



City of Guadalupe

AGENDA

Regular Meeting of the Guadalupe City Council

Tuesday, March 12, 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, March 12, 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 Administration 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 *Vacant*
Mayor Pro Tempore Eugene Costa Jr.
Mayor Ariston Julian

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF THANKS, APPRECIATION OR CONDOLENCES.

4. AGENDA REVIEW

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

5. COMMUNITY PARTICIPATION FORUM

Each person will be limited to a discussion of three (3) minutes or as directed by the Mayor. Pursuant to the provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

6. CONSENT CALENDAR (A-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. Approve the Minutes of the City Council regular meeting of February 27, 2024.
- C. Adopt Resolution No. 2024-17 accepting a grant deed on behalf of the City from the Successor Agency to the Redevelopment Agency of the City of Guadalupe for a parcel located at 303 Obispo Street.
- D. Adopt Resolution No. 2024-18 authorizing the City to enter into a Cooperative Agreement with Santa Barbara County Association of Governments (SBCAG) to receive funding from Measure A for the 11th Street Safe Routes to School Project.
- E. Adopt Resolution No. 2024-19 approving Amendment No. 3 to the original agreement with Andrew Goodwin Designs (AGD) to complete additional design work to add capacity to the types of uses for the Royal Theater.
- F. Accept the February 2024 Financial Report

MANAGEMENT REPORTS

7. CITY ADMINISTRATOR REPORT: (Information Only)

- A. City Administrator report for March 12, 2024
- B. Planning Department report for February 2024
- C. Building Department report for February 2024
- D. City Engineer's report for February 2024

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

A. Code Compliance report for January 2024

9. RECREATION SERVICES MANAGER (Information Only)

A. Recreation and Parks report for February 2024

REGULAR BUSINESS

10. Council Seat Vacancy.

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council:

1. Interview all interested city residents and appoint one (1) candidate to serve the remainder of the vacant Council seat (expiring on December 10, 2024), effective immediately; and
2. Swearing in of newly appointed official.
 - City Clerk will administer the oath of office.

11. Grants Administrator Job Description.

Written report: Amelia M. Villegas, Interim Human Resources

Recommendation: That the City Council adopt Resolution No. 2024-20 approving the position description for Grants Administrator and authorizing the recruitment process.

12. Mid-Year Budget Review for Fiscal Year 2023-2024.

Written report: Janice Davis, Finance Director

Recommendation: That the City Council adopt Resolution No. 2024-21 approving budget amendments to the FY2023-2024 budget and making changes to the allocation of ARPA funds.

13. Compensation increases for City Officials and stipend for Recreation and Parks Commissioners.

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council introduce on the first reading, and continue to its meeting of March 26, 2024, for second reading and adoption, Ordinance No. 2024-516, increasing Council members salaries and providing for additional compensation for the Mayor, and adopt Resolution No. 2024-22 providing a per meeting stipend to Recreation and Parks Commissioners.

14. FUTURE AGENDA ITEMS

15. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

16. ADJOURNMENT TO CITY COUNCIL CLOSED SESSION

17. CLOSED SESSION AGENDA

Conference with Labor Negotiators

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

Agency designated representatives: City Administrator and Human Resources Manager

Employee organizations: International Association of Fire Fighters (IAFF), Local 4403

18. ADJOURNMENT TO OPEN SESSION MEETING

19. CLOSED SESSION ANNOUNCEMENTS

20. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall display case and website not less than 72 hours prior to the meeting. Dated this 7th day of March 2024.

Todd Bodem

Todd Bodem, City Administrator

PROPOSED FUTURE CITY COUNCIL AGENDA ITEMS

Council Meeting: Date and Subject	Department	Agenda Category	
Tuesday, March 26, 2024, at 6:00 pm / Regular Meeting			
9 th Street Bridge Mural Painting Proposal	Arnulfo & Stephanie	Presentation	
Second reading of Ordinance No. 2024-516	City Attorney	Consent Calendar	
Tuesday, April 9, 2024, at 6:00 pm / Regular Meeting			
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
CAL OES Grant		Finance Department	New Business
November 2024 General Election Resolutions		City Attorney	
Donate Life Proclamation	4/23/2024	W. Scott Burns	Proclamation

MINUTES

City of Guadalupe

Regular Meeting of the Guadalupe City Council

Tuesday, February 27, 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 *Vacant*
Mayor Pro Tempore Eugene Costa Jr.
Mayor Ariston Julian

Mayor Julian called the meeting to order at 6:00 p.m. All members were present. (Note: The abbreviation, "CM", for "Council Member", will be used in these minutes.)

2. **PLEDGE OF ALLEGIANCE**

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

CM Robles mentioned the passing of a long-time Guadalupe resident, Rick Quintana, who was 60 years old. Condolences were offered to his family. CM Robles asked for a moment of silence.

4. **AGENDA REVIEW**

Mayor Julian asked that Item #13. Council Seat Vacancy, be moved right after Item #11. Implementation of various programs from the 2042 General Plan.

5. **PRESENTATION**

- Waste Management

Ms. Liz Gomez gave a brief summary regarding changes in services. She said that last August, the agreement with the City was extended making sure that all services were being provided to all customers, residential and commercial. The green container is collected weekly. Customers must have all three (3) containers, gray, blue and green. Waste Management will audit on a regular basis. 125 residential customers did not have green containers. Arrangements were made to have the green containers delivered at no extra charge.

For Cal Recycle, she is the contact for Guadalupe. Customers were picked at random to see if they had all three (3) containers. If customer doesn't produce much waste, they can sign a waiver. They want to ensure that customers are compliant with AB1383 and Guadalupe is taken care of. Looking

to add another recycling coordinator in Guadalupe to educate what waste/recycle goes in what container. A newsletter will be sent out. Customers can dispose of food scraps in green container. She said if anyone had questions or concerns to contact her.

Mayor Julian asked, "When did the green waste start?" Ms. Gomez said, "At the time of the new agreement. Waste Management will start monitoring. State requires us to take a certain percentage of residential and commercial customers to change behavior to ensure that each container is used correctly. It's an ongoing educational program." The mayor asked, "Every week is green waste?" Ms. Gomez said, "Yes, it's in place now...now that food waste can go into the green container."

A member of the audience, Grace Bubulka, asked to speak. She said, "I've lived here for two (2) years now. I got three (3) bins right when I moved here. My first reaction was 'I'm only 5'2"...the containers are tall. I contacted Waste Management, asked and got a smaller gray bin but not a green one. It takes me about three (3) months to fill the green and blue containers. I'm paying for large containers when I need smaller ones." Ms. Gomez said, "We'll work on it to see what we can do about that."

6. COMMUNITY PARTICIPATION FORUM

Deek Segovia, Chapter 982, Vietnam Veterans of America. Mr. Segovia said, "I have three (3) things I want to talk about:

1. At the Veterans Building, the rack of tables is gone. Did the City use them?
2. Two (2) television sets are gone from there, too. Things are missing out of the hall. I want to make sure that the City knows about all of this. At the Veterans Memorial Plaza, would look to see if a trash receptacle could be placed there. We have benches there but no trash can.
3. There are still untruths going on in Guadalupe about the City Council being anti-veterans. People still have that misconception. I tell them the truth. The City Council, even before this one, has always been veteran friendly. I don't know how to stop it...just do it individually. We've always been treated above board.

Mayor Julian said, "The City Council supports veterans. Rumors fly around like flies. Our commitment is strong. Keys...the City, American Legion and Vietnam Vets should have. Nothing should be missing." Mr. Segovia said, "If someone had receipts for the televisions, then 'ok' to go to the City to say they're taking them. The City is being taken advantage of. Somebody is feeling entitled." The mayor said, "This information is new to me. We'll look into all of it."

Mr. Jerry Kaufman said, "Again concerning the Veterans Building. We've taken on a project of cleaning the floor there, buffed it. Not saying they're not clean. There are locked cabinets and the door to the lounge in the back is locked. We're not having access. Reminder, the lounge could be a big addition to renters. He also mentioned that there is a small freezer in the kitchen and that maybe the City has some use for it. It's in the way...was in storage." Mayor Julian said, "I thought 982 has access to the lounge. The City has to have access to the whole facility. Still working on issues on the building." Mr. Kaufman acknowledge that.

(At the 1/23/24 City Council meeting, a proclamation recognizing January as “Human Trafficking Month” was read.) Griselda Vega said, “I am the Outreach Presenter with the North County Rape Crisis and Child Protection Center. Ms. Allison Wales was unable to attend your last meeting, and I’m here tonight in her place. January was National Human Trafficking Awareness Month. Recognizing January as National Human Trafficking Awareness Month is a significant step in promoting understanding and mobilizing efforts against trafficking. I am here to remind everyone that trafficking does exist in our community and more often than we want to admit, our children that attend our schools are trafficked and victimized. In Santa Barbara County, victims are often trafficked by the ‘boyfriend or family member’.

For the last 50 years, the Center has focused on education and advocacy. It is important to raise awareness about human trafficking, and initiatives like the Santa Barbara County Human Trafficking Task Force that play a crucial role in addressing this issue. The Center has been involved since 2013 with this collaborative. We are a partner at this table because CSEC, (Commercially Sexually Exploited Child), and sex trafficking are a sexual trauma that survivors must learn to cope with over time. Trafficking is not a new phenomenon, but the efforts to educate our community as well the professionals that serve these survivors – such as law enforcement, medical personnel – reflect a sustained effort to combat trafficking and the myths that surround it. The vast majority of victims that are sold for their bodies are from our county and those that are buying them are from here as well.

While our young women are vulnerable, it is important to remember that men and boys, as well as LGBTQ individuals, foster care youth, and those with domestic violence backgrounds are vulnerable to trafficking and this fact simply emphasizes the diverse range of victims. Thank you for this recognition and your continued support of the Center.”

Mr. John Watanabe and Mr. Jeremy Gomez, from ‘Touch of Style’ spoke saying, “The Touch of Style car club would like to thank the City of Guadalupe for the continuous support of events sponsored by our car club here in this great community. Our biggest event is our annual ‘Show and Shine’ toy drive. As you know, this event not only brings smiles to our members but also to many needy children at Christmas time. This event is supported by countless community members and it supplies many toys for many children in need. Hopefully, we will be able to continue this for many years to come.

Touch of Style was formed in June of 1974 as a family-oriented car club so that members would be able to spend quality time with family, friends and also provide a platform to show off their custom cars at shows. This also gave many in the club a chance to get involved in activities that support the City of Guadalupe such as the ‘Show and Shine’ toy drive.

This year, 2024, makes our 50th anniversary as a club and we are hosting a celebration with car club member families here at the Guadalupe YMCA facility. The car club will be responsible for setup and clean-up of the facility and, therefore, we would like to ask the City Council for a waiver or reduction of fees required for the rental of the facility.”

Mayor Julian said, "It's the 'Boys & Girls Club' facility. We'll work with the Boys and Girls Club. We'll talk with them. The Council has no problem. What's the date of the celebration?" Mr. Gomez said that it is June 22nd. CM Hernandez asked, "How are the toys distributed?" Mr. Watanabe said, "Through the ACES Program, Police Department, El Padrecito...they're spread throughout the City."

7. **CONSENT CALENDAR** (A-E)

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

- A. Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting unless City Council indicates otherwise.
- B. Approve payment of warrants for the period ending February 19, 2024, and ratify payment of warrants for the period ending February 5, 2024.
- C. Approve the Minutes of the City Council regular meeting of February 13, 2024.
- D. Adopt second reading of Ordinance No. 2024-515 making technical (nonsubstantive or minor) amendments to the Guadalupe Municipal Code (GMC).
- E. Adopt Resolution No. 2024-17 accepting a grant deed from the Successor Agency to the Guadalupe Redevelopment Agency of the City of Guadalupe for a parcel located at 303 Obispo Street and authorizing the granting of an easement deed to Pacific Gas and Electric Company (PG&E) to allow service to the new electric vehicle charging station at 303 Obispo Street.

Mayor Julian said that City Attorney Sinco requested that Items #7.D. and 7.E. be pulled.

Motion was made by Council Member Hernandez and seconded by Council Member Robles to approve the balance of the Consent Calendar. 4-0 Motion passed.

Item #7.D. Adopt second reading of Ordinance No 2024-515. City Attorney Sinco said that there was a clerical error on the first line under the ordinance heading. It reads: "The City Council of the City of Santa Maria...". It's been corrected on the copy I signed."

Item #7.E. Adopt Resolution No. 2024-17 regarding parcel located at 303 Obispo Street – City Attorney Sinco began to explain that there were changes to be made to the resolution and grant deed. He explained those changes then asked if the Council wanted to make a motion to approve the resolution with the stated changes or did the Council want to have this item brought back with a clean copy. Council asked to have the item brought back.

Motion was made by Council Member Robles and seconded by Council Member Costa, Jr. to approve Item #7.D. 4-0 Motion passed.

Item #7.E. – No action taken. This item will be brought back to the next meeting, per the request of the City Council.

MANAGEMENT REPORTS

8. CITY ADMINISTRATOR REPORT: (Information Only)

Mr. Bodem mentioned a few items: 1) Thursday, 2/29, Wendy Stockton, Assistant City Attorney, will do Public Records training for key staff who handled such requests; 2) Tuesday, 3/5, 34th Street Consulting Group will have a two-hour team building training for all city staff. This is done through CJPIA at no cost to the City, and 3) Safe Routes to Schools Grant for sidewalk – 2/16, we submitted our application. Letters were received, such as from the mayor, the School District Superintendent and Assemblyman Gregg Hart provided a letter.

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

- A. Police Department report for January 2024
- B. Fire Department report for January 2024

Chief Cash said, “After input, the Police Department developed a refrigerator magnet which shows the number to call after hours for police assistance. With the help of Finance, approximately 2,000 magnets will be put with the water bill. If successful, the magnet can be distributed to the community. The water bills will go out this Friday, 3/1.”

10. INTERIM HUMAN RESOURCES MANAGER (Information Only)

- A. Human Resources report for January 2024

Ms. Villegas reported that four (4) new employees were hired in January: two (2) in the Police Department and two (2) in the Wastewater Department. Interviews were held for the Recreation Services Manager vacancy with no decision to date. The HR Manager position has been filled with the individual to start on March 18, 2024. Ms. Villegas said there would be a brief transition period. The Public Works Director position has been posted with several resumes received to date. The Maintenance Worker position had a large applicant response. Interviews were held early in February. A decision has yet to be made. There is one police officer candidate currently going through backgrounds.

A new job description, Senior and Community Center Activities Coordinator, was approved and is posted. Another new job description, Grants Administrator, is being developed and targeted for the 3/12/24 agenda.

REGULAR BUSINESS

11. Implementation of various programs from the 2042 General Plan.

Written report: Larry Appel, Contract Planning Director

Recommendation: That the City Council provide direction to staff to begin implementing the 2042 General Plan Programs.

Mr. Appel said, "Earlier this month, I asked the Council to review the 43 programs identified in the approved 2042 General Plan and to identify priority programs. The staff report identifies those prioritized programs. I now need direction on the identified programs." CM Hernandez asked, "Timelines. How do they work?" Mr. Appel said, "The consulting firm had timeframes, such as six months, one year, five years. I changed to three-year timeframes. So just to be safe, three (3) years."

12. Compensation increases for City officials.

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council consider compensation increases for City officials and provide appropriate direction to City staff.

City Attorney Sinco gave a brief background on this item: At the November 8, 2022 Council Meeting, the City Council considered an item to increase the monthly salary of \$150 per month paid to the City elected officials. That amount had been set in 1986 and had not been increased since that time. There was also discussion then of a stipend for the Recreation and Parks Commission members. The motion to increase salaries for all elected City officials failed on a 2-3 vote. The stipend was not discussed. In 2023, Governor Newsom signed legislation (SB 329) effective as of January 1, 2024, authorizing salaries for elected and appointed officials to be adjusted for inflation.

The discussion tonight was whether salaries should be increased and, if so, by how much. Before SB 329 was passed, the maximum amount for council member salaries was \$300 per month. Under SB 329, the City Council is authorized to increase its salary up to the maximum amount of \$950 per month. Any salary increase for a city council member may only take effect when at least one member of the city council commences a new term. In the City's case, that date would be mid-December 2024 before a salary increase would take effect.

Currently, the Mayor, Council Members, City Clerk and City Treasurer all receive the same salary amount, \$150. It is legal that the mayor may receive more than the council members. The City Clerk's and City Treasurer's salaries are determined by the City Council. Staff assumes that any increase the Council approves for itself will also be given to the City Clerk and City Treasurer. No decision is required tonight. This is an open discussion. An increase can go as high as \$950 or decline to increase salaries at this time.

At this time, Mayor Julian noted the council members have four-year terms that are staggered as follows:

CM Robles: term is up in December 2024

CM Costa, Jr.: term is up December 2026

*CM Hernandez: term is up December 2026
Mayor Julian: term is up in December 2024
Vacant Seat: term is up in December 2024*

The mayor reiterated that any salary increase change would be in December 2024.

CM Costa, Jr. suggested \$500 for CMs, City Clerk and City Treasurer with \$750 for the Mayor. He said, "The mayor should always have been higher than the others." Chief Cash said, "For some of the people here...my schedule is 24/7. The mayor's position works alongside me. I saw that during the flooding and storm. It's disheartening because I get to see others in the County. They don't do things that the mayor does here. People don't see the behind-the-scenes support. That work should be recognized with compensation."

CM Hernandez said, "I voted 'no' before but I see what the City Clerk and City Treasurer do." CM Costa, Jr. said, "It's not about the money. It's about doing what's right for the City. Making changes for the better for our community." CM Hernandez then asked, "What about Santa Maria?" City Attorney Sinco said, "It was \$1,706.90 in 2022. Even at \$500, in 2022, city that paid less was Carpinteria...some others on the Central Coast." Mr. Bodem said, "Some cities pay health insurance." Mayor Julian said, "Solvang pays PERS retirement."

Mayor Julian then asked, "How much do we have in the bank?" Ms. Davis said, "Wasn't in budget. A couple things we weren't accounting for, like interest, but there were the increases with SEIU and POA. If this happens next year, yes, it will be in the budget." City Attorney Sinco said, "Based on \$950, it would have been another \$5,000 per month. Will come back with numbers for another meeting at \$500 for CMs, City Clerk and City Treasurer and \$750 for the Mayor."

Mayor Julian asked, "What about a stipend for the Recreation and Parks Commissioners?" CM Robles said, "When I was on that commission for eight (8) years, it was \$25. We shot it down last time. We should compensate them for their troubles. And whoever is in the mayor's seat should be compensated well."

Mayor Julian said, "If I run and lose...this is what the mayor should be doing." He then read "Mayor or, when required, Council Responsibilities" some of which are:

- Presides at regular and special council meetings*
- Represents the city in intergovernmental and community relationships*
- Facilitates communication and understanding between elected and appointed officials*
- Assists the council in setting goals and advocating policy decisions*
- Signs most resolutions, ordinances and other legal documents required of the City of Guadalupe*
- Reviews and may assign agenda items for regular and special meetings*
- Participates in Guadalupe Senior and Community Center Advisory Committee*

City Attorney Sinco said, "In Santa Maria...recognized the mayor's responsibilities. An ordinance drafted the Mayor's responsibilities. Not everyone as mayor would do all of that."

CM Hernandez said, "\$50 or \$100 for the Recreation and Parks Commission members." Both CM Robles and CM Costa, Jr. said, "\$100 per meeting attended." This item will be brought back to the next meeting.

13. Council Seat Vacancy.

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council make an appointment to the City Council to fill the current vacancy from the list of persons who applied for a previous Council vacancy in December 2022.

City Attorney Sinco mentioned the process followed when CM Tony Ramirez gave his resignation from the City Council on October 25, 2022, with a resignation date of November 29, 2022. The City Council directed staff to solicit letters of interest from City residents no later than December 6, 2022 for the Council to consider at the December 13, 2022 Council meeting.

At the December 13, 2022 meeting, it was noted that there were five (5) residents who had submitted letters of interest: Courtney Cazenave, Justin Martin, Jesus Gomez, Clemente Moreno and Megan Lizalde. However, Mr. Martin had withdrawn prior to the meeting and Mr. Gomez did not attend the meeting. The remaining three (3) residents were interviewed with Megan Lizalde being selected to fill the vacancy.

Mr. Bodem, City Administrator, received an email on February 9, 2024 from Ms. Lizalde stating she was resigning her position on the City Council effective immediately. There wasn't sufficient time to have this item placed on the February 13, 2024 council agenda. Mayor Julian felt that those who had applied previously should be considered to fill the vacancy.

Both City Attorney Sinco and Mr. Bodem discussed the matter and recommended choosing from the four (4) people on the list for the previous vacancy. Four (4) people were contacted; one (1) didn't reply. This vacancy's term ends in December 2024. The person selected to fill this vacancy would need to file papers for the upcoming election, etc.

City Attorney Sinco said that the City Council is not required to make an appointment from this list. He said there are two (2) options: 1) do as staff has recommended or 2) start the process all over again by following the prior process." The timeframes for the prior process were then discussed. City Attorney Sinco said, "The last time it took about six (6) weeks from start to finish. Having it completed now in less than four (4) weeks is tight." Mr. Bodem said, "I received a call from CM Hernandez who thought that it would be more than just the list. After looking at the tape, it seemed there was a consensus just to do the list. I also received a call from another person expressing interest who is here tonight. Her name is Judy."

Mayor Julian said, "My recollection, out of courtesy to contact the people on the list but to open it to others, too. It would be our shortcoming if we didn't open it up. It's been over a year since the process to fill the last vacancy occurred." City Attorney said, "My mistake is that there wasn't an alternative given. Five (5) coming back. Have Council give direction."

Mayor Julian then said, "Three (3) people submitted letters of interest. There were six (6) hands that went up in the audience here showing interest. We need to make sure we're fair to everyone. We would have a list of questions for those who applied."

City Attorney Sinco said, "If noticed on February 28th, receive letters of interest by March 7th. That would be eight (8) days. Give two (2) weeks to submit letters by March 15th or give three (3) weeks to submit letters by March 19th or March 20th. Have the applicants appear at the March 26th council meeting."

Mayor Julian asked those in the audience who expressed an interest if they had time to submit a letter. The response was, "Yes". City Attorney Sinco then said, "We'd need the letters...March 7th would be the date but we'd probably need by March 6th to be able to get the agenda out in time." Mayor Julian said, "Do it. March 6th is the last date to get a letter submitted."

CM Hernandez asked, "Is there a public hearing forum?" The mayor said, "Create a letter and submit to organizations explaining the process and distribute via email." City Sinco then said, "So I understand the direction. One week deadline, seven (7) days from tomorrow. Send email to organizations. Post website. Deadline passes...will have agenda item at the March 12th meeting and appoint then." CM Robles asked if at the March 12th meeting, we could have those who applied given five (5) minutes or so to have them at the podium?" Mayor Julian said that there would be a list of questions to ask them at the meeting.

Ms. Courtney Cazenave asked, "This appointment is then just until December. You'd have to run for the seat again?" The mayor said, "Yes, the term for this vacant seat is up in December 2024. You'd have to run a campaign to be elected."

CM Hernandez said, "I want to acknowledge and thank everyone who came tonight. It's really important for our community. It's an important conversation to have." Mayor Julian said, "There are a ton of projects going on in the City. We need to have a full Council and those who are thinking outside the box in terms of what the City of Guadalupe needs." CM Costa, Jr. said, "I'd like to piggyback on what CM Hernandez said. It's good to see that people in our community who haven't seen a flyer or anything but came to the meeting tonight."

14. Approve a policy for external links on City of Guadalupe website that will be included in a more comprehensive "City of Guadalupe Website Policy".

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council, by motion, approve a policy for external links on the City of Guadalupe website (set forth in full in this staff report) which will eventually be included in a more comprehensive policy for the City's website.

City Attorney Sinco mentioned that Chief Cash was the initiator of this. There was a non-profit organization that wanted to post on the City website. He said that he told Chief Cash that we don't have a policy to allow for that, no website policy. He said, "I want a policy that would cover the whole City website. Didn't want the organization to post on our website."

We're looking now at external links. The proposed external link policy for the City's website would state: "The City website contains links to local, state, ad federal government agencies and to other, non-government websites. Links to external content on the City's website will be permitted at the City's sole discretion and place appropriately as determined by the City."

Some examples of acceptable sites would be:

- *Other governmental agencies*
- *Public utilities serving the City, like gas, electric, cable television, etc.*
- *Public schools or educational institutions*
- *Museums, libraries, historical organizations, bona fide organizations that would provide cultural resources to residents and visitors to the City*
- *Organizations whose primary purpose is providing resources for businesses in the City*
- *Entities and organizations whose primary purpose is to provide environmental, social or health care information and resources*

City Attorney Sinco said, "The last item listed is the one that we're discussing tonight. A more comprehensive policy will be forthcoming." Mayor Julian said that this external linking will be a good service for our community."

Motion was made by Council Member Costa, Jr. and seconded by Council Member Robles to approve the external link policy on the City of Guadalupe website that will be included in a more comprehensive overall policy. 4-0 Motion passed.

15. FUTURE AGENDA ITEMS

No additional items were added to the Future Agenda Items other than those items noted in these minutes.

16. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

CM Robles: Last week, we toured the Central Coast Processing plant on Obispo Street. They're doing well...trying to get the carbon filtration system. They began at peak and are working with APCD.

We're starting the Bobcat wrestling program. There are 59 kids in the program. Last year there were 23. This is the biggest sports program out of McKenzie. We had a parent meeting last week to give a breakdown of what's to be expected. We're using the Ron Estabillo Clubhouse down at Le Roy Park.

Last Sunday at the Guadalupe Cultural Arts Center, we had our bonsai classes start with Mr. Muranaka. The next meeting will be Sunday, March 17th.

CM Hernandez: Santa Barbara County has a new funding to develop a local Master Plan for Aging. I currently serve on the Committee and will work to share information to the Mayor and Todd. We are a rapidly aging society. In Santa Barbara County we expect one in four people to be over the age of 60 by 2030. Older adults will diversify faster than any other group and will experience significant concerns including:

- 1 in 5 have a chance of developing dementia*
- 1 in 3 will live with a disability*
- 7 in 10 will need long term care in their lifetime*
- 1 in 3 will struggle with poverty*

The California Master Plan for Aging (MPA) is a blueprint to address aging across the lifespan. It affirms the priority of the health and well-being of older adults and people with disabilities.

Also, the Food Bank is hosting a Community Emergency Response training on March 1st and 3rd in Goleta. Future dates will be throughout the year.

Mayor Julian: There will be a chicken barbecue at the Senior and Community Center on Saturday, March 9th. There's a reunion this August for those who graduated from Guadalupe Elementary School. Monies from this barbecue will be used for this reunion. There will also be induction of athletes to the Guadalupe Hall of Fame at the reunion. The Food Bank of Santa Barbara County donated 20 cases of chicken for non-profits to use to enhance their programs.

17. ADJOURNMENT TO CITY COUNCIL CLOSED SESSION

Item to be discussed in closed session: Conference with Labor Negotiators

Motion was made by Council Member Costa, Jr. and seconded by Council member Hernandez to adjourn to closed session. 4-0 Motion passed. Meeting adjourned to closed session at 7:35 p.m.

18. CLOSED SESSION AGENDA

Conference with Labor Negotiators

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

Agency designated representatives: City Administrator and Human Resources Manager
Employee organizations: International Association of Fire Fighters (IAFF), Local 4403

19. ADJOURNMENT TO OPEN SESSION MEETING

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

20. CLOSED SESSION ANNOUNCEMENTS

No reportable action.

21. ADJOURNMENT

Motion was made by Council Member Costa, Jr. and seconded by Council Member Robles to adjourn the meeting. 4-0 Motion passed. Meeting adjourned at 8:07 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 March 12, 2024

Philip F. Sinco

Todd Bodem

Prepared by:
Philip F. Sinco, City Attorney

Approved by:
Todd Bodem, City Administrator

SUBJECT: Transfer of 303 Obispo Street property from Successor Agency to City

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2024-17 accepting a grant deed on behalf of the City from the Successor Agency to the Redevelopment Agency of the City of Guadalupe for a parcel located at 303 Obispo Street.

BACKGROUND:

On April 27, 2021, the City Council approved a resolution to apply for the Affordable Housing and Sustainable Communities Program Grant. This was a joint application with the Housing Authority and associated with the Escalante Meadows housing project. The application was successful, and the City has been awarded nearly \$5.2 million for various projects, including purchasing an electric bus and constructing an electric charging facility at 303 Obispo Street.

The Electric Vehicle Charging Station at 303 Obispo Street is currently under design however, before PG&E can provide the necessary infrastructure, the City must provide an easement for the PG&E service. A preliminary title report showed the current owner of the 303 Obispo Street parcel as the Redevelopment Agency of the City of Guadalupe (former RDA), which has been dissolved by state law and was succeeded by the Successor Agency to the Redevelopment Agency of the City of Guadalupe (SA). When the SA approved the Long Range Property Management Plan (LRPMP) in or around 2016 concerning the disposition of real property owned by the former RDA, the 303 Obispo Street parcel was proposed to be immediately transferred to the City of Guadalupe for "governmental purposes," however the parcel was never formally transferred by a grant deed. That is why the former RDA showed up on the preliminary title report as the property owner.

Since the SA already approved the transfer of the 303 Obispo Street parcel to the City (as did the state Department of Finance), all that is required is for the City Council to accept this transfer on behalf of the City. Resolution No. 2024-17 includes a provision accepting this transfer and authorizing the City Clerk (pursuant to Resolution No. 2018-21) to sign the grant deed on behalf of the City.

Before the City can grant an easement to PG&E, it must accept transfer of the property from the SA.

DISCUSSION:

PG&E had prepared a grant deed for the proposed easement but identified the owner of 303 Obispo Street as the “Guadalupe Community Redevelopment Agency.” Aside from the fact that this was an incorrect name for the City’s former RDA, the SA currently is the owner since the former RDA has been dissolved by state law. At the City Council meeting of February 27, 2024, staff prepared a resolution that would do two things: (1) accept the transfer of the property from the SA to the City; and (2) grant an easement to PG&E that was in substantial compliance with the easement grant deed that PG&E had prepared (with the expectation that the City would be inserted as the property owner). Unfortunately, there were some errors on the resolution that were only discovered shortly before the City Council meeting. Because of the errors, the Council declined to take any action on the item and directed staff to come back with a corrected resolution that the Council could review prior to taking action on it.

In addition, after the Council meeting, the City Engineer discussed the situation with PG&E and requested a revised easement grant deed with the City of Guadalupe listed as the property owner, however, PG&E requested that the deed transferring the property to the City be recorded first, and then it would prepare an appropriate deed.

For this reason, Resolution No. 2024-17 only seeks the Council’s approval to accept the transfer of the 303 Obispo Street property from the SA. Should the Council accept the transfer of the property, City staff will record the grant deed (attached as Exhibit A to Resolution No. 2024-17), and once it has been recorded, will provide a copy to PG&E, which will then prepare a revised easement grant deed. Once the City has received the revised grant deed from PG&E, it will bring it to the City Council for approval.

FISCAL IMPACT:

Approval of the resolution will result in insignificant impacts to the general fund.

ATTACHMENT:

1. Resolution No. 2024-17

RESOLUTION NO. 2024-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE ACCEPTING THE TRANSFER OF REAL PROPERTY LOCATED AT 303 OBISPO STREET IN THE CITY OF GUADALUPE FROM THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF GUADALUPE TO THE CITY OF GUADALUPE

WHEREAS, the Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Guadalupe approved the required Long Range Property Management Plan (LRPMP) for all properties owned by the dissolved Redevelopment Agency of the City of Guadalupe; and

WHEREAS, the LRPMP was also approved by the state Department of Finance; and

WHEREAS, the LRPMP provided that a parcel located 303 Obispo Street (APN 115-180-026) was authorized to be immediately transferred to the City of Guadalupe for government purposes; and

WHEREAS, the transfer of the 303 Obispo Street parcel was not transferred at the time the LRPMP was approved; nor has it been transferred to date; and

WHEREAS, City staff has prepared a grant deed from the Successor Agency to the Redevelopment Agency of the City of Guadalupe of the 303 Obispo Street parcel to the City of Guadalupe which is attached hereto as Exhibit A; and

WHEREAS, Government Code section 28281 provides that deeds or grants conveying to a political corporation real property or any interest therein or easement thereon for public purposes shall not be accepted for recordation without the consent of the grantee; and

WHEREAS, the consent of the grantee may be shown by means of a resolution of said political corporation; and

WHEREAS, Resolution No. 2018-21 granted the City Clerk (or the City Administrator in the absence of the City Clerk) to accept or convey real property interests on behalf of the City after such acceptance or conveyance has been approved by the City Council.

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

SECTION 1: The grant deed from the Successor Agency to the Redevelopment Agency of the City of Guadalupe to the City of Guadalupe for the real property located at 303 Obispo Street, in the City of Guadalupe, California (APN 115-180-026), attached hereto as Exhibit A, is hereby approved and the City Clerk is authorized to sign the grant deed on behalf of the City as authorized by Resolution No. 2018-21.

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 12th day of March 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. 2024-17**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held March 12, 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

RECORDING REQUESTED BY:
CITY CLERK AMELIA VILLEGAS
CITY OF GUADALUPE, CA

WHEN RECORDED PLEASE MAIL TO:
City Administrator, Todd Bodem
918 Obispo Street
Guadalupe, CA 93434

No fee per Gov't Code Section 6103

Space above line for Recorder's Use

APN:115-180-026

DOCUMENTARY TRANSFER TAX \$ <u>zero (0)</u>
EXEMPTION (R&T CODE) <u>§11922</u>
EXPLANATION <u>Municipal Govt. Agency</u>
Signature of Declarant or Agent Determining Tax

GRANT DEED

THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF GUADALUPE, a California public entity and successor in interest to the Redevelopment Agency of the City of Guadalupe, hereby grants to the **CITY OF GUADALUPE**, a California municipal corporation, real property in the City of Guadalupe, County of Santa Barbara, State of California, described as follows:

DESCRIPTION

PARCEL 2 OF GUADALUPE REDEVELOPMENT AGENCY LOT LINE ADJUSTMENT, PARCEL MAP 29035, IN THE CITY OF GUADALUPE, COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA, RECORDED JULY 7, 1995 AS INSTRUMENT NO. 95-036622, OFFICIAL RECORDS, DESCRIBED AS FOLLOWS:

BEING A PORTION OF PARCEL "A" OF PARCEL MAP NO. 29035, IN THE CITY OF GUADALUPE, COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA, AS SHOWN ON THE MAP RECORDED IN BOOK 50, OF PARCEL MAPS, AT PAGES 39 AND 40, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID PARCEL "A", SAID POINT ALSO BEING ON THE WESTERLY RIGHT OF WAY FOR OBISPO STREET; THENCE FOLLOWING THE SOUTHERLY LINE OF SAID PARCEL "A" NORTH 89° 33' 01" WEST 377.76 FEET; THENCE LEAVING SAID PARCEL LINE NORTH 00° 23' 20" EAST 397.25 FEET TO A POINT ON THE NORTH LINE OF SAID PARCEL "A", SAID POINT ALSO BEING THE SOUTHEAST CORNER OF PARCEL "D" AS SHOWN ON SAID MAP; THENCE FOLLOWING SAID NORTHERLY PARCEL LINE SOUTH 89° 33' 43" EAST 377.76 FEET TO THE NORTHEAST CORNER OF SAID PARCEL "A", SAID POINT ALSO BEING ON SAID WESTERLY RIGHT OF WAY FOR OBISPO STREET; THENCE

FOLLOWING THE EASTERLY LINE OF SAID PARCEL "A" AND SAID WESTERLY RIGHT OF WAY LINE SOUTH 00° 23' 20" WEST 397.33 FEET TO THE POINT OF BEGINNING.

EXCEPTING THEREFROM 100% OF ALL OIL, GAS, CASING HEAD GAS AND OTHER HYDROCARBONS CONTAINED WITHIN OR UNDER SAID PROPERTY BELOW A DEPTH OF 500 FEET FROM THE SURFACE AND THE RIGHT TO EXPLORE AND EXTRACT THE SAME FROM ADJACENT LAND, AS RESERVED IN GRANT DEED RECORDED JUNE 1, 1989 AS INSTRUMENT NO. 89-035732, OFFICIAL RECORDS.

ALSO EXCEPTING THEREFROM THAT PORTION OF SAID LAND CONVEYED BY GUADALUPE COMMUNITY REDEVELOPMENT AGENCY TO APIO, INC., A CALIFORNIA CORPORATION, BY GRANT DEED DATED MARCH 15, 1996 AND RECORDED MAY 31, 1996 AS INSTRUMENT NO. 96-033641, OFFICIAL RECORDS.

SAID LAND IS ALSO SHOWN A MAP RECORDED IN BOOK 149, PAGE 78 OF RECORDS OF SURVEYS, IN THE OFFICE OF THE COUNTY RECORDER OF SANTA BARBARA COUNTY.

As required by Health and Safety Code §33436, the grantee herein covenants by and for himself or herself, his or her heirs, executors, administrators, and assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of any basis listed in subdivision (a) or (d) of Section 12955 of the Government Code, as those bases are defined in Sections 12926, 12926.1, subdivision (m) and paragraph (1) of subdivision (p) of Section 12955, and Section 12955.2 of the Government Code, in the sale, lease, sublease, transfer, use, occupancy, tenure, or enjoyment of the premises herein conveyed, nor shall the grantee or any person claiming under or through him or her, establish or permit any practice or practices of discrimination or segregation with reference to the selection, location, number, use, or occupancy of tenants, lessees, subtenants, sublessees, or vendees in the premises herein conveyed. The foregoing covenants shall run with the land.

The City Council of the City of Guadalupe is authorized to accept deeds and grants on behalf of the City of Guadalupe pursuant to California Government Code section 27281 and gives its consent to and acceptance of this grant as provided in City of Guadalupe City Council Resolution No. 2024-17, attached hereto.

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IN WITNESS WHEREOF, the Successor Agency to the Redevelopment Agency of the City of Guadalupe has executed this Grant Deed as of the date set forth below.

Date: March 12, 2024

GRANTOR:

THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF GUADALUPE, a California public entity and successor in interest to the Redevelopment Agency of the City of Guadalupe

By: _____
Todd Bodem
Successor Agency Manager

Date: March 12, 2024

GRANTEE:

CITY OF GUADALUPE,
a California municipal corporation

By: _____
Amelia M. Villegas
City Clerk

Date: March 12, 2024

APPROVED AS TO FORM:
PHILIP SINCO
Successor Agency Counsel and
City Attorney

By: _____
Philip F. Sinco
Successor Agency Counsel and
City Attorney



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of March 12, 2024

Jeff van den Eikhof

Todd Bodem

Prepared by:

Jeff van den Eikhof, City Engineer

Approved by:

Todd Bodem, City Administrator

SUBJECT: Cooperative Agreement for Safe Routes to School Bicycle and Pedestrian Program

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2024-18 approving a Cooperative Agreement with SBCAG to receive funding from Measure A for the 11th Street Safe Routes to School Project and authorizing the Mayor to sign the agreement on behalf of the City.

BACKGROUND:

The City of Guadalupe applied for funding for the 11th Street Safe Routes to School Project during Cycle 3 of the Measure A North County Safe Routes to School Bicycle and Pedestrian Program. The 11th Street Safe Routes to School Project is for pedestrian and bicycle improvements on 11th Street from the eastern edge of the Escalante Meadows development to the Mary Buren Elementary School parking lot.

The SBCAG Board approved funding for the project on June 18, 2020, for Measure A funds.

DISCUSSION:

To receive the Measure A funds, the City of Guadalupe must enter into a Cooperative Agreement with SBCAG. The Agreement was signed by SBCAG on June 16, 2022.

SBCAG Staff notified the City Engineer that this agreement has never been signed by the City of Guadalupe. The Agreement is now being brought to the City Council for approval and signature by the Mayor. Once executed, the City can request reimbursement for eligible costs.

FISCAL IMPACT:

Approval of the resolution will result in insignificant impacts to the general fund. The City's project funding match is covered by existing Measure A funding.

ATTACHMENTS:

1. Resolution No. 2024-18
2. Measure A Project Cooperative Agreement

RESOLUTION NO. 2024-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING A COOPERATIVE AGREEMENT WITH SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS (SBCAG) FOR THE CITY OF GUADALUPE 11TH STREET SAFE ROUTES TO SCHOOL PROJECT

WHEREAS, the City Council of the City of Guadalupe is eligible to receive funding for the 11th Street Safe Routes to School Project from Cycle 3 of the Measure A North County Safe Routes to School Bicycle and Pedestrian Program; and

WHEREAS, a Cooperative Agreement between the City of Guadalupe and SBCAG is needed to be executed before such funds can be reimbursed by the Measure A North County Safe Routes to School Bicycle and Pedestrian Program.

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

SECTION 1: The Cooperative Agreement between the City of Guadalupe and SBCAG is hereby approved.

SECTION 2: The Mayor is hereby authorized to execute the Cooperative Agreement and any amendments thereto with the Santa Barbara County Association of Governments on behalf of the City.

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

PASSED, APPROVED AND ADOPTED at a regular meeting on the 12th day of March 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. 2024-18**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held March 12, 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

**MEASURE A
PROJECT COOPERATIVE AGREEMENT
For projects awarded to City of Guadalupe in Cycle 3 of the Measure A North County Safe Routes
to School Bicycle and Pedestrian Program**

This Cooperative Agreement ("Agreement") is entered into by and between the CITY OF GUADALUPE ("Sponsor") and the SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS, acting as the Santa Barbara County Local Transportation Authority ("Authority" or "SBCAG").

RECITALS

WHEREAS, Authority and Sponsor desire to enter into a Cooperative Agreement to coordinate the funding of transportation improvements in Santa Barbara County pursuant to the authority provided by the Road Repair, Traffic Relief and Transportation Safety Measure ("Measure A"), which was approved by the voters of Santa Barbara County on November 4, 2008; and

WHEREAS, the Sponsor has proposed that the Authority provide funding from the Measure A [North County Safe Routes to School Bicycle and Pedestrian Program] specified herein ("Program") to Sponsor's projects for the particular transportation improvement project work specified herein ("Project" or "Projects"); and

WHEREAS, the Authority has determined that the Project is eligible as approved by the SBCAG Board on June 18, 2020 for Measure A funds; and

WHEREAS, the Authority is authorized to issue Measure A funds to Sponsor for eligible projects; and

WHEREAS, the Authority and Sponsor desire to have this Agreement serve as the Agreement for the Authority to provide Measure A funding to Sponsor for eligible Projects proposed by Sponsor, provided that such funding has been authorized by the Board of the Authority.

NOW, THEREFORE, in consideration of the mutual promises and undertakings herein made and the mutual benefits to be derived therefrom, the parties hereto represent, covenant, and agree as follows:

**SECTION I
Covenants of Sponsor**

The Sponsor shall:

- 1.1 Project Description. The Project description, scope of work, delivery schedule, estimate of cost by activity, anticipated amount and type of funds that will supplement Measure A funds, and the anticipated timing for release of Measure A funds are specified in Exhibit A attached

to this Agreement and incorporated herein by reference. Sponsor shall be solely responsible for implementing and carrying out the Project.

- 1.2 Change In Project Description. Any change in the Project Description shall not be eligible for funding by Authority unless approved in writing by the Authority. Any portion of the Project implemented by Sponsor prior to Authority's written approval shall not be eligible for reimbursement unless subsequently approved by the Authority in writing, and in no event will any change in scope result in the Authority reimbursing more than the amount awarded for the Project.
- 1.3 Eligible Reimbursement Costs. Eligible Project costs are specified in Exhibit A or as may be approved from time to time by the Authority pursuant to Section 1.2. In no event shall expenses incurred prior to the execution of this Agreement be considered eligible reimbursement costs.
- 1.4 Measure A Percentage Share Defined. Measure A funding is being provided by Authority to Sponsor for the Projects in Exhibit A. The percentage share of Measure A funding shall be the Measure A Percentage shown in a Project's respective exhibits, and shall not exceed the total Measure A amount shown in the same exhibit. Each invoice submitted by Sponsor shall be reimbursed by Authority at this percentage up to the not to exceed total Measure A amount shown in the exhibit. Sponsor matching funds shall be used to pay for the remainder of Project costs.
- 1.5 Invoices and Progress Reports. Sponsor shall submit semi-annual progress reports and invoices for work completed consistent with the Program guidelines as adopted by the SBCAG Board on November 21, 2019. These documents shall include the following specified information:
 - 1.5.a Invoices. The Sponsor shall provide the Authority with one (1) copy of all invoices submitted to Sponsor by every contractor, subcontractor, consultant, or subconsultant as appropriate and any other backup documentation required to support direct and indirect costs for which a Sponsor submits an invoice.
 - 1.5.b Progress Reports. Progress reports shall include a brief description of the status of the Project including the work completed to date. This summary may be included on the invoices submitted to the Authority or be attached to those invoices.
- 1.6 Use of Funds. The Sponsor shall use existing Measure A funds consistent with the Project description in Exhibit A to this Agreement or as approved by the Authority pursuant to Section 1.2.
- 1.7 Submittal of Documents. The Sponsor shall provide copies to the Authority of all executed contracts that relate to the Project scope as described in Exhibit A to this Agreement and Section 1.3 or approved by the Authority pursuant to Section 1.2. The Sponsor shall retain records pertaining to the Project for a five (5) year period following completion of the Project.

1.8 Completion of Project. Sponsor shall be responsible for meeting the timely use of funds deadlines in corresponding Exhibit A. Unused funds programmed to the Project will be forfeited and be made available by the Authority for programming to other Projects in a special or subsequent funding cycle. Sponsor shall provide management of any consultant and contractor activities, including responsibility for schedule, timely use of funds, budget and oversight of the services, consistent with the scope of work. This provision shall apply in all instances, including situations where a change in scope has been approved by the Authority pursuant to Section 1.2.

1.8.a Project Completion Report. Within 6 months of Project completion, Sponsor shall provide a Project completion report to Authority that includes final cost, revenues, and schedule of completed and future activities. For construction Projects, pictures of the completed Project must accompany the report. Whenever possible, pictures of the “before” Project conditions should also be submitted. This Report shall accompany the final invoice for payment from Sponsor to provide notice of Agreement account closing by Authority. The Report shall meet all requirements set forth in the Authority’s Program Guidelines.

1.8.b Timely Use of Funds Extension. In accordance with Authority’s Cycle 3 Program Guidelines Timely Use of Funds policy, Sponsor may request one extension of up to 12 months for plans and studies, up to 6 months for preliminary engineering, environmental, and design Projects, and up to 18 months for construction Projects. Extension requests will be presented to the North County Subregional Committee which will make recommendations to the SBCAG Board.

Authority may extend the deadline for timely use of funds no more than one time and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the Sponsor has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstances and will in no event be for more than the duration described in the above paragraph and in Authority’s Cycle 3 Program Guidelines.

1.9 Public Outreach. The Sponsor is responsible for development and administration of a public outreach effort to ensure public awareness and involvement in the Project development and delivery process. The Sponsor shall provide a copy of the public outreach plan and all materials documenting the public outreach activities, including public notices, press releases, flyers, etc. to the Authority. The public outreach plan must accompany the first invoice for payment from Sponsor. The materials documenting the public outreach activities must accompany the final invoice for payment from Sponsor.

1.10 Provision of Signs. Sponsor shall install signs consistent with the Authority’s Project Signs Guidelines and Specifications as adopted by the SBCAG Board on August 18, 2011, or as appropriate.

1.11 Cost Savings and Excess Costs

- 1.11.a Cost Savings. After the Project has been accepted by the Sponsor and Authority as complete, any positive difference between the cost, as listed in Exhibit A to this Agreement or approved by the Authority pursuant to Section 1.2, and the total amount invoiced to the Authority shall revert to the Measure A program for re-programming by the Authority on other eligible projects.
- 1.11.b Excess Costs. In the event the actual Project cost exceeds the estimate shown in Exhibit A to this Agreement, this amount will be considered an excess cost. Sponsor is solely responsible for all costs over the amount identified in Section 1.3 or as approved pursuant to Section 1.2.
- 1.11.c Reconciliation of Excess Costs. Excess Project costs to complete a Project are not eligible for reimbursement unless approved pursuant to Section 1.2. The amount of Measure A funds as identified in Section 1.3 are the maximum funds available for reimbursement to the Sponsor and cannot be increased unless agreed to by the Authority pursuant to Section 1.2. The Sponsor shall request an amendment if needed for this purpose in writing to the Authority. Such amended Agreement shall be effective only if signed and approved by the duly authorized representatives of both the Authority and Sponsor.
- 1.12 Errors and Omissions. The Sponsor shall diligently monitor and manage all aspects of the Project and shall aggressively pursue any and all remedies, including full restitution and damages from any consultant, contractor or sub-contractor and their insureds and sureties suspected of any acts, errors, or omissions committed during business activities that economically or legally damage the Project.
- 1.13 Division of Labor and Materials. Sponsor agrees to furnish or cause to be furnished all labor, materials, equipment, required licenses, permits, fees, and other appropriate legal authorization from all applicable federal, state, and local jurisdictions necessary to perform and complete, per schedule, in a professional manner, the obligations described herein.
- 1.14 Implementation of Project. Sponsor may implement Projects herein through private organizations and nonprofit entities as designated on the Exhibit A.

SECTION II

Covenants of Authority

The Authority shall:

- 2.1 Reimbursement Payments. The Authority shall make reimbursement payments to the Sponsor or implementing party designated pursuant to Paragraph 1.14 for eligible Project costs within 45 days of receipt of an invoice as specified in the Exhibit A to this Agreement, except where payment is subject to provisions of Paragraphs 2.1.a through 2.1.b.4.
- 2.1.a Ineligible Costs. The Authority reserves the right to adjust current or future reimbursement payments to Sponsor if an invoice includes ineligible costs.

- 2.1.b Suspension of Reimbursement. If the Authority determines that any costs in an invoice are not allowable, or lack supporting progress reports, the Authority shall return the invoice to the Sponsor with an invoice dispute notice outlining the reason for the return and the proposed remedy, if one exists, which would make the invoice acceptable for payment. The Sponsor may re-submit the invoice for payment after reviewing the invoice dispute notice and making any necessary corrections. The Sponsor may also immediately submit a new invoice representing only the amounts which are not in dispute, while setting aside the disputed amounts for review in accordance with the provisions set forth in this Section 2.1.
- 2.1.b.1 Meeting. Once a dispute has occurred, the Authority shall arrange a meeting between Authority and Sponsor staff to discuss and attempt to resolve the dispute.
- 2.1.b.2 Subregional Committee. If an agreement cannot be reached at the meeting, then the Sponsor or the Authority shall have the option to take the dispute to the Authority's North County Subregional Committee, as appropriate. In this case reimbursement for the disputed cost item(s) will be delayed until a resolution of the matter is reached.
- 2.1.b.3 Authority's Board Decision. If the Sponsor or the Authority disagrees with the resolution by the Subregional Committee then the dispute shall be submitted to the Authority's Board for resolution. If the Board determines that the disputed cost item(s) is ineligible, the Authority shall not provide reimbursement payment to the Sponsor for the disputed item(s). If the Board determines that the disputed cost item(s) is eligible, then the Authority shall provide reimbursement payment to the Sponsor for the disputed cost.
- 2.1.b.4 Reservation of Rights. By utilizing the above procedures, the Sponsor does not surrender any rights to pursue available legal remedies if the Sponsor disagrees with the Board decision.
- 2.2 Authority's Payment shall not constitute Waiver. Authority's failure to discover or object to any ineligible Project cost or billing prior to payment shall not constitute a waiver of Authority's right to require Sponsor to correct such work or billing or seek any other legal remedy.
- 2.3 Right to Conduct Audit; Record Keeping. The Authority shall have the right to conduct an audit of all Sponsors' records pertaining to the Agreement at any time during the course of construction and up to a five (5) year period after completion of the Agreement.
- 2.4 Records. Sponsor shall keep and provide to Authority or its agents, upon request, accurate financial records (including invoices and published price lists on which this Agreement was based) necessary to enable Authority to review Sponsor's performance of this Agreement. These records shall demonstrate the funding has been used as described in the Project

Description. Sponsor shall maintain all such records for at least five years after completion of the Project.

SECTION III
General Covenants

- 3.1 Term. The Sponsor shall commence performance in accordance the Cycle 3 Guidelines and the delivery schedule set forth in Exhibit A. The Agreement shall remain in effect until discharged or terminated as provided in Section 3.2 or Section 3.14, unless otherwise directed by SBCAG or earlier terminated.
- 3.2 Discharge. This Agreement shall be subject to discharge as follows:
- 3.2.a Termination. Termination of this Agreement may be made (1) upon 30-days written notice to the other party; or (2) at any time by mutual consent of the parties.
- 3.2.b Discharge Upon Completion of Projects. Except as to any rights or obligations which survive discharge as specified in Section 3.13, this Agreement shall be discharged, and the parties shall have no further obligation to each other, upon completion of the Projects as certified by the Authority.
- 3.3 Indemnity. Sponsor agrees to indemnify, defend (with counsel reasonably approved by SBCAG) and hold harmless SBCAG and its officers, officials, employees, agents and volunteers from and against any and all claims, actions, losses, damages, judgments and/or liabilities arising out of this Agreement from any cause whatsoever, including the acts, errors or omissions of any person or entity and for any costs or expenses (including but not limited to attorneys' fees) incurred by SBCAG on account of any claim except where such indemnification is prohibited by law. Sponsor's indemnification obligation applies to SBCAG's active as well as passive negligence but does not apply to SBCAG's sole negligence or willful misconduct.
- 3.4 Notices. Any notice which may be required under this Agreement shall be in writing and shall be given by personal service, or by certified or registered mail, return receipt requested, to the addresses set forth below:

AUTHORITY Santa Barbara County Association of Governments 260 North San Antonio Road, Suite B Santa Barbara, CA 93110	SPONSOR City of Guadalupe 918 Obispo St. PO Box 908 Guadalupe, CA 93434
--	--

Either party may change its address by giving notice of such change to the other party in the manner provided in this Section 3.4. All Other Notices and consents under this section, which are sent by mail, shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

- 3.5 Additional Acts and Documents. Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of the Agreement.
- 3.6 Integration. This Agreement represents the entire agreement of the parties with respect to the subject matter hereof. No representations, warranties, inducements, promises, representations, either written or oral, of any character or nature have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.
- 3.7 Amendment. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.
- 3.8 Non-Partnership. This Agreement is not intended by the parties to constitute or create a joint venture, pooling arrangement, or formal business organization of any kind. The rights and obligations of the parties shall be only those expressly set forth herein. Sponsor and Sponsor's subcontractors shall perform all services under this Agreement as independent parties and not as employees, officers or agents of the Authority.
- 3.9 Assignment. The Agreement may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.
- 3.10 Binding on Successors. This Agreement shall be binding upon the successor(s), assignee(s) or transferee(s) of the Authority or as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this Agreement other than as provided above.
- 3.11 Severability. Should any part of this Agreement be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.
- 3.12 Counterparts. This Agreement may be executed in one or more counterparts and shall become effective when one or more counterparts have been signed by all of the parties; each counterpart shall be deemed an original but all counterparts shall constitute a single document.
- 3.13 Survival. The following provisions in this Agreement shall survive discharge:
- 3.13.a The Sponsor. As to the Sponsor, the following sections shall survive discharge: Section 1.6 (obligation to apply funds to the Project), Section 1.7 (obligation to provide copies and retain records), Section 1.8 (obligation to continue to manage the Project).

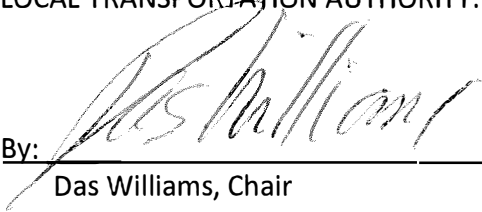
- 3.13.b The Authority. As to the Authority, the following section shall survive discharge: Section 2.3 (right to conduct audit).
- 3.13.c Both Parties. As to both parties, the following section shall survive discharge: Section 3.3. (indemnity).
- 3.14 Limitation. All obligations of the Authority under the terms of this Agreement are expressly contingent upon the Authority's continued authorization to collect and expend the sales tax proceeds provided by Measure A. If for any reason the Authority's right or ability to collect or expend such sales tax proceeds is terminated or suspended in whole or part so that it materially affects the Authority's ability to fund the Project, the Authority shall promptly notify Sponsor, and the parties shall consult on a course of action. If, after twenty-five (25) working days, a course of action is not agreed upon by the parties, this Agreement shall be deemed terminated. Maintenance of records, right to audit, and indemnification shall survive. Any future obligation to fund this Project or any other Project or Projects of Sponsor, not already specifically covered by separate Agreement, shall arise only upon execution of a new Agreement.
- 3.15 Time. Time is and shall be of the essence of this Agreement and each and all of its provisions in which performance is a factor.
- 3.16 Remedies Cumulative. No remedy or election of remedies provided for in this Agreement shall be deemed exclusive, but shall be cumulative with all other remedies at law or in equity. Each remedy shall be construed to give the fullest effect allowed by law.
- 3.17 Applicable Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of California. As applicable, the Cycle 3 Guidelines are incorporated herein by reference.
- 3.18 Captions. The captions in this Agreement are for convenience only and are not a part of this Agreement. The captions do not in any way limit or amplify the provisions of this Agreement and shall not affect the construction or interpretation of any of its provisions.
- 3.19 No Continuing Waiver. The waiver by any party of any breach of any of the provisions of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same, or of any other provision of this Agreement.
- 3.20 No Rights in Third Parties. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any third party, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third party to any party to this Agreement, nor shall any provision of this Agreement give any third party any right of subrogation or action over or against any party to this Agreement.
- 3.21 Signator's Warranty. Each party warrants to each other that he or she is fully authorized and competent to enter into this Agreement in the capacity indicated by his or her signature and agrees to be bound by this Agreement as of the day and year first mentioned above upon the execution of this Agreement by each other party.

IN WITNESS WHEREOF, the undersigned have executed this Agreement to be effective when fully executed by the parties.

City of Guadalupe ("Sponsor")

SBCAG, acting as the SANTA BARBARA COUNTY
LOCAL TRANSPORTATION AUTHORITY:

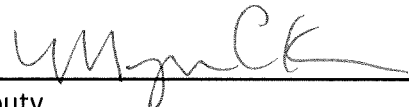
By: _____
Ariston Julian, Mayor

By:  _____
Das Williams, Chair

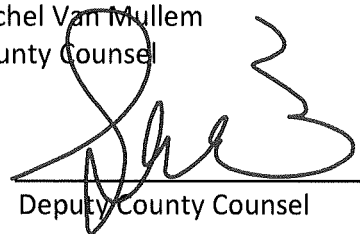
Date: _____

Date: 6-16-22

ATTEST:
Marjie Kirn, Executive Director
Clerk of the Board

By:  _____
Deputy

APPROVED AS TO FORM:
Rachel Van Mullem
County Counsel

By:  _____
Deputy County Counsel

Exhibits:

Exhibit A – Project Scope, Cost, Schedule and Funding Plan for 11th Street Safe Routes to School Project



EXHIBIT A

PROJECT SCOPE, COST, SCHEDULE AND FUNDING PLAN



Project Sponsor(s): City of Guadalupe

Measure A Project ID #: MSA-3-5

Contract Administrator: City of Guadalupe

Project Implemented by: City of Guadalupe

Project Name: 11th Street Safe Routes to School

Project Scope: Pedestrian and bicycle path improvements to the east of Mary Buren Elementary school along 11th St. from the eastern edge of the Escalante Meadows development to Mary Buren Elementary school parking lot. The project will be done in coordination with the Housing Authority project, Escalante Meadows, to underground utilities, and will seamlessly tie into the multimodal path being designed into Escalante Meadows which is an adjacent property to the east of Mary Buren Elementary.

Project Location: Pedestrian and bicycle improvements on 11th St from the eastern edge of the Escalante Meadows development to Mary Buren Elementary school parking lot.

Project Contact: Shannon Sweeney

Project Payment: Payment made from SBCAG to City of Solvang upon approval of invoice and submittal to SBCAG.

Funding Program: North County Safe Routes to School/Bike Ped Program Cycle 3

Project Phase	Description	Total Project Cost Estimate	Measure A Amount	Measure A %	Sponsor funding amount	Sponsor funding %	Project Schedule		Timely Use of Funds Deadline
							Start	Finish	
CON	Construction Costs	\$133,540	\$114,710	86%	\$18,831	14%	March 2020	June 2024	6/30/2026
Total		\$133,540	\$114,710		\$18,831				

\$18,830



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of March 12, 2024

Philip F. Sinco

Prepared by:
Philip F. Sinco, City Attorney

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT: Amendment No. 3 to agreement for services between the City of Guadalupe and Andrew Goodwin Designs (AGD) to complete additional work to enhance the uses of the Royal Theater.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2024-19 approving Amendment No. 3 to the original agreement with AGD to complete additional design work to add capacity to the types of uses for the Royal Theater.

BACKGROUND:

AGD was hired to complete the design work for the redevelopment of the Royal Theater and the two adjoining lots (now merged into one lot). Two previous amendments to the original agreement have been approved by the City Council. The following is a summary of the terms of the original agreement and subsequent amendments.

Original Agreement:

On May 14, 2021, AGD submitted the only response to a Request for Proposals (RFP) for a design-build project for the renovation of the Royal Theatre. A design-build proposal offers certain advantages, including the ability to approve all of the work, including design and construction, in one contract. However, in light of the lack of sufficient funding for both design and construction, at the City Council's meeting on July 11, 2021, City staff requested that the City Council split the project into two phases, a design phase, and a construction phase. The Council agreed with staff's recommendation and awarded the design phase to AGD.

On August 10, 2021, the Council approved some modifications to this agreement. This was necessary since AGD had not signed the agreement prior to its approval by the City Council at the July 11, 2021, Council meeting, and AGD had objections to the indemnification language in that agreement. AGD's concerns were legitimate since the language was intended for a construction contract, rather than an agreement with a design professional. For that reason, the City Attorney approved the requested changes to the indemnification language. Since the original agreement approved by the Council at its meeting on July 11, 2021, had not been

signed by AGD, these modifications were not actually an “amendment” to the original agreement, and therefore, the original agreement the parties entered into occurred on August 10, 2021.

Amendment No. 1:

After AGD began the process of developing construction plan documents (which was part of the original scope of services for the original agreement), the City’s Fire Department requested additional design work due to concerns with the three-story addition at the back of the Royal Theater. This work was not in AGD’s original scope of work of the original agreement. The additional cost for this work was estimated at \$6,127. Amendment No. 1 to the original agreement was prepared to authorize this additional work and cost. The City Council approved Amendment No. 1 at its meeting on January 24, 2023.

Amendment No. 2:

As mentioned above, the City Council approved splitting the Royal Theater renovation project into two phases (i.e., design and a construction phases) because there were insufficient funds available in July 2021 to pay for both. For that reason, the construction phase was deferred. Thereafter, the City successfully obtained funding from both the federal government (i.e., from the Economic Development Administration (EDA)) and from the state government (i.e., from the California Arts Council (CAC)) for construction costs. AGD had timely completed preparation of the construction documents, but by the time the City had obtained funding for the construction phase and submitted the construction documents to the EDA as required by its regulations, it was 2022, and EDA informed the City that the construction plans needed to be updated to include the 2022 California Building Codes (since the plans prepared by AGD used the then applicable 2019 California Building Codes).

AGD estimated the cost of updating the construction documents at \$48,000. City staff prepared Amendment No. 2 to the original agreement and included the estimate and description of services as part of the amendment. The City Council approved Amendment No. 2 to the original agreement between the City and AGD at its meeting on November 26, 2023.

DISCUSSION:

The current request from City staff is for the City Council to approve Amendment No. 3 to the agreement with AGD. The current need for “additional services” concerns more detailed work concerning audio-visual facilities so that the Royal Theater can provide more than just “basic” audio-visual functions, but also, can accommodate performing arts such as concerts, plays, and other types of performances. A portion of the required additional services is also related to addressing comments from the EDA as a result of its plan check of the design documents.

City staff wanted to make sure that this enhanced audio-visual facilities work was not included in the original scope of work and requested an explanation from the contractor about why the “enhanced” audio-visual facilities were not done as part of the original design work. The contractor (Andrew Goodwin) explained that the original drawings did not provide detailed specifications for the “enhanced” audio-visual facilities based on direction it had received from the City’s team that that these enhanced facilities would be the responsibility of the tenant to install. This was an

appropriate assumption since the prospective tenant would undoubtedly be more knowledgeable about what audio-visual facilities would be desirable. But as of January 2024, the City's team determined that all audio-visual needs should be provided for installation by the prime contractor so that the theater would be up and running for use upon issuance of a certificate of occupancy.

Given the change of directions from the City's team, a new cost estimate was prepared. (See Exhibit A to Amendment No. 3, **Attachment 2**).

FISCAL IMPACT:

The cost for the additional services is \$22,350. These costs can be paid by the funds award by the California Arts Council (CAC) or from future Tax Credit investments.

ATTACHMENTS:

1. Resolution No. 2024-19
2. Amendment No. 3 to Agreement between the City and AGD

RESOLUTION NO. 2024-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING AMENDMENT NO. 3 TO THE AGREEMENT BETWEEN THE CITY OF GUADALUPE AND ANDREW GOODWIN DESIGN TO COMPLETE ADDITIONAL DESIGN WORK REQUIRED TO INCREASE THE USES OF THE ROYAL THEATER

WHEREAS, based on the City Council’s guidance, City staff released a Request for Proposals (RFP) for a design-build proposal for the renovation of the Royal Theater, allowing the City to maintain ownership during and after renovations; and

WHEREAS, the RFP was released on April 16, 2021, with a deadline date of May 17, 2021, and one design build proposal was received on May 14, 2021, from Andrew Goodwin Designs/Specialty Construction Inc; and

WHEREAS, City staff requested that the process be split into two phases: design/engineering and construction, since there was insufficient funding available at the time for the construction phase; and

WHEREAS, City staff recommended, and the City Council approved only the design/engineering phase, and approved an agreement with AGD at its meeting on July 13, 2021; and

WHEREAS, the City Council approved changes to the Agreement concerning indemnification provisions that had been subsequently negotiated between the parties at its meeting on August 10, 2021; and

WHEREAS, the City Council on January 24, 2023, approved Amendment No. 1 to the Agreement to approve an “add service” proposal with a cost of \$6,127 to meet the Fire Department’s request for additional plan design work for items not required by the state Fire Code, and therefore, not included in the scope of services set forth in the original Agreement; and

WHEREAS, the Economic Development Administration (EDA) which provided funding for construction of the Royal Theater project, in its review of the construction bid documents, informed the City that the construction plans needed to be revised as necessary to apply the 2022 California Building Codes since the original plans prepared by AGD utilized the 2019 California State Building Codes; and

WHEREAS, AGD submitted a document detailing the work needed to update the bid plans and the cost of additional design work (\$48,000); and

WHEREAS, the City Council approved Amendment No. 2 to the agreement to include the additional work and cost set forth in the said document and to extend the term of the agreement until June 20, 2024; and

WHEREAS, the original construction drawings and plans prepared by AGD prepared for the Royal Theater included only “basic” audio-visual and were not sufficient for performances such as concerts and plays, based on the assumption from the City that the prospective tenant would be responsible for “enhanced” audio-visual facilities; and

WHEREAS, the City has since determined that it is preferable for all audio-visual needs to be installed by the prime contractor so that the theater available for all uses upon issuance of a certificate of occupancy, and therefore, additional work is required for the drawings/plans to include specifications for “enhanced” audio-visual facilities capable of supporting multiple types of performing arts and events; and

WHEREAS, attached to Amendment No. 3 to the Agreement between the City and AGD is a document prepared by AGD identifying the additional services to be provided and the cost estimate of \$22,350.00 for this additional work, which includes some portion for addressing comments from the EDA after its plan check.

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

1. That Amendment No. 3 to the agreement between the City of Guadalupe and Andrew Goodwin Designs, attached to the staff report for this item, is hereby approved; and
2. That the Mayor is authorized to sign Amendment No. 3 on behalf of the City; and
3. The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 12th day of March 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. 2024-19**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held March 12, 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

**AMENDMENT NO. 3
TO
AGREEMENT FOR CONSULTANT SERVICES BETWEEN THE CITY OF GUADALUPE
AND
ANDREW GOODWIN DESIGNS**

This Amendment No. 3 to the Agreement for Consultant Services between the City of Guadalupe and Andrew Goodwin Designs (the "**Agreement**") is made and entered into this 12th day of March 2024, by and between the City of Guadalupe, a municipal corporation ("**City**") and Andrew Goodwin Designs ("**Consultant**").

WHEREAS, City Council approved an Agreement for a one-year period from June 22, 2021, to June 22, 2022, which was approved by the City Council at its meeting on July 13, 2021; and

WHEREAS, after the approval of the Agreement by the City Council on July 13, 2021, the consultant requested some changes to the indemnification provisions in the Agreement, which were negotiated and eventually agreed to by both parties; and

WHEREAS, the consultant also had noted an ambiguity in the Agreement as it stated it was "for a period of one year" but also stated the term of the Agreement as being from June 22, 2021, to June 22, 2022; and

WHEREAS, the City Council was asked to approve the agreed upon changes to the indemnification provisions of the Agreement at its meeting on August 10, 2021, which it did; and

WHEREAS, unfortunately, the staff report for that item (on the consent calendar) indicated that the Agreement was revised so that it was for a two-year period, but the actual Agreement attached to the staff report indicated that the Agreement was only for a one-year period ending on June 22, 2022 (which was a mistake by City staff); and

WHEREAS, the Agreement was intended to be for a two-year period ending on June 21, 2023; and

WHEREAS, additional design work was requested by the City of Guadalupe Fire Department that is not required by the state Fire Code, and therefore, was not included within the original scope of services for the agreement, and the City Council approved Amendment No. 1 to the agreement between the City and AGD to add the additional amount of \$6,127 for this additional design work at its meeting on January 24, 2023, (and clarified that the agreement was intended to be extended until June 21, 2023; and

WHEREAS, the City has received funding from the federal Economic Development Administration (EDA), and as part of the EDA's requirements to allow the City to release the bid package, the EDA's Project Officer must, among other requirements, review and approve the full construction bid package; and

WHEREAS, the bid package was given to the EDA Project Officer on August 29, 2023, who communicated prior to completing the review that the City will be required to update the Royal Theatre plans and specifications from the 2019 California Building Codes to the 2022 California Codes; and

WHEREAS, AGD has reviewed the present plans compared to the revisions required for the 2022 Codes and has prepared an “Add Service” estimate in the amount of \$48,000 for the revision work; and

WHEREAS, at the City Council meeting on September 26, 2023, the City Council approved Amendment No. 2 to the Agreement to include the “Add Service” and estimate as part of the scope of services in Exhibit A and compensation in Exhibit B to the original agreement, and also, extended the term of the Agreement to June 20, 2024; and

WHEREAS, further work beyond the scope of the services in the Agreement and the two Amendments to the Agreement are required by the EDA as a condition of the grant funding it has awarded to the City as well as providing specifications for additional audio-visual facilities, with an estimated cost of \$22,350 for these additional services.

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

All of the terms and conditions of the Agreement including all prior amendments remain the same, except as follows:

1. The document attached hereto as Exhibit A is hereby to be included and incorporated to the extent appropriate as part of Attachment A (Scope of Services) and Attachment B (Compensation) to the Agreement.

CITY:

CITY OF GUADALUPE

By: _____
Ariston D. Julian, Mayor

CONSULTANT:

ANDREW GOODWIN DESGINS

By: _____
Andrew Goodwin

APPROVED AS TO FORM:

By: _____
Philip Sinco, City Attorney



ANDREW GOODWIN DESIGNS

DESIGN | ARCHITECTURE | PLANNING

DATE: February 28, 2024

Between the CLIENT: Todd Bodem
City of Guadalupe
918 Obispo Street
Guadalupe, CA 93434
(805) 356-3891

and the ARCHITECT: Andrew Goodwin, AIA
Andrew Goodwin Designs
1238 Monterey Street, San Luis Obispo, CA 93401 (805-439-1611)

for the following Project:

An Agreement for Professional Services Between the City of Guadalupe and Andrew Goodwin Designs for the following additional services for the Royal Theater Project

SCOPE OF SERVICES –

SECTION 1: SCOPE OF SERVICES:

1.1 Andrew Goodwin Designs' services consist of those described in this section. This agreement is for the following scope:

- a) Address additional EDA plan check comments and attain approvals**
- b) Provide complete Audio Visual bid package**
- c) Coordination and meetings with AV consultant and estimator**

1.2 All other services are additional services and will be contracted separately or per hourly rates.

EXCLUSIONS

The following items are specifically excluded from this scope of work:

1. Site Survey and Soil/Geological Reports
2. Schematic Design
3. Design Development
6. Reimbursable Expenses/Printing Costs and Travel Costs for anything
7. Preparation for and attendance at a public hearing, governmental meetings, or a legal proceeding.
8. Consulting in any nature associated to Construction Means and Methods and Estimating.
9. Special testing and inspection services as required by code.



SECTION 2: COMPENSATION

2.1 The work described in Section 1 will be billed monthly by Andrew Goodwin Designs.

TASK		ARCHITECT ESTIMATED COST	CONSULTANT ESTIMATE
1	CONSTRUCTION DOCUMENTS	\$5,000	AV \$14,850 ELECTRICAL \$2,500
	ESTIMATED SUBTOTAL	\$5,000	\$17,350
	TOTAL		\$22,350

Note: NTE – not to exceed. An hourly fee for time and materials will be applied up to the amount listed.

See Rate Schedule for hourly rates.

Payment Schedule

- Monthly: All invoices will appear monthly based on percentage complete.
- All invoices are due and payable upon receipt. A 2% monthly finance charge may be assessed for payments greater than 30 days past due. The Consultant may suspend services until account is paid.
- Project will be billed at 100% of Task 2 upon submittal to the Building Department.

SECTION 3: ACCEPTANCE

3.1 Commencement of the outlined work above may begin within 1 week after the receipt of this signed proposal, the initial payment indicated in Section 2, and a complete contract if client requires. Your signature below indicates your acceptance of this agreement. This proposal is valid for 30 days.

Sincerely,

Andrew Goodwin, AIA, LEED AP
Architect, Owner
Andrew Goodwin Designs
License C-34213

Client Acceptance Date Phone

EXHIBIT A: PROPOSAL TERMS AND CONDITIONS:

These terms and conditions further define the basis of this Proposal and govern its complete content:

Consultant Definition. Andrew Goodwin Designs and all employees thereof will be referred to as the "Consultant". The Consultant will perform duties associated with the design and the administration of the



design through the proper city agency. The Consultant will manage a team of architects and engineers needed to complete the proposed project. The Consultant will not provide oversight and will not manage the Construction team.

Client's Responsibilities.

Representative. The Client shall designate a representative authorized to act on the Client's behalf with respect to the Project. The Client or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Consultant in order to avoid unreasonable delay in the orderly and sequential progress of the Consultant's services.

Notice. Prompt written notice, shall be given by the Client to the Consultant if the Client becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

Information. The Client shall provide full information regarding requirements for the Project to include:

- The client shall provide all existing maps, plans, reports, and surveys.
- The client shall arrange for access to the site and buildings for the Architect to gather measurements and verification.
- All decisions made by the owners in an accurate and timely manner.

Reproduction. Our proposal assumes that the Client will incur and be responsible for printing/reproduction costs related to all Owner review, Plan Submittal to agencies, Bidding or Negotiation and Construction Documents Phases' plans and specifications, including one complete set of drawings for each discipline involved, at the completion of each design phase. A 10% fee will be added to all reproduction provided from an outside service.

Reimbursable Expenses: These are in addition to fees compensation and are expenses incurred by us directly related to our provision of our design services for this Project. Our Reimbursable Expenses are billed at cost and include:

- Printing – both large and small scale. (In Office = \$0.75 for 8.5x11 and \$1.50 for larger. 24x36 or larger will be billed per the reproduction company cost)
- Transportation in connection with out of town travel at \$0.70 per mile.
- Fees paid for securing approval of authorities having jurisdiction over this Project
- Renderings, models, mock-ups and 3D CADD/computer modeling requested by Client
- Expense of reproductions, postage, couriers, handling and delivery of our Instruments of Service borne directly by us

Additional Services. Project design scope, process and/or deliverables that are not identified by this Proposal as Basic Services are Additional Services. We will identify any work requested of us which is deemed

to be outside or beyond our Basic Services to our Client, and will not proceed with any additional work until written authorization to proceed has been given or acknowledged by our Client. If Client has authorized such additional work in either verbal or written form, Client shall be responsible for payment for those additional services regardless of payments' status from Owner or others.

Construction Cost Estimates. Cost estimates are an opinion of probable construction costs. It is recognized that neither the Owner, the Client, nor we have control over the costs of labor, equipment or materials, or over the Contractor's methods of determining prices. The opinion of probable construction cost is based upon our reasonable professional judgment and experience and does not constitute a warranty, express or implied, that Contractor's bids or negotiated prices will not vary from Project's budget or construction costs estimates.

Means & Methods of Construction. The Consultant will not supervise, direct, or have control over the Contractor's work. The Consultant shall not be responsible for the Contractor's means, methods, procedures, techniques, or sequences of construction, nor for safety programs or procedures employed by the Contractor on the job site. The Consultant shall not be responsible for the Contractor's failure to carry out work in accordance with the Contract Documents. Review of submittals by the Consultant shall be for



general conformance with the information given and design concept expressed in the Contract Documents, and shall not be considered certification of submittals accuracy.

Ownership of Instruments of Service. Our drawings specifications, software and other documents, including those in electronic form, are Instruments of Service for use solely on this Project. We are their author and owner and shall retain all common law, statutory and other reserved rights, including copyrights. Our Client may reproduce our Instruments of Service for purposes of designing, constructing, administering, using and maintaining this Project as reasonably required, but only with our concurrence as will be evidenced by execution of a Professional Services Agreement for this Project.

Claims and Disputes. Claims, disputes or other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to and decided by mediation and arbitration in accordance with the Construction Industry Mediation and Arbitration Rules of the American Arbitration Association currently in effect.

Indemnification. The Client shall indemnify and hold harmless the Consultant and its personnel, from and against all claims, damages, losses and expenses due to negligent acts, errors or omissions arising out of or resulting from the performance of others. Consultant has no duty to defend or indemnify Client without a finding of negligence, recklessness, or willful misconduct on the part of the Consultant.

Signage. The Consultant reserves the right to place a small 24"x36" (max) sign at the entrance to the site advertising that Andrew Goodwin Designs is the architect working on the project this Agreement references. The Consultant will only place signage for the duration of construction and until final inspection has been signed off.

Photography. The Consultant reserves the right to any photography taken of the property/project by the Consultant or any other individual without purchase or payment. These photos will be used for advertising purposes for Andrew Goodwin Designs. The Client will waive any fee associated with photo reproduction or use. The Client will provide freely any photos as requested by the Consultant for the purpose of only those listed in this section.

Termination, Suspension or Abandonment

Termination for Breach. This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement, through no fault of the party initiating the termination. Failure of the Client to make payments to the Consultant in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

Suspension. If the Project is suspended by the Client for more than 30 consecutive days, the Consultant shall be compensated for services performed prior to the notice of such suspension. When the Project resumes, the Consultant's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Consultant's services.

Termination on Abandonment. This Agreement may be terminated by the Client upon not less than seven days' written notice to the Consultant in the event that the Project is permanently abandoned. If the Project is abandoned by the Client for more than 90 consecutive days, the Consultant may terminate this Agreement by giving written notice to the Client. Failure of the Client to make payments to the Consultant in accordance with this Agreement shall be considered substantial nonperformance and cause for termination.

Suspension of the Consultant. If the Client Fails to make payment when due to the Consultant for services and expenses, the Consultant may, upon seven days' written notice to the Client, suspend performance of services under this Agreement. Unless payment in full is received by the Consultant within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of

services, the Designer shall have no liability to the Client for delay or damage caused the Client because of such suspension of services.

Compensation of Designer. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for services performed prior to termination, together with Reimbursable Expenses due



END EXHIBIT A: TERMS AND CONDITIONS AND CONDITIONS



RATE SCHEDULE SHEET – 2023-2024

OFFICE RATES AND BILLING PROCEDURES

(For Additional Work beyond Efforts as Described in Project's Scope Of Work)

Effective 10/01/2023

EMPLOYEE RATES (1/2 hour min.)

Principal/ Stamping Architect	\$200.00
Senior Project Manager/Principal	\$175.00
Junior Architect	\$150.00
Project Manager/Senior Designer	\$130.00
Associate Designer	\$100.00
Rendering and Visualization	\$85.00
Clerical	\$85.00
Accountant	\$75.00

MILEAGE RATE

\$ 0.70 a mile

REPRODUCTION COSTS

Reproduction/Copies	\$ 1.00 (8½ x11-12x18)
Larger Format Printing	Actual Invoice plus 10%

CONSULTANT FEES

The fees charged by all consultants used by our company will be charged at the actual cost plus 10% to cover overhead and administrative expenses.

BILLING AND PAYMENTS

Billing will be made on a monthly basis unless arranged otherwise. Payments are due and payable on presentation. Interest payments at the rate of 2% per month will be charged on balances which are more than 30 days past due.



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of March 12, 2024**

Janice Davis

Todd Bodem

Prepared by:
Janice Davis, Finance Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: February 2024 Financial Report

RECOMMENDATION:

That the City Council accept the February 2024 Financial Report

DISCUSSION:

The Finance Department has prepared a Financial Report for the fiscal year 2023-2024 through February 2024 for the Council and the public’s information. Attached hereto as Attachment No. 1 is the Financial Report. Staff requests that the City Council accept this report for its information. The report includes preliminary numbers for the fiscal year. Please note these numbers presented are unaudited and there may be adjustments. Final numbers for the fiscal year will be presented with audited financial statements when those are completed.

ATTACHMENTS:

- 1. February 2024 Financial Report



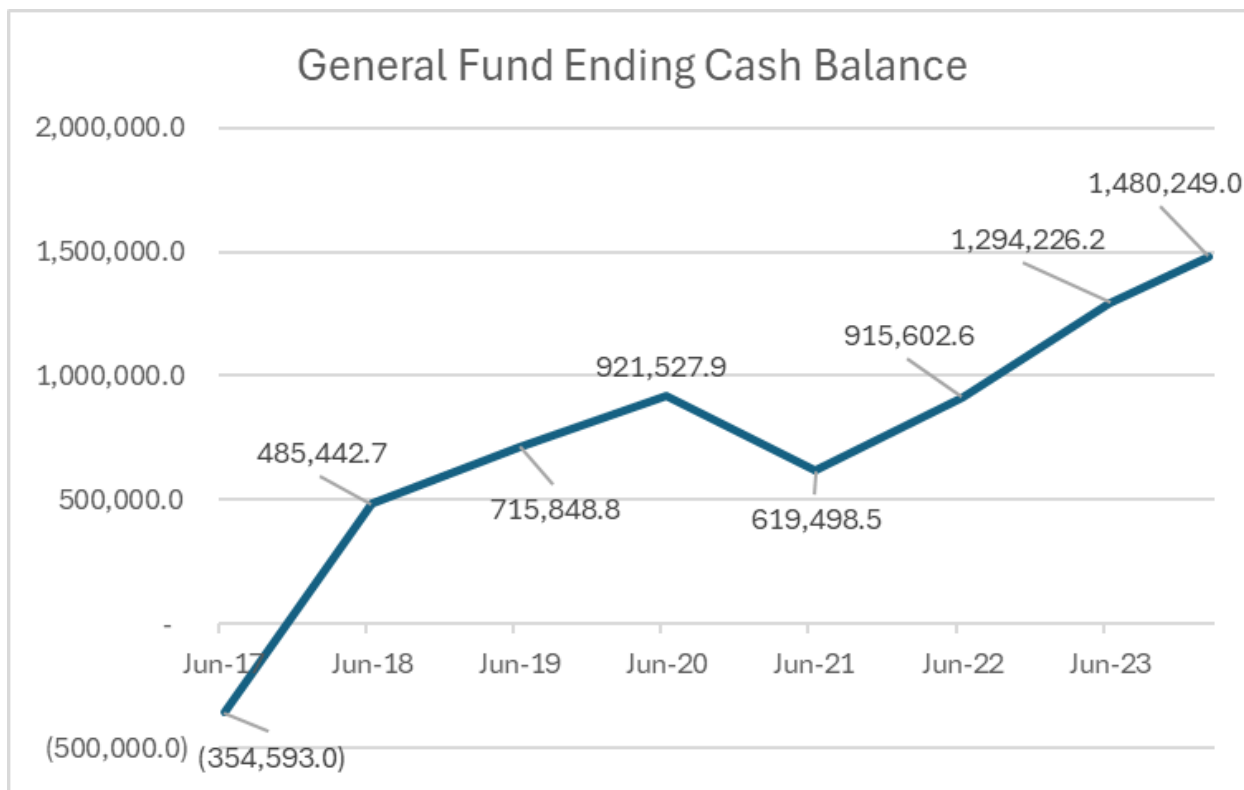
City of Guadalupe
 Financial Report
Fiscal Year 2023-24 through February 2024

Overview

The fiscal year 2023-24 financial report concentrates on the General Fund and Water/Wastewater Enterprise Funds through February 2024, or 75 percent of the year expended. The purpose of the report is to provide a status of cash, fund balance and budgeted Revenue and Expenditures versus actuals at 75 percent of the fiscal year expended.

General Fund Cash

Total cash as of February 29, 2024, is \$1,480,249. For comparison, the cash balance for February 28, 2023, was \$945,108.



General Fund Revenue

Actual revenue received through February 29, 2024, compared to the amended budgeted revenue shows the General Fund has received 63 percent of expected revenues.



City of Guadalupe

Budget Variance Report

As Of: 02/29/2024

Fund: 001 - General Fund

	YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY							
Taxes:	2,251,446	2,727,552	(476,106)	55	4,092,965	(1,841,519)	45
Building & Planning:	209,198	313,071	(103,873)	45	469,767	(260,569)	55
Public Safety:	183,518	217,246	(33,728)	56	326,000	(142,482)	44
Other Revenue	1,843,777	1,595,212	248,565	77	2,393,087	(549,310)	23
MISCELLANEOUS	115,652	667	114,986	12	1,000	114,652	-11
TOTAL REVENUE	4,603,591	4,853,748	(250,157)	63	7,282,819	(2,679,228)	37

The table below shows General Fund revenue by category. (Current FY vs. Prior FY)



City of Guadalupe

Budget Variance Report

As Of: 02/28/2023

Fund: 001 - General Fund

	YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
REVENUE SUMMARY							
Taxes:	2,230,145.00	2,591,818.16	(361,673.16)	57	3,889,283.00	(1,659,138.00)	43
Building & Planning:	350,081.87	304,977.92	45,103.95	76	457,650.00	(107,568.13)	24
Public Safety:	222,552.87	181,327.44	41,225.43	82	272,100.00	(49,547.13)	18
Other Revenue	1,003,064.88	1,460,072.88	(457,008.00)	46	2,190,986.00	(1,187,921.12)	54
MISCELLANEOUS	3,446.71	673.04	2,773.67	341	1,010.00	2,436.71	-241
TOTAL REVENUE	3,809,291.33	4,538,869.44	(729,578.11)	56	6,811,029.00	(3,001,737.67)	44

Tax revenues are performing very similar to last year at this time.

Building and Planning revenues are performing less than prior year mainly due to Pasadera and Escalante Meadows building and planning costs taking place during FY22-23.

Public Safety is performing less than prior year which was at 82 percent of budgets received at the end of February 2023 and currently at 56 percent of revenues received at the end of February 2024.

Other Revenues are performing greater than prior year due to grant funding received at the end of December 2023 of \$1.1M.

Miscellaneous Revenues includes interest income, the City is receiving a greater amount of interest income due to the Public Money Market Account that was in effect on October 15, 2023.

General Fund Expenditures

Expenditures are currently 66 percent under budget. The Table below shows all General Fund Departments and spending trends as of February 29, 2024. All departments are currently within budget through February 2024.



City of Guadalupe

Budget Variance Report

As Of: 02/29/2024

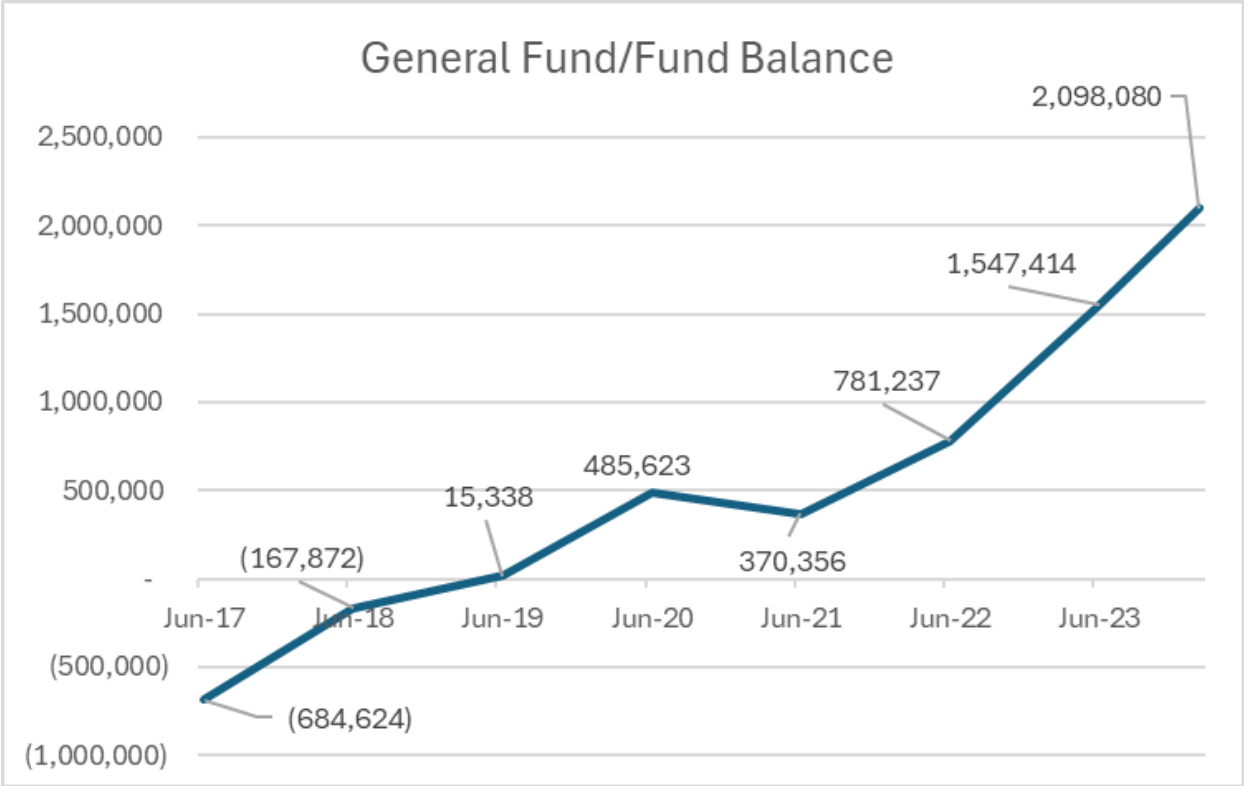
Fund: 001 - General Fund

	YEAR TO DATE				ANNUAL BUDGET		
	ACTUAL	BUDGETED	VARIANCE	%	TOTAL	REMAINING	%
<u>EXPENSE SUMMARY</u>							
City Council	10,219	9,577	(642)	71	14,366	(4,147)	29
Administration	318,655	388,954	70,299	55	583,665	(265,010)	45
City Attorney	53,081	66,640	13,559	53	100,000	(46,919)	47
Finance	424,480	360,943	(63,538)	78	541,621	(117,141)	22
Non-Departmental	134,014	479,483	345,469	19	719,513	(585,499)	81
Building Maintenance	136,333	108,137	(28,196)	84	162,267	(25,934)	16
Police	1,704,494	2,043,106	338,613	56	3,064,660	(1,360,166)	44
Fire	829,942	890,506	60,564	62	1,335,760	(505,818)	38
Parks Recreation	268,652	287,891	19,240	62	431,838	(163,186)	38
Building and Safety	167,937	196,538	28,601	57	294,926	(126,989)	43
Cannabis	5,299	-	(5,299)		-	5,299	
TOTAL EXPENSE	4,052,925	4,831,775	778,850	56	7,248,616	3,195,691	44

General Fund Balance

The term fund balance is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). It is intended to serve as a measure of the financial resources available to the fund. The Fund balance represents the total amount accumulated in the fund from prior years at a point in time.

The fund balance in the General Fund as of February 29, 2024, is a positive \$2,098,080. As a disclosure, the FY22-23 financials are currently under audit and may change the fund balance. The graph below shows the upward trend throughout the past several years.



A priority for City is to continue to increase the fund balance enough to establish a reserve of 15% of the operating budget (10% General Reserve and 5% Emergency Reserve), the required amount is \$1,087,292 of the approved budget. The City is currently exceeding the required fund balance by \$1,010,788.

ENTERPRISE FUNDS – WATER AND WASTEWATER

The Statement of Revenues and Expenditures through February 29, 2024, of fiscal year 2023-24 is shown in the Table below.

City of Guadalupe For Fiscal: 2023-2024 Period Ending: 02/29/2024

	Current		Budget
	Total Budget	YTD Activity	Remaining
Fund: 010 - Wtr. Oper. Fund			
Revenue			
Other Fines & Penalties	-	125	(125)
Interest Income	5,300	-	5,300
Miscellaneous Income	40,000	(25)	40,025
Water Usage - Residential	463,500	576,005	(112,505)
Water Service - Residential	875,500	616,017	259,483
Water Usage - Commercial	1,035,150	446,712	588,438
Water Service - Commercial	60,564	29,771	30,793
Set-up Fees	5,200	6,336	(1,136)
Late Fees	16,800	24,800	(8,000)
Connection Fees	108,000	5,531	102,469
Meters	16,000	73,518	(57,518)
Revenue Total:	2,626,014	1,778,789	847,225
Expense			
Operating	2,130,980	454,786	1,676,194
Debt Services	88,263	59,936	28,327
State Water	1,128,000	87,485	1,040,515
Expense Total:	3,347,243	602,207	2,745,036
	Current		Budget
	Total Budget	YTD Activity	Remaining
Fund: 012 - Wst. Wtr. Op. Fund			
Revenue			
Other Government Grants	2,789,000	-	2,789,000
Interest Income	6,800	-	6,800
Rental of Property	168,000	112,000	56,000
Sewer Service Charges	1,874,600	1,248,998	625,602
Set up Fees	3,700	-	3,700
Late Fee	8,000	-	8,000
Connection Fees	215,000	4,709	210,291
Revenue Total:	5,065,100	1,365,707	3,699,393
Expense			
Operating	2,725,949	934,008	
Debt Services	60,400	-	60,400
State Water	9,000	-	9,000
Expense Total:	2,795,349	934,008	1,861,341

The Enterprise funds have received 68% of expected budgeted revenues for Water and 27% of expected revenues for Wastewater.

Operating expenses for Water are 82 percent below budget and Wastewater is 67 percent below budget.

CONCLUSION

The City is doing a great job operating efficiently and seeking out other funding sources like grants in order to be able to build up reserves and provide long-term sustainable services for the residents of the City of Guadalupe.

Information in this report is unaudited.



CITY ADMINISTRATOR’S REPORT

March 12, 2024

(Information below may be subject to change)

1. American Rescue Plan Act (ARPA) Obligation

The City Administrator confirmed that the City has until December 31, 2024, to obligate the ARPA funds and has until December 31, 2026, to spend the funds. Anything to do with payroll must be spent by December 31, 2024, but contract for work must be spent by December 31, 2026.

City staff has developed a Request for Proposal (RFP) for the City Hall Improvements which is currently being reviewed by the City Attorney. Once complete, it will be published with a deadline to receive bids.

2. Broadband Educational Events

Attachment 1 is a meeting image to promote broadband educational events.

3. Interest Income for February

\$44,457.80

Feb-24	\$44,457.80
Jan-24	50,396.27
Dec-23	44,138.59
Nov-23	45,501.66
Dec-23	<u>25,965.75</u>
Total	\$210,460.07

4. Public Records Training

On February 29th, the Assistant City Attorney Wendy Stockton provided training to key employees who manage Public Records Request in Public Safety and Administration. This training helped ensure that city staff are properly handling Public Records Requests.

Actions from this meeting will be implemented. Great job, Wendy!

The City Administrator is contemplating working up a policy with Wendy that is a tradition in Santa Maria called the "City Administrative Memorandum." When the City's top administrative official wanted to communicate about the way things needed to be done, s/he would issue one of these memos. Examples of Santa Maria CAMs included time off for voting, procedure to request a City Attorney opinion, and how to coordinate forms when an employee was hurt on the job. A binder of these CAMs was kept in each City department and reading the CAMs was part of each employee's orientation upon hiring.

The City Administrator is thinking about issuing a CAM about the use of City-issued electronic devices.

5. **FY 22/23 City Audit**

The Audit for FY22-23 commenced last week: The auditors have only started the “field work” and remote work will last for another 2 months.

City Auditor overview below:

What Is A City Auditor?

A city auditor is a professional responsible for conducting audits and assessments within the city government. Their tasks include coordinating with different staff/teams to gather and analyze data, evaluating bookkeeping records, overseeing financial accounts, and producing financial reports. They also manage staff and present these reports to the city council and citizens. City auditors work on various audits, ranging from financial and operational audits to fraud investigations and special reviews. They manage complex audits, large projects, or fraud investigations. Their role involves developing and implementing internal audit functions, supervising financial and operational audits, and ensuring compliance with relevant state and federal laws. They also prepare and review existing systems and applications controls, consolidate financial data, and make recommendations to address operational inefficiencies and weaknesses.

What Does A City Auditor Do?

A city auditor works for the city government, where they are primarily in charge of conducting audits and assessments, aiming for transparency with the citizens when it comes to utilizing public funds. Although the extent of their responsibilities depends on their place of employment, it typically includes coordinating with different teams to gather and analyze data, evaluating bookkeeping records, overseeing financial accounts, managing staff, and producing financial reports, presenting them to the city council and the citizens.

6. **Staff Team Building – JPIA Training**

On March 5, 2024, over 30 employees participated in a 2-hour team building exercise facilitated by 34th Consulting. It was a great time to help support the employees of our city. Below you will find a description of the session:

Session Outline

1. Becoming a master communicator
 - a. Elements of effective communication
 - b. Mastering verbal and nonverbal communication
 - c. Self-awareness as it relates to communication
 - d. Leadership Checklist for Communication
2. Mastering Effective Customer Service
 - a. Mastering myths of Customer Service
 - b. Responsiveness, Accuracy, Friendliness, Flexibility
 - c. Internal and External Customer Service
 - d. Navigating Challenging Situations
3. Navigating Change
 - a. Being the Change you wish to see
 - b. Setting Expectations to driving behavior.

Cost

The 2-hour session is \$2,500 that was covered by CAL JPIA.

Employee feedback for the session was overwhelmingly positive.

JPIA will also provide on-site training on Discrimination and Harassment in the Workplace. More to come on this.....

7. Townsend Public Affairs (TPA) Monthly Grants Memo

Attachment 2, please find the City of Guadalupe's grants memo for March. If you have any questions, let staff know.

Also, as of March 8, it was Christine Rose's last day with TPA. Of course, their service to the city will continue uninterrupted, and City has reached out to Alex Gibbs, their Grants Director, whose worked with us before, but we are not sure who exactly will be our direct POC. Hopefully we will have that cleared up early next week.

Christine, in concert with City Staff (particularly, Captain Schmitz) submitted the department's Assistance to Firefighters Grant (AGF) for six new SCBA units yesterday. Awards are expected to begin rolling out in August of this year through December. Townsend's team will be keeping an eye out on those award announcements when they start going out.

8. Le Roy Park Community Center Addition

Andrew Goodwin Design (AGD) is progressing on the plans for the Community Center Addition, and they expect to turn over a 50% drawing progress set to the city for review.

Consultants had access to the existing building and grounds on Thursday 02/29 at 10am.

AGD is planning to provide an update to the Recreation and Parks Commission at their April meeting.

9. New Guadalupe Community Action Coalition (GCAC) Board's first meeting

An agenda is being developed for the first GCAC meeting on March 18.

10. USDA Rural: Royal Theater – Keep looking for funds.

As you know, the staff is STILL working on the Royal Theater project and its funding complexities. There is a funding gap that the stakeholders will discuss with the City about the USDA Rural's Community Facilities Loan Program. Townsend Public Affairs in concert with Tom Brandeberry and key city staff are meeting to review and discuss their pre-application. The City is looking into multiple ways to fund the gap, with this being one. However, this loan process and the USDA Rural is arduous to say the least, and the local rep is difficult, so it's something we all don't have the time or skills to do alone.

11. Update: Guadalupe-Lompoc Initiative – Climate Action Plan

In appreciation of your patience and partnership, the Community Environmental Council had been selected to be the lead grant applicant through the state negotiation process. Recently, we learned that the California Natural Resources Agency has been assigned by the State to be the grant agency to manage the funds originally applied for through the Regional Climate Collaboratives grant application. This month, the state released its proposed budget which included major cuts and

delays to climate funding. We were unaware of how this would affect the Guadalupe-Lompoc Initiative.

The contacts with CNRA called to inform us that the Guadalupe-Lompoc Initiative is now placed on hold until further notice. They did confirm it is on hold and not a cut at this time. The next milestone on the State budget is during the "May Revise" when we may or may not know more.

Remember, this funding is to hire students to complete the city's "climate action plan" as policy action steps required of the 2042 General Plan Update.

12. Royal Theater Update

Below is a pretty good summary of where we are today:

The Royal Theater Renovation project has been awarded grants (2) for a total of just under \$10M: Economic Development Administration (EDA) and the California Arts Council (CAC). We have also been successful in having the theater recognized, Federally, as a historic building, which ensures the building will stay as it was and is, with historic renovation. It also allows the project to be awarded Historic Tax Credit (HTC) investments, approximately \$800 to \$900,000.

The City's most recent cost estimate (construction price) and the needed soft costs is approximately \$13M. The City therefore has a financial gap of approximately \$2.2M. The City is presently reviewing options to fill this gap.

The project is ready to release the bid package for construction companies to bid on the project. However, our funders are OK with releasing the bid package but would not allow the City to execute a construction contract without "all funding is in place". Therefore, until we find funding for the \$2.2M the city cannot move forward. A city, for example, doesn't release a bid package and receives a bid that can't be executed as the price quote is only good for 30 days.

Additionally, the EDA has hard deadlines to 1) start the construction and 2) complete the project (certification of occupancy). The first date is March 2025, and the second date is March 2027. While these dates seem reasonable to meet, with a gap in financial need, March next year to start construction is closer than one would think. For example, from releasing the bid package, to starting construction can be a minimum of 6 months.

Again, the city is also in the process of creating a new nonprofit that will help in its fundraising efforts.

End of Report

Free!

BROADBAND EDUCATION SEMINARS



**LEARN THE BASICS AND GET UPDATES ON
WHAT'S HAPPENING IN GUADALUPE!**

MON. MARCH 11, 5-6PM GUADALUPE CITY COUNCIL CHAMBERS

WED. MARCH 13, 5-6PM GUADALUPE SENIOR CENTER

FRI. MARCH 13, 5-6PM RIVERVIEW COMMUNITY CENTER

IN ENGLISH AND SPANISH



MEMORANDUM

To: Todd Bodem, City Administrator, City of Guadalupe

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

Date: March 1, 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

Since the Governors Proposed Budget released on January 10, the Legislative Analyst's Office (LAO) has released updated estimations on the projected budget deficit in the month of February. The LAO's update in February was regarding State Revenues in relation to the State Budget. Previously, the LAO estimated that the State is facing a budget deficit of about \$58 billion, under the Governor's Proposed Budget released on January 10. However, currently the LAO estimates that the deficit is about \$24 billion below the Governor's Budget across 2022-23 to 2024-25. In total, this \$24 billion deficit leads to a \$15 billion increase to the budget problem. Under the LAO's estimates, this increases the previously estimated \$58 billion deficit to \$73 billion.

While the budget proposal serves as an important benchmark for the state's fiscal health predictions, it is important to know that formulating a final budget agreement is an iterative process that will require negotiations and concessions between both houses of the Legislature and the Governor.

Over the next few weeks, the Legislature will hold informational hearings to discuss various parts of the Governor's proposal before releasing the text of their budget bills and priorities. Typically, the Legislature has advocated for creative methods to maintain existing spending levels such as drawing from reserves, passing short term taxes, and passing statewide revenue bond measures. The Governor, on the other hand, has typically advocated for fiscal prudence, modest cuts, and

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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

maintaining cash reserves in case budget conditions worsen. Overall, the Legislature is required to pass the State Budget by the June 15 constitutional deadline. It is important to note that the budget situation is always subject to change, should April tax revenues come in higher than expected.

Looking Ahead: Grant Program Highlights

Transportation

Name	Awards & Match	Description	Timeline
<p>U.S. Department of Transportation</p> <p><u>Safe Streets and Roads for All (SS4A)</u></p>	<p>\$1,256,687,000 available for FY24 grants, the majority of which are allocated for Planning funds.</p> <p>Planning awards expected to range from \$100,000 to \$10 Million.</p> <p>Implementation grants expected to range from \$2.5 Million to \$25 Million.</p> <p>20% Non-federal match requirement.</p>	<p>The SS4A program funds regional and local initiatives through grants to prevent roadway deaths and serious injuries. The SS4A program provides funding for two types of grants: Planning and Demonstration Grants provide Federal funds to develop, complete, or supplement a comprehensive safety action plan; Implementation Grants provide Federal funds to implement projects and strategies identified in an Action Plan to address a roadway safety problem. Projects and strategies can be infrastructure, behavioral, and/or operational activities. Implementation Grants may also include demonstration activities, supplemental planning, and project-level planning, design, and development.</p> <p>DOT plans to award 100's of Planning grants, and up to 50 Implementation grants in the FY24 cycle.</p>	<p>1st Planning Grant Deadline: April 4, 2024</p> <p>Implementation Grant Deadline and 2nd Planning Grant Deadline: May 16, 2024</p> <p>3rd Planning Grant Deadline: August 29, 2024</p>
<p>California Energy Commission</p> <p><u>Charging Infrastructure for Government Fleets</u></p>	<p>Available Funds: \$30 million</p> <p>Max Award: \$6 million or 70% of total project cost, whichever is less</p> <p>30% Match Required</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</p>	<p>Application Deadline: April 5, 2024</p>

		plans, and reduce vehicle emissions in disadvantaged and/or low-income communities. A requested minimum of 100 ports is required for each application.	
California Transportation Commission (CTC) <u>Active Transportation Program (ATP)</u>	Expected Available Funds: \$555 million Total Funds:	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.	Application Expected to open March 21, 2024 Expected Application Deadline: June 17, 2024

Public Safety

Name	Awards & Match	Description	Timeline
Federal Emergency Management Agency (FEMA) <u>Assistance to Firefighters Grant (AFG)</u>	Max Award \$3.2 million (based on population) 5–15% Match Required (based on population)	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.	Application Deadline: March 8, 2024
Federal Emergency Management Agency (FEMA) <u>Staffing for Adequate Fire and</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: March 2024 Anticipated Program

<u>Emergency Response (SAFER)</u>			Deadline: April 2024
Department of Justice <u>COPS Law Enforcement Mental Health and Wellness Act Program</u>	\$200,000 maximum award amount, \$9.8 million total available nationwide No Match	The LEMHWA Implementation Projects solicitation aims to support state, local, tribal, or territorial law enforcement agencies seeking to implement new or enhance existing programs that offer training and services on officer emotional and mental health, peer mentoring, suicide prevention, stress reduction, and support services for officers and their families Proposed projects may serve one agency, a consortium of agencies, or personnel from agencies located within a county or state.	Grants.gov Deadline: April 24, 2024 JustGrants Deadline: April 30, 2024
Department of Homeland Security (DHS) via CalOES <u>State and Local Cybersecurity Grant Program</u>	TBA Match Required	The goal of SLCGP is to assist SLT governments with managing and reducing systemic cyber risk. <ul style="list-style-type: none"> • CalOES is submitting their cybersecurity plan to FEMA/DHS by the end of September. • CalOES will then publish information on how local governments can apply for funding. • Email the program officer at Eric.Nehls@CalOES.ca.gov to be added to their listserv for updates on the program. 	CalOES continues to publish updates through their listserv. Guidance for applicants has not been posted to the CalOES website as of March 1, 2024.

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. Grants for construction require 50% minimum match.	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	Ongoing

		initiatives, and school/school club infrastructure equipment.	
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Arts/Humanities

Name	Awards & Match	Description	Timeline
California Natural Resources Agency <u>Museum Grant Program</u>	Available Funds: \$27.7 million	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.	Anticipated deadline in Q2 2024.
National Endowment for the Arts <u>Challenge America Grant</u>	All awards are \$10,000, with a 1:1 match requirement	Challenge America offers support primarily to small organizations and public agencies for projects that extend the reach of the arts to underserved groups/communities.	Application Deadline: April 30, 2024

Community Development

Name	Awards & Match	Description	Timeline
AARP <u>Community Challenge Grant</u>	Max Award: \$50,000 No Match Required	AARP's Community Challenge Grants funds quick-action projects that help make communities great places to live for people of all ages — especially those 50 and older.	Application Deadline: March 6, 2024
Governor's Office of Planning and Research <u>ICARP Adaptation Planning Grant Program</u>	Min Award: \$100,000 Max Award: \$650,000 No Match	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	Pre-Application Form Deadline: May 6, 2024 Main Application

	Total Available: \$9.5 Million	infrastructure projects across the state.	Deadline: May 20, 2024
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 No Match	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
WalMart <u>Local Community Grant Program</u>	Min Award: \$250 Max Award: \$5,000 No Match	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.	Ongoing



PLANNING DEPARTMENT

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

To: Mr. Mayor and City Councilmembers
From: **David Swenk**, Contract City Planner
Date: March 1, 2024
RE: **Planning Report Covering February 2024**

MINISTERIAL PROJECTS

Zoning Clearances Approved	4
Zoning Clearances Denied	0
Zoning Verification Letters	0
Business Licenses Approved	1
Business Licenses Denied	0
ADUs approved	2
AUP for short-term rental	1

DISCRETIONARY PROJECTS

Please refer to the next page for specific projects and their current status.

If you have any questions regarding any projects listed in this report, please contact me at david@urbanplanningconcepts.com call (805) 714-1422.

Ministerial Permit Report– February 2024
(reported 03/01//24)

Zoning Clearance Applications Submitted

2024-007-PA	Rivas Proposed Dev.	5 th & Tognazzini
2024-008-ZC	Menjivar ADU	196 San Miguel Ct
2024-009-ZC	Zarate ADU	4900 Sandpiper Lane
2024-010-ZC	Crandall Apt Complex	12 th and Olivera St
2024-012-ZC	Central Coast Proc COU	245 Obispo St
2024-013-ZC	Morales ADU/JADU	4478 Cedar Street

Zoning Clearances Approvals

2024-005-ZC	Cabanas Concrete	5205 La Purisima
2024-006-ZC	Guzman ADU/JADU	4491 Fir Street
2024-008-ZC	Menjivar ADU	196 San Miguel Ct
2024-012-ZC	Central Coast Proc COU	245 Obispo St

Zoning Clearances Denied

None

Business License Approvals

Delivery Service (Flowers)	Ramos by Lee	4640 2 nd Street
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Business License Denials

None

Administrative Use Permits

2024-011-AVP	Morrison Short Term Rental	4464 Lazo Drive
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**GUADALUPE CITY PLANNING DEPARTMENT
PLANNING PROCESS SUMMARY FOR FEBRUARY 2024**

Case No.	Name/Location	Submittal Date	Comp. Date	Status	OK for Bldg Permit Issuance
2024-004-LS\$	Alvarez Lot Split	01/29/24	Inc. 02/12/24	Advisory Letter sent out 02/12/24, recommend conversion of application to SB 9 lot split, follow up letter sent as another option to process. Staff reviewing allowance to process while Chapter 17 text is updated to match the GP which can provide additional option.	NO
2023-080-DR	Zakour Multi Family	11/15/23	Inc. 12/13/23	Incomplete Letter sent 12/13/23, still awaiting response	NO
2023-047-LLA\$	Alvarez 11 th Street	07/11/23	NA	Planning review completed. Submitted to County Surveyor for recordation 12/28/23. Additional comments were received from the Surveyors Office on 02/23 for the City engineer to address	NO
2023-021-LLA\$	151 Obispo Street	03/30/23	02/05/24	Planning review completed. Submitted to County Surveyor for recordation on 02/05/24	
2023-013-LS SB-9 Split\$	Reed Lot Split	03/07/23		Review was completed by All City depts. Need revised map with updated City Engineer info and cover letter to complete packet which was forwarded to him. City Engineer responded to applicant to revise plan to update and resubmit. Once provided, will send to County Surveyor for review and recordation	NO
2022-093-LS Residential Lot Split\$	Lupe Alvarez	12/19/22		Review was completed by All City depts. Applicant to provide materials and fees needed for the County Surveyor review and fees paid for recordation, noe received as to this date	NO
2022-088-LM Voluntary Lot Merger\$	Trudy Brands	12/05/22		Under review by City Engineer	NO

2022-063-LM Voluntary Lot Merger \$	Mahoney Lot Merger	08/11/22	Inc. 09/11/22	Incomplete letter sent 09/11/22. Applicant has not responded to letter. Intent to Close Letter processed.	NO
2022-016-GPZ 2022-017-DR 2022-018-VTTM\$	Snowy Plover	03/10/22	Inc. 04/09/22	Resubmitted 02/24/23, 2 nd Incomplete letter sent 03/24/23. Applicant was attempting to contact neighboring property for permission to access. No responses, or resubmittals. Processed Intent to Close Application Letter	NO
6 th Cycle Housing Element	Mandatory Update	Fall 2002	NA	Consultant has submitted revised draft which is being reviewed by staff.	



**CITY OF GUADALUPE
BUILDING DEPARTMENT**

STATUS REPORT

MONTH: February 2024

	This Month	Last Month	Year to Date	Last Year
Visitors	30	35	65	59
Inspections	235	284	519	246
Building Permits Issued	12	15	27	31
Certificate of Occupancy	2	1	3	5

VISITORS: Permits, planning application submittals, submitted plan updates, general information

Building Inspection Log - February 2024

2/1/2024	AD 9	Scheduling and records update.	x		David, 4.0 hrs
2/1/2024	AD 4	Guadalupe Cemetary, Meeting with L uepffice manager for	x		6 inspections, 1 site visit
2/1/2024	AD 4	the cemetery, dicuss new plans for a 9 body new mausoleum on site,	x		2/1/2024
2/1/2024	AD 4	The Alvarez family has plans to build here.	x		
2/1/2024	UN 1	4241 L aGuardia, Underslab drian plumbing, detached ADU.	x		
2/1/2024	UN 1	4231 L aGuardia, Underslab drain plumbing, detached ADU.	x		
2/1/2024	SC 1	Escalante Meadows, 6A, Drywall nailing, unit 101, lid only.	x		
2/1/2024	SC 1	Escalante Meadows, 6A, Drywall nailing, unit 102, lid only.	x		
2/1/2024	SC 1	Escalante Meadows, 6A, Drywall nailing, unit 103, lid only.	x		
2/1/2024	SC 1	Escalante Meadows, 6A, Drywall nailing, unit 104, lid only.	x		
2/2/2024	AD 9	Scheduling and mstly records update.	x		David, 4.0 hrs
2/2/2024	SC 9	4241 L aGuardia, B, Scratch coat, unit 1.	x		7 inspections
2/2/2024	SC 9	4241 La Guardia, B Scratch coat unit 2.	x		2/2/2024
2/2/2024	SC 9	4241 L aGuardia, B, Scratch coat, unit 3.	x		
2/2/2024	SC 9	4241 La Guardia, B, Scratch coat, unit 4.	x		
2/2/2024	SC 3	4241 L aGuardia, A, Lath nailing, unit 1	x		
2/2/2024	SC 3	4241 La Guardia, A, Lath nailing, unit 2.	x		
2/2/2024	SC 3	4241 L aGuardia, A, Lath nailing, unit 3.	x		
2/5/2024	AD 9	Scheduling and mostly records update.	x		David
2/5/2024	AD 4	Escalante Meadows, Site visit with Clayton and Tyler.	x		only site visits today
2/5/2024	AD 4	La Guardia apartments, sit visit with Mr Cobb.			no inspection requests
					2/3/2024
2/6/2024	AD 9	Scheduling and records update.	x		David, 2.0 hrs
2/6/2024	MS 4	4801 Chapman, Site visit with owner/builder Nano, Jr. ADU ,	x		3 inspections,
2/6/2024	MS 4	in the garage, general questions answered.	x		1 site visit, 2 plan checks
2/6/2024	FR 8	238 Campodonico, DWV test ok.	x		2/6/2024
2/6/2024	FR 6	238 Campodonico, Gas piping.	x		
2/6/2024	SC 3	238 Campodonico, L. th nailing.	x		
2/6/2024	AD 6	918 Obispo, Plan check "Portland Loo" pre-fab public toilets building	x		
2/6/2024	AD 6	under the water tower	x		
2/6/2024	AD 6	322 Fuente, Plan check 2.8 kw roof mounty pv system.	x		
2/7/2024	AD 9	Scheduling and records update.	x		David, 3.75 hrs
2/7/2024	FR 1	238 Campodonico, Rough electrical.	x		4 inspections, 1 city hall meeting
2/7/2024	FR 3	238 Campodonico, Rough mechanical.	x		1 site visit
2/7/2024	FR 4	238 Campodonico, Rough plumbing.	x		2/7/2024
2/7/2024	FR 10	238 Campoodonico, Gas pressure test.	x		
2/7/2024	AD 4	1057 Gularte, Meeting with owner/ builder Gilberto.	x		
2/7/2024	AD 4	City Hall meeting with Chief Cash, Todd B. for storm prep.	x		
2/8/2024	AD 9	Scheduling and records update.	x		David, 4.25 hrs
2/8/2024	UN 1	137 Pacific Dunes Way, Underslab drain plumbing, jr. ADU, garage.	x		8 inspections,
2/8/2024	F 3	4430 Fir, Wall heater.			3 attempts for final, nobody home
2/8/2024	F 3	490 Pioneer, Wall heater, nobody home, will reschedule.	x		2/8/2024
2/8/2024	F 3	262Pioneer, Wall heater, nobody h0me, will reschedule.	x		
2/8/2024	F 3	4475 Garrett, Wall heater, nobody home, will reschedule	x		
2/8/2024	FR 4	4241 L aGuardia, A, Rough plumbing, apt 1.	x		
2/8/2024	FR 8	4241 La Guardia, A, DWV test ok, apt 1	x		
2/8/2024	FR 4	4241 La Guardia, A, Rough plumbing, apt 2.	x		
2/8/2024	FR 8	4241 La Guardia, A, DWV test ok, apt 2.	x		
2/8/2024	FR 4	4241 La Guardia, A, Rough plumbing, apt 3.	x		
2/8/2024	FR 8	4241 L aGuardia, A, DWV test ok, a.pB.	x		
2/9/2024	AD 9	Scheduling and records update.	x		David, 3.25
2/9/2024	AD 4	4470 Elm, Meeting with owner of house for minor reworking of	x		17 inspections
2/9/2024	AD 4	existing dryer venting and kitchen hood venting to exterior.	x		2/9/2024
2/9/2024	SC 10	4241 L aGuardia, A, Stucco brown coat, apt 1.	x		
2/9/2024	SC 10	4241 La Guardia, A, Stucco brown coat, apt 2.	x		
2/9/2024	SC 10	4241 L aGuardia, A, Stucco brown coat, apt 3.	x		
2/9/2024	SC 10	4241 L aGuardia, B, Stucco brown coat, apt 1.	x		
2/9/2024	SC 10	4241 L aGuardia, B, Stucco brown coat, apt 2.	x		
2/9/2024	SC 10	4241 L aGuardia, B, Stucco brown coat, apt 3.	x		
2/9/2024	SC 10	4241 L aGuardia, B, Stucco brown coat, apt 4.	x		
2/9/2024	FR 6	4241 L aGuardia, A, Gas piping, apt 1.	x		
2/9/2024	FR 10	4241 La Guardia, A, Gas pressure, apt 1.	x		
2/9/2024	FR 4	4241 La Guardia, A, Rough plumbing, apt 1.	x		
2/9/2024	FR 6	4241 L aGuardia, A, Gas piping, apt 2.	x		
2/9/2024	FR 10	4241 La Guardia, A, Gas pressure, apt 2.	x		
2/9/2024	FR 4	4241 La Guardia, A, Rough plumbing, apt 2.	x		
2/9/2024	FR 6	4241 L aGuardia, A, Gas piping, apt 3.	x		
2/9/2024	FR 10	4241 La Guardia, A, Gas pressure, apt 3.	x		
2/9/2024	FR 4	4241 La Guardia, A, Rough plumbing, apt 3.	x		
2/12/2024	AD 9	Scheduling and records update.	x		David, 8.5 hrs
2/12/2024	F 4	4520 9th, Water heater final.	x		54 inspections
2/12/2024	F 4	148 Pt Sal Dunes, Water heater final.	x		2/12/2024
2/12/2024	F 3	148 Pt Sal Dunes, FAU final/	x		
2/12/2024	SW 6	321 Fuente, Conduit on roof, wall.	x		
2/12/2024	FN 2	321 Fuente, Grounding electrode ok.	x		
2/12/2024	FR 1	321 Fuente, Rough electrical.	x		
2/12/2024	F 2	321 Fuente, Final electrical pv.	x		
2/12/2024	F 5	321 Fuente, Roof pv faming attachments.	x		
2/12/2024	MS 4	5124 Sandpiper. Site visit with owner/builder Jaime	x		

2/12/2024	FR 4	4241 La Guardia, C1, Rough plumbing.	x				
2/12/2024	FR 8	4241 La Guardia, C1, DWV test.	x				
2/12/2024	FR 6	4241 La Guardia, C1, Gas piping.	x				
2/12/2024	FR 10	4241 La Guardia, C1, Ga pressure.					
2/12/2024	FR 4	4241 La Guardia, C2, Rough plumbing.	x				
2/12/2024	FR 8	4241 La Guardia, C2, DWV test.	x				
2/12/2024	FR 6	4241 La Guardia, C2, Gas piping.	x				
2/12/2024	FR 10	4241 La Guardia, C2, Ga pressure.	x				
2/12/2024	FR 4	4241 La Guardia, C3, Rough plumbing.	x				
2/12/2024	FR 8	4241 La Guardia, C3, DWV test.	x				
2/12/2024	FR 6	4241 La Guardia, C3, Gas piping.	x				
2/12/2024	FR 10	4241 La Guardia, C3, Ga pressure.	x				
2/12/2024	FR 5	4241 La Guardia, 7B, Rough framing, unit 1.	x				
2/12/2024	FR 1	Escalante Meadows, 7B, Rough electrical, unit 1.	x				
2/12/2024	FR 3	Escalante Meadows, 7B, Rough mechanical, unit 1.	x				
2/12/2024	FR 4	Escalante Meadows, 7B, Rough plumbing, unit 1.	x				
2/12/2024	FR 5	4241 La Guardia, 7B, Rough framing, unit 2.	x				
2/12/2024	FR 1	Escalante Meadows, 7B, Rough electrical, unit 2.	x				
2/12/2024	FR 3	Escalante Meadows, 7B, Rough mechanical, unit 2.	x				
2/12/2024	FR 4	Escalante Meadows, 7B, Rough plumbing, unit 2.	x				
2/12/2024	FR 5	4241 La Guardia, 7B, Rough framing, unit 3.	x				
2/12/2024	FR 1	Escalante Meadows, 7B, Rough electrical, unit 3.	x				
2/12/2024	FR 3	Escalante Meadows, 7B, Rough mechanical, unit 3.	x				
2/12/2024	FR 4	Escalante Meadows, 7B, Rough plumbing, unit 3.	x				
2/12/2024	FR 5	4241 La Guardia, 7B, Rough framing, unit 4.	x				
2/12/2024	FR 1	Escalante Meadows, 7B, Rough electrical, unit 4.	x				
2/12/2024	FR 3	Escalante Meadows, 7B, Rough mechanical, unit 4.	x				
2/12/2024	FR 4	Escalante Meadows, 7B, Rough plumbing, unit 4.	x				
2/12/2024	FR 5	4241 La Guardia, 7B, Rough framing, unit 5.	x				
2/12/2024	FR 1	Escalante Meadows, 7B, Rough electrical, unit 5.	x				
2/12/2024	FR 3	Escalante Meadows, 7B, Rough mechanical, unit 5.	x				
2/12/2024	FR 4	Escalante Meadows, 7B, Rough plumbing, unit 5.	x				
2/12/2024	FR 5	4241 La Guardia, 7B, Rough framing, unit 6.	x				
2/12/2024	FR 1	Escalante Meadows, 7B, Rough electrical, unit 6.	x				
2/12/2024	FR 3	Escalante Meadows, 7B, Rough mechanical, unit 6.	x				
2/12/2024	FR 4	Escalante Meadows, 7B, Rough plumbing, unit 6.	x				
2/12/2024	FR 5	4241 La Guardia, 7B, Rough framing, unit 7.	x				
2/12/2024	FR 1	Escalante Meadows, 7B, Rough electrical, unit 7.	x				
2/12/2024	FR 3	Escalante Meadows, 7B, Rough mechanical, unit 7.	x				
2/12/2024	FR 4	Escalante Meadows, 7B, Rough plumbing, unit 7..	x				
2/12/2024	FR 5	4241 La Guardia, 7B, Rough framing, unit 8.	x				
2/12/2024	FR 1	Escalante Meadows, 7B, Rough electrical, unit 8.	x				
2/12/2024	FR 3	Escalante Meadows, 7B, Rough mechanical, unit 8.	x				
2/12/2024	FR 4	Escalante Meadows, 7B, Rough plumbing, unit 8.	x				
2/12/2024	SW 4	5124 Sandpiper, Sewer, 3", partial in front driveway, more later.					
2/13/2024	AD 9	Scheduling and records update.	x		David, 3.25 hrs		
2/13/2024	SW 6	323 Las Flores, Conduit on roof, wall.	x		29 inspections		
2/13/2024	FN 2	323 Las Flores, Grounding electrode ok.	x		2/13/2024		
2/13/2024	FR 1	323 Las Flores, Rough electrical.	x				
2/13/2024	F 2	323 Las Flores, Final electrical pv.	x				
2/13/2024	F 5	323 Las Flores, Roof pv faming attachments.	x				
2/13/2024	SW 3	5124 Sandpiper, Sewer, 3", complete.	x				
2/13/2024	SC 6	238 Campodonico, Wall, ceiling Insulation.	x				
2/13/2024	SC 10	238 Campodonico, Stucco brown coat.	x				
2/13/2024	FN 1	4241 La Guardia, Holdowns, ADU.	x				
2/13/2024	FN 5	4231 La Guardia, Footings, ADU.	x				
2/13/2024	FR 4	4241 La Guardia, B1, Rough plumbing.	x				
2/13/2024	FR 8	4241 La Guardia, B1, DWV test.	x				
2/13/2024	FR 6	4241 La Guardia, B1, Gas piping.	x				
2/13/2024	FR 10	4241 La Guardia, B1, Gas pressure.					
2/13/2024	FR 4	4241 La Guardia, B2, Rough plumbing.	x				
2/13/2024	FR 8	4241 La Guardia, B2, DWV test.	x				
2/13/2024	FR 6	4241 La Guardia, B2, Gas piping.	x				
2/13/2024	FR 10	4241 La Guardia, B2, Gas pressure.					
2/13/2024	FR 4	4241 La Guardia, B3, Rough plumbing.	x				
2/13/2024	FR 8	4241 La Guardia, B3, DWV test.	x				
2/13/2024	FR 6	4241 La Guardia, B3, Gas piping.	x				
2/13/2024	FR 10	4241 La Guardia, B3, Gas pressure.	x				
2/13/2024	FR 4	4241 La Guardia, B4, Rough plumbing.	x				
2/13/2024	FR 8	4241 La Guardia, B4, DWV test.	x				
2/13/2024	FR 6	4241 La Guardia, B4, Gas piping.	x				
2/13/2024	FR 10	4241 La Guardia, B4, Gas pressure.	x				
2/13/2024	MS 4	771 Guadalupe, Assist fire dept, car crash into market.	x				
2/13/2024	FN 1	Escalante Meadows, West side mailbox collection site, holdowns.	x				
2/13/2024	FN 5	Escalante Meadows, West side mailbox collection site, rebar, slab.	x				
2/14/2023	AD 9	Scheduling and records update.			David, 3.75 hrs		
2/14/2023	F 11	849 Pioneer, Demolition of old house and garage complete.	x		12 inspections		
2/14/2023	FR 2	4798 Carlin, Roof strip ok.	x		2/14/2024		
2/14/2023	F 11	234 Obispo, Final ADU, detached cert of occupance issued.	x				
2/14/2023	F 2	234 Obispo, Final electrical.	x				
2/14/2023	F 3	234 Obispo, Final mechanical.	x				
2/14/2023	F 4	234 Obispo, Final plumbing.	x				
2/14/2023	F 6	234 Obispo, Smokies and carbon monox alarms tested.	x				
2/14/2023	SC 1	4231 La Guardia, B, unit 1, drywall	x				
2/14/2023	SC 1	4231 La Guardia, B, unit 1, drywall.	x				

2/14/2023	SC 1	4231 La Guardia, B, unit 1, drywall.	x						
2/14/2023	F 4	4633 10th, Water heater final	x						
2/14/2023	F 11	4581 10th, Fire alarm monitoring final by fire dept.	x						
2/21/2024	AD 9	Scheduling and records update.						David, 3.75 hrs	
2/21/2024	FR 10	4581 10th, Gas pressure test, existing structure, email gas co.	x					20 inspections	
2/21/2024	SC3	4241 La Guardia, C1, Lath nailing.	x					1 site visit	
2/21/2024	SC 3	4241 La Guardia, C2, Lath nailing.	x					2/21/2024	
2/21/2024	SC 3	4241 La Guardia, C3, lath nailing.	x						
2/21/2024	FR 8	Escalante Meadows, 8C, DWV test ok, unit 1.	x						
2/21/2024	FR 8	Escalante Meadows, 8C, DWV test ok, unit 2.	x						
2/21/2024	FR 8	Escalante Meadows, 8C, DWV test ok, unit 3.	x						
2/21/2024	FR 8	Escalante Meadows, 8C, DWV test ok, unit 4.	x						
2/21/2024	FR 8	Escalante Meadows, 8C, DWV test ok, unit 5.	x						
2/21/2024	FR 8	Escalante Meadows, 8C, DWV test ok, unit 6.	x						
2/21/2024	FR 8	Escalante Meadows, 8C, DWV test ok, unit 7.	x						
2/21/2024	FR 8	Escalante Meadows, 8C, DWV test ok, unit 8.	x						
2/21/2024	SC 1	Escalante Meadows, 6B, Drywall nailing, unit 1.	x						
2/21/2024	SC 1	Escalante Meadows, 6B, Drywall nailing, unit 2.	x						
2/21/2024	SC 1	Escalante Meadows, 6B, Drywall nailing, unit 3.	x						
2/21/2024	SC 1	Escalante Meadows, 6B, Drywall nailing, unit 4.	x						
2/21/2024	SC 1	Escalante Meadows, 6B, Drywall nailing, unit 5.	x						
2/21/2024	SC 1	Escalante Meadows, 6B, Drywall nailing, unit 6.	x						
2/21/2024	SC 1	Escalante Meadows, 6B, Drywall nailing, unit 7.	x						
2/21/2024	SC 1	Escalante Meadows, 6B, Drywall nailing, unit 8.	x						
2/21/2024	MS 4	5124 Sandpiper, Site visit with owner builder Jaime.	x						
2/22/2024	AD 9	Scheduling and records update.	x					David, 4.25 hrs	
2/22/2024	SC3	4231 La Guardia, C1, Lath nailing.	x					18 inspections	
2/22/2024	SC 3	4231 La Guardia, C2, Lath nailing.	x					2/22/2024	
2/22/2024	SC 3	4231 La Guardia, C3, lath nailing.	x						
2/22/2024	F 11	4581 10th, Final building, 6 room H2A facility, cert of occupancy issued today, smokies and carbon monox alarms tested	x						
2/22/2024	FR 1	137 Pacific Dunes, Rough framing, jr, ADU in garage.	x						
2/22/2024	FR 3	137 Pacific Dunes, Rough mechanical.	x						
2/22/2024	FR 4	137 Pacific Dunes, Rough electrical.	x						
2/22/2024	FR 6	137 Pacific Dunes, Gas piping.	x						
2/22/2024	FR 8	137 Pacific Dunes, DWV test ok.	x						
2/22/2024	FR 10	137 Pacific Dunes, Gas pressure test.	x						
2/22/2024	F 11	4491 2nd, FAU final.	x						
2/22/2024	F 11	262 Pioneer, FAU final.	x						
2/22/2024	F 11	4784 Hernandez, Water heater final	x						
2/22/2024	F 11	4827 Sanchez, FAU final.	x						
2/22/2024	F 11	242 Pioneer, FAU final.	x						
2/22/2024	F 11	4809 Carlin, FAU final.	x						
2/22/2024	F 11	4809 Carlin, Water heater final.	x						
2/22/2024	F 11	4455 Cedar, FAU final.	x						
2/23/2024	AD 9	Scheduling and records update.	x					David, 5.0 hrs	
2/23/2024	FN 1	4241 La Guardia, ADU, holdowns	x					17 inspections,	
2/23/2024	FN 5	4241 La Guardia, ADU, holdowns	x					2/23/2024	
2/23/2024	FN 1	4231 La Guardia, ADU, holdowns	x						
2/23/2024	FN 5	4231 La Guardia, ADU, holdowns	x						
2/23/2024	FN 5	4231 La Guardia, Footings and rebar slab.	x						
2/23/2024	FN 5	4241 La Guardia, Footings, rebar and slab.	x						
2/23/2024	AD 4	4826 Hernandez, Meeting with owners for block wall in rear.	x						
2/23/2024	AD 6	4240 Gularte, Plan check 12.3 kw roof mount pv system.	x						
2/23/2024	SW 6	322 Fuente, Conduit on roof, wall.	x						
2/23/2024	FN 2	322 Fuente, Grounding electrode ok.	x						
2/23/2024	FR 1	322 Fuente, Rough electrical.	x						
2/23/2024	F 2	322 Fuente, Final electrical pv.	x						
2/23/2024	F 5	322 Fuente, Roof pv fanning attachments.	x						
2/23/2024	FR 2	4413 2nd, Roof strip, partial.	x						
2/23/2024	FR 2	1057 Gularte, Roof sheathing.	x						
2/23/2024	FR 9	1057 Gularte, Shear nailing.	x						
2/23/2024	FR 8	Escalante Meadows, Community center, DWV, 1st floor only.	x						
2/23/2024	FR 4	Escalante Meadows, Roof drain piping test ok, 20,000 sf facility.	x						
2/23/2024	SC 1	4241 La Guardia, A1, Drywall nailing.	x						
2/26/2024	AD 9	Scheduling and records update.	x					David, 4.0 hrs	
2/26/2024	UN 1	5124 Sandpiper, Underslab drain plumbing.	x					14 inspections	
2/26/2024	SW 4	5124 Sandpiper, Sewer complete to rear ADU, 3"	x					cool, no wind	
2/26/2024	SC 6	137 Pacific Dunes, Wall, ceiling insulation.	x					2/26/2024	
2/26/2024	SC 9	4231 La Guardia, C1, scratch coat.	x						
2/26/2024	SC 9	4231 La Guardia, C2, scratch coat.	x						
2/26/2024	SC 9	4231 La Guardia, C3, scratch coat.	x						
2/26/2024	FR 7	Escalante Meadows, 7A, Fire sprinklers, unit 1.	x						
2/26/2024	FR 7	Escalante Meadows, 7A, Fire sprinklers, unit 2.	x						
2/26/2024	FR 7	Escalante Meadows, 7A, Fire sprinklers, unit 3.	x						
2/26/2024	FR 7	Escalante Meadows, 7A, Fire sprinklers, unit 4.	x						
2/26/2024	FR 7	Escalante Meadows, 7A, Fire sprinklers, unit 5.	x						
2/26/2024	FR 7	Escalante Meadows, 7A, Fire sprinklers, unit 6.	x						
2/26/2024	FR 7	Escalante Meadows, 7A, Fire sprinklers, unit 7.	x						
2/26/2024	FR 7	Escalante Meadows, 7A, Fire sprinklers, unit 8.	x						
2/27/2024	AD 9	Scheduling and records update.	x					David, 5.75 hrs	
2/27/2024	SC 1	4241 La Guardia, B, Drywall nailing, unit 1.	x					5 inspections	



4875 El Camino Real • Atascadero, CA 93422 • Phone: 805-470-1910 • eikhofdesigngroup.com

City Engineer Report February 2024

The following is a list of projects in various construction, design, or planning stages.

- **Various Caltrans Projects** – Future Caltrans projects include the Hwy 1/166 Signalization Project, the ADA Improvement Project, the Santa Maria River Bridge Project, the Pavement Project through Guadalupe, and two shoulder widening projects on Hwy 1 both north and south of the City. The City Engineer has been working with Caltrans regarding the improvements in the downtown area. The City Engineer has also started communications with PG&E regarding the existing street lighting and possible improvements. The on Guadalupe Street (HWY 1) are owned and operated by PG&E.
- **Amtrak Station Improvements (Transit Hub)** – The City has received a Clean California Grant from the State of California. During a February City Council meeting, an agreement was signed between the City and Caltrans to secure the Clean California Grant funding. The City has received a notice to proceed from Caltrans. The Amtrak site is being surveyed. This topographic and boundary survey is the first step in the design of the project. The City Engineer has also negotiated an additional \$100,000 of LCTOP funding to be applied to the Transit Hub project. The SBCAG Board will approve this funding during a future meeting. Depending on the project costs, the project may include public restrooms, electric vehicle charging infrastructure, bicycle amenities, pervious pavers, improved signage, and site beautification upgrades. The total project funding is \$1.3 million.
- **Central Park Renovation Project** – The design team for the Central Park Renovation Project has submitted the 70% plans for review by the City. Recent meetings have focused on drainage and fencing for the project. The design team has presented three options for fencing, including chain link, composite fencing, and concrete block. Discussions are ongoing with cell providers for temporarily removing antennas for recoating the elevated tank.
- **Leroy Park Phase II Improvements** – Andrew Goodwin Design (AGD) is preparing the multipurpose room project plans. The design costs for the project have increased, but are within the project contingency. The 50% plan review set is scheduled for delivery for City review in early March. A grant administered by the USDA funds the project.
- **303 Obispo Street Site Improvements** – The design of the 303 Obispo Street Site Improvements is ongoing. City staff holds bi-weekly meetings with PG&E and the design team regarding the project. The project includes charging facilities for future electric buses and electric fleet vehicles. The City Engineer met with Santa Maria Regional Transit to ensure the two agency's facilities are compatible. The City Engineer has also started communications with Charge Point to provide the charging infrastructure. The previous provider, Proterra, has gone bankrupt and no longer provides the charging facilities.

- **Highway 1 and Pioneer Lift Stations** – The Highway 1 Lift Station is currently waiting for the electrical switch gear to be provided. This equipment has an approximate 50-week lead time. The Pioneer Lift Station cannot be constructed until the Highway 1 Lift Station is completed. The City Engineer is trying to determine the best time to send the Pioneer Lift Station out to bid.
- **Waste Water Treatment Plant Improvements** – The City Engineer and MKN met at the WWTP with City Staff to discuss ongoing needs at the plant. The City is currently in violation of its permit from the Regional Water Quality Control Board. MKN will start working with City Staff to help prepare necessary reports and plant improvements. The Biolac portion of the plant is not functioning properly and needs to be repaired. A mid-year budget revision will transfer funds that were originally allocated for the Highway 1 Lift Station to the Waste Water Treatment Plant Improvements.
- **Measure A Projects** – An application for Measure A North County Safe Routes to School, Bicycle and Pedestrian Program, Cycle 4 was prepared and submitted. The application is for funding for sidewalks at the new Guadalupe Jr High School and Guadalupe Early Learning Center (ELC).

The SBCAG Board approved a North County Safe Routes to School/Bike Ped Program for Cycle 3. The City Engineer prepared a staff report to enter a cooperative agreement with SBCAG to receive \$114,710 to design and construct a multimodal path between the Escalante Meadows development and the Mary Buren Elementary School parking lot.

Development

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

- Pasadera
 - The City Engineer reviewed and approved the Grading and Public Improvement Plans for the Pasadera Lot 1 South.
- 12th Street Apartment
 - Plans have been submitted and are under review



GUADALUPE CODE COMPLIANCE

TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
FROM: CODE COMPLIANCE OFFICER, JOSUE MERAZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 JANUARY 1, 2024 – JANUARY 31, 2024

DATE: 2/01/2024

CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2020-2021)
Parking Prohibited Zoning Clearance Required (GMC 18.60.040) (D)	0	0	0
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	1	0	1
Fowl, Livestock and Wild Animals (GMC 6.04.210)	0	0	0
Litter Accumulation (GMC 8.12.020)	3	0	3
Abatement of Weeds and Rubbish (GMC 8.16.010)	0	0	0
Unsafe Buildings-Collecting Rent for (GMC 8.40.030)	1	0	1
Unlawful Property Nuisance (GMC 8.50.070)	0	0	0
Graffiti Abatement (GMC 9.07.060)	0	0	0
Abandoned Vehicles/ Vehicle Covers (GMC 10.36.010)	1	0	1
Portable/fixed basketball goals (GMC 10.48.050)	1	0	1
Parking of large vehicles/trailers (GMC 10.24.190)	0	0	0
Wall,Fence,or Hedge Requirements (GMC 18.52.121)	0	0	0
Working Without Permits (GMC15.04.020)	0	0	0
Address Number (GMC 15.08.020 (505.1))	2	0	2
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	0
Trailers/Mobile homes as living space (GMC 18.56.030)	0	0	0
Prohibition of illicit discharges (GMC 13.24.050)	0	0	0
Landscape Maintenance Required (GMC 18.64.120)	0	0	0
Discharge of illegal fireworks (GMC 8.24.020)	0	0	0
72hr Parking	1	0	1
Code 60 Citations	0	0	0
TOTAL	9	0	9
Complaints Received	3	0	3

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



Recreation and Parks
 918 Obispo Street
 P.O. Box 908
 Guadalupe, CA 93434
 Ph: 805.356.3906
 Fax: 805.343.5512

Email: hsanchez@ci.guadalupe.ca.us

RECREATION AND PARKS MONTHLY REPORT
For February 2024

Summary of Rentals/Usage for City Facilities & Parks

FACILITY	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR- TO-DATE (FY 22/23)	LAST YEAR- TO-DATE (FY 21/22)
Auditorium/Gym	33	17	184	136
O'Connell Park	0	0	15	58
LeRoy Park	1	1	20	37
Senior Center	26	24	220	94
Veterans Memorial Plaza	0	0	4	5
Council Chambers	10	9	79	64
Central Park	0	0	0	0
Veterans Hall	3	7	36	37

Auditorium

The agreement between the Guadalupe Union School District was approved and signed. JanPro Cleaning Services was agreed upon by both parties to clean the auditorium. Their schedule will be Monday and Wednesday evenings to prep the gym for Tuesday/Thursday game days. They started at the end of January and will continue on through February. Invoices will be sent to the school district to bill them for the agreed upon amount.

Recreation & Parks Commission Meeting Minutes

CITY OF GUADALUPE SPECIAL MEETING OF THE RECREATION AND PARKS COMMISSION MONDAY, FEBRUARY 12, 2024

Call to Order: Recreation Commission Chair- Joe Harris called the meeting to order at 6:00 p.m.

- 1. Roll Call:** Recreation Manager, Hannah Sanchez, noted the Commissioner attendance as follows:

Commission Chair: Joseph Harris- Present
Commissioner: Enrique Ortiz- Present
Commissioner: Emily Dreiling- Present
Commissioner: Michael Jimenez - Present
Commissioner: Arnulfo Navarro – Present

- 2. Pledge of Allegiance**

Commissioner Chair Joe Harris was recognized and led the Commission in the pledge of allegiance.

- 3. Community Participation Forum**

No participation.

- 4. Consent Calendar**

- Motion was made by **Navarro**, seconded by **Dreiling** to approve the December 19, 2023, regular meeting minutes. All ayes, 4/0. Motion passed.

Regular Business

- 5. BGC Monthly Update**

Mr. Josue Rojo was present to update the commission on all the activities and events taking place at LeRoy Park/Ron Estabillo Clubhouse.

- Bobcat Wrestling: He informed the commission that Bobcat wrestling will be practicing Monday, Wednesday, and Thursday at LeRoy. There will be a parent night coming up on January 21st to go over all of the league rules.
- BGC Flag Football: A coed flag football league will start with BGC combining all teams from Orcutt, Santa Maria, and Guadalupe. A grant will be covering all teams fees. It is open to 1st – 8th grade. Guadalupe has the most sign ups so far. They are currently looking for coaches.
- Teen Nights: Teen nights on Friday nights from 6pm – 8pm where boys play pick up basketball and girls do crafts.
- Daily: Around 60-70 children that are bussed from McKenzie and Mary Buren. Fine arts with mixed media as the current focus, Smart Moves, PE with hockey as the current focus, and passport of manhood are some of the activities currently running.

6. Central Park Update



Monthly Progress Meeting Minutes Guadalupe Central Park

DATE: Meeting date: 2/01/2024

LOCATION: Virtual meeting

ATTENDEES: City of Guadalupe- Jeff van den Eikhof, Dayanira Cruz, Hannah Sanchez; PCLD- Brooke McDonnell, Eric Berg

A. 75% Construction Documents- Plan Check Status Update

- Jeff is still reviewing the construction documents.
- Jeff will check with building and safety about the review of the restroom and submit the restroom plans to building and safety if they don't already have them.

B. Existing Fencing Exhibit

- PCLD sent the revised exhibit with costing and fence type options for the property line fencing on 1/31/24.
- Eric and Brooke reviewed the fencing types and existing conditions and options with the group.
 - PCLD costed the base option of black vinyl chainlink fencing with privacy slats, composite wood look fencing and CMU block wall.
 - There was some discussion about the options available for the property at 942 Olivera Street. Their fence lies within their property and therefore has many options. It can remain, remain and be painted, be replaced or have new fencing installed in front of it on park property.
 - The group discussed the pros and cons of multiple fencing types in the project and agreed that, aesthetically, it would be best to have as few as possible.
 - The property at 954 Olivera Street would keep it's block wall and the ADU will have a block wall. The property at the northside, closest to 10th Street, fencing will remain. Giving the park a minimum of 3 fence types.
 - Brooke noted that shrubs are proposed at the property line to eventually grow and screen the fences.
- Jeff said the different options would be reviewed internally and they would get back to PCLD with direction.

C. Water Tower- AP Wireless schedule

- Jeff said the negotiations with the cell providers are being handled by the city attorney and a consultant law firm.
 - Verizon continues to refuse to produce staging plans.

D. Other Business

- Hannah asked Brooke to invite Edward Schubert from Parks maintenance staff to the monthly check in meetings.

Action Items:

RED = City of Guadalupe

BLUE = Design Consultant Team

75% Construction Documents

1. Jeff is reviewing the 75% CDs.
2. Jeff will check in with building & safety to see if the restroom was submitted for review and if not, submit the plans.

Existing Fencing Exhibit

1. The city will review the fencing options and provide feedback to PCLD.

Water Tower- AP Wireless schedule

1. The city will continue their negotiations with AP Wireless/Verizon and the updates to the tank rehabilitation plans.
2. The city will inform PCLD about a schedule of when those plans will be ready to bid AND/OR other next steps.

Other Business

1. Brooke will invite Edward Schubert from Parks maintenance to the monthly check-in meetings (completed 2/2/24).

Respectfully submitted by:

Brooke McDonnell, Senior Associate

7. Jack O'Connell Turf

Commissioner Dreiling gave an update on the Jack O'Connell Park turf project. The first grant proposal was submitted on November 20, 2023, for the State of California Urban Greening Grant. The awarding of the grant last year was during the month of February so Commissioner Dreiling hopes to hear back around that time this year. Commissioner Dreiling met and spoke with Senator Limon's office as well as Assembly Member Hart's office to inquire about letters of support. After reviewing the documents for the proposal, they will send draft letters back to Commissioner Dreiling.

8. Daddy & Daddy Dance

Recreation Services Manager, Hannah Sanchez, updated the commission on the Daddy & Daughter Dance. The date was set for Friday, February 23rd with the registration deadline set for Friday, February 16th. There are currently close to 80 RSVPs. Lobo Butcher Shop and A Sweet Affair will be catering, Central Coast Photobooth, A Class Act, and NexGen Ballroom will also be present to provide their services at the event.

9. 3v3 Basketball Tournament

Ms. Sanchez updated the commission on the plans for the potential basketball tournament. The tournament is being advertised as an open league for anyone 16+. Teams must have at least 3 people to register. The registration fee is \$45 per team. Ms. Sanchez is currently working on procuring EMS for the event, however, is waiting to get a few registrations prior to contracting anyone to work it as there are currently no registrations.

10. Recreation Services Manager Position Update

Interviews will be taking place in a week with a new pool of candidates.

11. Other matters of importance that the Recreation Services Manager will discuss, if deemed necessary.

12. Commission Requests, Comments, and Meeting Reports

13. Adjournment

At 8:00 p.m. a **Motion** was made by Commissioner **Jimenez**, seconded by Commissioner **Ortiz** for adjournment. The unanimous vote resulted in the meeting's closure.

2nd Annual Daddy & Daughter Dance

There were 120 individuals present at the Daddy & Daughter Dance. For the guest's entertainment, the following groups were in attendance: Lobo Butcher Shop, A Sweet Affair, Central Coast Photobooth, A Class Act, NextGen Dance, and FSA/Little House by the Park. A game of bingo was played that required each person to visit all three stations. You could only win Bingo if you completed all three stations. Pictures can be found on Guadalupe Recreation & Parks social media.

The itinerary was as follows:

- 6:45pm: Doors Open
- 7:00pm: Event Start & Stations
 - Photobooth – Central Coast Photobooth

- Outside Tree Pictures
- Boutonniere & Corsage Making Craft Table – FSA/Little House by the Park
- 7:20pm: Dance Lesson by NextGen Dance
- 8:00pm: Bingo
- 8:15pm: Free Dance

Upcoming Programs & Events

Drop-in Sports for ages 16+

Free Drop-in volleyball and basketball for ages 16+ are currently taking place. The location/day of drop-in basketball varies depending on the availability of the auditorium. Participants ages 16 & 17 must provide a permission slip/liability waiver signed by a parent/legal guardian in order to participate. This form can be found on the Recreation Page of the city website. Go to <https://ci.guadalupe.ca.us/recreation/>

March & April Drop In Schedule

March

Drop In Volleyball

- Sunday 10th: 6:00pm – 8:00pm
- Wednesday 13th: 6:30pm – 8:15pm
- Wednesday 20th: 6:00pm – 8:00pm
- Wednesday 27th: 6:00pm – 8:00pm

Drop In Basketball

- Wednesday 6th: 6:30pm – 8:15pm
- Thursday 21st: 6:00pm – 8:00pm
- Thursday 28th: 6:00pm – 8:00pm

April

Drop In Volleyball

- Wednesday 3rd, Wednesday 10th, Thursday 18th, Thursday 25th: 6:00pm – 8:00pm

Drop In Basketball

- Thursday 4th, Thursday 11th, Sunday 21st, Sunday 28th: 6:00pm – 8:00pm

Joe Harris 3v3 Basketball Tournament

The Joe Harris 3v3 Basketball Tournament is a 16+ open league tournament. Anyone 16 years of age or older or gender may create a team of at least 3 players and no more than 6. There is no requirement for number of males or females per team. The registration fee is \$45 per team and the deadline to register is Monday, March 18th by 4pm. More information about the tournament can be found on the Recreation Page on the City Website, <https://cityofguadalupe.org/recreation/> .

3v3

Guadalupe Rec & Parks presents

JOE HARRIS Tournament

Join us for the first open league Joe Harris 16+ Basketball Tournament!

REGISTRATION DEADLINE: MONDAY, MARCH 18TH

**MARCH
23**

CITY HALL
918 OBISPO ST
GUADALUPE, CA

COST
**\$45 PER
TEAM**

"The court is our stage, let's put on a show!"



Registration Open!



[HTTPS://CITYOFGUADALUPE.ORG/RECREATION/](https://cityofguadalupe.org/recreation/)
EMAIL CITYOFGUADALUPERECREATION@GMAIL.COM

<https://form.jotform.com/240356532967160>

Respectfully,

Hannah Sanchez
Recreation Services Manager



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of March 12, 2024

Philip F. Sinco

Todd Bodem

Prepared by:
Philip F. Sinco, City Attorney

Approved by:
Todd Bodem, City Administrator

SUBJECT: City Council vacancy/appointment

RECOMMENDATION:

That the City Council make an appointment to the City Council to fill the current vacancy from the list of persons who submitted a letter of interest by 4 p.m. on March 6, 2024 (letters attached hereto).

BACKGROUND:

On February 9, 2024, City Administrator Todd Bodem received an email from Ms. Lizalde stating that she was resigning her position on the City Council effective immediately. Since there was not enough time to prepare an item for the Council's agenda for the meeting on February 13, 2024, City Administrator Bodem informed the Council and the public of Ms. Lizalde's resignation and this meeting. The City Attorney stated his intention to bring an item at the next Council meeting on February 27, 2024, recommending an appointment from the list of persons who had applied for the previous Council vacancy in November 2022, and did so, but at the February 27th meeting, the City Council directed staff to allow new applications for the current vacancy and not limit the applicants to those who had previously applied.

Complying with the Council's direction, the City posted a notice of vacancy on the City's website, (as well as by emails from various distributions lists) that stated interested persons should submit a letter of interest by 4 p.m. on March 6, 2024.

DISCUSSION:

A total of four (4) persons submitted letters of interest by the 4 p.m. March 6th deadline. These letters of interest are attached to this staff report. (**Attachment 1**). City staff has also prepared a list of suggested questions for the Council to ask the applicants. (**Attachment 2**).

ATTACHMENTS

1. Statements of interest letters.
2. Suggested questions for applicants.

Whitney Furness
213 Camp Ln
Guadalupe, CA 93434
wfurness@gmail.com

RECEIVED

FEB 29 2024

CITY OF GUADALUPE
City Clerk or Deputy Clerk

February 29, 2024

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

Dear Mr. Bodem,

I am writing to express my sincere interest in being considered for the position of City Council Member for the City of Guadalupe. With a profound dedication to our community and a genuine passion for positive change, I am eager to contribute my skills, experience, and commitment to the City of Guadalupe.

Having been a member of our community for over eight years, I have witnessed both its strengths and its challenges. I have cultivated a deep understanding of the issues facing our city and the diverse perspectives of its residents. I was born and raised on the Central Coast, and have lived through the rapid growth we have seen for the last several decades. While I recognize the necessity for growth and change, I also hold a deep sense of nostalgia for the way things have been thus far. I feel that I possess a great balance of both perspectives.

In addition, my professional background in administration, logistics, office management, and facilities management has equipped me with the leadership, communication, and problem-solving skills necessary to effectively address the concerns of our residents and collaborate with fellow council members to implement impactful solutions. I'm currently employed by the NASA Launch Services Program's Prime Contractor, a.i. solutions, at Vandenberg Space Force Base, where I am closely involved in ensuring the success of NASA launches, assisting in maintenance and upgrades of the NASA facilities, budgeting, guest operations and employee management.

If given the opportunity to serve as a City Council Member, I pledge to uphold the highest ethical standards, prioritize transparency and accountability, and work tirelessly to represent the best interests of all residents. I am committed to fostering inclusivity, promoting sustainable development, and advocating for policies that enhance the quality of life for every member of our community. I am eager to bring a fresh perspective and innovative ideas to the City Council.

I am confident that my passion for public service and my dedication to Guadalupe's future make me a strong candidate for this position.

Thank you for considering my candidacy. I look forward to the opportunity to further discuss how I can contribute to the continued success and prosperity of Guadalupe.

Sincerely,

Whitney Furness, MSML

March 3, 2024

Todd Bodem
City Administrator
Guadalupe, CA 93434

RECEIVED

MAR 03 2024

CITY OF GUADALUPE
City Clerk or Deputy Clerk

Dear Mr. Bodem,

This letter is to express my interest in filling the vacant council member position for the City of Guadalupe. The following is a brief introduction and why I would make a good candidate for this position.

Having grown up in Orcutt and the Five Cities area, Guadalupe has been a special place with fond memories. While attending St. Louis De Monfort School, my class celebrated our First Communion at the Far Western Restaurant. My mother had friends in Guadalupe that we visited often and even participated in protests with the local farm workers. Highway 1 was a gateway for Saturday morning drives to the Mesa and Pismo Beach.

After living outside of California for over 30 years and returning to live in San Luis Obispo, my husband and I feel we have come home to our roots on the Central Coast in this awesome city. We now reside in the Pasadera Homes, a decision that was easily made after the praises and reminders by Belinda Popovich, Real Estate Agent for Pasadera Homes. What a wonderful place Guadalupe is and its offerings. From that moment and through the pending process, I informed her that I wanted to be involved in the community in many ways.

Having now been a resident of almost two years, I am involved with the Guadalupe Business Association, as the former Treasurer and currently hold the Vice President position. I have reestablished a Transportation Committee that was previously presided over by the Santa Maria Valley Chamber of Commerce and Santa Maria Public Works. I am also on the committee to establish a Farmers Market here in Guadalupe.

My vision for the City of Guadalupe is a place where newcomers and locals can integrate and share the diverse, rich and unique heritage of our community. If chosen, it will be an honor to serve our citizens and represent our city in future endeavors for business and infrastructure, both established and new.

My goal is to connect with citizens of all ages, who I hope to learn from and work with to achieve common goals and aspirations for the future generations of Guadalupe.

Sincerely,

Judy Wilson

RECEIVED

MAR 04 2024

CITY OF GUADALUPE
City Clerk or Deputy Clerk

City Council Position

February 21, 2024

City of Guadalupe

Attention: Todd Bodem City Administrator
P.O. Box 908
Guadalupe, CA 93434

Dear Mr. Bodem,

I am submitting this letter of interest for the City Council position currently held by Megan Lizalde. With Guadalupe being the first town in Santa Barbara County if you are traveling south or the last town if you are traveling north, it is a prime location with lots of potential for businesses, recreational and tourist activities.

I moved to Guadalupe to be close to my place of employment. I plan to retire here, and I am passionate about helping the city to thrive. Since purchasing my home in October 2021, I have attended the city council meetings. I volunteer for things in town and believe I will be an asset to the council by bringing wisdom, diversity, sensitivity, and a positive perspective to the council and the city. The city of Guadalupe has a bright future in this county, and I would like to be part of helping the city of Guadalupe to be its optimal best.

I appreciate the City Council's goals of attracting new and profitable businesses, reorganizing the city's fee structure, giving small businesses an opportunity, providing activities for residents of all ages, and beautifying the city. We have exceptional leadership that cares about Guadalupe, and I would like to join them in this process.

I look forward to being a part of the City Council.

Respectfully,
Courtney Cazenave

From: Todd Bodem
Sent: Wednesday, March 6, 2024 7:12 AM
To: Juana Escobar
Subject: FW: Interested in joining the city council

RECEIVED

MAR 05 2024

CITY OF GUADALUPE
City Clerk or Deputy Clerk

From: Richard Akowuah <richardakowuah@yahoo.com>
Sent: Tuesday, March 5, 2024 9:52 PM
To: Todd Bodem <tbodem@ci.guadalupe.ca.us>
Subject: Interested in joining the city council

Hello my name is Richard Akowuah. I'm very interested in joining the Guadalupe City Council. My passion for being part of the community is very important to me because I know I have the confidence to provide much needed support and relief for the people that is in need. In my six years of residency in Guadalupe. I noticed the city need some improvement in our parks and recreation, roadways, infrastructure. I know in my heart that I can provide a positive impact for the city of Guadalupe. I know I can develop a leadership that can bring an energy, enthusiasm, and positive attitude in Guadalupe. I know in my heart I can connect with the people in Guadalupe. I believe the city needs someone in the council board that can provide comprassion, empathy, and some structure to make the city a better and safe environment to live. I want to share a bio about myself. I'm originally from the Bronx, New York. From 1997 to 2004. I was living in the housing projects in Queensbridge, New York. In August of 2004. I moved to Santa Maria, California to play football for the Allan Hancock Bulldogs. I graduated from Hancock in May of 2007. In my time living in California. I have some experience working within the community. In 2009 I was assistant coach for the Santa Maria Saints. From 2014 thru 2017. I was a youth counselor for Aaron's Boys Home in Atascadero, CA. Right now I'm currently one of the Assistant Coaches for the Guadalupe Bulldogs. I'm currently working at California Men's Colony as a Department of Rehabilitation Counselor. Some of my assets that I can bring to the Guadalupe community are my work ethic, integrity, confidence, leadership, flexibility, motivation, and humanity . Thank you for this opportunity.

[Sent from Yahoo Mail for iPhone](#)



**Interview Questions
For
City Council Candidates**

Candidate Name: _____

1. What in your background, training, skills, and experience would be beneficial to you as a council member helping guide the affairs of Guadalupe with a population of 8,500 residents?
2. Based on what you know about city government, and specifically about Guadalupe city government, what do you see as top priorities for the city and why?
3. Guadalupe is a very ethnically diverse community. In your role as a city council member, how would you reach out to all residents to ensure they are well represented by the city leadership?
4. The City of Guadalupe has been able to secure several grants and resources to increase recreational services, projects to help create jobs and major traffic projects. Are you able to identify any of these developments?
5. How do you stay informed about current events and issues affecting the city?
6. What is your approach to handling controversial and complicated issues?
7. Do you have any questions regarding this process or council position?



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of March 12, 2024

Amelia M. Villegas

Todd Bodem

Prepared by:
Amelia M. Villegas, Interim HR Manager

Approved by:
Todd Bodem, City Administrator

SUBJECT: Grants Administrator Job Description

RECOMMENDATION:

That the City Council adopt Resolution No. 2024-20 approving the position description for Grants Administrator and authorizing the recruitment process.

DISCUSSION:

Although the City may have been eligible to receive grants due to its disadvantaged status, the City did not readily apply for every grant opportunity in the past. Within the past 4-5 years, the City has applied for and received grants in varying dollar amounts. Some of those grants are:

- AHSC Grant for Amtrak Station Improvements: \$1M+
- AHSC Grant for Two Electric Buses: \$767K
- EDA Grant - Royal Theatre: \$5M
- CA Arts Council Grant - Royal Theatre: \$5M
- Le Roy Park Phase II (Community Facilities Grant-Earmark): \$1.7M
- City Hall & Public Safety Building Improvements/Greg Hart: \$1M
- Central Park & Elevated Tank Grant (State Parks): \$4.8M
- CDBG Grant-Hwy 1 Lift Station: \$816K
- CalFire – Urban Tree Grant: \$171K

In addition, over the past five (5) years, Public Safety has applied for twenty-five grants, receiving fifteen in the total amount of approximately \$350,000 in grant funding.

There continues to be an opportunity for the City to apply for more grants. The City recently entered into an agreement with Townsend Public Affairs to write and apply for grants. Although the Grants Administrator is not responsible for writing grants, the position will have a coordinating relationship with the grant writer.

The City has approximately \$30M in grant procurement. It should have a focal point to deal with the varying agencies that grant these fundings. Monitoring the expenditures, reimbursements,

reporting, etc. is critical to ensure that the City is adhering to the provisions of these grants. Once the City's cannabis program becomes more active, this position would also manage it. That would include working with others to handle some of the regulatory activities, such as coordination with state agencies, administrative enforcement, coordination with Public Safety, and general oversight activities.

Since the City does not currently have a Grants Administrator position, the City has not applied for some grant opportunities due to the burdens of ongoing administration and lack of time on the part of City staff. If the City hires a Grants Administrator, several million dollars of beneficial funds to support many projects and programs are potentially available that would otherwise be lost.

FISCAL IMPACT:

Each grant has a component (percentage) for grant administration. These grants would be able to fund this position.

ATTACHMENTS:

1. Resolution No. 2024-20
2. Grants Administrator Job Description

RESOLUTION NO. 2024-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE APPROVING THE POSITION DESCRIPTION OF GRANTS ADMINISTRATOR AND AUTHORIZING THE RECRUITMENT PROCESS

WHEREAS, over the recent years, the City has applied for and received approximately \$30,000,000 in grant funding; and

WHEREAS, the City must adhere to strict procedures and requirements for each grant; and

WHEREAS, centralizing the administration of grants provides for a more organized, effective, and efficient process; and

WHEREAS, without this position, the City would not apply for certain grant opportunities because of the demands of ongoing administration on City staff; and

WHEREAS, the position will likely pay for itself as each grant provides for a component for grant administration.

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

SECTION 1: The new position of Grants Administrator is hereby established as an hourly position represented by the Service Employees International Union.

SECTION 2: The position description for Grants Administrator is hereby approved. As with all City positions, the City Administrator is authorized to amend the position description in the future, as needed, after consulting with SEIU, if necessary.

SECTION 3: The proposed seven-step hourly salary range, SG 191, for the Grants Administration position is set at a minimum of \$30.002 to a maximum of \$40.206 with similar benefits of those offered to other employees represented by the Service Employees International Union. As with all City positions, only the City Council can change the pay and benefits for this position, after consultations with SEIU.

SECTION 4: Staff is authorized to begin recruitment for the Grants Administrator.

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 12th day of March 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. 2024-20** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held March 12, 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 OF GUADALUPE

Grants Administrator

February 2024

DEFINITION:

Under the direction of the City Administrator, administers the financial control processes of grant activity throughout the grant lifecycle to ensure compliance with grant provisions, regulations, standards, timelines, and reporting requirements. In addition, this position will be responsible for overseeing compliance by approved cannabis businesses in the City with applicable provisions of the City's Municipal Code.

ESSENTIAL FUNCTIONS:

- Reviews and approves award documents for accuracy and completeness
- Monitors expenditures to ensure compliance with agency and departmental guidelines, availability of funds and appropriateness of expenditure
- Maintains audit support documentation
- Prepares financial report of expenditures for each budget cycle
- Prepares final reporting as mandated by agency guidelines
- Maintains detailed budgets to ensure the successful budgeting and costing on awards
- Primary contact for creating invoices in financial system to accurately reflect expenses
- Communicate clearly with project lead and granting agency to ensure timeliness and project requirements are satisfied
- Interacts with federal, state, and local agencies to ensure that grant projects comply with program guidelines for expenditure, funding, and accountability

KNOWLEDGE/SKILLS:

- Principles and practices of grant regulations and compliance requirements
- Knowledge of basic accounting principles and procedures
- Knowledge of municipal accounting, financing, auditing and expenditure control systems and procedures
- Excellent time management, problem resolution and organizational skills
- Knowledge of grants management software and information technology skills
- Computer literacy required, particularly spreadsheet software
- Excellent verbal, written and interpersonal skills
- Ability to work collaboratively and effectively independently within established deadlines
- Ability to take initiative and manage projects through completion with minimal supervision
- Strong organizational and multi-tasking skills

KNOWLEDGE/SKILLS (cont'd)

- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving

EDUCATION & EXPERIENCE:

Associate Degree in Finance, Public or Business Administration, Bachelor's Degree preferred, with at least two (2) years of experience working in the field of grants administration and research management; municipal experience, strongly preferred, OR an equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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.

- Frequently handle, grip, grasp, and reach above, at, and below shoulder level. Infrequently bend, stoop, crouch, kneel, and extend neck upward, downward, or side-to-side.
- Frequently sit, occasionally stand, or walk.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to communicate to exchange information effectively verbally in an office environment, to hear and comprehend oral instructions and communications.
- Frequent use of computer and telecommunication 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.

- Primarily works indoors with no exposure to inclement weather, conditions, or hazards.

The noise level in the work environment is usually quiet in the office and moderate during events/activities.

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state, or local laws.



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of March 12, 2024

Janice Davis

Prepared by:
Janice Davis, Finance Director

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT: FY 2023-24 Mid-Year Adjustments

RECOMMENDATION:

It is recommended that the Council adopt Resolution No. 2024-21 adjusting the General Fund, Enterprise Fund, Capital Improvements Projects, and American Rescue Plan Act ARPA Fund.

BACKGROUND:

On July 25, 2023, Resolution No. 2023-67 adopting the proposed budget for FY23-24 was approved by the City Council. City staff recently reviewed each department budget. Based on staff review of current and projected information, staff is presenting a recommendation to amend the General Fund, CIP, Enterprise Fund and American Rescue Plan Act (ARPA) Fund. The specifics regarding the recommended changes are identified in the accompanying resolution and its attachments. The following is a summary of the recommended adjustments.

General Fund Revenues

Exhibit A, Page 2:

FY23-24 approved budget revenue estimates were set at **\$7,282,819**. After review with City staff the only recommended change is to reduce the revenues by **-\$60,000** for a school resource officer as these revenues are not expected to be received in FY23-24, setting the revenue budget at **\$7,222,819**. All other revenue amounts are expected to be received by the end of the fiscal year.

General Fund Expenditures

Exhibit A, Page 4:

On January 23, 2024, Resolution No. 2024-11 was adopted approving startup funding in the amount of **\$10,000** for the approved City non-profit corporation. There is current expenditure savings in Administration-Professional Services that city staff is suggesting be used for this expenditure for the startup funding for the non-profit.

Exhibit A, Page 7:

Contained within the report are year-end expenditure projections that would reflect an increase in expenditures by **+\$50,000** to the overall General Fund expenditures that were approved at **\$7,248,616** to **\$7,298,616** for a replacement vehicle for the Police Department.

Enterprise Fund

Exhibit B:

Contained within the report are year-end revenue projections that would reflect an increase in revenues received from grants for the Wastewater Fund by **+1,734,908** and the Transit Fund by **+1,004,000**.

CIP Modifications

Exhibit C:

Under category of Wastewater a grant for Highway 1 lift station for CDBG was approved in the amount of **\$3,534,908**. The original budget consisted to **\$1,800,000** from the wastewater fund to cover this project. City Staff is asking that we allocate the **\$1,800,000** from Highway 1 Lift Station project and use those monies to fund much needed wastewater treatment plant improvements of the ponds and dredging.

Under the category of Transit, a Clean Air Grant was also approved in the amount of **\$1,004,000** for the Amtrak Tran Station Rehab (design)/Transit Hub Rehab project.

ARPA Modifications

As a part of the FY 2023- 24 Budget Process the allocation of American Rescue Plan Act Funds were reviewed. A detailed listing of the ARPA allocation and proposed funding for the remainder of the year is listed as the last attachment to this report. Exhibit D to the resolution identifies changes that staff is recommending for the remainder of this fiscal year. These changes are redirecting funds from certain CIP projects that are not likely to be pursued to other CIP projects that are either underway or contemplated during the second half of the year.

FISCAL IMPACT:

The fiscal impacts associated with the Mid Year changes are **-\$120,000** (-\$10,000 for non-profit start-up costs, and -\$110,000 from Public Safety revenue and expense changes) in the General Fund.

In the Enterprise fund **+\$2,545,908** in other government grants revenue in the Wastewater and Transit Funds.

ATTACHMENTS:

1. Resolution No. 2024-21
2. Exhibit A – General Fund Budget Worksheet
3. Exhibit B – Enterprise Fund Budget Worksheet (Revenues Only)
4. Exhibit C - Capital Improvement Projects Spreadsheet
5. Exhibit D - ARPA Spreadsheet

RESOLUTION NO. 2024-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA ADOPTING BUDGET AMENDMENTS TO THE FY 2023-24 BUDGET AND MAKING CHANGES TO THE ALLOCATION OF ARPA FUNDS

WHEREAS, On July 25, 2023, Resolution No. 2023-67 was adopted approving the proposed budget for FY23-24; and

WHEREAS, On March 12, 2024, the City Council reviewed staff-prepared projection of revenues and expenditures for the FY 2023-24 Budget, and

WHEREAS, the City Council directed that amendments to the FY 2023-24 budget be prepared based on staff-issued projections.

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

That the following amendments for the Fiscal Year FY 2023-24 budget are approved:

1. Amendments to the General Fund as specified in Exhibit A to this resolution.
2. Amendments to the Enterprise Fund as specified in Exhibit B to this resolution.
3. Amendment to the CIP allocation as specified in Exhibit C to this resolution; and
4. Amendment to the ARPA allocation as specified in Exhibit D to this resolution.

PASSED AND ADOPTED at a regular meeting on the 12th day of March 2024 with the following roll call vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the following Resolution being **Resolution No. 2024-21** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held on March 12, 2024, and that same was approved and adopted.

ATTEST:

Amelia M. Villegas, City Clerk

Ariston, Julian, Mayor

APPROVED AS TO FORM:

Phillip F. Sinco, City Attorney



City of Guadalupe

Budget Worksheet Condensed
Account Summary
 For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022	2022-2023	2023-2024	2023-2024	2023-2024
		Total Activity	Total Activity	Total Budget	YTD Activity	Amended
Fund: 001 - General Fund						
Revenue						
RevCategory: 31 - Taxes:						
001-3130	Sales & Use Tax	568,241.65	645,515.18	467,539.00	234,698.66	_____
001-3132	Refunds & Overpayments	0.00	0.00	0.00	0.00	_____
001-3135	Franchise Fees	288,004.48	319,801.17	267,000.00	118,527.46	_____
001-3136	Local Sales Tax	761,766.97	848,429.30	778,611.00	336,968.35	_____
001-3140	Real Property Transfer Tax	46,319.89	39,659.86	36,500.00	7,825.11	_____
001-3145	Property Tax	1,622,203.06	1,923,500.47	1,845,315.00	1,076,618.86	_____
001-3150	Utility User Tax	503,049.50	495,116.10	441,000.00	301,260.52	_____
001-3151	TRANSIENT OCCUPANCY TAX	0.00	401.73	0.00	1,386.80	_____
001-3210	Bus. License/Gross Receipts Tax	259,949.20	257,059.88	257,000.00	174,159.82	_____
	RevCategory: 31 - Taxes: Total:	4,049,534.75	4,529,483.69	4,092,965.00	2,251,445.58	0.00
RevCategory: 32 - Building & Planning:						
001-3215	Building Permits	233,457.60	154,859.65	233,000.00	45,498.51	_____
001-3216	Other Licenses & Permits	33,769.00	32,398.52	17,000.00	14,823.00	_____
001-3217	Electrical Permit	69,530.68	82,384.93	34,750.00	35,343.00	_____
001-3218	Mechanical Permit	29,452.00	22,735.00	10,000.00	9,065.00	_____
001-3219	Plumbing Permit	63,635.76	74,494.00	31,800.00	13,636.00	_____
001-3220	Plan Check Other	106,184.78	115,465.48	53,092.00	27,889.85	_____
001-3223	Over the Counter Plan check	16,834.00	0.00	0.00	1,498.00	_____
001-3225	Cannabis Revenue	0.00	0.00	70,000.00	32,068.35	_____
001-3520	Zoning Fees	0.00	0.00	0.00	0.00	_____
001-3521	General Plan Update	87,252.82	46,294.00	0.00	5,140.00	_____
001-3522	Grading Permits	250.00	0.00	125.00	0.00	_____
001-3525	Public Improvement Plan Check	0.00	0.00	0.00	0.00	_____
001-3537	Plans & Specs	30,666.00	22,394.93	20,000.00	24,236.00	_____
	RevCategory: 32 - Building & Planning: Total:	671,032.64	551,026.51	469,767.00	209,197.71	0.00

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
RevCategory: 34 - Public Safety:						
001-3310	Criminal Fines & Penalties	163.54	17,371.29	18,000.00	84.94	_____
001-3320	Other Fines & Penalties	6,211.26	14,872.05	10,000.00	7,121.28	_____
001-3406	COPS Grants	161,284.85	165,271.22	150,000.00	66,809.98	_____
001-3450	POST Training	9,034.75	0.00	0.00	0.00	_____
001-3483	School Resource Officer	50,418.62	0.00	60,000.00	0.00	-60,000
001-3498	Vehicle Anti-Theft	4,022.29	4,021.48	4,000.00	2,045.54	_____
001-3547	Special Fire Services	1,834.36	6,384.16	0.00	669.00	_____
001-3548	AMR Ambulance Revenue	16,834.93	21,879.74	19,000.00	17,957.14	_____
001-3549	CA OES Fire Assistance *	229,734.07	0.00	0.00	0.00	_____
001-3560	Special Police Services	0.00	453.00	0.00	0.00	_____
001-3619	Police Overhead	57,458.20	44,877.28	50,000.00	29,449.77	_____
001-3643	Misc. Revenue - Police	21,616.40	22,123.01	15,000.00	59,380.54	_____
RevCategory: 34 - Public Safety: Total:		558,613.27	297,253.23	326,000.00	183,518.19	
RevCategory: 36 - Other Revenue						
001-3134	Dividends	1,382.84	1,390.08	1,800.00	1,419.04	_____
001-3152	SHORT TERM RENTAL FEE	0.00	180.00	0.00	0.00	_____
001-3224	Cannabis App Fee	63,000.00	0.00	0.00	0.00	_____
001-3479	Contributions, other	0.00	550.00	0.00	0.00	_____
001-3490	Other Government Grants	9,641.84	17,371.34	16,000.00	1,100,000.00	_____
001-3499	Revenue from Other Agencies	293,173.50	237,445.98	270,000.00	155,818.91	_____
001-3510	Parks & Recreation Fees	2,210.00	930.00	0.00	6,238.00	_____
001-3550	Other Permits & Fees	1,271.50	10,298.93	2,500.00	4,701.00	_____
001-3580	Other Service Charges	175.00	255.00	0.00	0.00	_____
001-3604	Contributions, non-gov't.	90,000.00	0.00	90,000.00	0.00	_____
001-3606	Investment Income	2,997.36	0.00	0.00	0.00	_____
001-3610	Rental of Property	120,185.21	133,329.23	125,000.00	77,663.64	_____
001-3618	Administrative Overhead	40,977.33	30,031.04	30,000.00	10,907.30	_____
001-3620	Miscellaneous Income	1,142.22	230,896.33	0.00	421,730.31	_____
001-3625	Public Donations	0.00	0.00	0.00	0.00	_____
001-3638	W/C Reimbursement	9,438.50	144,801.39	0.00	65,298.92	_____
001-3808	Transfer from CDBG	0.00	4,104.00	0.00	0.00	_____

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
001-3810	Transfer From Water Oper.Fund	316,599.96	140,875.00	338,300.00	0.00	_____
001-3815	Transfer From WasteWtr Op.Fund	227,199.96	112,333.35	269,900.00	0.00	_____
001-3816	Transfer from Gldp Assesmnt Dist	2,318.45	667.10	24,000.00	0.00	_____
001-3820	Transfer From Gas Tax Fund	3,156.96	537.50	126,155.00	0.00	_____
001-3824	Transfer from Measure A	95,442.96	49,629.15	20,500.00	0.00	_____
001-3831	LTF-Transit	35,000.04	32,458.35	75,300.00	0.00	_____
001-3832	Transfer from misc funds	0.00	867.10	170,985.00	0.00	_____
001-3847	Transfer from Successor Agency	140,557.02	140,203.02	0.00	0.00	_____
001-3851	Transfer from Guad Lighting Dis	7,629.00	4,500.00	273,100.00	0.00	_____
001-3877	Transfer from ARPA	212,622.92	143,251.85	559,547.00	0.00	_____
RevCategory: 36 - Other Revenue Total:		1,676,122.57	1,436,905.74	2,393,087.00	1,843,777.12	0.00
RevCategory: 39 - MISCELLANEOUS						
001-3605	Interest Income	-3,557.46	23,160.25	1,000.00	115,606.00	_____
001-3621	Over/Short	2.67	-581.34	0.00	46.32	_____
RevCategory: 39 - MISCELLANEOUS Total:		-3,554.79	22,578.91	1,000.00	115,652.32	0.00
Revenue Total:		6,951,748.44	6,837,248.08	7,282,819.00	4,603,590.92	-60,000
Expense				7,222,819.00		
Department: 4100 - City Council						
001-4100-0100	Salaries - Regular	1,800.00	1,500.00	1,800.00	0.00	_____
001-4100-0125	Salaries - Part-Time	9,000.00	8,630.36	9,000.00	9,042.88	_____
001-4100-0300	FICA/Medicare	826.56	688.80	826.00	0.00	_____
001-4100-0350	Workers' Compensation	475.16	1,591.93	1,740.00	0.00	_____
001-4100-0360	Unemployment Insurance	28.80	0.00	0.00	0.00	_____
001-4100-1200	Office Supplies & Postage	0.00	148.94	0.00	-74.47	_____
001-4100-1300	Business Expense/Training	0.00	63.94	0.00	171.22	_____
001-4100-1550	Operating Supplies & Exp.	376.45	1,659.68	1,000.00	271.90	_____
001-4100-2150	Professional services	0.00	0.00	0.00	807.50	_____
Department: 4100 - City Council Total:		12,506.97	14,283.65	14,366.00	10,219.03	0.00
Department: 4105 - Administration						
001-4105-0100	Salaries - Regular	309,075.32	264,583.36	306,161.00	232,536.03	_____
001-4105-0125	Salaries - Part-Time	1,971.02	1,500.00	1,800.00	0.00	_____
001-4105-0150	Salaries - Temporary	4,036.62	22,968.93	0.00	0.00	_____
001-4105-0200	Salaries - Overtime	789.00	819.72	975.00	1,715.85	_____

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
001-4105-0250	Retirement - PERS	52,187.14	52,830.63	69,672.00	23,937.83	_____
001-4105-0300	FICA/Medicare	23,835.03	19,006.03	23,566.00	0.00	_____
001-4105-0350	Workers' Compensation	17,927.12	5,651.92	16,747.00	0.00	_____
001-4105-0360	Unemployment Insurance	97.03	0.00	0.00	0.00	_____
001-4105-0400	Medical Insurance	49,724.78	35,748.34	38,935.00	15,365.91	_____
001-4105-0450	Other Benefits	0.00	1,141.94	1,853.00	1,369.97	_____
001-4105-0545	Deferred Compensation	-257.54	4,200.00	8,873.00	5,975.00	_____
001-4105-0560	Dental Insurance	3,890.95	3,255.84	4,632.00	2,348.99	_____
001-4105-0570	Vision Insurance	512.52	358.03	568.00	0.00	_____
001-4105-0585	Life Insurance	0.00	102.36	660.00	310.95	_____
001-4105-1150	Communications	4,296.18	616.21	5,000.00	0.00	_____
001-4105-1200	Office Supplies & Postage	1,054.80	2,166.71	1,800.00	3,711.65	_____
001-4105-1250	Advertising and Pubs	280.00	2,536.21	2,000.00	-158.63	_____
001-4105-1300	Business Expense/Training	990.65	1,679.38	0.00	1,041.62	_____
001-4105-1350	Memberships, Dues & Subs	0.00	384.00	0.00	3.73	_____
001-4105-1550	Operating Supplies & Exp.	3,799.41	5,597.13	3,800.00	1,526.58	_____
001-4105-1600	Elections	0.00	8,674.21	0.00	0.00	_____
001-4105-1650	Levys, Penalties/Interest	0.00	200.00	0.00	0.00	_____
001-4105-2100	Legal Services	25.00	0.00	0.00	0.00	_____
001-4105-2150	Professional Services	11,009.85	11,511.23	96,623.00	28,969.61	use \$10,000 for Non-Profit Start-up
Department: 4105 - Administration Total:		485,244.88	445,532.18	583,665.00	318,655.09	0.00
Department: 4110 - City Attorney						
001-4110-2150	Professional services	130,289.03	105,949.76	100,000.00	53,080.65	_____
Department: 4110 - City Attorney Total:		130,289.03	105,949.76	100,000.00	53,080.65	0.00
Department: 4120 - Finance						
001-4120-0100	Salaries - Regular	305,863.20	303,384.65	288,340.00	268,069.85	_____
001-4120-0125	Salaries - Part-Time	0.00	8,759.26	0.00	32,032.52	_____
001-4120-0150	Salaries - Temporary	0.00	23,818.38	0.00	0.00	_____
001-4120-0200	Salaries - Overtime	627.07	3,908.05	1,000.00	906.64	_____
001-4120-0250	Retirement - PERS	79,941.34	82,162.87	98,076.00	38,013.81	_____
001-4120-0300	FICA/Medicare	23,328.69	21,692.36	21,050.00	0.00	_____
001-4120-0350	Workers' Compensation	20,325.96	8,293.35	15,772.00	0.00	_____

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
001-4120-0400	Medical Insurance	59,699.28	52,008.53	57,937.00	48,421.79	_____
001-4120-0545	Deferred Compensation	2,430.35	1,259.51	53.00	226.24	_____
001-4120-0560	Dental Insurance	4,021.58	4,049.66	4,516.00	4,297.82	_____
001-4120-0570	Vision Insurance	648.80	443.76	570.00	0.00	_____
001-4120-0585	Life Insurance	0.00	67.52	452.00	384.78	_____
001-4120-1150	Communications	2,890.31	451.54	3,000.00	0.00	_____
001-4120-1200	Office Supplies & Postage	2,987.69	7,945.33	3,000.00	5,578.13	_____
001-4120-1250	Advertising & Publication	34.65	500.00	0.00	0.00	_____
001-4120-1300	Business Expense/Training	554.35	2,529.16	2,000.00	200.00	_____
001-4120-1350	Memberships, dues,subscriptions	780.29	528.00	2,255.00	0.00	_____
001-4120-1500	Equipment Replacement	0.00	0.00	0.00	2,277.86	_____
001-4120-1501	Equipment < or = \$5000	0.00	519.82	0.00	490.00	_____
001-4120-1550	Operating Supplies & Exp.	2,301.65	5,297.48	1,600.00	2,857.24	_____
001-4120-1650	Levys, Penalties/Interest	0.00	539.42	0.00	-69.71	_____
001-4120-2150	Professional services	11,961.57	20,148.82	17,000.00	20,793.24	_____
001-4120-2249	Lease payments	0.00	1,531.95	0.00	0.00	_____
001-4120-5089	Transfer to CIP	0.00	0.00	25,000.00	0.00	_____
	Department: 4120 - Finance Total:	518,396.78	549,839.42	541,621.00	424,480.21	0.00
	Department: 4140 - Non-Departmental					
001-4140-0400	Medical Insurance	2,694.28	7,594.12	3,500.00	979.27	_____
001-4140-1200	Office Supplies & Postage	1,991.79	1,670.17	1,000.00	351.41	_____
001-4140-1300	Business Expense/Training	0.00	145.21	0.00	0.00	_____
001-4140-1350	Memberships, Dues & Subs	0.00	41.97	0.00	18.99	_____
001-4140-1550	Operating Supplies & Exp.	1,765.21	0.00	17,648.00	11,413.29	_____
001-4140-1750	Bank Service Charges	2,034.11	1,343.00	2,000.00	253.50	_____
001-4140-2150	Professional Services	14,622.71	19,149.15	35,178.00	-3,713.54	_____
001-4140-2151	Information Technology Svcs	126,214.39	139,399.16	60,511.00	77,488.51	_____
001-4140-2300	Liability Insurance	20,088.00	22,237.00	22,000.00	0.00	_____
001-4140-2350	Services by other Agencies	63,812.00	51,228.00	35,000.00	50,821.00	_____
001-4140-2999	COVID19	169.64	0.00	0.00	0.00	_____
001-4140-4000	Debt Service Principal	0.00	0.00	130,666.00	0.00	_____
001-4140-4100	Debt Service Interest	2,010.00	3,675.00	2,010.00	0.00	_____

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022	2022-2023	2023-2024	2023-2024	2023-2024
		Total Activity	Total Activity	Total Budget	YTD Activity	Amended
001-4140-4150	Lease Purchase	10,396.12	9,580.80	9,000.00	5,135.97	
001-4140-5089	Transfer to CIP	212,242.36	16,532.33	401,000.00	0.00	
Department: 4140 - Non-Departmental Total:		458,040.61	272,595.91	719,513.00	142,748.40	0.00
Department: 4145 - Building Maintenance						
001-4145-0100	Salaries - Regular	30,956.25	25,746.49	23,512.00	18,985.23	
001-4145-0200	Salaries - Overtime	212.16	896.46	0.00	0.00	
001-4145-0250	Retirement - PERS	4,982.93	2,066.21	2,558.00	1,304.96	
001-4145-0300	FICA/Medicare	2,486.20	1,767.27	1,777.00	0.00	
001-4145-0350	Workers' Compensation	1,329.28	1,156.40	1,286.00	0.00	
001-4145-0400	Medical Insurance	5,813.21	4,211.76	5,428.00	4,037.59	
001-4145-0545	Deferred Compensation	1,143.65	420.25	27.00	11.26	
001-4145-0560	Dental Insurance	396.38	660.77	910.00	578.69	
001-4145-0570	Vision Insurance	57.38	79.88	112.00	0.00	
001-4145-0585	Life Insurance	36.03	52.62	68.00	38.09	
001-4145-1000	Utilities	49,516.06	85,212.85	50,000.00	36,085.06	
001-4145-1150	Communications	15,739.53	33,278.01	17,000.00	19,946.78	
001-4145-1200	Office Supplies & Postage	0.00	21.72	0.00	-10.86	
001-4145-1300	Business Expense/Training	37.23	2.50	30.00	0.00	
001-4145-1350	Memberships, dues,subscriptions	0.00	0.00	7,000.00	0.00	
001-4145-1450	Facility Maintenance	0.00	465.00	0.00	0.00	
001-4145-1460	Vehicle Maintenance	494.48	204.48	650.00	103.80	
001-4145-1500	Equipment Replacement	8,086.25	0.00	0.00	1,130.72	
001-4145-1501	Equipment < or = \$5000	0.00	0.00	0.00	2,196.31	
001-4145-1550	Operating Supplies & Exp.	44,223.34	14,668.93	10,000.00	19,428.35	
001-4145-1560	Fuel & lubricants	1,045.66	3,560.71	2,000.00	1,048.59	
001-4145-1750	Bank Service Charges	0.00	0.00	0.00	20.00	
001-4145-2150	Professional Services	73,251.74	87,800.21	30,000.00	31,428.48	
001-4145-2300	Liability Insurance	4,578.04	3,143.85	0.00	0.00	
001-4145-5089	Transfer to CIP	0.00	0.00	9,909.00	0.00	
Department: 4145 - Building Maintenance Total:		244,385.80	265,416.37	162,267.00	136,333.05	0.00
Department: 4200 - Police						
001-4200-0100	Salaries - Regular	1,401,146.85	1,283,818.74	1,507,665.00	1,072,055.70	

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
001-4200-0150	Salaries - Temporary	17,988.19	7,766.04	10,491.00	6,863.10	_____
001-4200-0200	Salaries - Overtime	273,252.48	255,823.55	277,074.00	203,712.08	_____
001-4200-0250	Retirement - PERS	273,304.85	254,085.65	299,234.00	117,789.24	_____
001-4200-0300	FICA/Medicare	124,336.22	97,626.65	117,270.00	0.00	_____
001-4200-0350	Workers' Compensation	129,849.53	61,543.30	178,809.00	0.00	_____
001-4200-0360	Unemployment Insurance	0.00	1,655.50	0.00	0.00	_____
001-4200-0400	Medical Insurance	186,974.79	143,232.87	241,507.00	92,343.95	_____
001-4200-0450	Other Benefits	26,741.45	24,421.40	22,131.00	20,867.86	_____
001-4200-0545	Deferred Compensation	32,235.32	23,578.47	24,338.00	19,684.34	_____
001-4200-0560	Dental Insurance	18,956.79	15,278.32	19,966.00	9,787.80	_____
001-4200-0570	Vision Insurance	2,562.54	1,670.89	2,263.00	0.00	_____
001-4200-0585	Life Insurance	88.79	253.27	1,962.00	1,020.07	_____
001-4200-1150	Communications	9,708.89	12,430.36	10,000.00	1,471.11	_____
001-4200-1200	Office Supplies & Postage	3,811.55	2,198.34	2,600.00	1,226.44	_____
001-4200-1250	Advertising & Publication	129.80	46.20	0.00	196.73	_____
001-4200-1300	Business Expense/Training	15,012.06	29,432.00	20,000.00	8,300.53	_____
001-4200-1350	Memberships, dues,subscript.	2,598.00	565.00	500.00	302.20	_____
001-4200-1400	Equipment Maintenance	0.00	9,808.63	0.00	1,199.71	+50,000 _____
001-4200-1450	Facility Maintenance	0.00	0.00	96,950.00	0.00	_____
001-4200-1460	Vehicle Maintenance	7,059.34	9,689.66	7,000.00	8,549.44	_____
001-4200-1500	Equipment Replacement	1,841.14	1,134.76	0.00	364.74	_____
001-4200-1501	Equipment < or = \$5000	0.00	0.00	0.00	136.85	_____
001-4200-1550	Operating Supplies & Exp.	33,523.99	29,968.45	24,000.00	17,926.30	_____
001-4200-1560	Fuel & lubricants	42,705.27	46,521.92	35,000.00	16,601.76	_____
001-4200-1650	Levys, Penalties/Interest	0.00	8,416.17	0.00	0.00	_____
001-4200-2150	Professional services	5,659.77	14,950.55	6,000.00	68,675.02	_____
001-4200-2151	Information Technolgy Svcs	0.00	0.00	0.00	250.00	_____
001-4200-2200	Equipment Rental	0.00	35.00	0.00	0.00	_____
001-4200-2300	Liability Insurance	77,621.56	35,663.25	93,900.00	0.00	_____
001-4200-2350	Services by other Agencies	70,752.36	81,604.85	65,000.00	35,138.58	_____
001-4200-2999	COVID19	1,280.00	0.00	0.00	0.00	_____

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
001-4200-3210	Explorers	1,128.31	1,562.01	1,000.00	30.00	
	Department: 4200 - Police Total:	2,760,269.84	2,454,781.80	3,064,660.00	1,704,493.55	+50,000
	Department: 4220 - Fire			3,114,660		
001-4220-0100	Salaries - Regular	587,353.08	556,117.13	581,868.00	461,191.82	
001-4220-0125	Salaries - Part Time	17,286.00	7,601.00	25,000.00	107.65	
001-4220-0150	Salaries - Temp	10,644.07	15,174.21	0.00	0.00	
001-4220-0200	Salaries - Overtime	262,162.70	184,721.47	193,111.00	209,862.36	
001-4220-0250	Retirement - PERS	131,437.35	124,562.04	156,185.00	66,413.92	
001-4220-0300	FICA/Medicare	60,532.32	46,802.42	58,607.00	0.00	
001-4220-0350	Workers' Compensation	60,781.73	27,141.70	69,010.00	0.00	
001-4220-0360	Unemployment Insurance	4,136.38	0.00	0.00	0.00	
001-4220-0400	Medical Insurance	74,751.52	63,841.23	105,015.00	48,322.63	
001-4220-0450	Other Benefits	7,641.56	5,745.66	8,970.00	2,447.64	
001-4220-0545	Deferred Compensation	2,160.71	476.74	376.00	633.39	
001-4220-0560	Dental Insurance	2,923.61	2,954.58	5,476.00	2,668.09	
001-4220-0570	Vision Insurance	423.88	335.92	713.00	0.00	
001-4220-0585	Life Insurance	0.00	88.47	929.00	557.70	
001-4220-1150	Communications	4,353.39	3,387.84	4,500.00	1,469.14	
001-4220-1200	Office Supplies & Postage	314.55	711.31	400.00	627.45	
001-4220-1250	Advertising and Pubs	0.00	0.00	0.00	351.27	
001-4220-1300	Business Expense/Training	2,922.87	3,057.80	2,500.00	1,664.40	
001-4220-1350	Memberships, Dues & Subs	707.76	800.00	800.00	1,449.00	
001-4220-1400	Equipment Maintenance	5,070.78	6,658.74	4,000.00	2,636.99	
001-4220-1460	Vehicle Maintenance	6,122.51	21,471.90	6,500.00	4,231.50	
001-4220-1500	Equipment Replacement	653.00	0.00	0.00	0.00	
001-4220-1550	Operating Supplies & Exp.	16,469.19	18,716.43	15,000.00	4,452.30	
001-4220-1560	Fuels and Lubricants	7,932.51	11,083.24	12,600.00	3,978.89	
001-4220-2150	Professional Services	100.00	193.93	0.00	1,662.09	
001-4220-2163	SBC Fair	0.00	0.00	0.00	1,574.99	
001-4220-2167	Strike Team/EMT/Other	0.00	303.72	0.00	1,560.06	
001-4220-2200	Equipment Rental	0.00	35.00	0.00	0.00	
001-4220-2300	Liability Insurance	36,577.08	17,533.88	44,200.00	0.00	

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
001-4220-2350	Services by other Agencies	27,233.25	26,170.15	40,000.00	12,078.64	
001-4220-2999	COVID	23.89	0.00	0.00	0.00	
Department: 4220 - Fire Total:		1,330,715.69	1,145,686.51	1,335,760.00	829,941.92	0.00
Department: 4300 - Parks Recreation						
001-4300-0100	Salaries - Regular	65,809.29	101,145.19	183,051.00	119,172.83	
001-4300-0125	Salaries - Part-time	8,401.35	17,074.45	21,462.00	20,395.71	
001-4300-0150	Salaries - Temporary	14,983.02	885.00	0.00	0.00	
001-4300-0200	Salaries - Overtime	1,149.64	1,011.01	0.00	441.99	
001-4300-0250	Retirement - PERS	14,545.73	7,527.02	14,292.00	8,163.38	
001-4300-0300	FICA/Medicare	7,139.71	7,410.15	15,596.00	0.00	
001-4300-0350	Workers' Compensation	3,029.92	2,915.30	10,013.00	0.00	
001-4300-0400	Medical Insurance	9,483.21	11,602.29	27,141.00	16,584.03	
001-4300-0450	Other Benefits	0.00	0.00	0.00	48.49	
001-4300-0545	Deferred Compensation	3,241.59	784.12	80.00	33.62	
001-4300-0560	Dental Insurance	708.88	1,556.29	2,086.00	1,336.25	
001-4300-0570	Vision Insurance	113.68	131.05	283.00	0.00	
001-4300-0585	Life Insurance	88.60	155.00	434.00	139.83	
001-4300-1000	Utilities	85,327.25	80,293.54	70,000.00	61,510.90	
001-4300-1150	Communications	1,170.63	1,314.83	4,000.00	722.26	
001-4300-1200	Office Supplies & Postage	420.01	448.21	500.00	179.71	
001-4300-1300	Business Expense/Training	402.50	2.50	0.00	0.00	
001-4300-1400	Equipment Maintenance	0.00	0.00	0.00	25.70	
001-4300-1460	Vehicle Maintenance	360.88	0.00	400.00	44.81	
001-4300-1500	Equipment Replacement	751.28	28,315.07	0.00	280.69	
001-4300-1550	Operating Supplies & Exp.	14,083.36	22,251.98	23,000.00	8,871.56	
001-4300-1560	Fuel & lubricants	1,043.82	3,180.09	2,000.00	2,028.03	
001-4300-1650	Levys, Penalties/Interest	0.00	40.00	0.00	-20.00	
001-4300-1750	Bank Service Charges	0.00	0.00	0.00	40.00	
001-4300-2150	Professional services	53,628.98	63,065.20	50,500.00	27,751.80	
001-4300-2200	Equipment Rental	0.00	40.34	0.00	0.00	
001-4300-2250	Property Rental	450.00	0.00	0.00	0.00	
001-4300-2300	Liability Insurance	5,756.84	3,523.25	7,000.00	0.00	

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
001-4300-2325	Community Activity	900.00	345.99	0.00	900.00	
001-4300-2999	COVID19	404.29	0.00	0.00	0.00	
Department: 4300 - Parks Recreation Total:		293,394.46	355,017.87	431,838.00	268,651.59	0.00
Department: 4405 - Building and Safety						
001-4405-0100	Salaries - Regular	71,488.39	70,874.72	157,491.00	56,552.35	
001-4405-0150	Temporary	0.00	0.00	0.00	0.00	
001-4405-0200	Salaries - Overtime	0.00	23.44	0.00	0.00	
001-4405-0250	Retirement - PERS	31,800.97	32,692.20	45,870.00	11,727.76	
001-4405-0300	FICA/Medicare	5,654.15	4,630.14	11,995.00	0.00	
001-4405-0350	Workers' Compensation	4,838.20	1,910.35	8,615.00	0.00	
001-4405-0400	Medical Insurance	9,106.72	7,617.87	21,713.00	6,029.60	
001-4405-0450	Other Benefits	-0.01	0.00	0.00	0.00	
001-4405-0545	Deferred Compensation	0.00	4.08	53.00	22.44	
001-4405-0560	Dental Insurance	446.37	420.33	1,175.00	334.56	
001-4405-0570	Vision Insurance	71.62	51.61	170.00	0.00	
001-4405-0585	Life Insurance	38.00	9.50	272.00	76.00	
001-4405-1150	Communications	1,440.20	256.69	500.00	0.00	
001-4405-1200	Office Supplies & Postage	193.03	275.24	300.00	115.14	
001-4405-1250	Advertising and Pubs	363.33	2,891.66	1,300.00	-131.43	
001-4405-1300	Business Expense/Training	0.00	27.76	0.00	0.00	
001-4405-1550	Operating Supplies & Exp.	988.87	3,331.45	2,000.00	1,075.44	
001-4405-2150	Professional Services	126,770.57	272,332.57	43,472.00	92,134.90	
001-4405-2999	COVID19	38.14	0.00	0.00	0.00	
Department: 4405 - Building and Safety Total:		253,238.55	397,349.61	294,926.00	167,936.76	0.00
Department: 4420 - Water Operating						
001-4420-0570	Vision Insurance	-0.04	0.00	0.00	0.00	
001-4420-0585	Life Insurance	0.00	22.85	0.00	0.00	
001-4420-1150	Communications	79.53	0.00	0.00	0.00	
001-4420-1300	Business Expense/Training	0.00	14.30	0.00	0.00	
001-4420-1550	Operating Supplies & Exp.	-79.53	179.40	0.00	-179.40	
001-4420-2150	Profl Services	0.00	166.66	0.00	0.00	
Department: 4420 - Water Operating Total:		-0.04	383.21	0.00	-179.40	0.00

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
Department: HEMP - Cannabis					
001-HEMP-1550 Operating Supplies & Exp.	50.00	0.00	0.00	0.00	
001-HEMP-2150 Prof'l Services	76,246.84	42,321.87	0.00	5,299.05	-10,000
Department: HEMP - Cannabis Total:	76,296.84	42,321.87	0.00	5,299.05	0.00
Expense Total:	6,562,779.41	6,049,158.16	7,248,616.00	4,061,659.90	0.00
Fund: 001 - General Fund Surplus (Deficit):	388,969.03	788,089.92	34,203.00	541,931.02	0.00
Report Surplus (Deficit):	388,969.03	788,089.92	34,203.00	541,931.02	0.00

Group Summary

Departmen...	2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
Fund: 001 - General Fund					
Revenue					
RevCategory: 31 - Taxes:					
	4,049,534.75	4,529,483.69	4,092,965.00	2,251,445.58	0.00
RevCategory: 31 - Taxes Total:	4,049,534.75	4,529,483.69	4,092,965.00	2,251,445.58	0.00
RevCategory: 32 - Building & Planning:					
	671,032.64	551,026.51	469,767.00	209,197.71	0.00
RevCategory: 32 - Building & Planning Total:	671,032.64	551,026.51	469,767.00	209,197.71	0.00
RevCategory: 34 - Public Safety:					
	558,613.27	297,253.23	326,000.00	183,518.19	0.00
RevCategory: 34 - Public Safety Total:	558,613.27	297,253.23	326,000.00	183,518.19	0.00
RevCategory: 36 - Other Revenue					
	1,676,122.57	1,436,905.74	2,393,087.00	1,843,777.12	0.00
RevCategory: 36 - Other Revenue Total:	1,676,122.57	1,436,905.74	2,393,087.00	1,843,777.12	0.00
RevCategory: 39 - MISCELLANEOUS					
	-3,554.79	22,578.91	1,000.00	115,652.32	0.00
RevCategory: 39 - MISCELLANEOUS Total:	-3,554.79	22,578.91	1,000.00	115,652.32	0.00
Revenue Total:	6,951,748.44	6,837,248.08	7,282,819.00	4,603,590.92	0.00
Expense					
4100 - City Council	12,506.97	14,283.65	14,366.00	10,219.03	0.00
4105 - Administration	485,244.88	445,532.18	583,665.00	318,655.09	0.00
4110 - City Attorney	130,289.03	105,949.76	100,000.00	53,080.65	0.00
4120 - Finance	518,396.78	549,839.42	541,621.00	424,480.21	0.00
4140 - Non-Departmental	458,040.61	272,595.91	719,513.00	142,748.40	0.00
4145 - Building Maintenance	244,385.80	265,416.37	162,267.00	136,333.05	0.00
4200 - Police	2,760,269.84	2,454,781.80	3,064,660.00	1,704,493.55	+50,000
4220 - Fire	1,330,715.69	1,145,686.51	1,335,760.00	829,941.92	0.00
4300 - Parks Recreation	293,394.46	355,017.87	431,838.00	268,651.59	0.00
4405 - Building and Safety	253,238.55	397,349.61	294,926.00	167,936.76	0.00
4420 - Water Operating	-0.04	383.21	0.00	-179.40	0.00
HEMP - Cannabis	76,296.84	42,321.87	0.00	5,299.05	0.00
Expense Total:	6,562,779.41	6,049,158.16	7,248,616.00	4,061,659.90	0.00
Fund: 001 - General Fund Surplus (Deficit):	388,969.03	788,089.92	34,203.00	541,931.02	0.00
Report Surplus (Deficit):	388,969.03	788,089.92	34,203.00	541,931.02	0.00

Fund Summary

Fund	2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
001 - General Fund	388,969.03	788,089.92	34,203.00	541,931.02	0.00
Report Surplus (Deficit):	388,969.03	788,089.92	34,203.00	541,931.02	0.00



City of Guadalupe

EXHIBIT B

Budget Worksheet Condensed

Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
Fund: 012 - Wst.Wtr.Op.Fund					
Revenue					
RevCategory: 36 - Other Revenue					
012-3490	Other Government Grants	13,826.75	31,756.00	2,789,000.00	0.00 +1,734,908
012-3610	Rental of Property	168,000.00	182,000.00	168,000.00	112,000.00
012-3646	Surplus property sales	1,225.39	0.00	0.00	0.00
012-3816	Tr from Gldp Assessment Dist	442.22	0.00	0.00	0.00
012-3950	Sewer Service Charges	1,827,656.71	948,479.90	1,874,600.00	1,248,998.11
012-3962	Set up Fees	3,935.00	2,194.00	3,700.00	0.00
012-3965	Late Fee	6,957.00	3,975.00	8,000.00	0.00
012-3970	Connection Fees	285,344.00	17,530.00	215,000.00	4,709.00
	RevCategory: 36 - Other Revenue Total:	2,307,387.07	1,185,934.90	5,058,300.00	1,365,707.11 +1,734,908
			6,793,208		
RevCategory: 39 - MISCELLANEOUS					
012-3605	Interest Income	-736.26	40,755.26	6,800.00	0.00
	RevCategory: 39 - MISCELLANEOUS Total:	-736.26	40,755.26	6,800.00	0.00 0.00
	Revenue Total:	2,306,650.81	1,226,690.16	5,065,100.00	1,365,707.11 0.00
	Fund: 012 - Wst.Wtr.Op.Fund Total:	2,306,650.81	1,226,690.16	5,065,100.00	1,365,707.11 0.00
Fund: 023 - LTF - Transit					
Revenue					
RevCategory: 36 - Other Revenue					
023-3401	SMOOTH BUS PASS SALES	1,530.00	1,610.00	1,800.00	1,152.50
023-3459	State Transit Assistance STA	208,182.00	155,758.24	75,000.00	0.00
023-3471	LTF - PUC 99260	468,755.16	528,366.04	423,886.00	224,948.66
023-3474	Section 5311	9,262.80	60,294.20	100,137.00	402,801.43
023-3490	Other Government Grants	4,440.53	553,688.00	3,608,511.00	116,476.00 +1,004,000
023-3511	Fare Revenues	43,650.04	68,116.27	50,000.00	34,491.85
023-3620	Miscellaneous Income	0.00	250,000.00	0.00	0.00
023-3877	TRANSFER FROM ARPA	2,453.00	0.00	0.00	0.00
	RevCategory: 36 - Other Revenue Total:	738,273.53	1,617,832.75	4,259,334.00	779,870.44 +1,004,000
			5,263,334		

Budget Worksheet Condensed

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
RevCategory: 39 - MISCELLANEOUS					
023-3605 Interest Income	-4,973.88	17,287.92	1,500.00	0.00	
RevCategory: 39 - MISCELLANEOUS Total:	-4,973.88	17,287.92	1,500.00	0.00	0.00
Revenue Total:	733,299.65	1,635,120.67	4,260,834.00	779,870.44	0.00
Fund: 023 - LTF - Transit Total:	733,299.65	1,635,120.67	4,260,834.00	779,870.44	0.00
Report Total:	3,039,950.46	2,861,810.83	9,325,934.00	2,145,577.55	0.00

Group Summary

RevCategor...	2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
Fund: 012 - Wst.Wtr.Op.Fund					
Revenue					
36 - Other Revenue	2,307,387.07	1,185,934.90	5,058,300.00	1,365,707.11	0.00
39 - MISCELLANEOUS	-736.26	40,755.26	6,800.00	0.00	0.00
Revenue Total:	2,306,650.81	1,226,690.16	5,065,100.00	1,365,707.11	0.00
Fund: 012 - Wst.Wtr.Op.Fund Total:	2,306,650.81	1,226,690.16	5,065,100.00	1,365,707.11	0.00
Fund: 023 - LTF - Transit					
Revenue					
36 - Other Revenue	738,273.53	1,617,832.75	4,259,334.00	779,870.44	0.00
39 - MISCELLANEOUS	-4,973.88	17,287.92	1,500.00	0.00	0.00
Revenue Total:	733,299.65	1,635,120.67	4,260,834.00	779,870.44	0.00
Fund: 023 - LTF - Transit Total:	733,299.65	1,635,120.67	4,260,834.00	779,870.44	0.00
Report Total:	3,039,950.46	2,861,810.83	9,325,934.00	2,145,577.55	0.00

Fund Summary

Fund	2021-2022 Total Activity	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 YTD Activity	2023-2024 Amended
012 - Wst.Wtr.Op.Fund	2,306,650.81	1,226,690.16	5,065,100.00	1,365,707.11	0.00
023 - LTF - Transit	733,299.65	1,635,120.67	4,260,834.00	779,870.44	0.00
Report Total:	3,039,950.46	2,861,810.83	9,325,934.00	2,145,577.55	0.00

EXHIBIT C

**City of Guadalupe
Capital Improvement Projects Budget - Fiscal Year 23-24**

			Funding Allocation																							
Project #	Account #	PROJECT DESCRIPTIONS	General Fund	ARPA	AHSC Grant	EDA	CAC	Clean Air Grant	5339	LCTOP	Gas Tax	Capital Facilities Impact Fees	Traffic Mitigation	Measure A	SB1	State Parks	Community Facilities Grant	Lighting District	IRWM	CDBG	Transit	Water	Sewer	2023-24 TOTAL	Comments	
Buildings																										
089-104	089-4444-3044	Financial Accounting Software		73,000																					\$ 73,000	
089-106	089-4444-3077	Public Facilities Master Plan (includes parks and library)		190,000								90,000													\$ 280,000	
089-108	089-4444-3075	PD Electrical service upgrade		100,000																					\$ 100,000	
089-109	089-4444-3050	Royal Theater				4,000,000	8,000,000																		\$ 12,000,000	
089-112	089-4444-3075	Building improvements (painting, roof repair, locks, utilities)AKA City Hall Improvements		240,000																					\$ 240,000	
Parks																										
089-205	089-4444-3053	Central Park Renovation														3,820,000		300,000							\$ 4,120,000	
089-204	089-4444-3054	Leroy Park Phase II (Multipurpose room)															1,700,000								\$ 1,700,000	
Streets, Sidewalks, Bicycle Facilities																										
089-309	089-4444-3098	Sidewalk repairs												100,000											\$ 100,000	
089-307	089-4444-3067	PSHH Pedestrian Improvements (Gularte St., reimburse Developer) aka La Guardia sidewalks										179,537													\$ 179,537	
089-308	089-4444-3068	Street Rehabilitation FY 22/23	40,000								701,000		120,000	459,000	380,000										\$ 1,700,000	
089-311	089-4444-3092	Storm drain Trash Amendments improvements												90,000											\$ 90,000	
089-312	089-4444-3069	Street Rehabilitation FY 23/24 (W. Main west of Pioneer, 12th St.	37,000								150,000		50,000	500,000	150,000										\$ 887,000	
089-313	089-4444-3091	2 electric service trucks												90,000											\$ 90,000	
Water																										
089-406	089-4444-3093	Elevated Tank Painting														580,000						300,000			\$ 880,000	
089-407	089-4444-3094	AMI Phase 2 (base station and transmitter upgrades)																				300,000			\$ 300,000	
089-408	089-4444-3089	SCADA Improvements																				50,000			\$ 50,000	
089-411	089-4444-3101	2 electric service trucks																				90,000			\$ 90,000	
089-410	089-4444-3076	Bonita Tank Demolition																				45,000			\$ 45,000	
Wastewater																										
089-504	089-4444-3084	Hwy 1 Lift Station																					3,534,908		\$ 3,534,908	
	NEW	wastewater plan improvements																						1,800,000	\$ 1,800,000	ponds, dredgeing
089-511	089-4444-3082	Pioneer Lift Station																	989,000					300,000	\$ 1,289,000	
089-512	089-4444-3078	Grit system parts replacement																						130,000	\$ 130,000	
089-513	089-4444-3090	WWTP Equipment (Skid-steer, AIPS vault)																						420,000	\$ 420,000	
Transit																										
089-603	089-4444-3094	EV Charging Stations			1,616,247																				\$ 1,616,247	Extra \$1,616,247 avail if Clean CA awarded/ 023-4461-3200
089-602	089-4444-3097	Amtrak Tran Station Rehab (design)/Transit Hub Rehab			349,428			1,004,000		100,000															\$ 1,453,428	Call clean air grant \$1,004,000
089-604	089-4444-3099	2 bus shelters - Transit Infrastructure																					13,000		\$ 13,000	
089-605	089-4444-3102	Electric van								116,476													175,000		\$ 291,476	
089-606	089-4444-3103	2 new electric buses			1,005,072				975,000														172,000		\$ 2,152,072	
089-607	089-4444-3104	303 Obispo Street Site Improvements			767,410				250,000														44,118		\$ 1,061,528	
			77,000	603,000	3,738,157	4,000,000	8,000,000	1,004,000	1,225,000	216,476	851,000	269,537	170,000	1,239,000	530,000	4,400,000	1,700,000	300,000	989,000	3,534,908	404,118	785,000	2,650,000	\$ 36,686,196		

ARPA Summary - Draft						Capital Facilities -Fund 76		
	Departments	Description	Council Approved	ACTUAL FY23-24	REMAINING	Notes	New Budget	Roof Repair
revenue		General Fund loss of revenue	\$ 200,456	-	170,456.17	Move 73k in 2022-2023 to General Fund, move 97k to 2023-2024 GF	170,456.17	
revenue-4130	Planning	General Plan Environmental impact review	\$ 46,074	-	27,241.71	Roof and Wall repair	-	27,241.71
revenue		Cyber Sec Upgrades IT	\$ 75,000	-	48,013.31	Roof and Wall repair	-	48,013.31
Payroll Report	Parks & Recs	Rec Manager	\$ 168,865	7,320.00	31,767.11	Roof and Wall repair	-	31,767.11
01-4300-1550	Parks & Recs	Recreational Programs	\$ 20,000	7,079.87	8,252.97		8,252.97	
01-4300-1550	Parks & Recs	Tables and C Storage	\$ 8,900	6,221.82	2,678.18		2,678.18	
CIP-4130 (89)	Planning	Planning Software	\$ 73,000	31,211.27	41,788.73	Use for Tyler Planning implementation	41,788.73	
01-4140-2151	Admin	Adobe	\$ 18,208	4,100.00	3,518.51		3,518.51	
01-4140-2151	Bldg Maint.	Spanish/Mixteco Interpreting Services	\$ 7,500	-	7,500.00	add back per council 7/11	7,500.00	
01-4140-2151	Admin	Website Event Management Plugin	\$ 5,000	5,575.00	(453.88)	Need to pull from something else to cover	(453.88)	
01-4140-1550	Admin	Surface Pro 7 w/Keyboard	\$ 19,682	13,353.29	(704.87)	Need to pull from something else to cover	(704.87)	
CIP (89)	Bldg Maint.	City hall painting	\$ 55,000	-	4,086.72	\$1248.45 to cover the over spend / remaining to Roof and Wall repair	1,248.45	2,838.27
CIP (89)	Bldg Maint.	City hall roof repairs	\$ 266,000	-	238,675.00	Roof and Wall repair	-	238,675.00
CIP (89)	Parks & Recs	Leroy Park Parking Lot	\$ 165,000	-	165,000.00	??? Might be Free to use depending on FEMA mitigation	94,357.00	70,643.00
CIP (89)	Parks & Recs	O'Connell Park gate	\$ 10,000	-	10,000.00	Roof and Wall repair		10,000.00
CIP (89)	Parks & Recs	O'connell irrigation renovation	\$ 54,000	-	54,000.00	Roof and Wall repair		54,000.00
01-4200-1400	PD	Generator (1)	\$ 50,000	-	50,000.00	\$3000 for PD C-Train	50,000.00	
01-4145-1550	Bldg Maint.	PW Conference Room Upgrades	\$ 18,000	425.98	1,623.67	Wastewater surface pro \$1123.67	1,623.67	
01-4120-1550	Finance	Finance Office Upgrades	\$ -	2,556.25	9,474.86	Floor repair/refinish in Finance Office	9,474.86	
71-4454-2150	Streets	Vegetation Maintenance	\$ 50,000	-	12,916.00	Roof and Wall repair	-	12,916.00
Payroll Report	Bldg Maint.	Maintenance Lead	\$ 85,500	1,273.43	76,512.94	Roof and Wall repair	-	76,512.94
CIP (89)	Bldg Maint.	Library Relocation	\$ 30,000	-	30,000.00	Roof and Wall repair	-	30,000.00
	Admin	SBCAG Broadband Contribution	\$ 5,223	-	(89.70)	Need to pull from something else to cover	(89.70)	
CIP 89-4444-3075	Bldg Maint.	Emergency declaration - electrical issues	\$ 50,000	14,185.01	31,414.99	???Might be free to use	31,414.99	
			\$ 1,781,281	94,263.21	1,023,672.42		421,128.08	602,607.34
		Total ARPA awarded	\$ 1,860,000					
		Remaining to allocate	\$ 78,719					



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of March 12, 2024

Philip F. Sinco

Todd Bodem

Prepared by:
Philip F. Sinco, City Attorney

Approved by:
Todd Bodem, City Administrator

SUBJECT: Compensation increases for City Elected Officials and stipend for Recreation and Parks Commissioners

RECOMMENDATION:

That the City Council:

1. Introduce on the first reading, and continue to its meeting of March 26, 2024, for second reading and adoption, an ordinance increasing the monthly salaries for all of the City's elected officials to \$500 per month, and providing that the Mayor shall receive an additional \$250 per month.
2. Adopt a resolution providing for a \$50 per meeting stipend for Recreation and Parks Commissioners.

BACKGROUND:

At the City Council meeting on February 27, 2024, the City Council received a staff report concerning SB 329, a bill that became effective on January 1, 2024. This legislation amended Government Code section 36516 to increase the maximum salary for elected officials in cities with less than 35,000 in population from \$300 to \$950 per month and would allow for the greater of a 5% increase or an amount equal to inflation since January 1, 2024, based upon the California Consumer Price Index (CPI), up to 10 percent, for each calendar year from the last salary adjustment. Previously, Government Code section 36516 only allowed up to a 5% increase per calendar year. In approving SB 329, the Legislature found that city council compensation had not kept pace with inflation (as it had not been raised since 1984), and that "allowing cities to adjust their compensation for inflation may help city councils become more diverse because increased compensation can help individuals from across different income levels receive sufficient income from their service to help ensure that they can continue to serve the public and support their families." In short, this increase in city council compensation was long overdue.

After some deliberations, the City Council indicated support for a monthly salary of \$500 for all of the City's elected officials (i.e., Councilmembers, City Clerk, and City Treasurer) and an additional \$250 per month for the Mayor's office (for a total monthly salary of \$750) in light of the additional duties and obligations of this office.

The City Council also voiced support for a \$50 per meeting stipend for Recreation and Parks Commissioners.

DISCUSSION:

SALARIES OF ELECTED OFFICIALS:

1. City Council: The salaries for members of a city council in general law cities is controlled by Government Code section 36516, which now provides that a city with less than 35,000 in population may authorize a monthly salary for city council members up to \$950. The City Council indicated support for a \$500 monthly salary for councilmembers at its meeting on February 27, 2024.

2. Mayor: A directly elected mayor may receive additional compensation with the consent of the electorate or by ordinance of the city council. (Gov. Code, §36516.1.). At its meeting on February 27, 2024, the City Council indicated support for additional compensation for the Mayor’s office in the amount of \$250.

3. City Clerk/City Treasurer: The City Clerk and the City Treasurer are elected offices in the City of Guadalupe. The salaries for these elective offices are determined by the City Council. Government Code section 36517 provides: “The city clerk and the city treasurer shall receive, at stated times, a compensation fixed by ordinance or resolution.”

Currently, the City Clerk and the City Treasurer receive the same monthly salary as the City Council members. This salary was established by adoption of Resolution No. 97-24 on June 30, 1997. This resolution provides that the monthly salaries for the City Clerk and the City Treasurer are fixed at the same amount as that of member of the City Council (as set forth in GMC §2.08.030). Accordingly, unless the City Council wishes to set a different monthly salary amount for the City Treasurer and the City Clerk, Council does not need to take any additional or separate action to increase the salaries of these two offices when the Council adjusts its salary (by ordinance – see **Attachment 1**). If the Council does wish to keep the salaries for these two offices the same or increase them to a lesser amount than the salary increases for the City Council members, staff will have to draft a resolution based on Council’s direction and bring it to the Council for approval at a future Council meeting.

SALARIES OF APPOINTED OFFICIALS:

The City does not have any appointed officials except for members of the City’s Recreation and Parks Commission (other than the City Administrator, the Director of Public Safety, and the City Attorney, but these offices are not included in this use of the term “officials” for purpose of this item). The City no longer has a planning commission and does not have any other boards or commissions aside from the Recreation and Parks Commission.

The City Council is authorized to establish compensation for appointed officials. Government Code section 36506 provides: “By resolution or ordinance, the city council shall fix the compensation of all appointive officers and employees. Such officers and employees hold office during the pleasure of the city council.”

No compensation was established for members of the Recreation and Parks Commission when the Commission was re-established in 2019 (Resolution No. 2019-49). At the February 27, 2024, Council meeting, the Council indicated that it would support a stipend of \$50 for each meeting a Recreation and Parks Commissioner attends. Staff has prepared a resolution that would provide this \$50 per meeting stipend if adopted by the City Council (**Attachment 2**). The Commission meets once per month.

FISCAL IMPACT:

Increasing the salaries for those who serve on the City Council will have an impact on the general fund. If salary increases are also approved for the City Clerk and the City Treasurer, there will be an additional impact to the general fund. The proposed monthly salary for a City elected official is \$500 (which is a \$350 per month increase over the current salary of \$150) with an additional \$250 per month for the Mayor). Assuming that the Council approves this proposed salary increase for all elected officials, the total impact to the general fund will be as follows:

Council salary increases:	\$350 increase x 5 members = \$1,750 per month
Additional salary for Mayor:	\$250 increase x 1 member = \$ 250 per month
City Clerk/City Treasurer increases:	\$350 increase x 2 officials = \$ <u>700 per month</u>
	\$2,700 per month

Since Government Code section 36516.5 provides that any Council salary increase may take effect only when at least one member of the Council commences a new term which will begin in mid-December 2024, for administrative convenience, the proposed ordinance provides that the increases shall not take place until after December 31, 2024. Accordingly, there would be an increase of \$16,200 in expenditures to the general fund for half of FY 2024-2025, and \$32,400 for each fiscal year thereafter (not including any annual increases, if any).

Unlike the proposed ordinance increasing the compensation for elected officials (which cannot take effect until after December 31, 2024), the proposed resolution establishing a \$50 per meeting stipend for Recreation and Parks Commissioners would take effect immediately. There are currently four (4) Commissioners (one seat is vacant). Assuming that all Recreation and Parks Commissioners attended all of their meetings (once per month), the impact to the general fund for the remainder of the current fiscal year (FY 2023-24) would be \$400 (4 Commissioners x \$50/meetings x 3 meetings (April-June) = \$600). The impact for an entire fiscal year (assuming five (5) Commissioners) would be \$3,000 (5 Commissioners x \$50/meeting = \$250/meeting x 12 meetings = \$3,000).

ATTACHMENTS:

1. Ordinance entitled “An Ordinance of the City of Guadalupe Amending Chapter 2.08 of Title 2 of the Guadalupe Municipal Code Regarding Salaries of City Council Members.”
2. Resolution No. 2024-22

ORDINANCE NO. 2024-516

AN ORDINANCE OF THE CITY OF GUADALUPE AMENDING CHAPTER 2.08 OF TITLE 2 OF THE GUADALUPE MUNICIPAL CODE REGARDING SALARIES OF CITY COUNCIL MEMBERS AND PROVING ADDITIONAL COMPENSATION FOR THE MAYOR

WHEREAS, the City of Guadalupe has not adjusted the salaries for members of the City Council since 1986; and

WHEREAS, the responsibilities of the members of the City Council of the City of Guadalupe have increased since that time; and

WHEREAS, the cost of living has increased by a significant amount since that time; and

WHEREAS, SB 329 (approved by Governor Newsom on June 29, 2023) authorizes a maximum salary up to \$950 per month for city council members in cities with population up to 35,000; and

WHEREAS, in passing SB 329, , the state Legislature found that city council salaries had “not been adjusted since 1984, meaning that city council compensation has not kept pace with inflation” and that allowing cities to adjust city council salaries for inflation “may help city councils become more diverse because increased compensation can help individuals from across different income levels receive sufficient income from their service to help ensure that they can continue to serve the public and support their families;” and

WHEREAS, the City Council wants to ensure that individuals who serve on the City Council are recognized for their public service by providing them a reasonable amount of compensation for this service and believes that \$500 per month for City Council members is appropriate, and that the Mayor should receive an additional \$250 per month (for a total monthly salary of \$750) in light of the additional obligations and duties of this office.

NOW, THEREFORE, the City Council of the City of Guadalupe does hereby ordain as follows:

SECTION 1. Chapter 2.08 of Title 2 of the Guadalupe Municipal Code is hereby amended to read as follows:

Title 2 ADMINISTRATION AND PERSONNEL

Chapter 2.08 CITY COUNCIL

2.08.010 Purpose of provisions—Statutory authority.

The ordinance codified in this chapter was enacted pursuant to Section 36516 of the Government Code, authorizing the Council to provide by ordinance that each member of the Council shall receive a prescribed salary the amount of which is based upon the population of the City, as determined by estimates made by the State Department of Finance.

2.08.020 Salaries—Population basis.

As of July 1, 2022, the latest estimate of population of the City made by the U.S. Census Bureau was 8,675 persons.

2.08.030 Council Salaries—Amount designated.

Each member of the Council shall receive, as salary, the sum of \$500.00 per month, as provided for in Section 36516 of the Government Code for cities up to and including 35,000, which shall be payable from and after December 31, 2024, at the same time and in the same manner as the salaries are paid to other officers and employees of the City.

2.08.035 Mayor's Salary—Amount designated.

The Mayor shall receive, in addition to the salary set forth in Section 2.08.030 of this Chapter, the sum of \$250 per month. This sum shall only be payable after December 31, 2024.

2.08.040 Salaries—Increase or decrease.

Following any new and later estimate of population made by the Department of Finance placing the City in a population group other than that set forth in Section 2.08.030 of this chapter, the salary hereby payable to each member of the Council shall be increased or decreased accordingly to equal the sum prescribed for that population group in Section 36516 of the Government Code, as added by Chapter 286 of the Statutes of 1965; provided, however, that the salary as so increased or decreased shall become payable only on and after the date upon which one or more members of the Council become eligible therefor by virtue of beginning a new term of office following the next succeeding general municipal election held in the City

2.08.050 Expense reimbursement.

The salaries prescribed in this chapter are and shall be exclusive of any amounts payable to each member of the Council as reimbursement for actual and necessary expenses incurred by the member in the performance of official duties for the City.

SECTION 2. 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 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.

INTRODUCED at a regular meeting of the City Council on the 12th day of March 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 26th day of March 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

RESOLUTION NO. 2024-22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, PROVIDING
A PER MEETING STIPEND FOR RECREATION AND PARKS COMMISSIONERS**

WHEREAS, the City Council reestablished the Recreation and Parks Commission in August 2019 when it adopted Resolution No. 2019-49, but it did not provide for any compensation to be given to the Recreation and Parks Commissioners; and

WHEREAS, the City Council wants to recognize the Recreation and Parks Commissioners' public service in attending meetings of the Commission and believes that some compensation is appropriate and may encourage members of the community to serve on the Commission; and

WHEREAS, Government Code section 36506 provides: "By resolution or ordinance, the city council shall fix the compensation of all appointive officers and employees. Such officers and employees hold office during the pleasure of the city council;" and

WHEREAS, the City Council believes that a \$50 per meeting stipend is appropriate for Recreation and Parks Commissioners.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1: Recreation and Parks Commissioners shall receive a \$50 stipend for each meeting a Commissioner attends, payable at the same time and in the same manner as the salaries are paid to other officers and employees of the City. No stipend shall be paid to any Commissioner who does not attend a meeting of the Recreation and Parks Commission.

SECTION 2: This Resolution shall become effective immediately upon its adoption.

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 AND ADOPTED at a regular meeting on the 12th day of March 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. 2024-22**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held March 12, 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