



City of Guadalupe

AGENDA

Regular Meeting of the Guadalupe City Council

Tuesday, December 12, 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, December 12, 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. 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.

6. CONSENT CALENDAR (A-H)

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 December 4, 2023.
- C.** Approve the Minutes of the City Council regular meeting of November 28, 2023.
- D.** Approve the cancellation of the December 26, 2023, City Council regular meeting.
- E.** Adopt Resolution No. 2023-96 approving a Memorandum of Understanding with Service Employees International Union, Local 620, for July 1, 2023, through June 30, 2025.
- F.** Adopt Resolution No. 2023-97 entering into an agreement with Eikhof Design Group Inc. for professional City Engineer services.
- G.** Adopt Resolution No. 2023-98 authorizing the City to enter a one-year agreement for planning services with Mr. Larry Appel, Integrity Planning commencing on January 1, 2024.
- H.** Adopt Resolution No. 2023-99 approving a Cost-of-Living Adjustment (COLA) for Unrepresented City Employees.

MANAGEMENT REPORTS

7. **CITY ADMINISTRATOR REPORT:** *(Information Only)*
 - A. City Administrator's report for December 12, 2023
 - B. Planning Department report for November 2023
 - C. Building Department report for November 2023
 - D. City Engineer's report for November 2023

8. **DIRECTOR OF PUBLIC SAFETY REPORT:** *(Information Only)*
 - A. Director of Public Safety report for December 12, 2023

9. **HUMAN RESOURCES MANAGER REPORT:** *(Information Only)*
 - A. Human Resources report for October 11 through November 2023

PUBLIC HEARING

10. Amendments to the Accessory Dwelling Unit (ADU) Ordinance (Chapter 18.53).

Written report: Larry Appel, Contract Planning Director

Recommendation: That the City Council:

- a. Receive presentation from staff; and
- b. Conduct a public hearing and 1) approve a Notice of Exemption from CEQA for Ordinance No. 2023-513; and 2) introduce by title only and waive the first reading of Ordinance No. 2023-513 amending Chapter 18.53 of the Municipal Code; and
- c. Continue Ordinance No. 2023-513 to January 9, 2024, for second reading and adoption.

11. FUTURE AGENDA ITEMS

12. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

13. ADJOURNMENT TO CITY COUNCIL 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: International Association of Fire Fighters (IAFF), Local 4403

Public Employment

(Pursuant to Government Code Section 54957(b))

Title: City Administrator

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 7th day of December 2023.

Todd Bodem

Todd Bodem, City Administrator

PROPOSED FUTURE CITY COUNCIL AGENDA ITEMS

Council Meeting: Date and Subject	Department	Agenda Category	
Tuesday, January 9, 2024, at 6:00 pm / Regular Meeting			
Second reading of Ordinance No. 2023-513 Amendments to the Accessory Dwelling Unit (ADU)	Planning Department	Consent Calendar	
November 2023 Recreation & Parks Report	Recreation & Parks	Consent Calendar	
Contract Amendment - De Lapide & Associates Inc. for the 6 th Cycle Housing Element	Administration Dept.	Consent Calendar	
Public Safety Department Impact Fee Nexus Study	Public Safety Dept.	Public Hearing	
Central Park Update	Recreation & Parks	Regular Business	
Re-classification for the Human Resources Manager Position	Human Resources	Regular Business	
ROPS 24-25	Joy Otsuki	Successor Agency	
Tuesday, January 23, 2024, at 6:00 pm / Regular Meeting			
SBCAG Update on Black Road/166 Construction	SBCAG	Presentation	
Fighting Back Santa Maria Valley – Free 4 the weekend-youth event	Fighting Back Santa Maria Valley	Presentation	
Human Trafficking Awareness Month – January 2024	Administration	Proclamation	
Revised Benefit for Unrepresented Employees	Human Resources	Consent Calendar	
December 2023 Recreation & Parks Report	Recreation & Parks	Consent Calendar	
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
Joint Use Agreement with School District		Recreation & Parks	New Business
Social Host Ordinance		City Attorney	New Business
Caltrans Update			Presentation




REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of December 12, 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 December 04, 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 December 13, 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	Item Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
000C311151	Invoice	11/15/2023	11/15/2023	11/15/2023	11/15/2023	691.78	0.00	0.00	0.00	691.78
FINANCE-ENHANCEMENT AND SERVICE FEES		COR01 - CORBIN WILLITS SYSTEM COR		Warr Bank Acct Warrants Bank Account						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ENHANCEMENT AND SERVICE FEES	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%

024	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	3,697.50	0.00	0.00	0.00	3,697.50
ADM-PLANNING SERVICES		BIL01 - BILL SCOTT CONSULTANT		Warr Bank Acct Warrants Bank Account						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	NA	0.00	0.00	1,827.50	0.00	0.00	0.00	1,827.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		1,827.50	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	NA	0.00	0.00	1,062.50	0.00	0.00	0.00	1,062.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		1,062.50	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	NA	0.00	0.00	85.00	0.00	0.00	0.00	85.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-2080	CENTRAL COAST PROCESSING		85.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	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
001-2048	Building Permit Deposits	PA 2023-021-LLA	170.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	NA	0.00	0.00	85.00	0.00	0.00	0.00	85.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-2069	Root One		85.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	NA	0.00	0.00	467.50	0.00	0.00	0.00	467.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-2058	Alvarez Lot Line Adjustment – 11th St...		467.50	100.00%

025-446059	Invoice	11/15/2023	11/15/2023	11/15/2023	11/15/2023	2,755.00	0.00	0.00	0.00	2,755.00
FINANCE-CUST#:53962 GABRIELLE PENA		TYL01 - TYLER TECHNOLOGIES, INC.		Warr Bank Acct Warrants Bank Account						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE-CUST#:53962 GABRIELLE PENA	NA	0.00	0.00	2,755.00	0.00	0.00	0.00			2,755.00
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
089-4444-3044	Financial Accounting Software (089-1...	089-105-Consulting	2,755.00	100.00%						
025-446395	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	240.00	0.00	0.00	0.00	240.00
FINANCE-CUST#:53962 MAINTENANCE	TYL01 - TYLER TECHNOLOGIES,INC.	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE-CUST#:53962 MAINTENANCE	NA	0.00	0.00	120.00	0.00	0.00	0.00			120.00
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
010-4420-2150	Professional Services		120.00	100.00%						
1000615	Invoice	11/17/2023	11/17/2023	11/17/2023	11/17/2023	360.00	0.00	0.00	0.00	360.00
WATER-COLIFORM BACTERIA - WATER SAMPLES	CLI01 - CLIN.LAB-SAN BERNADINO IN	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WATER-COLIFORM BACTERIA - WATER SAMPLES	NA	0.00	0.00	360.00	0.00	0.00	0.00			360.00
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
010-4420-2150	Professional Services		360.00	100.00%						
1000616	Invoice	11/17/2023	11/17/2023	11/17/2023	11/17/2023	2,514.00	0.00	0.00	0.00	2,514.00
WTTP-WATER SAMPLES	CLI01 - CLIN.LAB-SAN BERNADINO IN	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WTTP-WATER SAMPLES	NA	0.00	0.00	2,514.00	0.00	0.00	0.00			2,514.00
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		2,514.00	100.00%						
1016129	Invoice	11/30/2023	11/30/2023	11/30/2023	11/30/2023	298.92	0.00	0.00	0.00	298.92
PW-48 IN ORA KITCHEN IN WHITE - ARPA FUNDS	HOM02 - HOME DEPOT CREDIT SERVICE	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-48 IN ORA KITCHEN IN WHITE - ARPA FUNDS	NA	0.00	0.00	298.92	0.00	0.00	0.00			298.92
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		298.92	100.00%						
10311	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	227.50	0.00	0.00	0.00	227.50
ADM-CANNABIS RELATED (TIME SPENT) NOV 2023	THE07 - PHILIP F. SINCO	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-CANNABIS RELATED (TIME SPENT) NOV 2023	NA	0.00	0.00	227.50	0.00	0.00	0.00			227.50
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-HEMP-2150	Profl Services		227.50	100.00%						
10312	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	157.50	0.00	0.00	0.00	157.50
ADM-CCWA RELATED (TIME SPENT) NOV 2023	THE07 - PHILIP F. SINCO	Warr Bank Acct Warrants Bank Account								

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-CCWA RELATED (TIME SPENT) NOV 2023	NA	0.00	0.00	157.50	0.00	0.00	0.00			157.50
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-2150	Professional Services				157.50	100.00%				
10313	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	4,847.50	0.00	0.00	0.00	4,847.50
ADM-LEGAL SERVICES (TIME SPENT)	THE07 - PHILIP F. SINCO	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-LEGAL SERVICES (TIME SPENT)	NA	0.00	0.00	4,847.50	0.00	0.00	0.00			4,847.50
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4110-2150	Professional services				4,847.50	100.00%				
10314	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	910.00	0.00	0.00	0.00	910.00
ADM-RDA DISSOLUTION MATTERS (TIME SPENT) NOV 2023	THE07 - PHILIP F. SINCO	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-RDA DISSOLUTION MATTERS (TIME SPENT) NOV 2023	NA	0.00	0.00	717.50	0.00	0.00	0.00			717.50
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
079-4542-2164	General Admin				717.50	100.00%				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-RDA DISSOLUTION MATTERS (TIME SPENT) NOV 2023	NA	0.00	0.00	192.50	0.00	0.00	0.00			192.50
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
026-4500-2150	Professional Services				192.50	100.00%				
10	Invoice	11/30/2023	11/30/2023	11/30/2023	11/30/2023	7,125.00	0.00	0.00	0.00	7,125.00
ADM-ROYAL THEATER GRANT & PROJ MANAGEMENT -11/23	BRA02 - THOMAS BRADEBERRY	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-ROYAL THEATER GRANT & PROJ MANAGEMENT -11/23	NA	0.00	0.00	7,125.00	0.00	0.00	0.00			7,125.00
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
079-4542-2164	General Admin				7,125.00	100.00%				
1081373	Invoice	10/23/2023	10/23/2023	10/23/2023	10/23/2023	227.40	0.00	0.00	0.00	227.40
WWTP-SERVICE PACKAGE - MANHOLE MONITOR PLUS	MIS04 - MISSION COMMUNICATIONS, L	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-SERVICE PACKAGE - MANHOLE MONITOR PLUS	NA	0.00	0.00	227.40	0.00	0.00	0.00			227.40
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				227.40	100.00%				
11122023	Invoice	11/12/2023	11/12/2023	11/12/2023	11/12/2023	3,211.88	0.00	0.00	0.00	3,211.88
FINANCE-POSTAGE	QUA01 - QUADIENT FINANCE USA, INC	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE-POSTAGE	NA	0.00	0.00	3.18	0.00	0.00	0.00			3.18
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4120-1200	Office Supplies & Postage				3.18	100.00%				

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-POSTAGE	NA	0.00	0.00	0.18	0.00	0.00	0.00	0.18		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4105-1200	Office Supplies & Postage			0.18	100.00%					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-POSTAGE	NA	0.00	0.00	17.64	0.00	0.00	0.00	17.64		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4220-1200	Office Supplies & Postage			17.64	100.00%					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-POSTAGE	NA	0.00	0.00	1,595.44	0.00	0.00	0.00	1,595.44		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
010-4420-1200	Office Supplies & Postage			1,595.44	100.00%					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-POSTAGE	NA	0.00	0.00	1,595.44	0.00	0.00	0.00	1,595.44		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-1200	Office Supplies & Postage			1,595.44	100.00%					
11152023	Invoice	11/15/2023	11/15/2023	11/15/2023	11/15/2023	400.00	0.00	0.00	0.00	400.00
PD-CHECK REQUEST-UNIFORM ALLOWANCE		BRI02 - NORMA BRIBIESCA		Warr Bank Acct Warrants Bank Account						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-UNIFORM ALLOWANCE	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					
001-4200-0450	Other Benefits			400.00	100.00%					
11162023	Invoice	11/16/2023	11/16/2023	11/16/2023	11/16/2023	556.00	0.00	0.00	0.00	556.00
P&R-FACILITY ID:PRO506584E		COU08 - COUNTY OF SANTA BARBARA		Warr Bank Acct Warrants Bank Account						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FEE DESCRIPTION:1614-FOOD:501-1500 SQ FT	NA	0.00	0.00	556.00	0.00	0.00	0.00	556.00		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4145-2150	Professional Services			556.00	100.00%					
11172023	Invoice	11/17/2023	11/17/2023	11/17/2023	11/17/2023	120.00	0.00	0.00	0.00	120.00
PD-CHECK REQUEST-PETTY CASH		MEN01 - JOANA MENDOSA		Warr Bank Acct Warrants Bank Account						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
VEHICLE MAINTENANCE -UPHOLSTERY	NA	0.00	0.00	120.00	0.00	0.00	0.00	120.00		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-1460	Vehicle Maintenance			120.00	100.00%					
11202023	Invoice	11/20/2023	11/20/2023	11/20/2023	11/20/2023	400.00	0.00	0.00	0.00	400.00
PD-CHECK REQUEST-UNIFORM ALLOWANCE		MEN01 - JOANA MENDOSA		Warr Bank Acct Warrants Bank Account						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-UNIFORM ALLOWANCE	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					
001-4200-0450	Other Benefits			400.00	100.00%					

Payable Register

Packet: APPKT00146 - 12.13.23 BIWEEKLY RUN

[11222023](#) Invoice 11/22/2023 11/22/2023 11/22/2023 11/22/2023 593.26 0.00 0.00 0.00 593.26
 FINANCE-ACCT#:0406686538-9 - 4545 [PAC01 - PACIFIC GAS & ELECTRIC](#) Warr Bank Acct Warrants Bank Account
 10TH ST

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ACCT#:0406686538-9 - 4545 10TH ST	NA	0.00	0.00	593.26	0.00	0.00	0.00	593.26

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
107-4018-1000	Utilities		593.26	100.00%

[112349](#) Invoice 11/16/2023 11/16/2023 11/16/2023 11/16/2023 871.00 0.00 0.00 0.00 871.00
 PW-LANDSCAPE MAINTENANCE FOR [CAS07 - CASSIA LANDSCAPE](#) Warr Bank Acct Warrants Bank Account
 NOVEMBER 2023

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-LANDSCAPE MAINTENANCE FOR NOVEMBER 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%

[112366](#) Invoice 11/28/2023 11/28/2023 11/28/2023 11/28/2023 814.00 0.00 0.00 0.00 814.00
 WATER-MOW DOWN ALL WEEDS AT THE [CAS07 - CASSIA LANDSCAPE](#) Warr Bank Acct Warrants Bank Account
 10TH ST WATER TANK

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WATER-MOW DOWN ALL WEEDS AT THE 10TH ST WATER TANK	NA	0.00	0.00	814.00	0.00	0.00	0.00	814.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-2150	Professional Services		814.00	100.00%

[11272023](#) Invoice 11/27/2023 11/27/2023 11/27/2023 11/27/2023 296.23 0.00 0.00 0.00 296.23
 FINANCE-ACCT#:134 015 0087 4 - 4545 [SOU01 - SOUTHERN CALIFORNIA GAS](#) Warr Bank Acct Warrants Bank Account
 10TH ST

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-ACCT#:134 015 0087 4 - 4545 10TH ST	NA	0.00	0.00	296.23	0.00	0.00	0.00	296.23

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
107-4018-1000	Utilities		296.23	100.00%

[11272023](#) Invoice 11/27/2023 11/27/2023 11/27/2023 11/27/2023 138.90 0.00 0.00 0.00 138.90
 FIRE-CHECK REQUEST-POINT OF ACTION [SCH01 - PATRICK SCHMITZ](#) Warr Bank Acct Warrants Bank Account
 - REIMBURSEMENT

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-CHECK REQUEST-POINT OF ACTION - REIMBURSEMENT	NA	0.00	0.00	138.90	0.00	0.00	0.00	138.90

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-0450	Other Benefits		138.90	100.00%

[11282023](#) Invoice 11/28/2023 11/28/2023 11/28/2023 11/28/2023 1,338.00 0.00 0.00 0.00 1,338.00
 P&R-ACCT#:805-343-0362-071975-5 [FRO01 - FRONTIER COMMUNICATIONS](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-ACCT#:805-343-0362-071975-5	NA	0.00	0.00	1,338.00	0.00	0.00	0.00	1,338.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1150	Communications		1,338.00	100.00%

[11302023](#) Invoice 11/30/2023 11/30/2023 11/30/2023 11/30/2023 85.49 0.00 0.00 0.00 85.49
 P&R-FIX LEAK AT O'CONNEL [CAL03 - CAL COAST IRRIGATION, INC](#) Warr Bank Acct Warrants Bank Account

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-FIX LEAK AT O'CONNEL	NA	0.00	0.00	85.49	0.00	0.00	0.00	85.49

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1550	Operating Supplies & Exp.		85.49	100.00%

Invoice	12/4/2023	12/4/2023	12/4/2023	12/4/2023	170.00	0.00	0.00	0.00	170.00
11326	ADM-WEBSITE MONTHLY MAINTENANCE - NOV 2023	ARCO1 - ARCLIGHT MEDIA	Warr Bank Acct	Warrants Bank Account					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-WEBSITE MONTHLY MAINTENANCE - NOV 2023	NA	0.00	0.00	170.00	0.00	0.00	0.00	170.00

Account Number	Account Name	Project Account Key	Amount	Percent
001-4140-2151	Information Technology Svs		170.00	100.00%

Invoice	11/17/2023	11/17/2023	11/17/2023	11/17/2023	5.85	0.00	0.00	0.00	5.85
1133742	PW-BUILDING-PAINT ROLR COVR 3/8" 2PC	GUA02 - GUADALUPE HARDWARE CO...	Warr Bank Acct	Warrants Bank Account					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-BUILDING-PAINT ROLR COVR 3/8" 2PC	NA	0.00	0.00	5.85	0.00	0.00	0.00	5.85

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1550	Operating Supplies & Exp.		5.85	100.00%

Invoice	11/20/2023	11/20/2023	11/20/2023	11/20/2023	46.74	0.00	0.00	0.00	46.74
1133947	PW-STREETS-CONTRACTOR BAG 55G 15PK	GUA02 - GUADALUPE HARDWARE CO...	Warr Bank Acct	Warrants Bank Account					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-CONTRACTOR BAG 55G 15PK	NA	0.00	0.00	46.74	0.00	0.00	0.00	46.74

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1550	Operating Supplies & Exp.		46.74	100.00%

Invoice	11/20/2023	11/20/2023	11/20/2023	11/20/2023	119.55	0.00	0.00	0.00	119.55
1133998	PW-STREETS-CLOSURE PLUG ROUND GRY	GUA02 - GUADALUPE HARDWARE CO...	Warr Bank Acct	Warrants Bank Account					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-CLOSURE PLUG ROUND GRY	NA	0.00	0.00	119.55	0.00	0.00	0.00	119.55

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1550	Operating Supplies & Exp.		119.55	100.00%

Invoice	11/20/2023	11/20/2023	11/20/2023	11/20/2023	32.68	0.00	0.00	0.00	32.68
1134007	PW-STREETS-ELECRTICAL TAPE 3/4"X66'	GUA02 - GUADALUPE HARDWARE CO...	Warr Bank Acct	Warrants Bank Account					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-ELECRTICAL TAPE 3/4"X66'	NA	0.00	0.00	32.68	0.00	0.00	0.00	32.68

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1550	Operating Supplies & Exp.		32.68	100.00%

Invoice	11/21/2023	11/21/2023	11/21/2023	11/21/2023	8.25	0.00	0.00	0.00	8.25
1134122	PW-BUILDING-EXPANDING SEALANT 12OZ	GUA02 - GUADALUPE HARDWARE CO...	Warr Bank Acct	Warrants Bank Account					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-BUILDING-EXPANDING SEALANT 12OZ	NA	0.00	0.00	8.25	0.00	0.00	0.00			8.25
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				8.25	100.00%				
1134396	Invoice	11/22/2023	11/22/2023	11/22/2023	11/22/2023	0.39	0.00	0.00	0.00	0.39
P&R-BUILDING-#4-6X7/8 SUPER GRIP PLUG GUA02 - GUADALUPE HARDWARE CO... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
P&R-BUILDING-#4-6X7/8 SUPER GRIP PLUG	NA	0.00	0.00	0.39	0.00	0.00	0.00			0.39
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				0.39	100.00%				
1134398	Invoice	11/24/2023	11/24/2023	11/24/2023	11/24/2023	11.19	0.00	0.00	0.00	11.19
FIRE-STEEL WOOL, SCRUB PAD GUA02 - GUADALUPE HARDWARE CO... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FIRE-STEEL WOOL, SCRUB PAD	NA	0.00	0.00	11.19	0.00	0.00	0.00			11.19
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4220-1400	Equipment Maintenance				11.19	100.00%				
1134713	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	42.38	0.00	0.00	0.00	42.38
WATER-DIAMOND MTL GUA02 - GUADALUPE HARDWARE CO... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WATER-DIAMOND MTL	NA	0.00	0.00	42.38	0.00	0.00	0.00			42.38
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-1550	Operating Supplies & Exp.				42.38	100.00%				
1135006	Invoice	11/29/2023	11/29/2023	11/29/2023	11/29/2023	9.77	0.00	0.00	0.00	9.77
WATER-BALL VLV 3/4" PVC S40 FP GUA02 - GUADALUPE HARDWARE CO... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WATER-BALL VLV 3/4" PVC S40 FP	NA	0.00	0.00	9.77	0.00	0.00	0.00			9.77
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-1550	Operating Supplies & Exp.				9.77	100.00%				
1135021	Invoice	11/29/2023	11/29/2023	11/29/2023	11/29/2023	17.38	0.00	0.00	0.00	17.38
WATER-SMA920-GG100 PSI LIQUID FILL SS C GUA02 - GUADALUPE HARDWARE CO... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WATER-SMA920-GG100 PSI LIQUID FILL SS C	NA	0.00	0.00	17.38	0.00	0.00	0.00			17.38
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-1550	Operating Supplies & Exp.				17.38	100.00%				
1135092	Invoice	11/30/2023	11/30/2023	11/30/2023	11/30/2023	57.34	0.00	0.00	0.00	57.34
WWTP-VIKING 4.5M BLUE NITRILE S GUA02 - GUADALUPE HARDWARE CO... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-VIKING 4.5M BLUE NITRILE S	NA	0.00	0.00	57.34	0.00	0.00	0.00			57.34
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				57.34	100.00%				

Payable Register

[11355](#) Invoice 12/4/2023 12/4/2023 12/4/2023 12/4/2023 300.00 0.00 0.00 0.00 300.00
 ADM-NEW WEBSITE REDESIGN -NOV 2023 - ARPA [ARC01 - ARCLIGHT MEDIA](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-NEW WEBSITE REDESIGN -NOV 2023 - ARPA	NA	0.00	0.00	300.00	0.00	0.00	0.00	300.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4140-2151	Information Technology Svs		300.00	100.00%

[11](#) Invoice 11/1/2023 11/1/2023 11/1/2023 11/1/2023 3,845.74 0.00 0.00 0.00 3,845.74
 ADM-BUILDING INSPECTION - NOV 2023 [ROS04 - DAVID ROSE](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-BUILDING INSPECTION - NOV 2023	NA	0.00	0.00	3,845.74	0.00	0.00	0.00	3,845.74

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		3,845.74	100.00%

[116159](#) Invoice 11/16/2023 11/16/2023 11/16/2023 11/16/2023 126.12 0.00 0.00 0.00 126.12
 PW-CUST#:10233 HS GEARBOX GREASE 40GM [CEN11 - CENTRAL CITY TOOL SUPPLY](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-CUST#:10233 HS GEARBOX GREASE 40GM	NA	0.00	0.00	126.12	0.00	0.00	0.00	126.12

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
063-4472-1550	Operating Supplies & Exp.		126.12	100.00%

[119116501112123](#) Invoice 11/21/2023 11/21/2023 11/21/2023 11/21/2023 3,229.28 0.00 0.00 0.00 3,229.28
 P&R-ACCT#:119116501 918 - OBISPO ST [CHA03 - CHARTER COMMUNICATIONS](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-ACCT#:119116501 918 - OBISPO ST	NA	0.00	0.00	3,229.28	0.00	0.00	0.00	3,229.28

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1150	Communications		3,229.28	100.00%

[12012023](#) Invoice 12/1/2023 12/1/2023 12/1/2023 12/1/2023 70.21 0.00 0.00 0.00 70.21
 P&R-ACCT#:805-343-5713-061406-5 [FRO01 - FRONTIER COMMUNICATIONS](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-ACCT#:805-343-5713-061406-5	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
001-4145-1150	Communications		70.21	100.00%

[12062023](#) Invoice 12/6/2023 12/6/2023 12/6/2023 12/6/2023 335.00 0.00 0.00 0.00 335.00
 FINANCE-CHECK REQUEST-AMERICAN SOCIETY COMPOSERS [AME01 - AMERICAN SOCIETY OF COM...](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-CHECK REQUEST-AMERICAN SOCIETY COMPOSERS	NA	0.00	0.00	335.00	0.00	0.00	0.00	335.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-2150	Professional Services		335.00	100.00%

[12062023](#) Invoice 12/6/2023 12/6/2023 12/6/2023 12/6/2023 50.00 0.00 0.00 0.00 50.00
 FINANCE-CHECK REQUEST [HAR05 - HARRY & KIMIKO MASATANI](#) Warr Bank Acct Warrants Bank Account

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE-PROPERTY LEASE PAYMENT FOR BANDSHELL	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				
001-4300-0100	Salaries - Regular				50.00	100.00%				
12062023	Invoice	12/6/2023	12/6/2023	12/6/2023	12/6/2023	50.00	0.00	0.00	0.00	50.00
ADM-CHECK REQUEST-MONTHLY REIMBURSEMENT OF CELL	DAV02 - JANICE DAVIS	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-CHECK REQUEST-MONTHLY REIMBURSEMENT OF CELL	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				
001-4120-1300	Business Expense/Training				50.00	100.00%				
12062023	Invoice	12/6/2023	12/6/2023	12/6/2023	12/6/2023	6,084.25	0.00	0.00	0.00	6,084.25
FINANCE-CHECK REQUEST-ANNUAL LEASE PAYMENT	PAS01 - MR.CHARLES PASQUINI	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ANNUAL LEASE PAYMENT TREATMENT PLANT	NA	0.00	0.00	6,084.25	0.00	0.00	0.00			6,084.25
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-0100	Salaries - Regular				6,084.25	100.00%				
12062023	Invoice	12/6/2023	12/6/2023	12/6/2023	12/6/2023	50.00	0.00	0.00	0.00	50.00
FINANCE-CHECK REQUEST	BOD02 - TODD BODEM	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
MONTHLY REIMBURSEMENT FOR USE OF CELL	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				
001-4105-1300	Business Expense/Training				50.00	100.00%				
12132023	Invoice	12/13/2023	12/13/2023	12/13/2023	12/13/2023	243.04	0.00	0.00	0.00	243.04
PD-CITY CAMERAS	TMU - T-MOBILE USA INC	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PD-CITY CAMERAS	NA	0.00	0.00	243.04	0.00	0.00	0.00			243.04
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4200-1150	Communications				243.04	100.00%				
122023	Invoice	12/20/2023	12/20/2023	12/20/2023	12/20/2023	14,301.27	0.00	0.00	0.00	14,301.27
FINANCE-WATER UTILITY BILLS	CIT08 - CITY OF GUADALUPE (FINANC	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE-WATER UTILITY BILLS	NA	0.00	0.00	1,917.26	0.00	0.00	0.00			1,917.26
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-1000	Utilities				1,917.26	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%				

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-WATER UTILITY BILLS	NA	0.00	0.00	8,379.27	0.00	0.00	0.00	8,379.27		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4300-1000	Utilities			8,379.27	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	807.60	0.00	0.00	0.00	807.60		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4145-1000	Utilities			807.60	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	376.31	0.00	0.00	0.00	376.31		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
063-4472-1000	Utilities			376.31	100.00%					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-WATER UTILITY BILLS	NA	0.00	0.00	2,384.19	0.00	0.00	0.00	2,384.19		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
063-4472-1000	Utilities			2,384.19	100.00%					
134657	Invoice	10/11/2023	10/11/2023	10/11/2023	10/11/2023	409.00	0.00	0.00	0.00	409.00
P&R-REBUILD DRAINS UNDER 3-COMP SINK IN KITCHEN										
JAC02 - JACK'S ALL AMERICAN PLUM Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-REBUILD DRAINS UNDER 3-COMP SINK IN KITCHEN	NA	0.00	0.00	409.00	0.00	0.00	0.00	409.00		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4145-2150	Professional Services			409.00	100.00%					
1365	Invoice	11/3/2023	11/3/2023	11/3/2023	11/3/2023	1,129.96	0.00	0.00	0.00	1,129.96
WWTP-DELIVERY REBUILT PUMP, R&R GASKET, R&R PUMP										
ERE01 - ER ELECTRIC & MECHANICAL Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-DELIVERY REBUILT PUMP, R&R GASKET, R&R PUMP	NA	0.00	0.00	1,129.96	0.00	0.00	0.00	1,129.96		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-2150	Professional Services			1,129.96	100.00%					
1368	Invoice	11/7/2023	11/7/2023	11/7/2023	11/7/2023	348.11	0.00	0.00	0.00	348.11
WWTP-BALDOR S/N:F1201042199 CAT#06H482X1896 3HP										
ERE01 - ER ELECTRIC & MECHANICAL Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-BALDOR S/N:F1201042199 CAT#06H482X1896 3HP	NA	0.00	0.00	348.11	0.00	0.00	0.00			348.11
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-2150	Professional Services			348.11	100.00%					
1371	Invoice	11/10/2023	11/10/2023	11/10/2023	11/10/2023	833.75	0.00	0.00	0.00	833.75
WWTP-ARRATOR/NORTH	ERE01 - ER ELECTRIC & MECHANICAL	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-ARRATOR/NORTH LABOR 11-07-23	NA	0.00	0.00	833.75	0.00	0.00	0.00			833.75
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-2150	Professional Services			833.75	100.00%					
15462	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	150.00	0.00	0.00	0.00	150.00
WWTP-CAROLINA SAFETY BOOT - 8.5 D	CAR02 - CARR'S BOOTS INC.	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-CAROLINA SAFETY BOOT - 8.5 D	NA	0.00	0.00	150.00	0.00	0.00	0.00			150.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-0450	Other Benefits			150.00	100.00%					
15	Invoice	11/17/2023	11/17/2023	11/17/2023	11/17/2023	105.00	0.00	0.00	0.00	105.00
PD-CAR WASH AND DETAIL UNIT:19-01,15-03,15-02	JBM01 - JUAN BRIBIESCA ALCALA	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PD-CAR WASH AND DETAIL UNIT:19-01,15-03,15-02	NA	0.00	0.00	105.00	0.00	0.00	0.00			105.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-2150	Professional services			105.00	100.00%					
17-2260	Invoice	11/21/2023	11/21/2023	11/21/2023	11/21/2023	51,782.00	0.00	0.00	0.00	51,782.00
ADM-GUADALUPE BUSES AUTO INSURANCE RENEWAL	SMO01 - SMOOTH INC.	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-GUADALUPE BUSES AUTO INSURANCE RENEWAL	NA	0.00	0.00	51,782.00	0.00	0.00	0.00			51,782.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
023-4461-2354	Purchased Transportation			51,782.00	100.00%					
181305	Invoice	11/9/2023	11/9/2023	11/9/2023	11/9/2023	1,395.00	0.00	0.00	0.00	1,395.00
WWTP-VACUUM BIN - 25 YARD	PAC04 - PACIFIC PETROLEUM CALIFOR	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-VACUUM BIN - 25 YARD	NA	0.00	0.00	1,395.00	0.00	0.00	0.00			1,395.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-2200	Equipment Rental			1,395.00	100.00%					
204550	Invoice	11/15/2023	11/15/2023	11/15/2023	11/15/2023	292.09	0.00	0.00	0.00	292.09
FIRE-ACCT#:1197 LOCKOUT:11-30-23	HEN01 - EAGLE ENERGY, INC	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FIRE-FUEL CHARGES	NA	0.00	0.00	292.09	0.00	0.00	0.00			292.09
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4220-1560	Fuels and Lubricants			292.09	100.00%					

Payable Register

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[204552](#) Invoice 11/15/2023 11/15/2023 11/15/2023 11/15/2023 100.12 0.00 0.00 0.00 100.12
 WATER-ACCT#:1202 LOCKOUT:11-30-23 [HEN01 - EAGLE ENERGY, INC](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WATER-ACCT#:1202 LOCKOUT:11-30-23	NA	0.00	0.00	100.12	0.00	0.00	0.00	100.12

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-1560	Fuel & lubricants		100.12	100.00%

[204553](#) Invoice 11/15/2023 11/15/2023 11/15/2023 11/15/2023 230.18 0.00 0.00 0.00 230.18
 WWTP-ACCT#:1207 LOCKOUT:11-30-23 [HEN01 - EAGLE ENERGY, INC](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-ACCT#:1207 LOCKOUT:11-30-23	NA	0.00	0.00	230.18	0.00	0.00	0.00	230.18

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1560	Fuel & lubricants		230.18	100.00%

[204554](#) Invoice 11/15/2023 11/15/2023 11/15/2023 11/15/2023 381.11 0.00 0.00 0.00 381.11
 PW-ACCT#:1208 LOCKOUT:11-30-23 [HEN01 - EAGLE ENERGY, INC](#) Warr Bank Acct Warrants Bank Account

FUEL CHARGES

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-ACCT#:1208 LOCKOUT:11-30-23 FUEL CHARGES	NA	0.00	0.00	381.11	0.00	0.00	0.00	381.11

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1560	Fuels & Lubricants		381.11	100.00%

[204560](#) Invoice 11/15/2023 11/15/2023 11/15/2023 11/15/2023 282.93 0.00 0.00 0.00 282.93
 P&R-ACCT#1228 LOCKOUT:11-30-23 [HEN01 - EAGLE ENERGY, INC](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FUEL CHARGES	NA	0.00	0.00	282.93	0.00	0.00	0.00	282.93

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1560	Fuel & lubricants		282.93	100.00%

[204569](#) Invoice 11/15/2023 11/15/2023 11/15/2023 11/15/2023 1,340.23 0.00 0.00 0.00 1,340.23
 PD-ACCT#:1280 LOCKOUT:11-30-23 [HEN01 - EAGLE ENERGY, INC](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FUEL CHARGES	NA	0.00	0.00	1,340.23	0.00	0.00	0.00	1,340.23

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1560	Fuel & lubricants		1,340.23	100.00%

[204869](#) Invoice 11/30/2023 11/30/2023 11/30/2023 11/30/2023 162.74 0.00 0.00 0.00 162.74
 WATER-ACCT#:1202 LOCKOUT:12-15-23 [HEN01 - EAGLE ENERGY, INC](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WATER-ACCT#:1202 FUEL CHARGES	NA	0.00	0.00	162.74	0.00	0.00	0.00	162.74

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-1560	Fuel & lubricants		162.74	100.00%

[2154239](#) Invoice 10/17/2023 10/17/2023 10/17/2023 10/17/2023 404.32 0.00 0.00 0.00 404.32
 PW-AV 2 STG RPLMNT BOTTLELESS - ARPA FUNDS [HOM02 - HOME DEPOT CREDIT SERVICE](#) Warr Bank Acct Warrants Bank Account

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-AV 2 STG RPLMNT BOTTLELESS - ARPA FUNDS	NA	0.00	0.00	404.32	0.00	0.00	0.00			404.32
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4145-1550	Operating Supplies & Exp.			404.32	100.00%					
23032	Invoice	11/9/2023	11/9/2023	11/9/2023	11/9/2023	3,125.00	0.00	0.00	0.00	3,125.00
PD-BACKGROUND INVESTIGATION - LUIS CASTELLANOS BVI01 - BELLA VISTA INVESTIGATIVE SE... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PD-BACKGROUND INVESTIGATION - LUIS CASTELLANOS	NA	0.00	0.00	3,125.00	0.00	0.00	0.00			3,125.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-2150	Professional services			3,125.00	100.00%					
2311-680987	Invoice	11/29/2023	11/29/2023	11/29/2023	11/29/2023	1,121.98	0.00	0.00	0.00	1,121.98
WWTP-NELSONBRG ASSY.NELSON/EURO FLANGE CAL03 - CAL COAST IRRIGATION, INC Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-NELSONBRG ASSY.NELSON/EURO FLANGE	NA	0.00	0.00	1,121.98	0.00	0.00	0.00			1,121.98
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-2150	Professional Services			1,121.98	100.00%					
251656	Invoice	11/1/2023	11/1/2023	11/1/2023	11/1/2023	135.95	0.00	0.00	0.00	135.95
FIRE-SCOTT 805655-01 SEAL, MASK KIT (3) ALL06 - ALL STAR FIRE EQUIPMENT I Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FIRE-SCOTT 805655-01 SEAL, MASK KIT (3)	NA	0.00	0.00	135.95	0.00	0.00	0.00			135.95
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4220-1550	Operating Supplies & Exp.			135.95	100.00%					
253407	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	892.00	0.00	0.00	0.00	892.00
ADM-PERSONNEL LEGAL SERVICES LCW01 - LIEBERT CASSIDY WHITMORE Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-PERSONNEL LEGAL SERVICES	NA	0.00	0.00	892.00	0.00	0.00	0.00			892.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4110-2150	Professional services			892.00	100.00%					
2534554	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	347.03	0.00	0.00	0.00	347.03
PW-71 IN. H GRAY KITCHEN STORAGE - ARPA FUNDS HOM02 - HOME DEPOT CREDIT SERVICE Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-71 IN. H GRAY KITCHEN STORAGE - ARPA FUNDS	NA	0.00	0.00	347.03	0.00	0.00	0.00			347.03
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4145-1550	Operating Supplies & Exp.			347.03	100.00%					
2825632	Invoice	10/17/2023	10/17/2023	10/17/2023	10/17/2023	270.79	0.00	0.00	0.00	270.79
PW-GRAY SHAKER STOCK RTA SINK BASE - ARPA FUNDS HOM02 - HOME DEPOT CREDIT SERVICE Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-GRAY SHAKER STOCK RTA SINK BASE - ARPA FUNDS	NA	0.00	0.00	270.79	0.00	0.00	0.00			270.79
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				270.79	100.00%				

2910A	Invoice	10/11/2023	10/11/2023	10/11/2023	10/11/2023	4,438.01	0.00	0.00	0.00	4,438.01
P&R-CLEAR COASTING OF GYMNASIUM JHF01 - JEFFS HARDWOOD FLOORING... Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
P&R-CLEAR COASTING OF GYMNASIUM	NA	0.00	0.00	4,438.01	0.00	0.00	0.00			4,438.01
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-2150	Professional services				4,438.01	100.00%				

34364703	Invoice	11/28/2023	11/28/2023	11/28/2023	11/28/2023	583.00	0.00	0.00	0.00	583.00
P&R-1025 GUADALUPE ST - PEST AWAY SERVICE CLA01 - CLARK PEST CONTROL OF STO Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
P&R-1025 GUADALUPE ST - PEST AWAY SERVICE	NA	0.00	0.00	583.00	0.00	0.00	0.00			583.00
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-2150	Professional Services				583.00	100.00%				

35487252	Invoice	11/2/2023	11/2/2023	11/2/2023	11/2/2023	27.39	0.00	0.00	0.00	27.39
ADM-11x17 COPY PAPER QUI01 - QUILL CORPORATION Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-11x17 COPY PAPER	NA	0.00	0.00	27.39	0.00	0.00	0.00			27.39
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4405-1200	Office Supplies & Postage				27.39	100.00%				

36440	Invoice	11/28/2023	11/28/2023	11/28/2023	11/28/2023	43.50	0.00	0.00	0.00	43.50
PD-UNIFORM ALLOWANCE - M.CASH ALLO2 - ALL AMERICAN SCREEN PRINT Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PD-FLEXFIT HATS WITH LOGO AND M.CASH	NA	0.00	0.00	43.50	0.00	0.00	0.00			43.50
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4200-0450	Other Benefits				43.50	100.00%				

3903548	Invoice	10/16/2023	10/16/2023	10/16/2023	10/16/2023	319.73	0.00	0.00	0.00	319.73
PW-GLACIER, BAY-SB-TP-MT-SST - ARPA FUNDS HOM02 - HOME DEPOT CREDIT SERVICE Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-GLACIER, BAY-SB-TP-MT-SST	NA	0.00	0.00	319.73	0.00	0.00	0.00			319.73
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				319.73	100.00%				

3AX00377	Invoice	10/31/2023	10/31/2023	10/31/2023	10/31/2023	8,800.76	0.00	0.00	0.00	8,800.76
WWTP-20Y BIO SOLIDS- SOLID DISPOSAL ENG02 - ENGEL & GRAY, INC. Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-20Y BIO SOLIDS- SOLID DISPOSAL	NA	0.00	0.00	8,800.76	0.00	0.00	0.00			8,800.76
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				8,800.76	100.00%				

Payable Register

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[417611](#) Invoice 11/2/2023 11/2/2023 11/2/2023 11/2/2023 140.14 0.00 0.00 0.00 140.14
 FIRE-REGLAR TWOTONE BADGE [SUN02 - SUN BADGE CO.](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-REGLAR TWOTONE BADGE	NA	0.00	0.00	140.14	0.00	0.00	0.00	140.14

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-1550	Operating Supplies & Exp.		140.14	100.00%

[5020422283](#) Invoice 11/8/2023 11/8/2023 11/8/2023 11/8/2023 14.44 0.00 0.00 0.00 14.44
 WWTP-ACCT#:170454000 UNIFORM [ARA01 - ARAMARK UNIFORM SERVICES](#) Warr Bank Acct Warrants Bank Account
 SERVICE

Items

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%

[5020427306](#) Invoice 11/15/2023 11/15/2023 11/15/2023 11/15/2023 25.41 0.00 0.00 0.00 25.41
 WWTP-ACCT#:170454000 UNIFORM [ARA01 - ARAMARK UNIFORM SERVICES](#) Warr Bank Acct Warrants Bank Account
 SERVICE

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-ACCT#:170454000 UNIFORM SERVICE	NA	0.00	0.00	25.41	0.00	0.00	0.00	25.41

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		25.41	100.00%

[5020430086](#) Invoice 11/20/2023 11/20/2023 11/20/2023 11/20/2023 17.06 0.00 0.00 0.00 17.06
 WATER-ACCT#:170454000 UNIFORM [ARA01 - ARAMARK UNIFORM SERVICES](#) Warr Bank Acct Warrants Bank Account
 SERVICE

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WATER-ACCT#:170454000 UNIFORM SERVICE	Service	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%

[5020430089](#) Invoice 11/20/2023 11/20/2023 11/20/2023 11/20/2023 11.88 0.00 0.00 0.00 11.88
 PW-STREETS-ACCT#:170454000 [ARA01 - ARAMARK UNIFORM SERVICES](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-STREETS-ACCT#:170454000	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-ACCT#:170454000	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-ACCT#:170454000	Service	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-ACCT#:170454000	Service	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-ACCT#:170454000	Service	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-ACCT#:170454000	Service	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-ACCT#:170454000	Service	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-ACCT#:170454000	Service	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%					
5020432266	Invoice	11/22/2023	11/22/2023	11/22/2023	11/22/2023	19.93	0.00	0.00	0.00	19.93
WWTP-ACCT#:170454000 UNIFORM SERVICE	ARA01 - ARAMARK UNIFORM SERVICES	Warr Bank Acct Warrants Bank Account								
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%					
5020435056	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	17.06	0.00	0.00	0.00	17.06
WATER-ACCT#:170454000 UNIFORM SERVICE	ARA01 - ARAMARK UNIFORM SERVICES	Warr Bank Acct Warrants Bank Account								
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%					
5020435058	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	73.55	0.00	0.00	0.00	73.55
P&R-ACCT#:170454000 UNIFORM ALLOWANCE	ARA01 - ARAMARK UNIFORM SERVICES	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-ACCT#:170454000 UNIFORM ALLOWANCE	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%					
5020435059	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	11.88	0.00	0.00	0.00	11.88
PW-ACCT#:170454000 UNIFORM ALLOWANCE	ARA01 - ARAMARK UNIFORM SERVICES	Warr Bank Acct Warrants Bank Account								

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-ACCT#:170454000 UNIFORM ALLOWANCE	NA	0.00	0.00	1.49	0.00	0.00	0.00	1.49		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-0100	Salaries - Regular		1.49	100.00%						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-ACCT#:170454000 UNIFORM ALLOWANCE	NA	0.00	0.00	1.49	0.00	0.00	0.00	1.49		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-0100	Salaries - Regular		1.49	100.00%						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-ACCT#:170454000 UNIFORM ALLOWANCE	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-ACCT#:170454000 UNIFORM ALLOWANCE	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-ACCT#:170454000 UNIFORM ALLOWANCE	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-ACCT#:170454000 UNIFORM ALLOWANCE	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-ACCT#:170454000 UNIFORM ALLOWANCE	NA	0.00	0.00	0.44	0.00	0.00	0.00	0.44		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
060-4490-0100	Salaries - Regular		0.44	100.00%						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-ACCT#:170454000 UNIFORM ALLOWANCE	NA	0.00	0.00	0.44	0.00	0.00	0.00	0.44		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
063-4472-0100	Salaries - Regular		0.44	100.00%						
5020435060	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	121.66	0.00	0.00	0.00	121.66
PD-ACCT#:792232905	ARA01 - ARAMARK UNIFORM SERVICES Warr Bank Acct Warrants Bank Account									
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-ACCT#:792232905	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						
001-4200-2150	Professional services		121.66	100.00%						

Payable Register

52698 Invoice 11/20/2023 11/20/2023 11/20/2023 11/20/2023 2,435.50 0.00 0.00 0.00 2,435.50

ADM-ZONING MAP UPDATE RIN02 - RINCON CONSULTANTS, INC. Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ZONING MAP UPDATE	NA	0.00	0.00	2,435.50	0.00	0.00	0.00	2,435.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		2,435.50	100.00%

5319 Invoice 11/21/2023 11/21/2023 11/21/2023 11/21/2023 85.00 0.00 0.00 0.00 85.00

PD-MOTOR OIL, OIL FILTER - UNIT 17-01 REY01 - REYNA AUTO REPAIR Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-MOTOR OIL, OIL FILTER - UNIT 17-01	NA	0.00	0.00	85.00	0.00	0.00	0.00	85.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1460	Vehicle Maintenance		85.00	100.00%

5330 Invoice 11/28/2023 11/28/2023 11/28/2023 11/28/2023 85.00 0.00 0.00 0.00 85.00

PD-MOTOR OIL & FILTER - 17-02 2017 REY01 - REYNA AUTO REPAIR Warr Bank Acct Warrants Bank Account

FORD

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-MOTOR OIL & FILTER - 17-02 2017	NA	0.00	0.00	85.00	0.00	0.00	0.00	85.00

FORD

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1460	Vehicle Maintenance		85.00	100.00%

6003152487 Invoice 1/27/2023 1/27/2023 1/27/2023 1/27/2023 58.81 0.00 0.00 0.00 58.81

WWTP-ACCT#:10825143 - 5125 W MAIN ST STC01 - SECURITAS TECHNOLOGY COR... Warr Bank Acct Warrants Bank Account

ST

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-ACCT#:10825143 - 5125 W MAIN ST	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%

6003383655 Invoice 6/1/2023 6/1/2023 6/1/2023 6/1/2023 58.81 0.00 0.00 0.00 58.81

WWTP-ACCT#:10825143 STC01 - SECURITAS TECHNOLOGY COR... Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-MAINTENANCE CHARGES - 5125 W MAIN ST	NA	0.00	0.00	58.81	0.00	0.00	0.00	58.81

MAIN ST

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		58.81	100.00%

6003456574 Invoice 7/1/2023 7/1/2023 7/1/2023 7/1/2023 58.81 0.00 0.00 0.00 58.81

WWTP-ACCT#:10825143 STC01 - SECURITAS TECHNOLOGY COR... Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-MAINTENANCE CHARGES - 5125 W MAIN ST	NA	0.00	0.00	58.81	0.00	0.00	0.00	58.81

MAIN ST

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		58.81	100.00%

6003726936 Invoice 11/2/2023 11/2/2023 11/2/2023 11/2/2023 58.81 0.00 0.00 0.00 58.81

WWTP-MAINTENACE CHARGES STC01 - SECURITAS TECHNOLOGY COR... Warr Bank Acct Warrants Bank Account

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-MAINTENACE 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%					

6003741440	Invoice	11/2/2023	11/2/2023	11/2/2023	11/2/2023	64.86	0.00	0.00	0.00	64.86
ADM-ADMIN OFFICE ALARM SYSTEM - DEC 2023										
STC01 - SECURITAS TECHNOLOGY COR... Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-ADMIN OFFICE ALARM SYSTEM - DEC 2023	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%					

603336188	Invoice	4/28/2023	4/28/2023	4/28/2023	4/28/2023	58.81	0.00	0.00	0.00	58.81
WWTP-ACCT#:10825143										
STC01 - SECURITAS TECHNOLOGY COR... Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-MAINTENANCE CHARGES -5125 W MAIN ST	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%					

60758	Invoice	11/20/2023	11/20/2023	11/20/2023	11/20/2023	690.31	0.00	0.00	0.00	690.31
PW-FOG CONTROL PROGRAM#:0075-0040-00										
WAL01 - WALLACE GROUP,A CALIFORNI Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-FOG CONTROL PROGRAM#:0075-0040-00	NA	0.00	0.00	690.31	0.00	0.00	0.00			690.31
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-2150	Professional Services			690.31	100.00%					

66857	Invoice	11/28/2023	11/28/2023	11/28/2023	11/28/2023	3,253.11	0.00	0.00	0.00	3,253.11
PD-CARLOS LIMON-223,9MM,40 S&W 180GR,45 AUTO 230GR										
DOO01 - DOOLEY ENTERPRISES, INC. Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FULL METAL JACKET	NA	0.00	0.00	3,253.11	0.00	0.00	0.00			3,253.11
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-1550	Operating Supplies & Exp.			3,253.11	100.00%					

694490	Invoice	11/3/2023	11/3/2023	11/3/2023	11/3/2023	530.00	0.00	0.00	0.00	530.00
PD-FINGERPRINT APPS,FBI										
DEP09 - DEPARTMENT OF JUSTICE Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PD-FINGERPRINT APPS,FBI	NA	0.00	0.00	530.00	0.00	0.00	0.00			530.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-2350	Services by other Agencies			530.00	100.00%					

697460	Invoice	11/3/2023	11/3/2023	11/3/2023	11/3/2023	210.00	0.00	0.00	0.00	210.00
PD-BLOOD ALCOHOL ANALYSIS										
DEP09 - DEPARTMENT OF JUSTICE Warr Bank Acct Warrants Bank Account										

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PD-BLOOD ALCOHOL ANALYSIS	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					
001-4200-2350	Services by other Agencies			210.00	100.00%					

Payable Register

[71](#) Invoice 12/1/2023 12/1/2023 12/1/2023 12/1/2023 3,218.75 0.00 0.00 0.00 3,218.75
 ADM-GENERAL PLANNING SERVICES [INT01 - INTEGRITY PLANNING](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-GENERAL PLANNING SERVICES	NA	0.00	0.00	3,156.25	0.00	0.00	0.00	3,156.25

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		3,156.25	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-GENERAL PLANNING SERVICES	NA	0.00	0.00	62.50	0.00	0.00	0.00	62.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		62.50	100.00%

[78719](#) Invoice 11/21/2023 11/21/2023 11/21/2023 11/21/2023 1,716.32 0.00 0.00 0.00 1,716.32
 WTP-AT GWWTP SEDIMENT/OLIVERA ST [CLA02 - CLAY'S SEPTIC & JETTING](#) Warr Bank Acct Warrants Bank Account
 (JETTING)

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WTP-AT GWWTP SEDIMENT/OLIVERA ST (JETTING)	NA	0.00	0.00	1,716.32	0.00	0.00	0.00	1,716.32

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		1,716.32	100.00%

[78720](#) Invoice 11/27/2023 11/27/2023 11/27/2023 11/27/2023 1,287.25 0.00 0.00 0.00 1,287.25
 WWTP-JETTING SEWER LINE MAHONEY AND PAGALIN [CLA02 - CLAY'S SEPTIC & JETTING](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-JETTING SEWER LINE MAHONEY AND PAGALIN	NA	0.00	0.00	1,287.25	0.00	0.00	0.00	1,287.25

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2150	Professional Services		1,287.25	100.00%

[864172](#) Invoice 10/3/2023 10/3/2023 10/3/2023 10/3/2023 69,344.75 0.00 0.00 0.00 69,344.75
 WWTP-ASSET#00561 [CAL04 - CAL COAST MACHINERY, INC.](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-CAB TRACK LOADER W/AIR RIDE SEAT	NA	0.00	0.00	69,344.75	0.00	0.00	0.00	69,344.75

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-1630	Equipment/Improvements		69,344.75	100.00%

[93496](#) Invoice 6/30/2023 6/30/2023 6/30/2023 6/30/2023 6,267.76 0.00 0.00 0.00 6,267.76
 PW-ACCT#:00161 - FUEL USAGE - JUNE 2023 [CIT14 - CITY OF SANTA MARIA - FINAN...](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-ACCT#:00161 - FUEL USAGE - JUNE 2023	NA	0.00	0.00	6,267.76	0.00	0.00	0.00	6,267.76

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
023-4461-1560	Fuel & lubricants		6,267.76	100.00%

[94986](#) Invoice 11/22/2023 11/22/2023 11/22/2023 11/22/2023 6,210.25 0.00 0.00 0.00 6,210.25
 PD-ACCT#:04722 DISPATCH SERVICE GUAD [CIT14 - CITY OF SANTA MARIA - FINAN...](#) Warr Bank Acct Warrants Bank Account

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-ACCT#:04722 DISPATCH SERVICE GUAD	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-ACCT#:04722 DISPATCH SERVICE GUAD	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%				
94987	Invoice	11/22/2023	11/22/2023	11/22/2023	11/22/2023	1,026.06	0.00	0.00	0.00	1,026.06
PD-ACCOUNTS RECEIVABLE - MDC SERVICE NOV 2023										
CIT14 - CITY OF SANTA MARIA - FINAN... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PD-MDC SERVICE NOV 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%				
94990	Invoice	11/28/2023	11/28/2023	11/28/2023	11/28/2023	10,732.71	0.00	0.00	0.00	10,732.71
PW-ACCT#:00161 - FUEL USAGE - OCTOBER 2023										
CIT14 - CITY OF SANTA MARIA - FINAN... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-ACCT#:00161 - FUEL USAGE - OCTOBER 2023	NA	0.00	0.00	10,732.71	0.00	0.00	0.00			10,732.71
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
023-4461-1560	Fuel & lubricants				10,732.71	100.00%				
94991	Invoice	11/28/2023	11/28/2023	11/28/2023	11/28/2023	10,284.28	0.00	0.00	0.00	10,284.28
PW-ACCT#:00161 - FUEL CHARGES - SEPT 2023										
CIT14 - CITY OF SANTA MARIA - FINAN... Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-ACCT#:00161 - FUEL CHARGES - SEPT 2023	NA	0.00	0.00	10,284.28	0.00	0.00	0.00			10,284.28
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
023-4461-1560	Fuel & lubricants				10,284.28	100.00%				
980119	Invoice	11/10/2023	11/10/2023	11/10/2023	11/10/2023	978.00	0.00	0.00	0.00	978.00
PW-ELEVATED TANK CELL AGREEMENT REVIEW										
BBK01 - BEST BEST & KRIEGER LLP Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
PW-ELEVATED TANK CELL AGREEMENT REVIEW	NA	0.00	0.00	978.00	0.00	0.00	0.00			978.00
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-2150	Professional Services				978.00	100.00%				
9948805013	Invoice	11/8/2023	11/8/2023	11/8/2023	11/8/2023	126.56	0.00	0.00	0.00	126.56
FIRE-ACCT#:942045079-00001										
VER05 - VERIZON WIRELESS Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FIRE-ACCT#:942045079-00001	NA	0.00	0.00	126.56	0.00	0.00	0.00			126.56
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4220-1150	Communications				126.56	100.00%				
9949602927	Invoice	11/18/2023	11/18/2023	11/18/2023	11/18/2023	749.79	0.00	0.00	0.00	749.79
ADM-ACCT#:642087942-0001										
VER05 - VERIZON WIRELESS Warr Bank Acct Warrants Bank Account										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-ACCT#:642087942-0001	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-ACCT#:642087942-0001	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-ACCT#:642087942-0001	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%					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-ACCT#:642087942-0001	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-ACCT#:642087942-0001	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-ACCT#:642087942-0001	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%					
FCH-008053467	Invoice	11/9/2023	11/9/2023	11/9/2023	11/9/2023	20.00	0.00	0.00	0.00	20.00
PW-LATE FEE	HOM02 - HOME DEPOT CREDIT SERVICE Warr Bank Acct Warrants Bank Account									
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-LATE FEE	NA	0.00	0.00	20.00	0.00	0.00	0.00	20.00		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4145-1550	Operating Supplies & Exp.			20.00	100.00%					
FSLC-532300231-1	Invoice	11/16/2023	11/16/2023	11/16/2023	11/16/2023	500.00	0.00	0.00	0.00	500.00
ADM-AL'S UNION TITLE REPORT	FID01 - FIDELITY NATIONAL TITLE Warr Bank Acct Warrants Bank Account									
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-AL'S UNION TITLE REPORT	NA	0.00	0.00	500.00	0.00	0.00	0.00	500.00		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
026-4500-2150	Professional Services			500.00	100.00%					
GC00123029	Invoice	10/25/2023	10/25/2023	10/25/2023	10/25/2023	885.00	0.00	0.00	0.00	885.00
ADM-MUNICIPAL CODE UPDATE & MAINTENANCE	QUA02 - QUALITY CODE PUBLISHING L Warr Bank Acct Warrants Bank Account									
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
OCT 1 - JUNE 30,2024	NA	0.00	0.00	885.00	0.00	0.00	0.00	885.00		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4110-2150	Professional services			885.00	100.00%					
GUAD2023-001	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	2,049.05	0.00	0.00	0.00	2,049.05
ADM-CANNABIS PLANNING SERVICES - SEPT 2022-2023	EDI01 - EARTH DESIGN INC Warr Bank Acct Warrants Bank Account									

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-CANNABIS PLANNING SERVICES - SEPT 2022-2023	NA	0.00	0.00	2,049.05	0.00	0.00	0.00			2,049.05
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-HEMP-2150	Prof'l Services			2,049.05	100.00%					
INV00199130	Invoice	11/17/2023	11/17/2023	11/17/2023	11/17/2023	11,366.67	0.00	0.00	0.00	11,366.67
WWTP-ALL WEATHER SAMPLER 5.5 GAL	USA01 - U.S.A. BLUEBOOK INC.	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-ALL WEATHER SAMPLER 5.5 GAL	NA	0.00	0.00	11,366.67	0.00	0.00	0.00			11,366.67
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-1500	Equipment Replacement			11,366.67	100.00%					
MOW23	Invoice	10/30/2023	10/30/2023	10/30/2023	10/30/2023	4,500.00	0.00	0.00	0.00	4,500.00
WWTP-MOWING THISTLE IN SPRAY FIELDS AND BY POND	WCR01 - W.C. RANCH	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WWTP-MOWING THISTLE IN SPRAY FIELDS AND BY POND	NA	0.00	0.00	4,500.00	0.00	0.00	0.00			4,500.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-2150	Professional Services			4,500.00	100.00%					
PC6849	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	6,670.00	0.00	0.00	0.00	6,670.00
ADM-PLAN CHECK SERVICES - 10-2023	JAS01 - JAS PACIFIC, INC.	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
ADM-PLAN CHECK SERVICES - 10-2023	NA	0.00	0.00	6,670.00	0.00	0.00	0.00			6,670.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4405-2150	Professional Services			6,670.00	100.00%					
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-INSURANCE	CJP01 - CJPIA	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE-INSURANCE	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%					
QC1068753	Invoice	11/14/2023	11/14/2023	11/14/2023	11/14/2023	1,531.95	0.00	0.00	0.00	1,531.95
FINANCE- CUSTOMER#:01021717	QUA04 - QUADIENT LEASING USA, INC	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE- CUSTOMER#:01021717	NA	0.00	0.00	765.97	0.00	0.00	0.00			765.97
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
010-4420-4150	Lease Purchase			765.97	100.00%					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE- CUSTOMER#:01021717	NA	0.00	0.00	765.98	0.00	0.00	0.00			765.98
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
010-4425-4150	Lease-Purchase			765.98	100.00%					
SW-0269109	Invoice	11/9/2023	11/9/2023	11/9/2023	11/9/2023	7,067.00	0.00	0.00	0.00	7,067.00
FINANCE-ANNUAL PERMIT FEE	SWR01 - SWRCB-DWOCF	Warr Bank Acct Warrants Bank Account								

Payable Register

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
FINANCE-ANNUAL PERMIT FEE	NA	0.00	0.00	7,067.00	0.00	0.00	0.00			7,067.00
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
071-4454-2150	Professional Services			7,067.00	100.00%					
U2316051173	Invoice	11/16/2023	11/16/2023	11/16/2023	11/16/2023	1,000.67	0.00	0.00	0.00	1,000.67
WATER-1X3/4X3/4 AY PJ X MTR ANGLE	ICO01 - ICONIX WATERWORKS (US) IN	Warr Bank Acct Warrants Bank Account								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount			Total
WATER-ANGLE METER STOP VALVES FOR STOCK	NA	0.00	0.00	1,000.67	0.00	0.00	0.00			1,000.67
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
010-4420-1550	Operating Supplies & Exp.			1,000.67	100.00%					

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	123	349,741.63	0.00	0.00	0.00	349,741.63	0.00	349,741.63
Grand Total:		349,741.63	0.00	0.00	0.00	349,741.63	0.00	349,741.63

Project Summary

Project Number	Project Name	Count	Account Key	Account Name	Amount
089-105	General Plan Update	1	089-105-Consulting	Consulting Services	2,755.00
Project 089-105 Total:					2,755.00
PA 2023-021-LLA	151 Obispo – Lot Line Adjustm...	1	PA 2023-021-LLA	Expenses toward Building Permit D...	170.00
Project PA 2023-021-LLA Total:					170.00
Grand Total:					2,925.00

Account Summary

Account	Name	Amount
001-1015	Prepaid Insurance	52,573.00
001-2048	Building Permit Deposits	170.00
001-2058	Alvarez Lot Line Adjustment – 11th Street	467.50
001-2069	Root One	85.00
001-2080	CENTRAL COAST PROCESSING	85.00
001-4105-1200	Office Supplies & Postage	0.18
001-4105-1300	Business Expense/Training	50.00
001-4105-2150	Professional Services	399.86
001-4110-2150	Professional services	6,624.50
001-4120-1200	Office Supplies & Postage	3.18
001-4120-1300	Business Expense/Training	50.00
001-4120-2150	Professional services	691.78
001-4140-2151	Information Technology Svs	470.00
001-4145-0100	Salaries - Regular	2.97
001-4145-1000	Utilities	807.60
001-4145-1150	Communications	4,689.12
001-4145-1550	Operating Supplies & Exp.	1,669.43
001-4145-2150	Professional Services	1,621.55
001-4200-0450	Other Benefits	843.50
001-4200-1150	Communications	294.67
001-4200-1460	Vehicle Maintenance	290.00
001-4200-1550	Operating Supplies & Exp.	3,253.11
001-4200-1560	Fuel & lubricants	1,340.23
001-4200-2150	Professional services	3,351.66
001-4200-2350	Services by other Agencies	5,963.22
001-4220-0450	Other Benefits	138.90
001-4220-1150	Communications	126.56
001-4220-1200	Office Supplies & Postage	17.64
001-4220-1400	Equipment Maintenance	11.19
001-4220-1550	Operating Supplies & Exp.	276.09
001-4220-1560	Fuels and Lubricants	292.09
001-4220-2350	Services by other Agencies	2,013.09
001-4300-0100	Salaries - Regular	52.97
001-4300-1000	Utilities	8,379.27
001-4300-1150	Communications	103.26
001-4300-1550	Operating Supplies & Exp.	91.34
001-4300-1560	Fuel & lubricants	282.93
001-4300-2150	Professional services	4,438.01
001-4405-1200	Office Supplies & Postage	27.39
001-4405-2150	Professional Services	19,059.99
001-HEMP-2150	Profl Services	2,276.55
Total:		123,384.33

Account	Name	Amount
010-4420-0100	Salaries - Regular	1.78
010-4420-1150	Communications	251.41
010-4420-1200	Office Supplies & Postage	1,595.44
010-4420-1550	Operating Supplies & Exp.	1,070.20
010-4420-1560	Fuel & lubricants	262.86
010-4420-2150	Professional Services	2,463.62
010-4420-4150	Lease Purchase	765.97
010-4425-4150	Lease-Purchase	765.98
Total:		7,177.26

Account	Name	Amount
012-1630	Equipment/Improvements	69,344.75
012-4425-0100	Salaries - Regular	6,086.03

Account Summary

Account	Name	Amount
012-4425-0450	Other Benefits	150.00
012-4425-1000	Utilities	1,917.26
012-4425-1150	Communications	171.39
012-4425-1200	Office Supplies & Postage	1,595.44
012-4425-1500	Equipment Replacement	11,366.67
012-4425-1550	Operating Supplies & Exp.	57.34
012-4425-1560	Fuel & lubricants	230.18
012-4425-2150	Professional Services	23,643.67
012-4425-2200	Equipment Rental	1,395.00
Total:		115,957.73

Account	Name	Amount
023-4461-0100	Salaries - Regular	1.78
023-4461-1560	Fuel & lubricants	27,284.75
023-4461-2354	Purchased Transportation	51,782.00
Total:		79,068.53

Account	Name	Amount
026-4500-2150	Professional Services	692.50
Total:		692.50

Account	Name	Amount
060-4490-0100	Salaries - Regular	0.89
060-4490-1000	Utilities	138.44
Total:		139.33

Account	Name	Amount
063-4472-0100	Salaries - Regular	0.89
063-4472-1000	Utilities	2,760.50
063-4472-1550	Operating Supplies & Exp.	126.12
063-4472-2150	Professional services	871.00
Total:		3,758.51

Account	Name	Amount
071-4454-0100	Salaries - Regular	10.70
071-4454-1000	Utilities	207.66
071-4454-1150	Communications	120.47
071-4454-1550	Operating Supplies & Exp.	198.97
071-4454-1560	Fuels & Lubricants	381.11
071-4454-2150	Professional Services	7,067.00
Total:		7,985.91

Account	Name	Amount
079-4542-1000	Utilities	90.54
079-4542-2164	General Admin	7,842.50
Total:		7,933.04

Account	Name	Amount
089-4444-3044	Financial Accounting Software (089-104)	2,755.00
Total:		2,755.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
107-4018-1000	Utilities	889.49
	Total:	889.49

MINUTES

City of Guadalupe
Regular Meeting of the Guadalupe City Council
and Special Meeting of the
Successor Agency to the Guadalupe Redevelopment Agency Board
Tuesday, November 28, 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 6:00 p.m. All members were present. (Note: The abbreviation, "CM", will be used for "Council Member" in these minutes.)

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF THANKS, APPRECIATION OR CONDOLENCES.

Mayor Julian said, "We all saw the release of hostages and lack of shelling this week. It's hard to believe what these kids are going through. We hope they find peace soon."

4. AGENDA REVIEW

Mayor Julian requested moving Item #10. "Compensation agreement for transfer of the Royal Theatre properties" before Item #9. "Management Report – Recreation Services Manager". Then following Item #9., continue in sequence with Item #11., Item #12., etc.

5. COMMUNITY PARTICIPATION FORUM

There were no requests to speak.

6. CONSENT CALENDAR (A-D)

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 16, 2023.
- C. Approve the Minutes of the City Council regular meeting of November 14, 2023.
- D. Adopt Resolution No. 2023-94 authorizing the Fire Department to accept the Cal Fire, Volunteer Fire Assistance (VFA) Grant in the amount of \$3,600.

There were no items pulled. Motion was made by Council Member Lizalde and seconded by Council Member Costa, Jr. to approve the full Consent Calendar. 5-0 Motion passed.

MANAGEMENT REPORTS

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

A. City Administrator's report for November 28, 2023

- *The Kiwanis Holiday Parade is scheduled for Saturday, 12/9, at 6:00 p.m. "Ole Granny" will be used to carry the City Council and City Administrator.*
- *Urban Planning Concept, planning consultants, will start on their onsite presence, Wednesday, 11/29. They will be in the Building Department two days a week to provide direct service to the public.*
- *New chairs will be ordered for the City Council chambers with the use of ARPA funds.*
- *GBA's Transportation Committee monthly meeting is Wednesday, 11/29, which the City Administrator attends regularly.*
- *Final submission for a turf grant for the \$1.9M project was made. If awarded, the estimated project completion is June 30, 2026.*
- *Property Tax Data: Value growth for 2023-24 was greater than the amount of growth in 2022-23 due to an increase in value gained on sales in 2022. The number of detached single-family home sales for 2023 will be less than in 2022. This is consistent with what is seen in most areas of the state. The Guadalupe median sales price through September declined by \$5.06%. On property values at \$1.0M, the City receives \$1,500 in revenue.*
- *There have been complaints regarding cannabis smell. The Air Pollution Control District is working on it with the company. Residents were happy to hear they're involved.*
- *Root 1, retail cannabis storefront, is anticipated to open in March/April 2024.*

- *On 11/17/23, the Mayor, City Administrator and City attorney met to various topics, one being the steps necessary to take to create a city nonprofit to replace what LADG dealt with for the City.*

Mayor Julian said, "Lompoc and Santa Maria have." City Attorney said, "We can do fundraising for Recreation & Parks and the public library. The mayor then said, "Lompoc has a foundation. If we can go after dollars for Recreation and the Police Department. This ties in with the Royal Theatre. Create an entity within the Royal Theatre but separate from the Royal Theatre and Council.

- *Traffic issues at 11th Street and Simas Road were discussed with the property owner, Frank Almaguer, specifically car crashes around the curve into the Mr. Almaguer's property. Mayor Julian mentioned that there are no flashing lights north on Simas Road. The City will work with the County as they have part responsibility for the area.*

CM Lizalde said that the traffic level will increase with the housing developments going up on 11th Street. The mayor cited the number of those developments: 80 units for Escalante Meadows, 37 units for the Alvarez property, and 37 for Self-Help Housing.

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

A. Police Department report for October 2023

- *There's nothing changing or outstanding for our Police Department.*

B. Fire Department report for October 2023

- *Medicals are up since last month.*

C. Code Compliance report for October 2023

- *Nothing's changing or outstanding. Right now, we're just monitoring activity in the community.*

We've contacted the CHP to help assist with traffic issues on Hwy 1. They've agreed to increase traffic enforcement.

OEM – The County has \$35,000 grant money available to put up relief centers in the County. Guadalupe is one of two locations right now. Cuyama is one location, and Guadalupe is two. (Chief handed out a list .) Guadalupe is getting \$15,000 of the grant money. The list showed supplies the County will purchase and Guadalupe just needs to store them.

With the January flooding, we now have experience of what we don't have: solar generators. The main generator for the building was received from the One 805 grant and is being built. Smaller generators for the Veterans Hall, Senior Center and an additional one at City hall so there can be power for different lighting. Looking to have three (3) locations instead of just one (1) for rolling

blackouts. Josue Meraz will be the contact. We'll be setting up different sites for everything that can be stored. We're looking to take care of our seniors, families, and senior adult males in separate facilities so we can have the proper security. They have a short timeframe. There's an additional \$10,000 outstanding. If the County can't find a 3rd location, they'll share the remaining \$10,000 between the two sites. We just got this information today. A nice gift.

Chief Cash said, "We're losing our Recreation Manager. (He presented Ms. Sanchez with a window box with Police and Fire patches and memorabilia) He said, "This is from Public Safety. We appreciate everything you've done for us and for the City. We had a blast working with you. We hope to get someone at least as close to what you've been capable of doing. We've enjoyed working with you."

The mayor mentioned that the jail had been tagged. We took pictures and did a report. Chief Cash said that the bridge was tagged, too. He said he hasn't read the report or had a chance to talk with the officers. There are a few known taggers.

CM Hernandez asked a question about grants and monies coming in from FEMA. Chief Cash said, "I'm going to FEMA next month or January. We're sending someone there to train. So, I'll follow up on that and make some contacts. Whatever monies we can get and Christine Rose (grant writer)... we have another meeting coming up for some other monies. We're hitting FEMA. We're hitting the State. This money here came from the County."

The Chief continued saying, "And what the Council did for the river. You go out there and look at that...awesome. But you go over by Hwy 101, and you look in the riverbed, you so many homeless encampments. We're putting a lot of stuff together. What we found out last time that we need were clothing and food. We have freezers. Water and food will be the biggest staples. Slowly but surely getting to get to help community."

CM Lizalde asked, "The infrastructure, inventory. Will it be done electronically? Expiration dates, etc.? When we're bringing in material, are we tracking it?" Chief Cash said, "We don't have personnel to manage all of that. We'll be using Code Compliance and PD staff. There are some things that are perishable." CM Lizalde then said, "We need to be mindful of all of that. We need to know where and what we have in an emergency."

Mayor Julian asked, "How can the Red Cross help?" Chief Cash said "A trailer. We need to find a location for storage." The mayor suggested a container like at the yard for easy access. Chief Cash said, "It would be key to have one space/location to store goods. We need to put together a plan to bring back to Council. We now have the Emergency Response Plan, and that piece isn't in there that is important."

CM Hernandez asked for an update on the State giving the City \$1M. When are we thinking of implanting that and looking forward?" Mr. Bodem said that that is for Public Safety and the City Hall.

CM Robles asked, "On the left or right side of this building, can we use for storage?" Chief Cash said, "We will store goods. The space on the Police Department wing will be altered to possibly store, like a central location."

CM Lizalde suggested, "Have the community committee train on some of this. City staff doesn't have to take it all. Community members can help with inventory." Chief Cash said, "The committee is standing by. We're ready to present it to the City Council. We'll take any ideas you may offer."

9. RECREATION SERVICES MANAGER: (Information Only)

A. Recreation and Parks report for October 2023

Ms. Sanchez briefly explained, "I planned to leave on November 15th but have extended my time to help whoever is hired to train someone for at least two (2) weeks. I don't want to give a specific date yet...it depends on what the City needs. I'll update the Council at the next meeting in December where we're at."

Events: "Movie Night in the Park" with snacks and treats being sold; Holiday Home Decorating – the entry is online with a deadline of Friday, 12/15, at noon.

CM Hernandez asked, "The Boys & Girls Club...have they started paying utility bills?" The response was they have begun paying...were in arrears by \$1,700.

CM Lizalde asked about the agreement between the City and the School District. Mr. Bodem said, "We're working on it with Dr. Handall. They're using the auditorium/gym for volleyball and basketball now. A set amount of money is yet to be determined. There are things to consider, such as cleaning the gym, what will the cost be, etc."

Ms. Sanchez said she's been talking to Townsend about a grant for floor scrubbers. She said, "Use for other facilities. We don't have the budget to pay out-of-pocket. The biggest issue in the agreement is the floor. Have something in writing but adjusting now." CM Lizalde said, "We should present what we want. There shouldn't be a lot of ack and forth." Ms. Sanchez then added, "They don't want to sign off on it...the floor issue. Asked for professional flooring service."

CM Lizalde said, "How much are we allowing them to dictate what they want? But we allow them to use it. There has to reach a point where...I'm not seeing a firm reason why there's no agreement."

Mayor Julian said, "Put something on the table. Should be an easy task to do." Mr. Bodem said, "\$100." CM Lizalde said, "If they can't bring something to the table for an agreement, we need to be firm in what the agreement will be."

The mayor then shifted the discussion to Central Park. He said, "An update on Central Park. A lot of changes and details. This needs to be brought back to the public through the Recreation & Parks Commission. A new Recreation Services Manager will need to be brought up-to-speed. This

information should be presented in detail at the December Recreation & Parks Commission meeting. The public needs to know.”

Ms. Sanchez asked, “For the public? For their input? She was not clear on what was being asked at this point. Mayor Julian said, “People need to see what was discussed in the meeting and give comments.” At this point, City Attorney Sinco asked, “Are you suggesting this as a regular Recreation & Parks meeting? Or a special meeting?” The mayor said, “A regular meeting. Show it on the agenda for an update. I’d want the Council to understand the details for decisions to be made.”

City Attorney Sinco said, “Sounds like the mayor wants the Recreation & Parks Commission to give an update before decisions are made.” Mayor Julian said, “I want the public to understand what’s going on. Decisions are being discussed. Is the Council aware of discussions?” City Attorney Sinco said, “When input is made by the Commission, decisions will come to the Council.”

Ms. Sanchez added, “A lot of these decisions are small. Infrastructure is more Public Works – internal staff decisions. Plans have been approved by the Council already.” City Attorney Sinco said, “You want input from the Recreation & Parks Commission and community. Once obtained, City staff prepares a final plan, then the Council will discuss. You want final plan once wrinkles are ironed out. “

The mayor said, “The Recreation Report has a lot of details.” Mr. Bodem added, “The Council wants to be part of the decisions if cuts are to be made.” Then Ms. Sanchez asked, “Do you want a council member to attend a Commission meeting?” City Attorney Sinco said, “The Council is no asking to micro-manage this.”

CM Hernandez asked, “Pre-design – some decisions have been made.” CM Robles said, “Give public an update.” City Attorney Sinco said, “Put on the agenda. The public can speak. Staff will take comments and put together a plan with detail, costs, etc.” Mr. Bodem said, “If no public comments, the Commission needs to give input.” Mayor Julian said, “Let the Commission hear what the public wants.”

REGULAR BUSINESS

10. Compensation agreement pursuant to Health and Safety Code Section 34180(f) for transfer of the Royal Theater properties for future development activities.

Written report: Joy Otsuki, Special Counsel to the Successor Agency

Recommendation: That the City Council adopt Resolution No. 2023-95 approving a Compensation Agreement pursuant to Health & Safety Code Section 34180(f) for transfer of the Royal Theater properties for future development activities.

When redevelopment agencies dissolved in 2012, all redevelopment agencies in California were succeeded by successor agencies subject to the authority of oversight boards charged with winding up the affairs of redevelopment agencies. In 2013, successor agencies were required to prepare a

LRPMP (Long-Range Property Management Plan) for the disposition of all real properties owned by the former redevelopment agency.

There were six (6) properties owned by the City's former redevelopment agency of which Al's Union is still held by the Successor Agency. The Royal Theatre and two (2) vacant parcels adjacent to the Royal Theatre were approved to be transferred to the City "for future development". A Compensation Agreement was only entered into between the City and the Guadalupe Cemetery District when the property was transferred to the City. The City Council approved the Compensation Agreement with the Cemetery but not all tax entities. That agreement says that once any income is generated from the Royal Theatre in excess of the amount that was already paid to the Cemetery District, they will get a share of that income.

The Agreement provides that if the City sells the Property during the Term of the Agreement, the City will remit the Net Proceeds to the County-Auditor-Controller for distribution to each of the Taxing Entities. The City may renovate the Property for interim use. Taxing Entities will be entitled to a share of Net Proceeds resulting from such interim use during the Term of the Agreement.

The Agreement hasn't been distributed to the Taxing Entities. It is a customary type of agreement.

Mayor Julian said, "Complex issue...10 listed Taxing Entities, actually 14. I don't have any questions. I just think we need to get this out so people can agree or not agree. I don't think we'll have much trouble with that."

Motion was made by Council Member Costa, Jr. and seconded by Council Member Lizalde to approve Resolution No. 2023-95 approving a Compensation Agreement pursuant to Health & Safety Code 34180(f) for Transfer of the Royal Theatre Properties for Future Development Activities. Roll Call: Ayes: 5 5-0 Motion passed.

11. FUTURE AGENDA ITEMS

Update on Central Park – Unscheduled Item

12. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

CM Lizalde:

McKenzie STEAM Club is holding a fundraiser, Saturday, 12/2, at the Guadalupe Social Club, from 12noon to 5:00 p.m. It's their Science Club for McKenzie. 10% of all proceeds will go to "STEAM" Club. It will fund field trips, activities, etc. for their science club. They'll also have raffles, cornhole tournament and Bocce ball.

CM Hernandez:

GUSD and United Way of Santa Barbara County are working to create a community school. Surveys were sent to all local parents who are encouraged to fill out the surveys; Good Samaritan has a Toy

Drive, on Tuesday, 12/19, at Stowasser's. They currently have about 80 youth in Santa Maria and in Lompoc.

CM Robles:

Food Bank on 12/7

New Junior High School groundbreaking on Wednesday, 12/20, at 10:00 a.m.

Mayor Julian: SBCAG Project Updates:

- Hwy 166/Black Road Signalization: \$3.5M – Targeted March/April 2024
- Santa Maria River/Bridge: \$33M – Targeted Summer 2025
- Hwy 166/1 – South Santa Maria River to 166/Obispo (ADA Pedestrian Improvements): \$12.9M - Targeted Summer 2025
- Hwy 166/Santa Maria Pavement and Curb Ramps, Combed with Guadalupe/Pasadera: \$1.4M – Targeted Summer 2026
- Southern Pacific Bridge and Flower Signalization and Road Work: \$31M – Targeted 2025/2026

These projects total \$81.8M of work to be done here in Guadalupe in 2025/2026.

CM Hernandez asked about the farmer's market. Mayor Julian said, "The mobile farmer's market. They opened up their canopy. You could buy produce and use an EBT card. There was a good turnout. The mobile unit costs \$100,000. They have contacts with different farmers for different vegetables. CM Robles said, "They looked at getting \$750 for the day. They were just under that."

Mayor Julian mentioned the data showing air quality in Guadalupe was not good.

13. ADJOURNMENT TO SUCCESSOR AGENCY BOARD MEETING

Motion was made by Council Member Lizalde and seconded by Council Member Gene Costa, Jr. to adjourn to the Successor Agency Board Meeting. Meeting adjourned to the Successor Agency Board Meeting at 7:01 p.m.

SUCCESSOR AGENCY

- 14. Transfer of Property for future development to the City of Guadalupe in accordance with Health & Safety Code Section 34181(a) (former AI's Union Site).**

Written report: Joy Otsuki, Special Counsel to the Successor Agency

Recommendation: That the Successor Agency adopt SA Resolution No. 2023-03 approving the transfer of property for future development to the City of Guadalupe in accordance with Health & Safety Code Section 34181(a).

Al's Union, located at 995 Guadalupe Street, (referred to as the "Property") is the last property from the redevelopment agency to the Successor Agency to be transferred to the City. The Surplus Land Act has approved the Property to be transferred. The Property must be "disposed of" prior to the Successor Agency's filing of a "Last & Final ROPS".

It is more effective to transfer property to the City. This has to go to the County in Santa Barbara for approval. Then to the Department of Finance Oversight Board It takes about 105 days from date of this meeting. The City has options on how to handle this, such as a Compensation Agreement like the one for the Royal Theatre. The City Council is not asked to agree to a Compensation Agreement now.

Mr. Bodem asked, "If it goes to the Oversight Board, they might look at the Property as having value and might object to the ideal of doing this. They might feel that selling the Property would be to their advantage of receiving some of the receipts of the sale. Am I correct in saying that?" Ms. Otsuki said, "They could. But the purpose of the Compensation Agreement sets forth how proceeds from the sale of the Property will be distributed to the Taxing Entities." Mr. Bodem said, "If the City wants to keep the Property to use it for public purposes as opposed to selling it off, that's public property that would be sold to a private entity and proceeds would go to the taxing entities. Is that correct?" Ms. Otsuki said, "That's correct. The City can seize the Property and decide what to do with it."

Mayor Julian said, "The property next to it belongs to a tire company. They threw out a number, \$400K for that property which is huge compared to Al's Union. So, what if you sold it for \$200K. There are 14 entities that are going to get...as opposed to letting the City use for a new Fire station, hotel, park, etc."

Motion was made by Council Member Costa, Jr. and seconded by Council Member Robles to approve Successor Agency Resolution No. 2023-03 approving the transfer of property for further Development to the City of Guadalupe in accordance with Health & Safety Code Section 34181(a). Roll Call: Ayes: 5 5-0 Motion passed.

15. ADJOURNMENT TO CITY COUNCIL CLOSED SESSION

Items to be discussed in closed session were: 1) Conference with Labor Negotiators; 2) Public Employee Performance Evaluation, and 3) Conference with Legal Counsel – Existing Litigation.

Motion was made by Council Member Costa, Jr. and seconded by Council Member Robles to adjourn to closed session. 5-0 Motion passed. Meeting adjourned to closed session at 7:10 p.m.

16. 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

Public Employee Performance Evaluation

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

Title: City Administrator

Conference with Legal Counsel – Existing Litigation

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

Name of case: City of Guadalupe v. Guadalupe Post #371 of the American Legion, Santa Barbara Superior Court Case No. 22CV042488

17. ADJOURNMENT TO OPEN SESSION MEETING

Motion was made by Council Member Lizalde and seconded by Council Member Costa, Jr. to adjourn to open session. 5-0 Motion passed.

18. CLOSED SESSION ANNOUNCEMENTS

No reportable actions.

19. ADJOURNMENT

Motion was made by Council Member Lizalde and seconded by Council Member Costa, Jr. to adjourn the meeting. 5-0 Motion passed. Meeting ended at 8:39 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 December 12, 2023**

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: Cancellation of December 26, 2023, City Council meeting.

RECOMMENDATION:

That the City Council authorize cancellation of the City Council meeting on December 26, 2023.

BACKGROUND:

The regular second City Council meeting in December falls during the holiday season. Staff requests cancellation of the meeting. Should an emergency arise, a special meeting will be scheduled and public notified.

FISCAL IMPACT:

No Impact



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of December 12, 2023**

Amelia M. Villegas

Todd Bodem

Prepared by:
Amelia M. Villegas, Interim HR Manager

Approved by:
Todd Bodem, City Administrator

SUBJECT: Adoption of Memorandum of Understanding with Service Employees International Union, Local 620, for 2023-2025

RECOMMENDATION:

That the City Council approve Resolution No. 2023-96 adopting a Memorandum of Understanding with Service Employees International Union, Local 620, for 2023-2025.

BACKGROUND:

The current Memorandum of Understanding (MOU) between the City and SEIU expired on June 30, 2023. During the past many months, the City and SEIU negotiating teams have been meeting in an attempt to reach agreement on a new MOU.

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

1. **Term of Agreement:** Two Years – July 1, 2023 through June 30, 2025.
2. **5% Salary Adjustment:** 5% salary adjustment, effective retroactive to July 1, 2023, and 5% salary adjustment effective July 1, 2024.
3. **Stand-by Pay:** Increase from \$2.00 to \$3.00 per hour for each hour on standby.
4. Modification to Article 10.7.A. of the MOU, **Alternative Work Schedule:** The following language will be substituted for what is in the former MOU: "The City may revise or revoke the 9/80 workweek schedule for all SEIU employees. The establishment of this program beyond the Pilot Program does not grant any right to SEIU or any employee to continue or commence a 9/80 schedule. SEIU recognizes that establishment of a 9/80 schedule is a management right as provided in Article 4 of this MOU which includes the right of management to "direct its employees and establish work assignments and schedules." Should the City revise or revoke the 9/80 workweek schedule for all SEIU employees, a sixty (60) day notice shall be given to SEIU and all SEIU employees and be subject to participate in a Meet and Confer process."

5. Health Insurance: For employees choosing “Employee Only” a monthly increase from \$700 to \$850 in the City contribution towards the medical plan.
6. Modification to Article 17.1 of the MOU, Uniform Allowance: Deletion of various outdated job titles only. No other changes made.
7. Modification to Article 17.2 of the MOU, Safety Shoes: Change in benefit from \$150 to “up to \$300, which includes boots, socks and shoe inserts” and deletion of various outdated job titles.
8. Modification to Article 14.G. of the MOU, Vacation Leave: Language has been added that: “No later than the last pay period in December, an employee may make a written irrevocable election to declare cashing out vacation leave that will accrue in the next calendar year.” (NOTE: Failure to make the irrevocable election will prevent employees from cashing out any vacation time the following year.) This provision was added to the MOU in order to avoid any “constructive receipt” issues in violation of IRS regulations.
9. Modification to Article 14.B. of the MOU, Vacation Leave: The following language will be substituted for what is in the former MOU: “Each eligible full or part-time employee shall begin earning vacation immediately upon hire. The employee must wait six (6) continuous months before taking vacation leave.”
10. Modification to Article 24.D. of the MOU, Classification Review: The following language will be substituted for what is in the former MOU: “SEIU will be included with receiving and review for any benchmarking and/or salary surveys for input on any positions with egregious inequalities. Specific date(s) to begin classification review uncertain without a full-time Human Resources Manager for the City.”
11. Addition of Article 39 to the MOU, Certification Award: This is a new program for the MOU term 2023-2025 that includes two parts:
 - a. For those SEIU employees that require certificates, licenses, or endorsements as a part of their positions, reimbursements will be made upon receipt of original certificates, licenses, or endorsements.
 - b. For the remainder of SEIU employees, a Tuition Reimbursement Program will have a \$5,000 annual budget for any SEIU employee to be reimbursed up to \$1,000 of tuition/educational costs for successfully receiving:
 1. Associate’s, Bachelor’s, or Master’s degree and/or
 2. Professional Certification (i.e., CPA. Certified Payroll Professional, and other advanced certifications that have an educational level of an Associate’s degree to higher with required work experience.)

The department head will determine what coursework and/or educational degrees are job related and has the authority to approve or deny such eligibility for this program. If denied, the employee can appeal to the City Administrator.

12. Modification to Article 15.3 of the MOU, Bereavement Leave: The following language will be substituted for what is in the former MOU: “Eligible employees may request up to five days of paid bereavement leave upon the death of a qualifying family member, defined as a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Although the employee must complete bereavement leave within three (3) months of the family member’s death, the City may not require that the five (5) days be used consecutively. As a condition of granting bereavement leave, the Department Head may request verification of the loss.”

FISCAL IMPACT: The total fiscal impact for the two-year term of this MOU is \$53,933.00.

ATTACHMENTS:

1. Resolution No. 2023-96 entitled “A Resolution of the City Council of Guadalupe Adopting a Memorandum of Understanding with Service Employees International Union Local 620.”
2. 2023-2025 Memorandum of Understanding between the City of Guadalupe and SEIU Local 620

RESOLUTION NO. 2023-96

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

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

WHEREAS, the City of Guadalupe and SEIU were signatories to a Memorandum of Understanding (MOU) which expired on June 30, 2023; and

WHEREAS, the City and SEIU have met and conferred in an attempt to reach agreement on a memorandum of understanding for the time period July 1, 2023 through June 30, 2025; and

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

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

SECTION 1. The City Council hereby approves the Memorandum of Understanding for the time period July 1, 2023 through June 30, 2025, attached hereto as Exhibit “A” and incorporated herein by reference, and the Mayor is hereby authorized to execute the Memorandum of Understanding on behalf of the City.

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

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

SECTION 4. 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 AND ADOPTED at a regular meeting on the 12th day of December 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. 2023-96**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held December 12, 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

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

BETWEEN

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

AND

THE CITY OF GUADALUPE

July 1, 2023 through June 30, 2025

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

ARTICLE 1. TERM OF MEMORANDUM

The term of this Memorandum of Understanding ("MOU") shall be from July 1, 2023, until June 30, 2025.

ARTICLE 2. RECOGNITION

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

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

ARTICLE 3. NONDISCRIMINATION

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

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

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

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

ARTICLE 4. MANAGEMENT RIGHTS

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

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

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

ARTICLE 5. UNION RIGHTS

5.1 Representation; Stewards

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

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

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

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

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

5.2 Use of City Facilities; Bulletin Boards

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

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

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

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

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

C. A duly authorized representative of the Union shall be permitted to enter the City's work locations for the purpose of conducting business within the scope of representation. The Union representative's visit shall not interfere with the operations of the facilities and may not interfere with or take an employee away from his/her work. The Union representative may have access to City work locations provided that the Union representative advises the Department Manager or designee immediately upon entering or accessing the City work location.

5.3 Dues Deduction

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

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

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

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

ARTICLE 6. DISCIPLINARY ACTIONS, NOTICE, AND APPEALS

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

1. Counseling

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

2. Letter of Concern or Written Reprimand

If an employee's performance or conduct fails to improve after counseling by the employee's supervisor, the supervisor ordinarily will prepare a report of the unfavorable performance or conduct, including specific suggestions for corrective action as appropriate. The report shall be placed in an employee's personnel file. Nothing in this section shall impair the right of the City to impose more severe discipline without a report of unfavorable performance or conduct when extraordinary circumstances warrant such action. The Union may request, and/or the City may elect to remove such written disciplinary action from the employee's file after an appropriate length of time. No such

report shall be issued unless made and presented within fifteen working days of management's knowledge of the incident or occurrence.

3. Suspension

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

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

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

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

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

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

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

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

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

ARTICLE 7. GRIEVANCES/DISPUTES

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

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

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

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

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

Upon entering a work location, the Steward shall inform the appropriate Department Head and supervisor of the nature of his/her business. An employee pursuing a grievance shall be granted permission to leave the job unless such absence would cause an undue interruption of work. If the employee cannot be made available, the Steward will be immediately informed when the employee will be made available.

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

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

1. Step One -Informal

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

2. Step Two -Formal

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

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

3. Step Three

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

4. Step Four

a. Request for Review By Personnel Commission

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

b. Selection of Personnel Commission

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

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

c. Personnel Commission's Authority

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

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

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

e. Hearing Procedure

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

f. Decision

After a hearing and an opportunity to present such closing arguments as may be appropriate, the matter shall be submitted to the Personnel Commission for deliberation.

The Personnel Commission will make a reasonable effort to issue its decision within fourteen (14) days after the conclusion of the hearing. The decision shall be in writing and set forth the Personnel Commission's findings of fact, reasoning and conclusions on the issues submitted. The decision shall be final and binding on the parties.

g. Costs

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

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

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

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

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

ARTICLE 8. WAGES

8.1 Salaries/Wages

A. Effective retroactively to July 1, 2023, salaries/wages for SEIU positions shall be increased by 5% over the pay ranges in effect on June 30, 2023. Effective July 1, 2024, salaries/wages for SEIU positions shall be increased by 5% over the pay ranges in effect on June 30, 2023. (See Exhibits)

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

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

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

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

8.2 Advancement in Salary (Step increases)

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

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

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

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

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

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

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

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

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

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

J. Once an employee reaches a 20-year anniversary of continuous service, the employee is eligible for a one-time Longevity Bonus for \$2,000.

K. Once an employee reaches a 30-year anniversary of continuous service, the employee is eligible for a one-time Longevity Bonus for \$5,000.

L. Upon ratification, those employees who have already reached their 20 or 30-year anniversary of continuous service, shall be entitled to the larger of the applicable one-time Longevity Bonus.

8.3 Reimbursements

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

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

8.4 Shift Differential

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

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

ARTICLE 9. NO STRIKE/NO LOCKOUT

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

This does not mean general employees are waiving any rights as to the protection of personal safety as they may pertain to the refusal to cross picket line of another public

employee organization on strike, or to the informational picketing by employees on their own time. The employer agrees that it will not lock out any of its employees during the term of this Memorandum of Understanding.

ARTICLE 10. SPECIAL PAY PRACTICES

10.1 Flex-Time Schedules

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

10.2 Use of Private Vehicle/Mileage Rate

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

10.3 Callback Pay

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

10.4 Hours of Work and Overtime

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

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

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

10.5 Standby Pay

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

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

Compensation shall be at the rate of \$3.00 per hour for each hour on standby. Standby status begins at the end of the regularly scheduled work day or work week, or other employee's standby time, and ends at the start of the next regularly scheduled work day, or the beginning of another employee's standby time. Except, however, that an employee shall not be entitled to standby pay if the employee fails to respond when called in or reports unable to perform the assigned duties.

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

10.6 Rest Periods and Breaks

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

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

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

10.7 Alternate Work Schedules

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

A. The City may revise or revoke the 9/80 workweek schedule for all SEIU employees. The establishment of this program beyond the Pilot Program does not grant any right to SEIU or any

employee to continue or commence a 9/80 schedule. SEIU recognizes that establishment of a 9/80 schedule is a management right as provided in Article 4 of this MOU which includes the right of management to "direct its employees and establish work assignments and schedules." Should the City revise or revoke the 9/80 workweek schedule for all SEIU employees, a sixty (60) day notice shall be given to SEIU and all SEIU employees and be subject to participate in a Meet and Confer process.

10.8 Bilingual Allowance

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

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

10.9 Certificate Allowance – Notary Public

An employee whose assignments and duties require the frequent and regular use of Notary Public services may obtain certification to become a Notary Public.

If the City pays the fees and costs for the employee to obtain certification as a Notary Public, the employee agrees to only provide Notary services in connection with the processing of City business and waives the option to provide Notary services for non-City related matters as a private business, so long as the employee remains employed by the City. In recognition of this waiver, the employee shall be entitled to additional compensation in the amount of a 2% allowance per pay period.

ARTICLE 11. INSURANCE

11.1 Medical Insurance Benefits

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

B. The City will contribute \$850 monthly towards the medical plan for an employee choosing "Employee Only". The employee is responsible for the cost above City contribution, for both years, regardless of medical plan.

C. For employees covering dependents, increases to the base medical plan will be shared with the City adding 70% of the premium and the employee paying 30% of the increase. If the base medical plan premiums decrease in 2024 and/or 2025, the savings will be shared with the City receiving 70% of the decrease and the employee receiving 30% of the decrease. If an employee chooses a medical plan other than the base medical plan, the City contribution for that plan is the same amount that the City would contribute if the employee selected the base plan.

D. Upon providing the City written proof that medical insurance coverage is in force through coverage provided by another source, a full-time employee may opt out of the City's medical insurance plan and receive deferred contribution in the amount of \$850 per month during Calendar year 2024 and 2025.

E. Retiree Medical

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

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

11.2 Vision Insurance

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

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

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

11.3 Dental Insurance Plan

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

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

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

11.4 Life Insurance Plan

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

ARTICLE 12. REIMBURSEMENTS

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

ARTICLE 13. HOLIDAY LEAVE

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

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

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

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

ARTICLE 14. VACATION LEAVE

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

B. Each eligible full or part time employee shall begin earning vacation immediately upon hire. The employee must wait six (6) continuous months before taking vacation leave.

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

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

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

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

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

individual employee, with the consent of the Supervisor, within the limitations necessitated by the legitimate operational needs of the City.

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

Not more frequently than two times during the term of this MOU, employees may cash out up to forty hours vacation leave per request. Requests to cash out vacation leave shall be submitted to the Finance Director, or designee, and shall be granted provided employees shall be eligible for a cash out only once in the period July 1 through December 31 and one time during the period January 1 through June 30. No later than the last pay period in December, an employee may make a written irrevocable election to declare cashing out vacation leave that will accrue in the next calendar year. The cash out shall be paid in a check separate from the normal payroll check. Vacation time cashed out pursuant to this provision shall be subtracted from the employee's accumulated vacation time balance when paid.

ARTICLE 15. SICK LEAVE

15.1 Sick Leave, Defined

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

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

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

Upon retirement an employee may use 100% of unused sick leave to retire early before the commencement of PERS retirement benefits. Employees shall be paid on a monthly basis until accumulated sick leave is utilized or until PERS retirement benefits begin,

whichever is earlier. At separation, employee may choose to be paid 50% of his/her unused sick leave, to a maximum of 480 hours at his/her current rate of pay. In the alternative, upon retirement, unused accumulated sick leave may be converted to PERS retirement credit per the City's contract with PERS.

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

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

15.2 Family Medical Leave

A. Family Medical Leave

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

1. Leave Available

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

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

2. Notice and Certification

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

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

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

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

3. Compensation and Benefits During Leave

Family and medical leave is unpaid; however, employees may elect to use accrued paid leave (such as vacation or sick leave) to cover some or all of the leave. The City will maintain health insurance coverage for an employee on family medical leave for up to a maximum of 12 workweeks if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. In some instances, the City may recover premiums it paid to maintain health coverage for an employee who fails to return to work following family and medical leave.

4. Job Reinstatement

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

B. Pregnancy Disability Leave

1. Leave Available

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

2. Notice and Certification Requirements

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

3. Compensation and Benefits During Leave

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

medical leave laws, employees on pregnancy disability leave will receive continued paid health coverage on the same basis as employees taking other leave.

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

California's Family Temporary Disability Insurance fund (known as "FTDI" or the Paid Family Leave Benefits fund ["PFL"]) is administered by the California Employment Development Department ("EDD"), not the City. Through the FTDI fund, EDD will provide eligible employees with a wage supplement for a maximum of six weeks (for normal delivery) or eight weeks (for Cesarean section) within a rolling 12-month period. FTDI benefits may be available from EDD for a leave of absence:

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

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

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

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

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

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

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

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

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

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

15.3 Bereavement Leave

Eligible employees may request up to five (5) days of paid bereavement leave upon the death of a qualifying family member, defined as a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Although the employee must complete bereavement leave within three (3) months of the family member's death, the City may not require that the five (5) days be used consecutively. As a condition of granting bereavement leave the Department Head may request verification of the loss.

15.4 Absent Without Notification

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

ARTICLE 16. LEAVES OF ABSENCE

16.1 Medical Leave

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

16.2 Emergency Leave

Emergency leave without pay may be granted to any permanent employee who, upon written request to and approved by the Department Director and City Administrator, demonstrates that the leave is necessary for personal reasons beyond his/her control or will serve to improve his/her ability as an employee of the City. Emergency leaves may be granted up to a maximum of one (1) year. Upon expiration of an approved emergency

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

16.3 Jury Duty

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

16.4 Military Leave

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

ARTICLE 17. UNIFORM ALLOWANCE

17.1 Clothing

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

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

- Community Services Technician

The City agrees to the uniform maintenance to full-time unit members/non-sworn Public Safety employees shall be \$11.50 per pay period (\$299.00 per year) for the following classification:

- Code Compliance Officer

In addition, each June and December, full-time non-sworn Public Safety employees shall be permitted to purchase up to \$200 of new uniforms and/or work-related equipment at the City's expense.

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

- Code Compliance Officer
- Maintenance Worker
- Maintenance Worker/Water
- Wastewater Treatment Plant Operator I & II
- Wastewater Treatment Plant Supervisor
- Water Department Supervisor

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

17.2 Safety Shoes

During the term of this Memorandum, the City shall pay to the following unit employees, up to \$300 per year toward the purchase of safety shoes, which includes boots, socks and shoe inserts:

- Code Compliance Officer
- Maintenance Worker
- Maintenance Worker/Water I
- Wastewater Treatment Plant Operator I & II
- Wastewater Treatment Plant Supervisor
- Water Department Supervisor

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

With the approval of the employee's supervisor, an employee may be authorized to obtain a second pair of safety shoes at a maximum cost of up to \$300, if the employee's initial safety shoes were damaged in the line of duty.

17.3 Safety Glasses

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

ARTICLE 18. RETIREMENT

18.1 Retirement Defined

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

18.2 PERS Retirement Contributions – Classic Employees

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

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

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

D. Employees will receive credit for unused sick leave.

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

18.3 PEPRA New Hires

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

ARTICLE 19. PROBATIONARY PERIOD

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

Newly promoted or transferred employees shall be subject to a probationary period of six (6) months for the effective adjustment of the employee to the new position. If the performance of the probationary employee is not satisfactory, the Department Head will so notify the Human Resources Director in writing any time during the probationary period, and subsequently, with the consent of the City Administrator, may remove a

transferred or promoted employee from the position to which she or he promoted without cause during the probationary period. In such event, the employee shall be reinstated to his/her original position from which originally transferred or promoted pursuant to Article 21.

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

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

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

ARTICLE 20. PERSONNEL RECORDS

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

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

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

ARTICLE 21. PERFORMANCE REVIEW

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

The original form shall be filed in the employee's official personnel file and a copy shall be handed to the employee for review and retention. After an employee has been given an opportunity to examine performance review reports, such reports may be considered in

promotional examinations and actions relating to transfer, demotion, removal or other changes affecting the status of an employee.

ARTICLE 22. PROMOTION

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

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

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

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

ARTICLE 23. FLEXIBLE JOB SERIES

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

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

ARTICLE 24. CLASSIFICATION; REVIEW

A. Position Classification System. All positions in the City are classified according to their duties and responsibilities. Positions that are similar in type of work, level of difficulty and level or responsibility are grouped together into a class. All positions in a class shall be treated alike in such matters as salary, examinations, and minimum qualifications. One purpose of the system is to ensure equal pay for equal work throughout the City.

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

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

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

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

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

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

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

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

classifications as appropriate and shall conduct periodic studies to otherwise assure the proper classification of City employees.

D. The City agrees for SEIU to be included with receiving and review for any benchmarking and/or salary surveys for input on any positions with egregious inequalities. Specific date(s) to begin classification review cannot be added to language at this time absent a full-time Human Resources Manager for the City.

ARTICLE 25. TRANSFERS

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

ARTICLE 26. DEMOTION

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

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

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

ARTICLE 27. DRUG TESTING

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

ARTICLE 28. LAYOFFS AND DISPLACEMENT

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

B. Process & Notice.

Workers subject to a reduction in force shall be given at least forty-five (45) working days written notice prior to the effective date of the layoff. Such written notice shall include notification of any displacement right, appeal right or right to a hearing, and shall clearly

inform the employee of any time or other limits upon the exercise of such rights. The Union shall receive concurrent notice including a designation of classes affected, the number of positions in the affected classes and an abstract of the employees in the classes affected by the layoff at least forty-five (45) working days prior to the effective date thereof. The Union shall be granted a timely opportunity to meet and consult with the City to discuss proposed alternatives to a reduction in force. Employees subject to layoff shall be given reasonable administrative leave as may be required to seek employment.

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

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

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

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

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

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

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

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

ARTICLE 29. RESIGNATION

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

ARTICLE 30. OUTSIDE EMPLOYMENT

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

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

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

ARTICLE 31. POSITION VACANCIES

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

B. Selection procedures.

1. Application

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

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

2. Screening

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

3. Performance Testing

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

4. Written Tests

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

5. interviews/Appraisals

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

6. Appointment

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

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

ARTICLE 32. UNIT ASSIGNMENTS

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

or supervisory criteria, then that classification shall be represented by SEIU in the Confidential and Supervisors Unit.

ARTICLE 33. FURLOUGHS

Not applicable.

ARTICLE 34. PART-TIME EMPLOYEES

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

ARTICLE 35. MAINTENANCE OF BENEFITS AND TERMS AND CONDITIONS

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

ARTICLE 36. MOU IMPLEMENTATION

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

ARTICLE 37. OBLIGATION TO MEET AND WAIVER CLAUSE

Except as otherwise expressly provided in this Agreement or, where the parties mutually agree to meet and confer on a matter, the City and the Union expressly waive and relinquish the right, and each agrees that the other shall not be obligated to meet and confer with respect to any subject or matter, including mandatory subjects of negotiation, whether or not referred to in this Memorandum of Understanding.

ARTICLE 38. SAVINGS CLAUSE

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

ARTICLE 39. CERTIFICATION AWARD

- A. The City shall pay for initial examinations and renewals of all Wastewater Treatment, Water Treatment, Water Distribution, and any Certified Unified Program Agency (CUPA) certificates, licenses, or endorsements on a reimbursement basis, upon receipt of original certificates, licenses, or endorsement.
- B. In addition, the City will provide a Tuition Reimbursement Program for remainder of SEIU employees, with the following provisions:

1. The program will have a \$5,000 annual budget that any SEIU employee can be reimbursed up to \$1,000* of tuition/educational costs for successfully receiving:
 - a. Associate's, Bachelor's, or Master's degree and/or
 - b. Professional Certification (i.e., CPA, Certified Payroll Professional, and other advanced certifications that have an educational level of an Associate's degree or higher with required work experience.) Required certification renewals under the Tuition Reimbursement Program are not permitted.

*Employee position/role must be similar to education received. Request for reimbursement must be submitted before education starts. A post-request form with authenticated receipt and successful passing is required for reimbursement. The \$5,000 budget is on a first come-first served basis.

2. The Department Head shall use reasonable criteria to determine what coursework and/or educational degrees are job related and has the authority to approve or deny such eligibility for this program. If an employee is denied eligibility, an appeal can be made to the City Administrator.

SEIU, Local 620,

City of Guadalupe

Angie Pereyra-Leon, Team Member

Ariston Julian, Mayor

Josue Meraz, Team Member

Jaime Vidales, Team Member

Rob Perry, Team Member

EXHIBITS

CITY OF GUADALUPE
SEIU Employee Payscale

Effective July 1, 2023 = 5% COLA

Range	A	B	C	D	E	L1	L2
121	14.949	15.696	16.481	17.305	18.171	19.079	20.033
122	15.099	15.854	16.647	17.479	18.353	19.271	20.234
123	15.250	16.013	16.813	17.654	18.536	19.463	20.436
124	15.405	16.175	16.984	17.833	18.725	19.661	20.644
125	15.555	16.333	17.149	18.007	18.907	19.853	20.845
126	15.714	16.500	17.325	18.191	19.100	20.055	21.058
127	15.868	16.661	17.494	18.369	19.288	20.252	21.265
128	16.027	16.828	17.670	18.553	19.481	20.455	21.478
129	16.188	16.997	17.847	18.740	19.677	20.660	21.693
130	16.351	17.169	18.027	18.928	19.875	20.868	21.912
131	16.512	17.338	18.204	19.115	20.070	21.074	22.128
132	16.681	17.515	18.391	19.310	20.276	21.290	22.354
133	16.848	17.690	18.575	19.504	20.479	21.503	22.578
134	17.014	17.865	18.758	19.696	20.681	21.715	22.800
135	17.185	18.044	18.946	19.894	20.888	21.933	23.030
136	17.359	18.227	19.138	20.095	21.100	22.155	23.263
137	17.526	18.402	19.322	20.289	21.303	22.368	23.487
138	17.706	18.591	19.521	20.497	21.522	22.598	23.728
139	17.879	18.773	19.712	20.697	21.732	22.819	23.960
140	18.057	18.960	19.908	20.903	21.948	23.046	24.198
141	18.243	19.155	20.113	21.119	22.174	23.283	24.447
142	18.420	19.341	20.308	21.323	22.390	23.509	24.685
143	18.612	19.543	20.520	21.546	22.623	23.754	24.942
144	18.796	19.736	20.723	21.759	22.847	23.989	25.188
145	18.982	19.931	20.928	21.974	23.073	24.226	25.438
146	19.174	20.133	21.139	22.196	23.306	24.471	25.695
147	19.366	20.334	21.351	22.419	23.539	24.716	25.952
148	19.562	20.540	21.567	22.645	23.778	24.967	26.215
149	19.755	20.743	21.780	22.869	24.012	25.213	26.474
150	19.948	20.945	21.993	23.092	24.247	25.459	26.732
151	20.147	21.154	22.212	23.323	24.489	25.713	26.999
152	20.353	21.371	22.439	23.561	24.739	25.976	27.275
153	20.556	21.584	22.663	23.796	24.986	26.235	27.547
154	20.763	21.801	22.891	24.036	25.238	26.499	27.824
155	20.971	22.020	23.121	24.277	25.490	26.765	28.103
156	21.159	22.217	23.328	24.494	25.719	27.005	28.355
157	21.389	22.458	23.581	24.760	25.998	27.298	28.663
158	21.602	22.682	23.816	25.007	26.257	27.570	28.949
159	21.818	22.909	24.054	25.257	26.520	27.846	29.238
160	22.041	23.143	24.300	25.515	26.791	28.131	29.537
161	22.262	23.375	24.544	25.771	27.060	28.413	29.833
162	22.481	23.605	24.785	26.025	27.326	28.692	30.127
163	22.705	23.840	25.032	26.284	27.598	28.978	30.427

Range	A	B	C	D	E	L1	L2
163A	23.353	24.521	25.747	27.034	28.386	29.805	31.295
164	22.932	24.079	25.283	26.547	27.874	29.268	30.731
165	23.164	24.322	25.538	26.815	28.156	29.564	31.042
166	23.392	24.562	25.790	27.079	28.433	29.855	31.348
167	23.629	24.810	26.051	27.354	28.721	30.157	31.665
168	23.863	25.056	26.309	27.624	29.006	30.456	31.979
169	24.101	25.306	26.571	27.900	29.295	30.760	32.298
170	24.344	25.561	26.839	28.181	29.590	31.070	32.623
171	24.588	25.817	27.108	28.464	29.887	31.381	32.950
172	24.837	26.079	27.383	28.752	30.190	31.699	33.284
173	25.080	26.334	27.651	29.033	30.485	32.009	33.610
174	25.331	26.598	27.927	29.324	30.790	32.329	33.946
175	25.585	26.864	28.207	29.618	31.099	32.654	34.286
175A	25.818	27.109	28.464	29.888	31.382	32.951	34.599
176	25.842	27.134	28.491	29.915	31.411	32.982	34.631
177	26.099	27.404	28.774	30.213	31.723	33.310	34.975
178	26.359	27.677	29.061	30.514	32.040	33.642	35.324
179	26.626	27.957	29.355	30.823	32.364	33.982	35.681
180	26.891	28.236	29.647	31.130	32.686	34.320	36.037
181	27.159	28.517	29.943	31.440	33.012	34.663	36.396
182	27.432	28.804	30.244	31.756	33.344	35.011	36.762
183	27.706	29.091	30.546	32.073	33.677	35.361	37.129
184	27.981	29.380	30.849	32.392	34.011	35.712	37.497
185	28.261	29.674	31.158	32.716	34.351	36.069	37.872
186	28.545	29.972	31.471	33.044	34.697	36.431	38.253
187	28.829	30.270	31.784	33.373	35.042	36.794	38.634
188	29.118	30.574	32.103	33.708	35.393	37.163	39.021
189	29.411	30.882	32.426	34.047	35.749	37.537	39.414
190	29.706	31.191	32.751	34.388	36.108	37.913	39.809
191	30.002	31.502	33.077	34.731	36.468	38.291	40.206
192	30.303	31.818	33.409	35.080	36.833	38.675	40.609
193	30.600	32.130	33.737	35.423	37.194	39.054	41.007
194	30.910	32.456	34.078	35.782	37.571	39.450	41.422
195	31.222	32.783	34.422	36.143	37.951	39.848	41.840
196	31.533	33.110	34.765	36.503	38.329	40.245	42.257
197	31.845	33.437	35.109	36.865	38.708	40.643	42.675
198	32.165	33.773	35.462	37.235	39.097	41.052	43.104
199	32.488	34.112	35.818	37.609	39.489	41.464	43.537
200	32.814	34.455	36.177	37.986	39.886	41.880	43.974
201	33.140	34.797	36.537	38.364	40.282	42.296	44.411
202	33.471	35.145	36.902	38.747	40.684	42.718	44.854
203	33.806	35.496	37.271	39.135	41.091	43.146	45.303
204	34.146	35.853	37.646	39.528	41.505	43.580	45.759
205	34.485	36.209	38.020	39.921	41.917	44.013	46.213
205A	35.471	37.245	39.107	41.062	43.115	45.271	47.535
206	34.830	36.572	38.400	40.320	42.336	44.453	46.676
207	35.178	36.937	38.784	40.723	42.759	44.897	47.142
208	35.535	37.312	39.177	41.136	43.193	45.353	47.620

Range	A	B	C	D	E	L1	L2
209	35.886	37.680	39.564	41.543	43.620	45.801	48.091
210	36.245	38.057	39.960	41.958	44.056	46.259	48.572
211	36.606	38.436	40.358	42.376	44.495	46.720	49.056
212	36.974	38.823	40.764	42.802	44.942	47.189	49.549
213	37.342	39.209	41.170	43.228	45.389	47.659	50.042
214	37.718	39.604	41.584	43.663	45.846	48.139	50.546
215	38.092	39.997	41.996	44.096	46.301	48.616	51.047
216	38.475	40.399	42.419	44.540	46.767	49.105	51.560
217	38.859	40.802	42.842	44.984	47.233	49.595	52.075
218	39.248	41.210	43.271	45.434	47.706	50.091	52.596
219	39.641	41.623	43.704	45.889	48.184	50.593	53.123
220	40.039	42.041	44.143	46.350	48.668	51.101	53.656
221	40.440	42.462	44.585	46.814	49.155	51.613	54.193
222	40.845	42.887	45.032	47.283	49.647	52.130	54.736
223	41.252	43.315	45.480	47.754	50.142	52.649	55.282
224	41.666	43.749	45.937	48.234	50.645	53.178	55.836
225	42.078	44.182	46.391	48.711	51.146	53.703	56.389
226	42.500	44.625	46.856	49.199	51.659	54.242	56.954
227	42.925	45.071	47.325	49.691	52.176	54.784	57.524
228	43.340	45.507	47.782	50.171	52.680	55.314	58.080
229	43.787	45.976	48.275	50.689	53.223	55.885	58.679
230	44.225	46.436	48.758	51.196	53.756	56.444	59.266
231	44.669	46.902	49.248	51.710	54.295	57.010	59.861
232	45.114	47.370	49.738	52.225	54.836	57.578	60.457
233	45.567	47.845	50.238	52.749	55.387	58.156	61.064
234	46.024	48.325	50.741	53.279	55.942	58.740	61.677
235	46.478	48.802	51.242	53.804	56.494	59.319	62.285
236	46.944	49.291	51.756	54.344	57.061	59.914	62.909
237	47.416	49.787	52.276	54.890	57.634	60.516	63.542
238	47.888	50.282	52.797	55.436	58.208	61.119	64.175

**CITY OF GUADALUPE
SEIU Employee Payscale**

Effective July 1, 2024 = 5% COLA

Range	A	B	C	D	E	L1	L2
121	15.696	16.481	17.305	18.170	19.079	20.033	21.034
122	15.854	16.647	17.479	18.353	19.271	20.234	21.246
123	16.013	16.814	17.654	18.537	19.464	20.437	21.459
124	16.175	16.984	17.833	18.725	19.661	20.644	21.676
125	16.333	17.150	18.007	18.907	19.853	20.846	21.888
126	16.500	17.325	18.191	19.101	20.056	21.059	22.112
127	16.661	17.494	18.369	19.287	20.252	21.264	22.327
128	16.828	17.669	18.553	19.481	20.455	21.477	22.551
129	16.997	17.847	18.739	19.676	20.660	21.693	22.778
130	17.169	18.027	18.929	19.875	20.869	21.912	23.008
131	17.338	18.205	19.115	20.071	21.074	22.128	23.235
132	17.515	18.391	19.310	20.276	21.290	22.354	23.472
133	17.690	18.575	19.503	20.478	21.502	22.577	23.706
134	17.865	18.758	19.696	20.681	21.715	22.801	23.941
135	18.044	18.946	19.894	20.888	21.933	23.029	24.181
136	18.227	19.138	20.095	21.100	22.155	23.263	24.426
137	18.402	19.322	20.288	21.303	22.368	23.486	24.660
138	18.591	19.521	20.497	21.521	22.597	23.727	24.914
139	18.773	19.712	20.697	21.732	22.819	23.960	25.158
140	18.960	19.908	20.903	21.949	23.046	24.198	25.408
141	19.155	20.113	21.118	22.174	23.283	24.447	25.670
142	19.341	20.308	21.323	22.390	23.509	24.685	25.919
143	19.543	20.520	21.546	22.623	23.755	24.942	26.189
144	19.736	20.723	21.759	22.847	23.989	25.189	26.448
145	19.931	20.928	21.974	23.073	24.226	25.438	26.709
146	20.133	21.140	22.197	23.306	24.472	25.695	26.980
147	20.334	21.351	22.418	23.539	24.716	25.952	27.250
148	20.540	21.567	22.645	23.778	24.966	26.215	27.526
149	20.743	21.780	22.869	24.013	25.213	26.474	27.798
150	20.945	21.992	23.092	24.246	25.459	26.732	28.068
151	21.154	22.212	23.322	24.488	25.713	26.998	28.348
152	21.371	22.440	23.562	24.740	25.977	27.275	28.639
153	21.584	22.663	23.796	24.986	26.235	27.547	28.925
154	21.801	22.891	24.036	25.237	26.499	27.824	29.215
155	22.020	23.121	24.277	25.491	26.765	28.104	29.509
156	22.217	23.328	24.494	25.719	27.005	28.355	29.773
157	22.458	23.581	24.760	25.998	27.298	28.663	30.096
158	22.682	23.816	25.007	26.257	27.570	28.949	30.396
159	22.909	24.054	25.257	26.520	27.846	29.238	30.700
160	23.143	24.300	25.515	26.791	28.130	29.537	31.014
161	23.375	24.544	25.771	27.059	28.412	29.833	31.325
162	23.605	24.785	26.025	27.326	28.692	30.127	31.633
163	23.840	25.032	26.284	27.598	28.978	30.427	31.948

Range	A	B	C	D	E	L1	L2
163A	24.521	25.747	27.034	28.386	29.805	31.296	32.860
164	24.079	25.283	26.547	27.874	29.268	30.732	32.268
165	24.322	25.538	26.815	28.156	29.564	31.042	32.594
166	24.562	25.790	27.080	28.434	29.855	31.348	32.915
167	24.810	26.051	27.353	28.721	30.157	31.665	33.248
168	25.056	26.309	27.624	29.005	30.456	31.979	33.577
169	25.306	26.571	27.900	29.295	30.760	32.298	33.912
170	25.561	26.839	28.181	29.590	31.070	32.623	34.254
171	25.817	27.108	28.463	29.886	31.381	32.950	34.597
172	26.079	27.383	28.752	30.190	31.699	33.284	34.948
173	26.334	27.651	29.033	30.485	32.009	33.610	35.290
174	26.598	27.928	29.324	30.791	32.330	33.947	35.644
175	26.864	28.207	29.618	31.098	32.653	34.286	36.000
175A	27.109	28.464	29.888	31.382	32.951	34.599	36.329
176	27.134	28.491	29.915	31.411	32.982	34.631	36.362
177	27.404	28.774	30.213	31.724	33.310	34.975	36.724
178	27.677	29.061	30.514	32.040	33.642	35.324	37.090
179	27.957	29.355	30.823	32.364	33.982	35.681	37.465
180	28.236	29.648	31.130	32.687	34.321	36.037	37.839
181	28.517	29.943	31.440	33.012	34.663	36.396	38.216
182	28.804	30.244	31.756	33.344	35.011	36.762	38.600
183	29.091	30.546	32.073	33.676	35.360	37.128	38.985
184	29.380	30.849	32.391	34.011	35.712	37.497	39.372
185	29.674	31.158	32.716	34.351	36.069	37.872	39.766
186	29.972	31.471	33.044	34.696	36.431	38.253	40.165
187	30.270	31.784	33.373	35.041	36.793	38.633	40.565
188	30.574	32.103	33.708	35.393	37.163	39.021	40.972
189	30.882	32.426	34.047	35.750	37.537	39.414	41.385
190	31.191	32.751	34.388	36.107	37.913	39.808	41.799
191	31.502	33.077	34.731	36.468	38.291	40.205	42.216
192	31.818	33.409	35.079	36.833	38.675	40.609	42.639
193	32.130	33.737	35.423	37.194	39.054	41.007	43.057
194	32.456	34.079	35.783	37.572	39.450	41.423	43.494
195	32.783	34.422	36.143	37.950	39.848	41.840	43.932
196	33.110	34.766	36.504	38.329	40.245	42.258	44.371
197	33.437	35.109	36.864	38.708	40.643	42.675	44.809
198	33.773	35.462	37.235	39.096	41.051	43.104	45.259
199	34.112	35.818	37.608	39.489	41.463	43.537	45.713
200	34.455	36.178	37.987	39.886	41.880	43.974	46.173
201	34.797	36.537	38.364	40.282	42.296	44.411	46.631
202	35.145	36.902	38.747	40.685	42.719	44.855	47.098
203	35.496	37.271	39.134	41.091	43.146	45.303	47.568
204	35.853	37.646	39.528	41.504	43.580	45.759	48.046
205	36.209	38.019	39.920	41.916	44.012	46.213	48.524
205A	37.245	39.107	41.063	43.116	45.272	47.535	49.912
206	36.572	38.401	40.321	42.337	44.453	46.676	49.010
207	36.937	38.784	40.723	42.759	44.897	47.142	49.499
208	37.312	39.178	41.136	43.193	45.353	47.621	50.002

Range	A	B	C	D	E	L1	L2
209	37.680	39.564	41.542	43.619	45.800	48.090	50.495
210	38.057	39.960	41.958	44.056	46.259	48.571	51.000
211	38.436	40.358	42.376	44.494	46.719	49.055	51.508
212	38.823	40.764	42.802	44.942	47.190	49.549	52.027
213	39.209	41.169	43.228	45.389	47.659	50.042	52.544
214	39.604	41.584	43.663	45.847	48.139	50.546	53.073
215	39.997	41.997	44.097	46.302	48.617	51.047	53.600
216	40.399	42.419	44.540	46.767	49.105	51.560	54.139
217	40.802	42.842	44.984	47.233	49.595	52.075	54.679
218	41.210	43.271	45.434	47.706	50.091	52.596	55.225
219	41.623	43.704	45.889	48.184	50.593	53.123	55.779
220	42.041	44.143	46.350	48.668	51.101	53.656	56.339
221	42.462	44.585	46.814	49.155	51.613	54.193	56.903
222	42.887	45.031	47.283	49.647	52.129	54.736	57.473
223	43.315	45.481	47.755	50.143	52.650	55.282	58.046
224	43.749	45.936	48.233	50.645	53.177	55.836	58.628
225	44.182	46.391	48.711	51.146	53.703	56.389	59.208
226	44.625	46.856	49.199	51.659	54.242	56.954	59.802
227	45.071	47.325	49.691	52.175	54.784	57.523	60.399
228	45.507	47.782	50.171	52.680	55.314	58.080	60.984
229	45.976	48.275	50.689	53.223	55.884	58.678	61.612
230	46.436	48.758	51.196	53.755	56.443	59.265	62.229
231	46.902	49.247	51.709	54.295	57.010	59.860	62.853
232	47.370	49.739	52.225	54.837	57.579	60.457	63.480
233	47.845	50.237	52.749	55.387	58.156	61.064	64.117
234	48.325	50.741	53.278	55.942	58.739	61.676	64.760
235	48.802	51.242	53.804	56.494	59.319	62.285	65.399
236	49.291	51.756	54.343	57.060	59.914	62.909	66.055
237	49.787	52.276	54.890	57.635	60.516	63.542	66.719
238	50.282	52.796	55.436	58.208	61.118	64.174	67.383



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of December 12, 2023

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: Consider entering into an agreement with Eikhof Design Group Inc. for professional City Engineering services.

RECOMMENDATION:

It is recommended the Council adopt Resolution No. 2023-97 authorizing the City to enter into an agreement with Eikhof Design Group Inc. for professional City Engineer services.

BACKGROUND/HISTORY:

From time-to-time in the City of Guadalupe's history, the City utilized any combination of professional engineers, public works directors, and city administrators to manage the oversight of water wastewater and streets divisions of the public works. From 2003 through 2017, the City utilized outside consultants for professional engineering services while the City Administrator managed the Public Works Department.

On January 26, 2016, the Council approved water and wastewater rates which included an allowance for adding staff to Water and Wastewater departments. In May 2016, the new position of Public Works & Utilities Director, Water, Wastewater and Public Works was created, but the Council tabled the item for a later date.

On November 28, 2016, a reorganization with two (2) new positions was presented and approved by the Council. The City Administrator felt that rather than recruit at the level of Public Works & Utilities Director, a reorganization would better serve the City. The position of Maintenance & Field Operations Manager was approved with all public works and utilities functions reporting to it. A new lower-level position was also approved. At the time, for FY 16/17, the cost savings with this reorganization was significant.

Subsequently, a five-year review of engineering costs determined that there would be additional cost savings to bring the city engineer function in-house, coupled with the public works functions, at a director's level. The position of Maintenance & Field Operations Manager would report to this position as would the "contracted services."

In June 2017, a job description for the Public Works Director/City Engineer was approved.

The new job description was developed with a salary range, following the seven-step progression used in Guadalupe for all represented and unrepresented employed employees.

Salary and benefits for the Public Works Director/City Engineer position are split among Water, Wastewater, Streets and Building Department funds.

On July 15, 2019, the City hired Ms. Shannon Sweeney as the new Public Works Director/City Engineer to manage the Public Works Department. Ms. Sweeney was amply qualified for the position with multiple degrees, classifications, and certifications, in addition to having extensive relevant work experience. After four (4) years of service, In June 2023, Ms. Sweeney accepted a position with another city and delivered a letter of resignation to the City Administrator with an effective final day of June 15, 2023.**DISCUSSION:**

From the time of Ms. Sweeney's resignation letter, the City posted for the recruitment of her replacement. Concurrently, the City Administrator canvassed for an Interim Public Works Director / City Engineer and discovered a well-qualified person who was willing to help the City out until a permanent replacement was hired.

On June 17, 2023, the City entered into an agreement with Mr. Dwayne Chisam P.E., from Chisam Utility Management LLC, for Public Works Director/City Engineer on an interim basis until a Public Works/City Engineer position was filled.

The City did not receive any applicants for the combined position. The City needed a permanent solution to manage city engineering services, and decided its best option was to seek a professional engineer/engineering firm to serve as a contract City Engineer.

Therefore, the City issued an RFP on October 31, 2023, by posting on the City's website, advertising in the local paper, and sending the RFP via email to more than three civil engineering firms known to the City that staff believed may be interested in submitting proposals. The only proposal received was from Eikhof Design Group, Inc. Mr. Chisam was offered the opportunity to submit a proposal, but declined.

The proposal/scope of work attached to the Eikhof's agreement is for a full-service City engineering service firm who works almost exclusively with public agencies providing staff augmentation, development review, project management, stormwater compliance, and engineering design services. For this proposal, Eikhof Design Group, Inc. is teaming up with Michael K. Nunley & Associates, Inc. (MKN) to provide water and wastewater engineering services and have a decade-long relationship together.

Eikhof Design Group served as the Contract City Engineer for the City of Guadalupe from 2014 to 2019. Eikhof's tenure ended when the City created Public Works Director/City Engineer position. Eikhof has worked closely on numerous projects, including the City of Guadalupe's water and wastewater master plans. Eikhof has an excellent relationship with the City.

Centralizing Capital Project Management, Civil Engineering with the Public Works Department

Concurrent to the recommendation in hiring Eikhof Design Group, Inc., city staff is in the process of drafting a new Public Works Manager (PWM) job description and submitting to the City Council for consideration and approval. Once hired, the PWM will manage all the public works' staff and handle day-to-day public works functions.

One of the City Administrator goals for 2024 is to consider centralizing the management of all-major capital improvement projects with the Department of Public Works. The Department and the PWM along with the contract City Engineer will develop a solid project management and grant administration team from the planning stages through construction and project acceptance. This team approach would apply to all upcoming projects, including Central Park, and those listed on the CIP.

It is likely that implementing this approach would add to the workload and costs for Public Works Management. The City Administrator suggests adding project management to the cost of project delivery and getting reimbursed. Contributed revenue from grants and other sources will assist in potentially retaining and an additional Public Works staff position in the future to assist with the CIP.

Attachment 2 for Council consideration is the proposed agreement with Eikhof Design Group, Inc. The proposed agreement provides for a single-year term with an opportunity to extend the agreement based on the mutual written agreement of both parties. In the staff's opinion, it is in the City's best interest to approve an agreement with Eikhof Design Group, Inc. based on the essential need of a City Engineer and their relationship with the City, experience, and proven track record working for various agencies.

The City is required to utilize a City Engineer and city staff do not have the professional qualifications, experience, certification nor capacity without outside assistance.

Options Available to the Council

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

If the City Council chooses the first option above, the new agreement will be effective December 12, 2023.

FISCAL IMPACT:

The Principal Engineer is Jeff van den Eikhof. The rate per hour is \$225.00, or approximately \$15,000 to \$18,000 per month at an estimate of 20 hours per week. Mr. Eikhof will use all his personnel who are paid less per hour to the extent possible. Staff feels this will not negatively impact on the Fiscal Year 2023-2024 budget. The proposed contract will be expensed from various departmental enterprises, measures, and grants with minimal coming out of the general fund. If approved, the city gets the benefit of a team of city engineers and with the required certifications.

ATTACHMENTS:

1. Resolution No. 2023-97
2. Agreement for Consultant Services between the City of Guadalupe and Eikhof Design Group, Inc.

RESOLUTION NO. 2023-97

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH EIKHOF DESIGN GROUP, INC. FOR PROFESSIONAL CITY ENGINEERING SERVICES

WHEREAS, the City desires to utilize a professional consultant for City Engineer services for the Public Works Department; and

WHEREAS, the City issued a Request for Proposals for professional City Engineer services on October 31, 2023, by posting on the City's website, advertising in the local paper, and sending the RFP via email to more than three civil engineering firms known to the City that staff believed may be interested in submitting proposals, but the only proposal received was from Eikhof Design Group, Inc.; and

WHEREAS, City staff received a proposal from Eikhof Design Group, Inc. that incorporates a scope of work to include the engineering team of professionals working on city projects for a total of approximately 20 hours per week with an estimated cost ranging from \$15,000 to \$18,000 per month to serve the City Engineering service needs for the Public Works Department (including Principal Engineer's hourly rate of \$225.00 as well as lower hourly rates for other engineering in the firm); and

WHEREAS, Eikhof Design Group, Inc. (Jeff van den Eikhof) has decades of experience providing staff augmentation, development review, project management, stormwater compliance, and engineering design services for multiple local agencies and served as the Contract City Engineer for the City of Gaudalupe from 2014 to 2019; and

WHEREAS, said agreement requires that the City will reimburse the Eikhof Design Group, Inc. for travel expenses following the Internal Revenue Service (IRS) standard mileage rates for the use of his vehicle; and

WHEREAS, the City desires to retain Eikhof Design Group, Inc. to provide said services with an agreement commencing on December 12, 2023, through December 11, 2024.

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

SECTION 1. The Agreement for Consulting Service between the City of Guadalupe and Eikhof Design Group, 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 Eikhof Design Group, Inc. 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 12th day of December 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. 2023-97**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held December 12, 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
EIKHOF DESIGN GROUP, INC.**

THIS AGREEMENT FOR CONSULTANT SERVICES (the "**Agreement**") is made and entered into this 12th day of December 2023, by and between the CITY OF GUADALUPE, a municipal corporation ("**City**") and Eikof Design Group, 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 December 12, 2023, through December 11, 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 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) Indemnification and Defense for Professional Services: Pursuant to Civil Code section 2782.8, and to the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless City and its respective elected and appointed boards, officials, officers, agents, employees, and volunteers (individually and collectively, "Indemnitees") from and against any and all claims, losses, liabilities, damages, costs and expenses, including reasonable attorney's fees and costs, to the extent they arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's duty to defend shall consist of reimbursement of defense costs incurred by City in direct proportion to the Consultant's proportionate percentage of fault. Consultant's percentage of fault shall be determined, as applicable, by a court of law, jury, or arbitrator. In the event any loss, liability, or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the Consultant's percentage of fault, the parties agree to mediation with a third party neutral to determine the Consultant's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the City.

(b) For All Other Liabilities: 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.

(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: **Eikhof Design Group, Inc.
Attn: Jeff van den Eikhof, PE C59920
4875 El Camino Real**

Atascadero, CA 93422

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

EIKHOF DESIGN GROUP, INC.

By: _____
Ariston D. Julian, Mayor

by: 
Jeff van den Eikhof, President

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

EXHIBIT A – SCOPE OF SERVICES

The City Engineer/engineering firm (“Engineer”) will provide engineering services to the City of Guadalupe including design, management, inspection, and administration of public facility capital improvement projects as well as development review. All services can be provided directly or may be subcontracted out with appropriate supervision. All services will be provided on an as-needed basis. The flow of work will vary over time.

As funds are available, Engineer shall be responsible for translating the capital improvements called for City master plans. Engineer will be responsible for being familiar with state and federal funding opportunities and to work internally or with a subcontractor to prepare grant and loan application packages.

Development Review

Engineer will be responsible for engineering review of development projects. This requires coordination with project applicants and with other City departments – public works, planning, water, wastewater, etc. Such coordination often takes place through an internal development review committee process. Development review often also requires coordination with other public agencies – APCD, RWQCB, CalTrans, SBCAG, etc.

Engineer will recommend conditions of approval as appropriate for each development project. If record maps such as parcel maps or tract maps are submitted to the City, Engineer will provide technical review, sign, and seal the certification statements on the record maps. The County surveyor will provide record map checking services.

Representing the City

Engineer will represent the City at each meeting of the SBCAG Technical Advisory Committee. This committee meets monthly in various locations. In addition, Engineer may be called on to represent the City at other countywide or regional meetings.

Attendance at Council Meetings

The City Council of Guadalupe meets on the second and fourth Tuesday of every month at 6:00 pm. Engineer will be required to attend those meetings to present any projects the Engineer is working on which require City Council approval – for instance, construction contracts requiring approval, development review projects with significant engineering input, etc. The City of Guadalupe does not have a Planning Commission or any other advisory body. All planning approvals, architectural design approvals, and other program and project approvals rest solely with City Council.

Fee Schedule

Personnel Description	Rate/Hour
Principal Engineer	\$ 225.00
City Engineering Services.....	\$ 190.00
Project Manager	\$ 180.00
Assistant Engineer	\$ 160.00
PW Inspection (Prevailing Wage)	\$ 180.00
Engineering Technician.....	\$ 140.00
CAD Technician.....	\$ 120.00
Administrative Assistant.....	\$ 100.00

Direct Project Expenses	
Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services.....	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate

Escalation Rates –The above Fee Schedule is effective through December 31, 2024, and will be adjusted each year after at a 2 to 5% rate.





2024 FEE SCHEDULE

CATEGORY	POSITION	HOURLY RATE
Communications and Administrative	Administrative Assistant	\$110
	Strategic Communications Coordinator	\$115
	Strategic Communications Specialist	\$140
Designers and Technicians	CAD Technician I	\$130
	CAD Design Technician II	\$150
	Senior Designer	\$170
Planning	GIS Specialist	\$165
	Planner I	\$185
	Planner II	\$195
	Senior Planner	\$205
Engineers	Engineering Technician	\$100
	Assistant Engineer I	\$135
	Assistant Engineer II	\$155
	Project Engineer I	\$180
	Project Engineer II	\$195
	Senior Engineer I	\$210
	Senior Engineer II	\$220
	Senior Engineer III	\$235
Principal Engineer	\$245	
Project Management	Project Manager	\$220
	Senior Project Manager	\$254
	Project Director	\$275
	Senior Project Director	\$295
Construction Management Services	Scheduler	\$170
	Construction Inspector	\$190
	Assistant Resident Engineer	\$190
	Resident Engineer	\$202
	Construction Manager	\$220
	Principal Construction Manager	\$259

The foregoing Billing Rate Schedule is effective through December 31, 2024 and will be adjusted each year after at a rate of 2 to 5%.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of December 12, 2023

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: Consider entering into an agreement with Mr. Larry Appel, Integrity Planning, for independent contractor planning services.

RECOMMENDATION:

It is recommended the Council adopt Resolution No. 2023-98 authorizing the City to enter a one-year Agreement for Planning Services with Mr. Larry Appel, Integrity Planning commencing on January 1, 2024.

BACKGROUND:

In December 2017 the City entered into a “temporary” agreement with Mr. Larry Appel, Integrity Planning to provide independent contractor planning services to the City. In this initial agreement there was no set term, no references to insurance requirements and no detailed scope of the services provided. The initial hourly rate proposed was \$85.00.

On April 23, 2019, the City Council approved a new agreement for a one-year term with a negotiated hourly rate increase from \$85.00 to \$95.00 per hour using the City’s standard professional services agreement. On March 24, 2020, the City Council approved a new agreement for a one-year term with a negotiated hourly rate increase from \$95.00 to \$105.00 effective as of April 24, 2020 through April 23, 2021. On April 27, 2021, the City Council approved a new agreement for a term commencing on April 24, 2021, through December 31, 2022, with a negotiated hourly rate increase from of \$115.00 per hour through April 27, 2022, and an increased hourly rate of \$120.00 per hour from April 27, 2022, through December 31, 2022, and then an increased hourly rate of \$125.00 per hour from January 1, 2023, through December 31, 2023.

On November 14, 2023, the City Council entered into an agreement with Urban Planning Concepts (UPC) to handle its planning services’ needs as there were no professional planners interested in applying for the city planning position posted. City staff believe Mr. Appel will need to assist UPC in this transition. Mr. Appel has agreed to continue with some of the on-going work projects provided within the scope of work written in the agreement through the end of December 2024, or until at which time the “reigns” can be completely handed over to UPC. Mr. Appel is asking for an hourly rate increase of \$125.00 per hour to \$130.00 per hour. Because Mr. Appel will primarily be assisting UPC, City staff will see considerably fewer billable hours from Mr. Appel compared to previous years.

Attached for Council consideration is the proposed agreement with Integrity Planning (**see Attachment No. 2**). The proposed agreement is essentially identical to the current agreement, except for a proposed adjustment in the hourly rate from \$125.00 to \$130.00 per hour changes in the scope of services to be provided (Exhibit A to the agreement) which includes assisting in the process of turning over the day-to-day planning procedures to UPC and continuing his work on a variety of long-term projects.

In staff's opinion the adjustment is warranted. Most private planning firms would charge the City an hourly rate of between \$200.00 to \$250.00 per hour for someone with a background similar to Mr. Appel's. It will be beneficial to grant this time for UPC shadow Mr. Appel to gain full understanding of the community and project complexities.

The City can revisit this arrangement and determine its budget and planning needs during the mid-fiscal year budget review. In the meantime, staff recommends that the City Council approve the proposed agreement with Integrity Planning.

Options Available to the Council

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

FISCAL IMPACT:

With the increase in the hourly rate from \$125.00 to \$130.00 per hour commencing on January 1, 2024, through December 31, 2024, or earlier depending on need, there would be a modest impact to the City's General Fund. It should be noted that a significant portion of the charges for services illustrated in the contract would be offset by the planning fees the City collects. Additionally, the city collects a 35% overhead on all hours Mr. Appel bills when working on reimbursable projects (applicant-paid projects).

ATTACHMENTS:

1. Resolution No. 2023-98
2. Proposed Consultant's Agreement between the City and Larry Appel/Integrity Planning (January 1, 2024-December 31, 2024)

RESOLUTION NO. 2023-98

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH LARRY APPEL (INTEGRITY PLANNING) FOR INDEPENDENT CONTRACTOR PLANNING SERVICES

WHEREAS, Mr. Larry Appel, Integrity Planning has served as the City’s contract Planning Director since December 2017, and has provided quality planning services since that time; and

WHEREAS, Mr. Appel informed the City Administrator that he intends to fully retire as a contract planner in the near future and while he is willing to continue working for up to another year or so, he wants to reduce the number of hours he works on behalf of the City, and therefore, he worked with the City Administrator to develop a plan for the provision of future planning services for the City consisting of the hiring of an associate planner who would provide day-to-day planning with occasional assistance on larger projects from hired consultants on an as needed basis; and

WHEREAS, an associate planner position was posted, and no qualified applicants applied, requiring the City to develop a new plan for the provision of planning services; and

WHEREAS, on November 14, 2023, the City Council entered into an agreement with Urban Planning Concepts (UPC) to handle its planning services’ needs for the foreseeable future, but City staff believes Mr. Appel will need to assist UPC in this transition; and

WHEREAS, Mr. Appel has agreed to continue with some of the on-going work projects provided within the scope of work written in his current agreement through the end of December 2024, or until at which time the “reigns” can be completely handed over to UPC; and

WHEREAS, Mr. Appel’s current agreement expires as of December 31, 2023; and

WHEREAS, the City of Guadalupe needs to continue its professional planning services with Integrity Planning (Mr. Larry Appel) and turn over the day-to-day planning to Urban Planning services (UPC), after they are fully up to speed, while still allowing Mr. Appel to complete some complicated unfinished projects; and

WHEREAS the City desires to continue to retain Mr. Appel of Integrity Planning to provide said services with a new agreement commencing January 1, 2024, through December 31, 2024; and

WHEREAS, the City of Guadalupe has negotiated a contract with Mr. Appel/Integrity Planning that incorporates a scope of work and an hourly rate adjustment from \$125.00 to \$130.00 commencing on January 1, 2024 through December 31, 2024.

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

SECTION 1. The Agreement for Consulting Services between the City of Guadalupe and Mr. Larry Appel, Integrity Planning, 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 Mr. Larry Appel, Integrity Planning 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 12th day of December 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. 2023-98**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held December 12, 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
INTEGRITY PLANNING**

THIS AGREEMENT FOR CONSULTANT SERVICES (the "**Agreement**") is made and entered into this 12th day of December 2023, by and between the CITY OF GUADALUPE, a municipal corporation ("**City**") and INTEGRITY PLANNING, a sole proprietorship ("**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 January 1, 2024, through December 31, 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: **Integrity Planning
Attn: Larry Appel
4352 Foxenwood Circle
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

INTEGRITY PLANNING

By: _____
Ariston D. Julian, Mayor

by: _____
Larry Appel, Principal

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

EXHIBIT A – Scope of Services

Integrity will assist in turning over the day-to-day planning procedures to Urban Planning Concepts (UPC) until they can fully take over the building and planning department. Integrity Planning plans to continue to work on 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 Mr. Appel 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 and Mr. Appel will prepare this manual that will be used by the UPC 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. Mr. Appel have been doing it for the last four years, so it would make sense for him to continue preparing this report.

Sign Ordinance Implementation

The ordinance was approved and went into effect in early 2022, but to this date, Mr. Appel has 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. Mr. Appel will with Code Enforcement 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 several handouts that explain how to obtain permits or to draw a site plan.

In general, the Consultant will not exceed 30 hours per month, unless working on a discretionary project (applicant reimbursable).

Exhibit B – Compensation

Integrity Planning (Mr. Larry Appel) shall be compensated at the rate of One Hundred Thirty (\$130.00) Dollars per hour from January 1, 2024 through December 31, 2024.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of December 12, 2023

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: Adoption of Cost-of-Living Adjustment (COLA) for Unrepresented City Employees.

RECOMMENDATION:

It is recommended the City Council adopt attached Resolution No. 2023-99 approving a Cost-of-Living Adjustment (COLA) commensurate with the SEIU COLA Increase Schedule of 5.0% over the pay ranges in effect on June 30, 2023. Effective July 1, 2024, salaries/wages for SEIU positions shall be increased by 5% over the pay ranges in effect on June 30, 2023, for unrepresented City employees.

DISCUSSION:

Five City employees are not represented by any of the three recognized labor associations. These employees are the Police Lieutenant, Recreation Services Manager, Public Works Director, the Finance Director, and the Human Resources Manager (the City Administrator and the Director of Public Safety have employment contracts negotiated and approved by the City Council and are therefore not part of the unrepresented group). As such, this unrepresented group has no established collective bargaining unit to negotiate a MOU or other regularly negotiated labor contract. The basic terms of employment for unrepresented (and represented) employees are outlined in the City's Personnel Rules. Because of this, the City Council has the authority to determine their salary and change them when desirable or necessary. Historically, the City Council has granted unrepresented employees the same wages and benefits negotiated by the City with the SEIU organization.

The City Council will consider approving a new Memorandum of Understanding (MOU) with SEIU at its meeting on December 12, 2023, which includes COLA adjustments to the SEIU group. Under Article 8. WAGES in the proposed 2023-2025 SEIU MOU, it states the following:

- A. Effective retroactive to July 1, 2023, salaries/wages for SEIU positions shall be increased by 5% over the pay ranges in effect on June 30, 2023. Effective July 1, 2024, salaries/wages for SEIU positions shall be increased by 5% over the pay ranges in effect on June 30, 2023.

Assuming that the City Council approves the new MOU with SEIU, it is the City Administrator's recommendation to allow the same COLA commensurate with the SEIU COLA increases for unrepresented employees. Thus, effective retroactively, the salaries of the four unrepresented employees will be increased by 5%, and effective July 1, 2024, salaries/wages for unrepresented City employees shall be increased by another 5%.

ATTACHMENTS:

1. Resolution No. 2023-99

RESOLUTION NO. 2023-99

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE
ADOPTING A COST OF LIVING ADJUSTMENT FOR UNREPRESENTED CITY EMPLOYEES**

WHEREAS, unrepresented City employees are not recognized by any of the three labor associations; and

WHEREAS, the City of Guadalupe and SEIU are signatories to a 2023-2025 Memorandum of Understanding (MOU); and

WHEREAS, the MOU between the City and SEIU included an effective retroactive COLA to July 1, 2023, salaries/wages for SEIU positions increase of 5% over the ranges in effect on June 30, 2023, and effective July 1, 2024, salaries/wages for SEIU positions increase of 5% over the pay ranges in effect on June 30, 2023; and

WHEREAS, historically, the COLA granted by the City Council to its unrepresented employees have paralleled the wages and benefits negotiated by the City with the SEIU organization; and

WHEREAS, Resolution No. 2013-48 established wages and benefits for designated unrepresented employees further stating that in no case may a progression in salary range exceed 5% in 12 calendar months without the express consent of City Council.

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

SECTION 1. The City Council hereby approves the City Administrator’s recommendation of a COLA increase for unrepresented City employees commensurate to the increases to salaries/wages of SEIU positions pursuant to the approved MOU between the City and SEIU for 2023-2025, and therefore, the unrepresented City employees will receive a 5% increase in their respective salaries in effect on June 30, 2023, retroactive to July 1, 2023, and will receive a 5% increase in their salaries effective on July 1, 2024.

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

SECTION 3. 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.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED at a regular meeting on the 12th day of December 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing is a full, true, and correct copy of **Resolution No. 2023-99** which is duly and regularly introduced and adopted by said City Council at a regular meeting held December 12, 2023, by the following vote:

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney



CITY ADMINISTRATOR'S REPORT

December 12, 2023

(Information below may be subject to change)

1. Hwy 1/166 Consolidated Project

Now that the Hwy 166 project consolidation effort is executed, Meg Henry, Caltrans District 5 Project Manager, will follow up with the City for scheduling of a Caltrans public meeting in Guadalupe to provide information about the nearby Caltrans project to members of the community, most likely dates in late January.

2. Groundbreaking Ceremony for new Guadalupe Jr. High School and Early Learning Center

Wednesday, December 20, 2023

At 10 a.m.

375 Arroyo Seco Road (Pasadera)

3. Joanne Britton-Holland, Librarian III, Guadalupe Branch Manager

On December 4th, the City Administrator had a discussion with Joanne Britton-Holland, Librarian III, about the concern Michael Rocklin had with the minor children at the Guadalupe Branch Library. Joanne told me that she talked to Mike and sent him a letter thanking him for his support of the City of Santa Maria Public Library and branches. She mentioned to him that the libraries are open to all members of the community for reading, borrowing materials, using computers, and a variety of programming. They welcome all community members to use the facilities within the bounds of the rules of conduct.

She said to him that it was brought to their attention that Mike has been questioning minor children at the library who are using public computers to play games at the Guadalupe Library. Specifically, he recently asked a student personal question about his school status and whether the game he was playing was related to his curriculum. Joanne asked that he refrain from engaging other patrons, particularly minors, regarding their personal use of Library resources. If another patron is in violation of the rules of conduct, he should please report the issue to staff, who will address the issue.

Joanne also understands his desire to encourage reading and chess playing among library users and that if he is interested, he in volunteering for potential library-led activities such as chess, he should complete the library's application for volunteer service.

4. Dunes/River – County Public Works Update

On the eve of November 29, 2023, during the Transportation Committee meeting, The City Administrator asked Cory Bantilan of Santa Barbara County for an update on the river project. Cory stated that their project to remove sediment, vegetation, and other debris is mostly

complete. They still have mitigation measures to finish which includes planting willows on the sand berm which will hopefully root and help prevent erosion. They realize that eventually a big enough storm will come through and breach the berm in one or more places, so they are working on a longer-term fix. Their Public Works team has publicly said the current berm will only handle 5,000 cubic feet per second, but they believe it will do quite a bit more than that. The real number is anyone's guess and largely depends on how long flows are sustained, which is why they don't want to give a number higher than 5,000.

The County Public Works Department is going to reach out to the City because while they can help, they want the City to take the lead on that. Ideally, this would include applying for state funding (primarily CalOES and/or DWR) for a project including HESCO baskets to be placed behind the existing sand berm. This would be a multi-million-dollar project just to protect city assets, and likely into 8 figures if it were to go all the way to the dunes park entrance. This would be a middle ground between a levee which they know we will not get, and the current sand berm which we know will eventually fail.

As for the road, sections 1 and 2 have been completed. Section 1 is at the entrance gate and section 2 is between the gate and the sand plant. Eventually the plan is to bring section 1 back up to grade level, but that may never come to fruition and depends on a few things including a more permanent fix to the river. Similarly, section 2 has not been paved because they were worried about further washouts. It is still passable by all forms of transportation and is expected to be paved later.

Section 3 is a washout between the sand plant and the beach. Construction starts this month and is expected to take approximately 2 months to complete, but that timeline is largely weather dependent. This area washed out ~12 years prior and was moved 100+ feet. This time they cannot move the road as far as they would like due to environmental constraints in the dunes, so this section will continue to be an issue in the future. They have started to brainstorm potential solutions which could include hardening of the cliff area, but as of now nothing has been decided. They originally hoped to make this area part of the river alignment project, but the estuary with standing water began to the east, preventing any access or work due to environmental constraints. The Parks department has a couple of weeks of work to do as well, but they should be able to access it before road work is completed, minimizing further impact on the schedule. As of now, they are hoping for the road and park will be open to the public in **March, 2024**.

5. Senior Center Freezer

As many of you know, the senior center built-in freezer is very large. Now that AAA is providing the daily meals, there is no longer a need for such a larger freezer. To save a significant amount of energy cost, it makes sense to shut it down unless it is needed for large freezers. However, there is a need for a smaller freezer, so Eddie Schubert, Maintenance Lead will obtain quotes to purchase a commercial grade freezer. Source of revenue, CDBG funds.

6. Kiwanis Christmas Parade 2023

The Kiwanis parade scheduled for **Saturday; December 9th** (6 pm) will take place on Guadalupe Street.

7. Urban Greening Grant Jack O’Connell Park – Letters of Support

A few updates on the Urban Greening grant. Recreation and Parks Commission Member Emily Dreiling connected with Assembly Member Hart and Senator Limon's offices. She sent them the proposal for the Urban Greening grant and a letter requesting support for the project. Both offices have offered letters of support. Emily will follow up with both to check the status and obtain a copy of the letter of support if they are willing to share it.

8. Interest Earned - Just another update 😊

For the month of November, the City earned **\$45,501.66** in interest income total in 1 ½ months **\$71,467.41**.

9. Local Non – Profits, Presentations to Council

The City Administrator will start scheduling local nonprofits/other to regularly attend and present updates to the City Council, forward...more to come.

10. LSR Expenditure Report Due Dec. 1st

With the absence of the PW Director, city staff are pushed to complete reports and were able to submit last minute our FY 2022-23 Expenditure Report in CalSMART for the Local Streets and Roads Funding Program.

11. City of Guadalupe Property Site Visit JPIA

City staff met with the California JPIA, the City’s insurance provider, to complete its annual property appraisals for its member agencies.

Appraisals assist with developing an accurate property schedule, supportable replacement costs, and the applicable underwriting data for our properties. An agency property schedule was provided to staff. City staff has assessed it for any changes that need to be made. The appraiser, Sonny Sandmeyer, visited all locations valued at \$1 million and above. Sonny was available and began the site visits **Thursday, December 14th at 11 a.m.**

The City Administrator designated Eddie Schubert, Facility Lead as the liaison met with the appraiser and accompanied him to the location(s). The appraiser needed someone to provide access to certain areas of the building(s).

After arriving on-site, the appraiser conducted a kickoff meeting that lasted 15-20 minutes. The appraiser reviewed the property schedule and answered all questions.

Staff worked to provide them with accurate gross square footage numbers using member information, blueprints, or measuring on-site. Providing square footage numbers or blueprints for our larger buildings assists in the process, but they also measured on-site as needed to ensure that all facilities have verified square footage.

The site visits included a limited walk-through of each location to gather necessary data. Below are examples of data the appraiser that was collected while on-site:

- Building area (gross square footage), building perimeter, GPS coordinates (latitude/longitude)
- Building name, address, digital photos
- Building construction class (ISO) (%), gross square footage, basement square footage, number of stories
- Occupancy (%), year built
- Roofing materials (%), roof geometry, exterior wall type (%)
- Building services (%), elevators (#), automatic fire alarms (%), manual fire alarms (%)
- Sprinkler fire protection (%), security alarms (%)
- Additions/renovations (year)

12. City Hall Roof Leaks

The City received two bids and is waiting for another for the roof repair. The City has allocated **\$238,675** in ARPA funds assigned for roof repairs. More come on that project.

13. Guadalupe ROPS Approval by Successor Agency Board – Timing

The city executive management team are working with Joy Otsuki about the timing for approval of the Guadalupe Successor Agency's Recognized Obligation Payment Schedule (ROPS) 24-25.

Finance Director, Janice Davis (working with Cheryl Murase, ROPS expert) will not have the ROPS completed by December 12 but ready for the first meeting in January. Joy will prepare and submit the Santa Barbara Countywide Oversight Board (COB) materials for the COB approval of the ROPS 24-25, the 24-25 administrative budget and the transfer of **AI's Union** to the City.

The Successor Agency Board/City Council must approve the ROPS prior to the COB meeting on January 17, 2024.

14. Pasadera Bridges – Obispo Street and Arroyo Seco Road – CPUC Application

A new application was submitted on November 29, 2023, to the California Public Utilities Commission (CPUC), for the two bridge projects in Pasadera. The City and the Developer are now on a waiting pattern until we hear back from CPUC Staff. The City Administrator in unison with Pasadera's Engineer is the applicant.

CPUC processing time could take six (6) or even more months but since this is the second try at submitting a complete package to them, the City Administrator and Pasadera folks think/hope they may give this project some level of priority (after the holidays, granted).

15. Free Youth Event in Guadalupe – Fighting Back Santa Maria Valley

Ms. Gina Cortez, with Fighting Back Santa Maria Valley, is a non-profit organization in Santa Maria and they have previously worked together with the Mayor and City Council to successfully pass the flavor ban in Guadalupe.

Their coalition meets monthly to address community needs such as decreasing underage/excessive drinking, decreasing the use of marijuana in youth and opioid misuse. An

area of focus that has been identified is a lack of activities for youth in our community. They are in the early stages of planning youth events in Santa Maria and would also like to plan an event in Guadalupe to provide an opportunity for the students to attend in their hometown.

They have very limited funding available for the events and are looking for a location to host the event. Councilmember Christina Hernandez was present during their last meeting and suggested that they set up a meeting to present to City Council and share what their plan and goals would be.

The City Administrator contacted Ms. Cortez; she is going to schedule a time to meet with the Council at a near future City Council meeting.

16. Measure A Cycle 4 Grant – Preapplication Due December 15

City staff received the **attachment 1** information about the Measure A Cycle 4 North County Safe Routes to School, Bicycle and Pedestrian Program grant. The City will partner with the School District to apply. Since the School and the City both use Townsend Public Affairs for assistance, this will be a shared application.

This may be an opportunity to secure funding for the sidewalk around the Guadalupe Junior High and Guadalupe Early Learning Center projects in the Pasadera area. Other safe route options are available as well.

We are on a tight deadline to complete the application. Pre-applications are due to Santa Barbara County on **December 15, 2023**.

Townsend will dive into the guidelines and put together a checklist. Turns out the guidelines are very short, as is the pre-application form (1 page).

Townsend's need to know:

- Project category (Planning/Project Development/Construction/Education Program or Awareness Campaign/Maintenance)
- Project Scope and Location (approximate length of sidewalk, cross streets, etc.)
- Total Amount Being Requested, and if the City has any matching funds (not required)

17. 3CE Update to Member Agency

Here is what you will find in 3CE **Attachment #2** to this report:

- Highlights
- Affordable & Competitive Rates
- Community Investment
- Community Outreach
- Clean & Renewable Energy
- Working Groups
- Next Quarterly Member Agency Meeting

18. Townsend Monthly Grants Memo (December)

In **attachment 3**, please find this month's grants memo for the city. There are quite a few public safety funding opportunities that are either open now or coming online in January – Assistance to Firefighters Grant, Office of Traffic Safety Grants, Firehouse Subs, and the CHP's Cannabis Tax Fund Grant Program. Chief is following up on it.

19. Black Road/Hwy 166

SBCAG will provide the city with a presentation to the City Council about the status of the Black Road and Highway 166 project at the **January 23, 2024**, City Council meeting.

20. Budget for Guadalupe 6th Cycle Housing Element

The State Department of Housing and Community Development (HCD) appears to be reacting to the acute housing shortage and worsening affordability problems in the State of California with a rather high-handed approach to certification of housing elements. Despite our efforts in adhering to the latest guidelines and expanded requirements for the 6th Cycle Housing Element, HCD is asking for much more additional explanation and documentation.

This is a formal request to modify the original agreement with the additional cost involved with addressing the plethora of additional work that HCD has generated. The next page shows the remaining tasks with corresponding estimates of effort. Overall, we estimate approximately \$10,000 of additional increase in cost, which is a 15% increase over the original, relatively modest budget for the project. City staff will find funds for this.

21. Invitation to Master Plan for Aging Advisory Committee

Council member Christina Hernandez shared **Attachment 4** showing that Santa Barbara County has new funding to develop a local Master Plan for Aging under the leadership of the Adult and Aging Network in partnership with the Independent Living Resource Center. The success of this project will require deep, cross-sector collaboration and an Advisory Committee that represents the many different perspectives on aging and abilities that exist throughout the county. As a leader with expertise and knowledge about local government this group is asking for a valued advisor and City Council representative. They invite you to join the Advisory Committee to guide the development of the Santa Barbara County Master Plan for Aging.

Is there a city council member interested in taking part in this?

END OF REPORT

Measure A Cycle 4

North County Safe Routes to School, Bicycle and Pedestrian Program



Program Purpose

Fund projects through a competitive grant process that increase pedestrian and bicycle safety to, from, and near schools in North Santa Barbara County and expand and improve the North County's regional bicycle and pedestrian facilities network.

Available Funding

Below is the estimated funding available over the four-year cycle:

	Cycle 3 Carryover	FY 24/251	FY 25/26	FY 26/27	FY 27/28	Total
Amount	\$86, 862	\$148,105	\$137,375	\$143,388	\$148,789	\$664,519

Eligible Applicants

Eligible applicants include the cities of Buellton, Guadalupe, Lompoc, Santa Maria and Solvang and the County of Santa Barbara. Projects proposed by cities and the County may include projects to be coordinated in partnership with school districts, universities, colleges, transit agencies, and Caltrans.

Tentative Program Schedule

Date	Action
October 11, 2023	North County Subregional approves Guidelines for Cycle 4 and recommends SBCAG Board announce Call for Projects
November 16, 2023	SBCAG Approves Program Guidelines and Announces Call for Projects for Cycle 4
December 15, 2023	Pre-applications are due to SBCAG staff
January 10, 2024	SBCAG staff presents list of pre-applications submitted to the North County Subregional Committee
February 16, 2024	Applications are due to SBCAG staff (staff provides applications to scoring committee)
April 10, 2024	Cycle 4 committee recommendations presented to North County Subregional for recommendation to SBCAG Board
April 18, 2024	SBCAG Board approves projects for Cycle 4

Measure A

North County Safe Routes to School, Bicycle and Pedestrian Program

Cycle 4 Contact Information

Agency/Stakeholder Group	Representative	Contact Info
City of Buellton	Rose Hess, Public Works Director	roseh@cityofbuellton.com (805) 688-5177
City of Guadalupe	City Manager Public Works Director – Dwayne Chisam	tbodem@ci.guadalupe.ca.us dchisam@ci.guadalupe.ca.us (805) 356-3891
City of Lompoc	Craig Dierling, Assistant Public Works Director Josh Leard Robin Dickerson	C_DIERLING@ci.lompoc.ca.us j_leard@ci.lompoc.ca.us r_dickerson@ci.lompoc.ca.us
City of Santa Maria	David Beas, Principal Engineer Mark Mueller, Engineer	dbeas@cityofsantamaria.org mmueller@cityofsantamaria.org (805) 925-0951
City of Solvang	Rodger Olds, Public Works Director	rolds@cityofsolvang.org (805) 688-5575
County of Santa Barbara	Mark Friedlander	mkfriedlander@cosbpw.net (805) 681-5100
Caltrans District 5	Ingrid McRoberts	Ingrid.Mcroberts@dot.ca.gov
Parent Teachers' Association (PTA) 15 th District	Norene Nims	Mbotenims@gmail.com 805.720.3580
Orcutt Union School District	Sandra Knight	sknight@orcutt-schools.net

Todd Bodem

From: Judi Young <jyoung@3ce.org>
Sent: Friday, December 1, 2023 11:26 AM
To: Judi Young
Subject: 3CE Update to Member Agency staff

Hello, 3CE Member Agency staff –

It has been an action-packed first few months of our fiscal year at Central Coast Community Energy (3CE). Staff is busy winding up the calendar year and planning for the year to come. Here is a summary of what we have been up to on behalf of our customers, Member Agencies, and the communities we serve.

Here is what you will find in this email update.

HighlightsAffordable & Competitive RatesCommunity InvestmentCommunity OutreachClean & Renewable EnergyWorking GroupsNext Quarterly Member Agency Meeting

Highlights

In September, KION-TV / Telemundo 23 interviewed 3CE Customer Accounts Manager Fernanda Ocaña for a special report on “**The Challenges of the Hispanic Community to Obtain Electric Vehicles**” that aired on the Spanish-language CBS news affiliate KION-TV. Ocaña spoke about the agency’s success in funding vehicle electrification in our communities and highlighted the opportunity for all 3CE customers to apply to incentive programs like [Electrify Your Ride](#). The report emphasized that customers are encouraged to apply regardless of their income; 3CE’s Energy Programs offer larger rebates for income-eligible applicants. Watch the full story here [Reportaje Especial: Los retos de la comunidad Hispánica para obtener vehículos eléctricos. - YouTube](#)

Also in September, 3CE introduced **3Cprime Certified** for Member Agencies and commercial customers who participate in our 100% renewable 3Cprime service. Participants receive a certificate showcasing the amount of energy delivered by 3CE during the calendar year and an annual report that offers comprehensive insights into our power supply and power purchase agreements. This exclusive new certification provides transparency and accountability, ensuring that the renewable energy associated with the service is backed by verification independent of the agency.

3CE continues to advocate for the expansion of the **Agricultural Flexible Irrigation Technology (AgFIT)** pilot program which provides farmers with scheduling software to better manage energy costs associated with irrigation. Fellow CCA Valley Clean Energy (VCA) ran a successful small pilot AgFIT program beginning in 2022 and found they were able to help two growers shift approximately 40% of their energy use away from peak hours. With AgFIT software, energy prices are visible a week in advance and growers have the opportunity to shift load to when clean renewable energy sources are powering the grid at lower cost. 3CE has filed comments to the **CPUC Demand Flex Proceeding** in support of expanding the current pilot to all CCAs within PG&E’s service area.

3CE hosted our first annual Supplier Diversity Webinar, “**Unlocking Business Opportunities through Supplier Clearinghouse Certification and 3CE’s Vendor Registry.**” Topics included 3CE’s commercial Energy Programs, how to [register as a local vendor](#), and how to become Supplier Clearinghouse certified.

Policy Board Directors Bruce McPherson and Steve McShane joined 3CE staff to celebrate the ribbon cutting for **Yellow Pine Solar I**, a pseudo tied solar-plus-battery storage project in Clark County, Nevada. Yellow Pine Solar I, a subsidiary of NextEra Energy Resources, will generate up to 125 megawatts (MW) of clean, renewable electricity and has a 65 MW storage capacity, enough to power more than 37,500 homes annually.

3CE’s CEO Shaw and CCO Stedman attended the “**Building it Right**” workshop hosted by CCPower. The seminar was moderated by Sonoma Clean Power’s CEO, Geof Syphers, and attended by many CCAs, regulatory agencies, developers, labor organizations, and environmental justice advocates. 3CE’s [Project Selection Criteria](#) was highlighted by several speakers as a gold standard model.

Affordable & Competitive Rates

3CE Policy Board approved a stepped rate adjustment for the PG&E territory effective October 1, and January 1, 2024. 3CE hosted webinars regarding **Annual Rate and Programs Update** in both English and Spanish.

Separately, the CPUC approved a PG&E rate increase of nearly 13% for costs associated with electric and gas transmission, distribution, and storage. The increase will begin January 2024. PGE has said the rate increase will pay for safety improvements to underground and overhead power lines and pipes as well as grid improvements to support more electric vehicles. This will impact all customers through higher PG&E Transmission and Distribution rates, amounting to an estimated \$30-35 more per month for average residential customers.

3CE is independent from PG&E and this rate case is unrelated to the costs incurred by 3CE to procure electricity. 3CE customers are currently receiving an average savings of 23-36% over PG&E’s generation rates, but electricity is still delivered through PG&E’s wires. So, while we are doing everything we can to keep rates down, PG&E’s need to invest in its distribution system is causing costs to increase for everyone.

Southern California Edison also increased its electric generation rates by approximately 1% on Oct. 1, 2023. Effective Nov. 1, 3CE rates for SCE customers were adjusted to maintain the Board approved 2% discount to the SCE rates under the IOU-minus methodology.

Staff selected **NewGen Strategies & Solutions**, LLC to assist in building a territory-wide rate study based on the cost to serve customers. This will decouple rates from SCE and allow 3CE to deliver true cost-of-service rates in our SCE territory as we do currently in our PGE territory.

3CE priced its first **PPA Pre-Pay transaction**. The \$647.8 million bond issuance is projected to **save 3CE customers nearly 11.4% in energy costs**, which translates to \$32.9 million in the cost of energy over the initial seven-year period of the bonds. The bonds received an invest-grade Aa3 rating from Moody’s and a “Green Bonds” designation from Kestrel.

Community Investment

3CE committed \$348,000 in incentives for 41 Electric Vehicles under the **FY 22-23 Electrify Your Fleet** program. 3CE committed \$897,000 for 142 Level 2 Charging Ports and 11 DC Fast Charging Ports under the **FY 22-23 Charge Your Fleet** program. Reservations and rebates for each of these programs are awarded on a first-come, first-served basis and a Member Agency is eligible for up to \$150,000 per program, per 3CE fiscal year. [Read more here.](#)

3CE's **Plan Your Fleet Program** for Member Agencies is entering its second year. The most recent member to leverage this program is the City of Carpinteria, which is in the final stages of planning its municipal electric fleet and EV charging project. Carpinteria participation demonstrates the city's commitment to sustainable practices and highlights the effectiveness of 3CE's Fleet programs in supporting agencies in their transition to greener alternatives. The program has the capacity to assist a couple more Member Agencies this fiscal year. [Read more here](#)

Twenty-two **Alternative Dwelling Unit (ADU) applications** were approved under 3CE's FY 22/23 New Construction Electrification Program. We are currently accepting applications for this program [here](#).

3CE and the **City of Guadalupe** celebrated the latest electric bus to hit Central Coast streets thanks in part to a rebate from [3CE Energy Programs](#).

3CE is planning to relaunch **Electrify Your Home** the first week in December after gaining Board approval to increase the program budget in response to unprecedented demand last fiscal year.

Community Outreach

In the last three months, 3CE ...

... sponsored the Seaside Farmer's Market in alignment with the goal of directing more sponsorship funds to disadvantaged communities. Seaside is in the 66th percentile for a disadvantage score according to CalEnviroScreen.

... sponsored a booth at **Oaxaca by the Sea** in Seaside connecting with both Spanish- and English-speaking attendees, local business owners, and elected officials.

... attend the Community Foundation for Monterey County's **Siembra Latinos celebration at Taylor Farms**, sponsored in part by 3CE, with local community leaders in attendance.

... sponsored booths at **SLO Electrify Your Life Expo**, the **SLO Farmers Market**, and **EV Ride & Drive** events in San Luis Obispo and Salinas as part of National Drive Electric Week.

... participated in a panel discussion, "**How to Navigate Procurement Opportunities with Community Choice Aggregators**" at the CPUC's Small and Diverse Business Expo.

... participated in the Atascadero Chamber of Commerce's Annual Business Walk, going door-to-door asking employees, managers, and owners to take a four-question survey. The event provided insight into the needs of the local business community and allowed staff to introduce 3CE to Atascadero businesses in anticipation of the city's January 1, 2025, enrollment.

... presented to a class of Cal Poly City Planning graduate class to explain Community Choice Aggregation and discuss careers supporting the clean energy transition.

... sponsored a table at the NORCAL Multifamily Forum with Frontier Energy and the Sacramento Municipal Utility District to promote electrification.

... facilitated site visits with Frontier Energy to provide technical assistance to key accounts considering DCFC solutions under 3CE's Concierge Service.

... represented 3CE at the REACH Regional Roundtable in Santa Maria and the Santa Barbara County Regional Climate Collaborative meeting.

Clean & Renewable Energy

3CE entered into a power purchase agreement (PPA) with **San Luis West Solar plus Storage**, a 62.5 MW Solar + 15.6 MW battery facility in Fresno County, which will meet about 3% of 3CE's demand. This project was threatened by market upheaval over the last several years. The approved amendment allows 3CE to secure a project with established interconnection and stabilize energy costs by avoiding higher spot market costs.

3CE entered in to a 15-year PPA with SunZia Wind that will serve about 11% of 3CE’s demand. Pattern Energy Group, the project developer, announced that the wind farm and its associated SunZia Transmission infrastructure constitute the **largest clean-energy project in U.S. history**, generating and transmitting more than 3,500 MW of renewable electricity from New Mexico into Arizona, Nevada, and California, accelerating the U.S.’ clean-energy goals.

Working Groups

The first **Building Electrification Working Group** meeting of FY23/24 featured a presentation from the City of San Luis Obispo on their innovative **New Buildings Reach Code** developed with support of 3CE through the Reach Code program. Since that meeting, the City of Goleta has engaged program staff to explore the development of an **EV reach code** that exceeds the California Green Building Standards Code. [More information](#) here.

The Transportation Electrification Working Group is on hiatus until early next year.

Next Quarterly Member Agency Meeting

*The next Quarterly Member Agency Meeting is planned to be held **Wednesday, January 17 at 11:00.**
Save the date!*

3CE offices will be closed December 23-January 1.

Happy holidays to you and yours,
Judi

Judith Young
Senior Customer Accounts Manager
(805) 693-2000
jyoung@3ce.org



CLEAN ENERGY. LOCAL CONTROL.

71 Zaca Lane Suite 140
San Luis Obispo, CA 93401
3CEnergy.org



MEMORANDUM

To: Todd Bodem, City Administrator, City of Guadalupe

From: Cori Takkinen, Vice President, Townsend Public Affairs, Inc.
Alex Gibbs, Grants Manager, Townsend Public Affairs, Inc.
Christine Rose, Senior Associate, Townsend Public Affairs, Inc.

Date: December 1, 2023

Subject: Grants and Funding Monthly Report

Overview

The purpose of this memo is to provide a monthly outline of upcoming funding opportunities and grant programs that could potentially meet the City's funding needs in the near future. This memo is not a comprehensive list of all grants that are currently available, but ones that you may be able to submit competitive applications for relevant priority projects.

Future Opportunities

November saw yet another lull in tangible Legislative action, as the State Senate and Assembly remain on interim recess until January. However, in perhaps the most significant set of actions since the Governor's bill signings and vetoes, Assembly Speaker Robert Rivas announced a number of changes to Assembly Committee Chair positions as well as a number of changes to Assembly Leadership. Most notably, Assembly Member Phil Ting (D, San Francisco) has been replaced as Assembly Budget Chair by Assembly Member Jesse Gabriel (D, Encino) of Southern California. Also significant, Assembly Member Isaac Bryan (D, Los Angeles) was removed from his role as Majority Leader and assigned the Committee Chairmanship of the Natural Resources Committee. He has been replaced by former Assembly Speaker Pro-Tem, Cecelia Aguiar Curry (D, Winters). The significant shift in leadership, especially in the Budget Committee, will result in an infusion of new ideas and priorities on where the State spends its money, at what level existing and new grant programs are funded, and which entities are eligible to access and compete for State funding pots.

State Capitol Office ▪ 925 L Street • Suite 1404 • Sacramento, CA 95814 • Phone (916) 447-4086 • Fax (916) 444-0383
Federal Office ▪ 600 Pennsylvania SE • Suite 207 • Washington, DC 20003 • Phone (202) 546-8696 • Fax (202) 546-4555
Southern California Office ▪ 1401 Dove Street • Suite 330 • Newport Beach, CA 92660 • Phone (949) 399-9050 • Fax (949) 476-8215
Central California Office ▪ 744 P Street • Suite 308 • Fresno, CA 93721 • Phone (949) 399-9050 • Fax (949) 476-8215
Northern California Office ▪ 300 Frank Ogawa Plaza • Suite 204 • Oakland, CA 94612 • Phone (510) 835-9050 • Fax (510) 835-9030

Looking Ahead: Grant Program Highlights

Transportation

Name	Awards & Match	Description	Timeline
<p>Caltrans</p> <p>Sustainable Transportation Planning Grants</p>	<p>No project min/max</p> <p>Total Available:</p> <ul style="list-style-type: none"> • Sustainable Communities: \$17 million • Climate Adaptation: \$31.9 million • Strategic Partnerships: \$4.5 million 	<p>The Sustainable Transportation Planning Grant Program includes:</p> <p>Sustainable Communities Grants to encourage local and regional planning that supports state goals, implements Regional Transportation Plan (RTP) Sustainable Communities Strategies (SCS) (where applicable), and to ultimately achieve the State’s greenhouse gas (GHG) reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively.</p> <p>Climate Adaptation Planning Grants support local and regional identification of transportation-related climate vulnerabilities through the development of climate adaptation plans, as well as project-level adaptation planning to identify adaptation projects and strategies for transportation infrastructure.</p> <p>Strategic Partnerships Grants to identify and address statewide, interregional, or regional transportation deficiencies on the State highway system in partnership with Caltrans. A sub-category funds transit-focused planning projects that address multimodal transportation deficiencies. Only MPOs and RTPAs are eligible applicants under this category.</p>	<p>Application Deadline: January 18, 2024</p> <p>Awards expected Summer 2024</p>
<p>US Department of Transportation (USDOT)</p> <p>Rebuilding America with</p>	<p>Funding Available: \$1.5 billion</p> <p>Planning Grants</p> <ul style="list-style-type: none"> • No Min Award 	<p>The RAISE grant program funds are awarded on a competitive basis for surface transportation infrastructure projects that will have a significant local or regional impact. Eligible projects may</p>	<p>Application Deadline: February 28, 2024 at 11:59 PM EST</p>

<p><u>Sustainability and Equity (RAISE)</u></p>	<ul style="list-style-type: none"> • Max Award: \$25 million <p>Capital Grants</p> <ul style="list-style-type: none"> • Min Award for Urban Areas: \$5 million • Min Award for Rural Areas: \$1 million • Max Award: \$25 million <p>20% Match Required (unless located in a rural or underserved area)</p>	<p>include highways, bridges, roads, public transportation, passenger and freight rail, port infrastructure, and intermodal transportation.</p>	
<p>California Air Resources Board (CARB) & CALSTART</p> <p><u>Clean Off-Road Equipment Voucher Incentive Program (CORE)</u></p>	<p>Voucher amounts are dependent on equipment cost, but are capped at \$500,000 (\$1,000,000 for commercial harbor craft and locomotives)</p>	<p>This voucher program is intended to encourage the purchase or lease of zero-emission off-road equipment by providing a streamlined voucher process to offset the higher cost of such technologies. These technologies include, but are not limited to landscaping equipment, cargo handling equipment, construction equipment, commercial harbor craft, and aircraft ground power units. CORE voucher amounts are based on the incremental cost difference between traditional equipment and new zero-emission alternatives and exclude taxes and fees.</p> <p>Available equipment can be viewed here: <u>Eligible Equipment Catalog.</u></p>	<p>Rolling—voucher requests are accepted into the queue in the order they are received.</p>

Public Safety

Name	Awards & Match	Description	Timeline
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<p>Department of Homeland Security (DHS) via CalOES</p> <p><u>State and Local Cybersecurity Grant Program</u></p>	<p>TBA</p> <p>Match Required</p>	<p>The goal of SLCGP is to assist SLT governments with managing and reducing systemic cyber risk.</p> <ul style="list-style-type: none"> • CalOES is submitting their cybersecurity plan to FEMA/DHS by the end of September. • CalOES will then publish information on how local governments can apply for funding. • Email the program officer at <u>Eric.Nehls@CalOES.ca.gov</u> to be added to their listserv for updates on the program. 	<p>CalOES continues to publish updates through their listserv.</p> <p>Guidance for applicants has not been posted to the CalOES website as of November 30, 2023.</p>
<p>CalFIRE</p> <p><u>Wildfire Prevention (WP) Grants Program</u></p>	<p>Total Available: \$117 million</p> <p>Recommended Request Amount: \$3 million or less</p>	<p>The WP Grants Program provides funding for wildfire prevention projects and activities in and near wildfire threatened communities that focus on increasing the protection of people, structures, and communities. Funded activities include Hazardous Fuels Reduction, Wildfire Prevention Planning, and Wildfire Prevention Education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.</p>	<p>Application Deadline: January 10, 2024 by 3:00 PM Pacific Time</p>
<p>Firehouse Subs</p> <p><u>Firehouse Subs Grant Program</u></p>	<p>Average Award: \$10,000 to \$25,000</p> <p>No Match Required</p>	<p>The Firehouse Subs Program provides funding to purchase equipment or provide training for firefighters in areas where the restaurant chain operates.</p>	<p>Applications accepted quarterly. The next application is due: January 11, 2024</p> <p>(First 600 applications accepted)</p>
<p>California Office of Traffic Safety (CalOTS)</p> <p><u>Office of Traffic Safety Grants</u></p>	<p>Average Award \$300,000</p> <p>No Match Required</p>	<p>CalOTS provides traffic safety grants to projects which prevent serious injury and death resulting from motor vehicle crashes so that all roadway users arrive at their destination safely. Priority Program Areas:</p> <ul style="list-style-type: none"> • Alcohol Impaired Driving 	<p>Application Deadline: January 31, 2024</p>

		<ul style="list-style-type: none"> • Distracted Driving • Drug-Impaired Driving • Emergency Medical Services • Motorcycle Safety • Occupant Protection • Pedestrian and Bicycle Safety • Police Traffic Services • Public Relations, Advertising, and Marketing Program • Roadway Safety and Traffic Records 	
<p>Federal Emergency Management Agency (FEMA)</p> <p><u>Assistance to Firefighters Grant (AFG)</u></p>	<p>No Award Maximum</p> <p>5–15% Match Required (based on population)</p>	<p>The AFG program provides funding to help fire departments with critically needed resources to protect the public, to train emergency personnel, and to foster interoperability and support community resilience, as well as enhance the safety of the public through direct financial assistance and to provide a continuum of support for emergency responders regarding fire, medical, and all hazard events.</p>	<p>Expected Program Opening: January 2024</p> <p>Anticipated Deadline: February 2024</p>
<p>California Highway Patrol (CHP)</p> <p><u>Cannabis Tax Fund Grant Program (CTFGP)</u></p>	<p>TBA</p> <p>Previous Max Award for Small/Med. Agencies (less than 500 employees): \$500,000</p> <p>No Match Required</p>	<p>The purpose of the Cannabis Tax Fund Grant Program (CTFGP) is to utilize tax funds from the voter approved Proposition 64 Control, Regulate, and Tax Adult Use of Marijuana Act (AUMA) to reduce impaired driving, crashes, and increase public awareness about the dangers of impaired driving through grants to local governments and qualifying non-profits.</p>	<p>Anticipated Deadline: February 2024</p>
<p>Federal Emergency Management Agency (FEMA)</p> <p><u>Staffing for Adequate Fire and Emergency Response (SAFER)</u></p>	<p>No Award Maximum</p> <p>35% Match Required</p>	<p>The FEMA SAFER grant program assists local fire departments with staffing and deployment capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards.</p>	<p>Expected Program Opening: January 2024</p> <p>Anticipated Deadline: February to March 2024</p>

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Parks and Recreation

Name	Awards & Match	Description	Timeline
California Department of Parks and Recreation <u>Outdoor Equity Grants Program</u>	Minimum grant request per Community Home Base: \$20,000 Maximum grant request per Community Home Base: \$700,000 No Match Required	The Outdoor Equity Grants Program (OEP) improves the health and wellness of Californians through new educational and recreational activities, service learning, career pathways, and leadership opportunities that strengthen a connection to the natural world. OEP's intent is to increase the ability of residents in underserved communities (with an emphasis on youth) to participate in outdoor experiences within their community, at state parks, and other public lands.	Application Deadline: December 14, 2023
California Department of Parks and Recreation <u>Statewide Park Development and Community Revitalization Program: Round 5</u>	TBA	Statewide Park Program (SPP) competitive grants will create new parks and new recreation opportunities in critically underserved communities across California. SPP embraces meaningful engagement with local residents where park designs represent each community's unique recreation needs and creativity.	TBA 2024 TPA is monitoring the program website for timeline updates.

Water

Name	Awards & Match	Description	Timeline
Bureau of Reclamation: Water Resources and Planning Office <u>WaterSMART Planning and Project Design Grants For FY 2023 and FY 2024</u>	No min award amount Max Award: \$400,000 Match Required	Through Planning and Project Design Grants, Reclamation provides funding for collaborative planning and design projects to support water management improvements. This includes funding for: (1) Water Strategy Grants to conduct planning activities to improve water supplies (e.g., water supplies to disadvantaged communities that do not have reliable access to	Proposals received after October 17, 2023 and before April 2, 2024 will be considered for FY 2024 funding, contingent on appropriations.

		water, water marketing, water conservation, drought resilience, and ecological resilience); (2) Project Design Grants to conduct project-specific design for projects to improve water management; and (3) comprehensive Drought Contingency Plans. Note that funding to develop a water marketing strategy is now available through (1) Water Strategy Grants.	
Bureau of Reclamation: Water Resources and Planning Office <u>WaterSMART Water and Energy Efficiency Grant</u>	No Min Award Max Award: \$5 million 50% Match Required	This Water and Energy Efficiency Grants Notice of Funding Opportunity (NOFO) provides funding for projects that result in quantifiable water savings, implement renewable energy components, and support broader sustainability benefits. These projects conserve and use water more efficiently; increase the production of renewable energy; mitigate conflict risk in areas at a high risk of future water conflict; and accomplish other benefits that contribute to sustainability in the Western United States.	Applications will be accepted until February 22, 2024 by 4:00 PM MDT

Community Development

Name	Awards & Match	Description	Timeline
California Interagency Council on Homelessness (Cal ICH) <u>Encampment Resolution Funding (ERF): Round 3</u>	Available Funds: \$298,747,574	The ERF program will fund actionable, person-centered local proposals that resolve the experience of unsheltered homelessness for people residing in encampments. Proposals may bolster existing, successful models and/or support new approaches that provide safe stable, and ultimately permanent housing for people experiencing homelessness in encampments. ERF-3-R funds may only be used for proposals that connect people	Rolling (applications accepted until June 30, 2024 or until funds are depleted)

		<p>experiencing homelessness in encampments to interim shelter with clear pathways to permanent housing or place people directly into permanent housing. ERF is not intended to be used to fund a community-wide encampment resolution program.</p> <p>Please note that encampment cleanup is not an eligible activity under this program.</p>	
<p>Housing and Community Development</p> <p><u>Community Development Block Grant Program (CDBG)</u></p>	<p>Total Available: \$19 million</p>	<p>CDBG partners with rural cities and counties to improve the lives of their low- and moderate-income residents through the creation and expansion of community and economic development opportunities in support of livable communities. Projects must address one of three national objectives:</p> <ul style="list-style-type: none"> • Benefit to low- and moderate-income persons • Aid in the prevention or elimination of slums and blight, or • Meet an urgent need <p>Only non-entitlement jurisdictions currently on the 2019–2020 Over-the-Counter (OTC) waitlist with CDBG eligible activities that have not been funded are eligible to apply.</p>	<p>Application Portal Opens: October 30, 2023</p> <p>Application Portal Closes: When funds are exhausted or by December 29, 2023</p>
<p>California Public Utilities Commission (CPUC)</p> <p><u>California Advanced Services Fund (CASF) Adoption Account</u></p>	<p>Total Available: \$20.024 million for FY 2023–24</p>	<p>Moneys in the CASF Adoption Account are available award grants to increase publicly available or after-school broadband access and digital inclusion, such as grants for digital literacy training programs and public education to communities with limited broadband adoption. The Commission is required to give preference to programs and projects in communities with demonstrated low broadband</p>	<p>Application Cycle Deadlines:</p> <p>January 1, 2024 July 1, 2024 January 1, 2025</p>

		access, including low-income communities, senior citizen communities, and communities facing socioeconomic barriers to broadband adoption. Eligible projects include digital literacy and broadband access projects.	
Governor’s Office of Planning and Research <u>ICARP Adaptation Planning Grant Program</u>	TBA	This program provides funding to help fill local, regional, and tribal planning needs, provides communities the resources to identify climate resilience priorities, and supports the development of a pipeline of climate resilient infrastructure projects across the state.	TBA NOFO for Round 2 expected to be released Winter–Spring 2024 with a Spring 2024 application deadline.
United States Environmental Protection Agency (EPA) <u>Climate Pollution Reduction Grants (CPRG) Program—Implementation Grants</u>	Approximately \$4.3 billion in funding available Anticipated Award Range: \$2 million to \$500 million Anticipated Number of Awards: 30–115 No Match Required	Applicants must either (1) seek funding to implement measures that are included in a Priority Climate Action Plan (PCAP) that was developed with funding from a CPRG planning grant or (2) implement measures included in an applicable PCAP. The CPRG program is designed to achieve the following goals: <ol style="list-style-type: none"> 1. Implement ambitious measures that will achieve significant cumulative GHG reductions by 2030 and beyond; 2. Pursue measures that will achieve substantial community benefits (such as reduction of criteria air pollutants (CAPs) and hazardous air pollutants (HAPs)), particularly in low-income and disadvantaged communities; 3. Complement other funding sources to maximize these GHG reductions and community benefits; and, 4. Pursue innovative policies and programs that are replicable and can be 	Optional Notice of Intent to Apply: February 1, 2024 Lead Applicants must submit PCAPs to EPA by March 1, 2024 Application Deadline: April 1, 2024 at 11:59 PM (ET)

		<p>“scaled up” across multiple jurisdictions.</p> <p>The CPRG general competition is also designed to incentivize eligible applicants to apply for funding together as a coalition.</p>	
<p>Economic Development Administration (EDA)</p> <p><u>FY 2023 EDA Public Works and Economic Adjustment Assistance (PWEAA) Programs</u></p>	<p>Min Award: \$100,000</p> <p>Max Award: \$30,000,000</p>	<p>EDA supports bottom-up strategies that build on regional assets to spur economic growth and resiliency. EDA encourages its grantees throughout the country to develop initiatives that present new ideas and creative approaches to advance economic prosperity in distressed communities. Through this NOFO EDA intends to advance general economic development in accordance with EDA’s investment priorities, but also to pursue projects that, where practicable, incorporate specific priorities related to equity, workforce development, and climate change resiliency so that investments can benefit everyone for decades to come.</p>	Ongoing
<p>MLB-MLBPA Youth Development Fund (YDF)</p> <p><u>MLB-MLBPA Youth Development Fund (YDF) Grant</u></p>	<p>The foundation does not set a funding range for grant requests.</p> <p>No Match Required</p>	<p>MLB-MLBPA Youth Development Foundation (YDF) is a joint initiative by MLB and MLBPA to support efforts that focus on improving the caliber, effectiveness and availability of amateur baseball and softball programs across the United States and internationally. The program supports capital projects (field lighting, renovations, and construction), baseball and softball programs, education initiatives, and school/school club infrastructure equipment.</p>	Ongoing

<p>WalMart</p> <p><u>Local Community Grant Program</u></p>	<p>Min Award: \$250</p> <p>Max Award: \$5,000</p>	<p>The Local Community Grant program funds projects in the areas of Community/Economic Development, Diversity/Inclusion, Education, Environmental Sustainability, Health and Human Service, Hunger Relief, Public Safety, Quality of Life. Organizations may submit a total number of 25 applications and/or receive up to 25 grants within the 2023 grant cycle.</p>	<p>Ongoing</p>
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Looking Ahead: Grant Program Highlights

Transportation

Name	Awards & Match	Description	Timeline
<p>California Air Resources Board (CARB) & CALSTART</p> <p><u>Clean Off-Road Equipment Voucher Incentive Program (CORE)</u></p>	<p>Voucher amounts are dependent on equipment cost, but are capped at \$500,000 (\$1,000,000 for commercial harbor craft and locomotives)</p>	<p>This voucher program is intended to encourage the purchase or lease of zero-emission off-road equipment by providing a streamlined voucher process to offset the higher cost of such technologies. These technologies include, but are not limited to: landscaping equipment, cargo handling equipment, construction equipment, commercial harbor craft, and aircraft ground power units. CORE voucher amounts are</p>	<p>Rolling—voucher requests are accepted into the queue in the order they are received.</p>

		<p>based on the incremental cost difference between traditional equipment and new zero-emission alternatives and exclude taxes and fees.</p> <p>Available equipment can be viewed here: Eligible Equipment Catalog.</p>	
<p>Santa Barbara County Association of Governments</p> <p>Measure A Cycle 4 Funding</p>	<p>Approximately \$400,000 available</p> <p>No match required.</p>	<p>The purpose of the program is to fund projects through a competitive grant process that increase pedestrian and bicycle safety to, from and near schools in North Santa Barbara County and expand and improve the North County’s regional bicycle and pedestrian facilities network.</p>	<p>Pre-Application Deadline: December 15, 2023</p> <p>Full Application Deadline: February 16, 2024</p>
<p>Caltrans</p> <p>Sustainable Transportation Planning Grants</p>	<p>No project min/max</p> <p>Total Available:</p> <ul style="list-style-type: none"> • Sustainable Communities: \$17 million • Climate Adaptation: \$31.9 million • Strategic Partnerships: \$4.5 million 	<p>The Sustainable Transportation Planning Grant Program includes:</p> <ul style="list-style-type: none"> • Sustainable Communities Grants to encourage local and regional planning that supports state goals, implements Regional Transportation Plan (RTP) Sustainable Communities Strategies (SCS) (where applicable), and to ultimately achieve the State’s greenhouse gas (GHG) reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively • Climate Adaptation Planning Grants support local and regional identification of transportation-related climate vulnerabilities through the development of climate adaptation plans, as well as project-level adaptation planning to identify adaptation projects and strategies for transportation infrastructure • Strategic Partnerships Grants to identify and address statewide, interregional, or regional transportation deficiencies on the State highway system in partnership with Caltrans. A sub-category funds transit-focused 	<p>Application Deadline: January 18, 2024</p> <p>Awards expected Summer 2024</p>

		planning projects that address multimodal transportation deficiencies. Only MPOs and RTPAs are eligible applicants under this category.	
Environmental Protection Agency Climate Pollution Reduction Grants	\$250 million available for Planning Grants \$4.3 billion is available for Implementation Grants, with awards ranging from \$2-\$500 million.	Planning grants will be awarded to states, territories, municipalities, and air pollution control agencies for the purposes of developing plans to reduce greenhouse gases. <i>While municipalities can apply on their own, they are highly encouraged to apply through/with their local air quality management district, county, or other regional partners for coalition building and applicant coordination.</i> Implementation grants will be awarded competitively for the implementation of programs, policies, projects, and measures that will reduce GHG emission. Projects must have been identified in a Priority Climate Action Plan developed under a CPRD Planning Grant.	Notice of Intent to Apply: February 1, 2024 Planning Grant Application Deadline: March 1, 2024 Implementation Grant Deadline: April 1, 2024 Awards announced July 2024

Public Safety

Name	Awards & Match	Description	Timeline
Department of Homeland Security (DHS) via CalOES State and Local Cybersecurity Grant Program	TBA Match Required	The goal of SLCGP is to assist SLT governments with managing and reducing systemic cyber risk. <ul style="list-style-type: none"> • CalOES is submitting their cybersecurity plan to FEMA/DHS by the end of September. • CalOES will then publish information on how local governments can apply for funding. • Email the program officer at Eric.Nehls@CalOES.ca.gov to be added to their listserv for updates on the program 	CalOES continues to publish updates to their timeline. More guidance expected November 2023.
CalFIRE	Total Available: \$117 million	The WP Grants Program provides funding for wildfire prevention	Application Deadline:

<p><u>Wildfire Prevention (WP) Grants Program</u></p>	<p>Recommended Request Amount: \$3 million or less</p>	<p>projects and activities in and near wildfire threatened communities that focus on increasing the protection of people, structures, and communities. Funded activities include Hazardous Fuels Reduction, Wildfire Prevention Planning, and Wildfire Prevention Education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.</p>	<p>January 10, 2024 by 3:00 PM Pacific Time</p>
<p>Federal Emergency Management Agency (FEMA)</p> <p><u>Assistance to Firefighters Grant (AFG)</u></p>	<p>No Award Maximum</p> <p>5–15% Match Required (based on population)</p>	<p>Administered by the Federal Emergency Management Agency, the program provides funding to help fire departments with critically needed resources to protect the public; to train emergency personnel, and to foster interoperability and support community resilience, as well as enhance through direct financial assistance, the safety of the public and to provide a continuum of support for emergency responders regarding fire, medical, and all hazard events.</p>	<p>NOFO Expected By End of 2023</p>
<p>Federal Emergency Management Agency (FEMA)</p> <p><u>Staffing for Adequate Fire and Emergency Response (SAFER)</u></p>	<p>No Award Maximum</p> <p>35% Match Required</p>	<p>The FEMA SAFER grant program assists local fire departments with staffing and deployment capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards.</p>	<p>NOFO Expected By End of 2023</p>

Parks and Recreation

Name	Awards & Match	Description	Timeline
<p>California Department of Parks and Recreation</p> <p><u>Statewide Park Development and Community</u></p>	<p>TBA</p>	<p>Statewide Park Program (SPP) competitive grants will create new parks and new recreation opportunities in critically underserved communities across California. SPP embraces meaningful engagement with local residents where park designs</p>	<p>TBA 2024</p>

Revitalization Program: Round 5		represent each community's unique recreation needs and creativity.	
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Water

Name	Awards & Match	Description	Timeline
Bureau of Reclamation: Water Resources and Planning Office WaterSMART Planning and Project Design Grants For FY 2023 and FY 2024	No min award amount Max Award: \$400,000 Match Required	Through Planning and Project Design Grants, Reclamation provides funding for collaborative planning and design projects to support water management improvements. This includes funding for: (1) Water Strategy Grants to conduct planning activities to improve water supplies (e.g., water supplies to disadvantaged communities that do not have reliable access to water, water marketing, water conservation, drought resilience, and ecological resilience); (2) Project Design Grants to conduct project-specific design for projects to improve water management; and (3) comprehensive Drought Contingency Plans. Note that funding to develop a water marketing strategy is now available through (1) Water Strategy Grants.	Proposals received prior to October 17, 2023 will be considered for FY 2023 funding. Proposals received after October 17, 2023 and before April 2, 2024 will be considered for FY 2024 funding, contingent on appropriations.

Community Development

Name	Awards & Match	Description	Timeline
California Public Utilities Commission (CPUC) California Advanced Services Fund (CASF) Adoption Account	Total Available: \$20.024 million for FY 2023–24	Moneys in the CASF Adoption Account are available award grants to increase publicly available or after-school broadband access and digital inclusion, such as grants for digital literacy training programs and public education to communities with limited broadband adoption. The Commission is required to give preference to programs and projects in communities with	Application Cycle Deadlines: January 1, 2024 July 1, 2024 January 1, 2025

		demonstrated low broadband access, including low-income communities, senior citizen communities, and communities facing socioeconomic barriers to broadband adoption. Eligible projects include digital literacy and broadband access projects.	
Governor's Office of Planning and Research <u>ICARP Adaptation Planning Grant Program</u>	TBA	This program provides funding to help fill local, regional, and tribal planning needs, provides communities the resources to identify climate resilience priorities, and supports the development of a pipeline of climate resilient infrastructure projects across the state.	NOFO for Round 2 expected to be released Winter–Spring 2024 with a Spring 2024 application deadline.
Economic Development Administration (EDA) <u>FY 2023 EDA Public Works and Economic Adjustment Assistance (PWEAA) Programs</u>	Min Award: \$100,000 Max Award: \$30,000,000	EDA supports bottom-up strategies that build on regional assets to spur economic growth and resiliency. EDA encourages its grantees throughout the country to develop initiatives that present new ideas and creative approaches to advance economic prosperity in distressed communities. Through this NOFO EDA intends to advance general economic development in accordance with EDA's investment priorities, but also to pursue projects that, where practicable, incorporate specific priorities related to equity, workforce development, and climate change resiliency so that investments can benefit everyone for decades to come.	Ongoing

<p>MLB-MLBPA Youth Development Fund (YDF)</p> <p><u>MLB-MLBPA Youth Development Fund (YDF) Grant</u></p>	<p>The foundation does not set a funding range for grant requests.</p> <p>No Match Required</p>	<p>MLB-MLBPA Youth Development Foundation (YDF) is a joint initiative by MLB and MLBPA to support efforts that focus on improving the caliber, effectiveness and availability of amateur baseball and softball programs across the United States and internationally. The program supports capital projects (field lighting, renovations, and construction), baseball and softball programs, education initiatives, and school/school club infrastructure equipment.</p>	<p>Ongoing</p>
<p>WalMart</p> <p><u>Local Community Grant Program</u></p>	<p>Min Award: \$250</p> <p>Max Award: \$5,000</p>	<p>The Local Community Grant program funds projects in the areas of Community/Economic Development, Diversity/Inclusion, Education, Environmental Sustainability, Health and Human Service, Hunger Relief, Public Safety, Quality of Life. Organizations may submit a total number of 25 applications and/or receive up to 25 grants within the 2023 grant cycle.</p>	<p>Ongoing</p>



Santa Barbara County Master Plan for Aging Advisory Committee Expectations

Expectations of Advisory Committee Members

The role of the committee member is to provide expertise in their areas of strength, assist with connections to a wide variety of sectors of the community, and be an ambassador for the local Master Plan for Aging (MPA). The committee will guide the work of the plan including:

- Create and implement a communication plan
- Map current initiatives, grants, funding and resources that align with the MPA
- Review and solicit a local community for enrollment in the AARP Network of Age-Friendly States and Communities
- Organize and support community outreach and assessment activities, to include listening sessions, focus groups and surveys with a focus on lifting up voices of under-represented groups
- Review data, select goals and recommend priority initiatives for the local plan
- Review and approve the plan prior to submission to California Department of Aging by March 31, 2025

Attendance is expected at monthly committee meetings via Zoom, from December 2023 through March 2025. We appreciate that your time is valuable and we commit to being punctual.

Background of the Master Plan for Aging

The Master Plan for Aging was introduced by the California Department of Aging in 2021. It includes Five Bold Goals along with hundreds of supporting strategies and initiatives, representing a 9.5 billion dollar investment. The Five Bold Goals are:

- Housing for All Stages and Ages
- Health Reimagined
- Inclusion and Equity, Not Isolation
- Caregiving That Works
- Affording Aging

The Santa Barbara County Adult and Aging Network, Independent Living Resource Center and Caring Together Santa Barbara County have done preliminary work on these goals. Now, as one of the first 15 counties to receive state funding for a local MPA, the collaboration aims to create a long-lasting plan to guide Santa Barbara County through this important demographic shift as an aging society.

To learn more about California's Master Plan for Aging, please visit <https://mpa.aging.ca.gov>.

To learn about local efforts by the Adult and Aging Network, please visit <http://www.sbcaan.org>.

For more information, please contact:

Margaret Weiss, MPH

Project Coordinator for Santa Barbara County Master Plan for Aging

mweiss@ilrc-trico.org || 805-963-0595 x117

Thank you for your interest in the Santa Barbara County Master Plan for Aging!



PLANNING DEPARTMENT

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

To: Mr. Mayor and Councilmembers
From: Brian A. Tetley, Contract Planner
Date: December 1, 2023
RE: **Planning Report For November 2023**

MINISTERIAL PROJECTS

Zoning Clearances Approved	2
Zoning Clearances Denied	0
Zoning Verification Letters	0
Business Licenses Approved	2
Business Licenses Denied	0
ADUs approved	6
AUP for Short-Term Rental Approved	0

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 batetley@urbanplanningconcepts.com or call (805) 276-4692.

Ministerial Permit Report– November 2023

(12/01/23)

Zoning Clearance Approvals

2023-058-ZC Root One 918 Guadalupe Street

2023-076-ZC Hernandez Shed 4419 Fir Street

Zoning Clearance Denials

None

ADU Approvals

2023-014-ZC Jesus ADU 4865 Sanchez Drive

2023-066-ZC Torress ADU 4801 Chapman Street

2023-075-ZC Edwards ADU 895 Guadalupe Street

2023-077-ZC Valencia ADU 318 Tognazzini Avenue

2023-078-ZC Gastelum ADU 4656 Fifth Street

2023-079-ZC Arias ADU 210 Pioneer Street

Business License Approvals

Hurtado Family Daycare 4394 Lazo Drive

Route One Farmers Market Le Roy Park

Business License Denials

None

Short-Term Rental Approvals

None

Guadalupe City Planning Department
Planning Processing Summary for November 2023
(12-01-23)

Case No.	Name/Location	Submittal Date	Comp. Date	Status	OK for Bldg. Permit Issuance
2023-047-LLA\$	Alvarez 11 th Street	07/11/23	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	03/07/23		Review Completed by all City Departments - Awaiting Applicant to provide materials and fees needed for County Surveyor review and recordation.	NO
2022-093-LS - Residential Lot Split \$	Lupe Alvarez	12/19/22		Review completed by all City Departments - Awaiting Applicant to provide materials and fees needed for County Surveyor review and recordation.	NO
2022-088-LM - Voluntary Lot Merger \$	Trudy Brands	12/05/22		Under Review.	NO
2022-063-LM \$	Mahoney Lot Merger	08/11/22	INC 9-11-22	Incomplete Application Letter sent on September 11, 2022.	NO
2022-016-GPZ 2022-017-DR 2022-018-VTTM \$	Snowy Plover	03/10/22	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
6 th Cycle Housing Element	Mandatory Update	Fall 2022	N/A	City Consultant to review revised comments from HCD and coordinate response with City Planning Director.	N/A
ADU Ordinance Update	Mandatory Update	Fall 2023	N/A	Planning Director is amending Chapter 18.53 to incorporate all revisions to the state statutes.	N/A

No\$ = unreimbursed planning work
 \$ = projects where a fixed fee has been paid



**CITY OF GUADALUPE
BUILDING DEPARTMENT**

STATUS REPORT

MONTH: November 2023

	This Month	Last Month	Year to Date	Last Year
Visitors	28	35	331	363
Inspections	239	218	1,663	3,722
Building Permits Issued	19	21	188	235
Certificate of Occupancy	2	4	27	94

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

Inspections Log - November 2023

10/31/2023	AD 9	Scheduling and records update.	x			David, 4.25 hrs
10/31/2023	FR 1	4413 3rd, Rough electric.	x			12 inspections
10/31/2023	FR 4	4413 3rd, Rough plumbing.	x			very warm, slight breeze
10/31/2023	FR 5	4413 3rd, Rough framing.	x			
10/31/2023	FR 6	4413 3rd, Gas piping.	x			
10/31/2023	FR 10	4413 3rd, Gas pressure	x			
10/31/2023	FR 8	4413 3rd, DWV test ok.	x			
10/31/2023	FN 5	238 Campodonico, Setbacks	x			
10/31/2023	UN 1	238 campodonico, Underslab drain plumbing.	x			
10/31/2023	SW 4	238 Campodonico, Sewer, 4".	x			
10/31/2023	FR 2	4844 Sanchez, Roof sheathing repairs, partial replacement.		x		
10/31/2023	SC 7	4545 Esperanza, Shower pan.	x			
10/31/2023	SW 8	Escalante Meadows, 110' 8" water line.	x			
11/1/2023	AD 9	Scheduling and records update.				
11/1/2023	AD 6	Plan check Escalante Meadows commercial kitchen ansul system.	x			David, 5.5 hrs
11/1/2023	AD 4	Cultural Arts Center, Site meeting with supers Jeremy and Quinter,	x			27 inspections, 3 plan checks
11/1/2023	AD 4	gas co to connect meter to yellow house, barn turn on is soon.	x			1 site meeting
11/1/2023	FR 7	4231 La Guardia, Bldg A, apt 1, fire sprinkler pressure ok, roughs and	x			very warm, slight breeze
11/1/2023	FR 7	pressure now ok.	x			11/1/2023
11/1/2023	FR 7	4231 La Guardia, Bldg A, apt 2, fire sprinkler pressure ok, roughs and	x			
11/1/2023	FR 7	pressure now ok.	x			
11/1/2023	FR 7	4231 La Guardia, Bldg A, apt 2, fire sprinkler pressure ok, roughs and	x			
11/1/2023	FR 7	pressure now ok.	x			
11/1/2023	FR 1	Escalante Meadows, Building 1C, apt. 101, Rough electric.	x			
11/1/2023	FR 3	Escalante Meadows, Building 1C, apt. 101, Rough mechanical.	x			
11/1/2023	FR 7	Escalante Meadows, Building 1C, apt. 101, Rough sprinklers,pressure.	x			
11/1/2023	FR 1	Escalante Meadows, Building 1C, apt. 102, Rough electric.	x			
11/1/2023	FR 3	Escalante Meadows, Building 1C, apt. 102, Rough mechanical.	x			
11/1/2023	FR 7	Escalante Meadows, Building 1C, apt. 102, Rough sprinklers,pressure.	x			
11/1/2023	FR 1	Escalante Meadows, Building 1C, apt. 103, Rough electric.	x			
11/1/2023	FR 3	Escalante Meadows, Building 1C, apt. 103, Rough mechanical.	x			
11/1/2023	FR 7	Escalante Meadows, Building 1C, apt. 103, Rough sprinklers,pressure.	x			
11/1/2023	FR 1	Escalante Meadows, Building 1C, apt. 104, Rough electric.	x			
11/1/2023	FR 3	Escalante Meadows, Building 1C, apt. 104, Rough mechanical.	x			
11/1/2023	FR 7	Escalante Meadows, Building 1C, apt. 104, Rough sprinklers,pressure.	x			
11/1/2023	FR 1	Escalante Meadows, Building 1C, apt. 201, Rough electric.	x			
11/1/2023	FR 3	Escalante Meadows, Building 1C, apt. 201, Rough mechanical.	x			
11/1/2023	FR 7	Escalante Meadows, Building 1C, apt. 201, Rough sprinklers,pressure.	x			
11/1/2023	FR 1	Escalante Meadows, Building 1C, apt. 202, Rough electric.	x			
11/1/2023	FR 3	Escalante Meadows, Building 1C, apt. 202, Rough mechanical.	x			
11/1/2023	FR 7	Escalante Meadows, Building 1C, apt. 202, Rough sprinklers,pressure.	x			
11/1/2023	FR 1	Escalante Meadows, Building 1C, apt. 203, Rough electric.	x			
11/1/2023	FR 3	Escalante Meadows, Building 1C, apt. 203, Rough mechanical.	x			
11/1/2023	FR 7	Escalante Meadows, Building 1C, apt. 203, Rough sprinklers,pressure.	x			
11/1/2023	FR 1	Escalante Meadows, Building 1C, apt. 204, Rough electric.	x			
11/1/2023	FR 3	Escalante Meadows, Building 1C, apt. 204, Rough mechanical.	x			
11/1/2023	FR 7	Escalante Meadows, Building 1C, apt. 204, Rough sprinklers,pressure.	x			
11/1/2023	SW 8	Escalante Meadows, 25' 4" water line.	x			
11/1/2023	AD 6	4418 4th, Plan check roof mount 1.6 kw pv system	x			
11/1/2023	AD 6	351 Flower, Plan check roof mount 1.6 kw pv system.	x			
11/2/2023	AD 9	Scheduling and records update.	x			David, 2.75 hrs
11/2/2023	SW 8	Escalante Meadows, 25' 6" water nine, 110' 4" water line,	x			9 inspections
11/2/2023	SW 8	35' 2" water line.	x			very warm, slight breeze
11/2/2023	FR 5	Escalante Meadows, Bldg 1C, Rough framing, apt 101.	x			11/2/2023
11/2/2023	FR 5	Escalante Meadows, Bldg 1C, Rough framing, apt 102.	x			
11/2/2023	FR 5	Escalante Meadows, Bldg 1C, Rough framing, apt 103.	x			
11/2/2023	FR 5	Escalante Meadows, Bldg 1C, Rough framing, apt 104.	x			
11/2/2023	FR 5	Escalante Meadows, Bldg 1C, Rough framing, apt 201.	x			
11/2/2023	FR 5	Escalante Meadows, Bldg 1C, Rough framing, apt 202.	x			
11/2/2023	FR 5	Escalante Meadows, Bldg 1C, Rough framing, apt 203.	x			
11/2/2023	FR 5	Escalante Meadows, Bldg 1C, Rough framing, apt 204.	x			
11/3/2023	AD 9	Scheduling and mostly records update.	x			Davis, 6.0 hrs
11/3/2023	AD 6	4512 Esparanza, Plan check 4.8 kw roof mount pv system.	x			2 inspections, 5 plan checks
11/3/2023	AD 6	4461 Holly, Plan check check 1.4 kw roof mount pv system.	x			very warm, slight wind.
11/3/2023	AD 6	4424 4th, Plan check 1.4 kw roof mount pv system.	x			11/3/2023
11/3/2023	AD 6	4455 Fir, Plan check 1.4 kw roof mount pv system.	x			
11/3/2023	AD 6	4484 Holly, Plan check 1.4 kw roof mount pv system.	x			
11/3/2023	SC 3	4443 3rd, Lath nailing.	x			
11/3/2023	SW 8	Escalante Meadows, 140' 4" water line.	x			
	SC 3	879 Guadalupe, Lath nailing, partial lower level of tower.	x			
11/6/2023	AD 9	Scheduling and mostly records update.	x			David, 3.5 hrs
11/6/2023	F 11	4360 Guerrero, Photovoltaic final, cancel at site.		x		3 inspections
11/6/2023	FR 1	4575 10th, Rough electric.	x			warm and some wind.
11/6/2023	SC 3	879 Guadalupe, Lath nailing complete for tower.	x			11/6/2023
11/6/2023	F 11	4454 Fir, Asphalt shingle reroof complete.	x			
11/7/2023	AD 9	Scheduling and mostly records update.				David, 3.0 hrs

11/7/2023	SW 6	4512 Esperanza, Conduit on roof, wall.	x			11 Inspections
11/7/2023	FN 2	4512 Esperanza, Grounding electrode ok.	x			11/7/2023
11/7/2023	FR 1	4512 Esperanza, Rough electrical.	x			
11/7/2023	F 2	4512 Esperanza, Final electrical pv.	x			
11/7/2023	F 5	4512 Esperanza, Roof pv fanning attachments.	x			
11/7/2023	FN 5	695 Obispo, Footings for pop out, east side of truss building.	x			
11/7/2023	FN 5	695 Obispo, Footings for pop out, west side of truss building.	x			
11/7/2023	FR 7	4231 La Guardia, Bldg B, Rough sprinklers and hydro, apt 1.	x			
11/7/2023	FR 7	4231 La Guardia, Bldg B, Rough sprinklers and hydro, apt 2.	x			
11/7/2023	FR 7	4231 La Guardia, Bldg B, Rough sprinklers and hydro, apt 3.	x			
11/7/2023	FR 7	4231 La Guardia, Bldg B, Rough sprinklers and hydro, apt 4.	x			
11/8/2023	AD 9	Scheduling and mostly records update.	x			David, 5.0 hrs,
11/8/2023	MS 4	449 Tognazinni, Site visit for pre-final for owner, need electrician	x			3 inspections,
11/8/2023	MS 4	to fix some problems before, this job not ready for the final, maybe	x			warm and some wind.
11/8/2023	MS 4	next week to complete the final.	x			11/8/2023
11/8/2023	FR 2	259 Camp, Roof sheathing, no rot noted.	x			
11/8/2023	FR 2	263 Camp, Roof sheathing, no rot noted.	x			
11/9/2023	AD 9	Scheduling, office support in Alice's absence, mostly records update.	x			David, 8.5 hrs
11/9/2023	F 3	4849 Sanchez, Final mechanical, replace fau, finalized.	x			33 inspections
11/9/2023	F 4	4849 Sanchez, Final plumbing, replace water heater, finalized.	x			11/9/2023
11/9/2023	F 11	4655 W. Main, Demolition of former cemetery administration	x			
11/9/2023	F 11	building is finally complete, permit issuance date: October 20, 2020.	x			
11/9/2023	F 4	4805 Chapman, Final plumbing, replace water heater, finalized.	x			
11/9/2023	F 4	4856 Chapman, Final plumbing, replace water heater, finalized.	x			
11/9/2023	F 4	134 Santa Barbara, Final plumbing, replace water heater, finalized.	x			
11/9/2023	F 3	4449 Cedar, Final mechanical, replace fau, finalized.	x			
11/9/2023	SC 6	4443 3rd, Wall, ceiling insulation complete.	x			
11/9/2023	FR 4	Escalante Meadows, 2B, Rough plumbing, apt 101	x			
11/9/2023	FR 8	Escalante Meadows, 2B, DWV top out, apt 101	x			
11/9/2023	FR 4	Escalante Meadows, 2B, Rough plumbing, apt 102.	x			
11/9/2023	FR 8	Escalante Meadows, 2B, DWV top out, apt 102.	x			
11/9/2023	FR 4	Escalante Meadows, 2B, Rough plumbing, apt 103.	x			
11/9/2023	FR 8	Escalante Meadows, 2B, DWV top out, apt 103.	x			
11/9/2023	FR 4	Escalante Meadows, 2B, Rough plumbing, apt 104.	x			
11/9/2023	FR 8	Escalante Meadows, 2B, DWV top out, apt 201.	x			
11/9/2023	FR 4	Escalante Meadows, 2B, Rough plumbing, apt 201.	x			
11/9/2023	FR 8	Escalante Meadows, 2B, DWV top out, apt 202.	x			
11/9/2023	FR 4	Escalante Meadows, 2B, Rough plumbing, apt 202.	x			
11/9/2023	FR 8	Escalante Meadows, 2B, DWV top out, apt 203.	x			
11/9/2023	FR 4	Escalante Meadows, 2B, Rough plumbing, apt 203.	x			
11/9/2023	FR 8	Escalante Meadows, 2B, DWV top out, apt 204.	x			
11/9/2023	FR 4	Escalante Meadows, 2B, Rough plumbing, apt 204.	x			
11/9/2023	FR 7	Escalante Meadows, 2B, Rough sprinklers, hydro test, apt 101.	x			
11/9/2023	FR 7	Escalante Meadows, 2B, Rough sprinklers, hydro test, apt 102.	x			
11/9/2023	FR 7	Escalante Meadows, 2B, Rough sprinklers, hydro test, apt 103.	x			
11/9/2023	FR 7	Escalante Meadows, 2B, Rough sprinklers, hydro test, apt 104.	x			
11/9/2023	FR 7	Escalante Meadows, 2B, Rough sprinklers, hydro test, apt 201.	x			
11/9/2023	FR 7	Escalante Meadows, 2B, Rough sprinklers, hydro test, apt 202.	x			
11/9/2023	FR 7	Escalante Meadows, 2B, Rough sprinklers, hydro test, apt 203.	x			
11/9/2023	FR 7	Escalante Meadows, 2B, Rough sprinklers, hydro test, apt 204.	x			
11/9/2023	SW 4	Escalante Meadows, Sewer lateral, 4", connects all 8 apts.	x			
11/13/2023	AD 9	Scheduling and records update.	x			David, 5.25 hrs
11/13/2023	F 2	4360 Guerrero, Final electrical, pv battery backup system.	x			35 inspections
11/13/2023	F 2	4360 Guerrero, Roof, wall conduit for pv battery backup system.	x			11/13/2023
11/13/2023	SC 1	4443 3rd, Drywall nailing.	x			
11/13/2023	SC 3	4455 Elm, Lath nailing.	x			
11/13/2023	SC 6	4455 Elm, Wall, ceiling insulation.	x			
11/13/2023	FR 5	4455 Elm, Rough framing.	x			
11/13/2023	FR 2	251 Blue Heron Circle, Roof nailing and framing.	x			
11/13/2023	FR 9	251 Blue Heron Circle, Partial shear, more later in project.	x			
11/13/2023	AD 4	449 Tognazinni, Meeting with owner Paul, electrician still trying to	x			
11/13/2023	AD 4	figure out electrical gfc issues in kitchen and exterior gfc locations,	x			
11/13/2023	AD 4	might be fixed soon.	x			
11/13/2023	FR 2	4486 11th, Roof nailing only.	x			
11/13/2023	FR 7	4575 10th, Rough fire sprinklers and hydro test.	x			
11/13/2023	UN 1	4231 La Guardia, C1, Underslab drain plumbing.	x			
11/13/2023	SW 4	4231 La Guardia, C1, Sewer lateral.	x			
11/13/2023	SW 4	4231 La Guardia, C2, Sewer lateral.	x			
11/13/2023	SW 4	4231 La Guardia, C3, Sewer lateral.	x			
11/13/2023	UN 1	4241 La Guardia, C1, Underslab drain plumbing.	x			
11/13/2023	SW 4	4241 La Guardia, C1, Sewer lateral.	x			
11/13/2023	SW 4	4241 La Guardia, C2, Sewer lateral.	x			
11/13/2023	SW 4	4241 La Guardia, C3, Sewer lateral.	x			
11/13/2023	SC 6	Escalante Meadows, 1C, Wall insulation, unit 101.	x			
11/13/2023	SC 6	Escalante Meadows, 1C, Wall insulation, unit 102.	x			
11/13/2023	SC 6	Escalante Meadows, 1C, Wall insulation, unit 103.	x			
11/13/2023	SC 6	Escalante Meadows, 1C, Wall insulation, unit 104.	x			
11/13/2023	SC 6	Escalante Meadows, 1C, Wall insulation, floor and ceiling, unit 201.	x			
11/13/2023	SC 6	Escalante Meadows, 1C, Wall insulation, floor and ceiling, unit 202.	x			

11/13/2023	SC 6	Escalante Meadows, 1C, Wall insulation, floor and ceiling, unit 203.	x						
11/13/2023	SC 6	Escalante Meadows, 1C, Wall insulation, floor and ceiling, unit 204.	x						
11/13/2023	FR 3	Escalante Meadows, 2B, Rough mechanical, unit 101.	x						
11/13/2023	FR 3	Escalante Meadows, 2B, Rough mechanical, unit 102.	x						
11/13/2023	FR 3	Escalante Meadows, 2B, Rough mechanical, unit 103.	x						
11/13/2023	FR 3	Escalante Meadows, 2B, Rough mechanical, unit 104.	x						
11/13/2023	FR 3	Escalante Meadows, 2B, Rough mechanical, unit 201.	x						
11/13/2023	FR 3	Escalante Meadows, 2B, Rough mechanical, unit 202.	x						
11/13/2023	FR 3	Escalante Meadows, 2B, Rough mechanical, unit 203.	x						
11/13/2023	FR 3	Escalante Meadows, 2B, Rough mechanical, unit 204.	x						
11/14/2023	AD 9	Scheduling and mostly records update.	x						David, 4.25 hrs
11/14/2023	FR 2	Escalante Meadows, 7B, Roof nailing unit 201.	x						8 inspections ,
11/14/2023	FR 2	Escalante Meadows, 7B, Roof nailing unit 202.	x						warm, little breeze, high clouds
11/14/2023	FR 2	Escalante Meadows, 7B, Roof nailing unit 203.	x						11/14/2023
11/14/2023	FR 2	Escalante Meadows, 7B, Roof nailing unit 204.	x						
11/14/2023	FN 5	4231 La Guardia, C1, Footings,holdowns	x						
11/14/2023	FN 2	4231 La Guardia, C1 Grounding electrode, #4 rebar.	x						
11/14/2023	FN 5	4241 La Guardia, C1, Footings,holdowns	x						
11/14/2023	FN 2	4241 La Guardia, C1 Grounding electrode, #4 rebar.	x						
11/15/2023	AD 9	Scheduling and records update,	x						David, 3.5 hrs
11/15/2023	AD 6	1057 Gualarte, Plan check 3.2 kw roof mount pv system.	x						7 inspections, 2 pv plan checks,
11/15/2023	AD 6	323 Las Flores, Plan check 2.8 kw roof mount pv system.	x						2 site meetings, very windy today
11/15/2023	F 11	409 Tognazinni, Final ADU, attached, cert of occupancy issued.	x						11/15/2023
11/15/2023	F 2	409 Tognazinni, Final electrical.	x						
11/15/2023	F 3	409 Tognazinni,Final mechanical.	x						
11/15/2023	F 4	410 Pioneer, Final plumbing.	x						
11/15/2023	F 6	410 Pioneer, Smokies and carbon monox alarms tested.	x						
11/15/2023	SC 1	4581 10th, Drywall nailing.	x						
11/15/2023	AD 4	Escalante Meadows, Meeting with super Clayton.	x						
11/15/2023	AD 4	La Guardia, Meeting with super Mr Cobb.	x						
11/16/2023	AD 9	Scheduling and records update.	x						David, 4.5 hrs
11/16/2023	SW 4	4721 W. Main, Sewer lateral, 4", unit E.	x						22 inspections
11/16/2023	SW 4	4721 W. Main, Sewer lateral, 4", unit F.	x						very windy, some clouds
11/16/2023	SC 1	Escalante Meadows, 1C, Drywall nailing, lid only, unit 101.	x		x				11/16/2023
11/16/2023	SC 1	Escalante Meadows, 1C, Drywall nailing, lid only, unit 102.	x		x				
11/16/2023	SC 1	Escalante Meadows, 1C, Drywall nailing, unit 201 complete.	x						
11/16/2023	SC 1	Escalante Meadows, 1C, Drywall nailing, unit 202 complete.	x						
11/16/2023	FR 1	Escalante Meadows, 2A, Rough electrical, unit 101.	x						
11/16/2023	FR 1	Escalante Meadows, 2A, Rough electrical, unit 102.	x						
11/16/2023	FR 1	Escalante Meadows, 2A, Rough electrical, unit 103.	x						
11/16/2023	FR 1	Escalante Meadows, 2A, Rough electrical, unit 104.	x						
11/16/2023	FR 1	Escalante Meadows, 2A, Rough electrical, unit 201.	x						
11/16/2023	FR 1	Escalante Meadows, 2A, Rough electrical, unit 202.	x						
11/16/2023	FR 1	Escalante Meadows, 2A, Rough electrical, unit 203.	x						
11/16/2023	FR 1	Escalante Meadows, 2A, Rough electrical, unit 204.	x						
11/16/2023	FR 5	Escalante Meadows, 2A, Rough framing, unit 101.	x						
11/16/2023	FR 5	Escalante Meadows, 2A, Rough framing, unit 102.	x						
11/16/2023	FR 5	Escalante Meadows, 2A, Rough framing, unit 103.	x						
11/16/2023	FR 5	Escalante Meadows, 2A, Rough framing, unit 104.	x						
11/16/2023	FR 5	Escalante Meadows, 2A, Rough framing, unit 201.	x						
11/16/2023	FR 5	Escalante Meadows, 2A, Rough framing, unit 202.	x						
11/16/2023	FR 5	Escalante Meadows, 2A, Rough framing, unit 203.	x						
11/16/2023	FR 5	Escalante Meadows, 2A, Rough framing, unit 204.	x						
11/17/2023	AD 9	Scheduling and records update.	x						David,3.25 hrs
11/17/2023	F 11	4545 Esperanza, Final ADU, attached, cert of occupancy issued.	x						11 inspections, 2 site visits
11/17/2023	F 2	4545 Esperanza, Final electrical.	x						windy, cloudy, rain arriving soon
11/17/2023	F 3	4545 Esperanza,Final mechanical.	x						11/17/2023
11/17/2023	F 4	4545 Esperanza, Final plumbing.	x						
11/17/2023	F 6	4545 Esperanza, Smokies and carbon monox alarms tested.	x						
11/17/2023	F 11	1195 Peralta, Asphalt shingle reroof complete.	x						
11/17/2023	F 11	4751 3rd, Asphalt shingle reroof complete.	x						
11/17/2023	SW 8	439 Campodonico, Water line replacement complete.	x						
11/17/2023	F 11	4858 Hernandez, TPO reroof is complete.	x						
11/17/2023	F 11	154 Pt Sal Dunes, New asphalt roof complete.	x						
11/17/2023	F 11	4449 Elm, Asphalt shingle reroof complete.	x						
11/17/2023	MS 4	La Guardia apartments, Site meeting with super Mr. Cobb	x						
11/17/2023	MS 4	Escalante Meadows, Site meeting with supr Clayton.	x						
11/20/2023	AD 9	Scheduling and mostly records updates.	x						David, 2.75 hrs
11/20/2023	MS 4	4419 Fir, Site visit for customer to facilitate rear yard shed plans.	x						1 site visit
11/21/2023	AD 9	Scheduling and records update.	x						David, 2.0 hrs
11/21/2023	FR 8	Escalante Meadows, 3B, DWV top out, unit 101.	x						13 inspections
11/21/2023	FR 8	Escalante Meadows, 3B, DWV top out, unit 102.	x						some clouds
11/21/2023	FR 8	Escalante Meadows, 3B, DWV top out, unit 103.	x						11/21/2023
11/21/2023	FR 8	Escalante Meadows, 3B, DWV top out, unit 104.	x						
11/21/2023	FR 8	Escalante Meadows, 3B, DWV top out, unit 201.	x						

11/21/2023	FR 8	Escalante Meadows, 3B, DWV top out, unit 202.	x						
11/21/2023	FR 8	Escalante Meadows, 3B, DWV top out, unit 203	x						
11/21/2023	FR 8	Escalante Meadows, 3B, DWV top out, unit 204.	x						
11/21/2023	SW 4	Escalante Meadows, 4" sewer lateral for all 8 apartments.	x						
11/21/2023	SC 6	Escalante Meadows, Wall, ceiling insulation, unit 202.	x						
11/21/2023	SC 1	Escalante Meadows, 1C, Drywall nailing, unit 101.	x						
11/21/2023	SC 1	Escalante Meadows. 1C, Drywall nailing, unit 102	x						
11/21/2023	F 11	4511 9th, Asphalt shingle reroof complete	x						
11/28/2023	AD 9	scheduling and records update.	x					David, 3.0 hrs	
11/28/2023	SW 6	4424 4th, Conduit on roof, wall.	x					32 inspections	
11/28/2023	FN 2	4424 4th, Grounding electrode ok.	x					some clouds and showers	
11/28/2023	FR 1	4424 4th, Rough electrical.	x					11/28/2023	
11/28/2023	F 2	4424 4th, Final electrical pv.	x						
11/28/2023	F 5	4424 4th, Roof pv fanning attachments.	x						
11/28/2023	SW 6	4418 4th, Conduit on roof, wall.	x						
11/28/2023	FN 2	4418 4th, Grounding electrode ok.	x						
11/28/2023	FR 1	4418 4th, Rough electrical.	x						
11/28/2023	F 2	4418 4th, Final electrical pv.	x						
11/28/2023	F 5	4418 4th, Roof pv fanning attachments.	x						
11/28/2023	SW 6	351 Flower, Conduit on roof, wall.	x						
11/28/2023	FN 2	351 Flower, Grounding electrode ok.	x						
11/28/2023	FR 1	351 Flower, Rough electrical.	x						
11/28/2023	F 2	351 Flower, Final electrical pv.	x						
11/28/2023	F 5	351 Flower, Roof pv fanning attachments.	x						
11/28/2023	SW 6	4455 Fir, Conduit on roof, wall.	x						
11/28/2023	FN 2	4455 Fir, Grounding electrode ok.	x						
11/28/2023	FR 1	4455 Fir, Rough electrical.	x						
11/28/2023	F 2	4455, Final electrical pv.	x						
11/28/2023	F 5	4455 Fir, Roof pv fanning attachments.	x						
11/28/2023	SW 6	4461 Holly, Conduit on roof, wall.	x						
11/28/2023	FN 2	4461 Holly, Grounding electrode ok.	x						
11/28/2023	FR 1	4461 Holly, Rough electrical.	x						
11/28/2023	F 2	4461 Holly, Final electrical pv.	x						
11/28/2023	F 5	4461 Holly, Roof pv fanning attachments.	x						
11/28/2023	SW 6	4484 Holly, Conduit on roof, wall.	x						
11/28/2023	FN 2	4484 Holly, Grounding electrode ok.	x						
11/28/2023	FR 1	4484 Holly, Rough electrical.	x						
11/28/2023	F 2	4484 Holly, Final electrical pv.	x						
11/28/2023	F 5	4484 Holly, Roof pv fanning attachments.	x						
11/28/2023	FN 5	4231 La Guardia, Concrete slab, rebar, unit C2.	x						
11/28/2023	FN 5	4241 La Guardia, Concrete slab, rebar, unit C2.	x						
11/29/2023	AD 9	Scheduling and records update.	x					David, 3.75 hrs	
11/29/2023	SW 8	4418 4th, Water line replacement, complete.	x					7 inspections, 2 site visits	
11/29/2023	MS 4	La Guardia apartments, site meeting with Mr. Cobb.	x					warm and breeze	
11/29/2023	MS 4	Curtural Arts Center, Site meeting with Mr. Green, after nearly 4	x					11/29/2023	
11/29/2023	MS 4	years this job is very close to completion, about 99% complete.	x						
11/29/2023	SC 6	Escalante Meadows, Wall, ceiling, insulation, 2A, unit 101.	x						
11/29/2023	SC 6	Escalante Meadows, Wall, ceiling, insulation, 2A, unit 102.	x						
11/29/2023	SC 6	Escalante Meadows, Wall, ceiling, insulation, 2A, unit 103.	x						
11/29/2023	SC 6	Escalante Meadows, Wall, ceiling, insulation, 2A, unit 104.	x						
11/29/2023	SC 6	Escalante Meadows, Wall, ceiling, insulation, 2A, unit 201.	x						
11/29/2023	SC 6	Escalante Meadows, Wall, ceiling, insulation, 2A, unit 203.	x						
11/29/2023	SC 6	Escalante Meadows, Wall, ceiling, insulation, 2A, unit 204.	x						
11/30/2023	AD 9	Scheduling and mostly records update.	x					David, 4.25 hrs	
11/30/2023	SC 6	Escalante Meadows, 1C, Drywall nailing ceiling only, unit 103.	x					4 inspections	
11/30/2023	SC 6	Escalante Meadows, 1C, Drywall nailing ceiling only, unit 104.	x					some clouds and warm	
11/30/2023	SC 6	Escalante Meadows, 1C, Unit 203, all drywall nailing.	x					11/30/2023	
11/30/2023	SC 6	Escalante Meadows, 1C, Unit 204, all drywall nailing.	x						
		David Rose, contract bldg insp, November, 2023, total of 239							
		inspections, 2 certs of occupancies issued, 17 inspection days of 31							
		calendar dasys. Thank you very much !!!!							



City Engineers Report

Capital Projects

1. Royal Theater
 - a. project manager-
 - b. Status
 - i. Plans and Specifications are complete.
 - ii. Construction Management team approved
 - c. Next Steps
 - i. Bidding the project
 - d. Schedule
 - i. Bidding first quarter 24
 - ii. Contracts, insurance, submittals notice of award second quarter 24
 - iii. Construction third quarter 24 to third quarter 25
 - iv. Construction closes out end of 25

2. Leroy Park Phase II
 - a. Project manager –
 - b. Status
 - i. Received award of funding
 - c. Next steps
 - i. Complete Plans and Specifications
 - d. Schedule

3. Cal-Trans ADA project
 - a. Project manager-Cal-Trans
 - b. Status
 - i. Currently under design
 - c. Next steps
 - i. Final approval of plans and specifications
 - d. Schedule
 - i. Plans and Specifications end of 23 early 24
 - ii. Bidding and notice to proceed end of first quarter 24
 - iii. Construction second quarter 24 to first quarter 25

4. Cal-Trans HWY 1 Bridge
 - a. Project manager – Cal-Trans
 - b. Status
 - i. Preliminary Design

- c. Next Steps
 - i. Completion of Design
 - d. Schedule
 - i. Design Plans and Specifications end of 24
 - 1. Construction in 25
- 5. Cal-Trans HWY 166, HWY 1
 - a. Project Manager- Cal-Trans, SBCAG, City
 - b. Status
 - i. Funding Secured
 - ii. Begin preliminary design
 - c. Next Steps
 - i. Preliminary design
 - d. Schedule
 - i. Design 24
 - ii. Construction 25 26
- 6. HWY 1 Lift Station
 - a. Project Manager- City Public Works
 - b. Status
 - i. Funding secured
 - ii. Contractor selected
 - c. Next steps
 - i. Provide notice to proceed
 - ii. Contract for inspection services/ CM
 - d. Schedule
 - i. Construction begins first quarter of 24
 - ii. Construction ends prior to Cal-Trans ADA project
- 7. Pioneer Lift Station
 - a. Project Manager – City Public Works
 - b. Status
 - i. Plans and Specifications preparation
 - c. Next steps
 - i. Complete plans and specifications
 - ii. Bid project
 - d. Schedule
 - i. Bid project early 24
 - ii. Construct project mid 24
 - iii. Complete project end of 24
- 8. Guadalupe WWTP
 - a. Project Manager- City Public Works
 - b. Status
 - i. MKN and associates preparing engineering report required by RWQCB
 - ii. Installing second sampling station

- iii. New grit chamber to be installed end of November
- iv. Fencing complete and new irrigation piping ordered
- v. Repairing screw press BIOlac system
- c. Next steps
 - i. Remove sludge from ponds
 - ii. Repair aerators BIOlac, facultative ponds
 - iii. Install valve vault
 - iv. Install recirculation meter activated Sludge
 - v. Install effluent pipe Pond C
 - vi. Rebuild Pond C
 - vii. Apply for consolidation grant RWQCB
 - viii. Get back into compliance with RWQCB
- d. Schedule
 - i. Completion asap mid 24

9. Central Park

- a. Project manager-
- b. Status
 - i. Under design
 - 1. Actual Park in final design
 - 2. Water tank painting final design
 - 3. Cell tower relocation encroachment permit issued
- c. Next steps
 - i. Complete final design Water Tank
 - ii. Bid Water Tank
 - iii. Complete relocation of Cell Towers
 - iv. Complete Painting of Water Tank
 - v. Re-install Cell towers
 - vi. Bid and complete construction of new Park
- d. Schedule
 - i. Relocation of Cell Towers prior to April 1st, 2024
 - ii. Begin Painting of Water Tower April 1st
 - iii. Reinstall Cell Towers May 2024
 - iv. Park construction begins June 2024
 - v. Project completion December 2024

10. 303 Obispo Street recharge station

- a. Project Manager -City of Guadalupe
 - i. PGE
 - ii. Meyers Aston
- b. Status
 - i. Under final design
- c. Next Steps
 - i. Complete Design
 - ii. Bid
- d. Schedule

- i. Complete Design /Bid spring 2024
- ii. Construction second and third Quarter 2024

11. Police Station Electrical Service

- a. Project Manager-City of Guadalupe
- b. Status
 - i. PGE contract signed
 - ii. Electrical service purchased
- c. Next Steps
 - i. PGE to install service connection.
 - ii. Electrical contractor to install new meter and electrical service box
- d. Schedule
 - i. Spring of 2024

12. Bonita Tank Demolition

- a. Project manager -Public Works
- b. Statue
 - i. Under construction
- c. Next Steps
 - i. APCD demolition permit
 - ii. City demolition permit
 - iii. Asbestos assessment
- d. Schedule
 - i. Early 2024 demolition complete

13. Amtrack improvement project

- a. Project Manager City of Guadalupe
- b. Status
 - i. Received funding notification
- c. Next Steps
 - i. Hire a consultant to prepare plans
- d. Schedule
 - i. TBD

14. Grants and Funding

- a. Transit van
- b. Two Electric Buses
- c. SB 125 funding
- d. Water Conservation Grant SB Water Agency
- e. Transit funding
- f. Streets and Highway funding
- g. FEMA funding



PUBLIC SAFETY DIRECTOR'S REPORT

December 6, 2023

STAFFING

Police

- One (1) police officer was released that did not complete his / her Field Training Program and Probation period, December 4, 2023
- Current staffing budgeted – seven (7) police officer positions
 - a. Two (2) officers are on Workmen's Comp and are unavailable for duty.
 - b. One (1) officer in Field Training Program. Completion by January 2024
 - c. Two (2) police officers available for field duty
 - d. Two (2) officer candidates are completing the hiring process

Fire

- Current staffing budgeted – six (6) firefighter positions
 - a. Three (3) Fire Captains currently available
 - b. Two (2) Fire Engineers currently available
 - c. One (1) vacant Fire Engineer position open
 - d. One (1) Paid -Call Firefighter currently available

ACTIVITY

- Impact Fee Study has been pushed back to a later City Council meeting to complete ordinance.
- Public Safety is working with city grant writer on the following grant opportunities;
 1. CalFire – Wildfire Prevention (WP) Grants Program – Deadline January 10, 2024
 2. Firehouse Subs Grant Program – Deadline January 11, 2024
 3. California Office of Traffic Safety (CalOTS) – Deadline January 31, 2024
 4. FEMA Assistance to Firefighters Grant (AFG) – Deadline February 2024
 5. FEMA Staffing for Adequate Fire and Emergency Response (SAFER) – Deadline February to March 2024
- **The Santa Barbara Office of Emergency Management (OEM)** has some remaining PSPS grant funds to be used by the end of the year and we would like to set up some supply caches at a few locations in the county that may become isolated in the event of power loss. Guadalupe and Cuyama are the selected sites. Each site will be funded with **\$15,500 dollars'** worth of supplies, (see attached)
- **The Santa Barbara County One805** fundraising group has funded the Guadalupe Department of Public Safety, three (3) Self Contained Breathing Apparatus (SBCA) with a value of **\$30,000**.
- Looking into purchasing a C-Train to store Emergency Preparedness Supplies
- **Santa Barbara County One805** funded generator has been purchased and is currently being built to specifications for the Guadalupe City Hall building. **Total cost \$80,000.**

Supplies Cache List

Supplies	Category	Source	Link	Order	Total before			Total	Quantity	Details/Notes	Takeaway/Site Use	Priority/Add on
				Quantity For 1 Site)	Price Per Unit	Tax	Grand Total					
Foldable Walker	Accessibility	1800WheelChair	Medical Walker - Adult Walkers 1800wheelchair.com	2	\$ 84.00	\$ 168.00	\$ 182.70	2	DRI could possibly donate	Site Use		
Matches or lighters (fire source)	All Purpose	Amazon	Amazon.com: Diamond Greenlight Strike on Box Matches, 300 Count, 3	1	\$ 9.95	\$ 9.95	\$ 10.82	3	pack of 3-300 count boxes.	Takeaway		
Waterless body wipes	Hygiene	Amazon	Amazon.com: Nurture XL Ultra Thick Body Wipes for Adults w/Aloe 40 Extra L	2	\$ 39.94	\$ 79.88	\$ 86.87	24	Pack of 12 10-count wipes (24 PACKS TOTAL for ta	Takeaway		
Diapers-size 4	Hygiene	Amazon	Amazon.com: Pampers Baby Diapers and Wipes Starter Kit, Swaddlers Dispos	1	\$ 146.85	\$ 146.85	\$ 159.70	300	300 diapers TOTAL. Includes 1008 wipes (12packs)	Takeaway		
Diapers-size 2	Hygiene	Amazon	Amazon.com: Pampers Swaddlers Diapers - Size 2, 186 Count, Ultra Soft Disp	1	\$ 45.23	\$ 45.23	\$ 49.19	186	186 total diapers	Takeaway		
Adult Diapers	Hygiene	Walmart	Depend Night Defense Adult Incontinence Underwear for Women, Overnight, L	1	\$ 14.88	\$ 14.88	\$ 16.18	14	14 count-Large Size	Takeaway		
Water	Food	Amazon	Amazon.com: CRYSTAL GEYSER SINCE 1977 Pallet Of 48 Cases Of Alpine J	3	\$ 818.99	\$ 2,456.97	\$ 2,456.97	864	48 Case Pallet of 6 gallon packs-864 gallons total (Takeaway		
Pediasure (children)	Food	Costco	PediaSure with OptiGRO Plus Kids Shake 8 fl oz., 24-count Costco	3	\$ 47.99	\$ 143.97	\$ 143.97	48	24 pack of 8fl oz bottles (72 individual bottles t	Takeaway		
Ensure (elderly)	Food	Costco	Ensure Original Nutrition Shake, 8 fl. oz. 30-pack, Vanilla Costco	7	\$ 49.99	\$ 349.93	\$ 349.93	180	30 pack of 8fl oz bottles (210 individual bottles)	Takeaway		
Baby Formula	Food	Walmart	Similac 360 Total Care Ready-to-Feed Infant Formula, 8-fl-oz Bottle, Pack	16	\$ 19.98	\$ 319.68	\$ 319.68	90	6 pack of 8fl oz bottles (96 bottles total)	Takeaway		
Food -Ready Hour 3Month	Food	Ready Hour	Ready Hour 3-Month Emergency Food Supply (2,000+ calories/day)	1	\$ 797.00	\$ 797.00	\$ 797.00	980	200 Entrée servings/296 sides/290 breakfast/60	Takeaway		
Storage Bin for supplies	Storage	Costco	https://www.costco.com/greenmade-27-gallon-storage-bin%2c4-pack.product	3	\$ 47.99	\$ 143.97	\$ 156.57	12	4pack-12 bins total. Needed for smaller supplies.	Site Use		
Box fans	Air	Home Depot	Lasko 20 in. 3 Speeds Box Fan in White with Save-Smart Technology for	12	\$ 24.98	\$ 299.76	\$ 325.99	12	currently only 26 in stock, preferred 30	Takeaway		
Air filters	Air	Home Depot	HDX 20 in. x 20 in. x 1 in. Premium Pleated Furnace Air Filter FPR 10, MER	12	\$ 11.49	\$ 137.88	\$ 149.94	12	4+ items for that price	Takeaway		
Tape-Masking	Air	Staples	Staples® Official Online Store (staplesadvantage.com)	12	\$ 2.98	\$ 35.76	\$ 38.53	12	1.88x60 yards	Takeaway		
Buckets	All Purpose	Home Depot	Leaktite 5 gal. 70mil Food Safe Bucket White 005GFSWH020 - The Home Dep	12	\$ 4.76	\$ 57.12	\$ 62.12	12		Takeaway/Site Use		
Bucket Lids	All Purpose	Home Depot	Leaktite White Reusable Easy Off Lid for 5-Gal. Pail (Pack of 3) 209325 - The H	4	\$ 7.62	\$ 30.48	\$ 33.15	12	pack of 3	Takeaway/Site Use		
A pair of work gloves	All Purpose	Home Depot	FIRM GRIP Suede Leather Palm Large Glove 65023-72 - The Home Depot	10	\$ 3.47	\$ 34.70	\$ 37.74	10		Takeaway/Site Use		
Antibacterial Hand Soap	Hygiene	Home Depot	DIAL 11 oz. Liquid Hand Soap 20931 - The Home Depot	15	\$ 2.48	\$ 37.20	\$ 40.46	15	11 Fl Oz bottle	Takeaway/Site Use		
Stand Up Lights	Lighting	Home Depot	VEVOR Work Light Handheld 5000 Lumen Dual-head LED Jobsite Light	3	\$ 48.59	\$ 145.77	\$ 193.52	3	Currently on Sale	Site Use		
Flashlights	Lighting	Ready America	"AA" Flashlight - Yellow - Ready America The Disaster Supply Professionals	20	\$ 2.99	\$ 59.80	\$ 65.03	20	(2) AA Batteries per flashlight	Takeaway/Site Use		
AA Batteries	Lighting	Uline	Duracell® Procell® AA Alkaline Batteries S-15605 - Uline	5	\$ 15.00	\$ 75.00	\$ 80.81	120	24 per pack. Batteries for flashlights and Radios an	Takeaway/Site Use		
First Aid Kit	Medical	Red Cross	Large, 50 Person First Aid Kit Red Cross Store	5	\$ 59.99	\$ 299.95	\$ 342.62	5	50 person kit-Capacity for 225 people	Takeaway/Site Use		
Paper towels	All Purpose	Staples	Staples® Official Online Store (staplesadvantage.com)	1	\$ 38.09	\$ 38.09	\$ 41.04	30	30 rolls per carton	Takeaway/Site Use		
Notebook	All Purpose	Staples	Staples® Official Online Store (staplesadvantage.com)	1	\$ 1.67	\$ 1.67	\$ 1.80	5	4x6 pads, 5 pads per pack	Site Use		
Writing Utensils	All Purpose	Staples	Staples® Official Online Store (staplesadvantage.com)	1	\$ 1.03	\$ 1.03	\$ 1.11	12	12 pens per pack	Site Use		
Toilet Paper	Hygiene	Staples	Staples® Official Online Store (staplesadvantage.com)	3	\$ 33.65	\$ 100.95	\$ 108.77	144	48 rolls per carton (144 ROLLS TOTAL)	Takeaway/Site Use		
Hand sanitizer	Hygiene	Staples	Staples® Official Online Store (staplesadvantage.com)	3	\$ 49.86	\$ 149.58	\$ 161.17	36	12-12oz bottles per carton	Takeaway/Site Use		
HotHands hand & Body warmers	Heat	Uline	HotHands® Hand Warmers, Toe Warmers in Stock - ULINE	3	\$ 33.00	\$ 99.00	\$ 106.67	120	40 per pack (120 TOTAL)	Takeaway/Site Use		
Portable Heaters	Heat	Uline	Portable Electric Heaters, Portable Space Heaters in Stock - ULINE	10	\$ 50.00	\$ 500.00	\$ 538.75	10	Ceramic Floor heater-Must buy 3 or more for price	Takeaway/Site Use		
Garbage bags	Hygiene	Uline	Steel Tuff® Trash Bags, Steel Tuff® Trash Liners in Stock - ULINE	5	\$ 44.00	\$ 220.00	\$ 330.91	225	50 per pack	Takeaway/Site Use		
Disinfecting Wipes	Hygiene	Walmart	Clorox Disinfecting Wipes On The Go, Bleach Free Travel Wipes - Fresh Scent	12	\$ 14.19	\$ 170.28	\$ 185.18	288	24 packs of 9ct wipes	Takeaway		
Solar Generator	Electrical	Home Depot	EcoFlow 500W Output/1000W Peak Push-Button Start Solar Generator RN	3	\$ 499.00	\$ 1,497.00	\$ 1,627.99	3	To power stand-up lights at site	Site Use		
Dry Food-Dog	Pet Preparedness	Chewy	PURINA BENEFUL Originals with Farm-Raised Beef Real Meat Dog Food, 3.5	5	\$ 5.98	\$ 29.90	\$ 32.52	5	3.5lb bags for takeaway	Takeaway		
Dry Food-Cat	Pet Preparedness	Chewy	CAT CHOW Complete with Chicken & Vitamins Dry Cat Food, 3.15-lb bag - Ch	5	\$ 7.14	\$ 35.70	\$ 38.82	5	3.15lb bags (small for takeaway)	Takeaway		
Carriers	Pet Preparedness	Amazon	Amazon.com : Kisston 12 Pieces Cardboard Pet Carriers 17.5 x 8.5 x 15 Inches	2	\$ 53.99	\$ 107.98	\$ 117.43	10	Pack of 10, for Cats, pocket pets	Takeaway		
Dog Leash	Pet Preparedness	Amazon	Amazon.com : COVGOP! Slip Lead Dog Leash, 6 pcs Short Pet Leashes Slip L	2	\$ 11.99	\$ 23.98	\$ 26.08	6	Pack of 6, 6ft	Takeaway		
Blankets	All Purpose	Ready America	Fleece Blanket - Ready America The Disaster Supply Professionals	30	\$ 9.99	\$ 299.70	\$ 325.92	30				
Cots	All Purpose	Wayfair	MoNIBloom Camping Cot Folding Portable Sleeping Bed Backpacking Co	12	\$ 45.31	\$ 543.72	\$ 591.30	12	300lb capacity folding. On sale now			

Subtotal	\$	9,708.31	
Shipping	\$	145.28	<i>Shipping expected to increase once purchase is in process</i>
Estimated Tax	\$	481.36	
Total	\$	10,334.95	(6.43)

PSPS Funding	\$	31,024.13	
2 sites	\$	15,512.07	
3 sites	\$	10,341.38	<i>As of 11/28. May change</i>



HUMAN RESOURCES MONTHLY REPORT

October 11 through November 2023

RECRUITMENT

- **Public Safety:**

On October 20th, five (5) candidates were interviewed for Police Officer/EMT positions. Two (2) were regretted, with two (2) pending. Background and polygraph were completed on one (1) candidate. Scheduling for a psychological evaluation was delayed as details with a psychologist not previously used by the City/Police Department had to be worked out.

- **Wastewater Treatment Plant:**

On November 15th, three (3) candidates were interviewed for Operator-in-Training. Four (4) had been previously phone screened. The OIT Program is for a 12-month period but there is no guarantee of full-time employment after the 12-month training period is over. One candidate was regretted. Reference checking is occurring for two.

- **Recreation**

On October 25th, two (2) candidates were phone screened and both regretted. A third candidate was phone screened on November 3rd and brought in for an interview on November 17th. Reference checking following with a conditional offer of employment, was extended.

- **Human Resources**

One candidate was phone screened on November 1st and another on November 9th. Both were interviewed on November 29th. Decision pending.

BENEFITS

CalPERS' open enrollment for health insurance changes was from September 18th through October 13th. All employees were sent the new premium rates for the various health plans our employees are eligible to use. There are four (4) different employee premium rates for the four (4) employee groups: Fire, Police, SEIU and Unrepresented Employees. Incorrect premium

HR Monthly Report – October 11 through November 2023

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rates for nine (9) employees in one employee group was discovered in mid-November, after the open enrollment period had ended. A recalculation of the premiums was made and each employee was met with to discuss the error and the potential outcome. For one employee, the incorrect premium rate showed \$200 per month less than the actual rate.

A request was made to CalPERS to allow anyone in the affected employee group to make any changes, such as change health plans, add/delete dependents, etc. CalPERS requested specific information on the issue which was provided via email. HR's initial request was made on November 10th. CalPERS approved the exception, and HR received confirmation via email on November 30th.

LABOR RELATIONS

With the City Council's approval of the POA MOU at the October 24th meeting, a recalculation of health premiums and salary adjustments for a \$5 per hour COLA, were completed retroactive to August 19, 2023 for the 12/01/23 payday. (The MOU term is August 19, 2023 through June 30, 2024.)

Participated in last two (2) negotiation meetings with SEIU. The City's 6th counterproposal was brought to its membership for a vote on November 21st. It was unanimously approved. HR completed all updated language for the MOU, which was reviewed by the City Attorney and SEIU union representative. The MOU has a term of July 1, 2023 through June 30, 2025. If approved by the City Council in its December 12th meeting, salary adjustments retroactive to July 1, 2023 will be prepared for the 17 SEIU employees for payout on the December 29th payday. It was agreed between the City and the Union that another item, Standby Pay, which will also be retroactive July 1 2023, has been deferred to January 2024 for completion due to extensive research going back six (6) months.

WORKERS COMPENSATION

Updated the status of two (2) long-term claims with our carrier. One claim is nearing completion with the employee having had a Qualified Medical Examination (QME) in October with the results recently received. A QME evaluation is typically done when it appears that any ongoing treatment for the injury/condition may not provide further recovery. Continued monitoring is occurring on the other claim.

MISCELLANEOUS

Revised Recreation Services Manager job description.

HR Monthly Report – October 11 through November 2023

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Developing job description for attendant/coordinator position for the Senior Center. Once completed, it will be reviewed by SEIU with an agreed upon salary grade. Recruitment will then begin.

Ongoing updating of all HR files to ensure correct chronology of salary changes and employment history.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of December 12, 2023

Prepared by:
Larry Appel, Contract Planning Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: Public Hearing to consider amendments to the Accessory Dwelling Unit (ADU) Ordinance (Chapter 18.53).

EXECUTIVE SUMMARY:

In 2018 and 2019, and more recently in 2022, staff updated the accessory dwelling unit (ADU) chapter of the Guadalupe Municipal Code (Chapter 18.53). Since the most recent amendment to the City's ordinance, there have been further amendments to the State regulations requiring additional revisions to the City's local ordinance. The attached Ordinance No. 2023-513 has incorporated the necessary amendments into this most recent version of our ADU program.

RECOMMENDATION:

It is recommended that the City Council:

- 1) Receive a presentation from staff; and
- 2) Conduct a public hearing and a) approve a Notice of Exemption from CEQA for Ordinance No. 2023-513; and 2) introduce by title only and waive the first reading of Ordinance No. 2023-513 amending Chapter 18.53 of the Municipal Code; and
- 3) Continue Ordinance No. 2023-513 to January 10, 2024, for second reading and adoption.

BACKGROUND:

The state continues to pass bills that reduce local agency's ability to regulate ADUs and Junior ADUs (JADU). Staff has amended the local ordinance four times in the last six years. This current amendment relaxes height and setback requirements along with a few other changes which will be discussed below. Over 89 ADUs have been approved in Guadalupe through November of this year.

DISCUSSION:

There are a number of amendments necessary to bring the local ordinance into full compliance with the state which are discussed below:

Definitions (18.53.030) – A 17th definition was added for Regional Housing Needs Allocation (RHNA) identifying an ADU and/or JADU as an adequate site to meet RHNA requirements. The recently adopted 2042 General Plan identified sufficient land and densities to meet the current RHNA requirements for the 6th Cycle of the Housing Element. Any ADU units developed would exceed our minimum requirements.

Design and development standards (18.53.050) – The state requires that if certain parameters are met, then an ADU is approvable. The parameters include an ADU that is no more than 850 square feet, side and rear setbacks of at least four feet, and if detached, at least five feet from the primary dwelling. Any inconsistencies may be remedied through the processing of an Administrative Use Permit (Chapter 18.72, Article IV).

Another change to the ordinance is that a homeowner doesn't necessarily need to convert an existing bedroom to make up part of an attached ADU, however, to clarify, a JADU must be constructed within the walls of a new or existing single-family dwelling.

Under the Setbacks section of the City's ordinance, the proposed amended ordinance clarifies that a detached ADU must maintain at least a five feet setback from an existing or proposed single-family home.

The state statutes also allow a detached garage to be constructed for the ADU if the structure can meet local setback requirements.

The current ordinance requires a minimum of a 15x15 open space area for the residents of the ADU. However, the State law now requires local agencies to approve an 850 square foot unit even if it cannot provide the necessary open space. This is another example of the State preventing good local planning.

Existing Nonconforming (18.53.080) – If an applicant submits for an ADU that was not previously permitted, the law now prohibits a local agency from requiring the unpermitted building to be brought up to code for at least five years, unless there is a health and safety violation, as determined by the enforcement agency. If an unpermitted ADU is submitted for approval that was constructed prior to January 1, 2018, the State prohibits the denial of the unit unless the building is deemed substandard.

FISCAL IMPACT:

Minor reduction in revenues due to the state's ordinance preventing a local agency from assessing discretionary processing fees and the collection of connection fees for utilities for units under 750 square feet.

ENVIRONMENTAL REVIEW:

This ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), and the CEQA Guidelines, and has been found to be exempt pursuant to Public Resources Code Section 21080.17 The adoption of the ordinance approving the Zoning Code amendments related to accessory dwelling units implement the provisions of Government Code Section(s) 65852.1 and 65852.2 and is therefore statutorily exempt from CEQA.

PUBLIC NOTICE:

Staff posted notice of this public hearing in three locations within the City, the announcement of the proposed amendment of Chapter 18.53.

ATTACHMENTS:

1. Ordinance No. 2023-513 with amended (highlighted) text
2. CEQA Categorical Exemption (§ 15306)

ORDINANCE NO. 2023-513

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, AMENDING SECTIONS OF CHAPTER 18.53 OF THE CITY OF GUADALUPE MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS

The City Council of the City of Guadalupe, State of California, does ordain as follows:

WHEREAS, the State Planning and Zoning Law authorizes the legislative body of a city or county to regulate, among other things, the intensity of land use, and also authorizes a local agency to provide by ordinance for the creation of accessory dwelling units in single-family and multi-family residential zones, as specified. That law makes findings and declarations with respect to the value of accessory dwelling units to California's housing supply; and

WHEREAS, California faces a severe housing crisis and accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others, at below market prices within existing neighborhoods; and

WHEREAS, accessory dwelling units offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character; and

WHEREAS, Government Code Section 65852.2 (a)(1)(D)(xi)(4) states that a local agency's ordinance, if not in compliance with the State's provisions shall be deemed null and void; and

WHEREAS, the state recently enacted legislation for Accessory Dwelling Units and Junior Accessory Units primarily through AB 2221 and SB 897, and were signed into law by the Governor in September 2022; and

WHEREAS, the new statutes went into effect on January 1, 2023 will continue until January 1, 2035 and as of that date is repealed; and

WHEREAS, public notice pursuant to Government Code section 65090 was given on or before December 2, 2023, and a public hearing on the item was opened at the City Council meeting on December 12, 2023, which hearing was continued to the Council meeting of January 9, 2024, for second reading and adoption.

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

SECTION 1. Section 18.53.030 of Chapter 18.53 of the Guadalupe Municipal Code is hereby amended to read as follows:

18.53.030 Definitions.

An “accessory dwelling unit, (ADU)” is an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence or multifamily unit. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

1. An efficiency unit, as defined in Section 17958.1 of Health and Safety Code.
2. A manufactured home, as defined in Section 18007 of the Health and Safety Code.
3. “Accessory structure” means a structure that is accessory and incidental to a dwelling located on the same lot.
4. “Complete application” means a set of plans, application and support materials submitted to the local agency, where after review of the materials, the agency determines there is sufficient information to proceed with the analysis and processing of the application.
5. “Existing structure,” for the purposes of defining an allowable space that can be converted to an accessory dwelling unit means, within the 4 walls and roofline of any structure that can be made safely habitable under local building codes at the determination of the Building Official.
6. “High quality transit corridor” means a corridor with fixed route bus service intervals no longer than 15 minutes during peak commute hours.
7. “Junior ADU” means a unit which is no more than 500 square feet, typically developed from a bedroom(s) in a single-family home with an exterior entrance, including cooking facilities with appliances, food prep counter and storage cabinets that are of reasonable size in relation to the size of the JADU, and may share bathroom facilities with no additional parking required.
8. “Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
9. “Local agency” means a city, county, or city and county, whether general law or chartered.
10. “Major transit stop” means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.
11. “Nonconforming zoning condition” means a physical improvement on a property that does not conform to current zoning standards.
12. “Objective standards” means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.
13. “Passageway” is a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.
14. “Permitting agency” means any entity that is involved in the review of a permit for an accessory dwelling unit or junior accessory dwelling unit and for which there is no substitute,

including, but not limited to, applicable planning departments, building departments, utilities, and special districts.

15. "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

16. "Public transit" means a location, including, but not limited to, a bus stop or train station where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

17. "Regional Housing Needs Allocation (RHNA)" A local agency may identify an ADU and/or JADU as an adequate site to satisfy or partially satisfy its RHNA requirements.

18. "Tandem parking" means that 2 or more vehicles are parked on a driveway or in any other location on a lot, lined up behind one another.

SECTION 2. Section 18.53.040 of Chapter 18.53 of the Guadalupe Municipal Code is hereby amended to read as follows:

18.53.040 Application requirements.

A. Application. Requests for an accessory dwelling unit shall be submitted on an application form provided by the Planning Department and shall contain the following information:

1. Plot Plan (Drawn to Scale). Provide dimensions of the perimeter of parcel on which the accessory dwelling unit will be located. Indicate the location and dimensioned setbacks of all existing and proposed structures on the project site and structures located within 50 feet of the project site. All easements, building envelopes, and special requirements of the subdivision as shown on the final map and improvement plans shall be included.

2. Floor Plans. Each room shall be dimensioned, and the resulting floor area calculation included. The use of each room shall be identified. The size and location of all windows and doors shall be clearly depicted.

3. Elevation Views. Provide north, south, east and west elevations which show all openings, exterior finishes, original and finish grades, stepped footing outline, roof pitch, materials and color board for the existing residence and the proposed accessory dwelling unit.

4. Cross Section. Provide building cross sections, including, but not limited to: structural wall elements, roof, foundation, fireplace and any other sections necessary to illustrate earth-to-wood clearances and floor to ceiling heights.

5. Fees. The fee for review shall be as set forth in the currently adopted fee resolution and shall not exceed the fixed processing fee established by the City Council for a new single-family dwelling.

6. Copies. One original and two copies of the application package shall be submitted for each ADU request.

SECTION 3. Section 18.53.050 of Chapter 18.53 of the Guadalupe Municipal Code is hereby amended to read as follows:

18.53.050 Design and development standards.

A. Accessory Dwelling Units within Existing Space. An ADU within an existing structure (e.g., the primary dwelling unit, attached or detached garage or other accessory structure) shall be permitted ministerially with a zoning clearance and building permit if it:

1. Complies with building and safety codes;
2. Provides independent exterior access from the existing residence;
3. Provides sufficient side and rear setbacks for fire safety.

B. Accessory Dwelling Units (Attached and Detached). The following development standards shall be complied with in the creation or conversion to an ADU. If the application limits the ADU to no more than 850 square feet with no less than four feet for side and rear yard setbacks and five foot separation from primary structure, then the application is approvable. For Any additional inconsistencies with any of the foregoing following standards, the owner may apply for an Administrative Use Permit for relief (Chapter 18.72, Article IV).

1. General.

a. Sale of Unit. The ADU may not be sold separate from the primary dwelling unit unless specific requirements are met through Government Code Section 65852.26. A JADU may not be sold separately. All conditions of the permit, restrictive covenants, and other contractual agreements with the City apply to the property.

b. Rental of Unit. Rental of the accessory dwelling unit is allowed for 30 days or longer, and separate from rental of the primary residence. For an accessory dwelling unit to be rented for a period of less than 30 days, the owner shall be required to comply with the provisions of Chapter 18.55 (Short Term Rentals).

2. Covenant Agreement. A covenant agreement is required prior to issuance of a building permit. The covenant agreement shall state that:

a. The ADU may be conveyed separately from the primary dwelling provided the property is constructed and owned by a qualified 501(c)(3) nonprofit corporation per Government Code Section 65852.26.

i. The existing primary or detached structure is restricted to the approved size and shall not include an expansion of a single-family dwelling or accessory structure by more than 150 square feet, unless for the purpose of ingress and egress.

ii. The use of the accessory dwelling unit shall be in effect only so long as the property is in compliance with the provisions of this chapter. The owner is required to reside on the property if the primary home contains a JADU, but is not required to reside on the property with an attached or detached ADU, per state regulations. The “no owner-occupied” provision for attached and detached ADUs runs from January 1, 2020 through January 1, 2025. ~~The Local Agency~~ Notwithstanding the foregoing, an cannot deny permits application for an unpermitted ADU if constructed before January 1, 2018, shall not be denied unless the building is deemed substandard.

iii. The above declarations are binding upon any successor in ownership of the property; lack of compliance shall be cause for zoning enforcement.

iv. The covenant agreement shall terminate upon removal or conversion of the accessory dwelling unit to another permitted use.

v. The covenant agreement shall be recorded by the County Recorder for the County of

Santa Barbara at the expense of the property owner with the original recorded document delivered to the City prior to issuance of the Building Permit.

C. Zoning District. Accessory dwelling units are only allowed on lots that allow single-family homes and multifamily uses where an existing legal single-family dwelling or multifamily use exists or is proposed.

1. Number of Accessory Dwelling Units. Only one ADU and one JADU shall be allowed for each single-family dwelling lot. On property containing multifamily units, up to 2 detached ADUs are permitted, with a minimum 4-foot side and rear yard setback. Additional interior ADUs are permitted, up to 25% of the total number of multifamily units.

2. Unit Types. The ADU may be within the living area of the existing dwelling, attached to the existing dwelling, or detached from the existing dwelling and shall be located on the same lot as the existing dwelling and not necessarily utilizing an existing bedroom. Junior ADUs shall be required to be constructed within the walls of a new or existing single-family dwelling. Junior ADUs are not permitted in multifamily units or in detached structures. Garage conversions when attached to the single-family unit may be considered as habitable space for a JADU.

3. ADUs in multifamily buildings. Multiple accessory dwelling units may be permitted within the portions of new or existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

4. Building Codes. Local building code requirements apply to attached and detached ADUs and attached JADUs, as appropriate.

5. Passageway. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

6. Fire Sprinklers. Fire sprinklers are not required unless the existing residence is equipped with fire sprinklers, or unless the Fire Marshall determines that due to special circumstances sprinklers are necessary for life and safety. Fire sprinklers may be considered as mitigation for sub-standard Fire Department access or water supply.

7. Utility Meters. An accessory dwelling unit shall not be considered a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling or multifamily use. When constructed at the same time as the primary single-family residence, the new attached and detached accessory dwelling unit's connection fee and/or capacity charge must be proportionate to the burden of the unit on the water or sewer system based on the size or the number of plumbing fixtures.

8. Growth Mitigation Fees: A development or impact fee shall not be imposed upon the development of an ADU less than 750 square feet. Any impact fees charged for an ADU of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

9. Access. Two-story detached accessory dwelling units shall limit the major access to stairs, decks, entry doors, and windows to the interior of the lot or an alley, and comply with all development standards. Only one curb cut shall be permitted per parcel and no additional driveways or access points shall be created to accommodate the accessory or main dwelling unit.

10. Openings. If located outside the standard side and rear yard setbacks for the district, windows which face an adjoining residential property shall be designed to protect the privacy of

neighbors; alternatively, fencing or landscaping shall be required to provide screening.

11. Private Open Space. The main dwelling unit and the additional dwelling unit shall each be provided with a minimum of 15 feet by 15 feet of usable private open yard area. However, ~~this provision shall not be applied to under no circumstances can a Local Agency establish limits on open space that would~~ prohibit development of an ADU up to 800 square foot ADU.

12. JADU access. If a JADU shares a restroom within the single-family home, the resident shall be entitled to bathroom access from the main house as well as secondary access exclusively for the JADU.

13. Home Occupations. Home occupations are permitted within an accessory dwelling unit or primary dwelling unit, or both.

D. Building site.

1. Lot Size. There are no lot size requirements.

2. Unit size.

a. Floor Area. The floor area of an attached accessory dwelling unit shall not exceed 50% of the existing primary dwelling unit's living area.

b. Notwithstanding subsection (D)(2)(a), no ADU shall be larger than 1,200 square feet.

c. Minimum Size. The minimum total square footage of the accessory dwelling unit shall be 110 square feet.

3. Site Planning. Accessory dwelling units should be located behind or above the existing dwelling on the site, whenever possible. Designs that significantly alter the street appearance of the existing residence shall be discouraged.

E. Height. A detached accessory dwelling unit shall not exceed a height of 16 feet, unless the property is within ½ mile walking distance from a major transit stop or high-quality transit corridor whereby the height may increase to 18 feet. In such a case, the City shall also allow an additional two feet in height (to 20 feet) to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit. An attached accessory dwelling unit may occupy any level of the primary dwelling unit if it is designed as an integral part of the primary dwelling unit and a separate ingress and egress is provided. A height of 25 feet or the height limitation in the local zoning ordinance shall apply to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling. Notwithstanding the foregoing, a height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multifamily, multistory dwelling shall be allowed. This clause shall not require the City to allow an accessory dwelling unit to exceed two stories.

F. Setbacks.

1. Setbacks. No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit, and a setback of no more than 4 feet from the side and rear lot lines shall be required for an ADU that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

a. Detached ADU. The side yard and rear yard setbacks for construction of detached single-story structures containing an accessory dwelling unit shall not be less than 4 feet, and

may encroach into the front yard setback to develop a detached ADU not to exceed 800 square feet.

b. Attached ADU. Attached accessory dwelling units that increase the square footage of the existing single-family dwelling shall meet the same setbacks as the primary dwelling unit in the zoning district.

2. Space between Buildings. The space required between buildings shall be what is required in the underlying zoning district, but no less than five feet from the existing or proposed primary dwelling.

G. Parking.

1. Parking requirements for accessory dwelling units shall not exceed one parking space per unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

2. Off-street parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

3. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, the off-street parking spaces shall not be replaced. A detached ADU may include a detached garage provided all setbacks are maintained.

4. Parking requirements for an accessory dwelling unit are in addition to the required parking for the primary dwelling unit except for subsection (G)(3). Covered parking is not required.

5. ADU parking is not required in the following instances:

a. The accessory dwelling unit is located within a one-half mile walking distance of public transit.

b. The accessory dwelling unit is located within any Historic Overlay District that may be in existence at the time a zoning clearance or building permit for an ADU is requested.

c. The accessory dwelling unit is part of the existing single-family residence, or an existing accessory structure (except as provided in subsection (G)(3)).

d. There is a car share vehicle located within one block of the accessory dwelling unit.

5. Covered Parking Design. Any newly constructed optional covered parking shall conform to architectural and aesthetic standards of the underlying zone.

H. Architectural and Aesthetic Standards and Compatibility. The accessory dwelling unit's scale, appearance, and character shall be similar to and compatible in design with the primary dwelling unit (e.g., compatible exterior wall materials, window types, door and window trims, roofing materials and roof pitch). Additionally, it shall be visually subordinate to the primary single-family dwelling or multifamily use on the parcel. The exterior entry to the ADU shall clearly appear as a secondary entry when compared to the entry for the primary single-family dwelling or multifamily use.

I. Outside Stairways. Any stairways leading to a second story ADU shall not be in the front of the primary single-family dwelling, or in an exterior side yard if visible from the public right-of-way. Access to a first story unit or ADA accessible ramp may be permitted in the front of the primary dwelling.

SECTION 4. Section 18.53.060 of Chapter 18.53 of the Guadalupe Municipal Code is hereby amended to read as follows:

18.53.060 Permit requirements.

A. Accessory dwelling units (ADUs) and JADUs shall be permitted ministerially through the zoning clearance and building permit process. The City shall act on the application to create an ADU or a JADU within 60 days from the date the City receives a completed application if there is an existing single-family or multifamily unit on the lot. If the permit application to create an ADU or JADU is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the ADU or JADU until the permitting agency acts on the permit application to create the new single-family dwelling or multifamily unit, but the application to create the ADU or JADU shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay, in compliance with this chapter within 60 days of the filing of a complete application. The applicant shall be informed within 30 days after submission of an application if the application is complete. The Planning Director or designee shall issue zoning clearance to establish an ADU and/or JADU in compliance with this chapter if all applicable requirements in this chapter are met, as appropriate. An application for building permit may be submitted at any time during the processing of the ADU application, but under no circumstances shall it be issued prior to zoning clearance approval. The local agency may charge ADU applicants an additional fee to cover administrative costs of updating Chapter 18.53 from time to time. This fee shall be set by a City Council resolution.

B. Planning Director. Requests for an ADU or JADU shall be reviewed by the Planning Director or designee.

C. If a permitting agency denies an application for an ADU or JADU, the permitting agency shall, within the time period described in Section 18.53.060, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the applicant can be remedied by the applicant.

D. Other Review Authority. Requests for an ADU or JADU submitted for concurrent review with a discretionary land use application shall continue to be reviewed by the Director or designee and approved subsequent to the discretionary action.

E. Certificate of Occupancy. The City shall not issue a certificate of occupancy for an accessory dwelling unit before the City issues a certificate of occupancy for the primary dwelling.

F. No CC&Rs effecting a single-family lot shall prohibit or unreasonably restrict the construction or use of an ADU or JADU.

SECTION 5. Section 18.53.080 of Chapter 18.53 of the Guadalupe Municipal Code is hereby amended to read as follows:

18.53.080 Existing nonconforming

The City shall not require, as a condition for ministerial approval of a permit application for the creation of an ADU or a JADU, the correction of nonconforming zoning conditions, building code violations, or unpermitted structures elsewhere on the lot that do not present a threat to public health and safety and are not affected by the construction of the ADU. **State law requires,**

upon application and approval, a local agency to delay enforcement against a qualifying ~~substandard~~ **nonconforming** ADU for five years to allow the owner to correct the violation, so long as the violation is not a health and safety issue, as determined by the ~~enforcement agency~~ **Building Official**. The state also prohibits the denial of an existing ADU constructed prior to January 1, 2018, unless the building is deemed substandard.

SECTION 6. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), and the CEQA guidelines, and has been found to be statutorily exempt pursuant to pursuant to Public Resources Code Section 21080.17 which exempts the adoption of the ordinance approving Zoning Code amendments related to accessory dwelling units implementing the provisions of Government Code Section(s) 65852.1 and 65852.2.

SECTION 7. The City Council declares that each section, subsection, paragraph, subparagraph, sentence, clause, and phrase of this Ordinance is severable and independent of every other section, subsection, paragraph, subparagraph, sentence, clause, and phrase of this Ordinance. If any section, subsection, paragraph, subparagraph, sentence, clause, or phrase of this Ordinance is held invalid, the City Council declares it would have adopted the remaining provisions of this Ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this Ordinance should remain in effect after the invalid portion has been eliminated.

SECTION 8. 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.

INTRODUCED at a regular meeting of the City Council on the 12th day of December 2023, by the following roll call vote:

MOTION: /

AYES: 0 **Councilmembers:**
NOES: 0
ABSENT: 0
ABSTAINED: 0

PASSED AND ADOPTED at a regular meeting of the City Council on the 9th day of January 2024, by the following vote:

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS IS TO FORM:

Philip F. Sinco, City Attorney

Notice of Exemption

Exhibit 1

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

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

Project Title: Guadalupe Municipal Code Update – Chapter 18.53

Project Applicant: City of Guadalupe

Project Location-Specific: Citywide

Project Location-City: Guadalupe

Project Location-County: Santa Barbara County

Description of Nature, Purpose, and Beneficiaries of Project:

Amendments to Guadalupe Municipal Code Chapter 18.53 to bring the code into compliance with recently signed legislation. The ordinance amendments will make it easier for property owners in the city to develop ADUs and JADUs.

Name of Public Agency Approving Project: Guadalupe City Council

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

Exempt Status: (check one)

- Ministerial (Sec. 15268);
- Declared Emergency (Sec. 15269(a));
- Emergency Project (Sec. 15269(b)(c));
- Categorical Exemption. State type and section number:
- General Exemption (Section 15061(b)(3));
- Statutory Exemption: Public Resources Code Section 21080.17

Reasons why project is exempt:

The adoption of the ordinance approving the Zoning Code amendments related to accessory dwelling units implement the provisions of Government Code Section(s) 65852.1 and 65852.2 and is therefore statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.17.

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

Signature: _____ Title: Contract Planning Director

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