



City of Guadalupe

AGENDA

Regular Meeting of the Guadalupe City Council

Tuesday, January 23, 2024, 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, January 23, 2024.

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

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

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

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

1. ROLL CALL:

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

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF THANKS, APPRECIATION OR CONDOLENCES.

4. AGENDA REVIEW

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

5. CEREMONIAL CALENDAR

- Swearing in:
 - Luis Castellanos, Police Officer
 - Lia Welkom, Police Officer
- Proclamation – Human Trafficking Awareness Month – January 2024

6. PRESENTATION

- Free for the Weekend – Fighting Back Santa Maria Valley

7. 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.

8. CONSENT CALENDAR (A-F)

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. Ratify payment of warrants for the period ending January 1, 2024.
- C. Approve the Minutes of the City Council regular meeting of January 9, 2024.
- D. Adopt Resolution No. 2024-05 approving the Public Works Director job description and salary range.
- E. Adopt Resolution No. 2024-06 extending the Santa Maria Organization of Transportation Helpers Inc. (SMOOTH) transit contract for an additional year, with a rate adjustment of 12.0%.
- F. Adopt Resolution No. 2024-07 accepting the grant award of \$17,715.42 to the Guadalupe Fire Department from the Firehouse Sub Public Safety Foundation toward the purchase of four (4) Zoll AED's (Automated External Defibrillator).

MANAGEMENT REPORTS

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

- A. City Administrator’s report for January 23, 2024

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

- A. Director of Public Safety report for January 23, 2024
 - [2023 RIPA Board Annual Report – Racial and Identity Profiling Advisory Board – California Department of Justice](#) (223-page document)
- B. Police Department report for December 2023
- C. Fire Department report for December 2023
- D. Code Compliance report for December 2023

11. HUMAN RESOURCES MANAGER: *(Information Only)*

- A. Human Resources report for December 2023

PUBLIC HEARING

12. Public Safety Facilities Development Impact Fee Nexus Study.

Written report: Philip F. Sinco, City Attorney and Wendy Stockton, Assistant City Attorney

Recommendation: That the City Council:

1. Hold a combined public hearing for the Study and Ordinance. Consider all evidence including testimony, evidence, staff report, and the “City of Guadalupe Public Safety Facilities Development Impact Fee Nexus Study Dated October 6, 2023”; and
2. Adopt Resolution No. 2024-08, “A Resolution of the City Council of the City of Guadalupe, approving the City of Guadalupe Public Safety Facilities Development Impact Fee Nexus Study Dated October 6, 2023”; and
3. Introduce and conduct the first reading by title only, waiving further reading, of Ordinance No. 2024-514, amending Title 13 of the Guadalupe Municipal Code to establish a Public Safety Facilities Development Impact Fee; and
4. Make the finding that the approval of the Study and the Ordinance are exempt from CEQA.

REGULAR BUSINESS

13. Facility Use Agreement with Guadalupe Union School District for the City Gymnasium.

Written report: Hannah Sanchez, Recreation Services Manager

Recommendation: That the City Council adopt Resolution No. 2024-09 authorizing the City to enter into a facility use agreement with the Guadalupe Union School District.

14. Approval for the implementation of the volunteer Guadalupe Safety Support Team (GSST).

Written report: Michael Cash, Director of Public Safety

Recommendation: That the City Council adopt Resolution No. 2024-10 approving the implementation of the volunteer Guadalupe Safety Support Team (GSST) and to equip and support the program with uniforms and training under the direction of the Department of Public Safety.

15. Approving the startup funding of the City nonprofit and review some of the most important rules for creating the nonprofit Bylaws.

Written Report: Tom Brandeberry, Project Manager

Recommendation: That the City Council adopt Resolution No. 2024-11 approving the startup funding in the amount of \$10,000 for the City nonprofit corporation and appointments of the President, and Treasurer/Secretary for the purposes of the nonprofit incorporation process.

16. FUTURE AGENDA ITEMS

17. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

18. 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 18th day of January 2024.

Todd Bodem

Todd Bodem, City Administrator

PROPOSED FUTURE CITY COUNCIL AGENDA ITEMS

Council Meeting: Date and Subject	Department	Agenda Category	
Tuesday, February 13, 2024, at 6:00 pm / Regular Meeting			
Approve restoring \$3,195.00 to the Public Safety Department	Public Safety	Consent Calendar	
Revised Benefit for Unrepresented Employees	Human Resources	Consent Calendar	
Second Reading Ordinance No. 2024-514	City Attorney	Consent Calendar	
December & January 2023 Recreation & Parks Report	Recreation & Parks	Consent Calendar	
Andrew Goodwin Design – Contract Amendment	Tom Brandeberry	Consent Calendar	
Increase Stipend for Council and Elected Officials	City Attorney	Regular Business	
Amendment to Ordinance No. 1985-256 Water lines	City Attorney	Regular Business	
Tuesday, February 27, 2024, at 6:00 pm / Regular Meeting			
Waste Management Presentation		Presentation	
Other Unscheduled Items			
	Proposed Date of Item	Department	Agenda Category
Gift Policy		City Attorney	New Business
Social Host Ordinance		City Attorney	New Business
Joint Meeting with the School Board			New Business
SBCAG Update on Black Road/166 Construction		SBCAG	Presentation
ARPA Funding & CAL OES Grant		Finance Department	New Business

City of Guadalupe



Guadalupe, California

Proclamation

HUMAN TRAFFICKING AWARENESS MONTH – JANUARY 2024

WHEREAS, human trafficking is a form of modern slavery that occurs in every state, including California, wherein victims are forced to work in various forms of labor exploitation including, but not limited to, commercial sex acts and other services that are induced through force, fraud, or coercion; and

WHEREAS, due to its isolated and discrete nature, many individuals across the globe are unaware that trafficking exists in their communities; and

WHEREAS, it is estimated that more than 28 million people around the world are victims of human trafficking; and

WHEREAS, human trafficking victims face a cruelty that has no place in a civilized world. It is a crime that can take many forms, and one that tears at our social fabric, debases our common humanity, and violates what we stand for as a country; and

WHEREAS, increased education about how to identify human trafficking along with increased knowledge of in-state resources and services for those affected by criminal exploitation can help decrease the number of future victims; and

WHEREAS, the Santa Barbara County Human Trafficking Task Force is committed to using all applicable laws and resources for investigating human trafficking and prosecuting those engaged in it; and

WHEREAS, the Santa Barbara County Human Trafficking Task Force has worked diligently to bring awareness to the fact that human trafficking occurs closer to home than one might think, that California ranks number 1 in the country for reported human trafficking cases, and that Santa Barbara County is home to hundreds of survivors of trafficking and exploitation; and

WHEREAS, Human Trafficking Awareness Month is an opportunity to recognize the critical role all Santa Barbara County residents play in preventing, reporting, and adjudicating these heinous crimes.

NOW, THEREFORE, BE IT RESOLVED, that by virtue of the authority vested in me as Mayor and on behalf of the City Council of the City of Guadalupe, I, Ariston Julian, do hereby recognized January 2024 as:

HUMAN TRAFFICKING AWARENESS MONTH

in our City of Guadalupe, and I call this observance to the attention of all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Guadalupe, California to be affixed this 23rd day of January 2024.

Ariston Julian

Ariston Julian, Mayor
City of Guadalupe

FREE FOR THE WEEKEND



**FIGHTING BACK
SANTA MARIA VALLEY**

Fighting for our future, one kid at a time.



OVERVIEW



- HOSTED BY FIGHTING BACK SANTA MARIA VALLEY
- OVER 2,000 STUDENTS
- PLEDGE TO BE TOBACCO, ALCOHOL, DRUGS, AND VIOLENCE FREE
- ACTIVITIES
 - ROCK CLIMBING
 - SUMO
 - WRESTLING
 - VIDEO GAMING

WE NEED YOUR HELP

- LOCATION

- A LARGE SPACE

- DONATIONS

- FOOD, VOLUNTEERS, ACTIVITIES, FINANCIAL

- SPONSORS

- LOOKING FOR LOCAL BUSINESS AND VENDORS TO SPONSOR EVENT

-

- RESOURCES

- LOCAL RESOURCES AVAILABLE TO YOUTH IN THE COMMUNITY.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE

Agenda of January 23, 2024

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 January 01, 2024, to be ratified 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 ratify the listing of hand checks and warrants to be paid on January 11, 2024.

BACKGROUND:

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



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

Vendor: [ABH01 - AETNA RESOURCES FOR LIVING](#) **Vendor Total:** 50.32

E0308350	Invoice	1/7/2024	1/7/2024	1/7/2024	1/7/2024	50.32	0.00	0.00	0.00	50.32
ADM-CAPITATION FOR PERIOD OF JAN 2024	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
EMPLOYEE ASSISTANCE PROGRAM	NA	0.00	0.00	50.32	0.00	0.00	0.00	50.32

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4140-0400	Medical Insurance		50.32	100.00%

Vendor: [AGD01 - ANDREW GOODWIN DESIGNS](#) **Vendor Total:** 14,064.20

378-13	Invoice	12/17/2023	12/17/2023	12/17/2023	12/17/2023	14,064.20	0.00	0.00	0.00	14,064.20
ADM-ROYAL THEATER PROJECT	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ROYAL THEATER PROJECT	NA	0.00	0.00	14,064.20	0.00	0.00	0.00	14,064.20

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
079-4542-2166	Activity		14,064.20	100.00%

Vendor: [AMA02 - AMAZON BUSINESS](#) **Vendor Total:** 690.90

1NH7-PGXT-69VT	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	250.99	0.00	0.00	0.00	250.99
WWTP-ACCT#:A19RD4DAF93AUQ - TRASH BAGS,EXAM GLOVES	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-ACCT#:A19RD4DAF93AUQ - TRASH BAGS,EXAM GLOVES	NA	0.00	0.00	250.99	0.00	0.00	0.00	250.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1550	Operating Supplies & Exp.		250.99	100.00%

1X4C-J4QK-61DW	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	377.28	0.00	0.00	0.00	377.28
WWTP-ACCT#:A19RD4DAF93AUQ	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SPRAY BOTTLE,SWIM POOL SHOCK,BUCKET,TOILET PAPER	NA	0.00	0.00	377.28	0.00	0.00	0.00	377.28

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1550	Operating Supplies & Exp.		377.28	100.00%

IYH-XR6P-3NYM	Invoice	12/7/2023	12/7/2023	12/7/2023	12/7/2023	62.63	0.00	0.00	0.00	62.63
FIRE-ACCT#:A19RD4DAF93AUQ	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-ACCT#:A19RD4DAF93AUQ	NA	0.00	0.00	34.77	0.00	0.00	0.00	34.77

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-1550	Operating Supplies & Exp.		34.77	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
TRIMMER,LED MARKER	NA		0.00	0.00	27.86	0.00	0.00	0.00	27.86	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-1550	Operating Supplies & Exp.		27.86	100.00%						

Vendor: [ARA01 - ARAMARK UNIFORM SERVICES](#) **Vendor Total:** 208.96

25987529	Invoice	11/30/2023	11/30/2023	11/30/2023	11/30/2023	95.62	0.00	0.00	0.00	95.62
PW-ACCT#:459315 CUST#:17119092 ECO		Warr Bank Acct - Warrants Bank Account		No						
FEMALE SS POLO										

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-ACCT#:459315 CUST#:17119092 ECO	NA		0.00	0.00	31.87	0.00	0.00	0.00	31.87	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-2150	Professional Services		31.87	100.00%						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-ACCT#:459315 CUST#:17119092 ECO	NA		0.00	0.00	31.87	0.00	0.00	0.00	31.87	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
010-4420-1550	Operating Supplies & Exp.		31.87	100.00%						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-ACCT#:459315 CUST#:17119092 ECO	NA		0.00	0.00	31.88	0.00	0.00	0.00	31.88	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-1550	Operating Supplies & Exp.		31.88	100.00%						

5020442368	Invoice	12/6/2023	12/6/2023	12/6/2023	12/6/2023	25.41	0.00	0.00	0.00	25.41
WWTP-ACCT#:170454000 CUST#:792224355		Warr Bank Acct - Warrants Bank Account		No						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-ACCT#:170454000 CUST#:792224355	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%						

5020447348	Invoice	12/13/2023	12/13/2023	12/13/2023	12/13/2023	22.67	0.00	0.00	0.00	22.67
WWTP-ACCT#:170454000 CUST#:792224355		Warr Bank Acct - Warrants Bank Account		No						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
UNIFORM SERVICE	NA		0.00	0.00	22.67	0.00	0.00	0.00	22.67	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		22.67	100.00%						

5020452417	Invoice	12/20/2023	12/20/2023	12/20/2023	12/20/2023	25.41	0.00	0.00	0.00	25.41
WWTP-ACCT#:170454000 UNIFORM SERVICE		Warr Bank Acct - Warrants Bank Account		No						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
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%			
5020456990	Invoice	12/27/2023	12/27/2023	12/27/2023	12/27/2023		14.44	0.00	0.00	0.00
WWTP-ACCT#:170454000 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No					14.44
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%			
5020461534	Invoice	1/3/2024	1/3/2024	1/3/2024	1/3/2024		25.41	0.00	0.00	0.00
WWTP-ACCT#:170454000 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No					25.41
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%			

Vendor: [ARC01 - ARCLIGHT MEDIA](#) Vendor Total: 454.00

11387	Invoice	1/2/2024	1/2/2024	1/2/2024	1/2/2024		170.00	0.00	0.00	0.00
ADM-WEBSITE MONTHLY MAINTENANCE - DEC 2023	Warr Bank Acct - Warrants Bank Account				No					170.00
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-WEBSITE MONTHLY MAINTENANCE - DEC 2023	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			
001-4140-2151	Information Technology Svs					170.00	100.00%			
11417	Invoice	1/2/2024	1/2/2024	1/2/2024	1/2/2024		284.00	0.00	0.00	0.00
ADM-NEW WEBSITE REDESIGN - DEC 2023 - ARPA FUNDING	Warr Bank Acct - Warrants Bank Account				No					284.00
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-NEW WEBSITE REDESIGN - DEC 2023 - ARPA FUNDING	NA		0.00	0.00		284.00	0.00	0.00	0.00	284.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4140-2151	Information Technology Svs					284.00	100.00%			

Vendor: [BIL01 - BILL SCOTT CONSULTANT](#) Vendor Total: 1,785.00

025	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023		1,785.00	0.00	0.00	0.00
ADM-PLANNING SERVICES	Warr Bank Acct - Warrants Bank Account				No					1,785.00
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	NA		0.00	0.00		510.00	0.00	0.00	0.00	510.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4405-2150	Professional Services					510.00	100.00%			

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
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			
001-4405-2150	Professional Services					170.00	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			
001-2080	CENTRAL COAST PROCESSING					170.00	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	NA		0.00	0.00		425.00	0.00	0.00	0.00	425.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-2048	Building Permit Deposits		PA 2023-021-LLA			425.00	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 2023013LS			170.00	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-PLANNING SERVICES	NA		0.00	0.00		340.00	0.00	0.00	0.00	340.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-2058	Alvarez Lot Line Adjustment – 11th St...					340.00	100.00%			

Vendor: BOY04 - BOYS & GIRLS CLUBS OF MID									Vendor Total:	560.00
312117	Invoice	12/11/2023	12/11/2023	12/11/2023	12/11/2023	560.00	0.00	0.00	0.00	560.00
P&R-LAWN MAINTENANCE LEROY PARK Warr Bank Acct - Warrants Bank Account No										

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-LAWN MAINTENANCE LEROY PARK	NA		0.00	0.00		560.00	0.00	0.00	0.00	560.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4300-2150	Professional services					560.00	100.00%			

Vendor: BRA02 - THOMAS BRADEBERRY									Vendor Total:	3,900.00
11	Invoice	1/1/2024	1/1/2024	1/1/2024	1/1/2024	3,900.00	0.00	0.00	0.00	3,900.00
ADM-ROYAL THEATER GRANT & PROJECT MANAGEMENT Warr Bank Acct - Warrants Bank Account No										

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
DEC 2023	NA		0.00	0.00		3,900.00	0.00	0.00	0.00	3,900.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
079-4542-2164	General Admin					3,900.00	100.00%			

Vendor: BUR04 - BURTON'S FIRE, INC.									Vendor Total:	545.39
S62739	Invoice	1/2/2024	1/2/2024	1/2/2024	1/2/2024	218.50	0.00	0.00	0.00	218.50
PD-GAUGE LIQUID FOR 8297 Warr Bank Acct - Warrants Bank Account No										

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-GAUGE LIQUID FOR 8297	NA		0.00	0.00	218.50	0.00	0.00	0.00	218.50	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1460	Vehicle Maintenance				218.50	100.00%				
S62741	Invoice	12/8/2023	12/8/2023	12/8/2023	12/8/2023	326.89	0.00	0.00	0.00	326.89
FIRE-BEZEL,ROD GUIDE, LONG 2.5" GAUGE W/HOLES	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-BEZEL,ROD GUIDE, LONG 2.5" GAUGE W/HOLES	NA		0.00	0.00	326.89	0.00	0.00	0.00	326.89	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1460	Vehicle Maintenance				326.89	100.00%				

Vendor: [CAS07 - CASSIA LANDSCAPE](#) **Vendor Total:** 4,996.00

012301	Invoice	1/2/2024	1/2/2024	1/2/2024	1/2/2024	2,690.00	0.00	0.00	0.00	2,690.00
PW-COMPLETION OF MAIN STREET SHRUB TRIMMING	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
LANDSCAPE SERVICES	NA		0.00	0.00	2,690.00	0.00	0.00	0.00	2,690.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
060-4490-2150	Professional services				2,690.00	100.00%				

122320	Invoice	12/19/2023	12/19/2023	12/19/2023	12/19/2023	871.00	0.00	0.00	0.00	871.00
PW-LANDSCAPE AT DEL MAR AND ESPERANZA PARKS DEC 23	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-LANDSCAPE AT DEL MAR AND ESPERANZA PARKS DEC 23	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%				

122321	Invoice	12/19/2023	12/19/2023	12/19/2023	12/19/2023	1,435.00	0.00	0.00	0.00	1,435.00
P&R-LANDSCAPE MAINTENANCE FOR JACK O'CONNEL	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
DEC 2023	NA		0.00	0.00	1,435.00	0.00	0.00	0.00	1,435.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-2150	Professional services				1,435.00	100.00%				

Vendor: [CCE01 - CENTRAL COAST EVALUTATION SERVICES](#) **Vendor Total:** 2,000.00

RR120623LC	Invoice	12/6/2023	12/6/2023	12/6/2023	12/6/2023	1,000.00	0.00	0.00	0.00	1,000.00
PD-LUIS CASTELLANOS DOB:12-13-1985	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-ROXANNE RASSTI, PH.D.	NA		0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-2150	Professional services				1,000.00	100.00%				

RR121523LW	Invoice	12/15/2023	12/15/2023	12/15/2023	12/15/2023	1,000.00	0.00	0.00	0.00	1,000.00
PD-LIA WEKOM DOB:10-19-1996	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-LIA WEKOM DOB:10-19-1996	NA		0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-2150	Professional services				1,000.00	100.00%				

Vendor: [CEN11 - CENTRAL CITY TOOL SUPPLY](#) **Vendor Total:** 105.64

116619	Invoice	12/13/2023	12/13/2023	12/13/2023	12/13/2023	105.64	0.00	0.00	0.00	105.64
PW-WEEDEATER			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-WEEDEATER	NA		0.00	0.00	38.14	0.00	0.00	0.00	38.14	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				38.14	100.00%				

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW-WEEDEATER	NA		0.00	0.00	67.50	0.00	0.00	0.00	67.50	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
071-4454-2150	Professional Services				67.50	100.00%				

Vendor: [CIT07 - CITY OF FRESNO-POLICE DEP](#) **Vendor Total:** 1,186.00

20004739	Invoice	12/28/2023	12/28/2023	12/28/2023	12/28/2023	593.00	0.00	0.00	0.00	593.00
PF-PERSHABLE SKILLS TRAINING INVOICE- R.WRIGHT			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PF-PERSHABLE SKILLS TRAINING INVOICE	NA		0.00	0.00	593.00	0.00	0.00	0.00	593.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-1300	Business Expense/Training				593.00	100.00%				

20004740	Invoice	12/28/2023	12/28/2023	12/28/2023	12/28/2023	593.00	0.00	0.00	0.00	593.00
PD-PERISHABLE SKILLS TRAINING INVOICE- C.OROZCO			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-PERISHABLE SKILLS TRAINING INVOICE- C.OROZCO	NA		0.00	0.00	593.00	0.00	0.00	0.00	593.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-1300	Business Expense/Training				593.00	100.00%				

Vendor: [CIT14 - CITY OF SANTA MARIA - FINANCE DIVISION](#) **Vendor Total:** 7,236.31

95404	Invoice	12/15/2023	12/15/2023	12/15/2023	12/15/2023	6,210.25	0.00	0.00	0.00	6,210.25
PD-DISPATCH SERVICES GUAD			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-DISPATCH SERVICES 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%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-DISPATCH SERVICES 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%						
95405	Invoice	12/15/2023	12/15/2023	12/15/2023	12/15/2023	1,026.06	0.00	0.00	0.00	1,026.06
PD-ACCOUNTS RECEIVABLE BILLING	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-ACCOUNTS RECEIVABLE BILLING	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						
001-4200-2150	Professional services		1,026.06	100.00%						

Vendor: [CLA01 - CLARK PEST CONTROL OF STO](#) **Vendor Total:** 284.00

34528247	Invoice	12/8/2023	12/8/2023	12/8/2023	12/8/2023	142.00	0.00	0.00	0.00	142.00
FINANCE-PEST AWAY SERVICE	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-PEST AWAY SERVICE	NA		0.00	0.00	142.00	0.00	0.00	0.00	142.00	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
107-4018-2150	Profl Services		142.00	100.00%						
34682676	Invoice	1/3/2024	1/3/2024	1/3/2024	1/3/2024	142.00	0.00	0.00	0.00	142.00
FINANCE-PEST AWAY SERVICE	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE-PEST AWAY SERVICE	NA		0.00	0.00	142.00	0.00	0.00	0.00	142.00	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
107-4018-2150	Profl Services		142.00	100.00%						

Vendor: [CLA02 - CLAY'S SEPTIC & JETTING](#) **Vendor Total:** 6,768.06

77276	Invoice	12/29/2023	12/29/2023	12/29/2023	12/29/2023	2,529.28	0.00	0.00	0.00	2,529.28
WWTP-I JETTED 4864 FT MAINTENANCE	Warr Bank Acct - Warrants Bank Account				No					
JETTING										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-I JETTED 4864 FT MAINTENANCE	NA		0.00	0.00	2,529.28	0.00	0.00	0.00	2,529.28	
JETTING										
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		2,529.28	100.00%						
78170	Invoice	1/2/2024	1/2/2024	1/2/2024	1/2/2024	1,501.78	0.00	0.00	0.00	1,501.78
WWTP-SCREWPRESS MANHOLE	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-SCREWPRESS MANHOLE BLOCKAGE	NA		0.00	0.00	1,501.78	0.00	0.00	0.00	1,501.78	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		1,501.78	100.00%						

78866	Invoice	12/26/2023	12/26/2023	12/26/2023	12/26/2023	1,736.00	0.00	0.00	0.00	1,736.00
WWTP-MAINTENANCE CONTRACT JETTING	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
WWTP-MAINTENCE CONTRACT JETTING	NA		0.00	0.00		1,736.00	0.00	0.00	0.00	1,736.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
012-4425-2150	Professional Services					1,736.00	100.00%			
78957	Invoice	12/20/2023	12/20/2023	12/20/2023	12/20/2023	1,001.00	0.00	0.00	0.00	1,001.00
WWTP-I JETTED A TOTAL	1925.00	Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
WWTP-I JETTED A TOTAL	NA		0.00	0.00		1,001.00	0.00	0.00	0.00	1,001.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
012-4425-2150	Professional Services					1,001.00	100.00%			

Vendor: CLI01 - CLIN.LAB-SAN BERNADINO IN										Vendor Total:	1,788.00
1001333	Invoice	12/27/2023	12/27/2023	12/27/2023	12/27/2023	1,788.00	0.00	0.00	0.00	1,788.00	
WWTP-WATER SAMPLES		Warr Bank Acct - Warrants Bank Account			No						
Items											
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total	
WWTP-LABORATORY WORK	NA		0.00	0.00		1,788.00	0.00	0.00	0.00	1,788.00	
Distributions											
Account Number	Account Name		Project Account Key			Amount	Percent				
012-4425-2150	Professional Services					1,788.00	100.00%				

Vendor: COR01 - CORBIN WILLITS SYSTEM COR										Vendor Total:	691.78
000C312151	Invoice	12/15/2023	12/15/2023	12/15/2023	12/15/2023	691.78	0.00	0.00	0.00	691.78	
FINANCE-MONTHLY INVOICE-ENHANCEMENT FEES		Warr Bank Acct - Warrants Bank Account			No						
Items											
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total	
FINANCE-MONTHLY INVOICE-ENHANCEMENT 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%				

Vendor: CUL01 - CULLIGAN/CENTRAL COAST WA										Vendor Total:	125.51
84647	Invoice	12/13/2023	12/13/2023	12/13/2023	12/13/2023	90.00	0.00	0.00	0.00	90.00	
PD-STRONGBASE 9" TWIST LOCK		Warr Bank Acct - Warrants Bank Account			No						
Items											
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total	
PD-STRONGBASE 9" TWIST LOCK	NA		0.00	0.00		90.00	0.00	0.00	0.00	90.00	
Distributions											
Account Number	Account Name		Project Account Key			Amount	Percent				
001-4200-1550	Operating Supplies & Exp.					90.00	100.00%				

84830	Invoice	12/31/2023	12/31/2023	12/31/2023	12/31/2023	35.51	0.00	0.00	0.00	35.51
PD-ACCT#:2469 - STONGBASE 9" TANK RENTAL		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-STONGBASE 9" TANK RENTAL	NA		0.00	0.00		35.51	0.00	0.00	0.00	35.51
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1550	Operating Supplies & Exp.					35.51	100.00%			

Vendor: DEP09 - DEPARTMENT OF JUSTICE										Vendor Total:	402.00
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Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
701071	Invoice	12/5/2023	12/5/2023	12/5/2023	12/5/2023	262.00	0.00	0.00	0.00	262.00
PD-FINGERPRINT APPS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-FINGERPRINT APPS	NA	0.00	0.00	262.00	0.00	0.00	0.00	262.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-2350	Services by other Agencies		262.00	100.00%

703869	Invoice	12/6/2023	12/6/2023	12/6/2023	12/6/2023	140.00	0.00	0.00	0.00	140.00
PD-BLOOD ALCOHOL ANALYSIS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-BLOOD ALCOHOL ANALYSIS	NA	0.00	0.00	140.00	0.00	0.00	0.00	140.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-2150	Professional services		140.00	100.00%

Vendor: [FRO01 - FRONTIER COMMUNICATIONS](#)

Vendor Total: 2,467.56

12012023B	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	247.12	0.00	0.00	0.00	247.12
WWTP-ACCT#:805-343-1451-71975-5		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-ACCT#:805-343-1451-71975-5	NA	0.00	0.00	247.12	0.00	0.00	0.00	247.12

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1150	Communications		247.12	100.00%

12042023	Invoice	12/4/2023	12/4/2023	12/4/2023	12/4/2023	262.73	0.00	0.00	0.00	262.73
P&R-ACCT#:805-343-5512-041588-5		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-ACCT#:805-343-5512-041588-5	NA	0.00	0.00	262.73	0.00	0.00	0.00	262.73

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1150	Communications		262.73	100.00%

12042023A	Invoice	12/4/2023	12/4/2023	12/4/2023	12/4/2023	1,957.71	0.00	0.00	0.00	1,957.71
P7R-ACCT#:805-343-0362-071975-5		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P7R-ACCT#:805-343-0362-071975-5	NA	0.00	0.00	1,957.71	0.00	0.00	0.00	1,957.71

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1150	Communications		1,957.71	100.00%

Vendor: [GMIO1 - GIERLICH-MITCHELL, INC.](#)

Vendor Total: 104,584.85

16549	Invoice	12/15/2023	12/15/2023	12/15/2023	12/15/2023	104,584.85	0.00	0.00	0.00	104,584.85
WWTP-GRIT CLASSIFIER REHABILITATION EQUIPMENT		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-GRIT CLASSIFIER REHABILITATION EQUIPMENT	NA	0.00	0.00	104,584.85	0.00	0.00	0.00	104,584.85

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
089-4444-3097	Amtrak Station Rehab Design		104,584.85	100.00%

Vendor: [GUA02 - GUADALUPE HARDWARE COMPAN](#)

Vendor Total: 1,010.80

Payable Register

Packet: APPKT00159 - 01.09.24 BIWEEKLY RUN

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
1126410	Invoice	9/12/2023	9/12/2023	9/12/2023	9/12/2023	47.95	0.00	0.00	0.00	47.95
P&R-PARKS-1/2-13X9 NC GR5 HEX C/S ZINC		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-PARKS-1/2-13X9 NC GR5 HEX C/S ZINC	NA	0.00	0.00	47.95	0.00	0.00	0.00	47.95		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		47.95	100.00%						
1126484	Invoice	9/12/2023	9/12/2023	9/12/2023	9/12/2023	6.61	0.00	0.00	0.00	6.61
PARKS-1/2-13X36 ALL THREAD Z		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PARKS-1/2-13X36 ALL THREAD Z	NA	0.00	0.00	6.61	0.00	0.00	0.00	6.61		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-0100	Salaries - Regular		6.61	100.00%						
1126496	Invoice	9/12/2023	9/12/2023	9/12/2023	9/12/2023	0.57	0.00	0.00	0.00	0.57
P&R-PARKS-1/2-13 NYLON LOCK NUT Z		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-PARKS-1/2-13 NYLON LOCK NUT Z	NA	0.00	0.00	0.57	0.00	0.00	0.00	0.57		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		0.57	100.00%						
1127493	Invoice	9/21/2023	9/21/2023	9/21/2023	9/21/2023	14.12	0.00	0.00	0.00	14.12
P&R-BUILDING-POWER STRIP PRO BLK 8'L		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
P&R-BUILDING-POWER STRIP PRO BLK 8'L	NA	0.00	0.00	14.12	0.00	0.00	0.00	14.12		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		14.12	100.00%						
1127533	Invoice	9/21/2023	9/21/2023	9/21/2023	9/21/2023	325.16	0.00	0.00	0.00	325.16
P&R-BUILDING-M18 FUEL 3-1 BACKPACK VACUUM		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ARPA FUNDS	NA	0.00	0.00	325.16	0.00	0.00	0.00	325.16		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		325.16	100.00%						
1136141	Invoice	12/11/2023	12/11/2023	12/11/2023	12/11/2023	19.56	0.00	0.00	0.00	19.56
PW-STREETS-6 PERFORMANCE WORK GLOVES - XL		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-STREETS-6 PERFORMANCE WORK GLOVES - XL	NA	0.00	0.00	19.56	0.00	0.00	0.00	19.56		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1550	Operating Supplies & Exp.		19.56	100.00%						
1136205	Invoice	12/11/2023	12/11/2023	12/11/2023	12/11/2023	48.05	0.00	0.00	0.00	48.05
PW-PASADERA-GROUND STAKE 16"L		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-PASADERA-GROUND STAKE 16"L	NA		0.00	0.00		48.05	0.00	0.00	0.00	48.05
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
071-4454-1550	Operating Supplies & Exp.					48.05	100.00%			
1136506	Invoice	12/13/2023	12/13/2023	12/13/2023	12/13/2023	34.77	0.00	0.00	0.00	34.77
PW-STREETS-BATTERY LITHIUM 3V 123	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-BATTERY LITHIUM 3V 123	NA		0.00	0.00		34.77	0.00	0.00	0.00	34.77
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
071-4454-1550	Operating Supplies & Exp.					34.77	100.00%			
1136520	Invoice	12/14/2023	12/14/2023	12/14/2023	12/14/2023	29.35	0.00	0.00	0.00	29.35
PW-STREETS-VP 40:1 FUEL 128OZ	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-VP 40:1 FUEL 128OZ	NA		0.00	0.00		29.35	0.00	0.00	0.00	29.35
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
071-4454-1550	Operating Supplies & Exp.					29.35	100.00%			
1136816	Invoice	12/16/2023	12/16/2023	12/16/2023	12/16/2023	5.68	0.00	0.00	0.00	5.68
PD-5/16 SPLIT L/W 18-8SS	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FOR GUN RACK	NA		0.00	0.00		5.68	0.00	0.00	0.00	5.68
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1550	Operating Supplies & Exp.					5.68	100.00%			
1136858	Invoice	12/16/2023	12/16/2023	12/16/2023	12/16/2023	2.18	0.00	0.00	0.00	2.18
FIRE-1/4-20X1/2 SOCKET C/S ALL	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-1/4-20X1/2 SOCKET C/S ALL	NA		0.00	0.00		2.18	0.00	0.00	0.00	2.18
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1460	Vehicle Maintenance					2.18	100.00%			
1137028	Invoice	12/19/2023	12/19/2023	12/19/2023	12/19/2023	20.21	0.00	0.00	0.00	20.21
PW-STREETS-PROTECTR CAMP DRY 10.5OZ	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PW-STREETS-PROTECTR CAMP DRY 10.5OZ	NA		0.00	0.00		20.21	0.00	0.00	0.00	20.21
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
071-4454-1550	Operating Supplies & Exp.					20.21	100.00%			
1137129	Invoice	12/20/2023	12/20/2023	12/20/2023	12/20/2023	73.91	0.00	0.00	0.00	73.91
PW-STREETS-16" CHAIN SAW REPLACEMENT BLADE	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-STREETS-16" CHAIN SAW REPLACEMENT BLADE	NA	0.00	0.00	73.91	0.00	0.00	0.00	73.91		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1550	Operating Supplies & Exp.		73.91	100.00%						
1137160	Invoice	12/20/2023	12/20/2023	12/20/2023	12/20/2023	106.06	0.00	0.00	0.00	106.06
PW-VINYL SPACKLING GALLON	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-VINYL SPACKLING GALLON	NA	0.00	0.00	106.06	0.00	0.00	0.00	106.06		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1550	Operating Supplies & Exp.		106.06	100.00%						
1137386	Invoice	12/22/2023	12/22/2023	12/22/2023	12/22/2023	12.23	0.00	0.00	0.00	12.23
PW-STREETS-2XL GRN SOLID FRNT MESH BACK	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-STREETS-2XL GRN SOLID FRNT MESH BACK	NA	0.00	0.00	12.23	0.00	0.00	0.00	12.23		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1550	Operating Supplies & Exp.		12.23	100.00%						
1137934	Invoice	12/29/2023	12/29/2023	12/29/2023	12/29/2023	218.02	0.00	0.00	0.00	218.02
PW-STREETS-FIMCO 4.5 GPM 12 VOLT PUMP	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-STREETS-FIMCO 4.5 GPM 12 VOLT PUMP	NA	0.00	0.00	218.02	0.00	0.00	0.00	218.02		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1550	Operating Supplies & Exp.		218.02	100.00%						
1137953	Invoice	12/29/2023	12/29/2023	12/29/2023	12/29/2023	46.37	0.00	0.00	0.00	46.37
PW-STREETS-PROTECTANT ARMR ALL 28OZ	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-STREETS-PROTECTANT ARMR ALL 28OZ	NA	0.00	0.00	46.37	0.00	0.00	0.00	46.37		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
071-4454-1550	Operating Supplies & Exp.		46.37	100.00%						

Vendor: [HDL01 - HINDERLITER DE LLAMAS & A](#) Vendor Total: 600.00

SIN034351	Invoice	12/27/2023	12/27/2023	12/27/2023	12/27/2023	600.00	0.00	0.00	0.00	600.00
FINANCE-CONTRACT SERVICES- TRANSACTION TAX	Warr Bank Acct - Warrants Bank Account					No				

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
OCOTBER - DECEMBER 2023	NA	0.00	0.00	600.00	0.00	0.00	0.00	600.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4120-2150	Professional services		600.00	100.00%						

Vendor: [HEA03 - HEALTH EQUITY](#) Vendor Total: 504.84

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
INV6046702	Invoice	1/8/2024	1/8/2024	1/8/2024	1/8/2024	504.84	0.00	0.00	0.00	504.84
FINANCE-PMB PAYMENTS-HCFSA 2023		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-PMB PAYMENTS-HCFSA 2023	NA	0.00	0.00	504.84	0.00	0.00	0.00	504.84

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4140-0400	Medical Insurance		504.84	100.00%

Vendor: [HEN01 - EAGLE ENERGY, INC](#)

Vendor Total: 2,731.14

205224	Invoice	12/15/2023	12/15/2023	12/15/2023	12/15/2023	468.78	0.00	0.00	0.00	468.78
FIRE-ACCT#:1197 FUEL CHARGES		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-ACCT#:1197 FUEL CHARGES	NA	0.00	0.00	468.78	0.00	0.00	0.00	468.78

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-1560	Fuels and Lubricants		468.78	100.00%

205527	Invoice	12/31/2023	12/31/2023	12/31/2023	12/31/2023	413.25	0.00	0.00	0.00	413.25
PW-ACCT#:1208 FUEL CHARGES		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW-ACCT#:1208 FUEL CHARGES	NA	0.00	0.00	413.25	0.00	0.00	0.00	413.25

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1560	Fuels & Lubricants		413.25	100.00%

205533	Invoice	12/31/2023	12/31/2023	12/31/2023	12/31/2023	67.76	0.00	0.00	0.00	67.76
P&R-ACCT#:1228 FUEL CHARGES		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-ACCT#:1228 FUEL CHARGES	NA	0.00	0.00	67.76	0.00	0.00	0.00	67.76

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1560	Fuel & lubricants		67.76	100.00%

205542	Invoice	12/31/2023	12/31/2023	12/31/2023	12/31/2023	1,781.35	0.00	0.00	0.00	1,781.35
PD-ACCT#:1280 FUEL CHARGES		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-ACCT#:1280 FUEL CHARGES	NA	0.00	0.00	1,781.35	0.00	0.00	0.00	1,781.35

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1560	Fuel & lubricants		1,781.35	100.00%

Vendor: [HOM02 - HOME DEPOT CREDIT SERVICE](#)

Vendor Total: 298.44

9243073	Invoice	7/12/2023	7/12/2023	7/12/2023	7/12/2023	298.44	0.00	0.00	0.00	298.44
FINANCE-PW-CA LBR FEE,2X4-12 GDF		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-PW-CA LBR FEE,2X4-12 GDF	NA	0.00	0.00	298.44	0.00	0.00	0.00	298.44

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1550	Operating Supplies & Exp.		298.44	100.00%

Vendor: [IND03 - INDEPENDENT ELECTRIC SUPP](#)

Vendor Total: 9,029.43

179526	Invoice	11/30/2023	11/30/2023	11/30/2023	11/30/2023	9,029.43	0.00	0.00	0.00	9,029.43
FINANCE-POLICE DEPARTMENT		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE-POLICE DEPARTMENT FUNDS	CIP - ARPA NA	0.00	0.00	9,029.43	0.00	0.00	0.00	9,029.43		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
089-4444-3075	Building Improvements (089-108)		9,029.43	100.00%						

Vendor: INT01 - INTEGRITY PLANNING										Vendor Total:	3,968.75
072	Invoice	12/28/2023	12/28/2023	12/28/2023	12/28/2023	3,968.75	0.00	0.00	0.00	3,968.75	
ADM-PLANNING SERVICES - DEC 2023		Warr Bank Acct - Warrants Bank Account		No							

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-PLANNING SERVICES - DEC 2023	NA	0.00	0.00	3,968.75	0.00	0.00	0.00	3,968.75		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4405-2150	Professional Services		3,968.75	100.00%						

Vendor: IRR01 - IRRIGATION WEST										Vendor Total:	27,769.86
2309626-IN	Invoice	12/11/2023	12/11/2023	12/11/2023	12/11/2023	27,769.86	0.00	0.00	0.00	27,769.86	
WWTP-REPLACING PIPES IN SPRAY FIELDS		Warr Bank Acct - Warrants Bank Account		No							

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-REPLACING PIPES IN SPRAY FIELDS	NA	0.00	0.00	27,769.86	0.00	0.00	0.00	27,769.86		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-1500	Equipment Replacement		27,769.86	100.00%						

Vendor: J&E01 - J&E CLEANING										Vendor Total:	1,038.00
45490	Invoice	5/31/2023	5/31/2023	5/31/2023	5/31/2023	346.00	0.00	0.00	0.00	346.00	
PD-MAY CLEANING SERVICE		Warr Bank Acct - Warrants Bank Account		No							

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-MAY CLEANING SERVICE	NA	0.00	0.00	346.00	0.00	0.00	0.00	346.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		346.00	100.00%						

45848	Invoice	8/31/2023	8/31/2023	8/31/2023	8/31/2023	346.00	0.00	0.00	0.00	346.00
PD-AUGUST CLEARING SERVICE		Warr Bank Acct - Warrants Bank Account		No						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-AUGUST CLEARING SERVICE	NA	0.00	0.00	346.00	0.00	0.00	0.00	346.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		346.00	100.00%						

46198	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	346.00	0.00	0.00	0.00	346.00
PD-NOVEMBER CLEARING SERVICE		Warr Bank Acct - Warrants Bank Account		No						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-NOVEMBER CLEARING SERVICE	NA	0.00	0.00	346.00	0.00	0.00	0.00	346.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		346.00	100.00%						

Vendor: JAC02 - JACK'S ALL AMERICAN PLUM										Vendor Total:	987.50
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Payable Register

Packet: APPKT00159 - 01.09.24 BIWEEKLY RUN

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
135115	Invoice	12/12/2023	12/12/2023	12/12/2023	12/12/2023	987.50	0.00	0.00	0.00	987.50
P&R-NO PARTS-JETTED		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&R-NO PARTS-JETTED	NA	0.00	0.00	987.50	0.00	0.00	0.00	987.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-2150	Professional Services		987.50	100.00%

Vendor: [JAN01 - JANO PRINTING & MAILWORKS](#)

Vendor Total: 1,181.84

97624	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	1,181.84	0.00	0.00	0.00	1,181.84
PD-NOTICE TO APPEAR CITATION -J23821 (2500)		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-NOTICE TO APPEAR CITATION -J23821 (2500)	NA	0.00	0.00	1,181.84	0.00	0.00	0.00	1,181.84

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1550	Operating Supplies & Exp.		1,181.84	100.00%

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

Vendor Total: 70.00

17	Invoice	12/15/2023	12/15/2023	12/15/2023	12/15/2023	70.00	0.00	0.00	0.00	70.00
PD-CAR WASH AND DETAIL - UNIT 15-02,17-01		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-CAR WASH AND DETAIL - UNIT 15-02,17-01	NA	0.00	0.00	70.00	0.00	0.00	0.00	70.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1400	Equipment Maintenance		70.00	100.00%

Vendor: [LIM01 - CARLOS LIMON](#)

Vendor Total: 400.00

12212023	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	400.00	0.00	0.00	0.00	400.00
PD-CHECK REQUEST-UNIFORM ALLOWANCE REIMBURSEMENT		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FLASHLIGHT, BOOTS,TROUSERS	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%

Vendor: [NAP01 - NAPA, RAYS AUTO PARTS](#)

Vendor Total: 472.32

639482	Invoice	12/28/2023	12/28/2023	12/28/2023	12/28/2023	472.32	0.00	0.00	0.00	472.32
FIRE-OIL FILTER ENGINE #181		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-OIL FILTER ENGINE #181	NA	0.00	0.00	472.32	0.00	0.00	0.00	472.32

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-1460	Vehicle Maintenance		472.32	100.00%

Vendor: [NUN02 - JACOB NUNO](#)

Vendor Total: 443.39

12292023	Invoice	12/29/2023	12/29/2023	12/29/2023	12/29/2023	443.39	0.00	0.00	0.00	443.39
FIRE-CHECK REQUEST-UNIFORM ALLOWANCE		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PANTS,SHIRT,SOCKS	NA	0.00	0.00	443.39	0.00	0.00	0.00	443.39		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-0450	Other Benefits		443.39	100.00%						

Vendor: OR001 - CHRISTOPHER OROZCO									Vendor Total:	532.36
01042024	Invoice	1/4/2024	1/4/2024	1/4/2024	1/4/2024	532.36	0.00	0.00	0.00	532.36
PD-CHECK REQUEST-POST PERISHABLE SKILLS 2024	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD-CHECK REQUEST-POST PERISHABLE SKILLS 2024	NA	0.00	0.00	532.36	0.00	0.00	0.00	532.36		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1300	Business Expense/Training		532.36	100.00%						

Vendor: PAC04 - PACIFIC PETROLEUM CALIFOR									Vendor Total:	1,772.95
183083	Invoice	12/6/2023	12/6/2023	12/6/2023	12/6/2023	1,350.00	0.00	0.00	0.00	1,350.00
WWTP-VACUUM BIN - 25 YARD 11/01-11/2023	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-VACUUM BIN - 25 YARD 11/01-11/2023	NA	0.00	0.00	1,350.00	0.00	0.00	0.00	1,350.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2200	Equipment Rental		1,350.00	100.00%						

184019	Invoice	12/19/2023	12/19/2023	12/19/2023	12/19/2023	422.95	0.00	0.00	0.00	422.95
WWTP-HAZARDOUS TECHNICIAN	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-HAZARDOUS TECHNICIAN	NA	0.00	0.00	422.95	0.00	0.00	0.00	422.95		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		422.95	100.00%						

Vendor: POC01 - PROTERRA OPERATING COMPANY, INC.									Vendor Total:	2,175.00
1064332	Invoice	8/14/2023	8/14/2023	8/14/2023	8/14/2023	2,175.00	0.00	0.00	0.00	2,175.00
PW-BUS STORAGE OF ELECTRIC BUS	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW-BUS STORAGE OF ELECTRIC BUS	NA	0.00	0.00	2,175.00	0.00	0.00	0.00	2,175.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
089-4444-3094	EV Bus, Chrg		2,175.00	100.00%						

Vendor: POL02 - POLYDYNE INC.									Vendor Total:	3,927.94
1791409	Invoice	12/5/2023	12/5/2023	12/5/2023	12/5/2023	3,927.94	0.00	0.00	0.00	3,927.94
WWTP-CLARIFLOC WE-1289	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-CLARIFLOC WE-1289	NA	0.00	0.00	3,927.94	0.00	0.00	0.00	3,927.94		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-1550	Operating Supplies & Exp.		3,927.94	100.00%						

Payable Register

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

Vendor: [QUA01 - QUADIENT FINANCE USA, INC](#) Vendor Total: 91.44

77900013326001101500780	Invoice	12/12/2023	12/12/2023	12/12/2023	12/12/2023	91.44	0.00	0.00	0.00	91.44
FINANCE-POSTAGE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-POSTAGE	NA	0.00	0.00	4.99	0.00	0.00	0.00	4.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4120-1200	Office Supplies & Postage		4.99	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-POSTAGE	NA	0.00	0.00	0.09	0.00	0.00	0.00	0.09

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-1200	Office Supplies & Postage		0.09	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-POSTAGE	NA	0.00	0.00	0.77	0.00	0.00	0.00	0.77

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-1200	Office Supplies & Postage		0.77	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-POSTAGE	NA	0.00	0.00	0.63	0.00	0.00	0.00	0.63

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1200	Office Supplies & Postage		0.63	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-POSTAGE	NA	0.00	0.00	42.48	0.00	0.00	0.00	42.48

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
010-4420-1200	Office Supplies & Postage		42.48	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE-POSTAGE	NA	0.00	0.00	42.48	0.00	0.00	0.00	42.48

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1200	Office Supplies & Postage		42.48	100.00%

Vendor: [RIN02 - RINCON CONSULTANTS, INC.](#) Vendor Total: 1,081.00

53383	Invoice	12/19/2023	12/19/2023	12/19/2023	12/19/2023	1,081.00	0.00	0.00	0.00	1,081.00
ADM-ZONING MAP UPDATE		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ZONING MAP UPDATE	NA	0.00	0.00	1,081.00	0.00	0.00	0.00	1,081.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-2150	Professional Services		1,081.00	100.00%

Vendor: [RIT01 - RITTERBUSH REPAIR SERVICE](#) Vendor Total: 492.50

844607	Invoice	12/20/2023	12/20/2023	12/20/2023	12/20/2023	132.50	0.00	0.00	0.00	132.50
FIRE-ENGINE #81 REPAIR DISCHARGE VALUE #2		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-ENGINE #81 REPAIR DISCHARGE VALUE #2	NA		0.00	0.00		132.50	0.00	0.00	0.00	132.50
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1460	Vehicle Maintenance					132.50	100.00%			
844608	Invoice	12/29/2023	12/29/2023	12/29/2023	12/29/2023	360.00	0.00	0.00	0.00	360.00
FIRE-ENGINE #181 OIL & LUB SERVICE (92111 MILES)	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-ENGINE #181 OIL & LUB SERVICE (92111 MILES)	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			
001-4220-1460	Vehicle Maintenance					360.00	100.00%			

Vendor: [ROS04 - DAVID ROSE](#) **Vendor Total:** 5,312.88

12	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	5,312.88	0.00	0.00	0.00	5,312.88
ADM-BUILDING INSPECTIONS SERVICES - DEC 2023	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-BUILDING INSPECTIONS SERVICES - DEC 2023	NA		0.00	0.00		5,312.88	0.00	0.00	0.00	5,312.88
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4405-2150	Professional Services					5,312.88	100.00%			

Vendor: [SAG01 - JOSE A. SAGIS](#) **Vendor Total:** 110.00

12092023	Invoice	12/9/2023	12/9/2023	12/9/2023	12/9/2023	110.00	0.00	0.00	0.00	110.00
WATER-CHECK REQUEST-TI CERT RENEWAL	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
RE-CERTIFICATION REIMBURSEMENT	NA		0.00	0.00		110.00	0.00	0.00	0.00	110.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
010-4420-0450	Other Benefits					110.00	100.00%			

Vendor: [SAN02 - SANTA MARIA TIRE CORP](#) **Vendor Total:** 909.58

160466	Invoice	12/4/2023	12/4/2023	12/4/2023	12/4/2023	909.58	0.00	0.00	0.00	909.58
ADM-TRANSIT MAINTENANCE EXPRESS	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-TRANSIT MAINTENANCE EXPRESS - BUS #158	NA		0.00	0.00		909.58	0.00	0.00	0.00	909.58
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
023-4461-1400	Equipment Maintenance					909.58	100.00%			

Vendor: [SAT01 - SATCOM GLOBAL FZE](#) **Vendor Total:** 171.00

AS10230667	Invoice	10/1/2023	10/1/2023	10/1/2023	10/1/2023	85.50	0.00	0.00	0.00	85.50
FIRE-ACCT#:C11216	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
IRIDIUM SIM CARD (1)	NA		0.00	0.00		42.75	0.00	0.00	0.00	42.75
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1150	Communications					42.75	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
IRIDIUM SIM CARD (1)	NA		0.00	0.00		42.75	0.00	0.00	0.00	42.75
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1150	Communications					42.75	100.00%			
AS12230207	Invoice	12/1/2023	12/1/2023	12/1/2023	12/1/2023	85.50	0.00	0.00	0.00	85.50
FIRE-IRIUM SIM CARD (2)			Warr Bank Acct - Warrants Bank Account		No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-IRIUM SIM CARD (2)	NA		0.00	0.00		42.75	0.00	0.00	0.00	42.75
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1150	Communications					42.75	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-IRIUM SIM CARD (2)	NA		0.00	0.00		42.75	0.00	0.00	0.00	42.75
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1150	Communications					42.75	100.00%			

Vendor: [THE07 - PHILIP F. SINCO](#) **Vendor Total:** 4,130.00

10315	Invoice	12/29/2023	12/29/2023	12/29/2023	12/29/2023	315.00	0.00	0.00	0.00	315.00
ADM-CANNABIS RELATED - DEC 2023			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-CANNABIS RELATED - DEC 2023	NA		0.00	0.00		315.00	0.00	0.00	0.00	315.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-HEMP-2150	Profl Services					315.00	100.00%			

10316	Invoice	12/29/2023	12/29/2023	12/29/2023	12/29/2023	3,465.00	0.00	0.00	0.00	3,465.00
ADM-LEGAL SERVICES - DEC 2023			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-LEGAL SERVICES - DEC 2023	NA		0.00	0.00		3,465.00	0.00	0.00	0.00	3,465.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4110-2150	Professional services					3,465.00	100.00%			

10317	Invoice	12/29/2023	12/29/2023	12/29/2023	12/29/2023	350.00	0.00	0.00	0.00	350.00
ADM-RDA DISSOLUTION MATTERS- DEC 2023			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-RDA DISSOLUTION MATTERS- DEC 2023	NA		0.00	0.00		332.50	0.00	0.00	0.00	332.50
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
079-4542-2164	General Admin					332.50	100.00%			

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code	On Hold								
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-RDA DISSOLUTION MATTERS- DEC 2023	NA	0.00	0.00	17.50	0.00	0.00	0.00	17.50		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
026-4500-2150	Professional Services		17.50	100.00%						

Vendor: TSI01 - TECHNICAL SYSTEM INC										Vendor Total:	4,523.71
24-007-001	Invoice	11/29/2023	11/29/2023	11/29/2023	11/29/2023	1,600.66	0.00	0.00	0.00	1,600.66	
WWTP-TASK 1 TEST EXISTING PLC PROGRAM	Warr Bank Acct - Warrants Bank Account	No									

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-TASK 1 TEST EXISTING PLC PROGRAM	NA	0.00	0.00	1,600.66	0.00	0.00	0.00	1,600.66		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		1,600.66	100.00%						

24-007-002	Invoice	12/28/2023	12/28/2023	12/28/2023	12/28/2023	2,923.05	0.00	0.00	0.00	2,923.05	
WWTP-LEVEL TRANSMITTER REPLACEMENT	Warr Bank Acct - Warrants Bank Account	No									

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LEVEL TRANSMITTER SO OUR SCREW PRESS CAN RUN	NA	0.00	0.00	2,923.05	0.00	0.00	0.00	2,923.05		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-1400	Equipment Maintenance		2,923.05	100.00%						

Vendor: ULT01 - ULTREX										Vendor Total:	720.83
3962002	Invoice	12/28/2023	12/28/2023	12/28/2023	12/28/2023	720.83	0.00	0.00	0.00	720.83	
ADM-COPIES	Warr Bank Acct - Warrants Bank Account	No									

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-COPIES	NA	0.00	0.00	97.96	0.00	0.00	0.00	97.96		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4405-1550	Operating Supplies & Exp.		97.96	100.00%						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-COPIES	NA	0.00	0.00	102.52	0.00	0.00	0.00	102.52		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		102.52	100.00%						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-COPIES	NA	0.00	0.00	300.01	0.00	0.00	0.00	300.01		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4120-1550	Operating Supplies & Exp.		300.01	100.00%						

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM-COPIES	NA	0.00	0.00	51.60	0.00	0.00	0.00	51.60		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-1550	Operating Supplies & Exp.		51.60	100.00%						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-COPIES	NA		0.00	0.00		143.83	0.00	0.00	0.00	143.83
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4105-1550	Operating Supplies & Exp.					143.83	100.00%			
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-COPIES	NA		0.00	0.00		24.91	0.00	0.00	0.00	24.91
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4300-1550	Operating Supplies & Exp.					24.91	100.00%			

Vendor: [USB04 - U.S. BANK CORPORATE PAYME](#) **Vendor Total:** 2,436.72

24011343334000059782613	Invoice	11/30/2023	11/30/2023	11/30/2023	11/30/2023	163.96	0.00	0.00	0.00	163.96
PD-CHEAP AIRPORT PARKING-898 N PACIFIC COAST HWY			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
EL SEGUNDO, CA	NA		0.00	0.00		163.96	0.00	0.00	0.00	163.96
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1300	Business Expense/Training					163.96	100.00%			

24011343338000053934133	Invoice	12/4/2023	12/4/2023	12/4/2023	12/4/2023	173.00	0.00	0.00	0.00	173.00
PD-TED BLOCKER HOLSTERS-SWIVEL BELT LOOP			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-TED BLOCKER HOLSTERS-SWIVEL BELT LOOP	NA		0.00	0.00		173.00	0.00	0.00	0.00	173.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1550	Operating Supplies & Exp.					173.00	100.00%			

24121573321510000321133	Invoice	11/16/2023	11/16/2023	11/16/2023	11/16/2023	495.00	0.00	0.00	0.00	495.00
PD-AXON-TASER INSTRUCTOR			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-AXON-TASER INSTRUCTOR	NA		0.00	0.00		495.00	0.00	0.00	0.00	495.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-2350	Services by other Agencies					495.00	100.00%			

24492153331852596024014	Invoice	11/13/2023	11/13/2023	11/13/2023	11/13/2023	352.35	0.00	0.00	0.00	352.35
FIRE-CAL GAS DIRECT-1XGASCO 34LS-311 MIX			Warr Bank Acct - Warrants Bank Account		No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-	NA		0.00	0.00		352.35	0.00	0.00	0.00	352.35
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-1400	Equipment Maintenance					352.35	100.00%			

24512393317021326471632	Invoice	11/13/2023	11/13/2023	11/13/2023	11/13/2023	12.00	0.00	0.00	0.00	12.00
FIRE-SANTA MARIA WASH AND LUBE			Warr Bank Acct - Warrants Bank Account		No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-SANTA MARIA WASH AND LUBE	NA		0.00	0.00	12.00	0.00	0.00	0.00	12.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-2150	Professional services				12.00	100.00%				
24512393326021335506708	Invoice	11/22/2023	11/22/2023	11/22/2023	11/22/2023	12.00	0.00	0.00	0.00	12.00
FIRE-SM WAS AND LUBE-CHIEG CAR WASH	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-SM WAS AND LUBE-CHIEG CAR WASH	NA		0.00	0.00	12.00	0.00	0.00	0.00	12.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-2150	Professional services				12.00	100.00%				
24692163317103808810898	Invoice	11/13/2023	11/13/2023	11/13/2023	11/13/2023	29.19	0.00	0.00	0.00	29.19
FIRE-AMAZON-SPRAY AIR REFRESHNER REFILLS	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-SPRAY AIR REFRESHNER REFILLS	NA		0.00	0.00	29.19	0.00	0.00	0.00	29.19	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1550	Operating Supplies & Exp.				29.19	100.00%				
24692163320106355281137	Invoice	11/16/2023	11/16/2023	11/16/2023	11/16/2023	114.49	0.00	0.00	0.00	114.49
FIRE-AMAZON-BRUSH,PERMANENENT MARKER, PENS	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-BRUSH,PERMANENENT MARKER, PENS	NA		0.00	0.00	36.69	0.00	0.00	0.00	36.69	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1200	Office Supplies & Postage				36.69	100.00%				
24692163328102754918298	Invoice	11/24/2023	11/24/2023	11/24/2023	11/24/2023	45.85	0.00	0.00	0.00	45.85
FIRE-AMAZON-BRUSH,PERMANENENT MARKER, PENS	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-BRUSH,PERMANENENT MARKER, PENS	NA		0.00	0.00	45.85	0.00	0.00	0.00	45.85	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1400	Equipment Maintenance				45.85	100.00%				
24692163328102754918298	Invoice	11/24/2023	11/24/2023	11/24/2023	11/24/2023	31.95	0.00	0.00	0.00	31.95
FIRE-AMAZON-BRUSH,PERMANENENT MARKER, PENS	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-BRUSH,PERMANENENT MARKER, PENS	NA		0.00	0.00	31.95	0.00	0.00	0.00	31.95	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1460	Vehicle Maintenance				31.95	100.00%				
24692163328102754918298	Invoice	11/24/2023	11/24/2023	11/24/2023	11/24/2023	33.89	0.00	0.00	0.00	33.89
FIRE-AMAZON-FLASHLIGHT RETRACTOR WITH 3" ALUMINUM	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-FLASHLIGHT RETRACTOR WITH 3" ALUMINUM	NA		0.00	0.00	33.89	0.00	0.00	0.00	33.89	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1550	Operating Supplies & Exp.				33.89	100.00%				
24692163329103360428721	Invoice	11/24/2023	11/24/2023	11/24/2023	11/24/2023	170.78	0.00	0.00	0.00	170.78
PD-JUFFY LUBE-CHIEF OIL CHANGE			Warr Bank Acct - Warrants Bank Account		No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-JUFFY LUBE-CHIEF OIL CHANGE	NA		0.00	0.00	170.78	0.00	0.00	0.00	170.78	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-1460	Vehicle Maintenance				170.78	100.00%				
24692163331105541171951	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	128.27	0.00	0.00	0.00	128.27
FIRE-AMAZON-STATE FLAG,AMERICAN FLAG,WINDFRD			Warr Bank Acct - Warrants Bank Account		No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-STATE FLAG,AMERICAN FLAG,WINDFRD	NA		0.00	0.00	76.08	0.00	0.00	0.00	76.08	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1550	Operating Supplies & Exp.				76.08	100.00%				
24692163331105541171951	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	128.27	0.00	0.00	0.00	128.27
FIRE-AMAZON-STATE FLAG,AMERICAN FLAG,WINDFRD			Warr Bank Acct - Warrants Bank Account		No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-STATE FLAG,AMERICAN FLAG,WINDFRD	NA		0.00	0.00	76.08	0.00	0.00	0.00	76.08	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1550	Operating Supplies & Exp.				76.08	100.00%				
24692163331105541171951	Invoice	11/27/2023	11/27/2023	11/27/2023	11/27/2023	128.27	0.00	0.00	0.00	128.27
FIRE-AMAZON-STATE FLAG,AMERICAN FLAG,WINDFRD			Warr Bank Acct - Warrants Bank Account		No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-AMAZON-STATE FLAG,AMERICAN FLAG,WINDFRD	NA		0.00	0.00	52.19	0.00	0.00	0.00	52.19	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1460	Vehicle Maintenance				52.19	100.00%				
24701773325724000150687	Invoice	11/20/2023	11/20/2023	11/20/2023	11/20/2023	32.51	0.00	0.00	0.00	32.51
FIRE-SKY RIVER-14X14 UNIVERSAL			Warr Bank Acct - Warrants Bank Account		No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE-SKY RIVER-14X14 UNIVERSAL	NA		0.00	0.00	32.51	0.00	0.00	0.00	32.51	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4220-1400	Equipment Maintenance				32.51	100.00%				
24789303338772102224716	Invoice	12/2/2023	12/2/2023	12/2/2023	12/2/2023	25.72	0.00	0.00	0.00	25.72
PD-RANGE MASTER-MICHAEL CASH			Warr Bank Acct - Warrants Bank Account		No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-RANGE MASTER-MICHAEL CASH	NA		0.00	0.00	25.72	0.00	0.00	0.00	25.72	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-1550	Operating Supplies & Exp.				25.72	100.00%				
24789303341794902926014	Invoice	12/7/2023	12/7/2023	12/7/2023	12/7/2023	28.44	0.00	0.00	0.00	28.44
PD-RANGE MASTER-CHIEF CASH			Warr Bank Acct - Warrants Bank Account		No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD-RANGE MASTER-CHIEF CASH	NA		0.00	0.00	28.44	0.00	0.00	0.00	28.44	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-1550	Operating Supplies & Exp.				28.44	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
24943003334207557800242	Invoice	11/30/2023	11/30/2023	11/30/2023	11/30/2023	665.12	0.00	0.00	0.00	665.12
PD-MICHAEL CASH-MEALS FOR 2 WEEKS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-MICHAEL CASH-MEALS FOR 2 WEEKS	NA	0.00	0.00	665.12	0.00	0.00	0.00	665.12

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1300	Business Expense/Training		665.12	100.00%

Vendor: [VER05 - VERIZON WIRELESS](#)

Vendor Total: 1,442.92

9951257792	Invoice	12/8/2023	12/8/2023	12/8/2023	12/8/2023	364.38	0.00	0.00	0.00	364.38
FIRE-ACCT#:942045079-00001		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-ACCT#:942045079-00001	NA	0.00	0.00	364.38	0.00	0.00	0.00	364.38

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-1150	Communications		364.38	100.00%

9952065731	Invoice	12/18/2023	12/18/2023	12/18/2023	12/18/2023	749.79	0.00	0.00	0.00	749.79
ADM-ACCT#:642087942-00001 COMMUNICATIONS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ACCT#:642087942-00001 COMMUNICATIONS	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%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ACCT#:642087942-00001 COMMUNICATIONS	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%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ACCT#:642087942-00001 COMMUNICATIONS	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%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ACCT#:642087942-00001 COMMUNICATIONS	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%

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM-ACCT#:642087942-00001 COMMUNICATIONS	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%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
ADM-ACCT#:642087942-00001 COMMUNICATIONS	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%			
9952423479	Invoice	1/14/2024	1/14/2024	1/14/2024	1/14/2024	328.75	0.00	0.00	0.00	328.75
PD-ACCT#:742070155-00001 - 4490 10TH ST	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-ACCT#:742070155-00001	NA		0.00	0.00		328.75	0.00	0.00	0.00	328.75
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4200-1150	Communications					328.75	100.00%			

Vendor: [WHI05 - WHITTLE FIRE PROTECTION](#) Vendor Total: 610.00

231212M02	Invoice	12/15/2023	12/15/2023	12/15/2023	12/15/2023	110.00	0.00	0.00	0.00	110.00
P&R-NPFA 10 EXTINGUISHER INSPECTION	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-NPFA 10 EXTINGUISHER INSPECTION	NA		0.00	0.00		110.00	0.00	0.00	0.00	110.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4145-2150	Professional Services					110.00	100.00%			

231228M02	Invoice	1/2/2024	1/2/2024	1/2/2024	1/2/2024	500.00	0.00	0.00	0.00	500.00
P&R-NPFA 25 SPRINKLER INSPECTION 12-28-23	Warr Bank Acct - Warrants Bank Account				No					

Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
P&R-NPFA 25 SPRINKLER INSPECTION 12-28-23	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			
001-4145-2150	Professional Services					500.00	100.00%			

Vendor: [WIL03 - WILLDAN FINANCIAL SERVICE](#) Vendor Total: 3,150.00

010-56825	Invoice	12/19/2023	12/19/2023	12/19/2023	12/19/2023	3,150.00	0.00	0.00	0.00	3,150.00
PD-PUBLIC SAFETY IMPACT FEE NEXUS STUDY	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
PD-PUBLIC SAFETY IMPACT FEE NEXUS STUDY	NA		0.00	0.00		3,150.00	0.00	0.00	0.00	3,150.00
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
042-4210-2350	Services by other Agencies					3,150.00	100.00%			

Vendor: [WIT01 - WITMER PUBLIC SAFETY GROU](#) Vendor Total: 186.00

INV375405	Invoice	12/9/2023	12/9/2023	12/9/2023	12/9/2023	137.06	0.00	0.00	0.00	137.06
FIRE-CUSTOMER ID:9262-P.SCHMITZ	Warr Bank Acct - Warrants Bank Account				No					
Items										
Item Description	Commodity		Units	Price		Amount	Tax	Shipping	Discount	Total
FIRE-CUSTOMER ID:9262	NA		0.00	0.00		137.06	0.00	0.00	0.00	137.06
Distributions										
Account Number	Account Name		Project Account Key			Amount	Percent			
001-4220-0450	Other Benefits					137.06	100.00%			

Payable Register

Packet: APPKT00159 - 01.09.24 BIWEEKLY RUN

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
S0321818	Invoice	12/22/2023	12/22/2023	12/22/2023	12/22/2023	48.94	0.00	0.00	0.00	48.94
FIRE-5.11 UTILITY-T (3 PACK) COLOR: ACU TAN, LARGE		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE-5.11 UTILITY-T (3 PACK) COLOR: ACU TAN, LARGE	NA	0.00	0.00	48.94	0.00	0.00	0.00	48.94

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4220-0450	Other Benefits		48.94	100.00%

Vendor: [WRI01 - ROBERT WRIGHT](#)

Vendor Total: 532.36

01042024	Invoice	1/4/2024	1/4/2024	1/4/2024	1/4/2024	532.36	0.00	0.00	0.00	532.36
PD-CHECK REQUEST-POST PERSHIBLE SKILLS 2024		Warr Bank Acct - Warrants Bank Account		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD-CHECK REQUEST-POST PERSHIBLE SKILLS 2024	NA	0.00	0.00	532.36	0.00	0.00	0.00	532.36

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1300	Business Expense/Training		532.36	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	124	239,709.98	0.00	0.00	0.00	239,709.98	0.00	239,709.98
Grand Total:		239,709.98	0.00	0.00	0.00	239,709.98	0.00	239,709.98

Project Summary

Project Number	Project Name	Count	Account Key	Account Name	Amount
PA 2023-013-LS	Reed Lot Split / 428 Tognazzini...	1	PA 2023013LS	Reed Lot Split / 428 Tognazzini Lot ...	170.00
Project PA 2023-013-LS Total:					170.00
PA 2023-021-LLA	151 Obispo – Lot Line Adjustm...	1	PA 2023-021-LLA	Expenses toward Building Permit D...	425.00
Project PA 2023-021-LLA Total:					425.00
Grand Total:					595.00

Account Summary

Account	Name	Amount
001-2048	Building Permit Deposits	595.00
001-2058	Alvarez Lot Line Adjustment – 11th Street	340.00
001-2080	CENTRAL COAST PROCESSING	170.00
001-4105-1200	Office Supplies & Postage	0.09
001-4105-1550	Operating Supplies & Exp.	143.83
001-4110-2150	Professional services	3,465.00
001-4120-1200	Office Supplies & Postage	4.99
001-4120-1550	Operating Supplies & Exp.	300.01
001-4120-2150	Professional services	1,291.78
001-4140-0400	Medical Insurance	555.16
001-4140-2151	Information Technology Svs	454.00
001-4145-1150	Communications	2,272.07
001-4145-1550	Operating Supplies & Exp.	339.28
001-4145-2150	Professional Services	1,597.50
001-4200-0450	Other Benefits	400.00
001-4200-1150	Communications	465.88
001-4200-1200	Office Supplies & Postage	0.63
001-4200-1300	Business Expense/Training	3,079.80
001-4200-1400	Equipment Maintenance	70.00
001-4200-1460	Vehicle Maintenance	170.78
001-4200-1550	Operating Supplies & Exp.	2,680.71
001-4200-1560	Fuel & lubricants	1,781.35
001-4200-2150	Professional services	3,190.06
001-4200-2350	Services by other Agencies	4,954.16
001-4220-0450	Other Benefits	629.39
001-4220-1150	Communications	449.88
001-4220-1200	Office Supplies & Postage	37.46
001-4220-1400	Equipment Maintenance	430.71
001-4220-1460	Vehicle Maintenance	1,596.53
001-4220-1550	Operating Supplies & Exp.	253.39
001-4220-1560	Fuels and Lubricants	468.78
001-4220-2350	Services by other Agencies	2,013.09
001-4300-0100	Salaries - Regular	6.61
001-4300-1150	Communications	103.26
001-4300-1550	Operating Supplies & Exp.	73.43
001-4300-1560	Fuel & lubricants	67.76
001-4300-2150	Professional services	1,995.00
001-4405-1550	Operating Supplies & Exp.	97.96
001-4405-2150	Professional Services	11,042.63
001-HEMP-2150	Profl Services	315.00
Total:		47,902.96

Account	Name	Amount
010-4420-0450	Other Benefits	110.00
010-4420-1150	Communications	251.41
010-4420-1200	Office Supplies & Postage	42.48
010-4420-1550	Operating Supplies & Exp.	31.87
Total:		435.76

Account	Name	Amount
012-4425-1150	Communications	418.51
012-4425-1200	Office Supplies & Postage	42.48
012-4425-1400	Equipment Maintenance	2,923.05
012-4425-1500	Equipment Replacement	27,769.86
012-4425-1550	Operating Supplies & Exp.	4,886.53
012-4425-2150	Professional Services	10,693.01

Account Summary

Account	Name	Amount
012-4425-2200	Equipment Rental	1,350.00
Total:		48,083.44

Account	Name	Amount
023-4461-1400	Equipment Maintenance	909.58
Total:		909.58

Account	Name	Amount
026-4500-2150	Professional Services	17.50
Total:		17.50

Account	Name	Amount
042-4210-2350	Services by other Agencies	3,150.00
Total:		3,150.00

Account	Name	Amount
060-4490-2150	Professional services	2,690.00
Total:		2,690.00

Account	Name	Amount
063-4472-2150	Professional services	871.00
Total:		871.00

Account	Name	Amount
071-4454-1150	Communications	120.47
071-4454-1550	Operating Supplies & Exp.	646.67
071-4454-1560	Fuels & Lubricants	413.25
071-4454-2150	Professional Services	99.37
Total:		1,279.76

Account	Name	Amount
079-4542-2164	General Admin	4,232.50
079-4542-2166	Activity	14,064.20
Total:		18,296.70

Account	Name	Amount
089-4444-3075	Building Improvements (089-108)	9,029.43
089-4444-3094	EV Bus, Chrg	2,175.00
089-4444-3097	Amtrak Station Rehab Design	104,584.85
Total:		115,789.28

Account	Name	Amount
107-4018-2150	Prof Services	284.00
Total:		284.00



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Warr Bank Acct-Warrants Bank Account						
ABH01	AETNA RESOURCES FOR LIVING	01/11/2024	Regular	0.00	50.32	838169
AGD01	ANDREW GOODWIN DESIGNS	01/11/2024	Regular	0.00	14,064.20	838170
AMA02	AMAZON BUSINESS	01/11/2024	Regular	0.00	690.90	838171
ARA01	ARAMARK UNIFORM SERVICES	01/11/2024	Regular	0.00	208.96	838172
ARC01	ARCLIGHT MEDIA	01/11/2024	Regular	0.00	454.00	838173
BIL01	BILL SCOTT CONSULTANT	01/11/2024	Regular	0.00	1,785.00	838174
BOY04	BOYS & GIRLS CLUBS OF MID	01/11/2024	Regular	0.00	560.00	838175
BRA02	THOMAS BRADEBERRY	01/11/2024	Regular	0.00	3,900.00	838176
BUR04	BURTON'S FIRE, INC.	01/11/2024	Regular	0.00	545.39	838177
CAS07	CASSIA LANDSCAPE	01/11/2024	Regular	0.00	4,996.00	838178
CCE01	CENTRAL COAST EVALUTATION SER	01/11/2024	Regular	0.00	2,000.00	838179
CEN11	CENTRAL CITY TOOL SUPPLY,	01/11/2024	Regular	0.00	105.64	838180
CIT07	CITY OF FRESNO-POLICE DEP	01/11/2024	Regular	0.00	1,186.00	838181
CIT14	CITY OF SANTA MARIA - FINANCE DI	01/11/2024	Regular	0.00	7,236.31	838182
CLA01	CLARK PEST CONTROL OF STO	01/11/2024	Regular	0.00	284.00	838183
CLA02	CLAY'S SEPTIC & JETTING,	01/11/2024	Regular	0.00	6,768.06	838184
CLI01	CLIN.LAB-SAN BERNADINO IN	01/11/2024	Regular	0.00	1,788.00	838185
COR01	CORBIN WILLITS SYSTEM COR	01/11/2024	Regular	0.00	691.78	838186
CUL01	CULLIGAN/CENTRAL COAST WA	01/11/2024	Regular	0.00	125.51	838187
DEP09	DEPARTMENT OF JUSTICE	01/11/2024	Regular	0.00	402.00	838188
FRO01	FRONTIER COMMUNICATIONS	01/11/2024	Regular	0.00	2,467.56	838189
GMI01	GIERLICH-MITCHELL, INC.	01/11/2024	Regular	0.00	104,584.85	838190
GUA02	GUADALUPE HARDWARE COMPAN	01/11/2024	Regular	0.00	1,010.80	838191
	Void	01/11/2024	Regular	0.00	0.00	838192
HDL01	HINDERLITER DE LLAMAS & A	01/11/2024	Regular	0.00	600.00	838193
HEA03	HEALTH EQUITY	01/11/2024	Regular	0.00	504.84	838194
HEN01	EAGLE ENERGY, INC	01/11/2024	Regular	0.00	2,731.14	838195
HOM02	HOME DEPOT CREDIT SERVICE	01/11/2024	Regular	0.00	298.44	838196
IND03	INDEPENDENT ELECTRIC SUPP	01/11/2024	Regular	0.00	9,029.43	838197
INT01	INTEGRITY PLANNING	01/11/2024	Regular	0.00	3,968.75	838198
IRRO1	IRRIGATION WEST	01/11/2024	Regular	0.00	27,769.86	838199
J&E01	J&E CLEANING	01/11/2024	Regular	0.00	1,038.00	838200
JAC02	JACK'S ALL AMERICAN PLUM	01/11/2024	Regular	0.00	987.50	838201
JAN01	JANO PRINTING & MAILWORKS	01/11/2024	Regular	0.00	1,181.84	838202
JBM01	JUAN BRIBIESCA ALCALA	01/11/2024	Regular	0.00	70.00	838203
LIM01	CARLOS LIMON	01/11/2024	Regular	0.00	400.00	838204
NAP01	NAPA, RAYS AUTO PARTS	01/11/2024	Regular	0.00	472.32	838205
NUN02	JACOB NUNO	01/11/2024	Regular	0.00	443.39	838206
ORO01	CHRISTOPHER OROZCO	01/11/2024	Regular	0.00	532.36	838207
PAC04	PACIFIC PETROLEUM CALIFOR	01/11/2024	Regular	0.00	1,772.95	838208
POC01	PROTERRA OPERATING COMPANY, I	01/11/2024	Regular	0.00	2,175.00	838209
POLO2	POLYDYNE INC.	01/11/2024	Regular	0.00	3,927.94	838210
QUA01	QUADIENT FINANCE USA, INC	01/11/2024	Regular	0.00	91.44	838211
RIN02	RINCON CONSULTANTS, INC.	01/11/2024	Regular	0.00	1,081.00	838212
RIT01	RITTERBUSH REPAIR SERVICE	01/11/2024	Regular	0.00	492.50	838213
ROS04	DAVID ROSE	01/11/2024	Regular	0.00	5,312.88	838214
SAG01	JOSE A. SAGISI	01/11/2024	Regular	0.00	110.00	838215
SAN02	SANTA MARIA TIRE CORP	01/11/2024	Regular	0.00	909.58	838216
SAT01	SATCOM GLOBAL FZE	01/11/2024	Regular	0.00	171.00	838217
THE07	PHILIP F. SINCO	01/11/2024	Regular	0.00	4,130.00	838218
TSI01	TECHNICAL SYSTEM INC	01/11/2024	Regular	0.00	4,523.71	838219
ULT01	ULTREX	01/11/2024	Regular	0.00	720.83	838220
USB04	U.S. BANK CORPORATE PAYME	01/11/2024	Regular	0.00	2,436.72	838221
	Void	01/11/2024	Regular	0.00	0.00	838222

Check Register

Packet: APPKT00162-01.09.24 BIWEEKLY CHECKS

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VER05	VERIZON WIRELESS	01/11/2024	Regular	0.00	1,442.92	838223
WHI05	WHITTLE FIRE PROTECTION	01/11/2024	Regular	0.00	610.00	838224
WIL03	WILLDAN FINANCIAL SERVICE	01/11/2024	Regular	0.00	3,150.00	838225
WIT01	WITMER PUBLIC SAFETY GROU	01/11/2024	Regular	0.00	186.00	838226
WRI01	ROBERT WRIGHT	01/11/2024	Regular	0.00	532.36	838227

Bank Code Warr Bank Acct Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	124	57	0.00	239,709.98
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	124	59	0.00	239,709.98

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	1/2024	239,709.98
			<u>239,709.98</u>

MINUTES

City of Guadalupe
Regular Meeting of the Guadalupe City Council
and Special Meeting of the
successor Agency to the Guadalupe Redevelopment Agency Borad
Tuesday, January 9, 2024, 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 except for CM Lizalde. (Note: The abbreviation, "CM", for "Council Member", will be used in these minutes.)

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF THANKS, APPRECIATION OR CONDOLENCES.

Mayor Julian wished every a "Happy New Year". He then said, "It was raining this time last year. An eventful time for the City. Today, there's a whole slew of residents who were displaced. When it rains, people get concerned, but we're doing what we can. As we look at 2024, there's a lot of development to happen: Guadalupe Junior High School, Hwy 1/166...a good 3-4 years of development activity."

The mayor also said, "Condolences to the family of Mr. Gregorio Dominguez. He was killed in an automobile accident on Hwy 166/Main Street on Christmas Day. That stretch of road is hazardous."

CM Costa, Jr. said, "In December, a person who worked with Gilbert (CM Robles) at his barbershop, Young Kim, passed away. Condolences to his family."

4. AGENDA REVIEW

There were no changes requested on the agenda.

5. COMMUNITY PARTICIPATION FORUM

Request to Speak

Gloria Villegas: I'm the new Outreach Coordinator for the Guadalupe Dunes Center. I want to give a review of contributions to the City for the last quarter:

- 1. In October, we had the 100th year anniversary for the "Ten Commandments" which was a great success. Hundreds of people attended the event. There were three (3) shuttles that took people to the site. We're planning to do this annually and use the shuttle process. There were those here in town who had never been to the Dunes Center or knew about the "Ten Commandments being filmed here. We also had activities at Le Roy Park that day.*
- 2. Spring Launch – sometime in March. "Explore the Coast" Program. Funds in excess of \$60,000 to go to the junior high school (McKenzie) for field trips.*
- 3. Coastal Stories of the Dunes. There is an untold history of people here. We want to foster a strong community to the dunes and its rich history with the BIPOC (Black, Indigenous People of Color) community. In mid-January, require engagement...telling the story of Guadalupe – it's culture, food and how it all ties into the dunes. Revitalizing parks...more accessibility to the dunes to cause people to see the beauty. We want to partner with other organizations to help facilitate that engagement. Once access to the beach reopens, that will help. People are now being directed to Oso Flaco for hikes once a month.*
- 4. We want to do community cleanups. We have a Boy Scout crew...want to get the beach cleaned up.*
- 5. Some final events – Sunday Fun Day: partner with businesses in the community to have activities for kids, tours, etc. Around spring break, partnering with the Boys & Girls club on activities. Have a food vendor to get people out in the community.*

We also want to open up opportunities to network with the community. Getting to know the structure. I know that Guadalupe doesn't have a Chamber of Commerce like Santa Maria. Is there something similar here? Mayor Julian said, "The Guadalupe Business Association, GBA. Go to their website at visitguadalupe.org to find out information on them." Ms. Villegas then asked, "Are there organization that are non-profit to get involved with?" The mayor referred her back to GBA for key contacts and individuals.

CM Robles added, "April 22nd is Earth Day. That's a good day to mark on the Dunes Center calendar."

6. CONSENT CALENDAR (A-F)

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. Ratify payment of warrants for the period ending December 19, 2023.
- C. Approve the Minutes of the City Council regular meeting of December 12, 2023.
- D. Second reading and adoption of Ordinance No. 2023-513 amending Chapter 18.53 (Accessory Dwelling Units).
- E. Adopt Resolution No. 2024-01 approving Amendment No. 1 to the agreement with De Lapidé & Associates, Inc. for the completion of the City of Guadalupe 6th Cycle Housing Element.
- F. Adopt Resolution No. 2024-02 authorizing City Administrator, Todd Bodem as the authorized agent and signatory for Guadalupe Transit grants, documents, and related periodic reports effective immediately.

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

MANAGEMENT REPORTS

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

- A. City Administrator's report for January 9, 2024
- B. Planning Department report for December 2023
- C. Building Department report for December 2023

On Wednesday, January 17th, there will be the "Fire Appreciation Night" at the Elks in Santa Maria. (Mr. Bodem said that he would be attending the event.)

In December, there was \$44,000 in interest earned for a total of \$115,606 for the quarter. Great news!

Urban Planning Concepts: On 11/20/24, Brian Tetley, who had been in the two-day-a-week assignment, resigned after about a month with the City. Mr. David Swank, Principal Planner with Urban Planning, was then introduced at the meeting. He has done a lot of work with the City over the years. He was the Project Manager for the D.J. Farms specific plan in the early 2000's.

HdL transition: The City's cannabis subject matter at HdL accepted a position with the City of Anaheim. Mark Lovelace will now be our new primary point of contact at HdL.

SB County Oversight Board: The oversight board will hold a meeting on 1/17/24 to consider transfer of "Al's Union" property to the City, contingent on a compensation agreement and certain taxing entities.

City Hall & Public Safety Facilities Improvement: The City received a check for \$1.1M for the City and Public Safety Facility grant. For City Hall upgrades, the estimated costs are \$834,665. For Public Safety building upgrades, the estimated costs are \$264,000. A complete project including plans and specifications, construction, and inspection are estimated at \$1.1M. Meeting with ARPA funds with City Council...have until July to spend funds.

Cal Trans Public Engagement Meeting: City of Guadalupe: A meeting is tentatively scheduled for Wednesday, January 31, 2024, at City Hall in the City Council chambers. Mayor Julian will introduce Cal Trans to the public at 6: 00 p.m. for this presentation. CM Hernandez asked, "Will the fliers be in English and Spanish?" Mr. Bodem said, "Yes, both English and Spanish. It will also be on our website and on the Royal Theatre marquee."

Black Road/Hwy 166: Mayor Julian added, "The agency didn't allow work along the channel until after the rainy season. There'll be a delay until May-June. On 1/31/24, there will be talks about the bridge and everything else for 2025-2026. Signalization will also be discussed." CM Hernandez asked, "How do people send comments if they can't make the meeting?" Mr. Bodem said he'd send an email out to the Council on how to get comments from people. We're waiting on more information on a meeting tentatively scheduled for 1/26/24, at 5:00 p.m. in the Council chambers.

Central Coast Processing 151 Obispo Cannabis Odor: On 12/13/23, this firm received an expensive odor hygienist mitigation proposal which will hopefully mitigate the odor. APCD is still working with them. Please inform the City Administrator if the smell persists so he's able to stay on top of the matter.

FRESA: December 15th was FRESA's final monthly meeting for the year. They shared updates on the Mobile Market visits in town, GBA's help and final updates before the end of the year.

REACH Action Summit: REACH's agenda for their upcoming ideas and Action Summit on 1/17/24 in Santa Barbara was distributed. They will be showcasing each city on posters that will be printed and display on a gallery walk. City staff submitted some interesting projects including our new cannabis business logos, Royal Theatre renderings, etc.

Climate Action Plan Development Proposal: The City, in partnership with the County of Santa Barbara, is seeking to develop a Climate Action Plan to reduce carbon emissions and enhance community climate resilience. There will be no cost to the City.

Growing Possibilities Econ Alliance: On Wednesday, 2/7/24, Econ Alliance is kicking off 2024 with its SIXTH "Growing possibilities" Ag Forum, at the Elks Lodge, from 12:00 p.m. to 4:00 p.m.

Measure A SRTS/BP-School District Sidewalk: As previously reported, the City submitted a pre-application for the Measure A "Safe Routes to School/Bide-Ped Program for \$680,000. A total of \$1.8M applications were submitted.

FEMA Flood Reimbursement-Update: Four (4) projects for FEMA review were finalized. There are four (4) projects: Le Roy parking lot repairs and cleanup is approved and in final steps for \$83,041; City street cleanup and debris removal is already obligated, \$86,921, and the remaining two (2) for the Pond C Berm and Spray Field recovery were signed on 1/3/24 for approval at CRC.

Mr. Bodem also gave a brief update on the recruitment for Recreation Service Manager. There were eight (8) resumes received. Two (2) were regretted. One phone screen completed. Emails were sent to the others to schedule phone screens.

Mayor Julian said, "Structural...look at the auditorium...sheeted for earthquake prevention, the entire interior...upgrades. Look at ARPA monies...\$834K for building, police and fire...need to put more monies to public safety." CM Hernandez asked, "Can we have a workshop on the ARPA funds, the \$1.1M, etc.?" Mayor Julian said to agendaize the next regular City Council meeting.

CM Robles said that he still wanted to take a tour of Central Coast Processing. Mr. Bodem said that he would arrange something with them.

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

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

The Fire Department received a house grant for \$17,715. This will be for four (4) AEDs and accessories placed in fire vehicles.

Working on a Social Media Policy with City Administrator and City Attorney. Request from private companies to post on our website. We need website policies. Will get something back to Council as soon as possible for review.

At CM Hernandez's request, we now have signage for surveillance cameras at both Le Roy and O'Connell Parks. Our city attorney reviewed everything. The signage is in both English and Spanish.

Victim Witness agencies here and in Southern California. Working with Mexican consulate. Looking to get additional funding for children of deceased woman from Guadalupe. Family in Mexico has assets.

CM Hernandez said, "Christmas...the fire truck and the Fire Department coming around the neighborhoods. I've received a lot of comments from those who want to volunteer for the Fire Department. Also, there was no candy given out this year."

Future agenda item will be the "Guadalupe Safety Support Team". This group started after the floods in January last year. The coordination was great but nothing was actually organized. It has taken six-to-seven months to pull everything together. Will be presented at the next meeting.

Residents want something for the city – not just fire and police. Public Safety will manage, but it's a citizen's board. Some people will be here at the 1/23 meeting to talk about all of this.

Mayor Julian said, "I received a call from the Santa Barbara County Food Bank. They're looking at Guadalupe being a disaster location for food."

9. RECREATION SERVICES MANAGER: (Information Only)

A. Recreation and Parks report for November 2023

Mayor Julian said, "Fastest growing activity is "Pickle Ball". I was asked why Guadalupe doesn't have this activity. Both Le Roy Park and the City gym can accommodate pickle ball. Pickle ball can be played at any age. It's a simple set up to make this happen. We should look at activities besides basketball, football, volleyball, etc. Be sure and put this in the minutes so it doesn't get lost!" CM Robles said "At Trilogy, there's an actual pickle ball league. We should look into this."

CM Hernandez added, "On 2/23, there is the 'Father/Daughter Dance". Looking for volunteers...buying tickets. Tell Recreation Services Manager."

REGULAR BUSINESS

10. Human Resources Manager Position- Salary Range Increase.

Written report: Amelia M. Villegas, Interim Human Resources Manager

Recommendation: That the City Council adopt Resolution No. 2024-03 approving the salary range increase for the Human Resources Manager position.

Ms. Villegas started by saying that three (3) of the current council members may remember that back in September 2022, a 6% salary range increase was proposed and approved. In hindsight, that was just a band-aid. The human resources labor market has significantly changed on the Central Coast which is what we consider our "labor market". The proposed 15% increase in the salary range isn't an attempt to have Guadalupe look like Santa Maria, or Paso Robles, or Arroyo Grande, etc. Comparisons can't be made with those cities– that's "apples and oranges" comparisons. But Guadalupe can be compared with Solvang.

About one and one-half or two years ago, Solvang didn't have a dedicated human resources position. Those responsibilities were handled through other departments. Solvang did develop a part-time position at 20 hours per week. The starting salary is \$41.10 per hour or annualized, \$85,500. Our proposed 15% increase would have the starting salary at \$40.76 per hour or \$84,800 yearly. Here are some comparisons: Solvang has 25 employees; we will have 42 in the next couple of weeks. We hired an officer yesterday. We'll hire two (2) OITs for the wastewater plant on January 16th and on January 22nd, we'll hire the second police officer. Solvang doesn't have public safety. The County provides policing and fire support. We have public safety here. Solvang doesn't have a union. Guadalupe has three (3) unions.

There are a number of disciplines that fall under the “umbrella” of human resources: employee/labor relations; employment/recruiting; compensation-job descriptions, salary surveys; benefits; training, and policy development. It’s important that the person hired into this position be a generalist or someone who has experience in most if not all of the disciplines mentioned.

Equally important is that there be consistency with managers. Establishing relationships with managers, as well as employees, is critical. While there’s no guarantee that anyone hired into this position will remain for any extended period of time, it is important to have someone in place who can build on those relationships which takes time. Someone with in-depth experience would be able to do so in a timely manner.

If a candidate doesn’t have experience with unions, that’s okay. If they don’t have labor negotiations experience, that’s okay, too. But the right candidate should have extensive employee relations experience, problem identification, analysis and resolution experience. Someone who is able to look at the whole picture and not the immediate issue in front of them. And would then ask the question: ‘Does resolving this issue impact the rest of the City staff?’

At this point, Ms. Villegas asked Mr. Bodem if he had any comments to add. Mr. Bodem said, “I support this salary range increase. Other HR departments in other cities have support staff. This is a single incumbent department. This is a critical position for our management staff. There are legal implications that could cost the City, if we don’t have a qualified Human Resources Manager.” Ms. Villegas expanded a bit on the subject of support staff for the HR function. She said, “You might suggest that hiring a part-time support staff at a lower salary might be helpful. There isn’t consistency in the workload that a part-time support person would handle. As the City grows, and it will, then look at a human resources support person. Again, an increase in the salary structure is needed to support hiring a strong, experienced Human Resources Manager.”

The topic was then brought back to the Council for any questions. Mayor Julian asked about the difference in title, like an HR Director vs an HR Manager. Ms. Villegas said, “A director would have a broader scope of responsibility than a manager. To go back in history for a bit, prior to 2006 the city didn’t have a dedicated human resources function. A part-time position was developed and approved in March 2007 with the title of ‘HR Director’. There was no particular reasoning for the use of ‘director’ title. In fall of 2012, an Interim City Administrator made some significant cuts in the budget. The HR position was cut by 30% with the title changing to ‘HR Coordinator’.

Over time, with different City Administrators, the job description was revised with the title ‘Human Resources Manager’. You can argue that it isn’t a manager position because there isn’t any staff to manage, which is true. But the person does manage a function.”

CM Costa, Jr. asked, “Will the budget be able to handle this increase?” Mr. Bodem said, “Yes, there’s currently enough in the budget to handle for this fiscal year. We’ll make an adjustment for the next fiscal year.”

Motion was made by Council Member Costa, Jr. and seconded by Council Member Hernandez to approve Resolution No. 2024-03 to adopt the salary range increase of the Human Resources Manager position. Roll Call: Ayes: 4 Absent: 1 Motion passed.

11. Approval of the formation of a nonprofit corporation and hiring attorney Thomas Wrobel of the T.S. Wrobel Law Group, P.C. to assist with and complete the incorporation process.

Written report: Tom Brandeberry, Project Manager

Recommendation: That the City Council adopt Resolution No. 2024-04 approving the formation of a nonprofit corporation to support community and economic development activities for the benefit of the City and the hiring of the T.S. Wrobel Law Group, P.C. to assist with and complete the formation process for the nonprofit corporation.

Mr. Brandeberry, Project Manager, gave a brief background on this issue. The City Council approved numerous actions regarding the Royal Theatre, from bringing it to historic status, to obtaining funding from the federal Economic Development (EDA) in the amount of \$4,889.121. And additional \$5.0M was received from the California Arts Council (CAC).

There now is a final gap of approximately \$3.0M for the project's full design. With the City Council's prior approval, City staff has been working with tax credit attorney and tax credit consultant to apply for both Federal Historic Tax Credits (HTC). New Market Tax Credits (NMTC) to fill the remaining gap in funding.

On NMTC, the City is ineligible to receive monies. Must go to non-profit. The HTC can go to 'for profit'. While the City can create a non-profit, it has been determined that the City cannot create an LLC or a 'for profit' corporation. To be able to apply for both tax credit programs, the City must create a non-profit to accept NMTC, and the non-profit must create a 'for profit' LLC to accept HTC.

To ensure the incorporation of the non-profit is done correctly, staff are recommending the Council approve the hiring of Thomas Wrobel, an attorney that works solely with non-profits on all aspects of legal services, including the incorporation of new non-profits.

Mr. Bodem said, "The non-profit doesn't have to apply to just the Royal Theatre. The non-profit can do other things. Mr. Brandeberry said, "What is it that a non-profit can do besides accept NMTC? It can include supporting the City with other community and economic development projects/services and supporting the City's services where there is a need. At the next meeting, we will flesh out more about what the non-profit will do; how many articles, by-laws, board members, mission, etc. and then bring back to the City Council to make sure we're going in the right direction. Then Thomas (Wrobel) will be brought in to do the legal documents." The mayor said, "City of Santa Maria and City of Lompoc have their own non-profits. Both mayors speak highly of the non-profits. We then will have the ability, as a non-profit, to look at other resources that will help the community. So, I'm in favor of this."

CM Hernandez said, "I really like how the City of Lompoc and the City of Santa Maria have their non-profits. Spearheading these conversations on non-profits. Is that Tom; who is that?" Mr. Bodem said, "Tom is working with Philip, the mayor, myself. We've been working on this, somewhat, behind the scenes." Mr. Brandeberry added, "I'll be helping to move it along making sure we get all the subject matters addressed. Organizing the meeting with Thomas when that time is right. Putting together a document to bring to the City Council. My understanding is that we would want to start with a smaller group then bring what we've come up to the City Council."

Ms. Janice Davis asked, "Do other cities have 'for profit'?" City Attorney Sinco said, "No, it's not permissible for a city to develop a 'for profit'. The City can form a non-profit which makes sense, because a non-profit is seen as supporting a city's overall mission to benefit the public." Mr. Davis then asked, "More HTC question. Are other cities that receive HTC have other ways besides 'for profit'?" Mr. Brandeberry said, "City should go beyond just the project non-profit...should look at a city non-profit doing more." City Attorney then said, "Is there another way the HTC can be funded through other than 'for profit'? If that's what you asked, I believe the answer is 'no'. This is how they work." Mr. Brandeberry said, "The HTC require it to go to a 'for profit'."

Mayor Julian said, "The first step is the non-profit. Then the second step is the 'for profit'." Mr. Brandeberry said, "The attorney that was hired as a tax consultant is the one giving us direction as the best way forward. This isn't a decision we're making ourselves. It's our tax credit attorney who is suggesting this process."

Motion was made by Council Member Hernandez and seconded by Council Member Robles to adopt Resolution No. 2024-04 approving the formation of a non-profit and hiring attorney Thomas Wrobel to assist with and complete the incorporation process. Roll Call: Ayes: 4 Absent: Lizalde Motion passed.

12. FUTURE AGENDA ITEMS

Joint meeting with City Council and Recreation & Parks Commission – Tuesday, 1/16/24; CM Hernandez stated she will not be able to attend the meeting.

13. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

CM Hernandez:

School's back in session tomorrow. Just a reminder to please be careful driving and watch out for students walking.

On 2/10/24, there will be a "2-1-1 Community Day Celebration". This is a free resource fair sponsored by CommUnify's Energy Services Program. Over 50 organizations will be there supporting this fair. This will be held at the Minami Community Center, 600 W. Enos Drive in Santa Maria, from 11:00 a.m. to 3:00 p.m. There will be health and human resources, raffle prizes, food, kid activities, haircuts, and so much more! Everyone is welcome to attend.

Mayor Julian:

On 1/03/24, Guadalupe Junior High School had its groundbreaking. Congratulations to School District and community of Guadalupe who supported the tax increases to fund the project.

Guadalupe Food Bank Activities:

- *12/07/23: 237 families served/ 1,185 total family members*
- *01/04/24: 273 families served/ 1,365 total family members*
- *Guadalupe Food Bank Operations: discussion to add Guadalupe to Food Banks' Disaster Planning – zoom meeting, Wednesday, 1/10/24, @ 1:00 p.m.*

No. County Subregional Planning Committee: Wednesday, 1/10/24 @ 10:00 a.m. Hwy166: One key topic is "Safety & Operational Improvement Update" – 1/31/24: Cal Trans to conduct meeting an update the City and community on projects in and around Guadalupe.

SBCAG Meeting: Director, Marjie Kirn, requested a local meeting with the mayor and CM Hernandez for the yearly update on projects impacting Guadalupe. This meeting is yet to be arranged.

SBCAG Meeting in Santa Barbara: On1/18/24, all 13 Directors to attend in Santa Barbara to include all eight (8) cities and five (5) County Board of Supervisors.

CM Hernandez said, "Todd, I know you're reaching out to local non-profits to have them present. I've actually met someone from the Food Bank Pantry wanting to make more connections and bring more programming. Maybe that might be an option if I send you that contact." Mr. Bodem asked whether to have the person come to a meeting to do a presentation. CM Hernandez said, "That or a one-on-one."

14. ADJOURNMENT TO SUCCESSOR AGENCY BOARD MEETING

Motion was made by Council Member Robles and seconded by Council Member Costa, Jr. to adjourn to Successor Agency Board Meeting. 4-0 Absent: Lizalde Motion passed.

SUCCESSOR AGENCY

15. Recognized Obligation Payment Schedule and Administrative Budget for the July 1, 2024, through June 30, 2025, Period.

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

Recommendation: That the Successor Agency adopt SA Resolution No. 2024-01 entitled "Resolution of the Successor Agency to the Redevelopment Agency of the City of Guadalupe approving the Recognized Obligation Payment Schedule for the July 1, 2024, through June 30, 2025, period".

Ms. Otsuki briefly explained that the Successor Agency is funded with tax increment money that are allocated to the Successor Agency by Santa Barbara County. ROPS sets forth the ongoing obligations

that need to be funded by the Successor Agency. She said that we are getting close to winding down the Successor Agency or at least taking care of the ongoing enforceable obligations. The two primary remaining obligations are: 1) Debt service for the 2017 tax allocation bond, and 2) the administration of the Successor Agency. The ROPs request for the debt service for the bond and funding for the administrative cost which are broken down in the administrative budget as to the portions of the salaries covered for a portion of the City Administrator, Finance Director, her fees, City Attorney, and other such professional fees.

Once the City Council approves this, it goes to the Oversight Board in Santa Barbara next week. Provided they approve it, then it goes to the Department of Finance. If the Department of Finance approves it, then the Successor Agency gets two (2) distributions of property taxes – one on July 1st and the other on January 1st for fiscal year 24/25.

The administrative cost will be used to transfer the ‘Al’s Union’ property to the City. Last month, the Council approved the transfer of the ‘Al’s Union’ property to the City. That will go to the County Oversight Board next week, as well. In addition to taking care of that property and transferring it out, there’s some reconciliation that Janice (Davis) is working on that has to do with the remediation of ‘Al’s Union’ and the reimbursements from the leaking underground storage tank fund. Once the ‘Al’s Union’ property is transferred and the remediation is reconciled, then the Successor Agency will be eligible to file a last final ROPS which will basically project the debt service out until 2037 which is when the bond matures. Once that is approved by the Council, County Oversight Board and the Department of Finance, there won’t be a need to prepare and get approval for this schedule every year. It will automatically get paid out by the County to the City as the Successor Agency so Finance can make bond payments – it will be on ‘autopilot’ until 2037.

Motion was made by Council Member Hernandez and seconded by Council Member Robles to adopt SA Resolution No. 2024-01 approving the Recognized Obligation Payment Schedule and Administrative Budget for the July 1,2024 through June 30, 2025 Period. Roll Call: Ayes: 4 Absent: Lizalde Motion passed.

16. ADJOURNMENT TO CITY COUNCIL CLOSED SESSION

Item to be discussed in closed session: Public Employment-City Administrator.

Motion was made by Council Member Costa, Jr. and seconded by Council Member Hernandez to adjourn to closed session. 4-0 Absent: Lizalde Motion passed.

17. CLOSED SESSION AGENDA

Public Employment

(Pursuant to Government Code Section 54957(b))

Title: City Administrator

18. ADJOURNMENT TO OPEN SESSION MEETING

Motion was made by Council Member Robles and seconded by Council Member Costa, Jr. to adjourn to open session. 4-0 Absent: Lizalde Motion passed. Meeting adjourned to open session at 7:29 p.m.

19. CLOSED SESSION ANNOUNCEMENTS

No reported announcements were made.

20. ADJOURNMENT

Motion was made by Council Member Costa, Jr. and seconded by Council Member Robles to adjourn the meeting. 4-0 Absent: Lizalde Motion passed. Meeting adjourned at 7:30 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 January 23, 2024

Amelia M. Villegas

Todd Bodem

Prepared by:
Amelia M. Villegas, Interim HR Manager

Approved by:
Todd Bodem, City Administrator

SUBJECT: Public Works Director – Job Description and Salary Range

RECOMMENDATION:

That the City Council adopt Resolution No. 2024-05 approving the Public Works Director job description and salary range.

BACKGROUND:

For many years, the City did not have a separate Public Works Director position. Public works and utility functions, such as wastewater, water, streets, buildings, etc. reported to the Field Operations and Maintenance Manager position, and the engineering function/responsibilities had previously been contracted out. On July 11, 2017, the City Council adopted Resolution No. 2017-21 establishing the combined position of Public Works Director and City Engineer with a corresponding salary range.

In July 2019, the position was filled by Shannon Sweeney. Upon her resignation in July 2023, recruitment began and remained open for a period of time. There were no successful candidates received from this recruitment process for the combined position. Discussions were held to determine whether continuing the combined position recruitment was feasible or did the position and the needs of the City need to be reviewed once again. The decision was to outsource the engineering function and rewrite a job description for Public Works Director with a corresponding salary range. This revised position would have responsibilities for wastewater, water, streets, storm drainage, solid waste, parks & facilities maintenance, capital improvement projects, and transportation, but not include City Engineer responsibilities.

DISCUSSION:

As mentioned, recruitment for the Public Works Director/City Engineer position was not successful. This is due, in part, because of a highly competitive market for a combined director/city engineer position, and the salary range for this position was on the lower end for our area. Staff believes that the City will have a greater likelihood of success in recruiting for a

since the Public Works Director position that does not include the ability to perform the City Engineer function since that will allow a larger number of applicants to qualify for the position.

Attachment A shows salary levels at seven (7) cities on the central coast for public works. Some cities have the combined Public Works Director and City Engineer functions. The salary range for the City's previous Public Works Director/City Engineer was a minimum of \$112,657 to a maximum of \$150,978. It is recommended that the salary range not change as it is on the low end of the salary comparisons.

FISCAL IMPACT:

There will be a positive fiscal impact for FY 23-24 in the amount of \$151,956.89. For the current fiscal year, the Public Works Director was budgeted at \$181,104.80, fully loaded. Of that amount, \$29,148.00 has been spent for an outsourced contract individual who served as the interim Public Works Director (Dwayne Chisam). The costs for this position will be split among three (3) enterprise funds and one (1) special fund as follows 30%-Water Fund; 30%-Wastewater Fund; 30% Measure A, and 10%-Transit.

A possible impact on the current budget is the estimated cost for our contract with Eikhof Design Group for city engineer responsibilities which could be between \$60,000 to \$72,000. However, a portion of costs associated with this third-party vendor are reimbursable through grant funding for projects.

City staff will evaluate and adjust costs, as necessary, associated to the Public Works Department for FY 24-25.

ATTACHMENTS:

1. Resolution No. 2024-05
2. Public Works Director – Local Salary Comparisons
3. Public Works Director - Revised Job Description

RESOLUTION NO. 2024-05

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE ESTABLISHING THE REVISED POSITION OF PUBLIC WORKS DIRECTOR, APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR THE POSITION, AND AUTHORIZING STAFF TO BEGIN RECRUITMENT FOR THE POSITION

WHEREAS, the City has determined that separating public works and the City Engineer functions will better suit the organization; and

WHEREAS, the City Council has already approved Eikhof Design Group to perform the City Engineer function; and

WHEREAS, the new Public Works Director position will be responsible for overseeing wastewater, water, streets, storm drainage, solid waste, parks and facilities maintenance, transportation, and capital improvement projects, but not the City Engineer function; and

WHEREAS, while the previous Public Works Director/City Engineer position no longer includes the City Engineer responsibilities, staff is not recommending that the salary schedule for the previous Public Works Director/City Engineer position be changed for the new Public Works Director position since staff has learned that the current salary range is on the lower end for similar positions in Santa Barbara and San Luis Obispo counties, and that the current salary range would be helpful for recruitment of the new position.

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

SECTION 1. The revised position of Public Works Director is hereby established as an unrepresented management (non-contract) position.

SECTION 2. The initial job description for the Public Works Director attached to the staff report for this item is hereby approved. As with all City positions, the City Administrator is authorized to amend the job description for this position in the future as needed.

SECTION 3. The proposed seven-step annual salary range for the Public Works Director is set at \$112,657 to \$150,978 annually with similar benefits to those offered other unrepresented management (non-contract) staff. As with all City positions, only the City Council can change the pay and benefits for this position.

SECTION 4. Staff is authorized to begin recruitment for the Public Works Director.

SECTION 5. The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

PASSED AND ADOPTED at a regular meeting on the 23rd day of January 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe, DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2024-05** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 23, 2024, 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

PUBLIC WORKS DIRECTOR
LOCAL SALARY COMPARISONS

January 2024

<u>City</u>	<u>Position Title</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Steps</u>
Buellton	PW Director/City Engineer	\$112,236	\$136,416	5
Solvang	PW Director/City Engineer	\$123,360	\$154,212	5
Lompoc	PW Director	\$135,523	\$184,661	2
Grover Beach	PW Director/City Engineer	\$140,544	\$179,376	5
Atascadero	PW Director	\$147,492	\$179,268	5
Morro Bay	PW Director	\$149,829	\$182,118	5
Pismo Beach	PW Director/City Engineer	\$169,923	\$206,543	5
Santa Maria	PW Director	\$194,740	\$297,258	5

UNREPRESENTED POSITIONS – GUADALUPE

<u>Position Title</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Steps</u>
Police Lieutenant	\$117,293	\$157,186	7
Public Works Director*	\$112,657	\$150,978	7
Finance Director	\$99,543	\$133,399	7
Human Resources Manager	\$84,774	\$113,609	7
Recreation Services Manager	\$71,818	\$96,242	7

***proposed salary range**



Public Works Director

City of Guadalupe

DEFINITION:

Under administrative direction, plans, manages, organizes, and provides administrative direction and oversight for all functions and activities of the public works and utilities functions. These include maintenance and operations of water, wastewater, streets, storm drainage, solid waste, parks and facilities, transportation, and capital improvements, including design, engineering, and construction activities, water quality and environmental compliance, traffic, and development and implementation of the City's capital improvement program; provides highly responsible and complex professional assistance to the City Administrator in areas of expertise; and performs related work as required.

ESSENTIAL FUNCTIONS:

The City reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ensures the City is in compliance with all current requirements established by regional, state, and federal regulatory agencies.
- Plans, organizes, directs, and reviews the work of direct reports and their subordinates, involved in the maintenance and repair of City streets, storm and sanitary sewers, water production and distribution facilities, parks, and facilities, as required; selects personnel and provides for their training and development; evaluates and reviews work for acceptability and conformance with department standards,
- Oversees to ensure that the utilities operations are run in a safe, reliable, and economic manner; contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Develops, plans, organizes, and implements a long-term Capital Improvement Plan (CIP) and plans for future development of the community.
- Reviews the designs, materials and processes proposed in connection with new construction or major repairs for City facilities and capital improvements.
- Prepares and administers capital improvement budgets and projects; ensures that such projects are completed within plan specifications and budgets and in a timely manner.

ESSENTIAL FUNCTIONS (cont'd):

- **Assists in the development and administers the Department's overall budgets; oversees and completes the preparation, submission, and implementation of all budgets for equipment maintenance, water, wastewater, streets operations, and parks and facilities maintenance; prepares and/or reviews contracts, agreements, resolutions, ordinances, and bid documents for various functions.**
- **Confers with engineers, developers, architects, and a variety of outside agencies and the general public to identify external resources in acquiring information and coordination of engineering, public works, utilities, and related matters.**
- **Oversees the management of a variety of design, construction, and maintenance contracts and contractors to ensure compliance with performance and cost agreements. coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.**
- **Administers the subdivision approval process including improvement plans, tract maps, parcel maps, and development reviews.**
- **Participates in and makes presentations to the City Council and a variety of committees, boards, and commissions; represents the community at various regional government meetings regarding areas of responsibility; monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.**

KNOWLEDGE/SKILLS:

- **Engineering principles and practices as applied to the field of municipal public works, including planning and development, design, construction, operations, and maintenance. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal utilities and proposed public works facilities.**
- **Principles and practices of program and budget development, administration, and evaluation.**
- **Design and construction of water and wastewater systems and modern processes involved in water and wastewater treatment and distribution.**
- **Federal, state, and local laws, codes, rules, and regulations pertinent to public works, engineering, and utilities functions.**

KNOWLEDGE/SKILLS (cont'd)

- Administrative principles and practices, including goal setting, program development, implementation, risk management and employee supervision.
- Principles and terminology of water production and distribution, water treatment and disposal, and practices of public facility construction and maintenance in a municipal setting.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Computer applications related to assigned functions.
- Excellent verbal, written, and interpersonal skills.
- Principles and practices of exemplary customer service.

EDUCATION & EXPERIENCE:

- Bachelor's Degree in Engineering, Public Administration, Business Administration, or Environmental Engineering.
- Seven (7) plus years progressively responsible experience in public works, engineering, and utility operations, including at least four years of which must be in a supervisory or management capacity, or a combination of education and experience.
- Possession of a valid California driver's license and a clean driving record.

PHYSICAL REQUIREMENTS:

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

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side, push, and pull drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects up to twenty-five (25) pounds.
- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City infrastructure and development sites, to operate motor vehicle, and to visit various City and meeting sites.

PHYSICAL REQUIREMENTS (cont'd)

- Must have correctable vision adequate to read printed materials and a computer screen, and hearing and speech to effectively communicate in person in an office environment and in the field, before groups, and over the telephone.
- Must have finger dexterity needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

WORK ENVIRONMENT:

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

- Occasionally works in outside weather conditions and is exposed to wet and/or humid conditions.
- Occasionally works near moving mechanical parts.
- Occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

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

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



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of January 23, 2024

Todd Bodem

Prepared by:

Todd Bodem, City Administrator

SUBJECT: SMOOTH transit contract extension

RECOMMENDATION:

That City Council adopt Resolution No. 2024-06 extending the Santa Maria Organization of Transportation Helpers Inc. (SMOOTH) transit contract an additional year, with a rate adjustment of 12.0%.

DISCUSSION:

The City of Guadalupe entered into a three-year contract with SMOOTH on July 19, 2019 for transit services. The City exercised the first of three allowable extension years per the contract on April 26, 2022 and similarly exercised the second of the three allowable extension years per the contract for the current fiscal year. SMOOTH was the only company to bid on this project originally. Over the past five years, SMOOTH has provided exceptional transit service to City residents as well as considerable support to City staff.

The original three-year contract ended on June 30, 2022, and the first extension ended on June 30, 2023. The second extension ends on June 30, 2024. The original contract allows extensions for up to three additional years in one-year increments at the City's discretion, and therefore, the final one-year extension, if approved by the City Council, will end on June 30, 2025. A Request for Proposal process will need to be conducted prior to a new contract being entered into as of July 1, 2025.

The existing contract allows the operational budget for any extension year to be increased over that of the preceding year by the inflation rate as measured by 90% of the Consumer Price Index (CPI) for the Los Angeles – Riverside – Orange County region. This CPI value has gone up 4.9% in the last year on top of 9.2% the prior year. SMOOTH's Board is requesting a 12.0% rate adjustment for option year three (see Attachment 1, SMOOTH letter).

Since the amount requested is above the amount allowed under the terms of the agreement, Council approval is needed to extend this contract. City staff evaluated the increase in relation to existing cash balance, anticipated revenues, and services rendered.

Over the past six years, the City of Guadalupe has received over \$200,000 in unanticipated federal stimulus funding specific to transit. As of December 31, 2023, the available transit fund cash balance was \$1,364,574.05, well above the anticipated cash balance deficit anticipated in the Short-Range Transit Plan (SRTP). Revenues are higher than those anticipated when the SRTP was developed in 2019, but so are costs. The following chart summarizes anticipated revenues and expenses:

Projecting +23% Ridership		
Revenue source	Estimated in SRTP for FY 24/25	Anticipated in FY 24/25
Fare revenues/passes	\$78,626.00	\$77,623.00
FTA section 5311	\$64,955.00	\$100,130.00
TDA: STA	\$54,933.00	\$121,581.00
TDA: LTF	\$415,621.00	\$508,274.00
Interest income	\$6,595.00	\$5,903.60
ARPA	\$0	\$0
Total	\$620,730.00	\$813,511.60
Major expenses		
Contract services	\$527,458.00	\$643,644.00
Maintenance	\$133,103.00	\$82,500.00
Fuel	\$91,663.00	\$90,000.00
Total	\$752,224.00	\$816,144.00

Extrapolating current fiscal year costs for an entire year is \$563,957.46. With the requested rate adjustment of 12.0% in option year three, the estimated contract cost will be \$643,644 in the upcoming fiscal year. Deducting estimated costs for the current fiscal year (FY 23-24), and for FY 24-25 (i.e., the third and final extension year of the current contract), there would still be approximately \$157,000 remaining in the transit fund cash balance.

For the foregoing reasons, City staff recommends extending the existing SMOOTH contract for the final one-year extension through June 30, 2025.

FISCAL IMPACT

Transit funding is not associated with the general fund. Adequate funding is available in existing transit cash balance to cover the difference in anticipated expenses between the original contract estimate and the requested rate adjustment.

ATTACHMENTS:

1. Resolution No. 2024-06
2. SMOOTH letter
3. Amendment 3

RESOLUTION NO. 2024-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING A ONE-YEAR CONTRACT EXTENSION WITH SANTA MARIA ORGANIZATION OF TRANSPORTATION HELPERS (SMOOTH) FOR TRANSIT SERVICES

WHEREAS, the City of Guadalupe entered into a three-year contract with SMOOTH on July 19, 2019, for transit services; and

WHEREAS, the original contract allowed for for up to three additional years in one-year increments at the City's discretion; and

WHEREAS, prior to the end of the original three-year term of the contract, the City exercised the first contractually allowable extension which extended the contract through June 30, 2023; and

WHEREAS, thereafter, the City exercised the second contractually allowable one-year extension which extended the contract through June 30, 2024; and

WHEREAS, over the past four to five years, SMOOTH has provided exceptional transit service to City residents as well as considerable support to City staff; and

WHEREAS, the City may exercise the final one-year extension of the contract, which would extend the contract through June 30, 2025; and

WHEREAS, the contract allows the operational budget for any extension year to be increased over that of the preceding year by the inflation rate as measured by 90% of the Consumer Price Index (CPI) for the Los Angeles – Riverside – Orange County region. This CPI value has gone up 4.9% in the last year on top of 9.2% the prior year; and

WHEREAS, SMOOTH's Board is requesting a 12.0% rate adjustment for option year three; and

WHEREAS, because the increase requested by SMOOTH's Board is above the amount allowed under the original contract for an increase based on CPI, the City Council is required to approve the additional amount above CPI for the third and final extension of the original agreement (Amendment No. 3, attached hereto as Exhibit 1); and

WHEREAS, the City has adequate cash balance to cover the increase associated with the third option year.

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

SECTION 1. Authorize the Mayor to sign Amendment No. 3 to the original agreement with SMOOTH to exercise the third of three contractually allowable one-year extensions of the existing agreement with SMOOTH, amending the contract to reflect new rates of \$70.71/hour for the Flyer (express and local) and \$69.54/hour for ADA.

SECTION 2. That City staff will reevaluate expenses, operations, and service prior to the expiration of this one-year extension.

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 23rd day of January 2024, by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2024-06**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 23, 2024, 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



**Santa Maria Organization Of Transportation Helpers, Inc.
240 East Roemer Way
Santa Maria, CA 93454
(805) 922-8476**

November 8, 2023

Dwayne Chisam
Interim Public Works Director
City of Guadalupe

Re: Guadalupe Transit Contract
Contract Option Year (Option Year 3 of 3)

Dear Dwayne,

The SMOOTH Board thought it prudent to address the upcoming contract option year rate now to allow staff and the City Council time to review and address its transit options.

The current Transit Plan has changed operations as we have discussed, these changes have materially impacted services by more than 20% since inception of the original contract.

SMOOTH's Board has examined, discussed, unanimously approved, and have directed me to present a rate change for the operation of the Guadalupe Transit system in FY 2024-2025. FY 2024-2025 is the final year of the current contract so an RFP for service on July 1, 2025 and beyond should be contemplated and planned. For transparency, as an Option Year the city may instead "Option" to conduct an RFP for those upcoming Fiscal Year operations.

SMOOTH's Board continues to maintain a great deal of concern over the state of the general economy and the impact of the insidious, compounding inflation on all costs. An address of wages and benefits, a large hot-button item in the greater economy today which will greatly impact costs but necessary to address staffing and retention, has been planned.

A recent Consumer Price Index report presented online at the U.S. Bureau of Labor Statistics "Western Information Office" website reports that the Consumer Price Index performance at Riverside-San Bernardino-Ontario CA rose 4.9% "from a year ago" ending September, 2023, continues to be inconsistent, and as recently as January stood at 7.4% after a peak of 10.0% in March of 2022.

These costs impact all parts of the operating ledger: payroll, administrative, operations, etc. SMOOTH's Board wishes to avoid a scenario that creates long-term inflationary losses.

As stated above, SMOOTH continues to monitor and implement salary actions in order to address staffing by offering competitive salary and benefits packages to assure staffing of adequately trained, courteous, and professional drivers for the City of Guadalupe.

The SMOOTH Board approved the following percentage rate increases over the current year's rate for Guadalupe at the November 8, 2023 Board meeting:

SMOOTH's Board presents the following schedule, November 8, 2023:

Option Year 3, + 12.0% Rate Adjustment to:
\$70.71 (FLYER, Express and Local)
\$69.54 (ADA Service)
(2024-2025)

Sincerely,

A handwritten signature in black ink, appearing to read "Fil M. Simas". The signature is fluid and cursive, with the first name "Fil" being the most prominent.

Fil M. Simas
Executive Director
SMOOTH, Inc.

cc: Todd Bodem
City Administrator
City of Guadalupe

AMENDMENT NO. 3
TO
AGREEMENT FOR TRANSIT SERVICES
BETWEEN
SANTA MARIA ORGANIZATION OF TRANSPORTATION HELPERS, INC. (SMOOTH)
“CONTRACTOR”
AND
THE CITY OF GUADALUPE
“CITY”

This Amendment to the agreement for transit services between Santa Maria Organization of Transportation Helpers, Inc. (SMOOTH), “Contractor” and the City of Guadalupe, “City”, dated July 19, 2019 (“Original Agreement”) modifies services provided by and compensation due to SMOOTH.

WHEREAS, Contractor, entered into an agreement with the City dated July 19, 2019, to provide transit services to the City for a term of three years, which term ended at 11:59 p.m. on June 30, 2022; and

WHEREAS, Contractor provided excellent service to the community; and

WHEREAS, the Original Agreement provides the following option to extend: “upon completion of the full term of this agreement, city in its sole discretion may extend the term of this agreement on a one-year basis up to a maximum of 3 years. Competition rates in effect in last year. If the full term of this agreement shall remain in effect on any such extensions, increased only by the lesser of (1) factor equal to 90% of the most recent annual calendar year consumer price index for the Los Angeles – Orange County – site area, all urban consumers, or (2) one and one-half percent (1.5%), and

WHEREAS, the city exercised the first of the 3 contractually available extensions by resolution on April 26, 2022 (Amendment No. 1 to the Original agreement); and

WHEREAS, the city exercised the second of the 3 contractually available extensions by resolution on March 28, 2023 (Amendment No. 2 to Original agreement); and

WHEREAS, the City wishes to exercise the second of the 3 contractually available extensions with terms consistent with the Original Agreement, except as modified herein.

NOW, THEREFORE, in consideration of the foregoing recitals and in mutual consideration of the covenants and conditions set forth in the Original Agreement, the parties agree as follows:

All of the terms and conditions of the Original Agreement remain the same, except as follows:

Fiscal Year 2024-2025 compensation shall be modified as follows:

Flyer (express and local): \$70.71/hour

ADA service: \$69.54/hour

CITY:

CITY OF GUADALUPE

CONTRACTOR:

SANTA MARIA ORGANIZATION OF
TRANSPORTATION HELPERS, INC. (SMOOTH)

By: _____
Ariston D. Julian, Mayor

by: _____

by: _____

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of January 23, 2024**

Michael Cash

Todd Bodem

Prepared by:
Michael Cash, Director of Public Safety

Approved by:
Todd Bodem, City Administrator

SUBJECT: Grant award of \$17,715.42 to the Guadalupe Fire Department from the Firehouse Sub Public Safety Foundation towards the purchase of four (4) Zoll AED's (Automated External Defibrillator).

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2024-07 accepting the grant award of \$17,715.42 to the Guadalupe Fire Department from the Firehouse Sub Public Safety Foundation towards the purchase of four (4) Zoll AED's (Automated External Defibrillator).

BACKGROUND:

On January 9, 2024, the Firehouse Subs Public Safety Foundation announced the awarding of a grant in the amount of \$17,715.42 to the Guadalupe Fire Department towards the purchase of four (4) Zoll AED's (Automated External Defibrillator). The group supports First Responder agencies to secure equipment and supplies these departments would normally not have funding to obtain.

FISCAL IMPACT:

The fiscal impact of this grant awarded donation will assist the fire department with the purchase of four (4) Zoll AED's (Automated External Defibrillator) for public safety.

ATTACHMENT:

1. Resolution 2024-07 "A Resolution of the City Council of the City of Guadalupe, California Accepting a grant awarding the amount of \$17,715.42 for the Guadalupe Fire Department to assist with the purchase of four (4) Zoll AED's (Automated External Defibrillator) for public safety."

RESOLUTION NO. 2024-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA ACCEPTING A GRANT AWARD IN THE AMOUNT OF \$17,715.42 FOR THE GUADALUPE FIRE DEPARTMENT TO ASSIST IN PURCHASING A FOUR (4) ZOLL AED'S (AUTOMATED EXTERNAL DEFIBRILLATOR)

WHEREAS, On January 9, 2024, the Firehouse Subs Public Safety Foundation announced the awarding of a grant in the amount of \$17,715.42 to the Guadalupe Fire Department towards the purchase of four (4) Zoll AED's (Automated External Defibrillator). The group supports First Responder agencies to secure equipment and supplies these departments would normally not have funding to obtain; and

WHEREAS, Government Code 37354 provides that the City Council may accept or reject any gift, request, or device made to or for the city, or to or for any of its officers in their official capacity or in trust for any public purpose.

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

SECTION 1. The City Council accepts the Firehouse Subs Public Safety Foundation announced the awarding of a grant in the amount of \$17,715.42 to the Guadalupe Fire Department towards the purchase of four (4) Zoll AED's (Automated External Defibrillator).

SECTION 2. 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 held on the 23rd day of January 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being C.C. **Resolution No. 2024-07**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 23, 2024, 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



CITY ADMINISTRATOR'S REPORT

January 23, 2024

(Information below may be subject to change)

1. Townsend Public Affairs January 2023 Grants Memo

Attachment 1 is the January grants memo for the City.

2. Measure A Cycle 4 Competitive Grant. School Sidewalk - Pre-Application submitted Dec. 15.

On January 11, the City and School District received the application checklist for Measure A Cycle 4, with items that the Grant Writer will need from us. Once Townsend gets a better understanding of the project, they can work on the rest of the narrative questions.

The collective group plans on setting a meeting with everyone for the week of January 15 week to go over this and the project at large.

Reminder that the deadline for this is **February 16**.

3. Governor Proposes \$208.7B Budget with Deficit Amidst Slowing Revenue Growth

California Governor Gavin Newsom has proposed a \$208.7 billion General Fund spending budget for 2024-25. However, the budget faces a projected deficit of \$37.86 billion, a sign that the state's revenue growth has slowed following previous surpluses. State officials attribute a portion of the deficit to a decrease in capital gains, which led to \$18 billion in tax receipts compared to the expected \$42.9 billion. The budget includes funding for climate change and transportation programs, with reductions and delays across various initiatives. The Governor's proposal kicks off budget negotiations with the legislature in advance of the upcoming May Revise. SBCAG is closely monitoring implications in programs of interest to this region including the Regional Early Action Planning Grants (REAP 2.0), Transit and Intercity Rail Capital Program (TIRCP), Senate Bill 125 Funding, Active Transportation Program Cycle 7. Gus Khouri of Khouri Consulting LLC shares a State Budget Summary.

4. Progress Continues On HIGHWAY 166/BLACK ROAD PROJECT

Construction of the Highway 166/Black Road Traffic Signal and Safety Improvement Project will begin this Spring/Summer following unforeseen delays identified in pre-construction such as work to get utilities relocated, traffic signal equipment, and a permit from the California Department of Fish and Wildlife. PG&E will begin pre-construction work starting mid-January to relocate utilities helping to pave the way for the upcoming start of construction. The lead times related to fabrication, inspection and delivery of traffic signal poles is expecting longer delays than originally anticipated, with an estimated delivery date in April. In addition, the California Department of Fish and Wildlife (CDFW) permit has placed restrictions, indicating that work in the area (drainage ditches along Highway 166) cannot begin before July 1. The project team re-submitted a permit

application seeking a start date of May 1, with a response expected from CDFW in March. Overall, project construction will be 100-days (five months) including a brief closure of Black Road for four weeks at the start of construction. The project team is grateful for the ongoing support of neighboring property owners and despite initial delays is making progress toward a safer and more efficient roadway.

5. **City Council Chambers Painting/Carpet Committee Renovation**

As you are aware, the City ordered some very nice/new chairs for the City Council Chambers. The responses for Council and Staff was wonderful to hear.

This prompted a discussion between the Mayor and the Administrator on how tired the chambers look. We discussed the need to remove the wallpaper, spackle holes, sand, prime and paint the walls. We discussed the need to replace the carpet, as well.

The City will hire a general contractor and the project will be paid out non-general funds, probably ARPA or grants building/facility funds.

The Team: We discussed a development a design committee who will decide on the appropriate wall and carpet color schemes. The Committee consists of the following:

- Eddy Schubert
- Megan Lizalde
- Christina Hernandez
- Lourdes Ramirez
- Janice Davis

Each Committee member will be able to visit the Administration Office to pick best materials and colors when the samples arrive.

6. **928 Gaudalupe Street Building Permit – SLOCAL ROOT Cannabis Retail**

The building permit for SLOCAL ROOT is ready to be issued. Building permit payment must be made and two full-size sets of the plans submitted on 12/11/23 by email, so that they can be stamped approved. Once the remodel is inspected and completed, the Fire department will need to conduct an inspection of the business. Once your business license is signed off by the Fire Department, the City will issue you a Certificate of Occupancy and your business license. **Tentative opening date: March/April 2024.**

7. **City of Guadalupe Climate Acton Plan (CAP)**

The City Administrator has been working in partnership with the County of Santa Barbara Climate Program Manager. Together the County/City submitted a proposal to the 2024-2025 Bren Master's Group UCSB Project. Please see **attachments 2 & 3** of the proposal and letter of commitment.

This is a great opportunity as the city needs to complete this as part of the General Plan Update Policy implementation as the City has no funds. It's important to be aware that Group Projects will be selected by the end of March. At that point, students and faculty advisors will be assigned, and clients will receive notifications about their project status.

Again, the final CAP project may implement policies needs for the recently approved General Plan Update.

In 2020, AMBAG worked to QA/QC the 2018 GHG inventories that were prepared by the County of Santa Barbara for all cities in Santa Barbara County. My understanding is that inventory results were provided to Shannon Sweeney by Garrett Wong and his team.

In 2021 and 2022, AMBAG did also prepare a 2019 and 2020 Community-wide GHG inventory for the City of Guadalupe with funding provided by 3CE. At that time AMBAG worked with the City Administrator to obtain natural gas data from SoCalGas and presented the inventory data and report to Shannon Sweeney.

8. Guadalupe/SoCalGas/Synergy Meeting – January 11, 2024 Meeting Notes

Dave Cross, Program Manager, Santa Barbara Public Sector Regional Energy Pathway had a productive meeting this on January 11 for improved installation of energy efficiencies to city facilities. We have a path moving forward.

Meeting Summary for January 11, 2024

Present:

- City of Guadalupe: Todd Bodem, Janice Davis, Edward Schubert
- SoCalGas: Ray Mendoza, Paulo Morais, Frank Mateo
- Chamber of Commerce: Dave Cross
- Synergy: Marcelo Mancini

Discussion Items:

- Synergy assistance:
 1. Direct Install Program - Tier One includes items like water heater blankets and insulation on pipes and is at no cost to the City of Guadalupe. It does not include high efficiency water heaters.
 2. Tier Two includes items that would need to be replaced but would incur some cost. There are workable programs and financing that are available.
- SoCalGas: Additional options are available depending upon equipment and need, including kitchen, showers, and heating. There is assistance available and SoCalGas is willing to look at options for the city. SoCalGas is willing to assist any way they can. There is no cost to do a site visit and assess the opportunities available for the city.
- Guadalupe:
 1. City Hall includes Police Department, Fire Department, City offices and a gymnasium. The building is old and water heaters in facilities (including VA Hall) are probably very inefficient. Guadalupe has a grant to assist in renovations for the building, so it may be a good time to address these energy concerns. The roof will be repaired and could include additional pipes and equipment that could be upgraded. Heating is an issue and there are old, inefficient wall heaters. Any no cost assistance would be greatly appreciated.
- Additional Items:
 1. Recognizing the possibility of including the Guadalupe School District, Todd Bodem shared the superintendent's contact information.

- Action Items:
 1. Cross will coordinate a site visit with the City to look at the facilities and will include Frank Mateo. Information will be shared with Synergy.
 2. Edward Schubert is working on the list of facilities, gas appliances, water heaters, and will share this list.
 3. Cross will reach out to Guadalupe School District to include them.

9. 1-16-2023 Joint City Council and Recreation and Parks Commission Central Park

Members of the City Council (Lizalde, Mayor Julian, Robles) plus 2 members of the Recreation and Parks (Drieling and Navarro). Staff/consultant: present City Administrator Bodem, Public Safety Director Cash, Recreation and Parks Manager Sanchez, City Attorney Sinco and City Engineer Van den Eikhof, Lupe Alvarez, and PCLD- Brooke McDonnell (We discussed) but not limited to below:

A. 75% Construction Documents

- * Status of plan review/plan check. Anticipated time of completion discussed.
- * Have the Restroom plans been submitted to Building & Safety for review?

B. New City Engineer

- * PCLD can help with project background and status
- * Drainage

C. Existing Fencing Exhibit

- * PCLD is working on getting an exhibit to the city with the costs, images, and locations for the new fencing:
 - * Chain link fence with privacy slats
 - * Wood fence
 - * Block Wall

D. Water Tower- AP Wireless schedule

- * Any updates from the cell providers on their staging plans?
- * Anticipated completion of staging and bid ready plans.

E. Naming of the park was also discussed.

F. Other tangible discussion points.

10. Caltrans Public Meeting in Guadalupe On Upcoming Regional Transportation Projects – 1-31-2024 – City Auditorium

The City sent an invitation about the upcoming Caltrans meeting to Guadalupe School District and flyers have been added to the front page of the City's website. It has also been added to the GBA and GCON (Guadalupe Coalition of Nonprofits) websites as well as shared with the Pasadera FB page. Additionally, is posted on the Royal Theater Marquee.

Caltrans news release was issued on 1/16/2024. It is attached and copied below. Please share with any others who would benefit."

Attachment 4: Guadalupe Projects Community Flyer

Attachment 5: Guadalupe Projects Fact Sheet

Attachment 6: Guadalupe Public Meeting

11. Letter from Mayor Julian to Representative Carbajal – CPUC Bridge Crossings in Pasadera

Good Afternoon and Happy New Year.....and it is going to be a great year.

In the past, we had Representative Carbajal office look into the issue with the Santa Maria Valley Railroad and had the Rail Pros sit in with the developers of the housing development' Pasadera/DJ Farms to discuss concerns. Craig Smith, Spokesperson/manager for the development appreciates the effort by Salud's office to determine if the Pasadera development was required to install new rail line to bridge access from the current housing development, across to the South Pasadera development site where 340 or so more homes will be built. SMVRR would not give permission for Pasadera to install two bridges from the North of the development to the Pasadera South until SMVRR was paid upwards of \$900,000 for the new rail line. The South Pasadera property cannot be accessed without this payment, or permission, although Pasadera has purchased one of two bridges at a cost of \$6,000,000 each and two will be built. This bridge is on site and ready to be installed.

The Obispo Street Bridge is ready for installation however the CPUC has set a date at least 6 months out from today for a hearing. Meanwhile, any construction cannot start until the CUP reviews the issue and then issue a final decision. The Pasadera group has asked the City of Guadalupe, me specifically, if Representative Carbajal's office can look into the time line as the longer the developers must wait, no construction can start. And it will take at least one year from construction start time to begin one phase 25 or so first units scheduled for the Pasadera South homes. Again, over 340 homes are scheduled to be built in Pasadera South and any delays will be costly to the developer and future home purchaser.

We need the homes and the longer the developer must wait for an approval, construction basically comes to a grinding halt. As a side note, there exists 18 acres of commercial property to be developed with could add jobs, property tax and services to local residents. Most commercial developers will not commit to the commercial development unless there is an increase in population to service the local businesses.

As a messenger, I am forwarding Mr. Smith's request to you office to see if you office has any suggestions as how move the development forward and to see if the CUP can fast track a decision.

We appreciate the services and resources targeting our community of Guadalupe. With a new school being built in the Pasadera area with ground breaking 1/3/24 and scheduled for completion in 2025, Caltrans and SBCAG are allocating millions of dollars for improvements to Highway #166 and Highway #1.

Enough said and I appreciate your time. Should you have any questions regarding the above, please do not hesitate to contact me. Best to you all in 2024 and beyond.

Appreciatively,

*Ariston Julian, Mayor
City of Guadalupe
918 Obispo Street
Guadalupe, CA. 93434*

End of Report



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: January 4, 2024

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

December marked the final month of interim recess before the Legislature's return on January 3. While there was no formal action on budget or legislative matters, legislators, the Governor's Administration, and the state's key fiscal agencies prepared for the upcoming release of the 2024-25 state budget proposal through the disclosure of various fiscal outlooks reports that indicate the conditions that will shape the state's spending practices for the upcoming year.

In early December, the Legislative Analyst's Office (LAO) released its [Fiscal Outlook Report](#) for the State's 2024-25 upcoming budget cycle. The LAO's annual Fiscal Outlook publication provides an independent assessment of the California state budget condition for the upcoming fiscal year, along with a forecast of the state's longer-term fiscal condition. The key takeaway from the outlook report is a projected \$68 billion budget shortfall in the 2024-25 fiscal year, due mostly to the net effect of unexpected revenue changes in the 2022-23 and 2024-25 fiscal years.

The conditions surrounding the 2024-25 fiscal year outlook are atypical compared to recent years' versions, which can largely be attributed to the unprecedented delay in tax return filings generated by the severe winter storms in early January. The delay caused most high-earners – who contribute close to half of California's personal tax income revenue – to delay tax return

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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

filings until the last minute. This meant that the Administration and the Legislature had an incomplete picture of 2023-24 revenues when they passed the budget in June of 2023.

While the state’s anticipated deficit is a looming indicator of potential spending cuts, the Legislature and the Administration will still have another year’s worth of tax returns data to consider, which could produce a more positive picture. Further, the Administration has indicated its support of a range of statewide bond proposals which would supplement any proposed decreases in statewide grant programs, including those for parks and recreational opportunities. The Governor will present his preliminary budget proposal before January 10, which will offer a more concrete outlook on the trajectory of the state’s 2024-25 fiscal year strategy.

Looking Ahead: Grant Program Highlights

Transportation

Name	Awards & Match	Description	Timeline
Caltrans Sustainable Transportation Planning Grants	No project min/max Total Available: <ul style="list-style-type: none"> • Sustainable Communities: \$17 million • Climate Adaptation: \$31.9 million • Strategic Partnerships: \$4.5 million 	The Sustainable Transportation Planning Grant Program includes: <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</p>	Application Deadline: January 18, 2024 Awards expected Summer 2024

		multimodal transportation deficiencies. Only MPOs and RTPAs are eligible applicants under this category.	
<p>US Department of Transportation (USDOT)</p> <p><u>Rebuilding America with Sustainability and Equity (RAISE)</u></p>	<p>Funding Available: \$1.5 billion</p> <p>Planning Grants</p> <ul style="list-style-type: none"> • No Min Award • 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>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 include highways, bridges, roads, public transportation, passenger and freight rail, port infrastructure. and intermodal transportation.</p>	<p>Application Deadline: February 28, 2024 at 11:59 PM EST</p>
<p>California Energy Commission</p> <p><u>Charging Infrastructure for Government Fleets</u></p>	<p>Available Funds: \$30 million</p>	<p>The Charging Infrastructure for Government Fleets program provides electric vehicle charging infrastructure for light-duty government fleets. The purpose of the program is to support electrification of government fleets in California by providing reliable and readily accessible electric vehicle charging infrastructure, support local government goals of sustainability and/or climate action plans, and reduce vehicle emissions in disadvantaged and/or low-income communities.</p>	<p>Application Deadline: April 5, 2024</p>

<p>California Transportation Commission (CTC)</p> <p><u>Active Transportation Program (ATP)</u></p>	<p>Available Funds: \$555 million</p>	<p>The Active Transportation Program was created to encourage increased use of active modes of transportation, such as walking and biking. The goals of the ATP include increasing the safety and mobility of non-motorized users, advancing efforts of regional agencies to achieve greenhouse gas reduction goals, enhancing public health, and providing a broad spectrum of projects to benefit many types of users including disadvantaged communities.</p>	<p>Application Opens: March 21, 2024</p> <p>Application Deadline: June 17, 2024</p> <p>Awards Announced: November 2024</p>
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Public Safety

Name	Awards & Match	Description	Timeline
<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 December 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 • 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>Application Deadline: January 31, 2024</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>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>Application Opens: January 29, 2024</p> <p>Application Deadline: March 8, 2024</p>

Federal Emergency Management Agency (FEMA) <u>Staffing for Adequate Fire and Emergency Response (SAFER)</u>	No Award Maximum 35% Match Required	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.	Expected Program Opening: February 2024 Anticipated Deadline: March 2024
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Parks and Recreation

Name	Awards & Match	Description	Timeline
MLB-MLBPA Youth Development Fund (YDF) <u>MLB-MLBPA Youth Development Fund (YDF) Grant</u>	The foundation does not set a funding range for grant requests. No Match Required	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.	Ongoing

Water

Name	Awards & Match	Description	Timeline
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

Arts/Humanities

Name	Awards & Match	Description	Timeline
<p>California Natural Resources Agency</p> <p><u>Museum Grant Program</u></p>	<p>Available Funds: \$27.7 million</p>	<p>The California Museum grant program, funded by the proceeds from Snoopy Special Interest License Plate sales, funds program projects, capital projects, or a combination of program and capital projects that assist and enhance museums that are deeply rooted in, and reflective of, previously underserved communities. Priority funding will be given to museums that have been severely impacted by COVID-19 and that serve underserved communities and/or Title I Students.</p>	<p>The program is in a draft comment period through February 1, with an anticipated deadline in Q2 2024.</p>

Community Development

Name	Awards & Match	Description	Timeline
<p>Housing and Community Development</p> <p><u>Permanent Local Housing Allocation (PLHA)</u></p>	<p>TPA is seeking clarity on available funding from HCD.</p>	<p>PLHA provides funding to local governments in California for housing-related projects and programs that assist in addressing the unmet housing needs of their local communities. Funding will:</p> <ul style="list-style-type: none"> • Increase the supply of housing for households at or below 60% of area median income • Increase assistance to affordable owner-occupied workforce housing • Assist persons experiencing or at risk of homelessness • Facilitate housing affordability, particularly for lower- and moderate-income households <p>There are two types of assistance under PLHA: formula grants and competitive grants.</p>	<p>Applications expected to be due by February 2024.</p>

<p>U.S. Department of Housing and Urban Development (HUD)</p> <p><u>Choice Neighborhoods</u></p>	<p>Available Funds: \$259,000,000</p> <p>Max. Award: \$50,000,000</p>	<p>The Choice Neighborhoods program supports locally driven strategies that address struggling neighborhoods with distressed public or HUD-assisted housing through a comprehensive approach to neighborhood transformation. The program helps communities transform neighborhoods by revitalizing severely distressed public and/or assisted housing and catalyzing critical improvements in the neighborhood, including vacant property, housing, businesses, services and schools.</p>	<p>Application Deadline: Mar 4, 2024, at 11:59 PM Eastern Time</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 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.</p>	<p>Application Cycle Deadlines:</p> <p>July 1, 2024 January 1, 2025</p>
<p>Environmental Protection Agency</p> <p><u>Community Change Grants Program</u></p>	<p>Average Award: \$10-20 million</p> <p>*Some smaller awards of \$1-3 million will be awarded for projects focused on driving engagement in disadvantaged communities.</p>	<p>Local governments must partner with a community-based non-profit organization to apply. \$2 billion dollars in Inflation Reduction Act funds in environmental and climate justice activities to benefit disadvantaged communities through projects that reduce pollution, increase community climate resilience, and build community capacity to address environmental and climate justice challenges. These place-</p>	<p>Application Deadline: November 21, 2024</p>

		based investments will be focused on community-driven initiatives to be responsive to community and stakeholder input. They are designed to deliver on the transformative potential of the IRA for communities most adversely and disproportionately impacted by climate change, legacy pollution, and historical disinvestments.	
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.
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>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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**City of Guadalupe
Climate Action Plan Development
Bren Masters Project Proposal**

Client Organization

City of Guadalupe
Todd Bodem, City Administrator
tbodem@ci.guadalupe.ca.us

County of Santa Barbara
Garrett Wong, Climate Program Manager
gwong@countyofsb.org

Proposed Project

Objectives

The City of Guadalupe, in partnership with the County of Santa Barbara, is seeking to develop a Climate Action Plan to reduce carbon emissions and enhance community climate resilience.

Implications

Guadalupe is a small city with a population of 7,080 located in the northwest corner of Santa Barbara County. In recent years, extensive community planning in partnership with community stakeholders has produced the updated [General Plan](#), [Community Resilience Plan](#) and [Community Action Plan \(Recreation Economy for Rural Communities\)](#). The recently updated General Plan calls for the development of a Climate Action Plan (CAP), for which the City lacks resources and technical expertise to develop.

The County and its partner, Community Environmental Council (CEC), expect to receive State funding to allocate to the City to build its capacity and support development of the CAP and other climate-related efforts.

A CAP would help the City achieve one of its General Plan tasks, and support its ability to receive future climate funding. During the development process, existing and available resources and programs will be uplifted for the community to take advantage of. Finally, the City and stakeholders involved would also be networked with other jurisdictions and organizations who work to advance regional climate action and resilience.

Equity

Guadalupe is over 90% Hispanic, with less than 5% non-white Hispanic. The Median Household Income (MHI) is \$50,864 (compared to the County average of \$78,925), and the community ranks 81 in CalEnviroScreen. Guadalupe faces challenges with aging infrastructure, homes without air conditioning or proper insulation and pollution due to pesticide use.

Available Data

The County and the Association of Monterey Bay Area Governments (AMBAG) have prepared a 2018 greenhouse gas (GHG) inventory for the City. This includes data such as residential and non-residential energy usage, solid waste landfilled and modeled vehicle miles traveled and estimated carbon emissions.

The City’s General Plan provides population growth and policies that would inform the GHG forecast. Additionally, the [General Plan](#), [Community Resilience Plan](#), [Community Action Plan \(Recreation Economy for Rural Communities\)](#) and the County’s [2030 Climate Action Plan](#) would provide policies and programs that could be used to model future emission reductions.

Additionally, Community Environmental Council (CEC) has [implemented community air monitoring systems to track local air quality](#).

Possible Approach

The County of Santa Barbara is in the process of adopting its 2030 Climate Action Plan and will lend its technical expertise to serve as an advisor to the project. The County will advise the City and the Bren students as the Bren students complete literature review and other research, prepare technical analysis, present findings and draft materials. A steering or advisory committee would be formed to provide guidance, input and feedback to the CAP development process.

The City, County and Bren students would prepare a community engagement strategy and coordinate with stakeholders to solicit input and feedback from the community. Being a small community, a collaborative, community-centric approach to planning and community engagement is needed.

The Bren students would incorporate community input with the GHG analysis and the City’s existing plans to develop a CAP that focuses on efficient and effective implementation, acknowledging the City’s limited resources and overlapping issues.

After this point, the Bren students would likely conclude their engagement given the academic year. The City and County would continue to work to see the adoption of the CAP by City Council.

A draft overview of the project tasks and timeline is below:

0	Kick off with Bren	City, County & Bren	Q2 2024
1	Organize and convene a steering committee consisting of City staff, Councilmembers and stakeholders	City & Bren	Q2 2024
2	Provide introductory presentation on Climate Action Planning (State policies, general CAP components, Guadalupe’s GHG inventory, plan development process) and solicit input and feedback on general process and approach	Bren & County	Q2 2024
3	Research existing community plans. <ul style="list-style-type: none"> ● General Plan ● Community Resilience Plan ● Community Action Plan (Recreation Economy for Rural Communities) ● County 2030 Climate Action Plan 	Bren	Q2 2024

4	Develop a GHG forecast to 2030 and 2045 using ClearPath. Present to City staff & CAC: GHG forecast, general CAP focus areas, community outreach strategies	Bren & County	Q3 2024
5	Prepare two community workshops (in-person & virtual); Spanish translation and interpretation to be provided	Bren & County	Q3-Q4 2024
6	Table at 2-3 community events	City and GBA	Q3-Q4 2024
7	Prepare draft Climate Action Plan based on staff and community input using ClearPath, including an Implementation Strategy/Matrix. Ensure alignment and coordination with existing community plans.	Bren	Q1-Q2 2025
8	Prepare two community workshops (in-person & virtual); Spanish translation and interpretation to be provided	City, County & Bren	Q2 2025
9	Solicit public comment on draft CAP and incorporate feedback	City & County	Q3 2025
10	Prepare final CAP for Council adoption	City	Q4 2025

Deliverables

The City and County would expect by the end of the Bren students' engagement the following deliverables:

- Greenhouse gas emissions forecast
- Draft list of climate actions, that are integrated with the City's existing plans
- Draft Climate Action Plan
- Community engagement activities

Internships

The County and its partner, Community Environmental Council (CEC), expect to receive State funding to allocate to the City to build its capacity and support development of the CAP. These funds could be used to support community engagement and internships. The County and CEC are happy to work with Bren to determine the appropriate compensation rate and engagement term for internships during the summer months and beyond.



**Community
Services
Department**
Connecting People to Opportunities

George Chapjian, Director, Community Services
Sarah York Rubin, Executive Director, Office of Arts & Culture
Andrew Myung, CPA, Chief Financial Officer, Community Services
Joseph Dzvoniak, Deputy Director, Housing & Community Development
Jeff Lindgren, Superintendent, Park Division
Ashley Watkins, Division Chief, Sustainability Division



January 11, 2024

To the Selection Committee;

I am writing on behalf of the County of Santa Barbara Sustainability Division to express our support to the City of Guadalupe's Climate Action Plan Development Proposal and our commitment to host a student intern, if selected for the Bren School Group Project.

The County is prepared to advise the City and facilitate the process of developing a Climate Action Plan (CAP) with anticipated funding coming from the State budget. The County anticipates receiving funding from the State to implement capacity building activities in Guadalupe which would support our ability to pay \$5,000 for a 10-12 week internship.

The intern(s) would likely be responsible for or involved in Tasks 3-6 in the draft project outlined in the proposal. The County would advise and support the intern(s) to develop the City's greenhouse gas emissions forecast and drafting of the CAP reduction focus areas, measures and actions.

The County can 'hire' an intern as an independent consultant. The intern would need to fill out a vendor registration form, providing their address, social security number, and voided check (for direct deposit).

For additional information, please contact Garrett Wong at gwong@countyofsb.org.

Sincerely,

A handwritten signature in cursive script that reads "Ashley Watkins".

Ashley Watkins
Sustainability Division Chief

Caltrans District 5 Invites You to Attend the GUADALUPE AREA PROJECTS

OPEN HOUSE

Wednesday, January 31st, 2024
5:30 PM - 7:00 PM
Guadalupe City Hall
918 Obispo Street, Guadalupe, CA 93434

OPEN HOUSE TOPICS

- Hwy 1 Nipomo Mesa Repaving
- Santa Maria River Bridge Replacement
- Downtown Guadalupe Sidewalk Repair & Replacement
- Downtown Guadalupe Repaving
- Hwy 1/Hwy 166 Intersection Improvements
- Hwy 1 Shoulder Widening South of Hwy 166



Project Fact Sheet

USE THE QR CODE TO TAKE YOU TO THE
PROJECT FACT SHEET WEBSITE



LOCATION OF PROJECTS

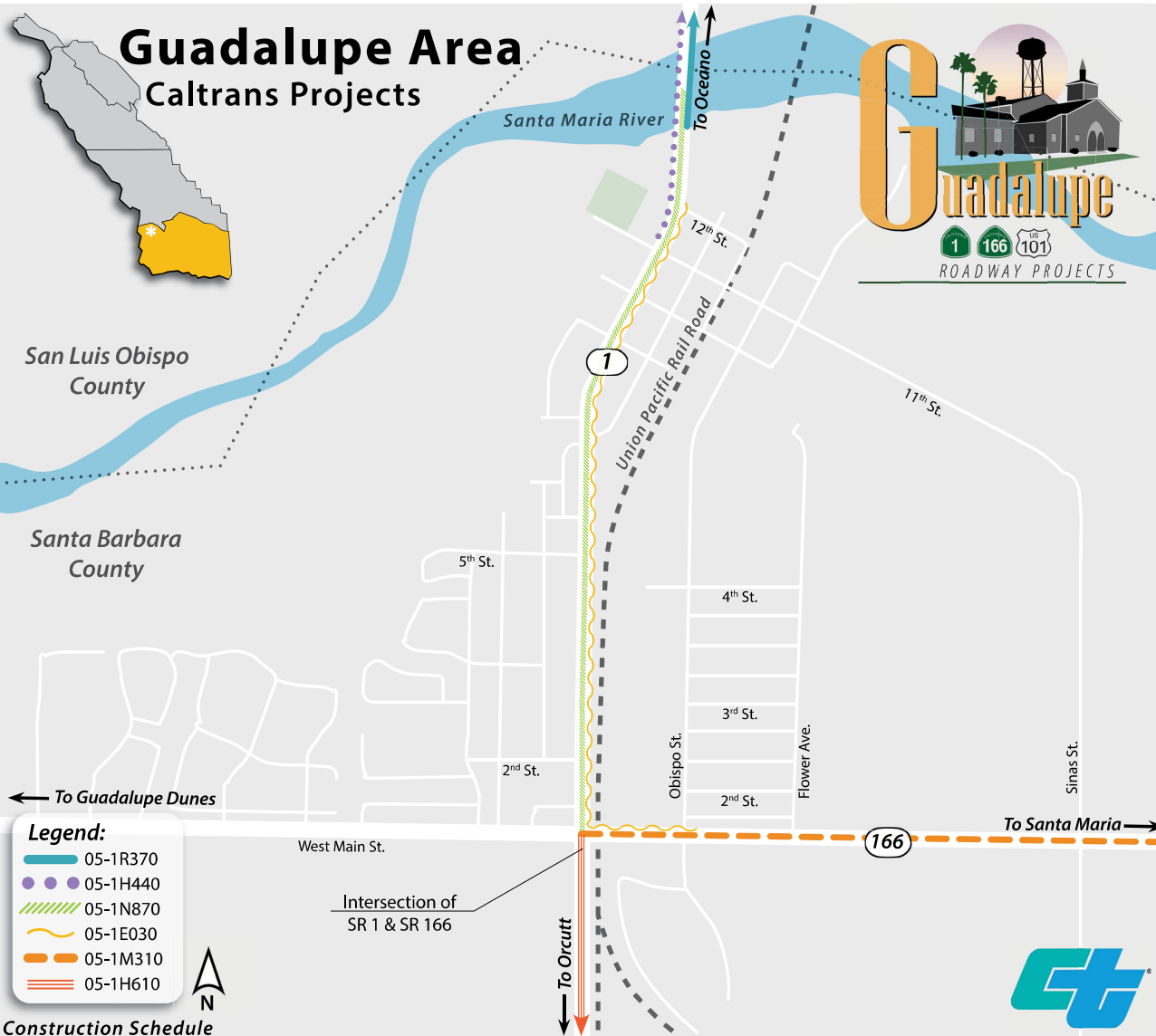
- Hwy 1 Road & Intersection Improvements
- From the Nipomo Mesa through downtown Guadalupe and south to Solomon Rd.
- Includes Santa Maria River Bridge replacement
- Hwy 166 Road Improvements
- Near Guadalupe at Hwy 1 extending east to Santa Maria



CONTACTS

- Meg Henry (805) 441-3792
meg.henry@dot.ca.gov
- Hallie Holden (916) 995-1421
hallie.holden@dot.ca.gov
- Ben Jensen (805) 788-8978
ben.jensen@dot.ca.gov

Guadalupe Area Caltrans Projects



Nipomo Mesa CAPM

- On SR 1 at Oceano from the Santa Maria Bridge to Gracia Wy.
- Work Description: Preserve 20+ miles of pavement using CAPM strategies.
 - Upgrade drainage systems and guardrail.
 - Incorporate complete streets and ADA features.
- Current Phase: PID (Project Initiation Phase)
- Construction Dates: Summer 2027 - Fall 2027
- Construction Capital Cost: \$16,565,000

Santa Maria River Bridge Replacement

- On SR 1 about 1/4 mile south and 1/4 north of the Santa Maria River Bridge.
- Work Description: Replace existing bridge.
 - Aesthetic surface treatment of structure.
- Current Phase: PS&E (Design Phase)
- Construction Dates: Spring 2025 - Summer 2029
- Construction Capital Cost: \$33,880,000

Guadalupe CAPM

- Intersection of SR 1 and SR 166, north to just past 12th St.
- Work Description: Preserve 4+ miles of pavement using CAPM strategies.
 - Replace sign panels.
- Current Phase: Candidate
- Construction Dates: Summer 2028 - Spring 2029
- Construction Capital Cost: \$2,311,000 (preliminary estimate)

Guadalupe ADA Project

- North on SR 1 to 11th St. and east on SR 166 to Obispo St.
- Work Description: ADA Pedestrian Infrastructure Improvements.
 - Upgrade driveways, curb ramps, and sidewalks.
- Current Phase: PS&E (Design Phase)
- Construction Dates: Winter 2025 - Spring 2028
- Construction Capital Cost: \$5,573,000

Guadalupe Active Partnership for Signalization & CAPM to Santa Maria

- Intersection of SR 1/SR 166, east to intersection of SR 1/SR 101
- Work Description: Preserve 20+ miles of pavement using CAPM strategies
 - Add shoulder backing, curb ramps, drainage systems and count stations.
 - Signalize SR 1/166 and SR 166/Obispo St. Intersections.
 - Install complete streets elements along SR 166 from SR 1 to Flower Ave.
- Current Phase: PA&ED (Environmental Document Phase)
- Construction Dates: Spring 2027 - Fall 2028
- Construction Capital Cost: \$35,000,000

Solomon Canyon Rumble Strip/Shoulder Widening

- Intersection of SR 1 and SR 166, south on SR 1 to Solomon Rd.
- Work Description: Widen shoulders, rumble strips, update guardrail, relocate utility poles.
- Current Phase: PS&E (Design Phase)
- Construction Dates: Fall 2024 - Spring 2026
- Construction Capital Cost: \$15,401,000

Legend:

- 05-1R370
- 05-1H440
- 05-1N870
- 05-1E030
- 05-1M310
- 05-1H610

Construction Schedule

Project	2024				2025				2026				2027				2028				2029				2030							
	WI	SP	SU	FA	WI	SP	SU	FA	WI	SP	SU	FA	WI	SP	SU	FA	WI	SP	SU	FA	WI	SP	SU	FA	WI	SP	SU	FA				
05-1R370																																
05-1H440																																
05-1N870																																
05-1E030																																
05-1M310																																
05-1H610																																

State of California • Department of Transportation



News Release

Date: Tuesday, January 16, 2024
District: 05 – Santa Barbara, San Luis Obispo, Monterey, San Benito, and Santa Cruz Counties
Contact: Jim Shivers
Phone: (805) 549-3237

FOR IMMEDIATE RELEASE

CALTRANS PUBLIC MEETING IN GUADALUPE TO DISCUSS UPCOMING REGIONAL TRANSPORTATION PROJECTS

SANTA BARBARA COUNTY – Caltrans is inviting the public to attend a public meeting on Wednesday, January 31 from 5:30 pm to 7 pm at the Guadalupe City Hall Auditorium at 918 Obispo Street.

This meeting will be held in an open-house format and will include details on the following projects planned in the Guadalupe area:

- Santa Maria River Bridge Replacement Project.
- Downtown Guadalupe Sidewalk Repair and Replacement Project.
- Downtown Guadalupe Paving Project.
- Highway 1/State Route 166 Intersection Improvements.
- Highway 1 Shoulder Widening, south of State Route 166.
- Highway 1 Improvements between Guadalupe and the Nipomo Mesa/south of Solomon Road.

Caltrans staff will be present to discuss these projects and answer questions.

A summary of these projects can also be viewed on the Caltrans District 5 Project Page:

<https://dot.ca.gov/-/media/dot-media/district-5/documents/05-1n870-guad-fact-sheet-a11y.pdf>

(more)

**Our crews deserve to get home safely too.
Drive slowly and carefully in work zones.**

Road information and updates can also be found on Caltrans District 5 Social Media platforms: Twitter at: [@CaltransD5](#), Facebook at: [Caltrans Central Coast \(District 5\)](#) and Instagram at: [@Caltrans_D5](#).



###

GUADALUPE POLICE DEPARTMENT
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
MONTH OF DECEMBER 2023

PART I: CRIMES

TYPE OF CRIMES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
187 PC HOMICIDE	0	0	0	0	0	0	0	0
261 PC RAPE	0	0	0	0	5	3	1	0
211 PC ROBEBRRY	0	0	0	0	0	0	0	0
242/245 PC ASSAULT	4	4	6	5	38	35	41	35
459 PC BURGLARY	0	0	0	0	15	6	19	8
484/487 PC THEFT	2	0	1	1	33	1	51	5
10851 VC VEH THEFT	2	0	3	0	24	0	25	11
451 PC ARSON	0	0	0	0	0	0	2	1
TOTAL	8	4	10	6	115	45	139	60

PART II: REPORTED CRIMES

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	46	56	785	861
TOTAL REQUEST FOR SERVICE	225	199	2553	2625
TOTAL ACTIVITY FOR THE MONTH	271	255	3338	3486
DOMESTIC VIOLENCE REPORT	2	5	161	24
TOTAL PROPERTY STOLEN	\$12,970.00	\$62.00	\$67,103.00	\$760,102.00
TOTAL PROPERTY RECOVERED	\$0.00	\$0.00	\$25.00	\$18,025.00

PART III: ARREST SUMMARY

OFFENCES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUNENILES
FELONY	4	1	2	0	37	2	40	4
MISDEMINOR	9	0	13	0	106	3	104	5
TOTAL	13	1	15	0	143	5	144	9
23152(a&b) VC ARREST	2		2		25		28	
WARRANT ARREST	1		0		17		13	

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



GUADALUPE FIRE DEPARTMENT



TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
FROM: CAPTAIN PATRICK SCHMITZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 December 1, 2023 – December 31, 2023

DATE: 01/02/2024

CALLS FOR SERVICE

December 2023

INCIDENT TYPE	This Month	Last Month	Year to Date (2023-2024)	Year to date (2022-2023)
Medical	39	23	194	193
Structure Fire	0	0	0	2
Cooking Fire	0	0	0	0
Trash or Rubbish Fire	1	0	6	6
Vehicle Fire	0	0	1	2
Grass/Vegetation Fire	0	0	2	1
Other Fire	3	1	4	1
Motor Vehicle Accidents with Injuries	3	1	17	9
Motor Vehicle Accidents No Injuries	2	3	11	10
Motor Vehicle/Pedestrian Accident	0	1	6	4
Hazardous Materials Spill/Release	1	1	4	3
Hazardous Condition Other	1	2	10	8
Water Problem/Leak	0	1	2	3
Animal Problem	0	0	1	1
Search / Rescue	0	0	0	0
Public Assistance	1	2	10	13
Police Matter/Assistance	0	2	6	4
Illegal Burn	0	1	1	0
Smoke/CO Detector Activation	6	1	10	13
Dispatch and Canceled En-route	6	4	21	14
False Alarm	1	0	8	7
TOTAL	64	43	314	294

Additional Information

STAFFING: 1 Public Safety Director (Police/Fire Chief)
 3 Fire Captains
 2 Fire Engineers 1 Vacant Position
 1 Paid-Call Firefighters 5 Vacant Position

GUADALUPE FIRE DEPARTMENT

Special Assignments / Events / Coverage:

- Food Distribution (12/07)
- Fire Drill (Mary Buren School) (12/08)
- CHC La Posada Event (12/09)
- Christmas Parade (12/09)
- Fire Safety Presentation – Maggie Espinoza Daycare (12/21)

CODE COMPLIANCE CASES

December 2023

INCIDENT TYPE	This Month	Last Month	Year to Date (2023-2024)	Year to date (2022-2023)
Business License (GMC 5.04.110)	0	0	0	0
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A, E))	0	0	0	-
Fowl, Livestock, and Wild Animals (GMC 6.04.210)	0	0	0	2
Residential Solid Waste Collection (GMC 8.08.070)	0	0	0	-
Litter Accumulation (GMC 8.12.020)	1	3	16	2
Burning Garbage Prohibited (GMC 8.12.150)	1	0	1	-
Abatement of Weeds and Rubbish (GMC 8.16.010)	1	1	51	11
Discharge of Illegal Fireworks (GMC 8.24.020)	0	0	0	-
Unlawful Property Nuisance (GMC 8.50.070)	0	0	3	-
Graffiti Abatement (GMC 9.07.060)	0	0	0	-
Parking of Large Vehicles / Trailers (GMC 10.24.190)	0	5	5	-
Abandoned Vehicles (GMC 10.36.010)	0	2	3	1
Portable/fixed basketball goals (GMC 10.48.050)	0	0	0	-
Address Number (GMC 15.08.020 (505.1))	12	7	59	1
Illegal Garage Conversion	0	0	0	10
Wall, Fence, or Hedge Requirements (GMC 18.52.121)	0	0	4	-
Damage Fence (GMC 18.52.125)	0	0	0	-
Trailers / Mobile Homes as Living Space (GMC 18.56.030)	0	0	2	-
Parking on Front Yard Setback (GMC 18.60.040)	1	12	29	-
Landscape Maintenance Required (GMC 18.64.120)	0	0	0	13
Working Without Permits (GMC15.04.020)	0	1	1	-
Complaints (No Violation Found)	1	0	1	6
Apartment Inspections	0	81	81	3
Yearly Business Inspections	12	18	44	46
Other	0	0	11	9
TOTAL	29	130	311	104
Complaints Received	1	0	4	7

Miscellaneous	This Month	Last Month	Year to Date (2023-2024)	Year to date (2022-2023)
Visitors	39	34	254	152
Public Relations	5	5	25	40
School Station Visits	0	0	0	4



GUADALUPE CODE COMPLIANCE

TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
FROM: CODE COMPLIANCE OFFICER, JOSUE MERAZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 DECEMBER 1, 2023 – DECEMBER 31, 2023

DATE: 01/01/2023

CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2020-2021)
Parking Prohibited Zoning Clearance Required (GMC 18.60.040) (D)	0	1	6
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	1	0	6
Fowl, Livestock and Wild Animals (GMC 6.04.210)	0	0	4
Litter Accumulation (GMC 8.12.020)	0	0	8
Abatement of Weeds and Rubbish (GMC 8.16.010)	0	0	10
Unsafe Buildings-Collecting Rent for (GMC 8.40.030)	0	0	3
Unlawful Property Nuisance (GMC 8.50.070)	0	0	10
Graffiti Abatement (GMC 9.07.060)	0	0	0
Abandoned Vehicles/ Vehicle Covers (GMC 10.36.010)	8	8	31
Portable/fixed basketball goals (GMC 10.48.050)	0	0	0
Parking of large vehicles/trailers (GMC 10.24.190)	0	0	1
Wall,Fence,or Hedge Requirements (GMC 18.52.121)	0	0	0
Working Without Permits (GMC15.04.020)	0	0	8
Address Number (GMC 15.08.020 (505.1))	0	0	1
Illegal Garage Conversion (GMC 18.08.120, 18.08.160)	0	0	0
Damage Fence (GMC 18.52.125)	0	0	0
Parking on Front Yard Setback (GMC 18.60.035)	0	0	11
Trailers/Mobile homes as living space (GMC 18.56.030)	0	0	1
Prohibition of illicit discharges (GMC 13.24.050)	0	0	1
Landscape Maintenance Required (GMC 18.64.120)	0	0	4
Discharge of illegal fireworks (GMC 8.24.020)	0	0	7
72hr Parking	1	3	47
Code 60 Citations	0	0	23
TOTAL	2	12	167
Complaints Received	2	4	51

Miscellaneous	This Month	Last Month	Year to Date (2020-2021)
Visitors	0	0	0
Public Relations (Food distribution, Covid Vaccination)	1	1	10
School Visits ()	0	0	0



HUMAN RESOURCES MONTHLY REPORT

December 2023

RECRUITMENT

- **Public Safety:**

On 12/01/23, “Conditional Offer of Employment” letters for Police Officer/EMT positions went out to two (2) candidates. Full background processes began and have been completed. On 12/21/23, both candidates were contacted to offer the full-time positions to them followed up by “Offer of Employment” letters, sent same date.

- **Wastewater Treatment Plant:**

On 12/15/23, “Conditional Offer of Employment” letters Operator-in-Training (OIT) positions at the wastewater plant went out to two (2) candidates. Full background processes expected to be completed early January.

- **Recreation**

With the change in the salary range due to the 5% COLA approved at the 12/12/23 City Council meeting, the Recreation Services Manager was “reposted”. Five (5) resumes were considered for phone screening. One (1) of those candidates withdrew his application. Due to the time of the holidays, phone screens were scheduled for early January 2024.

- **Human Resources**

The recruitment was put on “pause” during the holidays. A proposal to increase the salary range will go in for the City Council’s approval on 1/09/24. If approved, the position will be reposted.

LABOR RELATIONS

With the City Council’s approval of the SEIU MOU at the December 12th meeting, a recalculation of health premiums and a 5% COLA for 17 employees were completed retroactive to July 1, 2023, for the 12/29/23/23 payday. (The MOU term is July 1, 2023, through June 30, 2025.) One item that changed was “Standby Pay”, from \$2 to \$3 per hour, retroactive to July 1, 2023. The City and SEIU had agreed to defer those payments until the second pay period in January. Affected employees were advised and will receive those retroactive monies on the 1/26/24 paycheck.

HR Monthly Report

December 2023

Page 2 of 2

WORKERS COMPENSATION

Two (2) long-term claims remain open. One claim is near settlement. Continued monitoring is occurring on the other claim.

MISCELLANEOUS

Job description for attendant/coordinator position for the Senior Center is targeted for the 2/13/24 City Council meeting.

Ongoing updating of all HR files to ensure correct chronology salary changes and employment history.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of January 23, 2024

Philip Sinco & Wendy Stockton

Prepared by:
Philip F. Sinco, City Attorney
and Wendy Stockton, Assistant City Attorney

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT:

1. Impact Fee Nexus Study for Public Safety Facilities
2. Ordinance Establishing Development Impact Fee for Public Safety Facilities
3. Making a finding that the Study and the Ordinance are exempt from CEQA

RECOMMENDATION:

That the City Council take the following actions:

1. Hold a combined public hearing for the Study and Ordinance. Consider all evidence including testimony, evidence, staff reports, and the "CITY OF GUADALUPE PUBLIC SAFETY FACILITIES DEVELOPMENT IMPACT FEE NEXUS STUDY DATED OCTOBER 6, 2023;" and
2. Approve Resolution No. 2024-08, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, APPROVING THE CITY OF GUADALUPE PUBLIC SAFETY FACILITIES DEVELOPMENT IMPACT FEE NEXUS STUDY DATED OCTOBER 6, 2023;" and
3. Introduce and conduct the first reading by title only, waiving further reading, of Ordinance No. 2024-514, AMENDING TITLE 13 OF THE GUADALUPE MUNICIPAL CODE TO ESTABLISH A PUBLIC SAFETY FACILITIES DEVELOPMENT IMPACT FEE; and
4. Make the finding that the approval of the Study and the Ordinance are exempt from CEQA.

BACKGROUND:

History. Over the past five decades, cities have faced increasing practical and legal barriers to obtaining funds to defray the cost of providing public services. Under the Mitigation Fee Act (Government Code §§66000 and following), the City has authority to establish impact fees to be imposed on Guadalupe developers. An impact fee defrays the capital cost to develop and equip public facilities needed because of new development. Staff is recommending that the City establish its first development impact fee, for public safety facilities.

Mitigation Fee Act Requirements. The Mitigation Fee Act places important initial and continuing obligations on a city that wishes to collect development impact fees. Initially, the city must cause a study to be prepared that justifies the fee as discussed below. For fees, including the public safety facilities fee, not specifically identified in the law, the city must also prepare capital facilities plan for approval. (Government Code §66002.) The city must hold a noticed public hearing and verify that the study contains information to support findings for the fee before approving the study and capital facilities plan. (Government Code §66016.5.) Before establishing the fee itself, the city must hold a noticed public hearing and make statutory findings. (Government Code §§66004, 66018 and 66001.) The fee becomes effective 60 days after second reading of the fee ordinance. (Government Code §66017.) The substance of the fee ordinance must meet numerous statutory requirements. (Government Code §66007.)

The staff recommendation, if followed by the Council, will result in compliance with the foregoing requirements of the Mitigation Fee Act; however, in the event the Council follows the recommendation, the City will have significant continuing obligations under the Mitigation Fee Act. Briefly, these consist of:

- Accounting separately for fee proceeds collected (Government Code §§66001 and 66006);
- If requested, conducting an audit and providing mailed notice of meetings regarding impact fees, as well as a website link (Government Code §66023);
- Annual reporting at a noticed, regular meeting of specific information for each development impact fee fund (Government Code §66006);
- Annual update of capital improvement plan (Government Code §66002);
- Making required findings every five years regarding fees collected (Government Code §66001);
- Identifying an approximate construction date for the facilities within 180 days of collecting the needed funds (Government Code §66001);
- Updating the nexus fee study at least once every eight years, from the period beginning on January 1, 2022 [Government Code §66016.5(8)]; and
- Providing notice of the fee to developers (Government Code 66020).

A procedural or substantive misstep along the way can result in expensive litigation followed by a court order to refund fees.

DISCUSSION:

1. Environmental Consideration. The recommended actions are adoption of a supporting study and enacting an ordinance establishing a development impact fee. City staff has evaluated the potential environmental impacts of taking the recommended actions. Staff has determined that pursuant to Section 15273(a)(4) of the California Environmental Quality Act (“CEQA”) Guidelines, there is no requirement for review under CEQA because the actions would merely approve a study, plan, and charges to obtain funds. A notice of exemption will be filed to document this finding for the resolution and ordinance. (See Attachment 1.)

2. Public Hearing. The Mitigation Fee Act requires public hearings be held before approving a fee study and before approving a fee ordinance. For simplicity and clarity, staff recommends that the Council hold both public hearings at once.

3. Nexus Study. Willdan Financial Services has prepared a “City of Guadalupe Public Safety Facilities Development Impact Fee Nexus Study Dated October 6, 2023” (“Study”) for the Council’s consideration. **The Study is an attachment to the draft Resolution.** That Study includes a comprehensive nexus analysis that identifies the maximum development fee levels for public safety facilities that can be justified, using existing inventory to estimate future facility needs. Table E.1, found on Page 2 of the Study, contains that fee schedule:

Land Use	Fee per Square Foot
Residential Dwelling Units	\$ 2.92*
Nonresidential Commercial	\$ 3.80
Nonresidential Office	\$ 5.82
Nonresidential Industrial	\$ 2.07

*Fees for Accessory Dwelling Units are to be charged as a percentage of this fee. See Page 6 of the Study.

Willdan arrived at these fees by first identifying demand for services based on Guadalupe information from 2019 to 2021. Then, Willdan used the existing standard approach to calculate what land, buildings, vehicles and equipment would be needed in the future. Using replacement cost and service population, Willdan developed a facility standard. After projecting revenue, Willdan calculated a per-square-foot fee which includes recouping City administrative costs of complying with the Mitigation Fee Act.

This method of identifying permissible impact fees is designed to comply with the requirements of 2022 legislation now found in Government Code §66016.5.

In the Study, Willdan also developed a capital facilities plan for the City’s proposed public safety facilities. The plan consists of the initial public safety facilities projected to be needed as a result of new development. This plan is found in Table 3.4 at Page 12 of the Study. The plan includes 2,801 building square feet, .19 acres of land, 3.2 police vehicles, .53 fire apparatus and 1.33 fire vehicles.

Staff recommends that the Council consider the Study as well as this staff report and all evidence and testimony offered in the public hearing, and adopt a resolution approving the Study and capital facilities plan.

4. Ordinance. Staff has prepared an ordinance establishing a public safety facilities development impact fee. If enacted, the ordinance would become Chapter 13.28 of the Guadalupe Municipal Code.

As required by the Mitigation Fee Act, the ordinance begins with factual findings to bridge the gap between the evidence in the Study and the fee to be established by the ordinance. The proposed findings:

- Identify the purpose of the fee (new development pays its way for public safety facilities);

- Identify the use of the fee (build and equip public safety facilities in Guadalupe as identified in the Study);
- Relate the use of the fee to type of development (noting that all new development requires public safety facilities at the level of service enjoyed by existing development);
- Relate the need for the fee to new development (calculated using a weighted standard based on projected new residents and workers);
- Relate the amount of the fee to costs attributable to specific new development (based on size or increased population).

The ordinance continues in typical format. A purpose and intent statement is followed by definitions and fee provisions. The Planning Director or designee calculates the fee based on the square footage and type of project, and notifies the applicant. Flexibility provisions allow the Planning Director/designee to reduce or exempt the fee in appropriate circumstances. The proposed ordinance provides for appeal to the Planning Director and Council. As required by law, the ordinance also includes a pay-under-protest provision.

The ordinance also references restrictions on use of fees and accounting and reporting requirements. The City must comply with these requirements in order to proceed with a development impact fee program.

FISCAL IMPACT:

The recommended actions would create the legal structure needed to collect developer impact fees, which are designed to defray the cost of public service facilities necessitated by new development.

If the Council establishes a development impact fee, significant soft costs would be incurred to comply with the requirements of the Mitigation Fee Act. The fee identified by the Study includes a component to recover a two percent charge to defray administrative overhead for legal, accounting, other departmental and administrative support, and fee program administrative costs.

ATTACHMENTS:

1. Notices of Exemption
2. Resolution No. 2024-08, with Study attached
3. Ordinance No. 2024-514

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: Impact Fee Nexus Study – Guadalupe Public Safety Department

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:

Resolution adopting preparation of an Impact Mitigation Fee Study (Willdan, 10-6-23) to assess new residential, commercial and industrial construction that impacts city services.

Name of Public Agency Approving Project: Guadalupe City Council

Name of Person or Agency Carrying Out Project: Michael Cash, Public Safety Director

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:

CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies which the public agency finds are for the purpose of obtaining funds for capital projects, necessary to maintain service within existing service areas.

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: _____

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: Impact Fee Ordinance – Municipal Code Chapter 13.28

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:

Addition of Chapter 13.28 to Guadalupe Municipal Code to add a Development Impact Fee that addresses new construction for residential, commercial and industrial projects.

Name of Public Agency Approving Project: Guadalupe City Council

Name of Person or Agency Carrying Out Project: Michael Cash, Public Safety Director

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:
- XX** General Exemption (Section 15061(b)(3));
- Statutory Exemption: Public Resources Code Section 21080.17

Reasons why project is exempt:

There is no requirement to review the impact fee ordinance under CEQA because it would merely approve charges to obtain funds for capital projects needed to maintain levels of public safety service in existing service areas. CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies which the public agency finds are for the purpose of obtaining funds for capital projects, necessary to maintain service within existing service areas, per CEQA Section 15273 (a)(4).

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: _____

RESOLUTION NO. 2024-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, APPROVING THE CITY OF GUADALUPE PUBLIC SAFETY FACILITIES DEVELOPMENT IMPACT FEE NEXUS STUDY DATED OCTOBER 6, 2023

WHEREAS, the City of Guadalupe (“City”) has authority, based on the Mitigation Fee Act (Government Code §§66000 and following) to establish and implement impact fees to assure that new development pays capital facilities costs associated with growth; and

WHEREAS, due to the changing fiscal landscape in California over the past five decades, which has undercut tax proceeds, reduced popular support for bond measures, and steeply reduced federal and state financial assistance for local public facilities, the City must require development to pay its own way via development impact fees in order to maintain current standards for public safety capital facilities; and

WHEREAS, in order to legally proceed with charging impact fees for public safety (police and fire) facilities, the City has caused a Public Safety Facilities Development Impact Fee Nexus Study (“Study”), dated October 6, 2023, to be prepared by Willdan Financial Services; and

WHEREAS, the Study projects the needs for and costs of the initial public safety facilities to be funded through impact fees, forecasting moderate growth in Guadalupe with a planning horizon of 2050, using the existing inventory approach; and

WHEREAS, based on these projections, the Study calculates a per-square-foot fee for residential, accessory dwelling unit, and various categories of nonresidential development, which fairly assigns the cost of growth to these categories of new development; and

WHEREAS, the Study contains a capital improvement plan for identified public safety facilities as required by Government Code Sections 66002 and 66016.5; and

WHEREAS, the Study contains information that supports the findings that the Mitigation Fee Act requires the City to make before establishing a development impact fee; and

WHEREAS, on January 23, 2024, the City Council held a duly noticed public hearing, took testimony, and considered evidence regarding the Study; and

WHEREAS, City staff has evaluated the potential environmental impacts of adoption of this resolution, and staff has determined that pursuant to Section 15273(a)(4) of the California Environmental Quality Act (“CEQA”) Guidelines, there is no requirement to review the resolution under CEQA because it would merely provide support for approving charges to obtain funds for capital projects needed to maintain levels of public safety service in existing service areas; and

NOW, THEREFORE, the City Council does hereby resolve and order:

SECTION 1. The recitals set out above are true and correct and are the findings of the City Council.

SECTION 2. The City of Guadalupe Public Safety Facilities Development Impact Fee Nexus Study Dated October 6, 2023, attached hereto and hereby incorporated, which contains capital facilities plan for public safety facilities, is hereby approved.

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, and the City Clerk shall consult with the City Attorney and City Administrator concerning any changes deemed necessary.

SECTION 4. Staff is hereby directed to prepare and file a Notice of Exemption with the County of Clerk of Santa Barbara pursuant to CEQA Guidelines Section 15273(a)(4) within 5 days of the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 23rd day of January 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2024-08**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 23, 2024, and that same was approved and adopted.

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip Sinco, City Attorney

CITY OF GUADALUPE

PUBLIC SAFETY FACILITIES DEVELOPMENT IMPACT FEE NEXUS STUDY

FINAL DRAFT
OCTOBER 6, 2023



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Executive Summary

This report summarizes an analysis of the need for public safety facilities and capital improvements to support future development within the City of Guadalupe through 2050. It is the City's intent that the costs representing future development's share of these facilities and improvements be imposed on that development in the form of a development impact fee. The facilities and improvements included in this analysis are classified as public safety facilities.

Background and Study Objectives

The primary policy objective of a development impact fee program is to ensure that new development pays the capital costs associated with growth. The primary purpose of this report is to document a comprehensive nexus analysis that identifies the maximum justified development impact fee levels to impose on new development to maintain the City's existing facilities standards for public safety facilities. This means that the City plans to expand facilities to add capacity to meet the needs of new development, as opposed to providing maintenance on existing facilities. The City should review and update this report and the calculated fees at least every eight years as required by law to incorporate the best available information.

The City can impose development impact fees under authority granted by the *Mitigation Fee Act (Act)*, contained in *California Government Code* Sections 66000 *et seq.* This report provides the necessary findings required by the Act for adoption of the public safety facilities development impact fees presented in the fee schedules contained herein.

All development impact fee-funded capital projects should be programmed through the City's Capital Improvement Plan (CIP). Using a CIP can help the City identify and direct its fee revenue to public facilities projects that will accommodate future growth. By programming fee revenues to specific capital projects, the City can help ensure a reasonable relationship between new development and the use of fee revenues as required by the *Mitigation Fee Act*.

Facility Standards and Costs of Growth

This fee analysis uses the **existing inventory** approach to estimate future facility needs and costs associated with new development. This approach is based on a facility standard derived from the City's existing level of facilities and existing demand for services. This approach results in no facility deficiencies attributable to existing development. Only the initial facilities to be funded with fees are identified in the fee study. Future facilities to serve growth will be identified through the City's annual capital improvement plan and budget process and/or completion of a new facility master plan.

Fee Schedule Summary

Table E.1 summarizes the schedule of maximum justified public safety facilities fees based on the analysis contained in this report. The City may adopt any fee up to those shown in the table.

Table E.1: Maximum Justified Public Safety Facilities Impact Fee Schedule

Land Use	Fee per Square Foot	
<i>Residential Dwelling Units</i>	\$	2.92
<i>Nonresidential</i>		
Commercial	\$	3.80
Office		5.82
Industrial		2.07

Source: Table 3.6.

1. Introduction

This report presents an analysis of the need for public safety facilities to accommodate new development in the City of Guadalupe. Public safety facilities include facilities and capital assets associated with the City's Police and Fire Departments. This chapter explains the study approach and summarizes results under the following sections:

- ◆ Background and Study Objectives
- ◆ Public Facilities Financing in California
- ◆ Study Methodology
- ◆ Impact Fees for Accessory Dwelling Units
- ◆ Organization of the Report

Background and Study Objectives

The primary policy objective of a development impact fee program is to ensure that new development pays the capital costs associated with growth. The primary purpose of this report is to determine the appropriate development impact fee levels to impose on new development to maintain the City's facilities standards for public safety facilities. The City should review and update this report and the calculated fees at least once every eight years to incorporate the best available information.

The City imposes development impact fees under authority granted by the *Mitigation Fee Act (Act)*, contained in *California Government Code Sections 66000 et seq.* Currently, the City of Guadalupe does not charge impact fees to fund public safety facilities. This report provides the necessary findings required by the Act for adoption the public safety facilities development impact fees presented in the fee schedules contained herein.

The City of Guadalupe is forecast to experience moderate growth through this study's planning horizon of 2050. This growth will create an increase in demand for public services and the public facilities required to deliver them. The City has decided to use a development impact fee program to ensure that new development funds the share of facility costs associated with growth. This report makes use of the most current available growth forecasts and facility plans to calculate a development impact fee schedule for public safety facilities, to fund new development's fair share of future fire facilities.

Public Facilities Financing in California

The changing fiscal landscape in California during the past 45 years has steadily undercut the financial capacity of local governments to fund infrastructure. Three dominant trends stand out:

- The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through the passage of Proposition 218 in 1996;
- Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses; and
- Steep reductions in federal and state assistance.

Faced with these trends, many cities and counties have adopted a policy of "growth pays its own way." This policy shifts the burden of funding infrastructure expansion from existing taxpayers onto new development. This funding shift has been accomplished primarily through the imposition

of assessments, special taxes, and development impact fees also known as public facilities fees. Assessments and special taxes require the approval of property owners and are appropriate when the funded facilities are directly related to the developing property. Development fees, on the other hand, are an appropriate funding source for facilities that benefit all development jurisdiction-wide. Development fees need only a majority vote of the legislative body for adoption.

Study Methodology

Development impact fees are calculated to fund the cost of facilities required to accommodate growth. The six steps followed in this development impact fee study include:

1. **Estimate existing development and future growth:** Identify a base year for existing development and a growth forecast that reflects increased demand for public facilities;
2. **Identify facility standards:** Determine the facility standards used to plan for new and expanded facilities;
3. **Determine facilities required to serve new development:** Estimate the total amount of planned facilities, and identify the share required to accommodate new development;
4. **Determine the cost of facilities required to serve new development:** Estimate the total amount and the share of the cost of planned facilities required to accommodate new development;
5. **Calculate fee schedule:** Allocate facilities costs per unit of new development to calculate the development impact fee schedule; and
6. **Identify alternative funding requirements:** Determine if any non-fee funding is required to complete projects.

The key public policy issue in development impact fee studies is the identification of facility standards (step #2, above). Facility standards document a reasonable relationship between new development and the need for new facilities. Standards ensure that new development does not fund deficiencies associated with existing development.

Types of Facility Standards

There are three separate components of facility standards:

- ♦ *Demand standards* determine the amount of facilities required to accommodate growth, for example, park acres per thousand residents, square feet of library space per capita, or gallons of water per day. Demand standards may also reflect a level of service such as the vehicle volume-to-capacity (V/C) ratio used in traffic planning.
- ♦ *Design standards* determine how a facility should be designed to meet expected demand, for example, park improvement requirements and technology infrastructure for City office space. Design standards are typically not explicitly evaluated as part of an impact fee analysis but can have a significant impact on the cost of facilities. Our approach incorporates the cost of planned facilities built to satisfy the City's facility design standards.
- ♦ *Cost standards* are an alternate method for determining the amount of facilities required to accommodate growth based on facility costs per unit of demand. *Cost standards* are useful when demand standards were not explicitly developed for the facility planning process. *Cost standards* also enable different types of facilities to be analyzed based on a single measure (cost or value) and are useful when different facilities are funded by a single fee program. Examples include facility costs per capita, cost per vehicle trip, or cost per gallon of water per day.

New Development Facility Needs and Costs

A number of approaches are used to identify facility needs and costs to serve new development. This is often a two-step process: (1) identify total facility needs, and (2) allocate to new development its fair share of those needs.

There are three common methods for determining new development's fair share of planned facilities costs: the **existing inventory method**, the **planned facilities method**, and the **system plan method**. The formula used by each approach and the advantages and disadvantages of each method is summarized below:

Existing Inventory Method

The existing inventory method allocates costs based on the ratio of existing facilities to demand from existing development as follows:

$$\frac{\text{Current Value of Existing Facilities}}{\text{Existing Development Demand}} = \$/\text{unit of demand}$$

Under this method new development will fund the expansion of facilities at the same standard currently serving existing development. By definition the existing inventory method results in no facility deficiencies attributable to existing development. This method is often used when a long-range plan for new facilities is not available. Only the initial facilities to be funded with fees are identified in the fee study. Future facilities to serve growth are identified through an annual capital improvement plan and budget process, possibly after completion of a new facility master plan. **This approach is used to calculate the impact fees in this report.**

Planned Facilities Method

The planned facilities method allocates costs based on the ratio of planned facility costs to demand from new development as follows:

$$\frac{\text{Cost of Planned Facilities}}{\text{New Development Demand}} = \$/\text{unit of demand}$$

This method is appropriate when planned facilities will entirely serve new development, or when a fair share allocation of planned facilities to new development can be estimated. An example of the former is a Wastewater trunk line extension to a previously undeveloped area. An example of the latter is a portion of a roadway that has been identified as necessary to mitigate the impact from new development through traffic modeling analysis. Under this method new development will fund the expansion of facilities at the standards used in the applicable planning documents. This approach is not used in this report.

System Plan Method

This method calculates the fee based on the value of existing facilities plus the cost of planned facilities, divided by demand from existing plus new development:

$$\frac{\text{Value of Existing Facilities} + \text{Cost of Planned Facilities}}{\text{Existing} + \text{New Development Demand}} = \$/\text{unit of demand}$$

This method is useful when planned facilities need to be analyzed as part of a system that benefits both existing and new development. It is difficult, for example, to allocate a new fire station solely to new development when that station will operate as part of an integrated system of fire stations that together achieve the desired level of service.

The system plan method ensures that new development does not pay for existing deficiencies. Often facility standards based on policies such as those found in General Plans are higher than the existing facility standards. This method enables the calculation of the existing deficiency

required to bring existing development up to the policy-based standard. The local agency must secure non-fee funding for that portion of planned facilities required to correct the deficiency to ensure that new development receives the level of service funded by the impact fee. This approach is not used in this report.

Impact Fees for Accessory Dwelling Units

The California State Legislature recently amended requirements on local agencies for the imposition of development impact fees on accessory dwelling units (ADU) with Assembly Bill AB 68 in 2020. The amendment to California Government Code §65852.2(f)(2) stipulates that local agencies may not impose any impact fees on ADU less than 750 square feet. ADU greater than 750 square feet can be charged impact fees in proportion to the size of the primary dwelling unit.

Calculating Impact Fees for Accessory Dwelling Units

For ADUs greater than 750 square feet, impact fees can be charged as a percentage of the single family public safety facilities impact fee. The formula is:

$$\frac{ADU \text{ Square Feet}}{Primary \text{ Residence Square Feet}} \times Single \text{ Family Impact Fee} = ADU \text{ Impact Fee}$$

In the case of an 800 square foot ADU and a 1,600 square foot primary residence, the public safety facilities impact fees would be 50 percent (800 square feet / 1,600 square feet = 50%) of the fee calculated for the primary dwelling unit on the parcel.

Organization of the Report

The determination of a development impact fee begins with the selection of a planning horizon and development of projections for population and employment. These projections are used throughout the analysis and are summarized in Chapter 2.

Chapter 3 is devoted to documenting the maximum justified development impact fees for public safety facilities.

Chapter 4 describes how this report complies with the recently implemented requirements of AB602.

Chapter 5 details the procedures that the City must follow when implementing a development impact fee program. Impact fee program adoption procedures are found in *California Government Code Section 66016*.

The five statutory findings required for adoption of the proposed development impact fees in accordance with the *Mitigation Fee Act (codified in California Government Code Sections 66000 through 66025)* are summarized in Chapter 6.

2. Demographic Assumptions

Growth projections are used as indicators of demand to determine facility needs and allocate those needs between existing and new development. This chapter explains the source for the growth projections used in this study based on a 2023 base year and a planning horizon of 2050.

Estimates of existing development and projections of future growth are critical assumptions used throughout this report. These estimates are used as follows:

- The estimate of existing development in 2023 is used as an indicator of existing facility demand and to determine existing facility standards.
- The estimate of total development at the 2050 planning horizon is used as an indicator of future demand to determine total facilities needed to accommodate growth.
- Estimates of growth from 2023 through 2050 are used to (1) allocate facility costs between new development and existing development, and (2) estimate total fee revenues.

The demand for public facilities is based on the service population, dwelling units or nonresidential development creating the need for the facilities.

Land Use Types

To ensure a reasonable relationship between each fee and the type of development paying the fee, growth projections distinguish between different land use classifications. The land-use types used in this analysis are defined below.

- ♦ **Residential Dwelling Units:** All residential dwelling units including detached and attached one-unit dwellings (Includes single family homes and townhomes) and attached multifamily dwellings including duplexes and condominiums. Fees charged per square foot.
- ♦ **Commercial:** All commercial, retail, educational, and hotel/motel development.
- ♦ **Office:** All general, professional, and medical office development.
- ♦ **Industrial:** All manufacturing and warehouse development.

Some developments may include more than one land use type, such as an industrial warehouse with living quarters (a live-work designation) or a planned unit development with both single and multifamily uses. In these cases, the development impact fees would be calculated separately for each land-use type.

The City should have the discretion to impose the development impact fee based on the specific aspects of a proposed development regardless of the zoning designation where the project will be located. Should the project be located in an area that is not zoned as any of the above stated land use types, the guideline to use is the probable occupant density of the development, either residents per dwelling unit or workers per building square foot, to determine which fee will be charged. The fee imposed should be based on the land use type that most closely represents the probable occupant density of the development.

Existing and Future Development

Table 2.1 shows the estimated number of residents, dwelling units, employees, and building square feet in Guadalupe, both in 2023 and in 2050. The base year estimate of residents comes from the California Department of Finance. The projection of residents is based on the City’s estimate of the potential increase in new dwelling units multiplied by the average residents per dwelling unit in the City today.

Base year employees were estimated based on the latest data from the US Census’ OnTheMap application and exclude local government (public administration) employees.¹ Total projected workers in 2050 were identified in the Santa Barbara County Association of Governments (SBCAG) 2050 Regional Growth Projection.

Table 2.1: Growth Forecasts

	Residents ¹	Workers ²
Existing (2023)	8,515	1,168
New Development (2023-2050)	1,943	542
Total (2050)	10,458	1,710

¹ Current population from California Department of Finance. Projection based on an estimated increase of 521 residential dwelling units within the planning horizon, assuming 3.73 residents per dwelling unit.

² Current estimates of primary jobs from the US Census’ Bureau’s OnTheMap Application. Estimated by adjusting 2020 estimate to 2023 by annual average growth rate needed to meet SBCAG 2050 projection. Excludes public administration employees. Projection for 2050 from the SBCAG Regional Growth Projection.

Sources: California Department of Finance, Table E-5, 2023; Regional Growth Projection 2050 Santa Barbara County, SBCAG; U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics (2020); City of Guadalupe; Table 2.2, Willdan Financial Services.

Service Population

Different types of new development use public facilities at different rates in relation to each other, depending on the services provided. In Chapter 3, a specific service population is identified for public safety facilities to estimate total demand for these types of facilities. The service population weights residential land use types against nonresidential land uses based on the relative demand for services between residents and workers.

¹ Local government employment is excluded from estimates of demand for public safety services and facilities because local government workers are only in the City to meet the demand for City services from residents and other workers in the City. Consequently, demand for public safety services from local government workers, is actually driven by City residents and workers, not from local government itself.

Occupant Densities

Occupant densities ensure a reasonable relationship between the increase in service population and the amount of the fee. Developers pay the fee based on the number of additional housing units or building square feet of non-residential development, so the fee schedule must convert service population estimates to these measures of project size. This conversion is done with average occupant density factors by land use type, shown in **Table 2.2**.

The residential occupant density factor is derived from the U.S Census Bureau, 2021 American Community Survey (ACS) **Tables B25024** and **B25033**. **Table B25024** provides total housing units by land use designation. **Table B25033** documents the total population residing in occupied housing. Total residents are divided by total units to estimate average persons per dwelling unit Citywide.

The nonresidential occupancy factors are derived from the latest data from the Institute of Traffic Engineers (ITE) Trip Generation Manual, 11th Edition. The City does not track nonresidential occupancy statistics, so the ITE data was used instead. Aside from its typical use in trip generation studies, the ITE data is a common source for estimating nonresidential occupant density for nexus studies, as it draws from a large, national, detailed database of land uses, trip generation, site characteristics and employment counts.

Table 2.2: Occupancy Density Assumptions

<i>Residential Dwelling Unit</i>	3.73	Persons per dwelling unit
<i>Nonresidential</i>		
Commercial	2.12	Employees per 1,000 square feet
Office	3.26	Employees per 1,000 square feet
Industrial	1.16	Employees per 1,000 square feet

Sources: U.S. Census Bureau, 2021 American Community Survey 5-Year Estimates, Tables B25024 and B25033; ITE Trip Generation Manual, 11th Edition; Willdan Financial Services.

3. Nexus Analysis

The purpose of the fee is to ensure that new development funds its fair share of public safety facilities. A fee schedule is presented based on the existing standard of public safety facilities in the City of Guadalupe facilities to ensure that new development provides adequate funding to meet its needs.

Service Population

Public safety facilities serve both residents and businesses. Therefore, demand for services and associated facilities is based on the City’s service population including residents and workers.

Table 3.1: Service Population shows the estimated service population in 2023 and 2050. It is reasonable to assume that residential and nonresidential locations have varying amounts of demand for these services. To calculate the service population for public safety facilities, residents are weighted at 1.00.

The use of a worker demand factor of 1.44 for workers in Guadalupe is based on an analysis of fire department incidents, categorized by land use, in the City from 2019 to 2021. Average annual incidents at residential land uses were divided by the average residential population from 2021 to 2023 to yield an average annual incidents-per-capita factor. Dividing average annual incidents at nonresidential areas by average annual employment in the City yielded a comparable per-capita factor. The ratio of the worker per capita factor to the resident per capita factor is the worker demand factor used in the analysis. See **Appendix Table A.1** for a detailed worker weighting analysis.

Table 3.1: Service Population

	A	B	C	D = A + (B x C)
	Residents	Workers	Worker Demand Factor ¹	Service Population
Existing (2023)	8,515	1,168	1.44	10,198
New Development (2023-2050)	<u>1,943</u>	<u>542</u>	<u>1.44</u>	<u>2,722</u>
Total Development (2050)	10,458	1,710	1.44	12,920

¹ Workers are weighted at 1.44 of residents based on an analysis of calls for service within the City. Refer to Table A.1 for further detail.

Sources: Table 2.1, Willdan Financial Services.

Facility Inventories, Plans & Standards

This study uses an existing standard approach to calculate fees for public safety facilities. The City of Guadalupe is currently served by three fire stations, accompanying vehicles, apparatus, and equipment. As more people live and work in Guadalupe, new development will create additional demand for public safety services and the facilities needed to deliver those services. The existing standard approach maintains the existing facility standards in terms of quantity of facilities to service population as new development adds demand for facilities.

Table 3.2 shows the existing building and land values by facility. The unit cost per acre of land is based on an analysis of sales comparisons of undeveloped land in Guadalupe since 2014 as reported by CoStar. The assumed station replacement cost of \$769 per square foot is conservatively estimated based on Willdan’s experience with other clients in California. Appendix Tables A.2 and A.3 contain detailed inventories of police and fire vehicles and equipment, respectively.

Table 3.2: Existing Facility Inventory

	Amount	Unit Cost	Replacement Cost
<i><u>Police Station</u></i>			
Land	0.60 acres	\$ 739,200	\$ 443,520
Building	6,345 sq. ft.	769	4,879,305
Vehicles (See Appendix Table A.2)			750,000
Equipment (See Appendix Table A.2)			556,015
Subtotal			\$ 6,628,840
<i><u>Fire Station 1</u></i>			
Land	0.06 acres	\$ 739,200	\$ 44,352
Station	1,360 sq. ft.	769	1,045,840
Butler Building	560 sq. ft.	769	430,640
Subtotal			\$ 1,520,832
<i><u>Fire Station 2</u></i>			
Land	0.06 acres	\$ 739,200	\$ 44,352
Station	1,388 sq. ft.	769	1,067,372
Building	840 sq. ft.	769	645,960
Subtotal			\$ 1,757,684
<i><u>Fire Protection Vehicles and Equipment</u></i>			
Vehicles (See Appendix Table A.3)			\$ 1,967,000
Equipment (See Appendix Table A.3)			540,050
Subtotal			\$ 2,507,050
Total Value Existing Facilities			\$ 12,414,406

Sources: City of Guadalupe Police and Fire Departments; CoStar; Willdan Financial Services.

Table 3.3 quantifies existing demand standards for the City’s public safety facilities. The existing standards are expressed as quantities of facilities per 1,000 service population.

Table 3.3: Existing Facility Standards

	Quantity	Existing Service Population	Existing Facility Standard per 1,000 Service Population
Building Square Feet	10,493	10,198	1,028.93
Land Acres	0.72	10,198	0.07
Police Vehicles	12	10,198	1.18
Fire Apparatus	2	10,198	0.20
Fire Vehicles	5	10,198	0.49

Sources: Tables 3.1 and 3.2.

Table 3.4 identifies the quantities and costs of future facilities that will be needed to maintain the City’s facility standards as it grows. The amount of facilities needed to maintain the standards are calculated by multiplying the existing facility standards from the prior table by the growth in 1,000s of service population. The unit costs used to value the replacement cost of the existing facilities inventory are used again to estimate the cost of future planned facilities.

Table 3.4: Public Safety Facilities Capital Improvement Plan

Description	Facility Standard per 1,000 Service Population	Projected Service Population Growth	Amount of Facilities Needed to Maintain Standards	Unit Cost	Total Cost
Building Square Feet	1,028.93	2,722	2,801 Sq. ft.	\$ 769	\$ 2,153,769
Land Acres	0.07	2,722	0.19 Acres	739,200	142,059
Police Vehicles	1.18	2,722	3.20 Vehicles	62,500	200,186
Fire Apparatus	0.20	2,722	0.53 Apparatus	690,000	368,343
Fire Vehicles	0.49	2,722	1.33 Vehicles	117,400	156,679
Total					\$ 3,021,036

Source: Tables 3.1 and 3.3.

Facility Standard

Table 3.5 shows the calculation of the existing per capita cost standard for public safety facilities. This standard is calculated by dividing the replacement cost of existing facilities by the existing service population. The value per capita is multiplied by the worker weighting factor of 1.44 to determine the existing facility standard per worker.

Table 3.5: Public Safety Facilities - Existing Standard

Existing Fire Facilities	\$ 12,414,406
Existing Service Population	<u>10,198</u>
Facility Standard per Capita	\$ 1,217
Cost per Resident	\$ 1,217
Cost per Worker ¹	1,752

¹ Worker weighting factor applied to cost per resident.

Sources: Tables 3.1 and 3.2.

Projected Revenue

The City plans to use public safety facilities fee revenue to construct improvements to add to the system of public safety facilities to serve new development. While the City plans to construct the facilities in Table 3.4, the costs in that table do not drive the fee calculation. **Table 3.6** details a projection of fee revenue, based on the service population growth increment identified in Table 3.1 and the existing facility standard identified in Table 3.5.

Table 3.6: Projected Public Safety Facilities Impact Fee Revenue

Existing Facility Standard per Capita	\$ 1,217
Service Population Growth (2023-2050)	<u>2,722</u>
Projected Fee Revenue	\$ 3,312,700

Sources: Tables 3.1 and 3.5.

Fee Schedule

Table 3.7 shows the maximum justified public safety facilities fee schedule. The City can adopt any fee up to this amount. The cost per capita is converted to a fee per unit of new development based on dwelling unit and employment densities (persons per dwelling unit or employees per 1,000 square feet of nonresidential building space) shown in Table 2.2. The fee per dwelling unit is converted into a fee per square foot by dividing the fee per dwelling unit by the assumed average square footage of a dwelling unit.

The total fee includes a two percent (2) percent administrative charge to fund costs that include: a standard overhead charge applied to all City programs for legal, accounting, and other departmental and administrative support, and fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

Table 3.7: Maximum Justified Public Safety Facilities Impact Fee Schedule

Land Use	A	B	C = A x B	D = C x 0.02	E = C + D	E / Average
	Cost Per Capita	Density	Base Fee ¹	Admin Charge ^{1, 2}	Total Fee ¹	Fee per Sq. Ft. ³
<i>Residential Dwelling Unit</i>	\$ 1,217	3.73	\$ 4,539	\$ 91	\$ 4,630	\$ 2.92
<i>Nonresidential - Fee per 1,000 Sq. Ft.</i>						
Commercial	\$ 1,752	2.12	\$ 3,722	\$ 74	\$ 3,797	\$ 3.80
Office	1,752	3.26	5,703	114	5,817	5.82
Industrial	1,752	1.16	2,029	41	2,070	2.07

¹ Fee per average sized dwelling unit (residential) or per 1,000 square feet (nonresidential).

² Administrative charge of 2.0 percent for (1) legal, accounting, and other administrative support and (2) impact fee program administrative costs including revenue collection, revenue and cost accounting, mandated public reporting, and fee justification analyses.

³ Assumes an average of 1,587 square feet per dwelling unit in Guadalupe, based on an analysis of building permits from 2021 to 2023.

Sources: Tables 2.2 and 3.5.

4. AB 602 Requirements

On January 1, 2022, new requirements went into effect for California jurisdictions implementing impact fees. Among other changes, AB 602 added Section 66016.5 to the Government Code, which set guidelines for impact fee nexus studies. Three key requirements from that section which concern the nexus study are reproduced here:

66016.5. (a) (2) When applicable, the nexus study shall identify the existing level of service for each public facility, identify the proposed new level of service, and include an explanation of why the new level of service is appropriate.

66016.5. (a) (4) If a nexus study supports the increase of an existing fee, the local agency shall review the assumptions of the nexus study supporting the original fee and evaluate the amount of fees collected under the original fee.

66016.5. (a) (5) A nexus study adopted after July 1, 2022, shall calculate a fee imposed on a housing development project proportionately to the square footage of proposed units of the development. A local agency that imposes a fee proportionately to the square footage of the proposed units of the development shall be deemed to have used a valid method to establish a reasonable relationship between the fee charged and the burden posed by the development.

66016.5. (a) (6) Large jurisdictions shall adopt a capital improvement plan as a part of the nexus study.

Compliance with AB 602

The following sections describe this study's compliance with the new requirements of AB 602.

66016.5. (a) (2) - Level of Service

The fees calculated in this study use the existing standard methodology which assumes no increases in the currently provided level of service. The fees are calculated such that new development funds facilities at the existing level of service. The existing level service in terms of the demand standards are shown in Table 3.3 and the existing facility cost per capita standard is shown in Table 3.5.

66016.5. (a) (4) – Review of Original Fee Assumptions

This study is the first public safety facilities impact fee nexus study completed in Guadalupe, so there are no prior fee study assumptions to review.

66016.5. (a) (5) – Residential Fees per Square Foot

Fees for residential land uses are calculated per square foot and comply with AB 602.

66016.5. (a) (6) – Capital Improvement Plan

The Capital Improvement Plan for this nexus study is comprised of the identified planned facilities in Table 3.4. Adoption of this nexus study would approve the planned facilities identified herein as the Capital Improvement Plan for this nexus study. Additional facilities will need to be identified to maintain the existing standard of facilities through the planning horizon. Note that the CIP does not drive the fee calculation. The fee calculation is driven by the existing facility standards used to determine the cost per capita.

5. Implementation

Impact Fee Program Adoption Process

Impact fee program adoption procedures are found in the California Government Code section 66016. Adoption of an impact fee program requires the City Council to follow certain procedures including holding a public meeting. Fourteen days mailed public notice is required for those registering for such notification. Per AB602, this impact fee nexus study must be adopted by the City Council with 30 days' notice before the public hearing. Legal counsel can inform the City of any other procedural requirements and provide advice regarding adoption of an enabling ordinance and/or a resolution. After adoption, there is a mandatory 60-day waiting period before the fees go into effect. This procedure must also be followed for fee increases.

Inflation Adjustment

Appropriate inflation indexes should be identified in a fee ordinance including an annual inflation adjustment to the fee schedule. The fees can be adjusted based on the City's recent capital project experience or can be adjusted based on any reputable construction cost index, such as the California Construction Cost Index (CCCI). Inflationary adjustments to the development impact fee schedule require adoption by the City Council.

Fee Accounting

The City should deposit public safety impact fee revenues into a restricted account. Fee revenue can only be spent on capacity expanding public safety facilities. Fee revenue cannot be spent on operations and maintenance costs.

Programming Revenues and Projects with the CIP

The City should integrate the public safety facilities CIP from this study into its Citywide CIP. That document should program fee revenue to specific projects. The use of the CIP in this manner documents a reasonable relationship between new development and the use of those revenues. Fee revenues can legitimately be used to fund system planning to further identify needed facilities.

The City may decide to alter the scope of the planned projects or to substitute new projects. This is acceptable if the modified or new projects continue to be for facilities necessary to serve the needs of new development. If the total cost of facilities varies from the total cost used as a basis for the fees, the City should consider revising the fees accordingly.

Fees collected must be spent or allocated to specific projects within five years. In compliance with the requirements of the Act, the City should allocate existing fund balances and projected fee revenues to specific projects in the CIP accordingly within the five-year time period. Note that the City can hold funds in a project account for longer than five years if necessary to collect sufficient monies to complete a project.

Reporting Requirements

The City will comply with the annual and five-year reporting requirements of the *Mitigation Fee Act*. **Table 5.1** summarizes the annual and five-year reporting requirements identified in the *Mitigation Fee Act*.

Table 5.1: Mitigation Fee Act - Annual and Five-year Administrative Requirements

CA Gov't Code Section	Timing	Reporting Requirements ¹	Recommended Fee Adjustment
66001.(d)	The fifth fiscal year following the first deposit into the account or fund, and every five years thereafter	(A) Identify the purpose to which the fee is to be put. (B) Demonstrate a reasonable relationship between the fee and the purpose for which it is charged. (C) Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements. (D) Designate the approximate dates on which supplemental funding is expected to be deposited into the appropriate account or fund.	Comprehensive Update
66006. (b)	Within 180 days after the last day of each fiscal year	(A) A brief description of the type of fee in the account or fund. (B) The amount of the fee. (C) The beginning and ending balance of the account or fund. (D) The amount of the fees collected and the interest earned. (E) An identification of each public improvement on which fees were expended including share funded by fees. (F) An identification of an approximate date by which the construction of the public improvement will commence. (G) A description of any potential interfund transfers. (H) The amount of refunds made (if any).	Inflationary Adjustment

¹ Edited for brevity. Refer to the government code for full description.

Sources: California Government Code §6601 and §6606.

6. Mitigation Fee Findings

Fees are assessed and typically paid when a building permit is issued and imposed on new development projects by local agencies responsible for regulating land use (cities and counties). To guide the imposition of facilities fees, the California State Legislature adopted the Mitigation Fee Act (Act) with Assembly Bill 1600 in 1987 and subsequent amendments. The Mitigation Fee Act, contained in California Government Code §§66000 – 66025, establishes requirements on local agencies for the imposition and administration of fees. The Mitigation Fee Act requires local agencies to document five statutory findings when adopting fees.

The five findings in the Act required for adoption of the maximum justified fees documented in this report are: 1) Purpose of Fee, 2) Use of Fee Revenues, 3) Benefit Relationship, 4) Burden Relationship, and 5) Proportionality. They are each discussed below and are supported throughout the rest of this report.

Purpose of Fee

- *Identify the purpose of the fee (§66001(a)(1) of the Act).*

We understand that it is the policy of the City that new development will not burden the existing service population with the cost of facilities required to accommodate growth. The purpose of the fees proposed by this report is to implement this policy by providing a funding source from new development to fund public safety facilities to serve that development. The fees advance a legitimate City interest by enabling the City to provide municipal services to new development.

Use of Fee Revenues

- *Identify the use to which the fees will be put. If the use is financing facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in §65403 or §66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the facilities for which the fees are charged (§66001(a)(2) of the Act).*

Fees proposed in this report, if enacted by the City, would be available to fund expanded public safety facilities to serve new development. Facilities funded by these fees are designated to be located within the City.

Benefit Relationship

- *Determine the reasonable relationship between the fees' use and the type of development project on which the fees are imposed (§66001(a)(3) of the Act).*

The City plans to restrict fee revenue to the acquisition of land, construction of facilities and buildings, and purchase of related equipment, furnishings, vehicles, apparatus, and services used to serve new development in the City of Guadalupe. Facilities funded by the fees are expected to provide a citywide network of facilities accessible to the additional residents and workers associated with future residential and nonresidential land use development. The fees calculated in this report will fund only the expansion of public safety facilities like those currently owned by the City and listed in Chapter 3 to maintain the current level of service for all future development. Under the Act, fees are not intended to fund planned facilities needed to correct existing deficiencies. Thus, a reasonable relationship can be shown between the use of fee revenue to provide additional facilities and services to meet the service demands that will be created by new residential and nonresidential land use classifications that will be subject to the fees.

Burden Relationship

- *Determine the reasonable relationship between the need for the public facilities and the types of development on which the fees are imposed (§66001(a)(4) of the Act).*

Facilities need is based on a facility standard that represents the demand generated by new development for those facilities. The service populations are established based upon the number of residents and workers, which correlate to demand for public safety facilities.

For public safety facilities, demand is measured by a single facility standard that can be applied across land-use types to ensure a reasonable relationship to the type of development. Service population standards are calculated based upon the number of residents associated with residential development and the number of workers associated with non-residential development. To calculate a single, per capita standard, one worker is weighted differently than one resident based on estimates of the relative use demand between residential and non-residential development.

Chapter 2, Demographic Assumptions provides a description of how service population and growth projections are calculated. Facility standards are described in the *Facility Inventories, Plans & Standards* sections of each facility fee category chapter.

Proportionality

- *Determine how there is a reasonable relationship between the fees amount and the cost of the facilities or portion of the facilities attributable to the development on which the fee is imposed (§66001(b) of the Act).*

The reasonable relationship between each facilities fee for a specific new development project and the cost of the facilities attributable to that project is based on the estimated new development growth the project will accommodate. Fees for a specific project are based on the project's size or increases in service population. Larger new development projects can result in a higher service population resulting in higher fee revenue than smaller projects in the same land use classification. Thus, the fees can ensure a reasonable relationship between a specific new development project and the cost of the facilities attributable to that project.

See Chapter 2, Demographic Assumptions, or the Service Population section in Chapter 3 for a description of how service population is determined for different types of land uses. See the Fee Schedule section of Chapter 3 for a presentation of the maximum justified public safety facilities fee schedule.

Appendix

Appendix Table A.1: Worker Weighting Factor

Category	Incidents	Population or Employees	Calls per Capita
Residential	940	8,515	0.11
Nonresidential	186	1,168	0.16
Other	179		
Worker Weighting Factor ¹			1.44

¹ Nonresidential calls per capita / residential calls per capita.

Sources: Guadalupe Fire Department; Willdan Financial Services.

Appendix Table A.2: Police Vehicle and Equipment Inventory

	Quantity	Unit Cost	Total Replacement Cost
<i><u>Vehicles</u></i>			
Ford interceptor police vehicle	8	\$ 65,000	\$ 520,000
Ford Crown Vic police vehicle	1	65,000	65,000
Support Vehicle (Escape)	1	45,000	45,000
Chevrolet police tahoe	1	60,000	60,000
Ford F-150 pick-up police vehicle	1	60,000	60,000
Subtotal			\$ 750,000
<i><u>Equipment</u></i>			
Officer police Balistic vest	11	\$ 1,000	\$ 11,000
Officer outer vest Carrier	11	650	7,800
Hand held radar	2	3,500	3,500
Motorola handheld police radio	11	8,950	98,450
Tasers	15	2,500	37,500
Patrol vehicle decal	8	200	2,000
Patrol vehicle MDC computer/Panasor	7	3,995	27,965
Digital cameras	8	100	800
Patrol Dash Cam	8	3,500	28,000
Patrol Car Radios	8	8,000	10,000
Axon Officer cameras	20	700	20,000
Patrol camera data storage system	7	1,000	28,000
Less Lethal Shotguns	9	1,000	2,000
Patrol Long rifles	9	2,000	22,000
Area Search Drone w/thermal	1	8,500	8,500
Speed radar/Message board	1	7,000	9,000
Light Tower	2	10,000	20,000
Glock45	17	750	17,000
Portable radios	15	135,000	180,000
In-Car Radar unit	8	2,500	20,000
Station Equipment			
Dispatch Computer System	1	2,500	2,500
Subtotal			\$ 556,015
Total - Vehicles and Equipment			\$ 1,306,015

Source: Guadalupe Police Department.

Appendix Table A.3: Fire Vehicle and Equipment Inventory

	Quantity	Unit Cost	Total Replacement Cost
<i><u>Vehicles and Apparatus</u></i>			
Pierce Saber Type 1 Engine	1	\$ 690,000	\$ 690,000
Hi-Tech Type 1 Engine	1	690,000	690,000
Ford F-350 4x4 w/ Utility Box	1	135,000	135,000
Chevy Silverado 3500 4x4 Dually w/ Ut	1	200,000	200,000
RV Fifth wheel Command Trailer	1	210,000	210,000
16' Goose Neck Trailer	1	25,000	25,000
Light Tower	1	17,000	17,000
Subtotal			\$ 1,967,000
<i><u>Equipment</u></i>			
Firefighter Turnout Gear	12	\$ 3,500	\$ 42,000
Wildland Gear	12	650	7,800
SCBA Packs	10	9,800	98,000
SCBA Compressor	1	40,500	40,500
Radios	15	7,500	112,500
Vehicle Extrication Equip.	3	16,250	48,750
Thermal Imager	1	8,500	8,500
PPV Fans	2	3,500	7,000
Station Equipment			
Station Alerting System			150,000
All Stations and Shop	Varies		25,000
Subtotal			\$ 540,050
Total - Vehicles and Equipment			\$ 2,507,050

Source: Guadalupe Fire Department.

ORDINANCE NO. 2024-514

AN ORDINANCE OF THE CITY OF GUADALUPE, CALIFORNIA, AMENDING TITLE 13 OF THE GUADALUPE MUNICIPAL CODE TO ESTABLISH A PUBLIC SAFETY FACILITIES DEVELOPMENT IMPACT FEE

WHEREAS, the City of Guadalupe (“City”) has authority, based on the Mitigation Fee Act (Government Code §§66000 and following) to establish and implement impact fees to assure that new development pays capital facilities costs associated with growth; and

WHEREAS, the City after duly noticed public hearing has adopted a resolution approving the “CITY OF GUADALUPE PUBLIC SAFETY FACILITIES DEVELOPMENT IMPACT FEE NEXUS STUDY DATED OCTOBER 6, 2023;” and

WHEREAS, on January 23, 2024, the City held a duly noticed public hearing regarding proposed establishment of a public safety facilities development impact fee; following receipt of all staff reports, public testimony and other evidence, the public hearing was closed; and

WHEREAS, City staff has evaluated the potential environmental impacts of adoption of this Ordinance, and staff has determined that pursuant to Section 15273(a)(4) of the California Environmental Quality Act (“CEQA”) Guidelines, there is no requirement to review the ordinance under CEQA because it would merely approve charges to obtain funds for capital projects needed to maintain levels of public safety service in existing service areas; and

WHEREAS, the City hereby makes the following findings, in compliance with the Mitigation Fee Act:

(1) The purpose of the fee is to accommodate the public safety facility needs of new growth by requiring developers to pay for those facilities.

(2) Funds collected will be used to finance and equip public safety facilities made necessary by projected new growth in Guadalupe. The initial facilities to be financed are identified in the City’s capital improvement plan as specified in Government Code Section 66002; the City adopted that plan as part of approving the “CITY OF GUADALUPE PUBLIC SAFETY FACILITIES DEVELOPMENT IMPACT FEE NEXUS STUDY DATED OCTOBER 6, 2023.” New facilities will be located in Guadalupe.

(3) There is a reasonable relationship between the fee’s use and the type of development project on which the fee is imposed because the fee all new development requires service by public safety personnel, who operate from public safety facilities. The proposed fees are intended to fund only acquisition of land, construction of facilities and buildings, and purchase of related equipment, furnishings, vehicles, apparatus, and services used to serve new development in the City of Guadalupe at the existing level of service.

(4) There is a reasonable relationship between the need for the identified public facilities and the types of development project on which the fee is imposed because the amount of fees collected pursuant to this ordinance are limited to the cost of public safety facilities necessary to mitigate impacts attributable to new development. Need is calculated based on weighted, per-capita standards that represent the demand for new facilities generated by new development, using projected number of residents and workers. The standards can be applied across land-use types to yield a fee that relates the facilities reasonably to the development.

(5) There is a reasonable relationship between the amount of the fees and the cost of facilities attributable to specific developments because each fee is based on the estimated new development growth the project will accommodate in size or increased population. Larger projects receive higher fees because they can result in a higher increase service population relative to smaller projects.

NOW, THEREFORE, the City Council of the City of Guadalupe does hereby ordain as follows:

SECTION 1. Chapter 28 is hereby added to Title 13 of the Guadalupe Municipal Code to read as follows:

13.28.010 Purpose and Intent.

A. New residential and non-residential development in the City has attracted and will continue to attract employees and residents to the City, and there is a causal connection between such development projects and the increased need for public safety facilities.

B. Failure to enhance the ability of the City's public safety facilities system to accommodate additional service calls will make it more difficult for residents, employers, and employees to obtain the public safety services they need.

C. Sources of city revenue other than public safety facilities development impact fees, including tax revenues that will be paid by new residential and non-residential development, will be needed for many public purposes and therefore will not be sufficient to offset the burdens on public safety facilities created by new development.

D. It is the intent of the City to require persons or organizations that develop land to mitigate the impacts of that development on the City's police facilities system. The City may therefore require developers to mitigate public safety facilities impacts caused by their development and to pay a public safety facilities development impact fee that will be used to mitigate those impacts by constructing public safety facilities pursuant to the most current capital improvement plan, or the annual budget process, as applicable.

E. The amount of public safety facilities development impact fees collected pursuant to this chapter shall be limited to the cost of public safety facilities necessary to mitigate the impact attributable to new development. The amount of public safety facilities development impact fees

collected shall not include the cost of public safety facilities necessary to address the impacts of existing development.

13.28.020 Definitions.

As used in this Chapter:

- A.** “Certificate of occupancy” means a document issued by the proper authority allowing the occupancy or use of a building and certifying that the structure, building or development conforms to all the applicable provisions of this Code, ordinances, and conditions of approval.
- B.** “Fee” means a monetary exaction other than a tax or special assessment, charged by the City to the applicant of a development project in connection with its approval, for the purpose of defraying all or a portion of the cost of public facilities related to the development project.
- C.** “Final building inspection” means the physical inspection of the building by the Planning Department of the City for compliance with all applicable building codes and the issuance by all applicable city, county, regional, state, and federal agencies of their respective clearances for occupancy.
- D.** “Nonresidential” means commercial, office, or industrial.
- E.** “Public facilities” includes public improvements, public services, and community amenities.

13.28.030. Fees Required.

A. Residential Public Facilities Fee.

1. Timing. The applicant of a residential development project shall pay a lump-sum fee for public facilities on the date the first dwelling in the development or development phase receives its final building inspection, or certificate of occupancy, whichever occurs first.

2. Amount. The amount of the fee is:

i. \$2.92 per square foot for residential dwelling units that are not accessory dwelling units; and

ii. For accessory dwelling units less than 750 square feet, no fee;

iii. For accessory dwelling units greater than 750 square feet, a fee determined

by the following formula:

$$\frac{\text{accessory dwelling unit square feet}}{\text{primary residence square feet}} \times \text{residential impact fee} = \text{accessory dwelling unit fee}$$

B. Nonresidential Public Facilities Fee.

1. Timing. The applicant of a nonresidential development project shall pay a lump-sum fee for public facilities on the date a building permit is issued for the project.

2. Amount. The amount of the fee is:

- i. \$3.80 per square foot for commercial projects
- ii. \$5.82 per square foot for office projects
- iii. \$2.07 per square foot for industrial project

3. Adjustment of Amount Based on California Construction Cost Index. Annually, on the anniversary of the effective date of this Ordinance, the Planning Director, or his or her designee, shall adjust the amount of the fee for each category of development in accordance with the change in the California Construction Cost Index. Adjusted fee amounts take effect 60 days after the Planning Director, or his or her designee, make the adjustments.

4. Calculation and Notice of Fee.

i. The Planning Director, or his or her designee, shall be responsible for calculating the amount of the required fee for each project based on the applicable land use category and specified fee rate. In making the calculation, the Planning Director shall use the fee rate that is assigned to the land-use category most applicable to the development project.

ii. Should the City Council amend the amount of the fee owing during the time a project is pending, the applicant must pay the amount in effect when the fee becomes due.

iii. At the time when a fee is imposed, the Planning Director, or his or her designee, shall provide written notice to the applicant of the amount of fees and identify the public improvement that the fee will be used to finance.

D. Exemption. The following may be exempted from payment of the fee:

- 1. Any residential development that does not increase the number of permanent housing units on the parcel;
- 2. Accessory dwelling units as described above;
- 3. Remodeling or rebuilding of an existing nonresidential structure, provided none of the following occur:

i. Increase the structure's square footage more than 50 percent above that of the previously existing structure;

ii. Change the use to which the property or structure is to be put; or

iii. Increase the average daily vehicle trips generated from the property above the amount generated by a prior use of the property.

4. Publicly owned facilities;

5. Facilities serving the public health and safety.

E. Fee reduction. The Planning Director may approve a partial or complete reduction of the fee when:

1. The applicant enters into a development agreement which obligates the developer to provide payments or install improvements for public safety facilities as identified in the most current capital facilities plan or City budget; or

2. The applicant constructs public safety facilities improvements as identified in the most current capital facilities plan or City budget; or

3. The development is located in an assessment district that has been formed to construct public safety facilities pursuant to the most current capital facilities plan or City budget.

In the case of any subsequent change or intensification of use of the property, or any expansion of structures, the Planning Director shall calculate, and the applicant shall pay, the fee in effect at the time of the change, less any amount previously paid.

13.28.040. Appeal.

A. Upon receiving a fee calculation, the applicant may apply in writing to the Planning Director or his/her designee to appeal imposition of the fee. The appeal procedure is separate from the fee protest procedure in Section 66020 of the Mitigation Fee Act. The appeal application shall:

1. Be in writing; and
2. Be filed prior to the issuance of a building permit for the project; and
3. Contain a factual showing, based on substantial evidence:
 - i. That the project will have a lesser impact on public safety facilities level of service; or
 - ii. That another land-use category is more appropriate as the basis of the fee for the particular development.

B. The Planning Director, or his or her designee, shall make a decision on the appeal application within 30 calendar days after filing of the application. Notice of the decision shall be mailed to the applicant.

C. Appeal to City Council.

1. The applicant may appeal in writing to the City Council within 15 days after mailing of the Planning Director/designee's decision on the applicant's appeal. The appeal shall be filed with the City Clerk. At a minimum, the appeal to City Council shall contain all of the information required in subsection A.3, above.

2. The City Council shall consider the appeal at a public hearing within 60 calendar days after the appeal application has been filed. The decision of the City Council shall be final.

3. The City Clerk shall mail notice of the City Council's decision to the applicant.

4. If a fee exemption, reduction, or land-use category adjustment is granted pursuant to this section, any subsequent change or intensification of use of the property, or any expansion of structures, will invalidate the grant, and the applicant will be subject to the fee in effect at the time of the change, less any amount previously paid.

5. If a fee exemption, reduction, or land-use category adjustment is not granted pursuant to this section, then upon payment of the required fee, the City shall provide the applicant a written notice of the amount of fee owing and shall also provide notification that a 90-day protest period has begun, pursuant to Government Code Section 66020.

13.28.050. Accounting and Use of Fee Proceeds

Pursuant to Government Code Section 66006, all public safety impact fees paid and collected under this chapter shall be placed into one or more separate accounts established for the fee. The City shall invest, account for, and expend the fees according to Section 66006. Fees collected shall be used solely for the purpose of constructing public safety facilities improvements as shown in the most current capital improvement plan or annual budget.

13.28.060. Reporting.

A. Annual Review Required. For each fee account established, the City shall, within 180 days after the last day of each fiscal year, make available to the public the information required by Government Code 66006(b)(1).

B. Annual Public Meeting Required. At the next regularly scheduled public meeting 15 days or more after the City makes the information required by Government Code §66006 available to the public, the City shall review the information. The City shall provide mailed notice of the time and place of the meeting and the address where information may be reviewed as required by Section 66006.

C. Findings Required Every Five Fiscal Years Following First Deposit. The City shall make the findings required by Section 66001(d) every five years following receipt of the first deposit of fees. The City's findings shall be made in connection with the required annual review.

D. Identification of Completion Date and Other Actions Required. Upon collection of sufficient funds to complete financing on incomplete public safety improvements for which fees have been charged, as determined under Government Code Section 66006(1)(b)(F), the City shall take the actions required by Government Code Section 66001(e) and (f).

SECTION 2. 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 from the California Environmental Quality Act ("CEQA") pursuant to Section 15273 (a)(4) of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations) because the ordinance would create charges for capital projects to maintain service levels within existing service areas, to which CEQA does not apply.

SECTION 3. The City Council hereby directs City staff to prepare and file a Notice of Exemption with the County Clerk pursuant to CEQA Guidelines Section 15062 within five (5) days of the date that this Ordinance is adopted.

SECTION 4. 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 5. The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

SECTION 6. Within 15 days of its passage and adoption, the City Clerk is hereby directed to post a copy of this ordinance in three public places in the City.

SECTION 7. This ordinance will become effective sixty days after its approval on second reading.

INTRODUCED at a regular meeting of the City Council on the 23rd day of January 2024, by the following roll call vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

PASSED AND ADOPTED at a regular meeting of the City Council on the 13th day of February 2024, by the following roll call vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTEST:

Amelia Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS TO FORM:

Phillip F. Sinco, City Attorney



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of January 23, 2024

Hannah Sanchez

Prepared by:
Hannah Sanchez, Recreation Services Manager

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT: Facility Use Agreement with Guadalupe Union School District for the City Gymnasium

RECOMMENDATION:

That the City Council review and approve a Facility Use Agreement with the Guadalupe Union School District for use of the City Gymnasium.

BACKGROUND:

The Guadalupe Union School District (GUSD) historically has not had their own gymnasium for its athletic programs' uses. Kermit McKenzie Junior High runs two sports programs that require indoor gym use: volleyball and basketball. The junior high volleyball season runs from August until October and basketball runs from October until March. Given that they have had no gym to use, in the past and currently, the City of Guadalupe has allowed the school district to utilize the gymnasium for these sports programs. The gymnasium is used for practices and for home games.

The City has no need of a joint use agreement as City facilities accommodate the City's needs. Any need to use the School District's facilities for single events could be rented out rather than entering into a joint use agreement. GUSD, however, does need to continue to utilize the City Gymnasium until the time that the new school is built along with their new gymnasium.

DISCUSSION:

The attached agreement is between the City of Guadalupe and GUSD outlining the terms for use of the City's gymnasium. GUSD is responsible for providing payment for the use of the facility. The cost associated with the use will pay for the maintenance of the floor in addition to a building attendant being provided for game days. The City will contract out services to upkeep the floor of the gymnasium in order to keep the gym clean and safe for use. Practices will be supervised by GUSD staff. GUSD is responsible for opening and locking up the facility for all of their practices while the City is responsible for opening, restocking the facility, and locking up on game days.

FISCAL IMPACT:

The charge per day for practices will be \$70, while the charge per day for games will be \$80. The quote received from the cleaning service recommended by City and GUSD staff is \$312.59 per month for a twice a week service. With at least six practices per month, this service will be covered by the \$70 practice day fee. The remaining amount of money will be put toward covering the cost of a City building attendant to oversee the game days. Given that there will still be a remainder of money after being applied to the monthly janitorial fee and the building attendant cost, that money will be saved and put toward a more frequent refinishing of the floor. The cost to scrub and recoat the floor by the same cleaning service \$2,210.40.

ATTACHMENTS:

1. Resolution No. 2024-09
2. Facilities Use Agreement with GUSD

RESOLUTION NO. 2024-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE AUTHORIZING THE CITY TO ENTER INTO A FACILITY USE AGREEMENT BETWEEN THE CITY OF GUADALUPE, A CALIFORNIA MUNICIPAL CORPORATION (“CITY”) AND GUADALUPE UNION SCHOOL DISTRICT, A PUBLIC SCHOOL DISTRICT ORGANIZED AND OPERATING UNDER THE LAWS OF CALIFORNIA (“DISTRICT”), IN GUADALUPE, CALIFORNIA

WHEREAS, the City owns property and facilities in the City of Guadalupe known as the City Hall Auditorium/Gymnasium (“Gymnasium”) which is suitable for recreational use; and

WHEREAS, the Guadalupe Union School District (GUSD) has need of the Gymnasium for its various athletic programs until such time as it has been able to construct its own gymnasium; and

WHEREAS, in order to make the Gymnasium available to GUSD for its athletic programs as well as to the residents of Guadalupe, and to ensure that GUSD meaningfully contributes to the cost of maintaining the Gymnasium, , the parties wish to enter into Facility Use Agreement for the Use of the City Gymnasium (“Agreement”) to identify the rights and obligations of the City and GUSD with respect to the use of the City Gymnasium; and

WHEREAS, the parties wish to assure that priority control and use of the Gymnasium remains with the City; and

WHEREAS, the parties wish to provide for continuing coordination and flexibility in the use of the Gymnasium by each designating a representative to administer this agreement,

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

SECTION 1. The Facility Use Agreement between the City and GUSD for use of the City Gymnasium, 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 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 23rd day of January 2024 by the following vote:

MOTION:

AYES:

NOES:
ABSENT:
ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2024-09**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 23, 2024, 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

FACILITIES USE AGREEMENT

This Agreement is made on [date], by and between the City of Guadalupe, a California Municipal Corporation (“City”) and Guadalupe Union School District, a public school district organized and operating under the laws of California (“District”), in Guadalupe, California.

Recitals

1. City owns property and facilities in the City of Guadalupe known as the City Hall Auditorium (“Auditorium”) which is suitable for recreational use; and
2. In order to make the Auditorium more fully available to residents of Guadalupe and to keep costs down, the parties wish to provide for its joint use; and
3. The parties wish to assure priority control and use of the Auditorium remains with the City; and
4. The parties wish to provide for continuing coordination and flexibility in the use of the Auditorium by each designating a representative to administer this agreement; and
5. The parties further wish to provide for flexibility in this agreement’s administration by using exhibits that may be updated by agreement of their representatives from time to time.

NOW, THEREFORE, IT IS AGREED:

1. Recitals true. The above recitals are true.
2. Designated representatives. City designates [name and position] and District designates [name and position] as representatives to provide for the administration of this agreement. The representatives are authorized to execute minor amendments to this agreement, and to modify the Exhibits to this agreement, to provide for the efficient and harmonious use of the Auditorium.
3. Facility description; equipment not included. The Auditorium to be jointly used under this agreement is more precisely described in Exhibit “A,” attached hereto and made a part of this agreement.

This agreement does not contemplate joint use of any non-fixture equipment or other personal property. In the event the District brings equipment or other personal property to the Auditorium, it shall be removed at the end of the day’s activity. The City is explicitly authorized to immediately dispose of any personal property or equipment left at its property/facility.

4. Priority of use. The City shall have use of the Auditorium at all times listed in the schedules created under this agreement. In addition, the City shall have the right to preempt scheduled use of their properties by giving at least two weeks' advance, written notice to the District representative.

5. Responsibility during use. When using the Auditorium, District shall take reasonable measures to assure that rules and procedures of the City are followed. More specifically:

a. District has been issued a key to the Auditorium. District shall assure that the key is used only at times and by persons authorized under this agreement.

b. The District shall inspect the Auditorium before and after each use, and report any damage to the City. The District shall pay the City for the cost of any repair due to damage of the Auditorium during District's use, in the manner agreed by the designated representatives.

6. Responsibility upon closing. Following each use of the Auditorium, District shall clean and leave the Auditorium in at least as good a condition as District found it. District shall provide cleaning supplies and equipment for this purpose as agreed by the designated representatives. Following cleanup District shall remove trash and close and lock the Auditorium.

7. Payment by District: For each use of the Auditorium, District shall pay in advance to the City the amount to be determined by the representatives. The amount is listed in Exhibit "B," attached hereto and incorporated, and may be updated from time to time by the designated representatives.

8. Coordination of use. The designated representatives shall meet from time to time, no less than twice annually, to coordinate use of the Auditorium. The product of those meetings should include, but need not be limited to:

- a. A master schedule detailing upcoming use of the Auditorium;
- b. An evaluation of the condition of the Auditorium, including needed maintenance and repair and recommended improvements;
- c. An estimate of the cost of needed maintenance, repair and improvements; and recommendations for allocating the cost between the parties based on use;
- d. A recommendation for any needed amendments to the agreement or its exhibit(s).

9. Ongoing scheduling. In between coordination meetings, the City will schedule ongoing use of the Auditorium, and shall provide the District representative with ongoing schedule information.

10. Ongoing care of the Auditorium.

a. The City shall provide regular custodial services in between District events.

b. The City shall provide regular maintenance and repairs, including but not limited to upkeep of the Auditorium floor. Should the District wish the Auditorium to receive additional maintenance beyond what the City schedules, including but not limited to additional floor refinishing, the District shall pay for cost of additional maintenance in the manner agreed by the designated representatives.

c. The City shall provide a building attendant when the District is using the Auditorium to monitor the Auditorium, grounds, and restrooms regularly, so that the areas are safe and free from vandalism and that attendees younger than 7th grade are accompanied by supervising adults.

d. The District shall make no improvements to the Auditorium.

11. Compliance with law. The parties shall comply with all laws applicable to the joint use contemplated under this agreement.

12. Insurance and indemnification. District agrees to comply with indemnification terms, and to obtain and maintain insurance in full force and effect during the term of this Agreement, as specified in Exhibit "C," attached hereto and incorporated.

13. Duty to cooperate in good faith. Each party has the duty to cooperate in good faith to provide for the efficient and harmonious use of the properties and facilities. Party representatives shall meet as necessary to address needs and concerns, and to make or seek necessary amendments to this agreement.

14. Dispute Resolution. Should a dispute arise between the parties, they shall attempt in good faith to resolve it between the representatives, with resort to the City Administrator and District Superintendent.

15. Termination. This agreement may be terminated by either party upon giving 30 days' written notice to the representative of the other. In the event of a termination notice, the parties shall take reasonable cooperative steps to minimize the disruption of scheduled recreational events that will be caused by termination.

In the event of termination of this agreement, all District property shall be removed by the designated date for vacation. If the District's property is not removed by that date, the City may either retain and use it on the premises, or sell it and deliver the proceeds (less a reasonable administrative fee) to the District.

16. Notices. Except as otherwise expressly provided by law, any and all notices or other communications required or permitted by this agreement or by law to be

served on or given to any party to this agreement shall be in writing and shall be deemed duly served and given when personally delivered or in lieu of such personal service when deposited in the United States mail, first-class postage prepaid to the following address for each respective party:

PARTY	ADDRESS
A. City of Guadalupe	Attn Recreation Services Manager 918 Obispo St, Guadalupe, CA 93434 Telephone (805) 356-3906
B. Guadalupe Union School District	Attn Superintendent 4465 9 th St, Guadalupe, CA 93434 Telephone (805) 343-2114

17. Governing Law and Venue. This agreement and all matters relating to this agreement shall be governed by the laws of the State of California in force at the time any decision or holding concerning this agreement arises. Any action or proceeding arising out of or relating to the contract or the parties' relationship shall be brought in a state court situated in the County of San Luis Obispo or a federal court for the central district of California.

18. Binding Effect. This agreement shall be binding on and shall inure to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto, but nothing in this Section shall be construed as a consent by the parties to any assignment of this agreement or any interest in this agreement.

19. Integration and Amendments. This agreement (including any original counterparts executed by the parties) constitutes the sole and entire agreement between the parties with respect to the subject matter hereof. This agreement correctly sets forth the obligations of the parties hereto to each other as of the date of this agreement. All agreements or representations respecting the subject matter of this agreement not expressly set forth or referred to in this agreement are null and void. Amendments to this agreement shall be made only with the mutual written consent of all of the parties to this agreement.

20. Due Authority. The parties hereby represent that the individuals executing this agreement are expressly authorized to do so on and in behalf of the parties.

21. Construction. The parties agree that each party and counsel have reviewed and negotiated this agreement and that any rule of construction to effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto.

The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provisions to which they relate.

EXECUTED ON THE DATE FIRST WRITTEN ABOVE.

City of Guadalupe

By:
Title:

Guadalupe Union School District

By:
Title:

Exhibit "A"
Description of Auditorium

Exhibit "B"
Payment terms

Fees for use of the Auditorium are as follows:

1. \$70 per day when facility use is limited to practice by members of the District's students; and
2. \$80 per day when facility use includes a game, including an event with students from another district or scrimmage among students from District schools.

Fees shall be paid in advance of the practice or game to the City of Guadalupe at 918 Obispo Street, Guadalupe, California, 93434.

Exhibit "C"
Insurance and Indemnification

Insurance. District 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 this agreement by District, its agents, representatives or employees in performance of this Agreement. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A-VII. All insurance policies shall be subject to approval by City as to form and content. These requirements are subject to amendment or waiver, if so approved in writing by City Administrator. District agrees to provide City with copies of required policies upon request. Prior to the beginning of and throughout the duration of this agreement, District and its subcontractors shall maintain insurance in conformance with the requirements set forth below. District will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, District agrees to amend, supplement or endorse the existing coverage to do so. District acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to District or its subcontractors in excess of the limits and coverage identified in this Agreement and which is applicable to a given loss, claim or demand, will be equally available to City.

District shall provide the following types and amounts of insurance. Without limiting District's indemnification of City, and prior to commencement of Work, District shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City:

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

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

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

(3) Workers' Compensation insurance as required by the Labor Code of the State of California and Employers' Liability insurance and covering all persons providing services on behalf of the District and all risks to such persons under this Agreement, along with a waiver of subrogation endorsement.

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

B. Minimum Limits of Insurance: District shall maintain limits of insurance no less than:

(1) General Liability Insurance: District shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage, and a \$2,000,000 completed operations aggregate. The policy shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. This insurance and any umbrella or excess liability insurance shall be maintained for a minimum of three years or as long as there is a statutory exposure to completed operations claims, with the City and its officers, officials, employees, and agents continued as additional insured.

(2) Automobile Liability: District shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the District arising out of or in connection with this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

(3) Workers' Compensation and Employer's Liability: District shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000) for District's employees in accordance with the laws of the State of California, Section 3700 of the Labor Code. In addition, District shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California, Section 3700 for all of the subcontractor's employees. District shall submit to City.

(4) Errors and Omissions Liability: \$1,000,000 per claim as appropriate for the profession.

(5) Umbrella or excess liability insurance (if needed): District shall obtain and maintain an umbrella or excess liability insurance that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall “follow form” to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

(6) Pollution liability insurance. Environmental Impairment Liability Insurance shall be written on a District’s Pollution Liability form or other form acceptable to City providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than \$1,000,000 dollars per claim and in the aggregate. All activities contemplated in this Agreement shall be specifically scheduled on the policy as “covered operations.” The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

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

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

(2) Primary/noncontributing: Coverage provided by District shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City’s own insurance or self-insurance shall be called upon to protect it as a named insured.

(3) City’s Rights of Enforcement: In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by District or City will withhold amounts sufficient to pay premium from District payments. In the alternative, City may cancel this Agreement.

(4) Waiver of Subrogation: All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow District or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. District hereby waives its own right of recovery against City, and shall require similar written express waivers.

(5) Enforcement of Contract Provisions (non estoppel): District acknowledges and agrees that any actual or alleged failure on the part of the City to inform District of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(6) Requirements not Limiting: Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the District maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the District. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(7) Prohibition of Undisclosed Coverage Limitations: None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

(8) Separation of Insureds: A severability of interests provision must apply for all additional insureds ensuring that District's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(9) Pass through Clause: District agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by District, provide the same minimum insurance coverage and endorsements required of District. District agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. District agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

(10) City's Right to Revise Requirements: The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the District a ninety (90) day advance written notice of such change. If such change results in substantial additional cost to the District, the City and District may renegotiate District's compensation.

(11) Self-insured Retentions: Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(12) Timely Notice of Claims: District shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from District's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(13) Additional Insurance: District shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the agreement.

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 District or any other person for, and District 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 District's performance of or failure to perform any services under this Agreement or by the negligent or willfully wrongful acts or omissions of District, its agents, officers, directors, sub contractors or employees, committed in performing any of the services under this Agreement.

(B) If any action or proceeding is brought against Indemnitees by reason of any of the matters against which District has agreed to indemnify Indemnitees as provided above, District, upon notice from City, shall defend Indemnitees at District'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 District under this agreement shall ensure District's obligations under this section, but the limits of such insurance shall not limit the liability of District 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 District for any such neglect or willfully wrongful acts committed by City or its officers, agents or employees.



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of January 23, 2024**

Michael Cash

Todd Bodem

Prepared by:
Michael Cash, Director of Public Safety

Approved by:
Todd Bodem, City Administrator

SUBJECT: Approval for the implementation of the volunteer Guadalupe Safety Support Team (GSST) and to equip and support the program with uniforms and training under the direction of the Department of Public Safety.

RECOMMENDATIONS:

It is recommended that the City Council give approval for the implementation of the volunteer Guadalupe Safety Support Team (GSST) and to equip and support the program with uniforms and training under the direction of the Department of Public Safety.

BACKGROUND:

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed, and utilized will assist the city of Guadalupe in improving the overall effectiveness of their disaster response.

Management of the volunteer program, Guadalupe Safety Support Team (GSST) will be under the direction of the Public Safety Department.

The referenced materials provide guidelines for recruitment, training, and Rules and Regulations of the volunteer Guadalupe Safety Support Team (GSST). It also provides general guidance for managing volunteer workers during an emergency.

ELIGIBILITY:

A volunteer Guadalupe Safety Support Team (GSST) member is anyone trained and authorized by the Guadalupe Public Safety Department to assist city employees to aid citizens, to conduct assigned

duties, and to perform services during any declaration of a National Emergency, State of Emergency, or Local Emergency.

A partial list of volunteer Guadalupe Safety Support Team (GSST) members eligibility includes:

- Age 16 and older
- No felony convictions
- Have good moral character
- Pass background and fingerprint check
- Pass the Guadalupe Safety Support Team (GSST) Academy
- Be physically and emotionally able to perform the duties of the position
- Volunteer a minimum of eight (8) hours a month
- US Citizenship is **NOT** Required

A partial list of volunteer Guadalupe Safety Support Team (GSST) members training includes:

- Leadership Training
- Cultural Competency
- Community Emergency Response Team (C.E.R.T.)
- First Aid, AED, CPR
- Psychological First Aid
- Check the Welfare / Senior Assistance Program
- School Safety and Response
- Fire Safety and Fire Extinguisher Training
- Traffic Control
- Active Shooter Procedures and Response

GSST ACADEMY:

The volunteer Guadalupe Safety Support Team (GSST) Academy will consist of the following:

- Ten (10) total academy sessions, consisting of five two-hour classes.
- A 36-hour C.E.R.T. Training course in Community Emergency Response Training.

FISCAL IMPACT:

The approximate cost to provide uniforms and equipment for the first six (6) volunteers will be \$100 per person to include the following:

- Uniform polo shirt
- Uniform pants
- Public Safety issued Identification Card.

ATTACHMENTS:

1. Resolution No. 2024-10
2. Guadalupe Safety Support Team (GSST) Handbook of Rules and Regulations
3. GSST Recruitment Flyer
4. GSST Application
5. GSST Academy PowerPoint Information

RESOLUTION NO. 2024-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE TO APPROVE THE IMPLEMENTATION OF THE VOLUNTEER GUADALUPE SAFETY SUPPORT TEAM (GSST) AND TO EQUIP AND SUPPORT THE PROGRAM WITH UNIFORMS AND TRAINING UNDER THE DIRECTION OF THE DEPARTMENT OF PUBLIC SAFETY

WHEREAS, as recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters; and

WHEREAS, volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed, and utilized will assist the city of Guadalupe in improving the overall effectiveness of their disaster response; and

WHEREAS, management of the volunteer program, Guadalupe Safety Support Team (GSST) will be under the direction of the Public Safety Department.

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

SECTION 1. The City Council hereby approves the implementation of the volunteer Guadalupe Safety Support Team (GSST) as described in the attachments to the staff report for this item, and to equip and support the program with uniforms and training under the direction of the Department of Public Safety at a cost of approximately \$100 per approved volunteer.

SECTION 2. 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 23rd day of January 2024, by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2024-10**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 23, 2024, 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

Guadalupe Safety Support Team (GSST) Program



Handbook of Rules and Regulations

GSST MEMBER AGREEMENT

THE AGENCY (Guadalupe Department of Public Safety) AGREES:

1. To provide a Liaison Officer to supervise the GSST member.
2. To offer an orientation course, resources for GSST Academy, as well as additional as-needed on-the-job training (as an example: including cultural competencies).
3. To provide the space, equipment, and working conditions to adequately ensure that the GSST member can perform their assignments.
4. To review GSST member's performance on a regular basis (annually), keep an account of GSST member hours, and provide a letter of recommendation when requested.
5. To give GSST members an opportunity to meet regularly with agency administrators.

GSST MEMBERS AGREE:

1. To accept the guidance and decisions of the Director of Public Safety or his/her designee(s).
2. To carry out duties promptly and reliably.
3. To use provided space and equipment only for work assigned and only at authorized times.
4. To maintain the dignity and integrity of the agency with the public.
5. To honor confidential information.
6. To accept evaluation and notify the agency in writing (with appropriate notice) of extended leave or resignation.
 - a. Upon leaving the GSST Program, return all forms of identification and keys that they may have received during their service.
7. To understand the function of the paid city staff, maintain a professional working relationship with them, and stay within the bounds of GSST member's responsibility.
8. To participate in meetings with the agency when one is deemed necessary by Supervisory Staff.
9. To understand their position, that of a GSST member, is that of volunteer, not an employee, and has no vested rights or right of appeal if the GSST member is terminated or released by the Public Safety Department.
10. Respect chain of command in the dissemination of information to the public or news organizations.

Printed Name of GSST Member

GSST Member Signature

Coordinator Signature

Date

Guadalupe Safety Support Team (GSST)

4490 10th ST. Guadalupe, CA 93434
Phone: 805.343.2112 Fax: 805.343.1965

OUR CHARGE

In partnership with the community, we will provide impartial, ethical, and professional services. We will take a leadership role in forming collaborative community efforts to find long-term solutions to assist the city public safety officials. We will strive to maintain the trust, understanding, and confidence of our residents, while working to improve the quality of life.

OUR VALUES

Our charge will be accomplished while remaining dedicated to the following principles:

RESPECT: We will honor the individual worth and contributions of each member of our organization and the rest of the community.

INTEGRITY: We will not compromise our moral and ethical principles.

ACCOUNTABILITY: We will accept responsibility for our decisions and actions.

HONESTY: We will be forthright and truthful.

FAIRNESS: We will treat everyone in an equitable and dignified manner.

EMPATHY: We will be sensitive to the needs and feelings of others and to the cultural diversity of our community.

DIGNITY: We will treat everyone with respect regardless of their race, color, religion, sex, national origin, age, disability or genetic information.

CODE OF ETHICS FOR VOLUNTEERS

As a GSST member, I realize that I am subject to a code of ethics similar to that which binds the professionals in the fields in which I work. Like them, I assume certain responsibilities and expect to account for what I do in terms of my expected duties.

1. I will keep confidential matters confidential.
2. Although I have agreed to provide services to the City as a volunteer without any expectation of compensation and am not an employee, I understand that I am held to the same high ethical standards as all City employees.
3. I promise to retain an attitude of open-mindedness, to willingly participate in training, and to bring interest, attention, and enthusiasm to my particular job.
4. I will utilize my unique talents and skills to enrich all cooperative projects.
5. I will view my areas of weakness as places where I possess the potential for growth.
6. I plan to inform myself on how to best perform my duties and to realistically offer only the effort I am sure I can make.
7. To live up to my promise, I will exercise care to keep the agreement simple, clear, and free of misunderstanding.
8. I believe in a professional attitude toward my GSST work and know that I have an obligation to my assigned duties, to those who direct me, to my colleagues, and especially, to the public I serve.

Printed name of GSST member _____

Signature of GSST member _____

Date: _____ Coordinator: _____

GUADALUPE POLICE DEPARTMENT

100- GSST PROGRAM RULES AND REGULATIONS

101.0 DEPARTMENT POLICY AND PROVISIONS

The provisions of this manual are effective and approved by the Chief of Police. All standards set forth are required of all volunteers.

If any section, subsection, item, clause, or phrase contained in this manual is found to be illegal or otherwise incorrect or inapplicable, such findings shall not affect the validity of the remaining portions of this manual.

102.0 UNIT OBJECTIVE

The objective of the Guadalupe Safety Support Team (GSST) Program shall be to assist the Guadalupe Public Safety Department in meeting its professional objectives in the normal course of operation, and in times of disaster and emergency. In doing so, this unit shall encourage a close professional working relationship and spirit of mutual cooperation among unit members and the regularly employed department staff. This unit shall strive for complete professionalism of its members through continual training.

103.0 AUTHORITY

The Chief of Police has final authority over all GSST members. Watch Commanders are charged with, and are accountable for, providing appropriate supervision, direction, and control of GSST members assigned to a particular task.

104.0 TERMINATION

GSST members have no vested property right in their position and may be terminated or released at any time, without cause, and without right of appeal.

105.0 LEGALITY OF VOLUNTEER FORCES

The GSST program is created in accordance with existing city rules and state laws governing the organization, training, and assignments of GSST members.

106.0 DISCIPLINE

Discipline and direction of GSST members shall be assigned to a supervisor appointed by the Chief of Police.

107.0 INSPECTIONS

While engaged in GSST activities, all GSST members and any vehicles or equipment they are assigned or allowed to use, is subject to inspection by a supervisor. In addition, unit records and GSST member files are also subject to inspection by the assigned supervisor or the Chief of Police. All GSST personal information shall be held as confidential and protected as such.

108.0 TRAINING- GENERAL/PERFORMANCE EVALUATIONS

A training program shall be implemented for the members of the GSST. Approved supplemental and specialized training courses may be conducted at the station level. Training shall be ongoing and continuous as needed. Documentation of training shall be maintained by the GSST Coordinator and/or his/her designee and be placed into the GSST member's personal files. Performance evaluations will be

completed by the Guadalupe Police Department with the assistance of the GSST Coordinator on an annual basis. (See attachment #A, “GSST Performance Evaluations”)

109.0 **MINIMUM REQUIREMENTS**

In addition to the general entry requirements for membership in the GSST program, GSST must comply with the following standards:

- Graduate from the Guadalupe Safety Support Team (GSST) Academy.
- Maintain a Departmental approved uniform.
- Attend unit meetings and training as required.
- Perform assigned duties for a minimum of eight (8) authorized hours per month.
- GSST members must ride with an Officer Field Trainer assigned by the Chief of Police for a minimum of 8 hours devoted to safety prior to being authorized to use a City vehicle for the member’s assigned duties.
- GSST members must demonstrate proficiency in radio communication procedures utilizing local law enforcement radio codes if their assigned duties will include field work.
- All members must be proficient with assigned equipment.

110.0 **OPEN DOOR POLICY**

Nothing in this policy shall prohibit a GSST member from meeting with the Chief of Police, Supervisor, or Watch Commander, outside the chain of command, for personnel issues. All efforts should be made to use the chain of command to resolve any issues concerning the volunteers.

110.0 **LOCAL PERSONNEL FILE**

The GSST personal file is the member’s “permanent personnel file” and shall be maintained by the Department Head and/or his/her designee. Appropriate security measures shall be followed so as to maintain the confidential nature of the files. The file shall contain the following information:

- Emergency information contact sheet.
- GSST application and background evaluation.
- GSST member evaluation reports.
- Other reports concerning the GSST member, if any (e.g., counselling memos or written reprimands).
- Records of required training and/or certificates.
- Original copy of all GSST member’s time sheets turned in.
- Any restrictions placed on the GSST member.

112.0 **REPORTING CHANGES OR ADDITIONS TO PERSONAL INFORMATION CARD**

GSST members shall notify the GSST Coordinator, of any temporary or permanent change to the member’s name, address, telephone number or emergency information as soon as it becomes available. Members should also update their driver’s license and/or vehicle information as it occurs.

113.0 **LEAVE OF ABSENCE**

GSST members requesting a leave of absence shall submit a memorandum directed to the Chief of Police, via the GSST Coordinator or their immediate supervisor, with a copy to the GSST Coordinator. A leave of absence may be granted for up to six (6) months. Any leave of more than six months will require remedial training and re-qualification by an Officer. Upon approval of any leave of absence, the GSST member shall surrender their Department identification card and all equipment assigned to them to the GSST Coordinator or his/her designee.

114.0 **RESIGNATION PROCEDURE**

GSST members may resign at any time. Verbal or written notification should be made to the Chief of Police via the GSST Coordinator. The member is required to turn in their police department identification card and all assigned uniforms, equipment and keys to the GSST Coordinator who will then notify the appropriate police department employees to cancel personal code words and clearances. GSST members are reminded that any display of police department credentials after separation may be considered a criminal offense and subject to prosecution.

200-REGULATIONS: GSST MEMBERS

200.0 **MEMBERSHIP**

Membership in the GSST program shall be limited to the number of people that can be effectively supervised by the GSST Coordinator and/or designee(s). GSST working in areas other than field, will be supervised by that section supervisor and/or the Watch Commander.

201.0 **CONDUCT**

The conduct of the department GSST members shall be exemplary and conform to the standards set forth in this manual and the Guadalupe Police Department Policy Manual. At no time shall any GSST member bring discredit upon themselves or the Guadalupe Police Department. Each member shall read and sign a code of ethics.

202.0 **COURTESY**

Members shall exercise courtesy, compassion, respect, and consideration for the public in all their official duties. At no time are GSST members to engage in confrontation, verbal or otherwise, with members of the general public or other police staff in the performance of their duties. GSST members are required to act in a professional manner and not engage in officious, overbearing conduct. Such conduct will be grounds for termination or release.

203.0 **OBEDIENCE**

Members shall obey all laws of the United States and the State of California, all provisions of the City of Guadalupe Municipal Code, all Departmental regulations and the lawful order of any Department employee.

204.0 **PERSONAL GROOMING**

Members shall comply with departmental guidelines as set forth in the Guadalupe Police Department Policy Manual, unless otherwise directed by the GSST Coordinator, Watch Commander, or the Chief of Police.

205.0 **MISUSE OF POSITION**

GSST members shall not use their position or association with the Guadalupe Public Safety Department for the purpose of personal gain of any nature.

206.0 **REWARDS AND GRATUITIES**

GSST members shall not solicit or accept rewards or gratuities based on their association with the GSST program at any time. This shall include the acceptance of monies, merchandise, personal services, and admission to events or entertainment.

207.0 **ALCOHOL AND DRUGS**

Members shall not report for duty while under the influence of drugs or alcohol, nor with the smell of alcohol on their breath. GSST shall avoid all alcoholic beverages eight (8) hours prior to reporting for work.

208.0 **CITY VEHICLE OPERATION**

GSST members shall not operate city owned or maintained vehicles without the authorization of the on-duty Watch Commander and/or Department Head or his/her designee(s). The member must possess a current valid driver's license.

209.0 **USE OF PRIVATE VEHICLE**

Members shall not use their personal vehicle for departmental business, unless specifically authorized by the Watch Commander and/or Department Head.

210.0 **REPORTING FOR DUTY**

Every GSST member reporting for duty shall report to the on-duty Watch Commander, Department Head or his/her designee, and get instructions on any unusual situations. Members shall report for duty promptly at the designated time and place with the necessary equipment and attire. When unable to do so, the member shall notify the Watch Commander, Department Head, GSST Coordinator, or the on-duty Patrol Supervisor as soon as possible.

211.0 **SHIFT DURATION/ TIMESHEETS**

Members assigned to the GSST program may work up to an eight (8) hour shift, anytime between 0900 hours and 1700 hours, on any day of the week. Members performing station duties or special assignments may work, as their schedule permits, at the discretion of their area supervisor. During major emergencies members may be asked to work longer hours.

GSST members shall keep track of their time worked and turn these time sheets in to the GSST Coordinator. (See attachment #B "GSST Time Sheet")

212.0 **ATTENDANCE- MEETINGS/TRAINING**

Members shall attend all scheduled meetings and training unless excused in advance. Members excused from attending a particular meeting or training should contact the GSST Coordinator and get briefed on the meeting's agenda.

213.0 **COMPLETION OF REPORTS**

All incident reports authored by members shall be turned in to the on-duty Watch Commander prior to the end of shift with a copy put in the GSST Coordinator's box for his/her review. The Watch Commander will review these documents for thoroughness and accuracy and approve (or disapprove) the reports for distribution. In the event the report is returned for corrections, the member shall make the necessary corrections and resubmit the report for review, and subsequent distribution prior to going home for the day. (See attachment #C, "GSST Incident Report")

214.0 **INJURY ON DUTY**

GSST members shall be provided all necessary emergency medical treatment for injuries received while on duty. GSST members shall immediately report any on-duty injury to the Watch Commander. An Employee Injury Report will be completed by the member's supervisor and/or Department Head. GSST members are not covered under any city provided health plan and must provide their own coverage for

non-duty-related illness or injury. The only insurance or medical coverage available to GSST members is the City's workers' compensation coverage.

215.0 **SERIOUS INJURY OR DEATH**

Any incident in which a GSST member is seriously injured or killed while on-duty shall be reported as soon as possible to the Watch Commander, who shall contact the Chief of Police immediately. The GSST Coordinator shall be contacted as soon as possible. The Chief of Police, or his designee, shall make the appropriate notification to the member's family and provide any required assistance.

300.0 **UNIFORMS AND EQUIPMENT**

301.0 **UNIFORMS - GENERAL**

Each member shall be required to wear and maintain the appropriate uniform when performing duties requiring police department identification while contacting the public and /or performing assigned duties. Uniforms will be clean and pressed prior to reporting for duty. All GSST uniforms shall be turned in to the GSST Coordinator or their designee immediately upon termination or dismissal.

302.0 **GSST IN-PUBLIC UNIFORM**

GSST in-public uniforms shall consist of the following:

CLASS A (Dress)

- Uniform polo shirt-light blue short/long sleeve with GSST patches
- Uniform pants - black with military creases
- Jacket- blue (optional)
- GPD issued GSST identification card
- Shoes- black boots or black tennis shoes (must be shined / cleaned)
- Belt - black
- Socks - black
- Hat - blue baseball hat with GSST emblem (optional)

CLASS B (Casual)

- TBD

SPECIAL ASSIGNMENT

Clothing for special assignments shall be at the discretion of the member's supervisor in charge of the assignment.

303.0 **UNIFORM DEVIATIONS**

All GSST members shall wear uniforms while on duty. Uniforms shall not be worn off duty. GSST members requesting deviation of this policy shall obtain permission from the Chief of Police via the GSST Coordinator. GSST members will wear their identification badges while on duty or have the ID on their person at all times while on duty.

304.0 **ADDITIONAL EQUIPMENT**

Personal equipment used in connection with GSST member assignment(s) must meet the minimum standards of the Guadalupe Police Department and is the responsibility of the member.

305.0 LOST OR DAMAGED EQUIPMENT

Lost or damaged personal equipment, necessary for the job but not routinely supplied by the department, may be replaced or repaid by the city in accordance with the Department policy manual.

306.0 EQUIPMENT RESPONSIBILITY

Each member shall be responsible for all equipment assigned by the Department. Care shall be taken to keep the equipment in the best possible condition. Any lost or damaged equipment shall be reported to the Watch Commander on duty and the GSST Coordinator. Under normal conditions, no department equipment will be stored or appropriated by the members, either at home or at the department other than in their proper locations. Other employees must have access to this equipment as necessary. Specific permission must be obtained by the on-duty Watch Commander or the Department Head, for any deviations to normal procedures. Upon separation, resignation, termination, or retirement, all departmental equipment shall be promptly returned. This includes the ID card, uniform, keys, and any other equipment issued to the GSST member.

400.0 PATROL

401.0 PATROL GUIDELINES

Members can assist public safety personnel with field operations when requested.

402.0 VANDALISM/GRAFFITI

GSST members will be on alert for any vandalism or graffiti that occurs while in the performance of their duties. Graffiti will be called into the Public Safety Office before the end of shift. GSST will not contact vandalism or graffiti suspects but will call dispatch via radio for assistance. GSST will try to note descriptions of the suspects to assist officers.

406.0 OTHER DUTIES AS ASSIGNED

GSST may be called upon to assist in other departmental functions as requested or assigned. These may include, but are not limited to, traffic directions, found property processing (no weapons or drugs), parade crowd control, data entry, and any other duties as assigned and trained for. GSST may also be directed to pick up found property as requested by Dispatch or other Officers. This found property must be tagged and placed into the GPD property/evidence lockers.

407.0 VEHICLE AND EQUIPMENT INSPECTION

All members will inspect any equipment assigned to them prior to the start of their shift. All vehicles will be inspected to ensure all lighting and emergency equipment is functioning and/or in place. Members will report any damage or malfunctions of their assigned vehicle immediately to the Watch Commander for documentation.

No member will operate any vehicle that is found to be unsafe or operating in an unusual manner. Vehicles should be clean and neat prior to leaving the police parking lot. At the minimum, all windows and mirrors will be clean and unobstructed prior to leaving the parking lot.

408.0 FORMS AND REPORTS

Members will utilize the following forms on a regular basis and should insure sufficient amounts are on hand prior to beginning a patrol shift:

- GSST information cards
- Note pads and incident report forms
- Paper badges for the kids

All completed forms will be submitted for approval prior to the end of the shift. The Watch Commander will review the reports prior to distribution for completeness and accuracy. Any corrections will be completed by the GSST member responsible as soon as possible and resubmitted for approval and distribution. A copy of all reports will be placed in the GSST Coordinator's box. GSST members are encouraged to keep a copy of all reports submitted for future reference and possible review prior to testifying in court.

409.0 **RADIO COMMUNICATIONS/ CELLPHONE**

The GSST uses regular departmental handheld and vehicle mounted radios. It is imperative that all GSST members understand and use correct radio procedures and codes to effectively communicate with Dispatch and other units. All radio communications should be brief and include all essential information. Anytime a GSST member assigned to field work and/or is out of a vehicle, the handheld radio will be carried on the GSST's person to facilitate a quick report to dispatch should an emergency occur. Handheld radios will be placed into the charger units in the office at the end of each shift.

All GSST members must pass a written test on radio codes and operational procedures prior to going out into the field. Any malfunctioning equipment will be tagged with a report identifying the problem.

Attachments

Guadalupe Public Safety Department
GSST Incident Report

Date: _____ Time: _____

GSST Member on Duty: _____

Incident Location: _____

Incident Reported: _____

Narrative: _____

Responding GPD Officer: _____

Disposition: _____
(GOA, HIF, Citation, Arrest, Other)

Other remarks: _____

GSST Signature (ID#): _____

GSST Coordinator: _____

Supervising Officer: _____

GUADALUPE PUBLIC SAFETY - GSST
TRAFFIC CONTROL LOG SHEET

Location: _____

Date / Time: _____

Incident Summary: _____

EXAMPLE

Guadalupe Department of Public Safety



Join the Guadalupe Safety Support Team Program!

To Apply, you must:

- Have a good moral character. Conviction of a felony is disqualifying.
- Minimum age 16 years old.
- Pass a background and fingerprint check.
- Pass the Guadalupe Safety Support Team Academy.
- Be physically and emotionally able to perform the duties of the position.
- Volunteer a minimum of eight hours a month.
- US Citizenship is NOT Required

The Guadalupe Safety Support Team and the Department of Public Safety are looking for citizens who want to serve the City of Guadalupe by getting training in a variety of skills including First Aid, CPR, and more; promoting public safety support activities and programs. Duties range from traffic control, assisting residents and public safety officials, clerical work, and checking on the welfare of elderly and/or disabled people.

**FOR MORE INFORMATION, CALL:
(805) 343-2112**

GUADALUPE SAFETY SUPPORT TEAM APPLICATION

Print Name _____

Street Address _____

City _____

Zip _____

Phone _____

Emergency Contact Name _____

Relationship _____

Phone _____

INDICATE AREAS OF INTEREST AND LIST SPECIAL SKILLS

If necessary, attach a separate sheet.

- | | | |
|--|--|--|
| <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Translation (Spanish) | <input type="checkbox"/> Trade Skills (Electrical, Plumbing, etc.) |
| <input type="checkbox"/> Crowd Control | <input type="checkbox"/> Translation (Mixteco) | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Manual Labor (Lift 50 lbs.) | <input type="checkbox"/> Heavy Equipment Operation | <input type="checkbox"/> Computer Skills |
| <input type="checkbox"/> Clerical Duties | <input type="checkbox"/> Basic Needs Coordination | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Food Handler's Certificate | <input type="checkbox"/> First Aid / CPR Certified | _____ |

LIST HOURS AVAILABLE FOR VOLUNTEER SERVICES

Indicate AM or PM

Monday _____ to _____	Friday _____ to _____
Tuesday _____ to _____	Saturday _____ to _____
Wednesday _____ to _____	Sunday _____ to _____
Thursday _____ to _____	

I, the undersigned do hereby understand and agree that my only recourse and my only protection from any form of injury arising out of my activities as a Safety Support Team Volunteer with the City of Guadalupe shall be those through and from the Worker's Compensation Program, as adopted by the City of Guadalupe, and, do hereby, further specifically waive any and all other rights, claims or liability against the City, its officers, agents or employees from or on account of any injury suffered by me arising out of or in any way connected with my participation in the Guadalupe Safety Support Team Volunteer Program of the City. I further understand and agree that I am not an employee and that I provide volunteer service at the City's will.

I **DO NOT** have any conditions (physical or other) that would limit my ability to perform my duties with the GSST.

Applicants Signature _____ Date _____

If applicant is a minor, a parent or legal guardian must sign and below.

Parent/Guardian Signature _____ Date _____

OPPOSITE SIDE TO BE COMPLETED BY DEPARTMENT

To be completed by Division Manager/Department Head

List specific tasks volunteer will perform (list equipment, material, potential hazards, etc.)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Location(s) volunteer will be assigned.

1. _____
2. _____
3. _____

Name and classification of volunteer's immediate supervisor:

Start Date: _____

Expected duration of assignment: _____

Reviewed By: _____ Management Team _____ Date _____

Approved By: _____ Date _____
Department Head / Director of Public Safety

Forward a copy of the completed application to the Department Manager and Human Resources Manager.



GUADALUPE SAFETY SUPPORT TEAM ACADEMY

2024

**Guadalupe
Department of Public Safety**

Police, Fire, & Emergency Preparedness

GSST: Team Members

Eligibility Requirements

- Age 16 and older
- No arrest record (minor traffic violations excluded)
- Participants must be willing to complete at least 80 percent of the training classes.



MISSION STATEMENT

The Guadalupe Safety Support Team (GSST) provides assistance to the community of Guadalupe.

ACADEMY SYNOPSIS

- Guadalupe Safety Support Team (GSST) Academy is a program designed to acquaint civilians with their local public safety departments, Fire, Police, and Emergency Preparedness.
- It provides community members with basic training with police, fire, and emergency preparedness and provides an opportunity to assist the community with these tools under the direction of the City of Guadalupe's Department of Public Safety.

GSST ACADEMY TRAINING MODULES

- Leadership Training
- Cultural Competency
- Community Emergency Response Team (C.E.R.T) training
- First Aid, AED, CPR
- Psychological First Aid
- Check the Welfare / Senior Assistance Program
- Communication Skills
- Chain of Command
- Ride Along Protocols
- School Safety and Response
- Emergency Operations Center (EOC) Training

GSST ACADEMY TRAINING MODULES

(CONTINUED)

- Departmental Facility Tours
- Traffic Control
- Emergency Scenarios and Responses
- Fire Safety and Fire Extinguisher Training
- Communications - Apps/ Everbridge
- Radio Procedures and Operations
- Special Events Training (Parades)
- Office Operations
- General Evacuation Procedures and Response
- Active Shooter Procedures and Response
- PPE (Personal Protection Equipment)

GSST ACADEMY COURSE OUTLINE

- Ten (10) total academy sessions, consisting of five two-hour classes.
- A 36-hour C.E.R.T. Training Course in Community Emergency Response Training.



Questions?



REPORT TO THE GUADALUPE CITY COUNCIL
Agenda of January 23, 2024

Tom Brandeberry

Todd Bodem

Prepared by:
Tom Brandeberry, Project Manager

Approved by:
Todd Bodem, City Administrator

SUBJECT: Request the Council fund the startup cost for the City nonprofit and review some of the most important rules for create the nonprofit's Bylaws.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2024-11 approving the startup funding of the nonprofit and review the important draft bylaws for comments before staff begin the work with the nonprofit attorney to start the incorporation process.

BACKGROUND:

The City Council has approved many steps to bring the Royal Theatre to historic status, to bring the theatre to shovel ready status, and to apply for funding from both the Economic Development Administration (EDA) and the State Legislative budget process, which was approved and administrated via the California Arts Council (CAC). The City was successful in obtaining funding for the construction phase of the project from the federal Economic Development Administration (EDA) in the amount of \$4,889,121. Additional funding was received as part of the 2021/22 State Budget and the City has received \$5M from the California Arts Council.

The project, for the complete design, has a financial gap, at approximately \$3 million. This is based on an estimate of what the construction bid will come in at, using the high estimate. Therefore, the City staff, with council's prior approval have been working with tax credit attorney and tax credit consultant to apply for both Federal Historic Tax Credits (HTC) and New Market Tax Credits (NMTC) to fill the remaining gap in funding.

DISCUSSION:

The City is unable to accept tax credit investments directly under both the HTC and NMTC programs. Additionally, each type of tax credits requires different type of entities to accept tax credits investments. HTC requires that the entity be a for-profit while the NMTC requires the entity be a nonprofit. Also, while the City can create a nonprofit, it has been determined that the City cannot create a Limited Liability Corporation (LLC) or any other form of for profit corporation. To be able to apply for both tax credit programs, the City must create a nonprofit to accept NMTC, and the nonprofit would create a for profit LLC to accept HTC. In doing this process, the City could receive anywhere from \$4M to \$5M in tax credits from both tax credit allocations for use in the

rehabilitation of the Royal Theatre, new construction of the three-story performing art center, the amphitheater, and the plaza and possible fund reserves.

To start this process City staff asked the Council for authorization to create a City nonprofit, at the January 9, 2024 Council meeting, and to hire a nonprofit attorney (Thomas Wrobel) to complete the incorporation process and to apply for IRS nonprofit status. At that same meeting City staff indicated they would return to the Council to review the basic rules that would become part of the by-laws for the nonprofit.

As discussed at the January 9, 2024, Council meeting, one requirement of the NMTC program is the City cannot control the nonprofit, meaning, for example, if the nonprofit has five Board of Director, only two may be from the City (staff or Council members). This only applies during the period of investment (7 years). Some of the following rules are there to give the City some other types of control to address the limitation of control with Board of Directors.

The following nonprofit policies (draft bylaws) were developed in a meeting with Todd Bodem, Mayor Julian, and Thomas Brandeberry. Input from Robert Cowan (Tax Credit Attorney) and the City Attorney were also used for these rules.

Mission Statement

“We serve the residents and businesses of Guadalupe through community support and economic development activities based on identified community needs and in partnership with the City of Guadalupe.”

Board Composition

- The minimum Board members will be 5 and the maximum 7. City representation being less than 50% (2 or 3).
- Three of the Board of Directors will also fill the three officer positions: President, Treasurer, and Secretary. The President will be the Mayor of Guadalupe, and the Treasurer will be the Finance Director of the City of Guadalupe.
- The Initial Board of Directors for the nonprofit will be 5 members. The three remaining members will come from community groups and require Council approval. The potential community groups that will nominate a member to be presented to the City Council can come from:
 - Guadalupe Business Association (GBA)
 - The Guadalupe Union School District
 - Nonprofits that provide services to Guadalupe

Corporate Office

The nonprofit will use 4545 10th Street (Senior Center), using the vacated Los Amigos de Guadalupe office, as the nonprofit’s official address (needed for incorporation requirements and a place for

future staff). A lease will be developed. It is assumed that at a future date the nonprofit will hire paid staff, showing a separation between the City and the nonprofit

Initial Board Members/Officers

In order to commence the incorporation process, it is necessary to have the officers identified. The person serving as the president may not serve in any other capacity, but the secretary and treasurer positions may be held by the same persons. To have persons sitting in these board positions for the purpose of signing documents and completing the initial incorporation process (open a bank account, as example), the appointment of two members to serve as officers are proposed to be:

President: Ariston Julian

Secretary/Treasurer: Janice Davis

Miscellaneous

- Fiscal Year will be July to June
- Annual Meeting: Last week in January
- Board of Directors will serve two-year terms

Funding

The City staff are requesting an award of \$10,000 to support the nonprofit startup. These funds would be reimbursed if the City is successful in attracting tax credit investors. The funds would be used for general startup costs (web site development, for example) and allow the nonprofit to start a bank account, which will be needed for accepting investment funds, paying operating costs, and for bookkeeping, accounting purposes.

FISCAL IMPACT:

With the Council's approves the \$10,000 startup funds for the nonprofit the funds could be reimburse if the City is successful in recruiting MNTC investors.

ATTACHMENTS:

1. Resolution No. 2024-11

RESOLUTION NO. 2024-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING STARTUP FUNDING IN THE AMOUNT OF \$10,000 FOR THE APPROVED CITY NONPROFIT CORPORATION AND APPROVE THE APPOINTMENT OF THE PRESIDENT AND TREASURER/SECRETARY FOR THE PURPOSES OF THE NONPROFIT INCORPORATION PROCESS.

WHEREAS, the Royal Theatre Renovation Project will require additional funding; and

WHEREAS, the City, with Council approval, has hired a tax consultant and tax attorney to apply for Historic Tax Credits (HTC) and New Market Tax Credits (NMTC) to fill the gap in funding; and

WHEREAS, the City cannot directly receive either the HTC or NMTC investment in the Royal Theatre; and

WHEREAS, the City authorized the creation of a City nonprofit corporation which would be able to accept NMTC funding; and

WHEREAS, this nonprofit in turn is empowered to create a for profit Limited Liability Corporation (LLC) to accept HTC investments; and

WHEREAS, the City staff have presented some of the important bylaws for the Council's review and comments; and

WHEREAS, the City is recommending the appointment of Mayor Julian as the President of the City nonprofit; and

WHEREAS, the City is recommending the appointment of Finance Director, Janice Davis as the nonprofit's Treasurer and Secretary of the City Nonprofit; and

WHEREAS, the City is requesting \$10,000, as startup funding for the nonprofit corporation.

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

SECTION 1: The funding of \$10,000 will be provided as startup costs for the formation of a nonprofit corporation to serve the residents and business of Guadalupe through community support and economic development activities based on identified community needs and in partnership with the City; and

SECTION 2: That the Mayor is hereby appointed to the Nonprofit Board as the President; and

SECTION 3: That the Finance Director is hereby appointed to the Nonprofit Board as the both the Treasurer and Secretary; and

SECTION 5: The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing

so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 23rd day of January 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2024-11**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held January 23, 2024, 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