations in Guadalupe can be provided via printed matter, web pages, and field operations guides. Targeted populations might include residents, employees, employers, residents, visitors, and other persons with emergency response responsibilities.

For further information, please contact the Guadalupe Department of Public Safety at (805) 343-2112 or view our web pages at <http://ci.guadalupe.ca.us>

City of Guadalupe
Emergency Response & Procedures Manual

Purpose

The **Emergency Response and Procedures Manual (ERP)** set forth City of Guadalupe’s policy and procedure in relation to emergency preparedness, response, and recovery activities. The ERP is structured in modules to help manage simple, complex, and catastrophic incidents that affect the city residents.

Authorities and References

Emergency Services Act
Presidential Directive/HSPD-5 and 7
Governor’s Executive Order S-02-05

Definitions

- After-Action Report: Page 19
- City Emergency: Page 9
- Policy Management Team: Page 6
- Command Staff: Page 22
- Emergency Operations Center: Page 20
- Emergency Response and Procedures Manual (ERP): Page 8
- Emergency Response Organization: Page 9
- General Staff: Page 22
- Incident Action Plan: Page 17
- Incident Command System (ICS): Page 9
- National Incident Management System (NIMS): Page 8
- Operational Period: Page 17
- Span of Control: Page 18
- Standardized Emergency Management System (SEMS): Page 8

City of Guadalupe
Emergency Response & Procedures Manual

- Unified Command: Page 17

- Policy Management Team (PMT): The term “Policy Management Team” or “PMT” refers to the City of Guadalupe City Council Members that would help the EOC Director and Incident Commander set any policy-level objectives for the IAP and assists in evaluating incident progress. The assembly of the PMT is only needed in the case of a major incident.

City of Guadalupe
Emergency Response & Procedures Manual

Situation and Assumptions

Situation

The City of Guadalupe has many of the characteristics, hazards, and risks associated with any small town. As a result, this ERP must account for many potential emergencies including earthquakes, fires (commercial and wild land), severe weather, hazardous materials releases, transportation accidents, and health emergencies. A coordinated response to emergency incidents in the city will result in a more rapid and effective response, resulting in the continuing ability to function as a city and community.

Assumptions

1. Individual city departments possess the technical and operational knowledge necessary to conduct day-to-day operations in their area of responsibility, and to conduct planning on behalf of their client populations.
2. Based on the possibility of monetary reimbursement for funds expended in the response to an emergency incident, this plan emphasizes documentation of emergency incidents and all actions taken by the City to minimize loss of life and injury to persons, and control property damage and loss to the greatest extent possible. Documentation includes but is not limited to still and video images, written plans and reports, receipts for funds expended, and recording of the statements of involved persons.
3. It is well known that the reduction of response time to an emergency saves lives and property. This plan emphasizes a rapid, effective response by trained on-duty employees and volunteers' making good use of the time it takes first-responders to arrive on scene.
4. It is assumed that the most destructive and likely event with potential to cause widespread damage and casualties in the city area is a severe earthquake. Therefore, a detailed Severe Earthquake Response Appendix is included as an essential part of the ERP.

City of Guadalupe
Emergency Response & Procedures Manual

Concept of Operations

Overview

Using the organizational and management techniques contained in the California Standardized Emergency Management System (SEMS) and the Incident Command System (ICS), the city will respond to emergency situations impacting the community to minimize:

- Loss of life;
- Injury and illness;
- Property loss and damage;
- Psychological impact; and
- Damage to the City's reputation and standing in the greater community.

The achievement of the above goals requires that rapid and decisive actions be taken in the early stages of the emergency response. Some of these actions include:

- Contacting emergency responders such as police and fire personnel to exchange information and establish lines of communication;
- Securing perimeters around affected areas or facilities to assure quick access of emergency responders and prevent further bystander danger;
- Rapid rescue of injured persons and evacuation to a safe area;
- Establishing an Incident Command to coordinate response and resources;
- Notification of key administrators and personnel;
- Communicating clear messages to the community and
- Assessment of available resources and immediate needs that cannot be met.

The structure of this Emergency Response and Procedures Manual (ERP) is based upon:

- A flexible basic emergency response plan for all emergencies;
- Specific plan appendices for particular types of emergencies;
- Use of principles of effective Continuation of Business and Operations practices;
- Coordination of the response by an Emergency Operations Center (EOC);
- Strategic oversight by the Policy Management Team (PMT).

During an emergency incident, City Departments and their personnel will generally be responsible for things within their normal purview, i.e., Facilities Management will be responsible for operating machinery and performing maintenance operations; however, their duty station and/or specific duties will likely be different, and they may be supervised through a different chain of command.

City of Guadalupe *Emergency Response & Procedures Manual*

Additionally, the City has a clear policy regarding the authority of an Incident Commander (IC) to use city facilities, equipment, and personnel to resolve an emergency situation; the declaration of a **City Emergency**, with pre-defined procedures follows the example of jurisdictions throughout California.

Organization and Assignment of Responsibilities

The City of Guadalupe is generally familiar with the normal city organizational chart and lines of authority. In an emergency situation, the organizational structure and specific lines of authority will in some cases change temporarily. This altered structure, known generically as the *Emergency Response Organization*, is necessary to efficiently manage the tasks and resources necessary to overcome the emergency situation and restore normal operations. The following listing outlines areas of responsibility for key members and components of the *Emergency Response Organization*:

(Note: Incident Command System (ICS) positions below are noted in **bold**. Not every incident requires all of these positions to be staffed.)

Mayor and City Councilmembers

- Provides policy direction for the response and recovery efforts
- Authorizes significant expenditures necessary for response and recovery
- Staffs the Policy Management Team (PMT) function
- Declares a City Emergency when appropriate

City Administrator

- Resource for city leadership regarding Public Safety and Facilities Management
- Point of Contact between the PMT and the EOC
- Declares a City Emergency when appropriate

Chief of Police (or designee)

- Designates a manager for ongoing Public Safety Operations
- Provides guidance and support to the **Incident Commander**
- Acts as **EOC Director or appoints designee** when the EOC is in operation
- Declares a City Emergency when appropriate
- Designates an **Operations Section Coordinator** in the EOC

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Emergency Response & Procedures Manual

Police

- Staffs the **Law Enforcement Branch Director** position in the EOC
- Secures the City and specific incident sites
- Works directly with fire personnel
- Coordinates Search and Rescue Team operations

Fire

- Staffs the **Fire Branch Director** position in the EOC
- Secures the City and specific incident sites
- Works directly with fire personnel
- Coordinates Search and Rescue Team operations
- Provides a **Safety Officer** to the EOC
- Monitors safety conditions during response and recovery
- Technical advisor on Environmental Health and Hazardous Materials
- Staffs the **Medical and Health Branch Director** position in the EOC
- Direct medical care
- Technical advice on health issues

Facilities Management

- Staffs the **Logistics Section Coordinator** position in the EOC
- Staffs the **Utilities Branch Director** position in the EOC
- Provides staffing for Search and Rescue Team operations and support
- Primary responsibility for transportation, debris removal, emergency repairs
- Supervises building and safety assessments after an earthquake

Public Safety and Administration

- Provides a **Public Information Officer** to the EOC
- Disseminates information to the city and external community
- Media Relations
- Phone bank for external communications

Recreation and Parks

- Staffs the **Planning Section Coordinator** position in the EOC
- Coordinates the writing of the Incident Action Plan (IAP)
- Facilitates use of city buildings and conference spaces
- Provides additional staffing for the *Emergency Response Organization*
- Primary liaison for Food Service and to Food Service contractors
- Supports the Care and Shelter Branch relating to food services
- Distribution Center supports the EOC Logistics Section
- Staffs the **Care and Shelter Branch Director** position in the EOC
- Assists displaced residents, visitor, and staff

City of Guadalupe
Emergency Response & Procedures Manual

Human Resources

- Staffs the **Human Resources Unit Leader** position in the EOC
- Responsible for maintaining a check-in system for working staff
- Supports the *Emergency Response Organization* with staff accountability
- Establishes a Family Support Center for staff working on the incident

Financial Services - Payroll

- Staffs the **Compensation/Claims Unit Leader** position in the EOC
- Maintains payroll records for the incident
- Staffs the **Finance/Administration Section Coordinator** position in the EOC
- Tracks costs associated with the management of the incident
- Periodically reports funds expended to the EOC Director

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Emergency Response & Procedures Manual

Response to Emergencies

With the exception of incidents that can be predicted, (such as the forecast of a severe storm) most emergency situations occur with little or no prior notice. The first notification of an emergency situation usually arrives via a phone call or alarm activation to Public Safety. The dispatcher directs the appropriate available resources to the situation; the initial information received may dictate that an officer is dispatched; in a medical emergency, the Fire Department might be sent; or a referral to Facilities Management for maintenance might be needed.

As the incident unfolds, the response to the emergency may require notifications of key staff and administrators; call-in of specialized personnel; requests for assistance from the Police and Fire Departments; and/or calls to contractors.

In the following pages there is an outline of how the city's first responders, the personnel in Public Safety, will respond to emergency situations affecting the City. The outline does not detail all of the specific actions to be taken by Public Safety; these details are contained in the policies, procedures, and Standard Operating Procedures (SOP's) maintained by Police and Fire.

While use of the Incident Command System (ICS) and Standardized Emergency Management System (SEMS) is new to the city, it has been successfully used by federal, state, county, local, and private organizations for over 20 years. These emergency management mechanisms are considered "best practices" in the field of emergency management.

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Emergency Response & Procedures Manual

Guadalupe Department of Public Safety

The Guadalupe Department of Public Safety respond to emergency incidents affecting the city. Public Safety is the communications point for law enforcement and the fire department. These personnel have both a strategic understanding of city operations and a tactical knowledge of important information such as access control and how to work with external public first responders.

Initial Response to an Emergency Situation

1. A police officer either observes an emergency situation or is dispatched to the emergency situation by the Police dispatcher.
2. The dispatcher notifies the Supervisor of the situation at the time of dispatch, or upon learning of the situation from the officer who has observed the situation. The Supervisor has discretion as to whether they respond to the situation.
3. Upon arrival, the officer assesses the situation and may provide additional information to the dispatcher or request additional resources. These resources may include police and/or fire department resources.
4. If the officer and/or Supervisor are able to manage the situation with available resources, they will conclude their response and document the incident according to police policy, making any required notifications.
5. The Supervisor may request other city resources (such as Facilities Management personnel and/or equipment) to assist in managing the emergency situation. Depending upon the Facilities Management staffing level at the time of the request, Facilities Management personnel or contractors may be called in to manage an urgent situation. The Supervisor will consult with police and other city managers if there is a likelihood of injury, death, or property damage/loss.

Level of Emergency Determines Response

The city's partial or total response to an emergency situation will be dictated by the type and magnitude of the emergency. Generally, response to a major emergency will progress from local, to regional, to state, to federal involvement.

For planning purposes, the city has established three levels of response to emergencies, which are based on the severity of the situation and the availability of city resources:

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- **Level 1**
A minor to moderate incident wherein city resources are adequate and available.

- **Level 2**
A moderate to severe emergency wherein city resources may not be adequate and mutual aid may be required on a larger basis. An EMERGENCY will be proclaimed and a STATE OF EMERGENCY might be proclaimed.

- **Level 3**
A major disaster wherein resources in or near the impacted area are overwhelmed and extensive city, county, state and/or federal resources are required. The Mayor will proclaim a STATE OF EMERGENCY.

The Plan provides for a full emergency response by the city for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a Level One disaster occurring at the city would require minimal activation of the plan, where more serious situations would require increased activation.

Emergency Communications

The Supervisor is responsible for assuring that all important life-or property-saving information is communicated to the necessary parties as soon as possible. These communications might include use of the mass communication system to broadcast a message to one or more groups; use of a fixed or mobile public address system to evacuate a building or area; an e-mail message to predetermined recipients. **Public Safety retains responsibility for disseminating critical lifesaving and property conservation communications throughout the duration of the incident.**

Communications of a less urgent nature are initially the responsibility of Public Safety until Public Information/Governmental Relations assumes responsibility for this task.

Response Escalation

Based upon the nature and urgency of the emergency situation, the Supervisor (in consultation with the Public Safety Chain of Command) may need to call in and/or coordinate additional officers.

In order to effectively oversee the larger emergency response, an “Incident Command” should be established. **An Incident Command is an ad-hoc organization of existing resources formed to manage an incident using the principles of the Incident Command System (ICS).**

It is recommended that the Supervisor establish an “Incident Command” when one or more of the following criteria are met in relation to an incident in the city:

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- A serious crime has occurred and protection of persons, property, and/or the crime scene requires additional resources; or
- A situation exists that has potential for causing casualties or property damage. Examples include suspicious mail or packages (that may contain an explosive or other harmful substance) or a hazardous materials spill, or bomb/terrorist threat; or
- An incident involves injuries to three or more persons or any deaths; or
- A structure fire or other incident causes significant damage to one or more city buildings, or a wild land fire threatens the city; or
- Any situation impairing the ability of the city to conduct normal operations. Examples may include severe weather, extended computer network or power outage, civil unrest, etc; or
- An outside entity requests use of city facilities and personnel for a community disaster or other emergency incident.

Establishing an Incident Command

When there is a need to establish an Incident Command, there is a corresponding need to identify an **Incident Commander**, or **IC**. The IC, regardless of their normal role or rank as a city employee assumes temporary authority over the emergency response activities, with the accompanying responsibility. The authority assumed by the IC relates only to planning, directing, and overseeing the overall emergency response; it does not include the ability to hire or fire employees, for example. The IC retains this authority until the authority is transferred to another person (See “Transfer of Command” below) or the Incident Command is terminated when the emergency situation is resolved. Generally, the initial Incident Commander is the person that establishes the Incident Command.

Incident Name: Under the principles of SEMS, an Incident Command is usually named for a geographic point or area adjacent to the location of the incident; for example, an incident involving the Senior Center might be named “Senior Center Command.” It is important that the name be relatively specific so as not to cause confusion.

In the event of a catastrophic incident such as an earthquake, a more generic “City Command” can be established initially to coordinate the assessment of city damage and casualties; once a better picture of the situation becomes clear, the IC has the option of changing the name of the incident to better identify the most severe problems. In this scenario, when the IC learns that the most severe damage and rescue efforts are concentrated at the Senior Center, “City Command” might become “Senior Center Command” at the discretion of the IC.

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Declaration of an Incident Command: Establishing the Incident Command requires a declaration by the person who is assuming charge, identifying the name of the incident and the location of the *Incident Command Post*:

“51S1 to Santa Maria Dispatch, I am establishing Senior Center Command in the north end of Senior Center Parking Lot.”

In this case, the Public Safety Supervisor (51S1) has notified the Public Safety dispatcher that an Incident Command has been established for the Senior Center incident in Senior Center Lot. The location of the Incident Command Post is important, as this is the place where resources (staff and supplies) will report for assignment.

The declaration of an Incident Command triggers several procedures and notifications; these notifications are based on specific situations and are detailed in Public Safety Communications procedures.

Incident Command Post: The IC must choose a location for the Incident Command Post (ICP) that is far enough away from incident-related hazards, but close enough to be able to monitor the emergency response. It is very disruptive to have to move an ICP once one is established, so the IC needs to choose his ICP carefully.

Drawing upon the above example, the ICP for the *Senior Center Command* should be far enough away from the building to avoid falling debris in the event of an aftershock; the general principle is to be at least as far away from the building as the height of the building. 51S1 would need to locate his ICP at least 40-50 feet from the building. Other considerations include traffic flow, proximity of supporting infrastructure (electricity, restrooms, etc).

Initial ICP’s are often patrol vehicle-based because the vehicle offers shelter from the weather or privacy for phone conversations if needed, lighting, power, and whatever supplies are carried within. As soon as is reasonably possible, the ICP should transition to a portable shelter, tent, or other non-emergency vehicle to free the Public Safety vehicle for other assignments. If a suitable space inside a safe structure is available, it may be used.

Incident Command Initial Activities: Once the Incident Command is established, the IC should begin to assess and document their available resources, immediate needs, and form a short-term action plan with specific objectives. The IC needs to resist the temptation to become overly involved with specific actions at the scene; their role in directing the overall response is much more important, and will have much more impact, than direct supervision allows.

Each Public Safety vehicle may contain an Incident Command kit, with checklists and forms to help the IC organize the initial response.

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- ICS-201, Incident Briefing: The initial IC uses this form to document information at the beginning of the incident, such as the incident name, initial organization of resources, and a summary of what actions have been taken. Early completion of this form allows a smooth transition of command (if applicable) or documents the entire response if the situation is resolved by the initial incident resources. Many incidents are resolved within the first operational period by the initial responding resources, and in this case the ICS-201 will be the full extent of incident command and control documentation.
- ICS-202, Incident Objectives: If an Incident Action Plan (IAP) is needed based upon the complexity or duration of the incident, the IAP objectives are listed on the ICS-202.
- ICS-203, Organizational Assignment List: This is usually the second page of the IAP; the ICS-203 lists the management and supervisory staff working during the operational period covered by the IAP.

Incident Action Plan

SEMS specifies the use of the Incident Action Plan (IAP) to establish measurable objectives; document resources assigned to the incident; and provide a unified plan for all employees to follow. The initial IAP may be very brief, with objectives focused on life safety and property conservation; The Incident Commander is responsible for writing the initial IAP using the appropriate forms listed above.

A new IAP is needed for each shift, or operational period. The operational period may vary, with most being either 8 or 12 hours.

If a Planning Section is staffed in the EOC, they will have primary responsibility for authoring the IAP for the following operational period, to be approved by the Incident Commander. If a Planning Section is not staffed, the IC is responsible for the required IAP. At each change of shift denoting a new Operational Period, the IC is responsible for distributing the new IAP and conducting the initial briefing.

Unified Command

Unified Command can be used when a public agency such as the Fire Department is called to an emergency in the city with police¹. While one person remains Incident Commander, they act in partnership with a manager or administrator from the other agency to assure that resources are applied toward all operational objectives.

¹ Unified Command is most useful in extended incidents (2+ days), or where the impact of the incident is widespread or significant (i.e., a large number of casualties). When a Unified IC is established, a corresponding Unified Information Center (JIC) should be arranged to assure consistent public information is disseminated. See Annex 2, Communications.

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In general, the Fire Department will establish their own Incident Command if one has not been established; it is important that the City Incident Commander contact the first-responding Fire Department Company Officer (Engineer, Lieutenant, or Captain) or Battalion Chief if one is dispatched. Joining in an Incident Command with public first responders help assure that city objectives are considered in managing the incident.

Span of Control

If additional resources must be added to the initial response, the command structure must evolve to adequately manage them. The ICS principle of “Span of Control” establishes a general worker-to-supervisor ratio that is most effective; a manageable ratio is between 3 to 7 workers per supervisor. If this ratio is exceeded, an additional supervisor must be designated to maintain an effective ratio. See Appendix F, Beyond the Initial Response: Building the Incident Command Organization.

Transfer of Command

Whenever the Incident Commander is relieved via a shift change or other re-assignment, a formal transfer of command should be done to avoid confusion and to clearly transfer authority and responsibility between the parties. The conversation between IC’s might be:

Existing IC: “I am transferring command of the Senior Center incident to you at 6:00 PM.”

Relieving IC: “I am assuming command of the Senior Center incident effective 6:00 PM.”

This command transfer shall be recorded in the Public Safety incident or dispatch log.

Demobilization

When resources are released from working on an incident, they are termed “Demobilized” under the ICS. There reaches a point in every incident where the remaining tasks to be done, or objectives to reach are exceeded by available resources.

The incident organization will reach a similar point where it is clear that some “shrinkage” is appropriate; Units can be consolidated into Groups, Divisions can be combined, and eventually whole Sections can be dismissed, their areas of responsibility assumed by the Incident Commander until full demobilization is accomplished.

Termination of the Incident Command

Just as the establishment of the Incident Command requires an affirmative action, the termination of the Command requires formal acknowledgement:

“51S1 to dispatch”, Senior Center Command is terminated.”

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Here the Supervisor has terminated the Incident Command, and there is no longer an Incident Commander or incident organization. Observance of these formal declarations establishing and terminating commands is very important.

Documentation

The establishment of an Incident Command and associated activities must be documented after the fact; it is up to the discretion of the Chief of Police to determine the form of documentation. If funds were expended in the course of the emergency incident, documentation of the expenditures must be kept in the event that a reimbursement source is available.

After-Action Report

As soon as after the Incident Command has been terminated, a “debriefing” meeting should be arranged by the Chief of Police for EOC and/or IC personnel. The purpose of the confidential debriefing is to gather input from participants in the emergency response on what was done right, what went wrong, and suggestions for future improvement. This meeting serves a dual purpose of gathering additional information for the after-action report and helping participants to emotionally return back to normal operations. The information from the debriefing should be documented in writing, without the name of the persons who gave the information.

A formal After-Action Report should be completed, using documentation from the incident and any input gleaned from the debriefing process. The purpose of the After-Action report is to help improve emergency response and incident management processes, and to recommend processes and/or equipment that would assist in the management of similar incidents in the future.

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Emergency Operations Center

Establishment of an Incident Command drives the opening of the City Emergency Operations Center (EOC)². If the incident is of such complexity that it will require coordination among various departments, or the incident is predicted to require more than 24 hours to resolve, the Incident Commander or Chief of Police will designate an initial EOC Manager to begin the EOC activation process. The EOC Manager's primary function is the technical and logistical support of the EOC so that the management functions can be performed within. (The EOC Manager should be a SEMS/ICS/NIMS trained city employee.)

The EOC can also be activated in anticipation of a possible emergency incident, or in preparation for a planned complex event (such as parade, festival, or a major athletic event). A warning of expected severe weather or an earthquake or tsunami warning may lead to a precautionary, limited opening of the EOC. In the case of such activation, Public Safety will contact key departments to request needed staffing.

The primary location of the EOC should be pre-designated with additional office and spaces nearby for expansion; in the event that the primary location is unavailable, one of the pre-designated backups EOC locations will be used.

The EOC coordinates the efforts of all city departments working to resolve the emergency situation. Using the organizational structure defined in SEMS, tasks and responsibilities are divided among the five major organizations units: Command, Operations, Logistics, Planning, and Finance/Administration. The EOC has positions associated with each of these units;

Based upon the objectives set in the Incident Action Plan (IAP), the EOC:

- Resolves resource conflicts: For example, if one truck is available but there are three requests for using it, the EOC Logistics Section Coordinator (or EOC Director, if the Logistics Section is not staffed) would prioritize the assignment of the truck based upon urgency and relation to IAP objectives.
- Collects and distributes information: The Planning Section of the EOC collects information on all aspects of the emergency incident, and helps the IC forecast future resource needs and form the objectives for the IAP.
- Coordinates the emergency response activities: In most cases, initial response activities will focus on saving lives and conserving property; as a result, the Operations function of the EOC will likely be staffed by a Public Safety Supervisor at first. As the lifesaving activities transition into more recovery-focused activities,

² Under the SEMS guidelines, an EOC is "a location from which centralized emergency management can be performed." The EOC supports the field-level emergency response and recovery.

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Operations may be coordinated by staff from Facilities Management or other department depending upon the nature of the incident.

- Tracks costs and personnel issues: Expenditures, whether through personnel time or cash purchases are tracked for possible reimbursement from insurance, litigation, or county/state/federal disaster assistance. The Finance/Administration Section of the EOC maintains important documentation and keeps the IC, ERO, and PMT informed as to approximate ongoing costs of the response and recovery activities.

Staffing

Keeping in mind that the EOC's main purpose is emergency management, it is important that persons who staff the EOC have significant experience in their areas of expertise, as well as intimate knowledge of city operations. In recognition of this issue, Administrators and Senior Managers are advised to make staff assignments to the EOC (and the field) with persons who can most effectively carry out their department's functions. Additionally, significant emergency incidents often require the EOC to be staffed 24 hours a day, making ongoing staffing a challenge.

The EOC uses SEMS guidance for organizational structure and uses the 5 "essential management" functional areas: Command (or Management), Operations, Planning, Logistics, and Administration/Finance. Staffing of one or more of these areas is at the discretion of the EOC Director.

SEMS guidance recommends that person in charge of the Command function in the EOC be designated the **EOC Director**, who has "overall responsibility for accomplishing the mission." "The EOC Director may seek policy guidance on specific issues during the response. However, the EOC Director must clearly have the authority to manage the emergency response."³ In most cases, the default choice for EOC Director for a city incident will be the Chief of Police or their designee.

³ SEMS Approved Course of Instruction, EOC Course, CA Governor's Office of Emergency Services, 2001

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Note: It is important to clarify the roles of the **Incident Commander**, who supervises the field-level response, and the **EOC Director**, who manages the overall efforts of response and recovery and supports the efforts of the Incident Commander.

Consistent with the SEMS organizational structure, the EOC Director is supported by three “Command Staff” positions:

- The **Liaison Officer** acts as a communications link between the EOC and other entities, such as the City’s Policy Management Team.
- The **Public Information Officer (PIO)** provides media relations, public information, and related expertise to the EOC.
- The **Safety Officer** provides guidance to the EOC Director and Coordinators on safe work practices for the overall response and recovery effort.

General Staff

The persons in charge of the other functional areas are called **Coordinators**, i.e., **EOC Operations Section Coordinator, EOC Logistics Section Coordinator**, etc.⁴ In SEMS terminology they are known as the General Staff.

Staffing of the four General Staff positions in the EOC should be as follows:

- **Operations Section Coordinator:** This position should be staffed by a Manager or Supervisor with significant public safety, law enforcement, or facilities management experience depending upon the nature of the incident. This Coordinator will be the primary communications link to the Incident Commander in the field.
- **Planning Section Coordinator:** This Coordinator supports the overall response and recovery efforts through gathering information about the city incident and any related community incidents (i.e., earthquake), supports writing and periodic revisions of the Incident Action Plan, and forecasts needs for personnel, equipment, and supplies based on IAP objectives. Managers with planning expertise should head this Section.

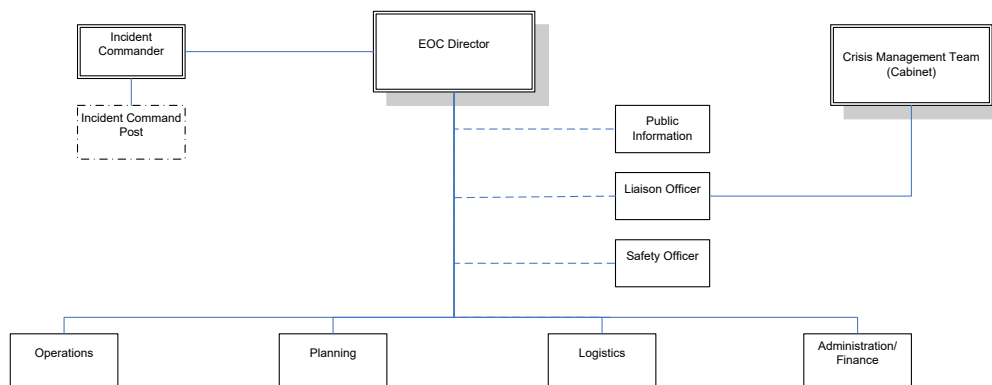
⁴ At the field level, the managers of Sections are called “Chiefs,” and are the counterparts of the EOC Coordinator of their Section. For example, the Operations Section Coordinator in the EOC supports the Operations Section Chief at the field level. If a particular Section is not staffed either in the EOC or in the field-level organization, the EOC Director or the Incident Commander would serve as the point of contact.

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- **Logistics Section Coordinator:** This Coordinator supports the response and recovery by providing the materials, equipment, and supplies to support IAP objectives. Managers from Facilities Management would be a logical choice to oversee this Section.

- **Finance/Administration Section Coordinator:** This functional area oversees and tracks expenditures made in relation to the emergency incident in terms of personnel hours, and equipment and supplies purchased or rented. In addition, this unit oversees any claims for employee injuries and works with the Workers Compensation carrier.

Based upon the above discussion, a basic SEMS organizational chart might look like this:



This chart demonstrates the relationship between:

- The field level Incident Commander who is directly overseeing emergency work;
- The EOC Director, who manages and supports the Incident Commander, as well as supervises the EOC functions that support the overall effort; and
- The Mayor, City Council Members, and Senior Administration who provide strategic guidance and resolve policy-level issues affecting the management of the emergency incident.

Next section will explain the integration of individual city departments into the basic SEMS management structure outlined above.

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City Departments and SEMS functional subdivisions

Because the SEMS functional areas do not correspond to our city departments, there will be some city departments whose responsibilities lie in two or more of the functional areas. For instance, while a great deal of work done through the Operations Section is completed by staff members of Facilities Management, they also have a key role in Logistics. While this may seem to be an unnecessary complication, public agencies also experience similar issues, where a county Public Works department is put in a similar situation. However, over 20 years of use of SEMS by public and private entities has demonstrated the value of its organizational approach.

Using SEMS principles, the following table describes how City Departments might fit into a fully staffed SEMS structure; note that not every incident will require a full staffing of a SEMS/ICS organizational structure. The staffing is based upon the characteristics, complexity, and extent of the emergency incident and is largely based on the discretion of the Incident Commander. Departments are depicted below having a “Functional Area 1,” or primary SEMS functional area affiliation, and a “Functional Area 2,” secondary SEMS functional area affiliation; note that some have only a primary affiliation due to the nature of their work. *Unnecessarily staffing areas that are not important to the management of the incident introduces unneeded complexity to the organization.*

Department/Unit	Work function(s)	Functional Area 1	Functional Area 2
Police	Law Enforcement	Operations	Planning
Facilities Management	Building Operations and Utilities	Logistics	Operations
Human Resources	Personnel Management	Finance/Administration	Logistics
Financial Services	Financial Administration	Finance/Administration	Logistics
Park and Recreation	Recreation Facilities	Logistics	Operations
Other Governmental Relations	External Communications Support	Logistics	Planning
Fire	Medical Care	Operations	Planning
Public Works / Environmental Health/Safety	HAZMAT, Safety Management	Operations	Command

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City Organizational Units and SEMS Functional Areas

Departments or functional units not noted above will be assigned to the appropriate SEMS functional area as determined by the nature of the incident and the discretion of the EOC Director or Incident Commander.

While the majority of relationships are direct supervision, there is communication between the Incident Commander and the EOC Operations Section Coordinator in most incidents; while the Incident Commander is supervised by the EOC Director, it is the Operations Section Coordinator in the EOC who supports and obtains resources for the IC. Similarly, in the event of an earthquake there will be close communications between staff assigned to safety inspections and the Search and Rescue Team.

The flexibility and scalability of SEMS and the Incident Command System allow managers to customize the *Emergency Response Organization* to the situation.

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Emergency Operations Center - Activation

EOC Activation

The checklists and documents needed to activate the EOC are located in the Public Safety Office or in the EOC Office. The Incident Commander will specify the location of the EOC for the incident. The IC will determine the staffing level of the EOC based upon the complexity of the incident.

1. The EOC Manager will follow the EOC Activation checklist. Notification to the City Administrator must be attempted at this time if it has not been completed; periodic additional attempts should be made until contact is successful.
2. In consultation with the Incident Commander, the EOC Manager will arrange staffing for the necessary positions of the EOC.
3. The EOC Manager will determine if any departments' Departmental Operations Centers (DOC's) are operational and will establish communications with any that have been activated.
4. The EOC Manager, or Planning Section (if activated) will create an "Incident Command Status Board" with pertinent incident information; this board will be updated as new information develops.
5. The EOC Manager will develop written objectives for EOC operations (EOC Action Plan), in support of the Incident Management objectives in the IAP. If it appears that the incident will last for more than 24 hours, the EOC Manager will develop a proposed staffing schedule and resource request for the Incident Commander's review. The resource request should address needs for sleeping space, food and drinks, hygiene needs, and any other predictable need.
6. Employees arriving to staff the EOC will check in with the EOC Manager or Logistics Section for their assignments and additional information.
7. Representatives from outside agencies, such as the Fire or Police Departments, utilities, etc. should be accommodated in the EOC to the extent possible to facilitate coordination.
8. The EOC Manager will establish a planning and meeting schedule for the EOC staff; recommendations for planning and writing the IAP are included in the EOC Manager File box.
9. Shift changes should include a minimum 15-minute overlap to facilitate briefing of incoming staff by outgoing staff.

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10. The Incident Commander and EOC Manager will determine when positions can be de-activated based upon the incident status.
11. The EOC Manager(s) will be responsible for completing the EOC after-action report.

EOC After-Action Reports

1. Requirements and Regulations:

The completion of an After-Action Report is part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the Office of Emergency Services (OES) in cooperation with involved state and local agencies complete an After-Action Report within 120 days after each declared disaster. Section 2450 (a) of the SEMS Regulations states that, "Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after-action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)." Additionally, the City will utilize the After-Action format for documenting training drills and exercises.

2. Functions of After-Action Reports:

An After-Action Report serves the following important functions:

- Source for documentation of response or drill activities.
- Identification of problems/successes during emergency or training operations.
- Analysis of the effectiveness of SEMS/ICS components.
- Describes and defines a plan of action for implementing improvements.

3. Responsibility for After-Action Reports;

The city official in command (or designee) of the emergency or exercise will be responsible for completing the After-Action Report. Other members of the SEMS/ICS organization may also be required to complete reports respective to their assignment. The city official will distribute the report as needed.

4. Contents of After-Action Reports

A. AFTER-ACTION REPORT OUTLINE

- i. Introduction and Background
- ii. Type/location of Event / Drill / Exercise
- iii. Description of Event / Drill / Exercise
- iv. Chronological Summary of Event / Drill / Exercise
- v. Response at SEMS Levels (as appropriate):

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- Include a summary, conclusions, the field response, and other local, operational area, regional, state, or federal response.
- vi. Interacting Systems, Agencies, and Programs: Include mutual aid systems (law enforcement, fire/rescue, medical, etc.); cooperating entities (utilities, American Red Cross, university departments, etc.); telecommunications and media interactions.
 - vii. Improvements, Conclusions, Recommendations: As applicable, include a description of actions taken, assignments, associated costs or budget, timetable for completion or correction, and follow-up responsibility.
 - viii. Training Needs
 - ix. Recovery Activities (as applicable)
 - x. References: Maps, charts, training materials, etc.

B. AFTER- ACTION REPORT SUPPORTING DOCUMENTS

Many types of documentation might be included. Some recommended types include the following:

- Action plans written during operational activities or training exercises.
- SEMS/ICS/EOC forms
- Unit activity logs and journals
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documents used during an emergency or training exercise.

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OES/FEMA DOCUMENTATION

A. INTRODUCTION

This information has been prepared based on the latest publication from FEMA and OES. Applications for FEMA are processed through the state and the rules and requirements are basically the same for both agencies. The information presented here is current as of this writing. **City of Guadalupe** will need to request a "FEMA packet" after any federally declared disaster and follow the latest instructions. The following information is based upon the *Northridge Earthquake Disaster Recovery Process*.

B. INITIAL INFORMATION AND SOURCE DOCUMENTS

Obtain copies of the following University records to serve as source documents for OES/FEMA reimbursement requests.

1. Guadalupe Personnel

Timesheet or other labor document for each employee. The document must include:

- ~ **Name**
- ~ **Social Security Number**
- ~ **Guadalupe Employee Number**
- ~ **Disaster Assignment and Summary of Duties Performed**
- ~ **Hours Worked: Regular Hours, Overtime Hours**
- ~ **Normal Work Assignment and Shift Hours**

2. City Equipment and Supplies

Daily Log or other Guadalupe work document for each employee. The document must include:

- ~ **Description of Equipment/Supplies:**
- ~ **Type, Make, Model, Size, Number**
- ~ **Unit # or Asset #**
- ~ **Disaster Assignment (Location Used)**
- ~ **Operator or Staff Assigned**
- ~ **Additional Costs (Fuel, etc.)**

3. Public Agencies - Personnel and Equipment

This is for public agencies that worked in the Guadalupe response. This includes all mutual assistance personnel. The information does not need to be actual time sheets but should be an official letter from the agency with the following information (including citations of the source documents, e.g., timesheets).

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- ~ Agency
- ~ Contact, Name, Address, Telephone, Fax Number, Disaster Assignment
- ~ Date and Time

4. Contracted and Vended Services

Source documents for these services include contracts and invoices. If the contracts exceed \$25,000, provide background documentation on bids and the City of Guadalupe approval process, if available. Request all invoices to be presented with cost itemization for equipment, supplies, and employee hourly rates. Documentation should include:

- ~ Contractor/Vendor
- ~ Contact, Name, Address, Telephone, Fax Number
- ~ Disaster Assignment
- ~ Date and Time
- ~ Total Amount of Services
- ~ Amount Required for Assignment (if Less than Total Amount of Contract)

5. Purchases

Source documents include purchase order requests and invoices for equipment and supplies purchased during the disaster response and recovery and include the following:

- ~ Company/Vendor
- ~ Item
- ~ Number of items
- ~ What Used For
- ~ Price per Item
- ~ Total Amount of Purchase
- ~ Guadalupe Purchase Number or other Control Number

C. FEMA PUBLIC DISASTER ASSISTANCE BRIEFING

FEMA will hold a public briefing to present the information for the FEMA Public Assistance application process. City of Guadalupe should send a representative to this meeting to listen to the information presented and obtain the application packet from FEMA. The city may submit the Notice of Interest form to FEMA at this briefing. The FEMA Declaration number will be provided at the briefing. This number will be needed for all documents and correspondence related to the application.

D. NOTICE OF INTEREST (NOI) FORM

The form is the first step in the application process. This form can be submitted by filling in (printing or typing) the names and telephone numbers of the contact person(s) for Guadalupe. This should be one or more persons who will be able to provide information to FEMA and can arrange for the FEMA field inspection teams.

The form can be submitted in person at the FEMA Briefing (mentioned above) or mailed or faxed to the Disaster Field Office (the location of this office will be announced at the

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briefing). Check the appropriate categories of damage on the NOI form. Be sure to keep a copy of the form on file.

E. EXHIBIT "B" FORM

The next submission is Exhibit "B." Follow the headings and provide brief descriptions of major areas of damage and scope of work for the repairs. The categories correspond with the sections checked on the NOI form. This form should be faxed, and a follow-up copy mailed, to the Disaster Field Office.

F. DESIGNATION OF APPLICANT'S AGENT RESOLUTION

The Designation of Applicant's Agent Resolution must be passed as an official action of the Guadalupe City Council and forwarded to the Disaster Field Office. The designee must have the authority to sign for the city and receive checks from FEMA. This person now signs all future correspondence with FEMA. For Guadalupe, it is suggested that the designated agent be the Finance Officer. Have at least two official documents prepared by the City Council (one is retained as a back-up). Attach a copy of the City Council agenda or other documents verifying the action. Send one original with the attachment to the Disaster Field Officer under a cover letter. Keep the other copy on file.

G. PROJECT APPLICATION FOR FEDERAL ASSISTANCE

Prepare a Project Application for Federal Assistance and have it signed by the official designee. Send this document to the Disaster Field Office either with the Designation of Applicant's Agent Resolution or as a separate item. If sent separately, prepare a cover letter. Keep a copy on file.

H. VENDOR DATA RECORD (STD 204)

Submit this form to the Disaster Field Office with the forms above or under separate cover. This form is required by the state and, though it does not apply to FEMA, the state will want to see it as part their administrative process. Keep a copy on file.

I. FIELD INSPECTION

The above listed items should complete the pre-inspection submittals. Within two weeks after submitting the Notice of Interest and the Exhibit "B," FEMA will contact the person named on the NOI form to set up an appointment for a field inspection. If, after submitting the Exhibit "B," FEMA has not contacted the City of Guadalupe to arrange a field inspection, the city should contact the Disaster Field Office and try to arrange for a field inspection. If all of the work has been completed at the time of the inspection, Guadalupe can complete the documentation for the request and submit it to the inspectors.

If the work is not completed, the City of Guadalupe should be prepared to submit estimates for the work to be completed and for other reimbursable costs to the inspectors. If this is not available at the time of inspection, the city should follow-up the inspection

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with a letter explaining that the estimates are not available and will be sent to the Disaster Field Office as soon as possible.

Initial estimates may be provided to the inspection team. Estimates are needed for FEMA to issue a Damage Survey Report (DSR). Consultant services may be needed to calculate reasonable estimates. These services may also be reimbursable, once the DSR is issued.

J. DAMAGE SURVEY REPORT

After FEMA receives estimates from Guadalupe and the report from the field inspectors, FEMA issues a Damage Survey Report (DSR) and assigns a DSR number to each site. The site may be one location or may be the entire city.

Once the city has the DSR, if it is not already done, the rest of the documentation will need to be completed.

Three document files should always be completed for each DSR. Two should be submitted to FEMA and one kept as a duplicate. Each file should contain copies of the Notice of Interest, Exhibit "B," Designation of Applicant's Agent Resolution and Project Application for Federal Assistance forms. FEMA will process each DSR separately and will require copies of these forms for each DSR.

K. FILE DOCUMENTATION

If not already completed before the field inspection, essentially, two sets of documents must be prepared: (1) estimates, and (2) actual invoices. FEMA approves payments based on the estimates, which are the amounts recorded on the DSR. If actual costs increase, the city will be required to provide written explanations and substantial documentation for the increases. If the actual costs are less, FEMA will pay the lesser amount of actual costs. Even though FEMA may not ask for the actual contract documents and other materials that are indicated here, it is best to submit them anyway. Each submittal of source documents provides detailed verification of costs and process, which streamlines the approval and payment process. Further, it reduces the need for a detailed file audit after the project is completed.

If completing the Labor Record, Force Account Equipment Record, Rented Equipment Record and Materials Record, please refer to the instructions from the State Auditor to see exactly how calculations for labor and benefits are to be done.

If presenting force account costs becomes too cumbersome a task, City of Guadalupe may want to make a business decision to only submit costs for contracted and vended services. This will significantly reduce the effort required for assembling the documentation, which may be cost effective when compared with the value of labor, benefits and materials of college staff and equipment.

In completing the forms, either attach copies of source documents such as time sheet and work logs or refer to the City of Guadalupe file name and/or number where the documents can be reviewed.

For contracted services, attach all relevant source documents or as above, refer to the file name and/or number where the documents can be reviewed. Include photographs of

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damage and work. Include descriptions of work with the photographs. (FEMA may ask for copies of photographs or permission to reproduce photographs for disaster related publications. Be prepared to provide extra prints or video to FEMA.)

L. PROGRAM PROCESS

The length of time for FEMA processing and payment of requests is dependent on the City of Guadalupe construction recovery period. If outside services are used and reconstruction is completed within a few months of the disaster, the entire process may take ten to twelve months from the first field inspection to the final inspection and payment. The file should be continually updated with all transmitted letters and documents during this time.

There are a few items regarding the FEMA process that should be noted:

1. Administrative Costs

FEMA allows a percentage, (usually 3%) of the total estimate of the DSR for administrative costs. State costs will be subtracted from this allowance. The remainder is provided to the recipient to cover administrative costs. This is a percentage factor of the total DSR and is in addition to the documented costs.

2. Eligible Costs

Not all costs incurred in the disaster and recovery operations are eligible. Generally, the following costs are not covered in the FEMA Public Disaster Assistance Program:

- ~ **EOC Staff**
- ~ **EOC Support**
- ~ **Care & Shelter Operations**
- ~ **Medical Operations**
- ~ **Public Information Officer Operations**
- ~ **Off-Site Recovery Operations**
- ~ **Mutual Assistance for Any of the Above**

However, exceptions are made after every disaster regarding strict eligibility. If there are any questions about these operations, check with the Disaster Field Office before the DSR is issued.

3. FEMA Reimbursement

The FEMA Public Disaster Assistance Program does not cover 100% of the eligible costs. The program provides for FEMA to reimburse 75% and the state to reimburse 75% of the remaining 25% of the project. City of Guadalupe is a Public Non-Profit (PNP) applicant and may qualify for state funding. Therefore, reimbursement is not limited to 75% of the eligible approved amount. However, OES processes the applications and requires that PNPs conform with state requirements. Additionally, verification of costs and supporting documentation must be provided for the full 100% of the project.

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Further, this amount is subject to change after each disaster and for individual applications. An example of FEMA reimbursement based on a project total of \$100,000 is as follows:

Total Eligible Damages: \$100,000
FEMA Approved Amount \$100,000
FEMA Program Reimbursement Amount \$75,000
State Program Reimbursement Amount \$18,750
Grantee Administrative Amount (State) \$1,725
Sub-Grantee Administrative Amount \$2,245
Total Reimbursement \$ 87,720
Less State Admin. \$1,725
Total estimate reimbursement \$85,995

(The example is based on \$100,000 eligible approved amount.

Deduct the state program amount for strict PNP eligibility.

4. Payments

Payments to City of Guadalupe are sent by the State Controller's Office, generally within six to eight weeks of signed approval from FEMA. Time extensions and reimbursement for expenses incurred that exceed initial estimates can be requested, via supplemental letters and supporting documentation, throughout the application process. Examples of letters are included in the packet of information from FEMA.

5. Documentation Audits

Copies of all source documents should be kept on file for at least five years from the final inspection. Generally, FEMA audits are conducted within one year of completion of the project; however, some have occurred at later times. FEMA audits require the inspection of representative source documents and may include time sheets, invoices, payment bond receipts, work orders, change order letters,

Board agendas and other information supporting expenses and proper procedures. This is not done for every project, but City of Guadalupe should be prepared. If FEMA auditors are not satisfied with the files, City of Guadalupe may be required to return funds to FEMA.

M. HAZARD MITIGATION

This application process does not address the FEMA Hazard Mitigation Program that is implemented for each affected area after a disaster. Funding for the Hazard Mitigation Program is part of the congressional approval of the FEMA Public Disaster Assistance Program. The program application (and funding approval) for applicant's projects is a separate process.

The application package will be available from the Disaster Field Office after the disaster. These projects are not for damage repairs. Funding is provided for permanent

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hazard mitigation, which includes emergency equipment procurement, emergency power and back-up power systems, and structural retrofit.

Information on this program will be available from the Disaster Field Office, generally within two months after the disaster.

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Appendix A

Severe Earthquake

Introduction

Public agencies recommend that persons who live and work in “earthquake country” be prepared to take care of their own needs for several days after an earthquake, because police and fire departments are temporarily overwhelmed by the widespread nature of a devastating earthquake. As a result, the City has to be prepared to take care of ourselves until outside help arrives.

The shaking and ground movement caused by an earthquake can cause building damage, disrupt power, gas, and communications lines, and result in injuries and death. Damage can result in immediate or delayed building collapse, fire, and release of hazardous materials. As a result, it is important to make assessments of structural integrity and safety after the shaking stops.

In the case of a severe earthquake, City staff and trained pre-identified volunteers will help building occupants evacuate buildings; provide immediate first aid and call for medical assistance for injured persons; rescue persons who can be reached in damaged structures; conduct rapid damage assessments of structures critical for emergency response and recovery; and manage the overall response to the emergency situation.

Policy

As a matter of policy, City employees, residents, visitors, and contractors will be required to evacuate their buildings after an earthquake meeting the below criteria occurs. This procedure is necessary to allow trained personnel to inspect the buildings for structural damage. If damage is observed, building access may be limited or prohibited depending upon the extent of damage.

Criteria

An earthquake is considered “severe” in any of the following cases:

- The earthquake is above Magnitude 4.0, and the epicenter is located within 20 miles of City property;
- Shaking is of such intensity that people lose balance and fall;
- Damage such as broken glass, visible cracks in walls, columns, roads, or sidewalks are observed;

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- Persons are injured as a result of the shaking; or
- The shaking results in fire, damage to utilities, or hazardous materials release.

Concept of Operations

Because a severe earthquake can cause massive damage and sever communications links in a short time, this procedure outlines actions that trained employees and volunteers are expected to perform automatically, without additional direction. These actions address immediate, lifesaving tasks that should not be delayed. If communications are intact, personnel can be re-directed after their initial response.

Designated personnel help building occupants evacuate their buildings when it is safe to do so, into the pre-designated assembly area.

Medically trained and Search and Rescue Team members assemble at pre-designated areas and setup a triage area and Casualty Collection Point (CCP). Injured persons from all over city are brought to the CCP, assessed, and treated or prepared for transport via ambulance. Ambulances are routed to pick up casualties and exit city. If ambulances are delayed, patients will be cared for as well as possible, and alternate transportation may be considered.

Public Safety secures the city and opens the Emergency Operations Center (EOC). After reporting to the EOC and given updates and assignments, Search and Rescue Teams respond to areas where persons may be trapped by debris and conducts searches of evacuated buildings.

Once the immediate threat to life and property is over, City Emergency Management personnel will respond to the damage caused by the earthquake in accordance with the emergency management process outlined in the ERP.

Procedure

Life Safety is always the primary concern. All initial effort should be focused on assuring that injured persons are located, rescued if they are entrapped, assessed, stabilized, and moved to a central location where licensed medical personnel can treat them and/or prepare them for transport to definitive medical care.

When a severe earthquake occurs, the following actions shall be carried out **without delay**:

1. The City Public Safety shall notify the City with a quick initial communication noting the occurrence of a severe earthquake.

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2. The Public Safety Supervisor, utilizing available personnel and resources, shall conduct a rapid assessment survey of the City, noting any obvious damage to structures and roadways and whether any structures have collapsed. The information obtained in the assessment survey will be communicated to dispatch.
3. The Public Safety Supervisor shall assure that the dispatcher follows the notification protocol in providing an initial assessment of any city damage or injuries.
4. City employees will assist their building occupants in exiting their buildings and guide them to the designated assembly areas.
5. All City medically trained personnel, any available Health Services staff, and Search and Rescue (SAR) Team members will respond to the pre-designated triage area to assist with the set up of the Casualty Collection Point (CCP). Instructions on CCP and triage area setup are provided through training with the EOC and ICS.
6. Once the CCP is established, personnel will communicate with Public Safety via their two-way radio, identifying the CCP as “Medical Control”; if there are known casualties in any of the assembly zones, the Public Safety will advise Medical Control⁵ of their location and any known information on the patients’ condition(s). Medical Control will coordinate transportation of injured patients to the CCP. All medical information and inquiries will be handled through the EOC.
7. Medical Control will advise Public Safety or EOC when injured persons may be transported to the CCP. The EOC’s Logistics Section, Transportation Unit Leader will assist with vehicle-based transportation of injured persons to the CCP.
8. Once the CCP is established, Search and Rescue (SAR) Team members will secure their equipment and proceed to their assignments.

⁵ The senior medical provider at the CCP will normally assume command of the CCP and be known as “Medical Control.” It is recognized that available student and staff are expected to do their best to help the situation, no matter what their prior emergency management experience.

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Appendix B

Sudden Emergency, Not an Earthquake

Introduction

There may be emergency situations (other than an earthquake) that occur suddenly and have a severe impact: an explosion, wildfire, transportation accident, building collapse, or unexpectedly severe weather. The sudden and widespread nature of such an incident can temporarily overwhelm City emergency responders and cause widespread confusion.

While the emergency personnel respond to the immediate threats to life and property, other members of the City community need to assess their surrounding areas for injuries and property damage or hazards, and report through their normal organizational chain. This is necessary to help assess what actions need to be taken, and to rapidly determine if there are persons who may be missing.

Policy

In the event of a sudden emergency (other than an earthquake) that has a severe impact on the City, City employees shall report, through any means possible and as soon as possible to their supervisor as to their personal status. If their supervisor cannot be located, they shall follow their organizational chain to a manager or administrator for their report. Managers and Administrators are responsible for reporting their employees' status up to their supervisors, who will pass the information on to the Public Safety Department.

Procedure

1. Take any necessary lifesaving actions that can be safely accomplished, such as guiding persons out of obviously dangerous conditions.
2. Notify Public Safety of injuries or any known dangerous conditions (fire, smoke, building damage) in your area.
3. It is the personal responsibility of all City employees to report their personal status to their supervisor if possible or to a manager in their department if their supervisor is unavailable.
4. Departments should report through their internal chains of command to their supervisors. When reporting, departments should have the following information available:
 - a. Number and locations of injured and/or entrapped persons;

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- b. Location of immediate hazards such as fire, exposed power lines, smoke, or leaking gas;
 - c. General description of damage observed; and
 - d. Approximate number of employees on city. (If employees decide to leave city, document that the employee was seen prior to their departure)
4. Monitor e-mail and the City web site (if possible) and phones for information messages.

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Appendix C

City Emergency Policy

Introduction

A variety of emergency situations can create hazardous conditions on City property requiring immediate actions to save lives and preserve property. Earthquakes, fires, explosions, hazardous materials releases, and violent criminal acts may require closure of the City properties, use of classrooms, conference rooms, or office space, suspension of city activities, or evacuation of building occupants. State and local governments have the ability to declare local states of emergency pursuant to the Emergency Services Act; this policy provides similar abilities to City emergency responders.

Policy

It is the policy of City of Guadalupe to empower designated staff members with the ability to declare a City Emergency in order to save lives and preserve property. The Declaration of a City Emergency gives the declarant the temporary authority to:

1. Close the city to vehicle and pedestrian traffic;
2. Direct building occupants to immediately evacuate a building;
3. Direct occupants to remain in a secured building for their safety;
4. Temporarily suspend City activities;
5. Assume control over office space, classrooms, athletic facilities, and/or conference rooms needed to help manage the emergency incident; or
6. Evacuate portions of or the entire City if needed.

Individuals authorized to declare a City Emergency include **Chief of Police; City Administrator; or the Mayor.**

The authorized person declaring a City Emergency is responsible for notifications to City Administration personnel according to current policy.

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Criteria

A City Emergency should be declared in situations where immediate action is needed to prevent loss of life, minimize injuries, and/or preserve property. One or more of the following criteria must be met prior to declaring a City Emergency:

- A serious crime is in progress or has recently occurred and protection of persons, property, and/or the crime scene requires additional resources; or
- A situation exists with potential for causing casualties or property damage. Examples include suspicious mail or packages (that may contain explosive or other harmful substances) or a hazardous materials release, or bomb/terrorist threat; or
- An incident involves injuries to three or more persons or any deaths; or
- A structure fire, aviation accident or other incident causes significant damage to one or more City buildings, or a wild land fire threatens the City; or
- Any serious situation impairing the ability of the City to conduct normal operations and maintain a safe working environment. Examples may include severe weather, train derailment, or power outage, civil unrest, etc.

Administrative Review

The need to continue a state of City Emergency should be reviewed at a minimum of every 12 hours by the Chief of Police, City Administrator, and the Mayor and City Council, or their designee. The City Emergency should be cancelled at the earliest practical time.

Authority

City employees and residents are expected to cooperate fully during a city emergency, and immediately comply with all directions.

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Appendix D

City Building Evacuation / Shelter in Place Policy

POLICY:

The City fire alarm and public announcement systems are a very important and effective means of alerting people to safely evacuate buildings during an emergency. After fire alarms and public announcement systems are activated, it is essential for all building occupants to evacuate and remain at a safe assembly point at least 50 feet from the building until a signal to re-enter has been given by the Public Safety personnel. The following procedures are to be followed any time a fire alarm or other means of official notice is given:

PROCEDURE:

- When a fire alarm sounds, proceed to the **nearest exit** marked by an exit sign. The nearest exit **may not** be the way you entered the building.
- If exits / stairwells are not clear or safe, go to the next closed exit / stairway. Stairwells are an important means of exiting multi-story buildings. Therefore, fire doors should be kept closed.
- The elevators should **not** be used. Many elevators are programmed to shut down during a fire alarm.
- Doors and, if possible, windows should be closed and lights turned off as the last person leaves a room or area.
- When a fire alarm sounds, evacuate the building quickly, but **do not** run or panic.
- People who walk slowly or need assistance should walk to the right side of stairwells to prevent impeding other people from exiting a building.
- Leave the nearby vicinity of the building and gather at designated assembly areas at least 50 feet away, so Emergency Personnel have clear access to the building.
- Proceed to designated assembly areas for your building. The designated areas should be communicated by staff member, and **emergency personnel**. Try to account for the people in your work areas to ensure all occupants have left the building.
- Never re-enter a building without instructions from Public Safety.

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RESIDENTS:

In the event of a fire alarm or public announcement, all residents **must** immediately evacuate the building and gather at least 50 feet from the building in the designated assembly areas.

EMPLOYEES:

In the event of a fire alarm or public announcement, all employees **must** evacuate the building and go to designated assembly areas.

DESIGNATED ASSEMBLY AREA:

Outside, please stay at least 50 feet away from buildings. Whenever possible, congregate with people from your work groups. If you suspect there are still people in the building, immediately notify Public Safety personnel or local agency personnel.

We are all responsible for providing a safe working / living environment, so please review your evacuation plans by identifying your primary and secondary Exits and Assembly Areas for your groups. Reviewing this information before an incident is critical to ensure the safety of our city community.

EVACUATION OF INDIVIDUALS WITH DISABILITIES

- Whenever possible, identify a **partner** to assist disabled people during an emergency incident. Do not attempt to lift / carry disabled people since this may cause serious injuries. Only professional rescue personnel should lift or carry disabled people.
- If the disabled people are **not** able to exit a building, they should be assisted by a Partner to an Area of Refuge. The Partner should evacuate and immediately notify Public Safety and Rescue Personnel where disabled people are located inside buildings.
- An **Area of Refuge** should have the following criteria: 1. an enclosed area, preferably with fire rated doors and walls, 2. a phone, if possible, and 3. located in close proximity to exits, stairwells or other access points for Rescue Personnel.
- Call 911 from a non-city phone and identify the name and location of disabled people in an **Area of Refuge**.
- Whenever possible, a list will be compiled of the location of disabled people who reside or work at the City. This list will be provided to Public Safety.
- If any member of the City staff wish to be identified on this list, please send your information to **Human Resources**.

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- If you are a disabled resident, please send your information to Public Safety Department. **The Public Safety Department** personnel will meet with residents needing assistance to discuss their action plans during an emergency in city.
- If disabled people are visiting the city, during an emergency the host should alert the Public Safety and Rescue Personnel.

Persons using crutches, canes, or walkers:

In emergency evacuations, these individuals should be treated as if they were injured. Have the individual sit on a sturdy chair, preferably a chair with arms, and follow the procedure for non-ambulatory persons discussed below.

Non-ambulatory persons:

Evacuation may not be necessary or advisable. Many stairwells are designed to provide temporary protection from fire or other danger. An able-bodied volunteer shall stay with a wheelchair user on the stairwell platform while a second person notifies emergency personnel or paramedics of the exact location of the wheelchair user. If immediate evacuation is necessary, be aware of the following considerations:

1. Wheelchairs have movable parts; some are not designed to withstand stress or lifting.
2. You may need to remove the chair batteries; life-support equipment may be attached.
3. In a life-threatening emergency, it may be necessary to remove an individual from their wheelchair. Use caution, as lifting persons with restricted mobility, may cause them bodily harm or injury.
4. Wheelchairs should not be used to descend stairwells. Use an emergency evacuation chair.
5. Non-ambulatory persons may have respiratory complications. Take them to a location away from smoke or fumes. Ask them if they have any needs or preferences.
6. Check the evacuation routes for obstructions before assisting the person to the exit.
7. Delegate other volunteers to collect the wheelchair.
8. Return the person to their wheelchair as soon as it is safe to do so.

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Providing Assistance

Always consult with people in the wheelchairs, asking them how you might assist them; i.e,

1. The number of people they require for assistance.
2. Methods to remove them from the chair.
3. Taking precautions for pain, catheters, catheter-bags, limb-plasticity, braces, etc.
4. Whether a seat cushion or pad shall be brought along, should the wheelchair be left behind.
5. Whether to carry them face-forward or backward down a flight of stairs.
6. In lieu of a wheelchair, ask if they prefer a stretcher, cushioned, or padded chair, or car seat.
7. Whether paramedic assistance is required.

The Visually Impaired;

Most visually impaired persons shall be familiar with their immediate area. In an emergency situation, describe the nature of the emergency and offer to act as a “sighted guide.” Offer your elbow and escort them to a safe place. As you walk, describe where you are and advise them of any obstacles. When you have reached safety, orient the person as to where you are and ask if any further assistance is needed.

The hearing impaired:

Because persons with impaired hearing may not hear emergency alarms, alternative warning techniques are required. Two methods are:

1. Write a note describing the emergency and nearest evacuation route, “Fire. Go out rear door, to the right, and down. Now!”
2. Turn the light switch off and on to get their attention, then indicate with gestures what is happening and what to do.

SHELTER IN PLACE DURING SELECTED CITY EMERGENCIES

- During some city emergencies, it may be necessary to Shelter in Place or remain in a location where there is less risk of becoming injured.

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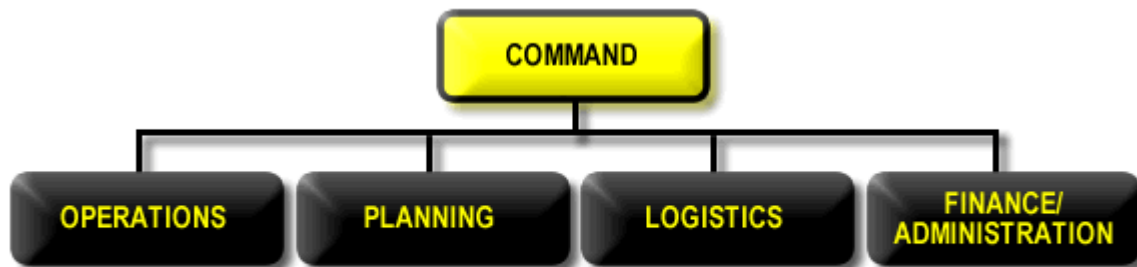
- Whenever possible, identify a Shelter in Place location nearby your area / classroom where you and your fellow occupants should remain during an emergency.
- The Shelter in Place location should have the following criteria: 1. an enclosed area which can not be viewed from outside areas, 2. solid doors which can be locked from the inside, 3. access to a phone, and 4. large enough to accommodate the people in your area / classroom.
- If you are directed to Shelter in Place, gather your fellow building occupants in your area / classroom and proceed to the Sheltering in Place location.
- Remain in the Shelter in Place location until you receive instructions from a City official, Public Safety personnel or Law Enforcement Personnel that it is safe to leave.
- Please, Shelter in Place is performed during certain types of emergencies when leaving a building may be dangerous. In all other instances, buildings should be evacuated unless notified by a City official, Public Safety personnel or Law Enforcement Personnel to remain in place.

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Appendix F

Beyond the Initial Response: Building the Incident Command Organization

The ICS structure begins with the Incident Commander, or IC. The IC is responsible for managing the tactical response to the emergency and forms strategic goals in consultation with the Policy Management Team⁶ (PMT) when needed. It is important to note that the Incident Commander can be any qualified person; initially, the IC will likely be the Public Safety Supervisor. Upon the arrival of the Chief of Police, the Police Chief may assume the role of IC or may direct the Supervisor or other person to act as IC. Depending upon the nature of the incident, it is possible that a Facilities Management or (or other department *ICS Trained*) staff person could be designated as IC.



INCIDENT COMMAND SYSTEM: BASIC FUNCTIONAL STRUCTURE

The above graphic depicts how ICS subdivides the necessary tasks into the categories of Operations, Planning, Logistics, and Finance/Administration. These main subdivisions are called Sections, i.e., “Planning Section” and “Logistics Section.” ICS doctrine leaves the decision as to whether a particular Section needs to be staffed to the IC; if the IC is able to manage the tasks normally assigned to a particular section without difficulty, the IC may decide for simplicity’s sake to not staff that section. In smaller incidents, for example the IC may only designate an Operations Section and a Logistics Section, retaining responsibility for completing the tasks normally assigned to the Planning Section and the Finance/Administration Section.

The ICS Sections have the following functions:

- **Operations:** This section oversees the personnel and resources working directly on resolving the emergency incident, i.e., victim rescues, debris clearance, etc.

⁶ The term “Policy Management Team “ or “PMT” refers to an ad-hoc group of City of Guadalupe Administrators, Executives, and Board Members that would help the Incident Commander set objectives for the IAP and assist in evaluating incident progress. The PMT is only needed in the case of a major incident.

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- **Logistics:** This section provides the materials, services, and facilities needed to support incident operations; For example, this section would provide fuel for the bulldozers clearing debris, coordinate feeding and housing personnel working on the incident, etc.

- **Planning:** Responsible for the collection, evaluation, and dissemination of tactical information (internal to the incident organization) related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

- **Administration/Finance:** This section tracks incident expenses, personnel time, and any medical or workers compensation claims related to the incident.

Note that there is ongoing interaction between the above sections; for example, in a debris clearance operation the IC sets the clearance objectives; Operations directly specifies the clearance tactics and provides supervision; Planning predicts the time when the task will be completed based upon information from Operations, and helps the IC set objectives for the next operational period; Logistics assures the equipment clearing the debris is fueled, staffed and maintained; and Administration/Finance tracks fuel and others costs and reports this information to the IC.

The Operations Section

This section tends to be the first to be staffed in an unfolding incident, because the first responders to the emergency are organized within. The IC will designate an Operations **Section Chief** to supervise these personnel, even if they are not within the normal Public Safety chain of command. For instance, the Incident Commander might initially have two Police Officers, two Facilities Management mechanics, and a Health Center worker at his disposal; even though the Facilities Management personnel are not normally supervised by Public Safety, in this situation they will take the legitimate direction of the Incident Commander from Public Safety.

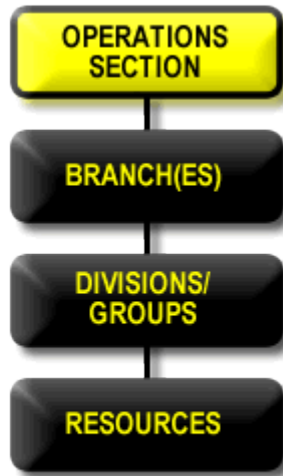
The IC may retain direct supervision over response personnel until the number of personnel exceeds the Span of Control guidance of 3-7 per supervisor; the designation of an Operations Section Chief by the IC allows the IC to maintain appropriate supervision over the entire incident, while assuring that the responder personnel are adequately supervised.

General Staff

The major ICS organization units (Operations Section, Logistics Section, Planning Section, and Administrative/Finance Section) are known as the “General Staff,” each headed by a “Chief.” The Incident Commander has the discretion to staff all or only some of the Sections, based upon the complexity and characteristics of the incident.

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In the initial stages of a response, the IC may only need the assistance of one additional ICS position, the Operations Section Chief⁷. The Operations Section typically oversees the personnel and resources directly addressing the emergency incident; for example, a windstorm might knock down trees on city, damaging buildings and blocking streets. In this case the Operations Section would include Public Safety Officers who redirect traffic and secure areas; Facilities Management personnel and equipment clearing debris; and any other department's personnel directly assigned to assist. Even though the personnel may be normally assigned to different City departments, they are all part of the Operations Section for the purposes of managing this particular incident and are managed by the Operations Section Chief.

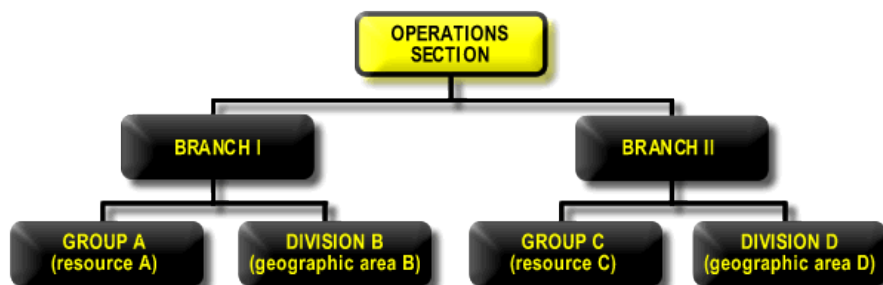


MAJOR ORGANIZATIONAL ELEMENTS OF OPERATIONS SECTION

The ICS principle of “Span of Control” limits supervisors to 3-7 subordinates, with 5 subordinates as the ideal limit; when additional personnel are required that exceed the normal span of control, additional supervisors should be designated, or an additional category or level of supervision may be required. Experience has demonstrated that this is the best way to maintain responder safety and manage incident objectives.

⁷ Under ICS, levels of supervision have designated titles; managers at the level below the IC are known as “Section Chief;” other levels may be designated “Branch Director” or “Unit Leader,” etc. depending upon their functional area.

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DIVISIONS AND GROUPS

ICS standard terminology defines subdivisions of the 4 major sections:

- **Branches:** A Branch is used to designate geographic or functional areas of organization, below the level of Section. For instance, the Operations Section might be divided into a Rescue Branch, a Debris Clearance Branch, and an Emergency Medical Branch. Another use of Branches would be to divide Operations geographically; in this case we might have a West Main City Branch and an East Main City Branch. ICS denotes the manager of a Branch as a “Branch Director.”
- **Groups:** If further organization of functional areas of operation is needed below the Branch level, Groups can be designated: Medical Group, Search and Rescue Group, etc. ICS denotes the manager of a Group as a “Group Supervisor.”
- **Divisions:** If further organization of geographic areas of operation is needed below the Branch level, Divisions can be used: for instance, in the West Main City Branch could be subdivided into the Child Development Center Division and Automotive Building City Division desired. ICS denotes the manager of a Division as a “Division Supervisor.”
- **Units:** If further organization is needed below the Group or Division level, Units are used to designate specific functional areas (often at the field level). For instance, the Search and Rescue Group might contain Search and Rescue Units 1-4, each of which would have a designated “Unit Leader.”

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MAJOR ORGANIZATIONAL ELEMENTS OF INCIDENT OPERATIONS

Command Staff

The Incident Command System specifies three “Command Staff” positions to assist the Incident Commander:

- Public Information Officer: This person or persons interacts with news media, as well as prepares press releases and disseminates public information in support of the IAP objectives. City Community and Governmental Relations fill this role, and their staff may be present at the EOC, Incident Command Post, or at a separate pre-designated site.
- Liaison Officer: Traditionally, this person or persons interacts with cooperating and assisting agencies in an emergency response. The Liaison Officer is primarily a communications link between the Incident Commander and City Administration; the Vice President for Business and Finance or their designee would fill this position.
- Safety Officer: This person identifies, assesses, and monitors safety hazards as part of the response and recovery. This position may have several assistants when incident-related work is geographically dispersed.

ICS Forms

Documentation is a critical part of incident management; written plans are easily distributed via e-mail and hard copy and assist in keeping staff focused on the incident objectives. The most commonly used ICS forms are described below, and are contained in the EOC kits and Supervisor kits:

- ICS-201, Incident Briefing: The initial IC uses this form to document information at the beginning of the incident, such as the incident name, initial organization of resources, and a summary of what actions have been taken. Early completion of this form allows a smooth transition of command (if applicable) or documents the entire response if the situation is resolved by the initial incident resources. Many incidents

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are resolved within the first operational period by the initial responding resources, and in this case the ICS-201 will be the full extent of incident command and control documentation.

- ICS-202, Incident Objectives: If an Incident Action Plan (IAP) is needed based upon the complexity or duration of the incident, the IAP objectives are listed on the ICS-202.
- ICS-203, Organizational Assignment List: This is usually the second page of the IAP; the ICS-203 lists the management and supervisory staff working during the operational period covered by the IAP.
- ICS-204, Division/Group Assignment List: As the number of personnel assigned to the incident increases, the organizational structure becomes more complex. The ICS-204 helps the IC document multiple divisions working in the Operations Section. For instance, the Operations Section might contain a Rescue Group, a Damage Control Group, and a Medical Group; an ICS-204 would be completed for each of the Groups and would document the personnel assigned and specific actions that the Group will take in support of the incident objectives.
- ICS-206, Incident Medical Plan: This form documents the plan for medical treatment of responders to the incident (the plan for treatment of victims of the incident is made by the Operations Section and is part of the IAP Objectives).
- ICS-211, Check-In List: This form helps document persons reporting for duty. The information is provided to the Planning Section (to the Resources Unit if staffed) to help the IC track personnel assigned to tasks, and personnel available to be assigned.
- ICS 215a, Incident Action Plan Safety Analysis: The Safety Officer uses this form to communicate identified safety and health issues to the Operations and Planning Sections.

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Appendix G

Potential Threats to City of Guadalupe

The City is at potential risk for a number of threats. The following threat assessments identify and summarize the potential hazards that could impact the City and outline the City's planned response to each:

Threat Assessment 1: Civil Disorder

Threat Assessment 2: Earthquake

Threat Assessment 3: Fire

Threat Assessment 4: Flood

Threat Assessment 5: Hazardous Material Incidents

Threat Assessment 6: Utility failure (Electrical, Water or Gas)

Threat Assessment 7: Terrorism

Threat Assessment 8: Aircraft Incident

Threat Assessment & Planned Response 1 - Civil Disorder

Threat Assessment: A riot or civil disturbance that threatens the safety of persons or destruction of property will/may immediately require a law enforcement mutual aid response because of the current staffing available in the Police Department.

Planned Response: The incident will be assessed for an appropriate response and activation of the EOC. If time is available, immediate requests for mutual aid will be made through approved channels. Attempts will be made to identify and meet with organizers of the event. If the riot or major civil disturbance is an instantaneous reaction, all efforts will be made to protect lives and property until resources arrive to manage the emergency more effectively.

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Threat Assessment & Planned Response 2 - Earthquake

Threat Assessment: The City is within the probable area of strong ground motion and is likely at some point to experience a major earthquake involving possible landslides, ground rupture and damage to buildings and which may affect transportation and communication routes. The major fault in the area is The San Andreas Fault. This fault is capable of producing a magnitude 8.3 or larger earthquake. It is also one of the most likely faults to rupture in California.

Planned Response: The following summarizes the major operations in response to an earthquake. When a major earthquake occurs, the City notification system will be initiated by the Chief of Police or a designee. Full or partial activation of the City Emergency Operations Center (EOC) will depend upon damage to the City and potential hazards. When the EOC is activated, a direct line to the county- or city-wide EOC will be maintained.

Damage assessment teams will be sent to survey the City for injured people, building damage, chemical and electrical hazards, and resource requirements. Assessment teams will continue until all City buildings are identified as safe before re-entry.

Rescue operations may be required to assist trapped and injured persons. Emergency medical care will be provided to injured persons. Food and temporary shelter may be provided until the City is restored to normal operations.

In the event of major damage and injuries, classes may be canceled and protective measures will be taken. Extensive damage or threats from secondary hazards (e.g., hazardous materials) may require the City to be evacuated. Residents, and staff will be notified of the necessity to evacuate. Any evacuation will be coordinated with the Santa Barbara County Emergency Operations Centers.

If evacuation is not possible, shelter facilities will be announced and staffed. Assistance will be provided for disabled persons and children.

Threat Assessment & Planned Response 3 – Fire

Threat Assessment: Moderate vegetation (adjacent open areas) and structure fires are a significant hazard and concern for the City. An uncontrolled fire could quickly spread to the City perimeter and even city buildings.

Planned Response: The City relies on the Public Safety Fire Department for primary fire services. In the event that a fire is reported on City property or in the immediate surrounding area, a Public Safety Officer will be dispatched to the scene to confirm the report. If fire is confirmed, Public Safety Dispatch will initiate the Fire Department call-out. The officer on the scene will establish an Incident Command Post and begin the process of managing the incident until relieved by the

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Fire Department command. If the fire is an imminent threat to life or structure, the EOC may be activated.

Threat Assessment & Planned Response 4 – Flood

Threat Assessment: Flooding in the City area will typically be the result of torrential rains. Water damage will probably be confined to ground floor areas and for short periods of time. However, flooding of parking areas and public streets may isolate areas of the City for longer periods of time. Usually there will be advance warning as water rises. Close coordination with local authorities and constant vigilance of areas will be necessary to minimize danger to persons, damage to property or loss of equipment. One of the greatest hazards will be electrical grounding of equipment and power lines. Explosions could occur from extinguished gas flames or weakened boilers.

Planned Response: The following summarizes the major operations in response to flooding. Since advance warning of flooding conditions can usually be anticipated, the EOC will be activated if conditions warrant determining the necessary action to be taken. When required, all staff, and residents except those necessary to assist in the emergency will be evacuated if time permits. Prior to this evacuation, freeway and street conditions will be ascertained and announced by the City. Shutdown procedures of the areas that may be affected by flooding are of primary consideration to prevent fire, explosion, and electrical hazards. Pumping will begin as soon as water levels threaten. Any area flooded or evacuated will be sealed off by barricades or Public Safety personnel to prevent injury to persons, pilferage, and interference with emergency operations.

Injured or ill persons will be treated by Fire personnel or, if necessary, taken to hospitals. Under more severe conditions, outside ambulance service may be impossible to request; therefore, other means of evacuating serious cases will be considered.

Once the dangerous conditions have been reduced, immediate attention will be turned to minimizing damage or loss to property and equipment by water. Protective sandbags will be used where feasible. Teams will be organized to remove material and equipment to safety. Other personnel will be assigned to provide early warning of rising water in various areas of the City. Damage assessment will be continually reported to the EOC.

In extreme cases of flooding where outside areas are affected and travel disrupted, it may be necessary for some persons to remain at city shelters for an unusual length of time. Lodging, food service, and lighting will be required.

When the water has subsided and the threat of further flooding diminishes, repair operations will receive primary consideration. Priorities of work will be assigned to restore City generators at the earliest practicable time. Completion of this work may

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involve restoration of public utilities, electrical and machinery areas, specialized areas such as the computer areas, the switchboard area and other support facilities. Material and equipment removed must be returned to its original location. In addition to an increase in manpower, assistance required at this time may include food services, emergency procurement and provisions for emergency expenditure of funds.

Threat Assessment & Planned Response 5 – Hazardous Material Incident

Threat Assessment: Hazardous materials are found on City property but generally in small quantities. An accidental release of such materials would pose a threat to individuals only in the immediate vicinity. Such a release could occur because of fire, explosion, earthquake, aircraft accident or flood. Petroleum fuel used for City vehicles are the only large quantities of a hazardous material on or transported through the City.

Planned Response: Off-City Incident

A major hazardous materials release in close proximity to City property that could require sheltering or evacuation of all or part of the city. A sudden release of hazardous materials may allow little time for an organized response. The appropriate reaction may be advising people to go indoors; close doors and windows; shut down heating, air conditioning and exhaust systems; and seal any openings, as feasible. If circumstances permit, the city population may be directed to designated shelters. Assistance will be provided for disabled persons and children.

If time permits, evacuation may be the most appropriate protective action to take. Evacuation would most likely occur on notification from county or city officials responsible for managing the incident. The implementation of this protective action at the City will be closely coordinated with the county or city EOC to ensure the timely integration of the traffic flow from City facilities into the routing designated by the county/city.

The City EOC Commander will instruct the City community to leave city through specific routes. One or more egress routes may be considered unsafe because of proximity to the incident. Traffic will be controlled and monitored within City property and at the access/egress control points. An estimate will be made of the number of people/cars leaving the city. This estimate will be reported to the county / city EOC.

Priority use of available City transportation resources will be allocated first to the disabled and children and then, to the extent available to other persons in need. If additional transportation resources are needed, they will be requested through the county / city EOC. The City EOC Commander will confirm City evacuation with the county / city during the evacuation for the purpose of judging the progress and at the

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end to ensure completion. Perimeter and security control of City property will be established. The area will be checked to ensure that everyone is evacuated.

Planned Response: On-City Incident

An on-city incident is unlikely to require the evacuation of more than a small area of the city. Individuals in the hazardous area will be warned and directed to leave the area. Public Safety personnel will establish an appropriate perimeter around the incident. The City's Risk Management/Health and Safety Officer will be notified and will be responsible for advising on further actions. Any injured, exposed, or ill persons will be treated at the Fire Department or transported to a hospital.

Threat Assessment & Planned Response 6 – Utility Failure
(Electrical, Water or Gas)

Threat Assessment: Electrical utility failure most often occurs during major storms and is generally a result of problems unrelated to events on city. Electrical utility failure can have a significant impact on city projects and the conduct of work schedules. If the utility failure is water, the effect on the city could become very significant in a short period of time. A water failure could present a health problem that would require activation of the EOC and coordination with County Public Health. Disruption of natural gas utilities could have significant impacts on City functions. Utility failures can shut down electricity around city, water in the bathrooms and food services. Any and all these could result in suspending works and City closure.

Planned Response: In the event of an electrical utility failure, the EOC will be activated to an appropriate level to restore electricity. Any backup generators located around city would temporarily provide power. If the electrical failure will influence work scheduling, the City EOC may activate to manage the emergency. In the event of a water utility failure, the first step in the City response will be assessment of the extent of water failure and period of time the City will be without water. If it is determined that the City will be without water for 12 hours or more, the City EOC may activate. An immediate action plan will include notifications to the City community and surrounding communities to minimize health hazards until water utilities are restored. In the event of a gas utility failure the type of disruption, planned or unplanned, will dictate the type of response. In an unplanned disruption that creates an immediate threat to life, structure or other property, the Public Safety, local police, and fire will be dispatched to manage the threat. An EOC activation will manage the process of restoring gas utilities to their normal state.

Threat Assessment & Planned Response 7 – Terrorism

Threat Assessment: Terrorism continues to present a threat at the federal, state, and local levels. However, terrorists do not distinguish between official and civilian targets, so the potential danger to City of Guadalupe City is important to recognize.

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Terrorism could potentially result not only in a disruption and/or temporary suspension of work location but could also affect services, infrastructure, and life at City of Guadalupe.

Planned Response: The City relies on the Homeland Security Threat Advisory to assess the threat level and response during normal circumstances. An initial response to a specific and credible threat could include (but is not limited to) cancellation of work schedules, suspension of services, and temporary restriction of access to City facilities. Additionally, all staff and residents may be asked to show an ID to get into buildings or access points and may be required to carry ID at all times. In the event of a terrorist incident, City officials will coordinate with city, state and federal authorities and follow Homeland Security guidelines and response measures.

Threat Assessment & Planned Response 8 – Aircraft Incident

Threat Assessment: City of Guadalupe is located in the proximity of the Santa Maria Airport in Santa Maria. While City of Guadalupe does not lie within the flight paths of some aircraft, it still does present an overall high level of danger to the City. Still, an aircraft crash could occur on City property without notice. The extent of the incident would dictate the level of response.

Planned Response: If the crash site involves major injuries or death on City property, the EOC will activate to manage the incident. Fire and rescue units will be activated and a Field Command Post will be established. During the incident Public Safety will isolate and contain the incident, conduct evacuations where appropriate, and assist Federal, State, and local authorities.

Bomb Threat/Suspicious Object

All staff members and contract personnel who answer published telephone numbers should be briefed on the procedures for handling bomb threats. Bomb threat checklist forms should be available to all office personnel and should be kept available for use at any time. This form will assist in evaluating the threat and possibly identifying the caller.

The potential for bomb threats exists at all businesses and public facilities. Even though very few bomb threats actually involve the placing of a bomb, all threats must be taken seriously.

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Definitions

Bomb: An explosive device fused to detonate under specified conditions. This includes Molotov cocktails, firebombs, and all military ordinances such as hand grenades.

Threat: An indication of something impending, an expression to inflict fear, injury, or damage.

Bomb threats can be delivered in a variety of ways. The majority of threats are made by telephone. Two possible explanations for a person initiating a bomb threat are:

1. The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
2. The caller wants to create an atmosphere of anxiety and panic which will, in turn, result in a disruption of the normal business activities at the building/floor/suite where the device is purportedly placed.

Non-Specific Threats

Non-specific threats are the most common type. The caller simply advises that there is a bomb somewhere in city.

Specific Threats

A specific threat is less common, but more likely to involve an actual device. This type of threat usually provides information regarding the bomb, its placement, its construction, the rationale behind the attack and/or detonation time. The caller may also indicate knowledge of the physical layout of the site, particulars about city business, name an individual as a target or identify him/herself as a representative of a terrorist organization. *When a specific threat is received, serious consideration must be given to the possibility that an actual explosive device may be present.*

Office Staff Procedures

1. When a call is received: Remain calm and retrieve your “Bomb Threat Checklist”.
2. Request a co-worker to call Public Safety.
Do not use the word “bomb” over the two-way radios unless needed.
3. If time allows, try to be friendly and congenial with the caller. Do not be insulting, angry or argumentative. Note the caller’s telephone number if displayed by caller I.D.

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4. Encourage conversation and try to keep the caller talking as long as possible to get as much information as you can by following your Checklist. Ask him/her to repeat the message. Write down every word spoken by the caller.
5. If the caller does not indicate the location of the bomb or the time of detonation, ask him/her for this information.
6. Pay close attention to background noises that may provide a clue as to the location of the caller.
7. Listen closely to the voice: male or female, voice quality, calm or excited, accents and any speech impediments.

Search Team Procedures

It is extremely important that individuals involved in a search be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it. The removal or disarming of a bomb will be completed by the local law enforcement bomb squad.

When a suspicious object is discovered:

1. Do not touch or move the object. Note its description and exact location.
2. Since some bombs or devices are activated by radio signals, all two-way radio transmissions and cell phone use will be prohibited in the immediate area of the suspicious object or device. To send a message or make a call, either use a land line or move away from the area within line of sight of the object before transmitting via two-way radio or making a cell phone call.
3. Notify Public Safety or the person in charge of the search if different.
4. Secure the entry to the location until further directions have been received from responding authorities. Be prepared to provide all information to the responding authorities.
5. Re-entry into the areas controlled should not be permitted until the device has been removed or disarmed and the school is declared safe for re-entry by the responding authorities.

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BOMB THREAT CHECKLIST

Time call received: _____ **am/pm** _____ **Date:** _____

Phone # - Caller ID: _____

Exact wording of threat: _____

.....

BUILDING or AREA THREATENED: _____

1. **What** does the device **look like?** _____

2. **Where** is the device? _____

3. **When** is the device going to explode? _____

3. What type of bomb is it? _____

4. When did you plant the bomb? _____

5. Why did you plant the bomb? _____

.....

Voice: Male Female Accent _____

Nationality: _____ Intoxicated _____

Speech impediment: _____ Approximate Age _____

Background noise _____

Caller seems to know about the building/city? _____

Name(s) of any personnel specifically mentioned _____

Other _____

.....

Person receiving call (name & ext.) _____

Department _____

Name of person notified _____

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“ACTIVE SHOOTER” INCIDENTS OCCURRING ON CITY

Active Shooter Defined:

- The situation is a barricaded suspect(s) or an outdoor movement situation where the suspect(s) is actively discharging a firearm at Law Enforcement or Community members and or randomly firing into an area where it is reasonably expected that persons could be struck by the suspect(s) fire. These situations leave little or no time for proper planning and normally require first arriving Law Enforcement units to take immediate action to end the danger.

In the Classroom or Office:

- If you are in a classroom, room, or office, **STAY THERE**, secure the door.
- If the door has no lock and the door opens in, a good heavy door wedge can be kept on hand and driven in as hard as you can, otherwise look for heavy furniture to barricade the door.
- If the door has a window, cover it if you can.
- Depending on the gunman’s location, consideration may also be made to exit through window openings. Have someone watch as you get as many residents out of the windows (ground floor) as calmly and as quietly as possible.
- If no Police units are yet on the scene move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive.
- If officers arrive on scene, community members should get out and move toward any Police vehicle when safe to do so while keeping their hands on top of their head and do exactly and immediately what the Police tell you to do.
- Don’t leave the area entirely, you may have information that responding Police Officers will need. Once in a safe place, stay put.
- If the windows don’t open, or you cannot break them, or you are not on a ground floor, get out of sight from the door and stay low and quiet.

In Hallways or Corridors:

- If in the hallways, get in a room that is not already secured and secure it.
- Unless you are very close to an exit, don’t run through a long hall to get to one, you may encounter the gunmen or hostage taker. Don’t hide in the restrooms!

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In Large Rooms or Auditoriums:

- If in a gym or theater area and the gunmen or hostage taker/s are not present, move to and out the external exits and move toward any police unit. Again, keeping your hands on your head. Do what the police tell you!

Trapped with the Gunmen:

- If you are trapped with the gunmen, don't do anything to provoke them. If they are not shooting, do what they say and don't move suddenly. Only you can draw the line on what you will or will not do to preserve your life or the lives of others.
- If they do start shooting people, you need to make a choice, (at this point it is your choice) stay still and hope they don't shoot you, run for an exit while zigzagging, or even attack the shooter. This is very dangerous, but certainly no more than doing nothing and dying in place. A moving target is much harder to hit than a stationary one and the last thing that the shooter will expect is to be attacked by an unarmed person. Any option chosen may still result in a negative consequence.
- Again, this is not a recommendation to attack the shooter but rather a choice to fight when there is only one other option.

Open Spaces:

- Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and any other object which may stop firearm ammunition penetration, may be utilized as cover.

Important Note!

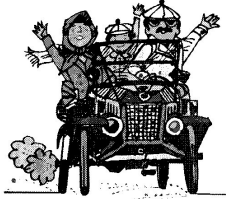
These safety tips and guidelines are not all inclusive, but if understood and followed up with periodic reminders and training when feasible, it can increase your chances of surviving an active shooter incident.

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PORTABLE/AUTO SURVIVAL KIT

OK, you've prepared your home. What about when you're away from home? In your Car or at Work?

Southern Californians spend a great deal of time in their vehicles. Our sprawling megalopolis necessitates the use of vehicles for even the simplest of errands. We also need to prepare ourselves while we are away from home. A portable survival kit kept in the car and another kept in our office will give us the ability to get along until we are able to return home.



HERE IS A LIST OF ITEMS WHICH SHOULD BE KEPT IN YOUR CAR'S MOBILE SURVIVAL KIT:

- Nylon carrying bag or day-pack
- Bottled water
- Nonperishable food
- Can opener
- Transistor radio and EXTRA batteries
- Flashlight and EXTRA batteries
- Fire extinguisher (ABC-type)
- First aid kit
- Gloves
- Essential medication (if refrigeration is not required)
- Blanket, sleeping bag, space blanket
- Sealable plastic bags
- Pre-moistened towelettes
- Small tool kit
- Matches and lighter
- Walking shoes and extra socks
- Change of clothes
- Jacket
- CASH (small denominations and coins)

HERE ARE ITEMS THAT CAN BE USED FOR A PERSONAL SURVIVAL KIT AT WORK

Your workplace kit should be small and portable. Place it into a small day-pack. You should be able to carry your supplies with you if your business is closed and you need to evacuate to another location. It should include:

- Dry Food -candy bars, dried fruits, jerky, cookies, crackers, etc.
- Drinks - water or juice
- Tennis shoes/walking shoes for office workers
- First aid kit with routine medications (aspirin, acetaminophen, cough/cold tablets, allergy tablets, etc.)
- Extra prescription medications
- Flashlight/batteries
- Chemical light sticks
- Matches
- Small radio (battery-operated portable)
- Small and large plastic bags
- Toiletries/personal hygiene items
- Entertainment Pack - Family photos, notebooks, literature, and games

REMEMBER:
You could be stranded for up to 72 hours. Make sure you have enough supplies to meet your needs.



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EARTHQUAKE PREPAREDNESS TIPS

California Governor's Office of Emergency Services

Emergency Supplies Checklist

Stocking up now on emergency supplies can add to your safety and comfort during and after an earthquake. Store enough supplies for at least 72 hours.

Essentials

- ✓
- Water — 1 gallon per person per day (a week's supply of water is preferable)
- Water purification kit
- First aid kit, freshly stocked
- First aid book
- Food
- Can opener (non-electric)
- Blankets or sleeping bags
- Portable radio, flashlight and spare batteries
- Essential medications
- Extra pair of eyeglasses
- Extra pair of house and car keys
- Fire extinguisher — A-B-C type
- Food, water and restraint (leash or carrier) for pets
- Cash and change
- Baby supplies: formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices.

Sanitation Supplies

- ✓
- Large plastic trash bags for waste; tarps and rain ponchos
- Large trash cans
- Bar soap and liquid detergent
- Shampoo
- Toothpaste and toothbrushes
- Feminine hygiene supplies
- Toilet paper
- Household bleach

Safety and Comfort

- ✓
- Sturdy shoes
- Heavy gloves for clearing debris
- Candles and matches
- Light sticks
- Change of clothing
- Knife or razor blades
- Garden hose for siphoning and firefighting
- Tent
- Communication kit: paper, pens, stamps

Cooking

- ✓
- Plastic knives, forks, spoons
- Paper plates and cups
- Paper towels
- Heavy-duty aluminum foil
- Camping stove for outdoor cooking (caution: before using fire to cook, make sure there are no gas leaks; never use charcoal indoors)

Tools and Supplies

- ✓
- Axe, shovel, broom
- Adjustable wrench for turning off gas
- Tool kit including a screwdriver, pliers and a hammer
- Coil of 1/2" rope
- Plastic tape, staple gun and sheeting for window replacement
- Bicycle
- City map

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25 Questions for Emergency Management

This list of questions will help prompt you as to important information required to manage an emergency situation.

1. What happened?
1. When did it happen?
2. Where did it happen?
3. What was the cause?
4. What population is affected?
5. How are they affected?
6. How long will they be affected?
7. How many dead?
8. How many injured?
9. How many missing?
10. What is the extent of damage?
11. How did we learn of the incident?
12. When did we respond?
13. What is the current impact on the city?
14. Who is in charge at the emergency scene?
15. What has been done so far?
16. What is the status of our field response?
17. What is the long-term situation?
18. What is the short-term situation?
19. Has mutual aid been requested?
20. What is the short-term plan?
21. What is the long term-plan?
22. What executive actions or decisions are needed?
23. What is our briefing schedule?
24. What is our current *Emergency Response Organization*?