



City of Guadalupe

AGENDA

Regular Meeting of the Guadalupe City Council

Tuesday, November 26, 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 submit a written comment for the Community Participation Forum or on a specific agenda item, please submit via email to juana@ci.guadalupe.ca.us no later than 2:00 pm on Tuesday, November 26, 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 4:00 pm, and also posted 72 hours prior to the meeting. The City may charge customary photocopying charges for copies of such documents. Any documents distributed to a majority of the City Council regarding any item on this agenda less than 72 hours before the meeting will be made available for inspection at the meeting and will be posted on the City's website and made available for inspection the day after the meeting at the Administrator Office at City Hall 918 Obispo Street, Monday through Friday between 8:00 am and 4:00 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 Whitney Furness
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. CEREMONIAL CALENDAR

A. National Native American Heritage Month – Proclamation.

7. CONSENT CALENDAR (A-H)

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

- A. Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting unless City Council indicates otherwise.
- B. Approve payment of warrants for the period ending November 15, 2024.
- C. Approve the Minutes of the City Council regular meeting of November 12, 2024.
- D. Approve the cancellation of December 24, 2024, City Council regular meeting.
- E. Adopt on the second reading, Ordinance No. 2024-521 amending Chapter 18.53 of the Guadalupe Municipal Code regarding Accessory Dwelling Units and other amendments from Title 18.
- F. Adopt Resolution No. 2024-67 authorizing the Police Department to execute the agreement between the City of Guadalupe and the State of California, Office of Traffic Safety for the Selective Traffic Enforcement Program (STEP) grant in the amount of \$57,000 dollars for DUI equipment, supplies, training, and community education.
- G. Adopt Resolution No. 2024-68 approving the fiscal year 2023-2024 Cost Allocation Plan.
- H. Adopt Resolution No. 2024-69 approving the fiscal year 2024-2025 Cost Allocation Plan.

MANAGEMENT REPORTS

8. **CITY ADMINISTRATOR:** *(Information Only)*
 - A. City Administrator's report for November 26, 2024
9. **DIRECTOR OF PUBLIC SAFETY:** *(Information Only)*
 - A. Director of Public Safety report for November 26, 2024
 - B. Police Department report for October 2024
 - C. Fire Department report for October 2024
 - D. Code Compliance report for October 2024

REGULAR BUSINESS

10. **Granting of Easements to City-owned properties to Caltrans for ADA Compliance and Pedestrian Infrastructure Improvement Project on Hwy 1 and Hwy 166.**

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council adopt Resolution No. 2024-70 approving a request from Caltrans to acquire from the City, one (1) permanent easement, six (6) temporary easements, and six (6) permits to enter and construct, as part of its project for ADA compliance and to improve pedestrian infrastructure on Hwy 1 and Hwy 166.

11. **New Employment Agreement between the City of Guadalupe and Todd Bodem as City Administrator.**

Written report: Sylvia Estrada, Human Resources Manager

Recommendation: That the City Council adopt Resolution No. 2024-71 approving a new employment agreement with Todd Bodem as City Administrator and authorizing the Mayor to sign the agreement on behalf of the City of Guadalupe.

12. **FUTURE AGENDA ITEMS**
13. **ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS**
14. **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 21st day of November 2024.

Todd Bodem

Todd Bodem, City Administrator

City of Guadalupe



Guadalupe, California

Proclamation

NATIONAL NATIVE AMERICAN HERITAGE MONTH – NOVEMBER 2024

WHEREAS, National Native American Heritage Month is celebrated in November to honor the culture, traditions, and achievements of the original inhabitants of the United States and their descendants; and

WHEREAS, Native American Awareness Week began in 1976, and its recognition was expanded by President George H. W. Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, Native Americans have contributed significantly to the history and culture of the United States and continue to be important leaders driving positive changes in the country today; and

WHEREAS, As the City of Guadalupe observes Veterans Day in November, it is important to recognize the contributions of Native Americans who serve in the Armed Forces; and

WHEREAS, The Guadalupe City Council would like to recognize and honor Michael Pagaling, a local Native American Veteran who served in the Vietnam conflict and was killed in action in 1969; and

WHEREAS, National Native American Heritage Month is a time to celebrate the traditions, languages, and stories of Native American, Alaska Native, Native Hawaiian, and affiliated island communities and ensure their rich histories and contributions continue to thrive with each passing generation.

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

NATIONAL NATIVE AMERICAN HERITAGE MONTH

in the City of Guadalupe and ask all residents to observe this month with appropriate programs, ceremonies, and activities, and to learn more about the indigenous tribes who lived in the region.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Guadalupe, California to be affixed this 26th day of November 2024.



Ariston Julian

Ariston Julian, Mayor
City of Guadalupe



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 26, 2024

A red ink signature of Veronica Fabian.

Prepared by:
Veronica Fabian
Finance Account Clerk

A blue ink signature of Janice Davis.

Reviewed by:
Janice Davis
Finance Director

A black ink signature of Todd Bodem.

Approved by:
Todd Bodem
City Administrator

SUBJECT: Payment of warrants for the period ending November 15, 2024, to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Department staff.

RECOMMENDATION:

That the City Council review and approved the listing of hand checks and warrants to be paid on November 27, 2024.

BACKGROUND:

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



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

Vendor: [49E01 - 49ER COMMUNICATIONS, INC](#)

Vendor Total: 7,423.19

75500	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	7,423.19	0.00	0.00	0.00	7,423.19
FIRE -COMMAND TIER III SINGLE BAND PORTABLE RADIO	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE -COMMAND TIER III SINGLE BAND PORTABLE RADIO	NA	0.00	0.00	3,711.59	0.00	0.00	0.00	3,711.59

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
040-4225-1500	Equipment replacement		3,711.59	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FIRE -COMMAND TIER III SINGLE BAND PORTABLE RADIO	NA	0.00	0.00	3,711.60	0.00	0.00	0.00	3,711.60

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
041-4221-1550	Operating Supplies & Exp.		3,711.60	100.00%

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

Vendor Total: 50.32

E0331868	Invoice	12/4/2024	12/4/2024	12/4/2024	12/4/2024	50.32	0.00	0.00	0.00	50.32
ADM - EMPLOYEE ASSISTANCE PROGRAM - DEC 2024	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM - EMPLOYEE ASSISTANCE PROGRAM - DEC 2024	NA	0.00	0.00	50.32	0.00	0.00	0.00	50.32

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4140-0450	Other Benefits		50.32	100.00%

Vendor: [AMA02 - AMAZON BUSINESS](#)

Vendor Total: 6,571.24

13Q4-FM64-T9X6	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	77.79	0.00	0.00	0.00	77.79
WWTP - ACCT#:A19RD4DAF93AUQ	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
GARDEN HOSE	NA	0.00	0.00	77.79	0.00	0.00	0.00	77.79

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1550	Operating Supplies & Exp.		77.79	100.00%

19K4-V41K-G66C	Invoice	11/11/2024	11/11/2024	11/11/2024	11/11/2024	48.60	0.00	0.00	0.00	48.60
P&R - ACCT#:A19RD4DAF93AUQ	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
STORAGE CASE - ARPA FUNDS	NA	0.00	0.00	48.60	0.00	0.00	0.00	48.60

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1550	Operating Supplies & Exp.		48.60	100.00%

1C7X-VNNX-H4RK	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	4,762.01	0.00	0.00	0.00	4,762.01
P&R-ACCT#:A19RD4DAF93AUQ - ARP...	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
1DNN-1JKH-3V7N	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	68.50	0.00	0.00	0.00	68.50
PD - ACCT#:A19RD4DAF93AUQ		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
SOLAR STREET LIGHTS,TRIPOD,PROJECTOR,SPEAKER Distributions	NA	0.00	0.00	4,762.01	0.00	0.00	0.00	0.00	4,762.01	
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4300-1550	Operating Supplies & Exp.			4,762.01	100.00%					
1FJQ-MRVQ-9NKM	Invoice	11/5/2024	11/5/2024	11/5/2024	11/5/2024	26.08	0.00	0.00	0.00	26.08
WWTP - ACCT#:A19RD4DAF93AUQ		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
USB C FAST CHARGER STATIONS FOR MACBOOK, IPHONE Distributions	NA	0.00	0.00	68.50	0.00	0.00	0.00	0.00	68.50	
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-1550	Operating Supplies & Exp.			68.50	100.00%					
1K7W-WK6H-P16Q	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	347.99	0.00	0.00	0.00	347.99
P&R - ACCT#:A19RD4DAF93AUQ		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
VEST Distributions	NA	0.00	0.00	26.08	0.00	0.00	0.00	0.00	26.08	
Account Number	Account Name	Project Account Key		Amount	Percent					
012-4425-1550	Operating Supplies & Exp.			26.08	100.00%					
1KQR-GXQY-47KV	Invoice	9/26/2024	9/26/2024	9/26/2024	9/26/2024	132.60	0.00	0.00	0.00	132.60
WWTP - ACCT#:A19RD4DAF93AUQ		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
STAND WITH LOCKING WHEELS - ARPA FUNDS Distributions	NA	0.00	0.00	347.99	0.00	0.00	0.00	0.00	347.99	
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4300-1550	Operating Supplies & Exp.			347.99	100.00%					
1LYT-JDQ1-9GNY	Invoice	6/16/2024	6/16/2024	6/16/2024	6/16/2024	42.81	0.00	0.00	0.00	42.81
BUILDING - ACCT#:A19RD4DAF93AUQ		Warr Bank Acct - Warrants Bank Account		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
BAG IN A BOX DISPENSER Distributions	NA	0.00	0.00	42.81	0.00	0.00	0.00	0.00	42.81	
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4145-1550	Operating Supplies & Exp.			42.81	100.00%					
1M6Q-QWQ6-DV33	Invoice	11/11/2024	11/11/2024	11/11/2024	11/11/2024	82.62	0.00	0.00	0.00	82.62
P&R-ACCT#:A19RD4DAF93AUQ - SPEAKER (2)		Warr Bank Acct - Warrants Bank Account		No						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description Items										
Item Description	Bank Code		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ARPA FUNDS Distributions	NA			0.00	0.00	82.62	0.00	0.00	0.00	82.62
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				82.62	100.00%				
1MPH-K7X3-1NKV	Invoice	11/6/2024	11/6/2024	11/6/2024	11/6/2024	171.93	0.00	0.00	0.00	171.93
WWTP - ACCT#:A19RD4DAF93AUQ Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Bank Code		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PRESSURE WASHER EXTENSION WAND, FAN, FUSE Distributions	NA			0.00	0.00	171.93	0.00	0.00	0.00	171.93
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				171.93	100.00%				
1VDP-P3PJ-FKFV	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	7.58	0.00	0.00	0.00	7.58
PD-ACCT#:A19RD4DAF93AUQ Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Bank Code		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
DIPLOMA HOLDER Distributions	NA			0.00	0.00	7.58	0.00	0.00	0.00	7.58
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-1550	Operating Supplies & Exp.				7.58	100.00%				
1WTM-F1KN-4KNN	Credit Memo	10/30/2024	10/30/2024	10/30/2024	10/30/2024	-37.69	0.00	0.00	0.00	-37.69
WWTP - HEAVY DUTY PLASTIC FLOAT Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Bank Code		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP - HEAVY DUTY PLASTIC FLOAT Distributions	NA			0.00	0.00	-37.69	0.00	0.00	0.00	-37.69
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				-37.69	100.00%				
1WTY-LR43-RMJH	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	351.67	0.00	0.00	0.00	351.67
WWTP - ACCT#:A19RD4DAF3AUQ Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Bank Code		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
GLOVES Distributions	NA			0.00	0.00	351.67	0.00	0.00	0.00	351.67
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				351.67	100.00%				
1XMJ-WDWC-D1HW	Invoice	9/10/2024	9/10/2024	9/10/2024	9/10/2024	309.20	0.00	0.00	0.00	309.20
WWTP - ACCT#:A19RD4DAF93AUQ Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Bank Code		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PAPER TOWELS, GLOVES Distributions	NA			0.00	0.00	309.20	0.00	0.00	0.00	309.20
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				309.20	100.00%				
1XRJ-WKMY-FDQ9	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	179.55	0.00	0.00	0.00	179.55
PD-ACCT#:A19RD4DAF93AUQ Warr Bank Acct - Warrants Bank Account No										

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description		Bank Code	On Hold							
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STORAGE BOXES,STAPLER,LABELS, MANILLA FILE Distributions	NA		0.00	0.00	179.55	0.00	0.00	0.00	179.55	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1200	Office Supplies & Postage		179.55	100.00%						

Vendor: AME01 - AMERICAN SOCIETY OF COMPO										Vendor Total:	335.00
11132024	Invoice	11/13/2024	11/13/2024	11/13/2024	11/13/2024	335.00	0.00	0.00	0.00	335.00	
FINANCE - CHECK REQUEST - ANNUAL		Warr Bank Acct - Warrants Bank Account			No						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ACCT#:500612068 Distributions	NA		0.00	0.00	335.00	0.00	0.00	0.00	335.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4105-2150	Professional Services		335.00	100.00%						

Vendor: AME04 - AMERICAN INDUSTRIAL SUPPL										Vendor Total:	159.22
0401109-IN	Invoice	11/5/2024	11/5/2024	11/5/2024	11/5/2024	159.22	0.00	0.00	0.00	159.22	
WWTP - FIRST AID KIT SUPPLIES		Warr Bank Acct - Warrants Bank Account			No						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP - FIRST AID KIT SUPPLIES Distributions	NA		0.00	0.00	159.22	0.00	0.00	0.00	159.22	
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-1550	Operating Supplies & Exp.		159.22	100.00%						

Vendor: AQU01 - AQUA-METRIC SALES COMPANY										Vendor Total:	2,269.30
INV0104756	Invoice	11/6/2024	11/6/2024	11/6/2024	11/6/2024	2,269.30	0.00	0.00	0.00	2,269.30	
WATER - 2" OMNI C2 100CF		Warr Bank Acct - Warrants Bank Account			No						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WATER - 2" OMNI C2 100CF Distributions	NA		0.00	0.00	2,269.30	0.00	0.00	0.00	2,269.30	
Account Number	Account Name	Project Account Key	Amount	Percent						
010-4420-1535	Meters		2,269.30	100.00%						

Vendor: ARC01 - ARCLIGHT MEDIA										Vendor Total:	170.00
11972	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	170.00	0.00	0.00	0.00	170.00	
ADM - WEBSITE MAINTENANCE - OCT 2024		Warr Bank Acct - Warrants Bank Account			No						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM - WEBSITE MAINTENANCE - OCT 2024 Distributions	NA		0.00	0.00	170.00	0.00	0.00	0.00	170.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4140-2151	Information Technology Svs		170.00	100.00%						

Vendor: BEC02 - BERCHTOLD EQUIPMENT CO										Vendor Total:	439.68
W06662	Invoice	11/4/2024	11/4/2024	11/4/2024	11/4/2024	439.68	0.00	0.00	0.00	439.68	
BUILDING - LAWN TRACTOR REPLACING BLADES		Warr Bank Acct - Warrants Bank Account			No						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description		Bank Code	On Hold							
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING - LAWN TRACTOR REPLACING BLADES	NA		0.00	0.00	439.68	0.00	0.00	0.00	439.68	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-2150	Professional services				439.68	100.00%				

Vendor: [BIO01 - BIOALCHEMY INC.](#) **Vendor Total:** 2,158.69

1583	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	2,158.69	0.00	0.00	0.00	2,158.69
WWTP - BIOAUGMENTATION		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP - BIOAUGMENTATION	NA		0.00	0.00	2,158.69	0.00	0.00	0.00	2,158.69	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-2150	Professional Services				2,158.69	100.00%				

Vendor: [BOY04 - BOYS & GIRLS CLUBS OF MID](#) **Vendor Total:** 360.00

INV00126	Invoice	11/7/2024	11/7/2024	11/7/2024	11/7/2024	360.00	0.00	0.00	0.00	360.00
BUILDING - OCT 2024 YARD MAINTENANCE		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING - OCT 2024 YARD MAINTENANCE REIMBURSEMENT	NA		0.00	0.00	360.00	0.00	0.00	0.00	360.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4300-2150	Professional services				360.00	100.00%				

Vendor: [BRE02 - BRENNTAG PACIFIC, INC.](#) **Vendor Total:** 1,355.25

BPI470660	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	1,355.25	0.00	0.00	0.00	1,355.25
WATER - L A CHEMCHLOR SODIUM		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WATER - L A CHEMCHLOR SODIUM	NA		0.00	0.00	1,355.25	0.00	0.00	0.00	1,355.25	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
010-4420-1550	Operating Supplies & Exp.				1,355.25	100.00%				

Vendor: [BVI01 - BELLA VISTA INVESTIGATIVE SERVICES](#) **Vendor Total:** 1,200.00

GUAD2024-00004	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	1,200.00	0.00	0.00	0.00	1,200.00
PD - VOLUNTEER BACKGROUND INVESTIGATION		Warr Bank Acct - Warrants Bank Account			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD - VOLUNTEER BACKGROUND INVESTIGATION	NA		0.00	0.00	1,200.00	0.00	0.00	0.00	1,200.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-2350	Services by other Agencies				1,200.00	100.00%				

Vendor: [CAR09 - CARDMEMBER SERVICE](#) **Vendor Total:** 623.91

0926	Invoice	10/18/2024	10/18/2024	10/18/2024	10/18/2024	18.99	0.00	0.00	0.00	18.99
ADM - DREAMHOST		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM - DREAMHOST Distributions	NA		0.00	0.00	18.99	0.00	0.00	0.00	18.99	
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4140-1350	Memberships, Dues & Subs				18.99	100.00%				
10282024	Invoice	10/28/2024	10/28/2024	10/28/2024	10/28/2024	39.00	0.00	0.00	0.00	39.00
LATE FEE	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
LATE FEE Distributions	NA		0.00	0.00	39.00	0.00	0.00	0.00	39.00	
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4140-1750	Bank Service Charges				39.00	100.00%				
11012024	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	12.77	0.00	0.00	0.00	12.77
INTEREST CHARGE ON PURCHASES	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
INTEREST CHARGE ON PURCHASES Distributions	NA		0.00	0.00	12.77	0.00	0.00	0.00	12.77	
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4140-1750	Bank Service Charges				12.77	100.00%				
1291	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	9.74	0.00	0.00	0.00	9.74
FINANCE - WAL MART - REC TC GOLD	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE - WAL MART - REC TC GOLD Distributions	NA		0.00	0.00	9.74	0.00	0.00	0.00	9.74	
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4105-1300	Business Expense/Training				9.74	100.00%				
2067	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	62.59	0.00	0.00	0.00	62.59
FINANCE - WALMART - CITY HALL MEETINGS	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE - WALMART - CITY HALL MEETINGS Distributions	NA		0.00	0.00	62.59	0.00	0.00	0.00	62.59	
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4105-1300	Business Expense/Training				62.59	100.00%				
2793	Invoice	10/13/2024	10/13/2024	10/13/2024	10/13/2024	1.65	0.00	0.00	0.00	1.65
ADM - BACKBLAZE INC	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM - BACKBLAZE INC Distributions	NA		0.00	0.00	1.65	0.00	0.00	0.00	1.65	
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4105-1550	Operating Supplies & Exp.				1.65	100.00%				
4677	Invoice	10/21/2024	10/21/2024	10/21/2024	10/21/2024	237.04	0.00	0.00	0.00	237.04
P&R - BEST BUY - PROJECTOR CORDS	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
6950	Invoice	10/5/2024	10/5/2024	10/5/2024	10/5/2024	7.00	0.00	0.00	0.00	7.00
WWTP - FAST TRAK Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
WWTP - FAST TRAK Distributions	NA	0.00	0.00	7.00	0.00	0.00	0.00	0.00	7.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				237.04	100.00%				
7266	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	300.00	0.00	0.00	0.00	300.00
P&R - NIPOMO PUMPKIN PATCH Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
P&R - NIPOMO PUMPKIN PATCH Distributions	NA	0.00	0.00	300.00	0.00	0.00	0.00	0.00	300.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				300.00	100.00%				
7276	Credit Memo	10/22/2024	10/22/2024	10/22/2024	10/22/2024	-195.74	0.00	0.00	0.00	-195.74
BEST BUY - RETURN - L710S PRO Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
BEST BUY - REUTRN Distributions	NA	0.00	0.00	-195.74	0.00	0.00	0.00	0.00	-195.74	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				-195.74	100.00%				
7305	Invoice	10/22/2024	10/22/2024	10/22/2024	10/22/2024	76.11	0.00	0.00	0.00	76.11
P&R - BEST BUY - PROJECTOR CORDS Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
P&R - BEST BUY - PROJECTOR CORDS Distributions	NA	0.00	0.00	76.11	0.00	0.00	0.00	0.00	76.11	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				76.11	100.00%				
8072	Invoice	10/16/2024	10/16/2024	10/16/2024	10/16/2024	42.13	0.00	0.00	0.00	42.13
HR - CPR CLASS/TRAINING Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
HR - CPR CLASS/TRAINING Distributions	NA	0.00	0.00	42.13	0.00	0.00	0.00	0.00	42.13	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4105-1300	Business Expense/Training				42.13	100.00%				
9137	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	12.63	0.00	0.00	0.00	12.63
P&R - CVS - CRAYONS AND MARKERS Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
P&R - CVS - CRAYONS AND MARKERS Distributions	NA	0.00	0.00	12.63	0.00	0.00	0.00	0.00	12.63	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-1550	Operating Supplies & Exp.				12.63	100.00%				

Payable Register

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

Vendor: [CHA03 - CHARTER COMMUNICATIONS](#)

Vendor Total: 1,194.37

170585101110124	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	210.35	0.00	0.00	0.00	210.35
BUILDING - ACCT#:170585101		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BUILDING - ACCT#:170585101	NA	0.00	0.00	210.35	0.00	0.00	0.00	210.35

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1150	Communications		210.35	100.00%

170585201110124	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	984.02	0.00	0.00	0.00	984.02
BUILDING - ACCT#:170585201		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BUILDING - ACCT#:170585201	NA	0.00	0.00	984.02	0.00	0.00	0.00	984.02

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1150	Communications		984.02	100.00%

Vendor: [CHA06 - CHARGE POINT INC.](#)

Vendor Total: 54,464.02

IN297153	Invoice	10/10/2024	10/10/2024	10/10/2024	10/10/2024	54,464.02	0.00	0.00	0.00	54,464.02
STREETS - CHARGING EQUIPMENT		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
STREETS - CHARGING EQUIPMENT	NA	0.00	0.00	27,232.01	0.00	0.00	0.00	27,232.01

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
089-4444-3104	308 Obispo Street Site Improvemen...		27,232.01	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW - CHARGING EQUIPMENT	NA	0.00	0.00	27,232.01	0.00	0.00	0.00	27,232.01

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
089-4444-3097	Amtrak Station Rehab Design		27,232.01	100.00%

Vendor: [CIT08 - CITY OF GUADALUPE \(FINANC](#)

Vendor Total: 73,291.63

11202024	Invoice	11/20/2024	11/20/2024	11/20/2024	11/20/2024	73,291.63	0.00	0.00	0.00	73,291.63
FINANCE - WATER UTILITY BILLS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - WATER UTILITY BILLS	NA	0.00	0.00	4,512.68	0.00	0.00	0.00	4,512.68

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1000	Utilities		4,512.68	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - WATER UTILITY BILLS	NA	0.00	0.00	65,666.68	0.00	0.00	0.00	65,666.68

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4300-1000	Utilities		65,666.68	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - WATER UTILITY BILLS	NA	0.00	0.00	142.60	0.00	0.00	0.00	142.60

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
060-4490-1000	Utilities		142.60	100.00%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code	On Hold								
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE - WATER UTILITY BILLS Distributions	NA		0.00	0.00	749.61	0.00	0.00	0.00	749.61	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1000	Utilities				749.61	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE - WATER UTILITY BILLS Distributions	NA		0.00	0.00	93.26	0.00	0.00	0.00	93.26	
Account Number	Account Name	Project Account Key			Amount	Percent				
079-4542-1000	Utilities				93.26	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE - WATER UTILITY BILLS Distributions	NA		0.00	0.00	574.16	0.00	0.00	0.00	574.16	
Account Number	Account Name	Project Account Key			Amount	Percent				
063-4472-1000	Utilities				574.16	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE - WATER UTILITY BILLS Distributions	NA		0.00	0.00	1,338.74	0.00	0.00	0.00	1,338.74	
Account Number	Account Name	Project Account Key			Amount	Percent				
063-4472-1000	Utilities				1,338.74	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE - WATER UTILITY BILLS Distributions	NA		0.00	0.00	213.90	0.00	0.00	0.00	213.90	
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1000	Utilities				213.90	100.00%				

Vendor: [CIT14 - CITY OF SANTA MARIA - FINANCE DIVISION](#) **Vendor Total:** 15,076.62

100321	Invoice	10/18/2024	10/18/2024	10/18/2024	10/18/2024	6,210.25	0.00	0.00	0.00	6,210.25
PD - DISPATCH SERVICES	Warr Bank Acct - Warrants Bank Account			No						

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

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

100322	Invoice	10/18/2024	10/18/2024	10/18/2024	10/18/2024	1,026.06	0.00	0.00	0.00	1,026.06
PD - ACCOUNTS RECEIVABLE BILLING - MDC SERVICES	Warr Bank Acct - Warrants Bank Account			No						

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
OCT 2024 Distributions	NA		0.00	0.00	1,026.06	0.00	0.00	0.00	1,026.06	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4220-2350	Services by other Agencies				1,026.06	100.00%				

100355	Invoice	10/24/2024	10/24/2024	10/24/2024	10/24/2024	7,840.31	0.00	0.00	0.00	7,840.31
STREETS - FUEL USAGE - SEPT 2024	Warr Bank Acct - Warrants Bank Account			No						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code	On Hold								
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
STREETS - FUEL USAGE - SEPT 2024	NA	0.00	0.00	7,840.31	0.00	0.00	0.00	7,840.31		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
023-4461-1560	Fuel & lubricants		7,840.31	100.00%						

Vendor: [CLA02 - CLAY'S SEPTIC & JETTING](#) **Vendor Total:** 29,016.18

81433	Invoice	10/23/2024	10/23/2024	10/23/2024	10/23/2024	2,167.82	0.00	0.00	0.00	2,167.82
WWTP - CALL OUT - JETTING		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - CALL OUT - JETTING	NA	0.00	0.00	2,167.82	0.00	0.00	0.00	2,167.82		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		2,167.82	100.00%						

81490	Invoice	10/23/2024	10/23/2024	10/23/2024	10/23/2024	1,283.91	0.00	0.00	0.00	1,283.91
WWTP - JETTING		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - JETTING	NA	0.00	0.00	1,283.91	0.00	0.00	0.00	1,283.91		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		1,283.91	100.00%						

81491	Invoice	10/23/2024	10/23/2024	10/23/2024	10/23/2024	785.72	0.00	0.00	0.00	785.72
WWTP - JETTING		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - JETTING	NA	0.00	0.00	785.72	0.00	0.00	0.00	785.72		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		785.72	100.00%						

81539	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	3,535.64	0.00	0.00	0.00	3,535.64
WWTP - JETTING		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - JETTING	NA	0.00	0.00	3,535.64	0.00	0.00	0.00	3,535.64		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		3,535.64	100.00%						

81625	Invoice	10/24/2024	10/24/2024	10/24/2024	10/24/2024	1,283.91	0.00	0.00	0.00	1,283.91
WWTP - JETTING		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - JETTING	NA	0.00	0.00	1,283.91	0.00	0.00	0.00	1,283.91		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		1,283.91	100.00%						

81638	Invoice	10/24/2024	10/24/2024	10/24/2024	10/24/2024	1,364.48	0.00	0.00	0.00	1,364.48
WWTP - JETTING		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
81639	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	1,101.88	0.00	0.00	0.00	1,101.88
WWTP - JETTING	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
WWTP - JETTING Distributions	NA	0.00	0.00	1,101.88	0.00	0.00	0.00	0.00	1,101.88	
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				1,364.48	100.00%				
81640	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	3,614.00	0.00	0.00	0.00	3,614.00
WWTP - JETTING	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
WWTP - JETTING Distributions	NA	0.00	0.00	3,614.00	0.00	0.00	0.00	0.00	3,614.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				1,101.88	100.00%				
81641	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	2,609.78	0.00	0.00	0.00	2,609.78
WWTP - JETTING	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
WWTP - JETTING Distributions	NA	0.00	0.00	2,609.78	0.00	0.00	0.00	0.00	2,609.78	
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				2,609.78	100.00%				
81644	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	364.00	0.00	0.00	0.00	364.00
WWTP - JETTING 700 FT @ 52	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
WWTP - JETTING 700 FT @ 52 Distributions	NA	0.00	0.00	364.00	0.00	0.00	0.00	0.00	364.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				364.00	100.00%				
81645	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	7,941.04	0.00	0.00	0.00	7,941.04
WWTP - JETTING	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
WWTP - JETTING Distributions	NA	0.00	0.00	7,941.04	0.00	0.00	0.00	0.00	7,941.04	
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				7,941.04	100.00%				
81679	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	2,964.00	0.00	0.00	0.00	2,964.00
WWTP - JETTING	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Discount	Total	
WWTP - JETTING Distributions	NA	0.00	0.00	2,964.00	0.00	0.00	0.00	0.00	2,964.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-2150	Professional Services				2,964.00	100.00%				

Payable Register

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

Vendor: [COL03 - COLUMN, PBC](#) **Vendor Total:** 609.84

21FF040A-0083	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	83.93	0.00	0.00	0.00	83.93
ADM - NOTICE OF NOMINEES - ELECTIONS	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM - NOTICE OF NOMINEES - ELECTIONS	NA	0.00	0.00	83.93	0.00	0.00	0.00	83.93

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-1250	Advertising and Pubs		83.93	100.00%

21FF040A-0084	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	407.33	0.00	0.00	0.00	407.33
ADM - NOTICE INVITING BIDS-LEROY PARK PARKING LOT	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ARPA FUND	NA	0.00	0.00	407.33	0.00	0.00	0.00	407.33

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
089-4444-3051	Leroy Park		407.33	100.00%

21FF040A-0085	Invoice	11/4/2024	11/4/2024	11/4/2024	11/4/2024	118.58	0.00	0.00	0.00	118.58
ADM - NOTICE OF PUBLIC HEARING - ADU AMENDMENT	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM - NOTICE OF PUBLIC HEARING - ADU AMENDMENT	NA	0.00	0.00	118.58	0.00	0.00	0.00	118.58

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4405-1250	Advertising and Pubs		118.58	100.00%

Vendor: [CUL01 - CULLIGAN/CENTRAL COAST WA](#) **Vendor Total:** 155.89

116423	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	55.81	0.00	0.00	0.00	55.81
FINANCE - 5 GALLON DELIVERY	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - 5 GALLON DELIVERY	NA	0.00	0.00	55.81	0.00	0.00	0.00	55.81

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4120-2150	Professional services		55.81	100.00%

116424	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	38.86	0.00	0.00	0.00	38.86
ADM - WATER DELIVERY FOR ADMIN DEPT	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM - WATER DELIVERY FOR ADMIN DEPT	NA	0.00	0.00	38.86	0.00	0.00	0.00	38.86

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-2150	Professional Services		38.86	100.00%

116425	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	21.22	0.00	0.00	0.00	21.22
FINANCE - 5 GALLON DELIVERY	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - 5 GALLON DELIVERY	NA	0.00	0.00	21.22	0.00	0.00	0.00	21.22

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
107-4018-2150	Profl Services		21.22	100.00%

Payable Register

Packet: APPKT00405 - 11.26.24 BIWEEKLY RUN

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
117040	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	40.00	0.00	0.00	0.00	40.00
FIRE - DI 9" STONGBASE TANK RENTAL		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FIRE - DI 9" STONGBASE TANK RENTAL	NA	0.00	0.00	40.00	0.00	0.00	0.00	40.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-2200	Equipment Rental		40.00	100.00%						

Vendor: [DAN02 - DANNY LANOCHE WELDING](#) Vendor Total: 11,220.00

1313	Invoice	11/13/2024	11/13/2024	11/13/2024	11/13/2024	3,300.00	0.00	0.00	0.00	3,300.00
WWTP - 560 FT OF 5 WIRE FENCE WITH A 90*		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
TURN ALONG THE LEVY	NA	0.00	0.00	3,300.00	0.00	0.00	0.00	3,300.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		3,300.00	100.00%						
1315	Invoice	11/13/2024	11/13/2024	11/13/2024	11/13/2024	7,920.00	0.00	0.00	0.00	7,920.00
WWTP - LABOR AND MATERIALS		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - LABOR AND MATERIALS	NA	0.00	0.00	7,920.00	0.00	0.00	0.00	7,920.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-2150	Professional Services		7,920.00	100.00%						

Vendor: [DOU01 - DOUGLAS DOORS](#) Vendor Total: 15,989.90

242362	Invoice	11/15/2024	11/15/2024	11/15/2024	11/15/2024	12,576.34	0.00	0.00	0.00	12,576.34
BUILDING - FLUSH HOLLOW METAL DOOR, FULL MORTISE..		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FULL MORTISE BALL BEARING, GRADE 1 SURFACE- ARPA	NA	0.00	0.00	12,576.34	0.00	0.00	0.00	12,576.34		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-2150	Professional services		12,576.34	100.00%						
242363	Invoice	11/15/2024	11/15/2024	11/15/2024	11/15/2024	3,413.56	0.00	0.00	0.00	3,413.56
BUILDING - FULL MORTISE BALL BEARING HINGE		Warr Bank Acct - Warrants Bank Account			No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
BUILDING - FULL MORTISE BALL BEARING HINGE - ARPA	NA	0.00	0.00	3,413.56	0.00	0.00	0.00	3,413.56		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-2150	Professional services		3,413.56	100.00%						

Vendor: [DTC01 - DONAHUE TRUCK CENTERS](#) Vendor Total: 1,673.80

INV-SM 84143	Invoice	11/8/2024	11/8/2024	11/8/2024	11/8/2024	1,673.80	0.00	0.00	0.00	1,673.80
FIRE - TRANSMISSION ISSUES		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description		Bank Code	On Hold							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FIRE - TRANSMISSION ISSUES - E-181	NA	0.00	0.00	1,673.80	0.00	0.00	0.00	1,673.80		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-1460	Vehicle Maintenance		1,673.80	100.00%						

Vendor: [EST05 - SYLVIA ESTRADA](#)

Vendor Total: 57.62

11192024	Invoice	11/19/2024	11/19/2024	11/19/2024	11/19/2024	57.62	0.00	0.00	0.00	57.62
HR - CHECK REQUEST - SNACKS FOR		Warr Bank Acct - Warrants Bank Account			No					
EMPLOYEE TRAINING										

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
HR - CHECK REQUEST - SNACKS FOR	NA	0.00	0.00	21.07	0.00	0.00	0.00	21.07		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4105-1300	Business Expense/Training		21.07	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
HR - CHECK REQUEST - SNACKS FOR	NA	0.00	0.00	31.30	0.00	0.00	0.00	31.30		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4105-1300	Business Expense/Training		31.30	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
HR - CHECK REQUEST - SNACKS FOR	NA	0.00	0.00	5.25	0.00	0.00	0.00	5.25		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4105-1300	Business Expense/Training		5.25	100.00%						

Vendor: [FER02 - FERGUSON ENTERPRISES, INC.](#)

Vendor Total: 902.14

5509469	Invoice	10/21/2024	10/21/2024	10/21/2024	10/21/2024	72.61	0.00	0.00	0.00	72.61
STREETS - A1102A ROY 3.5 PERFORM		Warr Bank Acct - Warrants Bank Account			No					
REBUILD KIT										

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
STREETS - A1102A ROY 3.5 PERFORM	NA	0.00	0.00	72.61	0.00	0.00	0.00	72.61		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
010-4420-1550	Operating Supplies & Exp.		72.61	100.00%						

5510015	Invoice	10/21/2024	10/21/2024	10/21/2024	10/21/2024	254.51	0.00	0.00	0.00	254.51
STREETS - REAL 1.28 111-1.28XL FLSHMTR		Warr Bank Acct - Warrants Bank Account			No					
REBUILD KIT										

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
STREETS - REAL 1.28 111-1.28XL FLSHMTR	NA	0.00	0.00	254.51	0.00	0.00	0.00	254.51		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
010-4420-1550	Operating Supplies & Exp.		254.51	100.00%						

5536758	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	570.23	0.00	0.00	0.00	570.23
PW - CUSTOMER#: 834819 - Nstant \$50 OFF		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW - INSTANT \$50 OFF Distributions	NA	0.00	0.00	570.23	0.00	0.00	0.00	570.23		
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				570.23	100.00%				

SC649505	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	4.79	0.00	0.00	0.00	4.79
PW - CUSTOMER #:834819 - SERVICE CHARGE Warr Bank Acct - Warrants Bank Account						No				

OCTOBER

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PW - SERVICE CHARGE OCTOBER Distributions	NA	0.00	0.00	4.79	0.00	0.00	0.00	4.79		
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				4.79	100.00%				

Vendor: [GUA02 - GUADALUPE HARDWARE COMPAN](#) **Vendor Total: 1,488.35**

1168738	Invoice	10/7/2024	10/7/2024	10/7/2024	10/7/2024	69.10	0.00	0.00	0.00	69.10
STREETS - BATTERY PROTECT & SEAL 500Z Warr Bank Acct - Warrants Bank Account						No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
STREETS - BATTERY PROTECT & SEAL 500Z Distributions	NA	0.00	0.00	69.10	0.00	0.00	0.00	69.10		
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				69.10	100.00%				

1168931	Invoice	10/8/2024	10/8/2024	10/8/2024	10/8/2024	102.46	0.00	0.00	0.00	102.46
STREETS - BIT HAMR SDS 5/8X10"X12" Warr Bank Acct - Warrants Bank Account						No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
STREETS - BIT HAMR SDS 5/8X10"X12" Distributions	NA	0.00	0.00	102.46	0.00	0.00	0.00	102.46		
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				102.46	100.00%				

1169088	Invoice	10/9/2024	10/9/2024	10/9/2024	10/9/2024	95.63	0.00	0.00	0.00	95.63
STREETS - STA - BIL FUEL STABLZR160 Warr Bank Acct - Warrants Bank Account						No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
STREETS - STA - BIL FUEL STABLZR160 Distributions	NA	0.00	0.00	95.63	0.00	0.00	0.00	95.63		
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				95.63	100.00%				

1170240	Invoice	10/21/2024	10/21/2024	10/21/2024	10/21/2024	40.19	0.00	0.00	0.00	40.19
STREETS - BLACK MAMBA DIS 6 MIL GL - XL Warr Bank Acct - Warrants Bank Account						No				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
STREETS - BLACK MAMBA DIS 6 MIL GL - XL Distributions	NA	0.00	0.00	40.19	0.00	0.00	0.00	40.19		
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				40.19	100.00%				

1170379	Invoice	10/22/2024	10/22/2024	10/22/2024	10/22/2024	32.06	0.00	0.00	0.00	32.06
STREETS - BATTERY ALKALINE D 4PK Warr Bank Acct - Warrants Bank Account						No				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
1170429	Invoice	10/22/2024	10/22/2024	10/22/2024	10/22/2024	220.13	0.00	0.00	0.00	220.13
STREETS - BATTERY ALKALINE D 4PK										
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				32.06	100.00%				
1170429	Invoice	10/22/2024	10/22/2024	10/22/2024	10/22/2024	220.13	0.00	0.00	0.00	220.13
STREETS - BR FIRE HOSE ADAP 2 MPX1-1/2NH										
Warr Bank Acct - Warrants Bank Account										
No										
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				220.13	100.00%				
1170450	Invoice	10/22/2024	10/22/2024	10/22/2024	10/22/2024	1.40	0.00	0.00	0.00	1.40
WWTP - 3/8 SS SET SCREW										
Warr Bank Acct - Warrants Bank Account										
No										
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				1.40	100.00%				
1170462	Invoice	10/22/2024	10/22/2024	10/22/2024	10/22/2024	7.18	0.00	0.00	0.00	7.18
WWTP - 1/2-13 X 1 1/2 HEX BOLT GR 5 Z										
Warr Bank Acct - Warrants Bank Account										
No										
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				7.18	100.00%				
1171120	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	183.09	0.00	0.00	0.00	183.09
STREETS- 1KA 2290 KEYED ALIKE PADLOCK										
Warr Bank Acct - Warrants Bank Account										
No										
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				183.09	100.00%				
1171143	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	10.82	0.00	0.00	0.00	10.82
WATER - LINZER CHIP										
Warr Bank Acct - Warrants Bank Account										
No										
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
010-4420-1550	Operating Supplies & Exp.				10.82	100.00%				
1171162	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	234.69	0.00	0.00	0.00	234.69
STREETS- 12V 5.0 AH XC BATTERY										
Warr Bank Acct - Warrants Bank Account										
No										

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
1171165	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	26.03	0.00	0.00	0.00	26.03
WATER - GENERAL KEY, LENS CLEANING Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
STREETS - 12V 5.0 AH XC BATTERY Distributions	NA		0.00	0.00	234.69	0.00	0.00	0.00		234.69
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				234.69	100.00%				
1171328	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	17.38	0.00	0.00	0.00	17.38
STREETS - MOTOR OIL SYNTHTC 10W-30 Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
STREETS - MOTOR OIL SYNTHTC 10W-30 Distributions	NA		0.00	0.00	17.38	0.00	0.00	0.00		17.38
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				17.38	100.00%				
1171366	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	203.53	0.00	0.00	0.00	203.53
WWTP - RED HEAD HITCH PIN 5/8" X 5-3 Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
WWTP - RED HEAD HITCH PIN 5/8" X 5-3 Distributions	NA		0.00	0.00	203.53	0.00	0.00	0.00		203.53
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-1550	Operating Supplies & Exp.				203.53	100.00%				
1171400	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	8.90	0.00	0.00	0.00	8.90
WATER - PAINT TRAY LINER CLR 1QT Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
WATER - PAINT TRAY LINER CLR 1QT Distributions	NA		0.00	0.00	8.90	0.00	0.00	0.00		8.90
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-1550	Operating Supplies & Exp.				8.90	100.00%				
1171408	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	105.88	0.00	0.00	0.00	105.88
STREETS- PRO GLS WHITE GAL VOC Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
STREETS- PRO GLS WHITE GAL VOC Distributions	NA		0.00	0.00	105.88	0.00	0.00	0.00		105.88
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1550	Operating Supplies & Exp.				105.88	100.00%				
1171417	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	63.05	0.00	0.00	0.00	63.05
WWTP - 2 IN 1 PUSHBROOM Warr Bank Acct - Warrants Bank Account No										

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - 2 IN 1 PUSHBROOM Distributions	NA	0.00	0.00	63.05	0.00	0.00	0.00	63.05		
Account Number	Account Name	Project	Account Key	Amount	Percent					
012-4425-1550	Operating Supplies & Exp.			63.05	100.00%					
1171604	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	27.59	0.00	0.00	0.00	27.59
WATER - CONN WIRE 22-16 CD14	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WATER - CONN WIRE 22-16 CD14 Distributions	NA	0.00	0.00	27.59	0.00	0.00	0.00	27.59		
Account Number	Account Name	Project	Account Key	Amount	Percent					
010-4420-1550	Operating Supplies & Exp.			27.59	100.00%					
1171605	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	39.24	0.00	0.00	0.00	39.24
WATER - BLUE TUFF JIG, 5 GAL W/SPROUT	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WATER - BLUE TUFF JIG, 5 GAL W/SPROUT Distributions	NA	0.00	0.00	39.24	0.00	0.00	0.00	39.24		
Account Number	Account Name	Project	Account Key	Amount	Percent					
010-4420-1550	Operating Supplies & Exp.			39.24	100.00%					

Vendor: [HAR05 - HARRY & KIMIKO MASATANI](#) Vendor Total: 50.00

11132024	Invoice	11/13/2024	11/13/2024	11/13/2024	11/13/2024	50.00	0.00	0.00	0.00	50.00
FINANCE - CHECK REQUEST - PROPERTY LEASE PAYMENT	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
BANDSHELL - NOVEMBER Distributions	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Account Number	Account Name	Project	Account Key	Amount	Percent					
001-4300-2150	Professional services			50.00	100.00%					

Vendor: [HEN01 - EAGLE ENERGY, INC](#) Vendor Total: 1,627.62

212199	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	162.60	0.00	0.00	0.00	162.60
FIRE - ACCT#:1197 FUEL CHARGES	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FIRE - ACCT#:1197 FUEL CHARGES Distributions	NA	0.00	0.00	162.60	0.00	0.00	0.00	162.60		
Account Number	Account Name	Project	Account Key	Amount	Percent					
001-4220-1560	Fuels and Lubricants			162.60	100.00%					
212201	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	303.56	0.00	0.00	0.00	303.56
WATER - ACCT#:1202 FUEL CHARGES	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WATER - ACCT#:1202 FUEL CHARGES Distributions	NA	0.00	0.00	303.56	0.00	0.00	0.00	303.56		
Account Number	Account Name	Project	Account Key	Amount	Percent					
010-4420-1560	Fuel & lubricants			303.56	100.00%					
212202	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	98.09	0.00	0.00	0.00	98.09
WWTP - ACCT#:1207 FUEL CHARGES	Warr Bank Acct - Warrants Bank Account					No				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
CRANE TRUCK Distributions	NA		0.00	0.00	98.09	0.00	0.00	0.00	98.09	
Account Number	Account Name	Project Account Key			Amount	Percent				
012-4425-1560	Fuel & lubricants				98.09	100.00%				
212203	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	612.14	0.00	0.00	0.00	612.14
STREETS- ACCT#:1208 FUEL CHARGES	Warr Bank Acct - Warrants Bank Account					No				
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS- ACCT#:1208 FUEL CHARGES Distributions	NA		0.00	0.00	612.14	0.00	0.00	0.00	612.14	
Account Number	Account Name	Project Account Key			Amount	Percent				
071-4454-1560	Fuels & Lubricants				612.14	100.00%				
212209	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	451.23	0.00	0.00	0.00	451.23
BUILDING - ACCT#:1228 FUEL CHARGES	Warr Bank Acct - Warrants Bank Account					No				
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING - ACCT#:1228 FUEL CHARGES Distributions	NA		0.00	0.00	451.23	0.00	0.00	0.00	451.23	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4145-1560	Fuel & lubricants				451.23	100.00%				

Vendor: [ICO01 - ICONIX WATERWORKS \(US\) IN](#) Vendor Total: 1,099.40

U2416045943	Invoice	10/23/2024	10/23/2024	10/23/2024	10/23/2024	308.95	0.00	0.00	0.00	308.95
WATER - 2-8 SADDLE PIPE SUPPORT 1" RISER	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WATER - 2-8 SADDLE PIPE SUPPORT 1" RISER Distributions	NA		0.00	0.00	308.95	0.00	0.00	0.00	308.95	
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-1550	Operating Supplies & Exp.				308.95	100.00%				

U2416046081	Invoice	10/23/2024	10/23/2024	10/23/2024	10/23/2024	790.45	0.00	0.00	0.00	790.45
WATER - 1 AY FIP ANGLE MTR STOP NL	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WATER - 1 AY FIP ANGLE MTR STOP NL Distributions	NA		0.00	0.00	790.45	0.00	0.00	0.00	790.45	
Account Number	Account Name	Project Account Key			Amount	Percent				
010-4420-1550	Operating Supplies & Exp.				790.45	100.00%				

Vendor: [ITB01 - INDUSTRIAL TRUCK BODIES](#) Vendor Total: 6,433.50

24-17759REV	Invoice	11/14/2024	11/14/2024	11/14/2024	11/14/2024	6,433.50	0.00	0.00	0.00	6,433.50
BUILDING - LABOR AND INSTALLATION - TOW & SLOW	Warr Bank Acct - Warrants Bank Account					No				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING - LABOR AND INSTALLATION - ARPA Distributions	NA		0.00	0.00	6,433.50	0.00	0.00	0.00	6,433.50	
Account Number	Account Name	Project Account Key			Amount	Percent				
001-4300-2150	Professional services				6,433.50	100.00%				

Vendor: [ITE01 - ITECH SOLUTIONS](#) Vendor Total: 10,668.41

14081	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	2,444.30	0.00	0.00	0.00	2,444.30
ADM - MICROSOFT LICENSES - NOV 2024	Warr Bank Acct - Warrants Bank Account					No				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM - MICROSOFT LICENSES - NOV 2024	NA	0.00	0.00	2,444.30	0.00	0.00	0.00	2,444.30		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4140-2151	Information Technology Svs		2,444.30	100.00%						
14124	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	7,416.61	0.00	0.00	0.00	7,416.61
ADM - IT SERVICES - NOV 2024	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM - IT SERVICES - NOV 2024	NA	0.00	0.00	7,416.61	0.00	0.00	0.00	7,416.61		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4140-2151	Information Technology Svs		7,416.61	100.00%						
14172	Invoice	11/11/2024	11/11/2024	11/11/2024	11/11/2024	807.50	0.00	0.00	0.00	807.50
ADM - REPLACEMENT SWITCH FOR H...	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM - REPLACEMENT SWITCH FOR HR OFFICE	NA	0.00	0.00	807.50	0.00	0.00	0.00	807.50		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4140-2151	Information Technology Svs		807.50	100.00%						

Vendor: [JAI01 - MIGUEL JAIMES](#) Vendor Total: 2,603.02

11132024	Invoice	11/13/2024	11/13/2024	11/13/2024	11/13/2024	2,603.02	0.00	0.00	0.00	2,603.02
FINANCE - CHECK REQUEST - PAYMENT NOV 24	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE - CHECK REQUEST - PAYMENT NOV 24	NA	0.00	0.00	2,603.02	0.00	0.00	0.00	2,603.02		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-0100	Salaries - Regular		2,603.02	100.00%						

Vendor: [JAS01 - JAS PACIFIC, INC.](#) Vendor Total: 2,472.50

PC7253	Invoice	11/5/2024	11/5/2024	11/5/2024	11/5/2024	2,472.50	0.00	0.00	0.00	2,472.50
ADM - PLAN CHECK SERVICES - OCT 2024	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM - PLAN CHECK SERVICES - OCT 2024	NA	0.00	0.00	2,472.50	0.00	0.00	0.00	2,472.50		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4405-2150	Professional Services		2,472.50	100.00%						

Vendor: [LMM01 - LEIBOLD MCCLENDON & MANN](#) Vendor Total: 134.00

15-A	Invoice	11/7/2024	11/7/2024	11/7/2024	11/7/2024	134.00	0.00	0.00	0.00	134.00
ADM - REVIEW CORRESPONDENCE RE RAD 2024	Warr Bank Acct - Warrants Bank Account					No				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ROYAL THEATER LEGAL SERVICES - OCT 2024	NA	0.00	0.00	134.00	0.00	0.00	0.00	134.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
079-4542-2164	General Admin		134.00	100.00%						

Payable Register

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

Vendor: [NEW01 - NEWTERRA](#)

Vendor Total: 8,658.72

PSINC-006777	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	8,658.72	0.00	0.00	0.00	8,658.72
WWTP - TORNDO W/ELEC AND MOORING COMPONENTS		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP - TORNDO W/ELEC AND MOORING COMPONENTS	NA	0.00	0.00	8,658.72	0.00	0.00	0.00	8,658.72

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-2200	Equipment Rental		8,658.72	100.00%

Vendor: [PER02 - PERRY'S ELECTRIC MOTORS I](#)

Vendor Total: 4,417.66

27848	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	1,318.90	0.00	0.00	0.00	1,318.90
WWTP - REPLACING MOTOR FOR PUMP AT PIONEER		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP - REPLACING MOTOR FOR PUMP AT PIONEER	NA	0.00	0.00	1,318.90	0.00	0.00	0.00	1,318.90

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1500	Equipment Replacement		1,318.90	100.00%

27879	Invoice	11/12/2024	11/12/2024	11/12/2024	11/12/2024	3,098.76	0.00	0.00	0.00	3,098.76
MYERS SUMP PUMP		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
REPAIRING A PUMP FOR GULARTE LIFT STATION	NA	0.00	0.00	3,098.76	0.00	0.00	0.00	3,098.76

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1400	Equipment Maintenance		3,098.76	100.00%

Vendor: [POL02 - POLYDYNE INC.](#)

Vendor Total: 4,271.64

1875853	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	4,271.64	0.00	0.00	0.00	4,271.64
WWTP - CLARIFLOC WE-1289		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP - CLARIFLOC WE-1289	NA	0.00	0.00	4,271.64	0.00	0.00	0.00	4,271.64

Account Number	Account Name	Project Account Key	Amount	Percent
012-4425-1550	Operating Supplies & Exp.		4,271.64	100.00%

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

Vendor Total: 337.04

5857	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	80.02	0.00	0.00	0.00	80.02
BUILDING - LIC#:1105672 SMOG		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BUILDING - LIC#:1105672 SMOG	NA	0.00	0.00	80.02	0.00	0.00	0.00	80.02

Account Number	Account Name	Project Account Key	Amount	Percent
001-4145-1460	Vehicle Maintenance		80.02	100.00%

5860	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	257.02	0.00	0.00	0.00	257.02
BUILDING - LIC#:1498660 - CHANGED A/C FUSE		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code	On Hold								
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
BUILDING - LIC#:1498660 - CHANGED A/C FUSE Distributions	NA	0.00	0.00	257.02	0.00	0.00	0.00	257.02		
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1460	Vehicle Maintenance		257.02	100.00%						

Vendor: [SMO01 - SMOOTH INC.](#) **Vendor Total: 56,147.36**

17-2397	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	4,170.05	0.00	0.00	0.00	4,170.05
ADM - FLYER LOCAL & EXPRESS		Warr Bank Acct - Warrants Bank Account			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM - FLYER LOCAL & EXPRESS Distributions	NA	0.00	0.00	4,170.05	0.00	0.00	0.00	4,170.05		
Account Number	Account Name	Project Account Key	Amount	Percent						
023-4461-1400	Equipment Maintenance		4,170.05	100.00%						

[17-2403](#) Invoice 10/31/2024 10/31/2024 10/31/2024 10/31/2024 51,977.31 0.00 0.00 0.00 51,977.31

ADM - FLYER LOCAL & EXPRESS Warr Bank Acct - Warrants Bank Account No

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
TRANSIT SERVICES Distributions	NA	0.00	0.00	58,384.88	0.00	0.00	0.00	58,384.88		
Account Number	Account Name	Project Account Key	Amount	Percent						
023-4461-2354	Purchased Transportation		58,384.88	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LESS FARES & PASSES Distributions	NA	0.00	0.00	-7,172.95	0.00	0.00	0.00	-7,172.95		
Account Number	Account Name	Project Account Key	Amount	Percent						
023-3511	Fare Revenues		-7,172.95	100.00%						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
LESS FARES & PASSES Distributions	NA	0.00	0.00	765.38	0.00	0.00	0.00	765.38		
Account Number	Account Name	Project Account Key	Amount	Percent						
023-4461-2200	Equipment Rental		765.38	100.00%						

Vendor: [STC01 - SECURITAS TECHNOLOGY CORPORATION](#) **Vendor Total: 170.29**

[6004642265](#) Invoice 11/1/2024 11/1/2024 11/1/2024 11/1/2024 60.03 0.00 0.00 0.00 60.03

FINANCE - 918 OBISPO ST Warr Bank Acct - Warrants Bank Account No

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FINANCE - 918 OBISPO ST Distributions	NA	0.00	0.00	60.03	0.00	0.00	0.00	60.03		
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4120-2150	Professional services		60.03	100.00%						

[6004646069](#) Invoice 11/1/2024 11/1/2024 11/1/2024 11/1/2024 110.26 0.00 0.00 0.00 110.26

ADM - ALARM SYSTEM - ADMIN OFFICE - NOV-DEC 2024 Warr Bank Acct - Warrants Bank Account No

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ADM - ALARM SYSTEM - ADMIN OFFICE - NOV-DEC 2024 Distributions	NA	0.00	0.00	110.26	0.00	0.00	0.00	110.26		
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4105-2150	Professional Services		110.26	100.00%						

Payable Register

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

Vendor: TEM01 - TEMPLETON UNIFORMS,LLC

Vendor Total: 1,216.86

9467	Invoice	9/25/2024	9/25/2024	9/25/2024	9/25/2024	1,216.86	0.00	0.00	0.00	1,216.86
PD - RUDY ALVARA - UNIFORM ALLOWANCE	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD - RUDY ALVARA - UNIFORM ALLOWANCE	NA	0.00	0.00	1,216.86	0.00	0.00	0.00	1,216.86

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4200-1550	Operating Supplies & Exp.		1,216.86	100.00%

Vendor: TMP01 - TRAFFIC MANAGEMENT PRODUCTS INC

Vendor Total: 339.19

06-111592	Invoice	11/6/2024	11/6/2024	11/6/2024	11/6/2024	64.33	0.00	0.00	0.00	64.33
STREETS - STREET NAME BRACKET	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
STREETS - STREET NAME BRACKET	NA	0.00	0.00	64.33	0.00	0.00	0.00	64.33

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1550	Operating Supplies & Exp.		64.33	100.00%

06-111593	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	274.86	0.00	0.00	0.00	274.86
STREETS - REFLECTING SHEETING, 3310 3M	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
STREETS - REFLECTING SHEETING, 3310 3M	NA	0.00	0.00	274.86	0.00	0.00	0.00	274.86

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
071-4454-1550	Operating Supplies & Exp.		274.86	100.00%

Vendor: TOW01 - TOWNSEND PUBLIC AFFAIRS I

Vendor Total: 5,000.00

22521	Invoice	11/1/2024	11/1/2024	11/1/2024	11/1/2024	5,000.00	0.00	0.00	0.00	5,000.00
ADM- GRANT COUNCLTING SERVICES - NOV 2024	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
ADM- GRANT COUNCLTING SERVICES - NOV 2024	NA	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4105-2150	Professional Services		5,000.00	100.00%

Vendor: TYL01 - TYLER TECHNOLOGIES,INC.

Vendor Total: 454.24

97834	Invoice	12/14/2024	12/14/2024	12/14/2024	12/14/2024	454.24	0.00	0.00	0.00	454.24
FINANCE - BLANK TOP CHECK HEAT ICON VOID	Warr Bank Acct - Warrants Bank Account				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - BLANK TOP CHECK HEAT ICON VOID	NA	0.00	0.00	454.24	0.00	0.00	0.00	454.24

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
001-4120-1550	Operating Supplies & Exp.		454.24	100.00%

Vendor: ULT01 - ULTREX

Vendor Total: 854.53

4212559-CAL	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	854.53	0.00	0.00	0.00	854.53
ADM - COPIES	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING Distributions	NA		0.00	0.00	68.54	0.00	0.00	0.00	68.54	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4405-1550	Operating Supplies & Exp.		68.54	100.00%						
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
POLICE Distributions	NA		0.00	0.00	148.80	0.00	0.00	0.00	148.80	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4200-1550	Operating Supplies & Exp.		148.80	100.00%						
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE Distributions	NA		0.00	0.00	269.14	0.00	0.00	0.00	269.14	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4120-1550	Operating Supplies & Exp.		269.14	100.00%						
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE Distributions	NA		0.00	0.00	57.41	0.00	0.00	0.00	57.41	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4220-1550	Operating Supplies & Exp.		57.41	100.00%						
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADMIN & HR Distributions	NA		0.00	0.00	263.43	0.00	0.00	0.00	263.43	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4105-1550	Operating Supplies & Exp.		263.43	100.00%						
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
RECREATION Distributions	NA		0.00	0.00	47.21	0.00	0.00	0.00	47.21	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4300-1550	Operating Supplies & Exp.		47.21	100.00%						

Vendor: UNI15 - UNITED RENTALS NORTHWEST								Vendor Total:	2,718.75	
240511277-001	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	2,718.75	0.00	0.00	0.00	2,718.75
STREETS - EQUIPMENT - SCISSOR LIFT					Warr Bank Acct - Warrants Bank Account	No				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - EQUIPMENT - SCISSOR LIFT - ARPA FUNDS Distributions	NA		0.00	0.00	2,718.75	0.00	0.00	0.00	2,718.75	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4145-1550	Operating Supplies & Exp.		2,718.75	100.00%						

Vendor: UPC01 - URBAN PLANNING CONCEPTS, INC								Vendor Total:	10,381.50	
11947	Invoice	11/7/2024	11/7/2024	11/7/2024	11/7/2024	10,381.50	0.00	0.00	0.00	10,381.50
ADM - PLANNING SERVICES					Warr Bank Acct - Warrants Bank Account	No				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM - PLANNING SERVICES Distributions	NA		0.00	0.00	1,228.50	0.00	0.00	0.00	1,228.50	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4405-2150	Professional Services		1,228.50	100.00%						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ZONING CLEARANCE Distributions	NA		0.00	0.00	4,617.00	0.00	0.00	0.00	4,617.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-4405-2150	Professional Services		4,617.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
151 OBISPO LLA Distributions	NA		0.00	0.00	567.00	0.00	0.00	0.00	567.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2048	Building Permit Deposits	PA 2023-021-LLA	567.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ALVAREZ LOT SPLIT SB9-246 EGRET LANE Distributions	NA		0.00	0.00	1,296.00	0.00	0.00	0.00	1,296.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2057	Alvarez Lot Split - SB9		1,296.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
REED LOT SPLIT Distributions	NA		0.00	0.00	243.00	0.00	0.00	0.00	243.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2048	Building Permit Deposits	2023-013-LS	243.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
G.ALVAREZ 4513 11TH STREET LOT SPLIT Distributions	NA		0.00	0.00	972.00	0.00	0.00	0.00	972.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2048	Building Permit Deposits	2024004LS	972.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SHALLANBERGER LOT SPLIT - 640 GUADALUPE ST Distributions	NA		0.00	0.00	1,377.00	0.00	0.00	0.00	1,377.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2048	Building Permit Deposits	2024-036-LS	1,377.00	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SNOWY PLOVER Distributions	NA		0.00	0.00	81.00	0.00	0.00	0.00	81.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
001-2078	Snowy Plover Lane		81.00	100.00%						

Vendor: [USA01 - U.S.A. BLUEBOOK INC.](#) Vendor Total: 208.30

[INV00530410](#) Invoice 10/31/2024 10/31/2024 10/31/2024 10/31/2024 208.30 0.00 0.00 0.00 208.30

WWTP - HACH FREE AMMONIA REAGENT SET Warr Bank Acct - Warrants Bank Account No

50 TESTS

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
TESTING SUPPLIES Distributions	NA	0.00	0.00	208.30	0.00	0.00	0.00	208.30		
Account Number	Account Name	Project Account Key	Amount	Percent						
012-4425-1550	Operating Supplies & Exp.		208.30	100.00%						

Vendor: [USB04 - U.S. BANK CORPORATE PAYME](#) Vendor Total: 3,994.84

[24011344313500011178191](#) Invoice 11/7/2024 11/7/2024 11/7/2024 11/7/2024 1,513.17 0.00 0.00 0.00 1,513.17

PD - SP TITAN FITNESS Warr Bank Acct - Warrants Bank Account No

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
24137464304500901396065	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	31.95	0.00	0.00	0.00	31.95
PD - OFFICE DEPOT - OFFICER AWARDS PAPER Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
OFFICER WELLNESS & MENTAL HEALTH GRANT-GYM EQUIP Distributions	NA		0.00	0.00	1,513.17	0.00	0.00	0.00	1,513.17	
Account Number	Account Name	Project Account Key		Amount	Percent					
042-4210-1550	Operating Supplies & Exp.			1,513.17	100.00%					
24275394291900019832124	Invoice	10/17/2024	10/17/2024	10/17/2024	10/17/2024	346.31	0.00	0.00	0.00	346.31
FIRE - SONETICS CORPORATION Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FIRE - SONETICS CORPORATION Distributions	NA		0.00	0.00	346.31	0.00	0.00	0.00	346.31	
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-1550	Operating Supplies & Exp.			346.31	100.00%					
24512394294010087945012	Invoice	10/19/2024	10/19/2024	10/19/2024	10/19/2024	13.00	0.00	0.00	0.00	13.00
PD - SANTA MARIA CAR WASH - CHIEFS CAR WASH Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD - SANTA MARIA CAR WASH - CHIEFS CAR WASH Distributions	NA		0.00	0.00	13.00	0.00	0.00	0.00	13.00	
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-2150	Professional services			13.00	100.00%					
24692164293101744295832	Invoice	10/18/2024	10/18/2024	10/18/2024	10/18/2024	0.60	0.00	0.00	0.00	0.60
PD - T MOBILE - AUTO PAY Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD - T MOBILE - AUTO PAY Distributions	NA		0.00	0.00	0.60	0.00	0.00	0.00	0.60	
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-1150	Communications			0.60	100.00%					
24755424314283141604159	Invoice	11/8/2024	11/8/2024	11/8/2024	11/8/2024	730.85	0.00	0.00	0.00	730.85
PD - HAMPTONS INN - LUIS CASTELLANOS Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
NOV 04-08 CLOVIS, CA Distributions	NA		0.00	0.00	730.85	0.00	0.00	0.00	730.85	
Account Number	Account Name	Project Account Key		Amount	Percent					
001-4200-1300	Business Expense/Training			730.85	100.00%					
24943004288073257132854	Invoice	10/13/2024	10/13/2024	10/13/2024	10/13/2024	1,918.44	0.00	0.00	0.00	1,918.44
PD - HOLIDAY INN & SUITES - FRANK MEDINA Warr Bank Acct - Warrants Bank Account No										

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code					On Hold				
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
ARRIVAL 10/13-10/21 MILPITAS, CA Distributions	NA	0.00	0.00	1,918.44	0.00	0.00	0.00	1,918.44		
Account Number 001-4200-1300	Account Name Business Expense/Training	Project Account Key		Amount 1,918.44	Percent 100.00%					
7494300429607863099241	Credit Memo	10/21/2024	10/21/2024	10/21/2024	10/21/2024	-559.48	0.00	0.00	0.00	-559.48
PD - HOLIDAY INN & SUITES	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD - HOLIDAY INN & SUITES Distributions	NA	0.00	0.00	-559.48	0.00	0.00	0.00	-559.48		
Account Number 001-4200-1300	Account Name Business Expense/Training	Project Account Key		Amount -559.48	Percent 100.00%					

Vendor: [VES01 - VESTIS GROUP, INC.](#)

Vendor Total: 347.79

5020669243	Invoice	10/28/2024	10/28/2024	10/28/2024	10/28/2024	136.00	0.00	0.00	0.00	136.00
PD - ACCT#:792232905 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD - ACCT#:792232905 Distributions	NA	0.00	0.00	136.00	0.00	0.00	0.00	136.00		
Account Number 001-4200-2150	Account Name Professional services	Project Account Key		Amount 136.00	Percent 100.00%					
5020674126	Invoice	11/4/2024	11/4/2024	11/4/2024	11/4/2024	74.22	0.00	0.00	0.00	74.22
WWTP - ACCT#:170454000 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - ACCT#:170454000 UNIFORM SERVICE Distributions	NA	0.00	0.00	74.22	0.00	0.00	0.00	74.22		
Account Number 012-4425-2200	Account Name Equipment Rental	Project Account Key		Amount 74.22	Percent 100.00%					
5020674128	Invoice	11/4/2024	11/4/2024	11/4/2024	11/4/2024	50.13	0.00	0.00	0.00	50.13
WATER - ACCT#:170454000 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WATER - ACCT#:170454000 UNIFORM SERVICE Distributions	NA	0.00	0.00	50.13	0.00	0.00	0.00	50.13		
Account Number 010-4420-2150	Account Name Professional Services	Project Account Key		Amount 50.13	Percent 100.00%					
5020678965	Invoice	11/11/2024	11/11/2024	11/11/2024	11/11/2024	28.39	0.00	0.00	0.00	28.39
WWTP - ACCT#:170454000 UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No					
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP - ACCT#:170454000 UNIFORM SERVICE Distributions	NA	0.00	0.00	28.39	0.00	0.00	0.00	28.39		
Account Number 012-4425-2150	Account Name Professional Services	Project Account Key		Amount 28.39	Percent 100.00%					
5020678967	Invoice	11/11/2024	11/11/2024	11/11/2024	11/11/2024	50.13	0.00	0.00	0.00	50.13
WATER - ACCT#:170454000 - UNIFORM SERVICE	Warr Bank Acct - Warrants Bank Account				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WATER - ACCT#:170454000 - UNIFORM SERVICE Distributions	NA		0.00	0.00	50.13	0.00	0.00	0.00	50.13	
Account Number	Account Name		Project Account Key		Amount	Percent				
010-4420-2150	Professional Services				50.13	100.00%				
5020678973	Invoice	11/11/2024	11/11/2024	11/11/2024	11/11/2024	8.92	0.00	0.00	0.00	8.92
STREETS - ACCT#:170454000 UNIFORM SERVICE										
Warr Bank Acct - Warrants Bank Account			No							
Payable Description Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - ACCT#:170454000 UNIFORM SERVICE Distributions	NA		0.00	0.00	5.35	0.00	0.00	0.00	5.35	
Account Number	Account Name		Project Account Key		Amount	Percent				
071-4454-0100	Salaries - Regular				5.35	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - ACCT#:170454000 UNIFORM SERVICE Distributions	NA		0.00	0.00	0.89	0.00	0.00	0.00	0.89	
Account Number	Account Name		Project Account Key		Amount	Percent				
010-4420-0100	Salaries - Regular				0.89	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - ACCT#:170454000 UNIFORM SERVICE Distributions	NA		0.00	0.00	0.89	0.00	0.00	0.00	0.89	
Account Number	Account Name		Project Account Key		Amount	Percent				
012-4425-0100	Salaries - Regular				0.89	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - ACCT#:170454000 UNIFORM SERVICE Distributions	NA		0.00	0.00	0.89	0.00	0.00	0.00	0.89	
Account Number	Account Name		Project Account Key		Amount	Percent				
023-4461-0100	Salaries - Regular				0.89	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - ACCT#:170454000 UNIFORM SERVICE Distributions	NA		0.00	0.00	0.45	0.00	0.00	0.00	0.45	
Account Number	Account Name		Project Account Key		Amount	Percent				
060-4490-0100	Salaries - Regular				0.45	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - ACCT#:170454000 UNIFORM SERVICE Distributions	NA		0.00	0.00	0.45	0.00	0.00	0.00	0.45	
Account Number	Account Name		Project Account Key		Amount	Percent				
063-4472-0100	Salaries - Regular				0.45	100.00%				
Vendor: VIK01 - VIKING MECHANICAL REFRIGE										Vendor Total: 805.00
27791	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	340.00	0.00	0.00	0.00	340.00
BUILDING - PERFORMED PM FOR WATER DEPT			Warr Bank Acct - Warrants Bank Account			No				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING - PERFORMED PM FOR WATER DEPT	NA		0.00	0.00	340.00	0.00	0.00	0.00	340.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
010-4420-2150	Professional Services				340.00	100.00%				
27792	Invoice	10/30/2024	10/30/2024	10/30/2024	10/30/2024	465.00	0.00	0.00	0.00	465.00
Payable Description										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING - PERFORMED PM FOR BOARD ROOM	NA		0.00	0.00	465.00	0.00	0.00	0.00	465.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-2150	Professional Services				465.00	100.00%				

Vendor: [VRC01 - VITAL RECORDS CONTROL](#)

Vendor Total: 196.10

4590708	Invoice	10/31/2024	10/31/2024	10/31/2024	10/31/2024	196.10	0.00	0.00	0.00	196.10
Payable Description										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ADM - SHREDDING SERVICES	NA		0.00	0.00	49.03	0.00	0.00	0.00	49.03	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4105-2150	Professional Services				49.03	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING	NA		0.00	0.00	49.02	0.00	0.00	0.00	49.02	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4405-2150	Professional Services				49.02	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FINANCE	NA		0.00	0.00	49.02	0.00	0.00	0.00	49.02	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4120-2150	Professional services				49.02	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD	NA		0.00	0.00	49.03	0.00	0.00	0.00	49.03	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4200-2150	Professional services				49.03	100.00%				

Vendor: [WIL06 - WILLIAMS CLEANING SYSTEM LLC](#)

Vendor Total: 15,613.13

200446	Invoice	11/5/2024	11/5/2024	11/5/2024	11/5/2024	15,613.13	0.00	0.00	0.00	15,613.13
Payable Description										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - TRAILER PACKAGE FUNDS	NA		0.00	0.00	15,613.13	0.00	0.00	0.00	15,613.13	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1550	Operating Supplies & Exp.				15,613.13	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Credit Memo	3	-792.91	0.00	0.00	0.00	-792.91	0.00	-792.91
Invoice	143	370,270.46	0.00	0.00	0.00	370,270.46	0.00	370,270.46
Grand Total:		369,477.55	0.00	0.00	0.00	369,477.55	0.00	369,477.55

Project Summary

Project Number	Project Name	Count	Account Key	Account Name	Amount
2023-013-LS	Reed Lot Split / 428 Tognazzi...	1	2023-013-LS	Reed Lot Split / 428 Tognazzini Lo...	243.00
Project 2023-013-LS Total:					243.00
2023-021-LLA	151 Obispo – Lot Line Adjus...	1	PA 2023-021-LLA	Expenses toward Building Permit...	567.00
Project 2023-021-LLA Total:					567.00
2024-004-LS	G.Alvarez 4513 11th Street L...	1	2024004LS	G.Alvarez 4513 11th Street Lot Spl..	972.00
Project 2024-004-LS Total:					972.00
2024-036-LS	Shallanberger Lot Split-640 G...	1	2024-036-LS	5th Street & Tognazzini Lot Devel...	1,377.00
Project 2024-036-LS Total:					1,377.00
Grand Total:					3,159.00

Account Summary

Account	Name	Amount
001-2048	Building Permit Deposits	3,159.00
001-2057	Alvarez Lot Split - SB9	1,296.00
001-2078	Snowy Plover Lane	81.00
001-4105-1250	Advertising and Pubs	83.93
001-4105-1300	Business Expense/Training	172.08
001-4105-1550	Operating Supplies & Exp.	265.08
001-4105-2150	Professional Services	5,533.15
001-4120-1550	Operating Supplies & Exp.	723.38
001-4120-2150	Professional services	164.86
001-4140-0450	Other Benefits	50.32
001-4140-1350	Memberships, Dues & Subs	18.99
001-4140-1750	Bank Service Charges	51.77
001-4140-2151	Information Technology Svs	10,838.41
001-4145-1000	Utilities	749.61
001-4145-1150	Communications	1,194.37
001-4145-1460	Vehicle Maintenance	80.02
001-4145-1550	Operating Supplies & Exp.	18,374.69
001-4145-1560	Fuel & lubricants	451.23
001-4145-2150	Professional Services	465.00
001-4200-0100	Salaries - Regular	2,603.02
001-4200-1150	Communications	0.60
001-4200-1200	Office Supplies & Postage	179.55
001-4200-1300	Business Expense/Training	2,089.81
001-4200-1550	Operating Supplies & Exp.	1,473.69
001-4200-2150	Professional services	198.03
001-4200-2350	Services by other Agencies	5,397.16
001-4220-1460	Vehicle Maintenance	1,673.80
001-4220-1550	Operating Supplies & Exp.	403.72
001-4220-1560	Fuels and Lubricants	162.60
001-4220-2200	Equipment Rental	40.00
001-4220-2350	Services by other Agencies	3,039.15
001-4300-1000	Utilities	65,666.68
001-4300-1460	Vehicle Maintenance	257.02
001-4300-1550	Operating Supplies & Exp.	5,718.47
001-4300-2150	Professional services	23,273.08
001-4405-1250	Advertising and Pubs	118.58
001-4405-1550	Operating Supplies & Exp.	68.54
001-4405-2150	Professional Services	8,367.02
Total:		164,483.41

Account	Name	Amount
010-4420-0100	Salaries - Regular	0.89
010-4420-1535	Meters	2,269.30
010-4420-1550	Operating Supplies & Exp.	2,894.35
010-4420-1560	Fuel & lubricants	303.56
010-4420-2150	Professional Services	440.26
Total:		5,908.36

Account	Name	Amount
012-4425-0100	Salaries - Regular	0.89
012-4425-1000	Utilities	4,512.68
012-4425-1400	Equipment Maintenance	3,098.76
012-4425-1500	Equipment Replacement	1,318.90
012-4425-1550	Operating Supplies & Exp.	5,952.90
012-4425-1560	Fuel & lubricants	98.09
012-4425-2150	Professional Services	42,423.26
012-4425-2200	Equipment Rental	8,732.94

Account Summary

Account	Name	Amount
		Total:
		66,138.42

Account	Name	Amount
023-3511	Fare Revenues	-7,172.95
023-4461-0100	Salaries - Regular	0.89
023-4461-1400	Equipment Maintenance	4,170.05
023-4461-1560	Fuel & lubricants	7,840.31
023-4461-2200	Equipment Rental	765.38
023-4461-2354	Purchased Transportation	58,384.88
		Total:
		63,988.56

Account	Name	Amount
040-4225-1500	Equipment replacement	3,711.59
		Total:
		3,711.59

Account	Name	Amount
041-4221-1550	Operating Supplies & Exp.	3,711.60
		Total:
		3,711.60

Account	Name	Amount
042-4210-1550	Operating Supplies & Exp.	1,513.17
		Total:
		1,513.17

Account	Name	Amount
060-4490-0100	Salaries - Regular	0.45
060-4490-1000	Utilities	142.60
		Total:
		143.05

Account	Name	Amount
063-4472-0100	Salaries - Regular	0.45
063-4472-1000	Utilities	1,912.90
		Total:
		1,913.35

Account	Name	Amount
071-4454-0100	Salaries - Regular	5.35
071-4454-1000	Utilities	213.90
071-4454-1550	Operating Supplies & Exp.	2,014.82
071-4454-1560	Fuels & Lubricants	612.14
		Total:
		2,846.21

Account	Name	Amount
079-4542-1000	Utilities	93.26
079-4542-2164	General Admin	134.00
		Total:
		227.26

Account	Name	Amount
089-4444-3051	Leroy Park	407.33
089-4444-3097	Amtrak Station Rehab Design	27,232.01

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
089-4444-3104	308 Obispo Street Site Improvements(089-607)	27,232.01
	Total:	54,871.35

<u>Account</u>	<u>Name</u>	<u>Amount</u>
107-4018-2150	Profl Services	21.22
	Total:	21.22



Payment Register

Bank: Warr Bank Acct - Warrants Bank Account

Vendor Number	Vendor Name			Total Vendor Amount
49E01	49ER COMMUNICATIONS, INC			7,423.19
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/20/2024	7,423.19	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
75500	FIRE -COMMAND TIER III SINGLE BAND PORTABLE RADIO	11/01/2024	11/01/2024	0.00 7,423.19

Vendor Number	Vendor Name			Total Vendor Amount
ABH01	AETNA RESOURCES FOR LIVING			50.32
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/20/2024	50.32	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
E0331868	ADM - EMPLOYEE ASSISTANCE PROGRAM - DEC 2024	12/04/2024	12/04/2024	0.00 50.32

Vendor Number	Vendor Name			Total Vendor Amount
AMA02	AMAZON BUSINESS			6,571.24
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/20/2024	6,571.24	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
13Q4-FM64-T9X6	WWTP - ACCT#:A19RD4DAF93AUQ	11/01/2024	11/01/2024	0.00 77.79
19K4-V41K-G66C	P&R - ACCT#:A19RD4DAF93AUQ	11/11/2024	11/11/2024	0.00 48.60
1C7X-VNNX-H4RK	P&R-ACCT#:A19RD4DAF93AUQ - ARPA FUNDS	10/31/2024	10/31/2024	0.00 4,762.01
1DNN-1JKH-3V7N	PD - ACCT#:A19RD4DAF93AUQ	10/30/2024	10/30/2024	0.00 68.50
1FJQ-MRVQ-9NKM	WWTP - ACCT#:A19RD4DAF93AUQ	11/05/2024	11/05/2024	0.00 26.08
1K7W-WK6H-P16Q	P&R - ACCT#:A19RD4DAF93AUQ	10/30/2024	10/30/2024	0.00 347.99
1KQR-GXQY-47KV	WWTP - ACCT#:A19RD4DAF93AUQ	09/26/2024	09/26/2024	0.00 132.60
1LYT-IDQ1-9GNY	BUILDING - ACCT#:A19RD4DAF93AUQ	06/16/2024	06/16/2024	0.00 42.81
1M6Q-QWQ6-DV33	P&R-ACCT#:A19RD4DAF93AUQ - SPEAKER (2)	11/11/2024	11/11/2024	0.00 82.62
1MPH-K7X3-1NKV	WWTP - ACCT#:A19RD4DAF93AUQ	11/06/2024	11/06/2024	0.00 171.93
1VDP-P3PJ-FKFV	PD-ACCT#:A19RD4DAF93AUQ	10/31/2024	10/31/2024	0.00 7.58
1WTM-F1KN-4KNN	WWTP - HEAVY DUTY PLASTIC FLOAT	10/30/2024	10/30/2024	0.00 -37.69
1WTY-LR43-RMJH	WWTP - ACCT#:A19RD4DAF3AUQ	11/01/2024	11/01/2024	0.00 351.67
1XMJ-WDWC-D1HW	WWTP - ACCT#:A19RD4DAF93AUQ	09/10/2024	09/10/2024	0.00 309.20
1XRJ-WKMY-FDQ9	PD-ACCT#:A19RD4DAF93AUQ	10/31/2024	10/31/2024	0.00 179.55

Vendor Number	Vendor Name			Total Vendor Amount
AME01	AMERICAN SOCIETY OF COMPO			335.00
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/20/2024	335.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
11132024	FINANCE - CHECK REQUEST - ANNUAL PAYMENT	11/13/2024	11/13/2024	0.00 335.00

Vendor Number	Vendor Name			Total Vendor Amount
AME04	AMERICAN INDUSTRIAL SUPPL			159.22
Payment Type	Payment Number	Payment Date	Payment Amount	
Check		11/20/2024	159.22	
Payable Number	Description	Payable Date	Due Date	Discount Amount Payable Amount
0401109-IN	WWTP - FIRST AID KIT SUPPLIES	11/05/2024	11/05/2024	0.00 159.22

Payment Register

APPKT00412 - 11.26.24 BIWEEKLY RUN

Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
<u>AQU01</u>	AQUA-METRIC SALES COMPANY	Check		<u>INVO104756</u>	WATER - 2" OMNI C2 100CF	11/06/2024	11/06/2024	0.00	2,269.30	2,269.30
<u>ARC01</u>	ARLIGHT MEDIA	Check		<u>11972</u>	ADM - WEBSITE MAINTENANCE - OCT 2024	11/01/2024	11/01/2024	0.00	170.00	170.00
<u>BEC02</u>	BERCHTOLD EQUIPMENT CO	Check		<u>W06662</u>	BUILDING - LAWN TRACTOR REPLACING BLADES	11/04/2024	11/04/2024	0.00	439.68	439.68
<u>BIO01</u>	BIOALCHEMY INC.	Check		<u>1583</u>	WWTP - BIOAUGMENTATION	11/01/2024	11/01/2024	0.00	2,158.69	2,158.69
<u>BOY04</u>	BOYS & GIRLS CLUBS OF MID	Check		<u>INV00126</u>	BUILDING - OCT 2024 YARD MAINTENANCE REIMBURSE	11/07/2024	11/07/2024	0.00	360.00	360.00
<u>BRE02</u>	BRENTAG PACIFIC, INC.	Check		<u>BPI470660</u>	WATER - L A CHEMCHLOR SODIUM	10/25/2024	10/25/2024	0.00	1,355.25	1,355.25
<u>BVI01</u>	BELLA VISTA INVESTIGATIVE SERVICES	Check		<u>GUAD2024-00004</u>	PD - VOLUNTEER BACKGROUND INVESTIGATION	10/25/2024	10/25/2024	0.00	1,200.00	1,200.00
<u>CAR09</u>	CARDMEMBER SERVICE	Check		<u>0926</u>	ADM - DREAMHOST	10/18/2024	10/18/2024	0.00	18.99	623.91
				<u>10282024</u>	LATE FEE	10/28/2024	10/28/2024	0.00	39.00	
				<u>11012024</u>	INTEREST CHARGE ON PURCHASES	11/01/2024	11/01/2024	0.00	12.77	
				<u>1291</u>	FINANCE - WAL MART - REC TC GOLD	10/30/2024	10/30/2024	0.00	9.74	
				<u>2067</u>	FINANCE - WALMART - CITY HALL MEETINGS	10/30/2024	10/30/2024	0.00	62.59	
				<u>2793</u>	ADM - BACKBLAZE INC	10/13/2024	10/13/2024	0.00	1.65	
				<u>4677</u>	P&R - BEST BUY - PROJECTOR CORDS	10/21/2024	10/21/2024	0.00	237.04	
				<u>6950</u>	WWTP - FAST TRAK	10/05/2024	10/05/2024	0.00	7.00	

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<u>7266</u>	P&R - NIPOMO PUMPKIN PATCH	10/25/2024	10/25/2024	0.00	300.00
<u>7276</u>	BEST BUY - RETURN - L710S PRO	10/22/2024	10/22/2024	0.00	-195.74
<u>7305</u>	P&R - BEST BUY - PROJECTOR CORDS	10/22/2024	10/22/2024	0.00	76.11
<u>8072</u>	HR - CPR CLASS/TRAINING	10/16/2024	10/16/2024	0.00	42.13
<u>9137</u>	P&R- CVS - CRAYONS AND MARKERS	10/29/2024	10/29/2024	0.00	12.63

Vendor Number	Vendor Name				Total Vendor Amount
<u>CHA03</u>	CHARTER COMMUNICATIONS				1,194.37
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	1,194.37		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>170585101110124</u>	BUILDING - ACCT#:170585101	11/01/2024	11/01/2024	0.00	210.35
<u>170585201110124</u>	BUILDING - ACCT#:170585201	11/01/2024	11/01/2024	0.00	984.02

Vendor Number	Vendor Name				Total Vendor Amount
<u>CHA06</u>	CHARGE POINT INC.				54,464.02
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	54,464.02		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>IN297153</u>	STREETS - CHARGING EQUIPMENT	10/10/2024	10/10/2024	0.00	54,464.02

Vendor Number	Vendor Name				Total Vendor Amount
<u>CIT08</u>	CITY OF GUADALUPE (FINANC				73,291.63
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	73,291.63		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>11202024</u>	FINANCE - WATER UTILITY BILLS	11/20/2024	11/20/2024	0.00	73,291.63

Vendor Number	Vendor Name				Total Vendor Amount
<u>CIT14</u>	CITY OF SANTA MARIA - FINANCE DIVISION				15,076.62
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	15,076.62		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>100321</u>	PD - DISPATCH SERVICES	10/18/2024	10/18/2024	0.00	6,210.25
<u>100322</u>	PD - ACCOUNTS RECEIVABLE BILLING - MDC SERVICES	10/18/2024	10/18/2024	0.00	1,026.06
<u>100355</u>	STREETS - FUEL USAGE - SEPT 2024	10/24/2024	10/24/2024	0.00	7,840.31

Vendor Number	Vendor Name				Total Vendor Amount
<u>CLA02</u>	CLAY'S SEPTIC & JETTING,				29,016.18
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	29,016.18		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>81433</u>	WWTP - CALL OUT - JETTING	10/23/2024	10/23/2024	0.00	2,167.82
<u>81490</u>	WWTP - JETTING	10/23/2024	10/23/2024	0.00	1,283.91
<u>81491</u>	WWTP - JETTING	10/23/2024	10/23/2024	0.00	785.72
<u>81539</u>	WWTP - JETTING	10/29/2024	10/29/2024	0.00	3,535.64
<u>81625</u>	WWTP - JETTING	10/24/2024	10/24/2024	0.00	1,283.91
<u>81638</u>	WWTP - JETTING	10/24/2024	10/24/2024	0.00	1,364.48
<u>81639</u>	WWTP - JETTING	10/29/2024	10/29/2024	0.00	1,101.88
<u>81640</u>	WWTP - JETTING	10/30/2024	10/30/2024	0.00	3,614.00
<u>81641</u>	WWTP - JETTING	10/30/2024	10/30/2024	0.00	2,609.78
<u>81644</u>	WWTP - JETTING 700 FT @ 52	10/31/2024	10/31/2024	0.00	364.00
<u>81645</u>	WWTP - JETTING	10/31/2024	10/31/2024	0.00	7,941.04
<u>81679</u>	WWTP - JETTING	11/01/2024	11/01/2024	0.00	2,964.00

Vendor Number	Vendor Name				Total Vendor Amount
<u>COL03</u>	COLUMN, PBC				609.84
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	609.84		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>21FF040A-0083</u>	ADM - NOTICE OF NOMINEES - ELECTIONS	10/25/2024	10/25/2024	0.00	83.93
<u>21FF040A-0084</u>	ADM - NOTICE INVITING BIDS-LEROY PARK PARKING LOT	10/31/2024	10/31/2024	0.00	407.33

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Vendor Number	Vendor Name	Payment Type	Payment Number	Payable Date	Due Date	Discount Amount	Payable Amount	Total Vendor Amount
<u>21FF040A-0085</u>	ADM - NOTICE OF PUBLIC HEARING - ADU AMENDMENT	Check		11/04/2024	11/04/2024	0.00	118.58	
								155.89
<u>CULO1</u>	CULLIGAN/CENTRAL COAST WA	Check					155.89	
								11,220.00
								15,989.90
								1,673.80
								57.62
								733.59
								1,488.35
<u>DAN02</u>	DANNY LANOCHE WELDING	Check					11,220.00	
								15,989.90
								1,673.80
								57.62
								733.59
								1,488.35
<u>DOU01</u>	DOUGLAS DOORS	Check					15,989.90	
								1,673.80
								57.62
								733.59
								1,488.35
<u>DTC01</u>	DONAHUE TRUCK CENTERS	Check					1,673.80	
								57.62
								733.59
								1,488.35
<u>EST05</u>	SYLVIA ESTRADA	Check					57.62	
								733.59
								1,488.35
<u>FER02</u>	FERGUSON ENTERPRISES, INC.	Check					733.59	
								1,488.35
<u>GUA02</u>	GUADALUPE HARDWARE COMPAN	Check					1,488.35	
								69.10
								102.46

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<u>1169088</u>	STREETS - STA - BIL FUEL STABLZR160	10/09/2024	10/09/2024	0.00	95.63
<u>1170240</u>	STREETS - BLACK MAMBA DIS 6 MIL GL - XL	10/21/2024	10/21/2024	0.00	40.19
<u>1170379</u>	STREETS - BATTERY ALKALINE D 4PK	10/22/2024	10/22/2024	0.00	32.06
<u>1170429</u>	STREETS - BR FIRE HOSE ADAP 2 MPX1-1/2NH	10/22/2024	10/22/2024	0.00	220.13
<u>1170450</u>	WWTP - 3/8 SS SET SCREW	10/22/2024	10/22/2024	0.00	1.40
<u>1170462</u>	WWTP - 1/2-13 X 1 1/2 HEX BOLT GR 5 Z	10/22/2024	10/22/2024	0.00	7.18
<u>1171120</u>	STREETS - 1KA 2290 KEYED ALIKE PADLOCK	10/29/2024	10/29/2024	0.00	183.09
<u>1171143</u>	WATER - LINZER CHIP	10/29/2024	10/29/2024	0.00	10.82
<u>1171162</u>	STREETS- 12V 5.0 AH XC BATTERY	10/29/2024	10/29/2024	0.00	234.69
<u>1171165</u>	WATER - GENERAL KEY, LENS CLEANING WIPES	10/29/2024	10/29/2024	0.00	26.03
<u>1171328</u>	STREETS - MOTOR OIL SYNTHTC 10W-30	10/30/2024	10/30/2024	0.00	17.38
<u>1171366</u>	WWTP - RED HEAD HITCH PIN 5/8" X 5-3	10/30/2024	10/30/2024	0.00	203.53
<u>1171400</u>	WATER - PAINT TRAY LINER CLR 1QT	10/31/2024	10/31/2024	0.00	8.90
<u>1171408</u>	STREETS- PRO GLS WHITE GAL VOC	10/31/2024	10/31/2024	0.00	105.88
<u>1171417</u>	WWTP - 2 IN 1 PUSHBROOM	10/31/2024	10/31/2024	0.00	63.05
<u>1171604</u>	WATER - CONN WIRE 22-16 CD14	11/01/2024	11/01/2024	0.00	27.59
<u>1171605</u>	WATER - BLUE TUFF JIG, 5 GAL W/SPROUT	11/01/2024	11/01/2024	0.00	39.24

Vendor Number	Vendor Name			Total Vendor Amount	
<u>HAR05</u>	HARRY & KIMIKO MASATANI			50.00	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	50.00		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>11132024</u>	FINANCE - CHECK REQUEST - PROPERTY LEASE PAYMENT	11/13/2024	11/13/2024	0.00	50.00

Vendor Number	Vendor Name			Total Vendor Amount	
<u>HEN01</u>	EAGLE ENERGY, INC			1,627.62	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	1,627.62		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>212199</u>	FIRE - ACCT#:1197 FUEL CHARGES	10/31/2024	10/31/2024	0.00	162.60
<u>212201</u>	WATER - ACCT#:1202 FUEL CHARGES	10/31/2024	10/31/2024	0.00	303.56
<u>212202</u>	WWTP - ACCT#:1207 FUEL CHARGES	10/31/2024	10/31/2024	0.00	98.09
<u>212203</u>	STREETS- ACCT#:1208 FUEL CHARGES	10/31/2024	10/31/2024	0.00	612.14
<u>212209</u>	BUILDING - ACCT#:1228 FUEL CHARGES	10/31/2024	10/31/2024	0.00	451.23

Vendor Number	Vendor Name			Total Vendor Amount	
<u>ICO01</u>	ICONIX WATERWORKS (US) IN			1,099.40	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	1,099.40		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>U2416045943</u>	WATER - 2-8 SADDLE PIPE SUPPORT 1" RISER	10/23/2024	10/23/2024	0.00	308.95
<u>U2416046081</u>	WATER - 1 AY FIP ANGLE MTR STOP NL	10/23/2024	10/23/2024	0.00	790.45

Vendor Number	Vendor Name			Total Vendor Amount	
<u>ITB01</u>	INDUSTRIAL TRUCK BODIES			6,433.50	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	6,433.50		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>24-17759REV</u>	BUILDING - LABOR AND INSTALLATION - TOW & SLOW	11/14/2024	11/14/2024	0.00	6,433.50

Vendor Number	Vendor Name			Total Vendor Amount	
<u>ITE01</u>	ITECH SOLUTIONS			10,668.41	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check		11/20/2024	10,668.41		
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
<u>14081</u>	ADM - MICROSOFT LICENSES - NOV 2024	11/01/2024	11/01/2024	0.00	2,444.30
<u>14124</u>	ADM - IT SERVICES - NOV 2024	11/01/2024	11/01/2024	0.00	7,416.61
<u>14172</u>	ADM - REPLACEMENT SWITCH FOR HR OFFICE	11/11/2024	11/11/2024	0.00	807.50

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Vendor Number	Vendor Name					Total Vendor Amount
JAI01	MIGUEL JAIMES					2,603.02
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	2,603.02
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
11132024	FINANCE - CHECK REQUEST - PAYMENT NOV 24	11/13/2024	11/13/2024	0.00	2,603.02	
JAS01	JAS PACIFIC, INC.					2,472.50
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	2,472.50
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PC7253	ADM - PLAN CHECK SERVICES - OCT 2024	11/05/2024	11/05/2024	0.00	2,472.50	
LMM01	LEIBOLD MCLENDON & MANN					134.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	134.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
15-A	ADM - REVIEW CORRESPONDENCE RE RAD	11/07/2024	11/07/2024	0.00	134.00	
NEW01	NEWTERRA					8,658.72
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	8,658.72
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PSINC 006777	WWTP - TORNDO W/ELEC AND MOORING COMPONENTS	11/01/2024	11/01/2024	0.00	8,658.72	
PER02	PERRY'S ELECTRIC MOTORS I					4,417.66
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	4,417.66
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
27848	WWTP - REPLACING MOTOR FOR PUMP AT PIONEER	10/25/2024	10/25/2024	0.00	1,318.90	
27879	MYERS SUMP PUMP	11/12/2024	11/12/2024	0.00	3,098.76	
POL02	POLYDYNE INC.					4,271.64
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	4,271.64
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1875853	WWTP - CLARIFLOC WE-1289	10/25/2024	10/25/2024	0.00	4,271.64	
REY01	REYNA AUTO REPAIR					337.04
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	337.04
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5857	BUILDING - LIC#:1105672 SMOG	10/25/2024	10/25/2024	0.00	80.02	
5860	BUILDING - LIC#:1498660 - CHANGED A/C FUSE	10/25/2024	10/25/2024	0.00	257.02	
SMO01	SMOOTH INC.					56,147.36
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	56,147.36
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
17-2397	ADM - FLYER LOCAL & EXPRESS	10/31/2024	10/31/2024	0.00	4,170.05	
17-2403	ADM - FLYER LOCAL & EXPRESS	10/31/2024	10/31/2024	0.00	51,977.31	

Payment Register

APPKT00412 - 11.26.24 BIWEEKLY RUN

Vendor Number	Vendor Name					Total Vendor Amount
<u>USA01</u>	U.S.A. BLUEBOOK INC.					208.30
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	208.30
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>INV00530410</u>	WWTP - HACH FREE AMMONIA REAGENT SET 50 TESTS	10/31/2024	10/31/2024	0.00	208.30	

Vendor Number	Vendor Name					Total Vendor Amount
<u>USB04</u>	U.S. BANK CORPORATE PAYME					3,994.84
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	3,994.84
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>24011344313500011178191</u>	PD - SP TITAN FITNESS	11/07/2024	11/07/2024	0.00	1,513.17	
<u>24137464304500901396065</u>	PD - OFFICE DEPOT - OFFICER AWARDS PAPER	10/29/2024	10/29/2024	0.00	31.95	
<u>24275394791900019832124</u>	FIRE - SONETICS CORPORATION	10/17/2024	10/17/2024	0.00	346.31	
<u>24512394294010087945017</u>	PD - SANTA MARIA CAR WASH - CHIEFS CAR WASH	10/19/2024	10/19/2024	0.00	13.00	
<u>24692164293101744295832</u>	PD - T MOBILE - AUTO PAY	10/18/2024	10/18/2024	0.00	0.60	
<u>24755424314283141604159</u>	PD - HAMPTONS INN - LUIS CASTELLANOS	11/08/2024	11/08/2024	0.00	730.85	
<u>24943004288073257132854</u>	PD - HOLIDAY INN & SUITES - FRANK MEDINA	10/13/2024	10/13/2024	0.00	1,918.44	
<u>7494300429607863099241</u>	PD - HOLIDAY INN & SUITES	10/21/2024	10/21/2024	0.00	-559.48	

Vendor Number	Vendor Name					Total Vendor Amount
<u>VES01</u>	VESTIS GROUP , INC.					347.79
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	347.79
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>5020669243</u>	PD - ACCT#:792232905 UNIFORM SERVICE	10/28/2024	10/28/2024	0.00	136.00	
<u>5020674126</u>	WWTP - ACCT#:170454000 UNIFORM SERVICE	11/04/2024	11/04/2024	0.00	74.22	
<u>5020674128</u>	WATER - ACCT#:170454000 UNIFORM SERVICE	11/04/2024	11/04/2024	0.00	50.13	
<u>5020678965</u>	WWTP - ACCT#:170454000 UNIFORM SERVICE	11/11/2024	11/11/2024	0.00	28.39	
<u>5020678967</u>	WATER - ACCT#:170454000 - UNIFORM SERVICE	11/11/2024	11/11/2024	0.00	50.13	
<u>5020678973</u>	STREETS - ACCT#:170454000 UNIFORM SERVICE	11/11/2024	11/11/2024	0.00	8.92	

Vendor Number	Vendor Name					Total Vendor Amount
<u>VIK01</u>	VIKING MECHANICAL REFRIGE					805.00
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	805.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>27791</u>	BUILDING - PERFORMED PM FOR WATER DEPT	10/29/2024	10/29/2024	0.00	340.00	
<u>27792</u>	BUILDING - PERFORMED PM FOR BOARD ROOM	10/30/2024	10/30/2024	0.00	465.00	

Vendor Number	Vendor Name					Total Vendor Amount
<u>VRC01</u>	VITAL RECORDS CONTROL					196.10
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	196.10
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>4590708</u>	ADM - SHREDDING SERVICES	10/31/2024	10/31/2024	0.00	196.10	

Vendor Number	Vendor Name					Total Vendor Amount
<u>WIL06</u>	WILLIAMS CLEANING SYSTEM LLC					15,613.13
Payment Type	Payment Number				Payment Date	Payment Amount
Check					11/20/2024	15,613.13
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>200446</u>	STREETS - TRAILER PACKAGE	11/05/2024	11/05/2024	0.00	15,613.13	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Warr Bank Acct	Check	149	53	0.00	369,309.00
Packet Totals:		149	53	0.00	369,309.00

Cash Fund Summary

Fund	Name	Amount
999	Pooled Cash	-369,309.00
Packet Totals:		-369,309.00



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Warr Bank Acct-Warrants Bank Account						
49E01	49ER COMMUNICATIONS, INC	11/27/2024	Regular	0.00	7,423.19	839719
ABH01	AETNA RESOURCES FOR LIVING	11/27/2024	Regular	0.00	50.32	839720
AMA02	AMAZON BUSINESS	11/27/2024	Regular	0.00	6,571.24	839721
AME01	AMERICAN SOCIETY OF COMPO	11/27/2024	Regular	0.00	335.00	839722
AME04	AMERICAN INDUSTRIAL SUPPL	11/27/2024	Regular	0.00	159.22	839723
AQU01	AQUA-METRIC SALES COMPANY	11/27/2024	Regular	0.00	2,269.30	839724
ARC01	ARCLIGHT MEDIA	11/27/2024	Regular	0.00	170.00	839725
BEC02	BERCHTOLD EQUIPMENT CO	11/27/2024	Regular	0.00	439.68	839726
BIO01	BIOALCHEMY INC.	11/27/2024	Regular	0.00	2,158.69	839727
BOY04	BOYS & GIRLS CLUBS OF MID	11/27/2024	Regular	0.00	360.00	839728
BRE02	BRENNTAG PACIFIC, INC.	11/27/2024	Regular	0.00	1,355.25	839729
BVI01	BELLA VISTA INVESTIGATIVE SERVICI	11/27/2024	Regular	0.00	1,200.00	839730
CAR09	CARDMEMBER SERVICE	11/27/2024	Regular	0.00	623.91	839731
CHA03	CHARTER COMMUNICATIONS	11/27/2024	Regular	0.00	1,194.37	839732
CHA06	CHARGE POINT INC.	11/27/2024	Regular	0.00	54,464.02	839733
CIT08	CITY OF GUADALUPE (FINANC	11/27/2024	Regular	0.00	73,291.63	839734
CIT14	CITY OF SANTA MARIA - FINANCE DI	11/27/2024	Regular	0.00	15,076.62	839735
CLA02	CLAY'S SEPTIC & JETTING,	11/27/2024	Regular	0.00	29,016.18	839736
COL03	COLUMN, PBC	11/27/2024	Regular	0.00	609.84	839737
CUL01	CULLIGAN/CENTRAL COAST WA	11/27/2024	Regular	0.00	155.89	839738
DAN02	DANNY LANOCHE WELDING	11/27/2024	Regular	0.00	11,220.00	839739
DOU01	DOUGLAS DOORS	11/27/2024	Regular	0.00	15,989.90	839740
DTC01	DONAHUE TRUCK CENTERS	11/27/2024	Regular	0.00	1,673.80	839741
EST05	SYLVIA ESTRADA	11/27/2024	Regular	0.00	57.62	839742
FER02	FERGUSON ENTERPRISES,INC.	11/27/2024	Regular	0.00	733.59	839743
GUA02	GUADALUPE HARDWARE COMPAN	11/27/2024	Regular	0.00	1,488.35	839744
	Void	11/27/2024	Regular	0.00	0.00	839745
HAR05	HARRY & KIMIKO MASATANI	11/27/2024	Regular	0.00	50.00	839746
HEN01	EAGLE ENERGY, INC	11/27/2024	Regular	0.00	1,627.62	839747
ICO01	ICONIX WATERWORKS (US) IN	11/27/2024	Regular	0.00	1,099.40	839748
ITB01	INDUSTRIAL TRUCK BODIES	11/27/2024	Regular	0.00	6,433.50	839749
ITE01	ITECH SOLUTIONS	11/27/2024	Regular	0.00	10,668.41	839750
JAI01	MIGUEL JAIMES	11/27/2024	Regular	0.00	2,603.02	839751
JAS01	JAS PACIFIC, INC.	11/27/2024	Regular	0.00	2,472.50	839752
LMM01	LEIBOLD MCCLENDON & MANN	11/27/2024	Regular	0.00	134.00	839753
NEW01	NEWTERRA	11/27/2024	Regular	0.00	8,658.72	839754
PER02	PERRY'S ELECTRIC MOTORS I	11/27/2024	Regular	0.00	4,417.66	839755
POL02	POLYDYNE INC.	11/27/2024	Regular	0.00	4,271.64	839756
REY01	REYNA AUTO REPAIR	11/27/2024	Regular	0.00	337.04	839757
SMO01	SMOOTH INC.	11/27/2024	Regular	0.00	56,147.36	839758
STC01	SECURITAS TECHNOLOGY CORPORA	11/27/2024	Regular	0.00	170.29	839759
TEM01	TEMPLETON UNIFORMS,LLC	11/27/2024	Regular	0.00	1,216.86	839760
TMP01	TRAFFIC MANAGEMENT PRODUCTS	11/27/2024	Regular	0.00	339.19	839761
TOW01	TOWNSEND PUBLIC AFFAIRS I	11/27/2024	Regular	0.00	5,000.00	839762
TYL01	TYLER TECHNOLOGIES,INC.	11/27/2024	Regular	0.00	454.24	839763
ULT01	ULTREX	11/27/2024	Regular	0.00	854.53	839764
UNI15	UNITED RENTALS NORTHWEST,	11/27/2024	Regular	0.00	2,718.75	839765
UPC01	URBAN PLANNING CONCEPTS, INC	11/27/2024	Regular	0.00	10,381.50	839766
USA01	U.S.A. BLUEBOOK INC.	11/27/2024	Regular	0.00	208.30	839767
USB04	U.S. BANK CORPORATE PAYME	11/27/2024	Regular	0.00	3,994.84	839768
VES01	VESTIS GROUP, INC.	11/27/2024	Regular	0.00	347.79	839769
VIK01	VIKING MECHANICAL REFRIGE	11/27/2024	Regular	0.00	805.00	839770
VRC01	VITAL RECORDS CONTROL	11/27/2024	Regular	0.00	196.10	839771

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
WILOG	WILLIAMS CLEANING SYSTEM LLC	11/27/2024	Regular	0.00	15,613.13	839772

Bank Code Warr Bank Acct Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	149	53	0.00	369,309.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	149	54	0.00	369,309.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2024	369,309.00
			<u>369,309.00</u>



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

Vendor: CHA03 - CHARTER COMMUNICATIONS **Vendor Total:** 300.36

<u>0042998102224</u>	Invoice	11/14/2024	11/14/2024	11/14/2024	11/14/2024	300.36	0.00	0.00	0.00	300.36
FINANCE - ACCT#:8413120790042998		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - ACCT#:8413120790042998	NA	0.00	0.00	300.36	0.00	0.00	0.00	300.36

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>107-4018-1000</u>	Utilities		300.36	100.00%

Vendor: GAI01 - BILL GAINES AUDIO, INC. **Vendor Total:** 10,806.68

<u>44496</u>	Invoice	11/13/2024	11/13/2024	11/13/2024	11/13/2024	10,806.68	0.00	0.00	0.00	10,806.68
FINANCE - AUDIO SYSTEM IN COUNCIL CAHMBERS		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - AUDIO SYSTEM IN COUNCIL CAHMBERS	NA	0.00	0.00	10,806.68	0.00	0.00	0.00	10,806.68

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-4140-2150</u>	Professional Services		10,806.68	100.00%

Vendor: PAC01 - PACIFIC GAS & ELECTRIC **Vendor Total:** 34,172.31

<u>04066865389-10292024</u>	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	1,194.88	0.00	0.00	0.00	1,194.88
FINANCE - ACCT#:0406686538-9		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FINANCE - ACCT#:0406686538-9	NA	0.00	0.00	1,194.88	0.00	0.00	0.00	1,194.88

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>107-4018-1000</u>	Utilities		1,194.88	100.00%

<u>04739823930-10232024</u>	Invoice	10/23/2024	10/23/2024	10/23/2024	10/23/2024	120.98	0.00	0.00	0.00	120.98
BUILDING - 0473982393-0		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
BUILDING - 0473982393-0	NA	0.00	0.00	120.98	0.00	0.00	0.00	120.98

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>001-4145-1000</u>	Utilities		120.98	100.00%

<u>34721461480-10252024</u>	Invoice	10/25/2024	10/25/2024	10/25/2024	10/25/2024	25,924.93	0.00	0.00	0.00	25,924.93
STREETS - ACCT#:3472146148-0		Warr Bank Acct - Warrants Bank Account			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
STREETS - ACCT#:3472146148-0	NA	0.00	0.00	25,924.93	0.00	0.00	0.00	25,924.93

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>012-4425-1000</u>	Utilities		25,924.93	100.00%

<u>37314910755-10292024</u>	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	245.41	0.00	0.00	0.00	245.41
BUILDING - ACCT#:3731491075-5		Warr Bank Acct - Warrants Bank Account			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R-ACCT#:3731491075-5	NA		0.00	0.00	245.41	0.00	0.00	0.00	245.41	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1000	Utilities				245.41	100.00%				
53981763310-10292024										
BUILDING - ACCT#:5398176331-0	Invoice	10/29/2024	10/29/2024	10/29/2024	10/29/2024	1,010.76	0.00	0.00	0.00	1,010.76
Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R- ACCT#:5398176331-0	NA		0.00	0.00	1,010.76	0.00	0.00	0.00	1,010.76	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1000	Utilities				1,010.76	100.00%				
54020320641-10242024										
STREETS - ACCT#:5402032064-1	Invoice	10/24/2024	10/24/2024	10/24/2024	10/24/2024	5,675.35	0.00	0.00	0.00	5,675.35
Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
STREETS - ACCT#:5402032064-1	NA		0.00	0.00	5,675.35	0.00	0.00	0.00	5,675.35	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1000	Utilities				5,675.35	100.00%				

Vendor: SOU01 - SOUTHERN CALIFORNIA GAS

Vendor Total: 232.74

09451463419-10282024										
BUILDING - ACCT#:09451463419	Invoice	10/28/2024	10/28/2024	10/28/2024	10/28/2024	25.01	0.00	0.00	0.00	25.01
Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
BUILDING - ACCT#:09451463419	NA		0.00	0.00	25.01	0.00	0.00	0.00	25.01	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1000	Utilities				25.01	100.00%				
12998753870-10282024										
BUILDING- ACCT#:12998753870	Invoice	10/28/2024	10/28/2024	10/28/2024	10/28/2024	54.82	0.00	0.00	0.00	54.82
Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R- ACCT#:12998753870	NA		0.00	0.00	54.82	0.00	0.00	0.00	54.82	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1000	Utilities				54.82	100.00%				
15501500001-10282024										
BUILDING - ACCT#:15501500001	Invoice	10/28/2024	10/28/2024	10/28/2024	10/28/2024	152.91	0.00	0.00	0.00	152.91
Warr Bank Acct - Warrants Bank Account No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&R- ACCT#:15501500001	NA		0.00	0.00	152.91	0.00	0.00	0.00	152.91	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
001-4145-1000	Utilities				152.91	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	11	45,512.09	0.00	0.00	0.00	45,512.09	0.00	45,512.09
Grand Total:		45,512.09	0.00	0.00	0.00	45,512.09	0.00	45,512.09

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>001-4140-2150</u>	Professional Services	10,806.68
<u>001-4145-1000</u>	Utilities	7,285.24
	Total:	18,091.92

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>012-4425-1000</u>	Utilities	25,924.93
	Total:	25,924.93

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>107-4018-1000</u>	Utilities	1,495.24
	Total:	1,495.24



City of Guadalupe

Payment Register

APPKT00411 - 11.14.24 WEEKLY UTILITY RUN CHECKS

01 - Vendor Set 01

Bank: Warr Bank Acct - Warrants Bank Account

Vendor Number	Vendor Name					Total Vendor Amount
CHA03	CHARTER COMMUNICATIONS					300.36
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/14/2024	300.36	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>0042998102224</u>	FINANCE - ACCT#:8413120790042998	11/14/2024	11/14/2024	0.00	300.36	

Vendor Number	Vendor Name					Total Vendor Amount
GAI01	BILL GAINES AUDIO, INC.					10,806.68
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/14/2024	10,806.68	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>44496</u>	FINANCE - AUDIO SYSTEM IN COUNCIL CAHMBERS	11/13/2024	11/13/2024	0.00	10,806.68	

Vendor Number	Vendor Name					Total Vendor Amount
PAC01	PACIFIC GAS & ELECTRIC					34,172.31
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/14/2024	34,172.31	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>04066865389-10292024</u>	FINANCE - ACCT#:0406686538-9	10/29/2024	10/29/2024	0.00	1,194.88	
<u>04739823930-10232024</u>	BUILDING - 0473982393-0	10/23/2024	10/23/2024	0.00	120.98	
<u>34721461480-10252024</u>	STREETS - ACCT#:3472146148-0	10/25/2024	10/25/2024	0.00	25,924.93	
<u>37314910755-10292024</u>	BUILDING - ACCT#:3731491075-5	10/29/2024	10/29/2024	0.00	245.41	
<u>53981763310-10292024</u>	BUILDING - ACCT#:5398176331-0	10/29/2024	10/29/2024	0.00	1,010.76	
<u>54020320641-10242024</u>	STREETS - ACCT#:5402032064-1	10/24/2024	10/24/2024	0.00	5,675.35	

Vendor Number	Vendor Name					Total Vendor Amount
SOU01	SOUTHERN CALIFORNIA GAS					232.74
Payment Type	Payment Number			Payment Date	Payment Amount	
Check				11/14/2024	232.74	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
<u>09451463419-10282024</u>	BUILDING - ACCT#:09451463419	10/28/2024	10/28/2024	0.00	25.01	
<u>12998753870-10282024</u>	BUILDING - ACCT#:12998753870	10/28/2024	10/28/2024	0.00	54.82	
<u>15501500001-10282024</u>	BUILDING - ACCT#:15501500001	10/28/2024	10/28/2024	0.00	152.91	

Payment Summary

Bank Code	Type	Payable Count	Payment Count	Discount	Payment
Warr Bank Acct	Check	11	4	0.00	45,512.09
Packet Totals:		11	4	0.00	45,512.09

Cash Fund Summary

Fund	Name	Amount
999	Pooled Cash	-45,512.09
Packet Totals:		-45,512.09



City of Guadalupe

Check Register

Packet: APPKT00411 - 11.14.24 WEEKY UTILITY RUN CHECKS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Warr Bank Acct-Warrants Bank Account						
CHA03	CHARTER COMMUNICATIONS	11/14/2024	Regular	0.00	300.36	839715
GAI01	BILL GAINES AUDIO, INC.	11/14/2024	Regular	0.00	10,806.68	839716
PAC01	PACIFIC GAS & ELECTRIC	11/14/2024	Regular	0.00	34,172.31	839717
SOU01	SOUTHERN CALIFORNIA GAS	11/14/2024	Regular	0.00	232.74	839718

Bank Code Warr Bank Acct Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	11	4	0.00	45,512.09
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	11	4	0.00	45,512.09

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2024	45,512.09
			<u>45,512.09</u>

MINUTES

City of Guadalupe

Regular Meeting of the Guadalupe City Council

Tuesday, November 12, 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 Whitney Furness
Mayor Pro Tempore Eugene Costa Jr.
Mayor Ariston Julian

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

2. **PLEDGE OF ALLEGIANCE**

CM Hernandez lead in the Pledge of Allegiance.

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

Mayor Julian mentioned the passing of two individuals who had prior roots in Guadalupe: Earl Capelle on November 8th and Priscilla "Tiny" Cortez Capelle on November 9th. Condolences were offered to their families.

4. **AGENDA REVIEW**

There were no changes made to the agenda.

5. **CEREMONIAL CALENDAR**

A. Commanding Officers Commendations: Police Officers Lia Welkom, Luis Castellanos, Christopher Orozco, Omar Ruiz

Chief Cash thanked the City Council for the opportunity to acknowledge the officers for the work they have done. Chief Cash then said, "At this time, the Guadalupe Police Department awards the Commanding Officers Citation to Officer Ruitz, Officer Welkom, Officer Castellanos and Officer Orozco." The Chief then read the "Commanding Officer's Commendation" which said:

“On Saturday, September 27, 2024, at approximately 1533 hours, Officer Christopher Orozco responded to a reported sexual assault of a 12-year-old female. The victim disclosed her stepfather (30 years old) sexually assaulted her approximately five different times, with the first-time being July 2024, and the most recent time being on Friday, September 27, 2024.

Due to the magnitude of the crime, Officer Orozco called for additional officers to assist. Night shift Officers Lia Welkom, Officer Omar Ruiz, and Officer Luis Castellanos were called back to work to assist, provide an additional level of police expertise, and ensure a thorough and complete investigation would be completed.

A forensic interview was conducted with the victim, and a medical examination was later performed. Officers continually comforted the victim and family during this horrendous time and let them know that they would be protected.

To ensure the suspect would be arrested, not flee the country, and held without being released to protect the victim and family, officers took the long and arduous task to seek out a judge and obtain a Ramey Warrant. The warrant application was approved by a judge and the warrant service was executed at the separate addresses where the suspect lived. The suspect was arrested and booked into the Sata Barbara North County Jail Facility.

Officer Orozco, Officer Welkom, Officer Ruiz, and Officer Castellanos are commended for their detailed and thorough investigation, developing a calming and supportive relationship with the victim and family, and their skilled interview and interrogation techniques that resulted in the arrest and detailed confession.”

Chief Cash then said, “On this date, November 12, 2024, before the City Council, I’d like to commend the officers for this outstanding award.” He presented the commendations to Officer Orozco, Officer Welkom and Officer Ruiz who were present at the meeting. (Officer Castellanos was not able to attend.)

Officer Orozco said, “Hello, City Council and everyone attending, thank you for attending this meeting. I want to particularly thank Officer Ruiz, my partner, at night, as well as Castellanos and Lia Welkom. They did an amazing job so we could complete a thorough investigation. I appreciate my partners, and I’m very grateful for everybody, including the Chief, and everybody I work with.”

Officer Ruiz said, “Obviously, we got this award, but it’s a group effort, a so-called team effort. We got a lot of the credit and sometimes, the victims don’t get credit. It’s very unfortunate. Hopefully, this will end in conviction. But if it doesn’t, there’s trauma that will be associated for the rest of the young child’s life, a victim, a survivor. That’s what we try to emphasize. A lot of the time, the focus is on the suspect. We try to find wrap around services for not only the victim and for the family. When I say it’s a team effort, it really is. We get the credit, but there are a lot of people behind the scenes that approve and finalize a lot of details so we can make this happen. So, I want to thank and commend the staff...the people, those behind the scene...like the office staff, Norma Bribiesca, Joanna, Lt. Limon who are also involved. They’re obviously not up here but they had a lot to do with this. Thank you.”

Officer Welkom said, "Thank you, Chief, and Council Members. I'm on the newer side, so it was amazing going in there and having my partners help me go through it...really teach me as we went and did it as well as execute it very well. I appreciate everyone for being a part of that call. Thank you"

Mayor Julian said, "It's really heartwarming to...first of all, the victim is...it's a travesty that that happened to the victim. It serves our community well knowing that we have staff like all of you who will actually go out to the community and wrap your knowledge around the individual and the family. And a lot of the other partners that helped you. So, we appreciate your service and so does the community. Thank you all for doing what you do."

B. District Attorney's Office Commendation: Police Officer Luis Castellanos

Chief Cash said, "It's one thing for me to give commendations to the officers. I see them on a regular basis, and I see the outstanding work that they do. But when you get a commendation from an outside law enforcement agency, that takes it to a whole other level." He then read the "Santa Barbara District Attorney's Office Commendation for Guadalupe Police Officer Luis Castellanos" which said:

"I am writing to express my gratitude for and recognition for the work Officer Luis Castellanos did on the 'People v. Samuel Morin' prosecution. Your case number 24-0713.

This is a significant felony DV case stemming from a March incident where the defendant punched the victim in the face, knocking her to the ground. When she tried to get up, he kicked her in the head three times. She sustained lacerations to her lip and head, resulting in stitches to both.

Officer Castellanos was the investigating officer. He treated the victim with care at the scene. He got information about the sequence of events that proved to be critical during our preliminary hearing last week.

During the preliminary hearing, the victim lied about who the aggressor was. She now claims that a woman only known as 'Monique' is the one who assaulted her. Frankly, the victim is a pretty good liar. Perhaps this is because she is a repeat DV victim. After all, this defendant was released from prison for beating her less than a year prior to this assault. The victim also admitted that she grew up with DV in her home, and that men abusing women is 'normal' to her.

In an effort to impeach the victim's prelim testimony, I put Officer Castellanos on the stand. I was going to ask him questions about her demeanor and her statement, but he suggested I play the 28-minute body camera interaction. He reminded me that the victim's demeanor is compelling when viewed on his body camera footage. I adopted his idea, and it proved to be a good one. In her holding order, the judge noted that she found the victim's prelim testimony to be 'not credible', while remarking that her demeanor with Officer Castellanos on scene was clearly consistent with the story of DV she originally reported.

In addition, Officer Castellanos's investigation allowed me to add a felony...dissuading a witness charge during the prelim.

This defendant is a scary man, with a history of both gang association and beating a variety of women. He needs to go back to prison. And based on Officer Castellanos's investigation, I am confident that we will take him to prison,

It's also worth noting that Officer Castellanos was an overall good sport during the prelim. He worked the graveyard shift the night before and the night after the Friday prelim. He even had to come back after lunch to testify. He never complained.

I am grateful to have a dedicated and experienced officer on this case." Signed, Lindsey Bittner, Senior Deputy District Attorney, Vulnerable Victims Unit, Santa Barbara County, Santa Maria Office.

Chief Cash then said, "That just shows, for us, what we see on a regular basis from every single personnel in public safety. A lot of times, this kind of goes unnoticed because 'that's just your job'. But it's awesome when I get to see these individuals take things above and beyond, and their whole thing is 'how can we help the victim, and how can we help our city to be better and to protect the people that need protection'. This was a great commendation, but I also want to commend all the officers and this other group that will be coming up afterwards."

Mayor Julian added, "Chief, it's depressing reports that you have. It's good to know that police officers don't just give tickets. They go into detail in terms of protecting human life and public safety. Thank you and thank him for that."

C. Guadalupe Police Explorers – Central Coast Explorer Completion Awards

Chief Cash said, "At this time, I'd like our Explorer Advisor, Officer Lia Welkom, come up. Also, I'd like to say the future of Guadalupe, at least my future, our Police Explorers...if they would step forward. (At this point, all 10 Explorers came to the stand nearer to the front of the chamber. There are 10 Explorers, five (5) females and five (5) males.)"

The Chief then said, "Just to get started, we also have Andreas (Gutierrez). He was an Explorer years ago, but he's never left the program. He has been the right hand of this program for years, so that we stay consistent. I want to thank the City Council and our community. They support with donations for the Explorers for uniforms, for competitions. I like to think that this is one of the real faces of our youth in Guadalupe. This is what our youth can do. They are so outstanding in the county, not only of Santa Barbara. They get requests from Ventura County, from San Luis Obispo County and all other departments. When there are events, 9 times out of 10...I'll put them on blast. Lompoc calls our Explorers to come help in their events. Santa Barbara calls our Explorers to help in their events. San Luis Obispo calls our Explorers to help in their events. Because we do have the best program on the Central Coast. With that, I'll introduce our newest advisor who will talk about the competition they had. She's nervous, but this is part of the training."

Officer Lia Welkom said, "Public speaking is not my favorite thing to do. I recently became the new advisor for the Explorers. A brief background about myself. I was an Explorer back in Santa Barbara County, and it is the reason I'm here today. This program means a lot to me. I'm very passionate about it, and I'm very proud of them.

On October 26th, there was the Central Coast Explorers Competition at Cuesta College. There were 16 Explorers posts there...132 Explorers took part in it. We haven't done a competition in the last five (5) years. We actually did come home with some awards. For this competition, they had to demonstrate and excel in seven (7) different police scenarios for awards: (1) Suspicious Person Call scenario; (2) Domestic Dispute scenario; (3) Active Shooter Response scenario; (4) High Risk Vehicle Stop scenario; (5) Crime Scene Investigation scenario; (6) Crisis Negotiation scenario, and (7) DUI – Driving Under Influence scenario.

So, these Explorers learned how to do all these scenarios. We placed 4th in 'Suspicious Person' call scenario...again, out of 16 Explorer groups. They also took 5th place in 'Handling Domestic Dispute' scenario. That's one of the most challenging scenarios. It's, unfortunately, a prevalent call that law enforcement does get. They handled it very, very well and came home with an award.

I want to mention Andreas again. We could not do all of this without these advisors. He has helped me so much. I actually could not run this program without him. So, thank you, Andreas Gutierrez...I really appreciate you. I wish Sgt. Medina was here today. A lot of these kids are squared away now.

I'm talking to the parents now. I love working with your children. They're amazing. They're very professional. They're very smart. I can only feed or give them information, but in the end, they have to receive it. In these scenarios, they prove to me that they take what I'm saying, and they're actually able to apply it. I'm very proud of them."

Chief Cash then said, "We have one Explorer...I'm not going to say a 'mini-me', but he took the challenge becoming a canine handler. He brought it up to me. He wanted to do it. Norma was our rater. He had to go through 8-9 scenarios with the dog, both with the dog on the leash and with the dog off the leash. He was outstanding. I took him to a foundation fundraiser in San Luis Obispo, and he did an outstanding job.

But the real backbone of this program...they're outstanding, but this is backbone sitting out here, the parents. Thank you for allowing us the opportunity to work with your children. This shows all of us...this is what it's all about, and this is what our real future is. So, thank you for the long nights. Thank you for sewing for us...and for the food and for everything else. So, parents, thank you. I also want to thank the City Council for the support that keeps this program going, and we hope for the next group of youngster to come. Thank you."

At this point, each City Council Member stepped down from the dais to personally thank each of the 10 Explorers. Comments from the Council were: "Keep up the good work", "Good job", "Congratulations", "Awesome", and "Smallest department with the best Explorer group".

6. COMMUNITY PARTICIPATION FORUM

Request to Speak

George Alvarez: "Congratulations, Chief. Outstanding young people. If you noticed, there were five (5) young ladies in the Explorers. Thanks to our new officer that we have here. It's giving young ladies

inspiration for the future. It's a tough job. It's not easy. I'm enlightened to see our kids here step up and do the best they can.

I've been busy today. I've dealt with a homeless person. We've had a homeless young lady here. The first one here that I remember here. She's been here since 6-7:00 a.m. I've been working with different agencies to try to get her sheltered and what not. My main concern is that I don't want a new influx of homeless people in Guadalupe. There are problems because they're not vetted. They have civil liberties for the wrong reasons. I found out the hard way today how it works. We have monies that are being given to these organizations. They can't do anything about it because they have rights.

We don't have rights as the general public. We don't know if they're molesters, murderers, any form of criminal background, because they're special. So, that's the issue I found out today. I couldn't help because she didn't want to go the homeless shelter, and after I worked with her, she said, "Thank you but, you know, I don't want to go there...but do you have any weed?" Straight out drugs. That's one issue.

Public safety issues. Animal Control. We have animals running loose without leashes, and it's a bad thing. We spend \$70K on animal control with the county. Where are they? What are they doing for the money? We have to fix this problem. I think we actually need to look into either cutting them out or go with another organization that could be cheaper.

Royal Theatre: I hope we're going to go forward with the small amount of money we have to fix it. Let's get the thing going. Do something so we can get back to the public and say that with the amount of money that we have, we at least did this. Then go to Plan B and try to get the money from somewhere else.

Public Safety: We need more police officers. I was involved this morning trying to solve the problem with the young lady. I couldn't, because we only have one (1) officer. That officer was dealing with an investigation for an issue more hideous than the award they got for child molestation. This is what's going on in this town. I think we should have a little bit more transparency with the Police Department in their reports. And come out with the raw truth and the hideous aspects of what's going on in this community. It's not going to hurt us...it's going to help us. We have to educate the general public that there are predators in this community."

Michael Roberts: "I live in the Pasadera area. I ride a bicycle. Some of you may know me from the ribbon cutting out at the beach. I also ride a motorcycle. On April 17, 2024, I was a victim of a car/motorcycle collision at the intersection of Obispo and Main Streets. On Saturday, November 2, 2024, there was another collision with a bicyclist where both of his legs were broken.

I emailed Gunner (last name was inaudible), who was the person from Gregg Hart's office. I also emailed Gregg Hart's office. I plan on going to Nipomo this coming Friday. I would like a 4-way stop at the intersection of Obispo and Main Streets. I don't know if the City of Guadalupe can do that, because it is a state highway. But I'm here, I'm asking, I'm just hoping something can be done. Thank you."

Mayor Julian said, "Just a response...CalTrans is working on that. We have been working steadily with them on that intersection. We know that if you're driving from Guadalupe to Main Street, a lot of the Pasadera folks are stopped there, because they can't get into the line to get to Santa Maria. We're well aware of what's happening. For the 166 corridor, there's a report on the CalTrans website. It's about 1.5 years out for signalization. It's something we need right away, but it's only what CalTrans is able to do."

Mr. Roberts then asked, "Can we do anything before 2026?" Mayor Julian said, "There's another issue...maybe I shouldn't go into too much detail, because it's not on the agenda. We're working with CalTrans to do whatever they can to make sure these problems are remediated. Thank you for your comments."

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

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

- A. Waive the reading in full of all Ordinances and Resolutions. Ordinances on the Consent Calendar will be adopted by the same vote cast as the first meeting unless City Council indicates otherwise.
- B. Approve payment of warrants for the period ending November 1, 2024.
- C. Approve the Minutes of the City Council regular meeting of October 22, 2024.

CM Hernandez pulled Item #7.B. Warrants. Motion was made by Council Member Robles and seconded by Council Member Hernandez to approve the balance of the Consent Calendar. 4-0 Absent: Costa, Jr. Motion passed.

CM Hernandez questioned expenses for "Clay's Septic & Jetting" on page 11 of the warrants. She asked for a brief update on the project at City Hall. There were expenses regarding "Jetting Blockage in Front of City Hall". CM Hernandez questioned the nature of those expenses. Mr. Bodem said "That's related to blockage in the men's restroom at City Hall. That's on the list to replace the entire line so it doesn't happen again. That will be with ARPA funds to replace the line." CM Hernandez then asked, "Were there any problems in the women's restroom?" Mr. Bodem said that work done was only for the men's restroom.

Motion was made by Council Member Hernandez and seconded by Council Member Furness to approve Item 7.B. Warrants. 4-0 Absent: Costa, Jr. Motion passed.

MANAGEMENT REPORTS

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

- A. City Administrator's report for November 12, 2024

(Note: to view the complete report, please go to the City's website at www.cityofguadalupe.org)

The following are some of the items Mr. Bodem discussed:

Family Night: Pollution and Health Resource Fair: He and CM Hernandez attended this event which was held at Le Roy Park on November 8th. He participated on a Q&A panel regarding air quality and environmental health. Results from soil sampling conducted at four (4) sites in Guadalupe were given.

Mayor Julian commented that Mr. Bodem did a good job on the panel. He said, "I know you don't consider yourself an expert. The Farm Bureau, APCD and others were on the panel. It was interesting. They did some extensive studies on pesticides. Samples were taken and found that pesticides were not a problem. Air quality is also not a problem in Guadalupe. Also, the translation worked well there." Mr. Bodem added, "I was impressed with CAUSE. Students were asking good questions. They were amazing. And the translation equipment, I thought, worked out pretty well.

Allan Hancock College Potential Class Offering: There is a potential plan for AHC to offer two (2) college courses and to have tutors and program assistants on site, along with faculty members. This potential offer may occur with Spring semester, starting in January and ending May 15th. A possible location is the Veterans Hall.

Wastewater Repair Follow-Up: The Biolac repair project which CM Costa, Jr. had asked for the status at the last meeting will be about 2-4 weeks before the contractors start the repairs.

Food Bank Grant (Community Food Project Competitive Grant Program): Isaias Rosas, Senior Center Coordinator, with Townsend Public Affairs, grant writing firm, and other key staff submitted a food bank application on November 4, 2024. The City is seeking to expand its food distribution center to establish a sustainable food system. It's a "1-on-1 match", and employee wages can serve as a match. The City can also use "in kind" matching funds.

City of Guadalupe Whale Tail Application: The City is requesting \$16,000 in funding to support the Central Coast Stewards Project and two (2) field trips serving a total of 40 youth to the Monterey Bay Aquarium through their Free to Lean Program Partnership. (Recreation & Parks Commissioner, Emily Dreiling, CM Christina Hernandez and others helped in this grant writing project. The Project aims to spark interest in marine and coastal environment related STEM career tracks and couple that interest with upcoming employment demands here on the Central Coast. It is anticipated that the award notification will be around February 2025.

Upcoming Regional Economic Development Roundtable on November 15th: Mr. Bodem will be attending a Regional Economic Development Roundtable on Friday, November 15th. This event will build on the roundtables they had in the spring and bring together leaders from across our two counties to collaborate on solutions.

(Note: to view the complete statistical and narrative reports for Planning, Building and City Engineer, please go to the City's website at www.cityofguadalupe.org)

- B. Planning Department report for October 2024
- C. Building Department report for October 2024
- D. City Engineer's report for October 2024

Mayor Julian commented that it's good that the City Engineer's report is documented. People don't see what's moving, and there is a lot of movement. There's Central Park, Le Roy Park, Amtrak station...there's a lot going on."

9. DIRECTOR OF PUBLIC SAFETY: (Information Only)

- A. Director of Public Safety report for November 12, 2024

(Note: to view the complete Director of Public Safety report, please go to the City's website at www.cityofguadalupe.org)

Chief Cash said, "I have my report submitted, but just some highlights."

We have worked out a routing system with Finance for all the fire inspections. We're about approximately 98% in full compliance as far as people paying for those. At one time, those were in arrears for a couple of years. So, thank you to Finance.

Tobacco licenses are at 100% for all business that sell tobacco, making sure they have their payments in. Thank you for Finance's help on this issue, too.

The two (2) generators, one (1) specifically for City Hall and one (1) for the Police Department. Our vendor has already come out. We had a meeting with Todd's office, Finance and Building, so that we've kind of figured out where the funds were supposed to be and what's supposed to be paid for...and everything like that. So, that was a good meeting. Finally got everything squared away. The vendor was here and looked at all the different sites. The large generator, the one in front, we got that already checked off. And the one for the Police Department, that is now in the queue to be finished and, hopefully, back soon.

We had a visit Greenfield Police Chief who came down here. For the City of Guadalupe, we're about 10,000 residents. Our crime rate, but we have to add in quality of life and everything...we're between 15 and now 18 as one of the safest cities in the State of California. Greenfield has 20,000 residents. They have similar demographics, but they're in the lower 20's as far as crime. So, it was somewhat interesting. The issue they had was their City Manager had sent their Police Chief down because of internal issues. Their Fire Chief is gone, and they're next in command. They wanted to come to see how we do it, which is kind of nice. We showed them everything. The Chief was really impressed...he wanted to recruit my lieutenant and take him back. That's not happening. It made us really glad...sometimes it's good to have that 'outside look'. He wants one of us to go up there to Greenfield to show how they can transform their department to work as a Public Safety Department. That was

really encouraging. (Mayor Julian asked if they said how much their budget was. Chief said, "No, they didn't say.")

SB 42 CARE Act: Governor Newsom signed this bill which makes changes to the CARE Act. Why this is important is that years ago, you may remember, there was a case from the Los Angeles Sheriff's Department. They released a young lady who was arrested for being drunk in public. They released her late at night and just put her out the back door. She ended up dead. Now there's a law that says that jails throughout California must provide people who are eligible for release during evening and nighttime hours with the option of remaining in a safe waiting area – not behind bars – until morning. This bill also requires jails to ensure that the person who chose to be released can call family and friends to arrange transportation. (It was noted that women are particularly vulnerable to the dangers of late-night releases, including exploitation by traffickers.)

At the Santa Barbara Police Chiefs' and Sheriff Association Meeting, data was given out regarding an update on overdose deaths in Santa Barbara County. Fentanyl is still taking its toll. But what stuck out more than anything is that methamphetamine usage is increasing in the County. Most methamphetamine deaths are between the ages of 50 to 60+. That caught me off guard. I didn't know that seniors were dying of meth related issues. So, that's something for us, all of us, to pay more attention in those kind of situations. That's just information that's out there.

Mayor Julian asked, "The report mentions Narcan...do we have that? Does PD have that? Our public safety have that?" Chief said, "Yes, we just switched out, because it has an expiration date. We have one in every police car, and the officers carry one (1) in their bags." CM Hernandez then asked, "Is it available to residents?" Chief Cash said, "To the general public, yes. I read that it's given out. I don't know that avenue." (CM Hernandez made additional comments, but, unfortunately, they were inaudible.) Chief Cash said, "Yes, not from us. I think people should have some. You'd be surprised what you can come across."

CM Hernandez asked, "For your next Director's report, could you please give us an update on security cameras?" Chief questioned what information was being requested. CM Hernandez said, "A yearly update. The ordinance says there will be a yearly update to the City Council." Chief said he'd comply with her request for his next report.

Mayor Julian said, "At last Thursday's food bank distribution, there were 237 families. 100 were new to the program. Kudos to the public safety staff. We have shopping carts for people to take. There were two (2) ladies who live on Gularte. They had their food in shopping carts and were going to take them all the way to Gularte and bring them back. Chief and his crew were there. They took them in their car to Gularte. You don't see that in a lot of communities. So, I appreciate public safety and the volunteers that are out there."

The mayor also said, "They want to...I'll go more into the Food Bank because they want to expand services here in Guadalupe. I mentioned this before...based on our economic status, we're not seen enough. One of the programs, the 'White House' is probably going to close. Then they're talking about having us, the City, pick it up, one way or another or the school. The school is actually interested in doing a program at McKenzie. Food distribution would be handled by the teachers and

students. That's forthcoming. But I appreciate the Chief and the City staff for taking those folks out to Gularte. You don't see that. And people appreciate that. Thank you, Chief."

Request to Speak:

George Alvarez: I had to come back with what I witnessed and experienced this morning because of lack of police officers in this community. There was one (1) officer on duty. There was a horrendous accusation that occurred in the community that took the officer off the street to do an investigation. No more officers. Once they're done, they come back to serve. That's not how a city should run.

We're not close to 10,000 people here. The rule has it...isn't it supposed to be that for every 1,000 residents, you have about one (1) police officer. I'm not specific about percentage, but one (1) officer per 1,000. For my calculations, we're four (4) officers behind that we should be having here on a regular basis. Having more officers generates income...especially in this town. People crossing the street. Speeding? One (1) officer can't do it. I don't know what it's going to take. Governing body...you're the ones who are going to decide for public safety. You guys are failing from that perspective.

We had on call on Saturday...I'm here in town. I know what's going on here. They called in because someone kidnapped a kid from Santa Maria who went to Guadalupe. Luckily, they had officers there on that end. That takes them away from downtown. Sooner or later something devastating is going to happen because of lack of...okay? Why? Find ways to get the money or the positions filled...at least two (2) of the four (4) we need, so we have two (2) officers everyday here to take care of business. You can generate money by ticketing...god knows you could make enough day by the number of U-turns that happen. That's all I wanted to...and transparency. I think the general public needs to understand what's going on in this community. You can't hide things that are hideous. It happens. Please let us know what's going on. So, if we have a lot of people under Megan's Law, at least the schools...everyone knows at least where these clowns are at. And the kids, the community is protected. That's all I care about.

And be careful of the homeless situation. They're unvetted. They're good people. I'm not harping on them as individuals. I'm just talking about what can happen if you don't know what you're doing with a group of people. We still have not had the Director of Homeless Mental Health talk to the Chief and set up a situation where they can just walk around town, take care of the homeless. They get \$15million a year. We don't. We need their help. Thank you.

10. RECREATION SERVICES MANAGER: (Information Only)

A. Recreation and Parks report for October 2024

(Note: to view the full Recreation Services Manager report, go to the City's website at www.cityofquadalupe.org)

The following are some of the items Ms. Barajas discussed:

Drop-In volleyball and basketball are doing very well. I want to thank Joe Harris for coming every single time to provide the kids with the opportunity, and adults, to spend a couple of hours playing sports that they like every single week.

New to this month is Zumba with Monica. She used to do Zumba at the Boys & Girls club through a grant from Dignity Health. When that ran out, she couldn't provide services anymore. The Recreation Council was able to give me her contact information and we started that. There have been about 26-27 at each class. A good majority of them, just like line dancing, are senior citizens. I love the fact that even though we have our Senior Center and other things going on, they're still using the recreation services and enjoying them. We're seeing a lot of repeats. They're putting this on their schedule and making it a regular routine.

About two months ago, we started doing activities, two Wednesdays per month, at 1:15 p.m. School gets out at 1:10 p.m. on Wednesdays. We wanted to provide something that they could do before they went home. We've been having a great turnout. Last month we had pumpkin decorating. There were over 100 people in the auditorium. We made over 200 oz. of popcorn. That was a huge hit with the hungry kids. This past Wednesday we had game day. It wasn't just sports but board games. Different things like that. There were about 50 kids plus adults. They were sitting down at tables playing games with their kids. Some of them didn't know how to play the games, and they asked how to play them. I showed the different parents how to play them. They walked away thinking they wanted to go to the store and buy the game, because they had so much fun playing the game with their kids. It was so great to see that interaction between the parents and the children doing these things that they hadn't done before, even if it was a simple board game.

Arnulfo Navarro is no longer with Family Services Agency, because the grant was finished. However, he is continuing with Poetry Jam every other month. He said he just had his Poetry Jam on Friday. He says he averages about 20 people...slowly increasing. We're working on trying to get more youth involved. It doesn't have to be a rhyming little poetry. It could be lyrics to a song, rapping or anything that comes to mind. We're working on that for the Spring.

On Wednesday, November 13th, the 3rd of 4th series of our art program: Tie-Dye Art Class. Kids will be learning how to tie-dye totes. This art program has been a hit. It has been full every single month that we've had it.

Friday, November 15th is "Movie Night". Jump on our recreation page to vote for the movie you want to see. The movie will start at 6:00 p.m. inside so you'll be nice and warm.

Holiday Home Decoration Contest – there will be three (3) categories: (1) Home Spun Holiday – depiction of traditional holiday; (2) California Dreaming – that's like a spectacular light display with music and motion, and (3) Simple Christmas – something that envelopes the Christmas spirit. To learn more about the contest, go to our website at cityofguadalupe.org/recreation-department-events and you will also see an application. The Recreation Commission will be judging the applicants. The winner will be announced the night of the Kiwanis Christmas Parade or the following night on Sunday.

On Wednesday, November 27th, there will be “Arts & Crafts”...10-12 different crafts will be available. Kids can come and choose whatever they want to do. The Recreation staff will be there to help them out.

Saturday, December 14th is the Kiwanis Christmas Parade, starting at 6:00 p.m. Kiwanis is asking for applications to participate in their parade. The applications can be found on their website. Even though it’s not a Recreation Department event, it is something where we can all come together as a community.

Mayor Julian asked, “Is the parking lot downtown, the Veterans Memorial Plaza, where all the festivities will be after the parade?” Ms. Barajas said, “Yes, everything will be at the parking lot there.”

The mayor then asked, “You said something about ornament making? What happens there?” Ms. Barajas said, “That’s for December. I gave you that now, because December is right around the corner. Like other Wednesday programs, it’ll start at 1:15 p.m. and continue until 3:00 p.m. and kids can design Christmas ornaments. If they don’t want to make it a Christmas ornament, they can decorate an ornament any which way. Supplies will be available. All events for November and December are posted. All are on the City’s website and social media. I’m half-way through January and already looking forward through the month of May. I’m just trying to get things organized so that we’re caught up.

Todd, Juana and Garret have all coordinated to get the calendar back on the website. So, it’s not only on the front page all the way at the bottom, including City business, but we also put the recreation information there. And you can also find that same calendar connected on the Recreation page. So, you can see, at a glance, every month. You can see what’s happening as a whole versus all these different flyers.

Also, Todd wanted everyone to know that he was really good at pickleball last week when we were practicing.

Mayor Julian asked Chief Cash if there would be any “roadblocks” with CalTrans for the Kiwanis parade. Chief Cash said, “Actual roadblocks or is that a euphemism?” The mayor said that it was a euphemism. Chief Cash then said, “Right now, no. We’re trying something new. It was nice to talk with the first parade people, Comité. We had a meeting with Kiwanis today. It was real quick. We explained that we always seem to be waiting until the last minute to turn the paperwork in. There’s always issues, so this year I took it all...the entire process to get the parade approved. I made the whole package and found a supervisor at CalTrans, so we have a one-on-one. Now everything is completed. It’s where it should be.

The only thing that CalTrans has are some new issues, but we’re working through them. One is for the City Engineer’s approval. Before, he just had to stamp the traffic plan. Now every page of the application needs to be stamped and signed which was new. CalTrans has a training program for anyone directing traffic. But they only have one (1) trainer in Santa Maria, in Ventura and north of San Luis Obispo. I said that wasn’t practical. Plus, we’re all police officers, and we’re all trained. The way it works out is that I have to promise to be there myself to take responsibility for our Explorers

and police officers so they can call me...that I'm onsite during the parade. Also, we worked with both groups to start wearing vests, so people know who the people are who are running both of those parades instead of looking at us. Once roadway is closed, it's definitely closed. CalTrans is also checking on that. We had some problems at the last parade. There were some vendors who came late and wanted to go to Le Roy Park once the roads were closed. CalTrans is working with us now that I know who is in the supervisor spot.

The thing that we have to figure out, which both groups said which I thought was great, we have to make this a system type of program and not built on an individual. People move around. We need to figure out how we put this whole package in a system, so when new people come in our shop, all you have to do is hit a button, everything is there pre-filled. That's something that we still need to work out. Todd and I can work out where we can memorialize this, so that it's easy to do for future parades."

Chief Cash also asked for those riding in the parade to let him know so he can plan for it, get "Granny" ready and prep the space.

11. HUMAN RESOURCES MANAGER: (Information Only)

A. Human Resources report for October 2024

Ms. Estrada reporting on the following:

Interviews are scheduled for Police Officer/Recruit. Fire Engineer recruiting is ongoing with one applicant interviews and one (1) being screened. There are potentially three (3) candidates for the Public Works Director to be scheduled this month.

Facility Rental Coordinator applications are being screened. An offer was extended but declined for the Grant Administrator with recruitment now continuing.

A new MOU with POA (Police Officers Association) has been completed and negotiations has ended.

Medical treatment for one (1) injury was reported for October. One of the two long-term claims may have some movement in the near future.

Premiums for Dental & Vision Plans for 2025 remain the same as this year.

CPR/First Aid and Fire Extinguisher training was conducted the first week of November. There was good feedback on the training. Other classes are being scheduled.

The Harvest Potluck took place on October 31st. Juan Esparza was honored as the first recipient of the "Employee Recognition Program". The next one will be scheduled in January, attached to training.

PUBLIC HEARING

12. Public hearing to consider amendments to the Accessory Dwelling Unit (ADU) Ordinance (Chapter 18.53) and other zoning ordinance amendments.

Written report: Larry Appel, Contract Planning Director

Recommendation: That the City Council:

- a. Receive presentation from staff; and
- b. Conduct a public hearing and 1) approve a Notice of Exemption from CEQA for Ordinance No. 2024-521; and 2) introduce by title only and waive the first reading of Ordinance No. 2024-521 amending Chapter 18.53 of the Municipal Code and other sections of Title 18; and
- c. Continue Ordinance No. 2024-521 to November 26, 2024, for second reading and adoption.

(Note: to view the complete staff report and changes to the ordinance, please go to the City's website at www.cityofguadalupe.org)

Mr. Appel began the presentation saying that over the last seven (7) years, we've been talking about Accessory Dwelling Unit (ADU) changes from the state. The significant changes to the ADU program include: a) a permanent removal of the "owner-occupied" requirements for attached and detached ADUs; (b) a provision for the separate sale of detached ADUs; (c) a significant increase in the number of detached ADUs in multi-family developments; (d) relaxation of regulations for ADUs constructed without permits, and (e) requiring a provision for pre-approved ADUs for expedited approval.

A bill was recently signed in September 2024 that will require the City to be in compliance by January 1, 2025. If everything works out right, the first reading will be tonight. The second reading will be at the November 26th meeting. Ordinances take thirty days before going into effect. So, by December 26th, we'll be ready with our ordinance to be effective January 1, 2025.

There are currently over 121 ADUs that have been approved in Guadalupe through October 2024. For our population being only 8,000 or 10,000 people, this is a lot. Some of the changes are going to make it even more dense if people take advantage of it. If Guadalupe is not in compliance, our ordinance will be considered "null and void".

There is a language change. An additional definition has been added for "Livable Space". That was added because part of the state ordinance when it talks about multi-family units says you can have additional units, either JADUs or attached ADUs, that are within livable area and non-livable area. The non-livable area was like laundry rooms, storage rooms, garage conversions and things like that. There's now a distinction between livable and non-livable which will make it easier when someone comes in with an apartment project.

There are nine (9) amendments having to do with ADUs that are necessary to bring the local ordinance into full compliance with the state. Mr. Appel briefly went through those amendments:

1. *The most significant is the separate sale for a detached ADU. This was something that had been allowed if you were a non-profit, like People Self-Help or something like that. If they own the primary property, and they own the primary home where the ADU is being developed onsite, they had the right under state law to sell them separately. Now that the governor has signed the bill, any homeowner can sell a detached ADU separately from their own property.*
2. *Another change that supports the first one is that it permanently drops the owner having to live onsite whether attached or detached ADU. If a Junior ADU (JADU), which is one that is contained in the home, the owner still has to live on the property, either in the JADU or the primary home.*
3. *This is a clarification of previous wording which said that on a single-family lot, you could have a JADU, and an ADU, an attached ADU or a detached ADU. The state came back and said they meant that you could be able to have a JADU, an attached ADU and a detached ADU. Three (3) additional units can be on a single-family lot. If there's room to put them there, they're allowed to have up to four (4) units on a single-family lot. It's legal now. This totally changes the character of the single-family neighborhood when you have that, because when you've seen in the past, the state has pretty much thrown out parking requirements. So, that throws the cars on the street, on the front lawn or something, and it doesn't look good. But that's what it is now.*
4. *The next one is when a JADU is developed in an existing home, they're clarifying that it doesn't have to be a conversion of a bedroom. It could be a family room, a bonus room, or something else. But you don't have to start with the basis that you have to start with a bedroom conversion for a JADU.*
5. *In the past, when you had a multi-family unit developed on a property, you could have two (2) additional ADUs on the site. The Alvarez family did that recently on 11th Street. They have 20 units of apartments, and they added two (2) ADUs. What this portion of the ordinance now has is that it says you take those two units that you can have as extra, and you can increase that to eight (8). It's unfortunate again, because it really crowds the properties. In addition to that, the original provision says that 25% of your units, you can have an additional ADUs attached to those apartments.*

Mr. Bodem asked, "How does that affect open area for draining, storm water, when you have many surface level roofs?" Mr. Appel said, "Our ordinance says that every ADU that you develop needs to have 150 sq. feet of outside livable area. Now the state is saying you don't have to have that. So, through our Administrative Use Permit (AUP), we're supposed to now go through and if they don't have the full amount and approve a ministerial, like a minor conditional use permit, and that's how we'd take care of conditions where they're not completely with our provisions for development standards. We've lost consistency, which is very frustrating.

6. *All new ADUs are required to install solar on the roof of the ADU or the primary home.*

7. *The next change clarifies the size of an ADU. When you're using an ADU to convert an existing garage, barn, or shed or whatever bonus building you have on your property, under our ordinance, the maximum size of an ADU is 1200 sq. ft. This new law says if you have an 1800 sq. foot barn on your property, you don't have to cordon off 600 sq. ft. of that and call it something else. You can use the full square footage for the ADU. There are some minor provisions where you can't add additional space, if it goes over what the local agency allows.*
8. *The next one is "Pre-Approved Plan". This is something trying to make the process faster for the applicant coming in. What they're telling the cities and counties what they have to do now is that you have to have a pre-approved set of plans. It could be for multi-detached ADUs, but to meet the test, you only need to have one. And we're going to have one (1). I'm working with a local draftsman to get a copy of one of his that he's had approved out here. I don't know if it's going to be like 800 or 900 sq. ft. but it will be a one (1) bedroom. We'll have those plans available, so if someone walks up to the counter and says they want to do an ADU in their backyard, we can say that we have a set of plans that are pre-approved. We'll tell them they need to bring in a site plan to show how that will fit in their yard. We'll analyze it, but it'll save time, because you no longer have to go through the plan check process, which would save a month or so. And the state is saying with those plans, we don't have 60 days to process it...we have 30 days now. So, it's cut in half.*

Mayor Julian asked, "We can charge for that?" Mr. Appel said, "We can still charge our full rate, but I don't think we need to for the plan check process, obviously, because it's already done. It will still need a zoning clearance."

9. *The final amendment deals with units that were constructed without permit. In the past, the rule says if it was constructed prior to January 1, 2018, the state would still allow you to get that processed if there were no health and safety violations. Now that's changed...so from January 2018 to January 2020, they're now allowing a larger window for illegal units to be brought into legality. If someone comes in with an application and says, "The last person who bought this property and built an ADU, and I want to get it legalized", then we'd send an inspector out, and they would be given a list that would show if they had any health and safety violations. If they did, we'd have to give them a letter that says specifically what they have to do clear things up. If not, they can just get it approved with a zoning clearance and a building permit.*

Another portion of that bill required that each agency have a list that we could hand out that would tell future owners that want to build what some of those standards would be, so that if they were going to build, they could comply with the regulations for a legal unit. Mayor Julian asked if we had that list. Mr. Appel said that it was just put up on the City's website, under "Building Department".

Mr. Appel then mentioned a couple additional changes. Under "Temporary Uses", we really didn't have a really good section of...sometimes a circus comes to town. It would be nice if we had a permit we could issue them. A section here in the ordinance gives us an opportunity to approve a mechanism

so we can have temporary events approved with an Administrative Use Permit (AUP) which I get to approve...it doesn't have to go to the City Council. That's a section we added.

Then the final section is something that came up a few years ago where someone wanted to operate a hostel for bicyclists and hikers coming through town. Some of you may know that every once and a while, we end up having a tent set up back out here on the lawn for people passing through town. I just wanted to get ahead of this one, so if someone comes back and actually wants to offer this, we have the right zoning for it. So, that's been added to the ordinance.

Mr. Appel said, "For fiscal impact, there really is no new impact on these. Our biggest concern from the last couple round of revisions is we're not allowed to assess fees for ADUs that are 750 sq. ft. or smaller. So, we're missing out on a lot of revenues for that. For environmental reviews, staff used the Class 6 categorical exemption for CEQA, so we're clear on that."

Mr. Bodem asked, "Have there been any studies to assess whether ADUs have helped with the housing crisis?" Mr. Appel said, "I'm sure they have, because they're a lot of them. The last time we did an update, I checked with Santa Maria. They had already processed 200 in that year. Agencies are getting hit all over, but they are adding to the housing stock. It has to be making a difference. It's just not the 10 million units or whatever....I don't know what we can actually do. I have to recommend approval of this, because I don't want to drop compliance with the state. But in the back of my mind, I'm just worried about what's going to happen in our single-family neighborhoods, if people take advantage of this."

Public Hearing opened at 7:20 p.m. and closed at 7:21 p.m.

CM Hernandez said, "I know that ADUs can be challenging. I recently read that Santa Maria added a standard saying that 'Windows and doors can't have direct line of sight to any adjoining property'. Does Guadalupe have something like that in ours?" Mr. Appel said, "No, I don't believe so, because most properties are fenced. Most ADUs are single-story. I think if we ended up having a two-story, we would have a requirement of the height of the windows of those units raised, so there wouldn't be direct vision into someone's backyard. When I worked in Santa Maria, we had a couple of these, and we didn't have a provision for it at the time. But we did go ahead and add conditions to the ADU that would have prevented that problem."

CM Hernandez then said, "So, is that something we could add? I was just curious, because I know there's an ADU in front of me, and I think I can see their restroom window. But then they added their garage to be a living, as well. So, now you have three (3) different families. So, I'm just...moving forward, if there's something we can do to just make sure that our families can have some privacy?" Mr. Appel said, "In the next round, I can certainly add a provision to the development standards that will talk about second-story windows."

Mayor Julian said, "It's surprising to see how many ADUs we've processed here. Last year it was what, only 30 or 40, and now it's tripled." CM Hernandez added, "I want to share that I understand

that it's very hard for everyone as we see more ADUs. My daughter was telling me, 'Mom, we don't have parking' but I said that that's okay, because the family in front of us...there's three (3) families into one home. I said how comfortable can that be? I have my family and comfortability. Some of these individuals, in order to survive, they're having to do that." The mayor said, "So, all you do is put garbage cans in the front, so nobody parks there, where you park."

Motion was made by Council Member Hernandez and seconded by Council Member Furness to approve amendments to Accessory Dwelling Unit (ADFU) Ordinance (Chapter 18.53) and other zoning ordinance amendments and waive the first reading of Ordinance No. 2024-521. Roll Call: Ayes: 4 Nos: 0 Absent: Costa, Jr. 4-0-1 Motion passed.

Mr. Appel said, "This ordinance will be on the Consent Calendar at the next meeting in two (2) weeks. The final copy will have the redlined sections scratched out, so you'll see what the actual copy will look like." Mayor Julian said, "I don't know how you can sit and think what's coming down from the state, digest it, and put it all down on paper. It's a tough one. All the cities are fighting this. It's basically, you got to do it, or they'll do it for us." Mr. Appel added, "And we don't want that to happen." The mayor concurred.

REGULAR BUSINESS

13. Guadalupe Police Officers Association (GPOA) Memorandum of Understanding.

Written report: Sylvia Estrada, Human Resources Manager

Recommendation: That the City Council adopt Resolution No. 2024-65 approving a Memorandum of Understanding (MOU) with the Guadalupe Police Officers Association (GPOA) for the period of September 28, 2024, through June 30, 2027.

Ms. Estrada gave a brief background on this item. The previous MOU with the GPOA expired on June 30, 2024. Management and GPOA have met numerous times reaching consensus on a new MOU.

The new agreed upon terms of the MOU are:

- Term: Three (3) years – September 28, 2024 to June 30, 2027.
- Salary Increases: 3% increase retroactive to August 24, 2024; 3% increase effective July 1, 2025 and 3% increase effective July 1, 2026. These increases are for all GPOA employees.
- Compensatory Time: Employees may cash out comp time, up to a maximum of 200 hours, every three (3) calendar months. (The change is from "up to a maximum of 150 hours" in the prior MOU.)
- Uniform Administration: A full-time employee will receive \$24 per pay period. (The change is from \$23 per pay period in the prior MOU.) Uniform allowance is increased from \$400 bi-annually to \$425 bi-annually.

- Medical Insurance: The City's contribution will increase from \$1,083.33 \$1,269.08 per month, a monthly increase of \$185.75. In calendar year 2026, if there is an increase in the insurance premium, the City's contribution will increase up to a maximum of 5%.
- Movie/Special Events Assignments: Employees will be compensated at overtime rate versus a flat \$40.00 per hour in the prior MOU.
- Shift Differential: The rate will increase from \$1.00 to \$1.25 per hour. (This rate is for the shift covering 1900 – 0700 hours.)

Ms. Estrada stated that the fiscal impact for this new 3-year term MOU is \$56,900 for the salary increases; \$15,561 for the increase in the City's contribution to medical insurance premiums, and \$988 for uniform allowance and maintenance increases.

Mr. Bodem added, "Overall, it was a pretty expedited process. Having a three-year term is a good deal." Mayor Julian concurred. CM Furness asked, "For movie and special events assignments...I know we talked about this at length...I just want to make sure. Was it decided that for any movie or special event, they'd be compensated their overtime rate? Is that time and one-half? Or did we decide that it was just regular hours?" Ms. Estrada said, "It will be at the overtime rate." CM Furness wanted clarification as this had been discussed several times previously.

Motion was made by Council Member Robles and seconded by Council Member Furness to approve Resolution No. 2024-65 adopting a Memorandum of Understanding with the Guadalupe Police Officers Association. Roll Call: 4 Nos: 0 Absent: Costa, Jr. 4-0-1 Motion passed.

14. Conflict Waiver to allow City Attorney to provide no-cost legal services to the Guadalupe Community Action Coalition (GCAC).

Written report: Philip F. Sinco, City Attorney

Recommendation: That the City Council adopt Resolution No. 2024-66 waiving any conflicts of interest that may arise as a result of the City Attorney also providing legal services (at no cost) to the Guadalupe Community Action Coalition (GCAC) to assist it with its mission to work with the City and in support of the City's community and economic initiatives until it gain sufficient capacity to be able to obtain and pay for other legal counsel.

At the beginning of City Attorney Sinco's presentation on this item, he said, "It is my normal practice or one of my preferred practices to put alternative actions with the recommendation. I kind of wish I'd put in alternative action to deny this. I didn't give you that option, but I'm letting you know you have it. I'm joking a little bit. I'm not exactly jumping up and down to say, 'Let me volunteer my services that normally charge money for free'. I wouldn't do that in many circumstances other than any pro bono situations. But in many ways, this is one of those situations. He then continued discussing this item.

The Council knows it created this corporation with the goal of assisting the City with the mission of community and economic development. The City Council approved a \$10,000 forgivable loan to ensure that it had funds to begin its operations. We know how far \$10,000 goes in today's economy. The name of this non-profit corporation is the Guadalupe Community Action Coalition (GCAC). The Board of Directors started to implement its mission but ran into some obstacles. The City Administrator has reported some of these and certainly sent emails to the Council.

It occurred to staff that it would be very beneficial for the corporation to have some guidance on what's proper non-profit law practice procedure. And, unfortunately, I'm qualified to do that. I serve on several non-profit boards, and I'm often called upon to provide legal advice to these non-profits. So, I've gained some experience. Normally, I would offer my services to GCAC. Even though I wouldn't be compensated, they would be a client. I would have a duty of loyalty and fiduciary responsibility or responsibility to them. I can't do that without the consent of a current client. They might have a conflict. It's unlikely. As I said in my staff report that there could be a conflict between the organization in its mission to support the City and its goals. But it is possible. There could be some conflicts of opinion, but that doesn't certainly rise to the level of conflict of interest.

In this case, City Council would be quite safe in waiving any potential conflicts or any actual conflicts which might arise as a result of my representation. I really don't want to go into detail. It's very legalistic. It's all on paper. I assume you've read it and understand it. But I am able to answer any questions you have about this. Just so you know, if you approve this conflict waiver, the Board of the GCAC will also be asked to waive any conflicts in its meeting on Thursday which I'm planning on attending in person.

Mayor Julian said, "Thank you for doing this. Once it passes, we'll... Are there any questions?" CM Robles said, "Thank you for the clarification." City Attorney Sinco said, "I don't intend for this to be a long-term assignment." Mr. Bodem added, "The GCAC is in favor of this, obviously."

Motion was made by Council Member Hernandez and seconded by Council Member Furness to approve Resolution 2024-66 waiving any conflicts of interest and authorizing the City Attorney to provide legal services at no cost to the Guadalupe Community Action Coalition. Roll Call: Ayes: 4 Nos: 0 Absent: 1 Costa, Jr. 4-0-1 Motion passed.

15. FUTURE AGENDA ITEMS

Mayor Julian – Food Truck and Special Events Ordinance (sidewalk vending). The mayor said, "I'd like to see that come before us. What had happened in the past, we talked about the food vendors on wheels. Many years ago, there was an effort to...one of them parked across the street from Masatani's and Guadalupe Restaurant...parked right in town on a public street. And we didn't put any teeth in that ordinance, so that's coming back. One of the reasons, there's been...it's called "SB 972" and "SB 946". All these vendors we see on the road now, the state basically says they can do that. You see them coming in from Santa Maria on the left side where there are lights. What happens is that...and I'll go into more detail. That will be on a future agenda.

No other items were added.

16. ANNOUNCEMENTS – COUNCIL ACTIVITY/COMMITTEE REPORTS

CM Hernandez: *This past Friday, I attended the Air Quality Fair with my family. It was amazing. It was a little disheartening to see not a lot of people show up. I know it was a busy Friday right before the election.*

This weekend, the “Touch of Style Car Club” event celebrated their 50th anniversary and 20th year with “Toys for Tots”. That’s just amazing for this organization to support the Boys & Girls Club and donating for 20 years. So, kudos to them.

I also attended a “Santa Maria Riverkeepers” event put on by SBCAG. They are forming a new group called “Santa Maria Riverkeepers” to protect and enhance the Santa Maria River. They will work on habitat restoration, water quality, and solutions to flooding. They have an upcoming planning day on November 23rd, from 8:30 a.m. – 1:00 p.m. You can find more information on www.SBCAG.org

CM Robles: *Guadalupe Bulldogs youth football program finished their season. Unfortunately, they came up shy of punching a ticket to the Super Bowl to go on to the next round. Hats off to the whole program. We had an Intermediate Team that went undefeated, and they met their match last Saturday. The Senior Team came up close with strong showing. They put an undefeated Nipomo team “on notice”. They were actually behind and came back. It went back and forth and just came up short. Kudos to parents and coaches.*

Mayor Julian: *SBCAG has a lot going on. Their monthly meeting is Thursday, November 21st. A committee is challenging Senate Bill 972, Compact Mobile Food Operations. (City of Santa Barbara experience.) There are issues with the Health Department. A Santa Barbara multi-agency task force will research and pinpoint helpful changes for state legislation with join messaging to discourage patronage. This task force will report back in six (6) months.*

State Route 166 Stakeholder Advisory Committee Members: SBCAG received \$250,000 CalTrans Planning Grant to do the “Comprehensive State Route Corridor Conceptual Decision-Making Process”. This committee will consider planning for such things as safety, mobility, access management, greenhouse gas emissions reductions, dust abatement and agricultural goods movement. Local representatives on the committee are Judy Wilson, GBA, and Garrett Matsuura, (SMVR). Please contact them with any questions or concerns.

November 7th Food Bank Distribution: previously discussed. Expand food distribution services to Guadalupe residents based on our low-income population. Working with the School District to expand services. Discussions are ongoing.

17. ADJOURNMENT TO CLOSED SESSION

Item to be discussed in closed session is “Public Employment – City Administrator”.

Motion was made by Council Member Hernandez and seconded by Council Member Robles to adjourn to closed session. 4-0 Absent: Costa, Jr. Motion passed. Meeting adjourned to closed session at 7:42 p.m.

18. CLOSED SESSION AGENDA

- A. Public Employment**
(Pursuant to Government Code Section 54957(b))
Title: City Administrator

19. ADJOURNMENT TO OPEN SESSION MEETING

Motion was made by Council Member Furness and seconded by Council Member Robles to adjourn to open session. 4-0 Absent: Costa, Jr. Motion passed. Meeting adjourned to open session at 7:50 p.m.

20. CLOSED SESSION ANNOUNCEMENTS

No reportable action.

21. ADJOURNMENT

Motion was made by Council Member Furness and seconded by Council Member Robles to adjourn the meeting. 4-0 Absent: Costa, Jr. Motion passed. Meeting adjourned at 7:51 p.m.

Prepared by:

Approved by:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 26, 2024**

Todd Bodem

Prepared by:
Todd Bodem, City Administrator

SUBJECT: Cancellation of December 24, 2024, City Council meeting.

RECOMMENDATION:

That the City Council authorizes the cancellation of the City Council meeting on December 24, 2024.

BACKGROUND:

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

FISCAL IMPACT:

No Impact



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 26, 2024

Prepared by:
Larry Appel, Contract Planning Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: Second reading and adoption of Ordinance No. 2024-521 amending Chapter 18.53 (Accessory Dwelling Units) and other amendments from Title 18.

RECOMMENDATION:

It is recommended that the City Council adopt, on the second reading, Ordinance No. 2024-521 amending various sections of Chapter 18.53 and other amendments from Title 18.

BACKGROUND:

The City Council introduced Ordinance No. 2024-521 at its meeting on November 12, 2024. This constitutes the second reading of the ordinances.

DISCUSSION:

This ordinance will be in effect prior to the state's deadline of January 1, 2025.

ATTACHMENT:

1. Ordinance No. 2024-521

ORDINANCE NO. 2024-521

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, AMENDING SECTIONS OF CHAPTER 18.53 OF THE CITY OF GUADALUPE MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS

The City Council of the City of Guadalupe, State of California, does ordain as follows:

WHEREAS, the State Planning and Zoning Law authorizes the legislative body of a city or county to regulate, among other things, the intensity of land use, and also authorizes a local agency to provide by ordinance for the creation of accessory dwelling units in single-family and multi-family residential zones, as specified. That law makes findings and declarations with respect to the value of accessory dwelling units to California’s housing supply; and

WHEREAS, California faces a severe housing crisis and accessory dwelling units provide housing for family members, students, the elderly, in-home health care providers, the disabled, and others, at below market prices within existing neighborhoods; and

WHEREAS, accessory dwelling units potentially offer lower cost housing to meet the needs of existing and future residents within existing neighborhoods, while respecting architectural character; and

WHEREAS, Government Code Section 65852.2 (a)(1)(D)(xi)(4) states that a local agency’s ordinance, if not in compliance with the State’s provisions shall be deemed null and void; and

WHEREAS, the state enacted legislation for Accessory Dwelling Units and Junior Accessory Units primarily through AB 2533, AB 1033, AB 1332, AB 68, AB 976, and SB 1211, and were recently signed into law by the Governor; and

WHEREAS, the new statutes went into effect on January 1, 2023, January 1, 2024, September 28, 2024, or will go into effect on January 1, 2025; and

WHEREAS, public notice pursuant to Government Code section 65090 was given on or before November 2, 2024, and a public hearing on the item was opened at the City Council meeting on November 12, 2024, which hearing was continued to the Council meeting of November 26, 2024, for second reading and adoption.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GUADALUPE DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 18.53 of the Guadalupe Municipal Code is hereby amended to read as follows:

Chapter 18.53 ACCESSORY DWELLING UNITS

- § 18.53.010 Purpose and intent.**
- § 18.53.020 Regulations designated.**
- § 18.53.030 Definitions.**
- § 18.53.040 Application requirements.**
- § 18.53.050 Design and development standards.**
- § 18.53.060 Permit requirements.**
- § 18.53.070 Findings.**
- § 18.53.080 Existing nonconforming ADUs.**
- § 18.53.090 Review process for accessory dwelling unit not complying with development standards.**
- § 18.53.100 Appeals of Planning Director or designee’s decision.**

§ 18.53.010 Purpose and intent.

The purpose of this chapter is to comply with Government Code Sections 65852.2, 65852.22 and 65852.26 as amended from time to time by the State, which provides for cities to set standards for the development of accessory dwelling units (ADU) and Junior ADUs (JADU) so as to increase the supply of smaller and affordable housing while ensuring that they remain compatible with the existing neighborhood. Accessory dwelling units are considered to be a residential use, consistent with the General Plan objectives and zoning regulations, and enhance housing opportunities, including near transit for residential lots zoned to allow single-family homes or multifamily use. This chapter is intended to implement the City’s Housing Element of the General Plan, and is adopted to comply with State law (Government Code Section 65852.2), by allowing accessory dwelling units through ministerial review in all districts zoned to allow single-family homes or multifamily use, subject to meeting the standards prescribed below.

§ 18.53.020 Regulations designated.

- A. The provisions of this chapter apply to all zones that permit single-family homes or multifamily use and are occupied with one single-family dwelling unit, a multifamily use, or vacant with approved plans for the construction of a single-family dwelling unit.
- B. Accessory dwelling units do not affect the allowable density for the lot upon which the accessory dwelling unit is located, and are a residential use that is consistent with the existing general plan and zoning designation for the lot.
- C. R-2 and R-3 Zones. Property owners living in R-2 and R-3 zones with an existing single-family structure or multifamily use on site may elect to build an accessory dwelling unit. In addition, if an R-2 or R-3 lot is vacant and the property owner proposed to construct a single-family dwelling on the lot, an accessory dwelling unit may also be constructed. However, if an R-2 or R-3 lot has a single-family structure with an accessory dwelling unit or approved plans issued by the Planning Department to construct a single-family structure with an accessory dwelling unit, and if the property owner applies to build any additional units, each unit, including the single-family structure and the accessory dwelling unit, will be subject to all zoning requirements and development standards for R-2 and/or R-3 zones.

- D. This chapter imposes standards on ADUs and JADUs that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Resources. These standards shall not include requirements on minimum lot size.
- E. The ADU is either attached to, located within the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure, or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling. The JADU must be fully contained within a single-family home or attached garage with no more than 150 square feet of new construction, if necessary, to provide an exterior ingress/egress. No JADUs are permitted in multifamily units.

§ 18.53.030 Definitions.

“Accessory dwelling unit, (ADU)” is an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence or multifamily unit. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

1. An efficiency unit, as defined in Section 17958.1 of Health and Safety Code.
2. A manufactured home, as defined in Section 18007 of the Health and Safety Code.

“Accessory structure” means a structure that is accessory and incidental to a dwelling located on the same lot.

“Complete application” means a set of plans, application and support materials submitted to the local agency, where after review of the materials, the agency determines there is sufficient information to proceed with the analysis and processing of the application.

“Existing structure,” for the purposes of defining an allowable space that can be converted to an accessory dwelling unit means, within the 4 walls and roofline of any structure that can be made safely habitable under local building codes at the determination of the Building Official

“High quality transit corridor” means a corridor with fixed route bus service intervals no longer than 15 minutes during peak commute hours.

“Junior ADU” means a unit which is no more than 500 square feet, typically developed from a bedroom(s) in a single-family home with an exterior entrance, including cooking facilities with appliances, food prep counter and storage cabinets that are of reasonable size in relation to size of the JADU, and may share bathroom facilities with no additional parking required. A JADU may also be constructed in an attached garage.

“Livable Space” means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.

“Living area” means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

“Local agency” means a city, county, or city and county, whether general law or chartered.

“Major transit stop” means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.

“Nonconforming zoning condition” means a physical improvement on a property that does not conform to current zoning standards.

“Objective standards” means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.

“Passageway” is a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

“Permitting agency” means any entity that is involved in the review of a permit for an accessory dwelling unit or junior accessory dwelling unit and for which there is no substitute, including, but not limited to, applicable planning departments, building departments, utilities, and special districts.

“Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

“Public transit” means a location, including, but not limited to, a bus stop or train station where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

“Regional Housing Needs Allocation (RHNA)” A local agency may identify an ADU and/or JADU as an adequate site to satisfy or partially satisfy its RHNA requirements.

“Tandem parking” means that 2 or more vehicles are parked on a driveway or in any other location on a lot, lined up behind one another.

§ 18.53.040 Application requirements.

Application. Requests for an accessory dwelling unit shall be submitted on an application form provided by the Planning Department and shall contain the following information:

- A. Plot Plan (Drawn to Scale). Provide dimensions of the perimeter of parcel on which the accessory dwelling unit will be located. Indicate the location and dimensioned setbacks of all existing and proposed structures on the project site and structures located within 50 feet of the project site. All easements, building envelopes, and special requirements of the subdivision as shown on the final map and improvement plans shall be included.
- B. Floor Plans. Each room shall be dimensioned and the resulting floor area calculation included. The use of each room shall be identified. The size and location of all windows and doors shall be clearly depicted.
- C. Elevation Views. Provide north, south, east and west elevations which show all openings, exterior finishes, original and finish grades, stepped footing outline, roof pitch, materials and color board for the existing residence and the proposed accessory dwelling unit.
- D. Cross Section. Provide building cross sections, including, but not limited to: structural wall elements, roof, foundation, fireplace and any other sections necessary to illustrate earth-to-wood clearances and floor to ceiling heights.
- E. Fees. The fee for review shall be as set forth in the currently adopted fee resolution and shall not exceed the fixed processing fee established by the City Council for a new single-family dwelling.
- F. Copies. One original and two copies of the application package shall be submitted for each ADU request.

§ 18.53.050 Design and development standards.

- A. Accessory Dwelling Units within Existing Space. An ADU within an existing structure (e.g., the primary dwelling unit, attached or detached garage or other accessory structure) shall be permitted ministerially with a zoning clearance and building permit if it:
 - 1. Complies with building and safety codes;
 - 2. Provides independent exterior access from the existing residence;
 - 3. Provides sufficient side and rear setbacks for fire safety.
- B. Accessory Dwelling Units (Attached and Detached). The following development standards shall be complied with in the creation or conversion to an ADU. If the application limits the ADU to no more than 850 square feet with no less than four feet for side and rear yard setbacks and five-foot separation from primary structure, then the application is approvable. For any inconsistencies with any of the following standards, the owner may apply for an Administrative Use Permit for relief (Chapter 18.72, Article IV).
 - 1. General.

- a. Sale of Unit. The ADU may not be sold separate from the primary dwelling unit unless specific requirements are met through Government Code Section 65852.26. Once a detached ADU is constructed, an owner may sell the unit independently, akin to condominiums. A Homeowner's Association (HOA) must be established prior to sale to manage the maintenance costs of shared spaces and the property's exterior. A JADU may not be sold separately. All conditions of the permit, restrictive covenants, and other contractual agreements with the City apply to the property.
 - b. Rental of Unit. Rental of the accessory dwelling unit is allowed for 30 days or longer, and separate from rental of the primary residence. For an accessory dwelling unit to be rented for a period of less than 30 days, the owner shall be required to comply with the provisions of Chapter 18.55 (Short Term Rentals).
2. Covenant Agreement. A covenant agreement is required prior to issuance of a building permit. The covenant agreement shall state that:
- a. The ADU may be conveyed separately from the primary dwelling provided the property is constructed and owned by a qualified 501(c)(3) nonprofit corporation per Government Code Section 65852.26.
 - i. The existing primary or detached structure is restricted to the approved size and shall not include an expansion of a single-family dwelling or accessory structure by more than 150 square feet, unless for the purpose of ingress and egress.
 - ii. The use of the accessory dwelling unit shall be in effect only so long as the property is in compliance with the provisions of this chapter. The owner is required to reside on the property if the primary home contains a JADU, but is not required to reside on the property with an attached or detached ADU, per state regulations. As of January 1, 2025, the "owner-occupied" provision for attached and detached ADUs is no longer required. Notwithstanding the foregoing, an application for an unpermitted ADU if constructed before January 1, 2020, shall not be denied unless the building is deemed substandard.
 - iii. The above declarations are binding upon any successor in ownership of the property; lack of compliance shall be cause for zoning enforcement.
 - iv. The covenant agreement shall terminate upon removal or conversion of the accessory dwelling unit to another permitted use.
 - v. The covenant agreement shall be recorded by the County Recorder for the County of Santa Barbara at the expense of the property owner with the original recorded document delivered to the City prior to issuance of the Building Permit.
- C. Zoning District. Accessory dwelling units are only allowed on lots that allow single-family homes and multifamily uses where an existing legal single-family dwelling or multifamily use exists or is proposed.

1. Number of Accessory Dwelling Units. Up to one attached ADU, one detached ADU, and one JADU shall be allowed for each single-family dwelling lot provided they can meet the requirements of this chapter and other applicable sections of the zoning ordinance. On undeveloped property zoned for multifamily units, up to 2 detached ADUs are permitted upon construction of multifamily units, with a minimum 4-foot side and rear yard setback. Additional interior ADUs are permitted, up to 25% of the total number of multifamily units. Up to eight detached ADUs may be constructed on an existing legal lot or as many units as there are existing multifamily units onsite, whichever is less. No JADUs are permitted in multifamily units.
2. Unit Types. The ADU may be within the living area of the existing dwelling, attached to the existing dwelling, and not necessarily utilizing an existing bedroom. Junior ADUs shall be required to be constructed within the walls of a new or existing single-family dwelling and not necessarily utilizing an existing bedroom. Junior ADUs are not permitted in multifamily units or in detached structures. Garage conversions when attached to the single-family unit may be considered as habitable space for a JADU.
3. ADUs in multifamily buildings. Multiple accessory dwelling units may be permitted within the portions of new or existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. Up to eight detached ADUs may be constructed on an existing legal lot or as many units as there are existing units onsite, whichever is less. If the legal lot is vacant, then only two detached ADUs are permitted at the time the multi-family units are constructed.
4. Building Codes. Local building code requirements apply to attached and detached ADUs and attached JADUs, as appropriate.
5. Passageway. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
6. Fire Sprinklers. Fire sprinklers are not required unless the existing residence is equipped with fire sprinklers, or unless the Fire Marshall determines that due to special circumstances sprinklers are necessary for life and safety. Fire sprinklers may be considered as mitigation for sub-standard Fire Department access or water supply.
7. Utility Meters. An accessory dwelling unit shall not be considered a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling or multifamily use. When constructed at the same time as the primary single-family residence, the new attached and detached accessory dwelling unit's connection fee and/or capacity charge must be proportionate to the burden of the unit on the water or sewer system based on the size or the number of plumbing fixtures.

8. Growth Mitigation Fees: A development or impact fee shall not be imposed upon the development of an ADU less than 750 square feet. Any impact fees charged for an ADU of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.
9. Access. Two-story detached accessory dwelling units shall limit the major access to stairs, decks, entry doors, and windows to the interior of the lot or an alley, and comply with all development standards. Only one curb cut shall be permitted per parcel and no additional driveways or access points shall be created to accommodate the accessory or main dwelling unit.
10. Openings. If located outside the standard side and rear yard setbacks for the district, windows which face an adjoining residential property shall be designed to protect the privacy of neighbors; alternatively, fencing or landscaping shall be required to provide screening.
11. Private Open Space. The main dwelling unit and the additional dwelling unit shall each be provided with a minimum of 15 feet by 15 feet of usable private open yard area. However, this provision shall not be applied to prohibit development of an ADU up to 800 square feet.
12. JADU access. If a JADU shares a restroom within the single-family home, the resident shall be entitled to bathroom access from the main house as well as secondary access exclusively for the JADU.
13. Home Occupations. Home occupations are permitted within an accessory dwelling unit or primary dwelling unit, or both.
14. Solar panels. Newly constructed ADUs are subject to the California Energy Code requirement (excluding manufactured homes) to provide solar systems if the unit(s) is a newly constructed, detached ADU (though some exceptions apply). Per the California Energy Commission (CEC), the solar systems can be installed on the ADU on the primary dwelling unit. ADUs that are constructed within existing space, or as an addition to existing homes, including detached additions where an existing detached building is converted from non-residential to residential space, are not subject to the California Energy Code requirement to provide solar systems.
15. Garage/barn conversions. An ADU constructed within an existing garage or barn are not limited in size. No additions to the existing structure are permitted if the revised size would exceed the limits in this chapter.

D. Building site.

1. Lot Size. There are no lot size requirements.

2. Unit size.
 - a. Floor Area. The floor area of an attached accessory dwelling unit shall not exceed 50% of the existing primary dwelling unit's living area.
 - b. Notwithstanding subsection (D)(2)(a), no ADU shall be larger than 1,200 square feet.
 - c. Minimum Size. The minimum total square footage of the accessory dwelling unit shall be 110 square feet.
3. Site Planning. Accessory dwelling units should be located behind or above the existing dwelling on the site, whenever possible. Designs that significantly alter the street appearance of the existing residence shall be discouraged.

E. Height. A detached accessory dwelling unit shall not exceed a height of 16 feet, unless the property is within ½ mile walking distance from a major transit stop or high-quality transit corridor whereby the height may increase to 18 feet. In such a case, the City shall also allow an additional two feet in height (to 20 feet) to accommodate a roof pitch on the accessory dwelling unit that is aligned with the roof pitch of the primary dwelling unit. An attached accessory dwelling unit may occupy any level of the primary dwelling unit if it is designed as an integral part of the primary dwelling unit and a separate ingress and egress is provided. A height of 25 feet or the height limitation in the local zoning ordinance shall apply to the primary dwelling, whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling. Notwithstanding the foregoing, a height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed multifamily, multistory dwelling shall be allowed. This clause shall not require the City to allow an accessory dwelling unit to exceed two stories.

F. Setbacks.

1. Setbacks. No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit, and a setback of no more than 4 feet from the side and rear lot lines shall be required for an ADU that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.
 - a. Detached ADU. The side yard and rear yard setbacks for construction of detached single-story structures containing an accessory dwelling unit shall not be less than 4 feet, and may encroach into the front yard setback in order to develop up to an 800 square foot detached ADU.
 - b. Attached ADU. Attached accessory dwelling units that increase the square footage of the existing single-family dwelling shall meet the same setbacks as the primary dwelling unit in the zoning district.

2. Space between Buildings. The space required between buildings shall be what is required in the underlying zoning district, but no less than five feet from the existing or proposed primary dwelling.

G. Parking.

1. Parking requirements for accessory dwelling units shall not exceed one parking space per unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.
2. Off-street parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.
3. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, the off-street parking spaces shall not be replaced. A detached ADU may include a detached garage provided all setbacks are maintained.
4. Parking requirements for an accessory dwelling unit are in addition to the required parking for the primary dwelling unit except for subsection (G)(3). Covered parking is not required.
5. ADU parking is not required in the following instances:
 - a. The accessory dwelling unit is located within a one-half mile walking distance of public transit.
 - b. The accessory dwelling unit is located within any Historic Overlay District that may be in existence at the time a zoning clearance or building permit for an ADU is requested.
 - c. The accessory dwelling unit is part of the existing single-family residence, or an existing accessory structure (except as provided in subsection (G)(3)).
 - d. There is a car share vehicle located within one block of the accessory dwelling unit.
6. Covered Parking Design. Any newly constructed optional covered parking shall conform to architectural and aesthetic standards of the underlying zone.

H. Architectural and Aesthetic Standards and Compatibility. The accessory dwelling unit's scale, appearance, and character shall be similar to and compatible in design with the primary dwelling unit (e.g., compatible exterior wall materials, window types, door and window trims, roofing materials and roof pitch). Additionally, it shall be visually subordinate to the primary single-family dwelling or multifamily use on the parcel. The exterior entry to the ADU shall clearly appear as a

secondary entry when compared to the entry for the primary single-family dwelling or multifamily use.

I. Outside Stairways. Any stairways leading to a second story ADU shall not be in the front of the primary single-family dwelling, or in an exterior side yard if visible from the public right-of-way. Access to a first story unit or ADA accessible ramp may be permitted in the front of the primary dwelling.

§ 18.53.060 Permit requirements.

- A. Accessory dwelling units (ADUs) and JADUs shall be permitted ministerially through the zoning clearance and building permit process. The City shall act on the application to create an ADU or a JADU within 60 days from the date the City receives a completed application if there is an existing single-family or multifamily unit on the lot. If the permit application to create an ADU or JADU is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the ADU or JADU until the permitting agency acts on the permit application to create the new single-family dwelling or multifamily unit, but the application to create the ADU or JADU shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay, in compliance with this chapter within 60 days of the filing of a complete application. The applicant shall be informed within 30 days after submission of an application if the application is complete. The Planning Director or designee shall issue zoning clearance to establish an ADU and/or JADU in compliance with this chapter if all applicable requirements in this chapter are met, as appropriate. An application for building permit may be submitted at any time during the processing of the ADU application, but under no circumstances shall it be issued prior to zoning clearance approval. The local agency may charge ADU applicants an additional fee to cover administrative costs of updating Chapter 18.53 from time to time. This fee shall be set by a City Council resolution.
- B. Planning Director. Requests for an ADU or JADU shall be reviewed by the Planning Director or designee.
- C. If a permitting agency denies an application for an ADU or JADU, the permitting agency shall, within the time period described in Section 18.53.060, return in writing a full set of comments to the applicant with a list of items that are defective or deficient and a description of how the applicant can be remedied by the applicant.
- D. Other Review Authority. Requests for an ADU or JADU submitted for concurrent review with a discretionary land use application shall continue to be reviewed by the Director or designee and approved subsequent to the discretionary action.
- E. Certificate of Occupancy. The City shall not issue a certificate of occupancy for an accessory dwelling unit before the City issues a certificate of occupancy for the primary dwelling.

- F. No CC&Rs effecting a single-family lot shall prohibit or unreasonably restrict the construction or use of an ADU or JADU.

- G. Pre-Approved Plans. Per Section 65852.27 of the state Government Code, the city has on file a pre-approved 1-bedroom, 1-bathroom xxx square foot detached ADU which can be utilized by any homeowner for approval on a legal lot, when found consistent with this chapter. Applications, plans and fees are required, but Plan Checking is waived except for the connection of utilities to the new structure. A Zoning Clearance and Building Permit is required. Application review and approval or denial shall be determined within 30 days.

§ 18.53.070 Findings.

Zoning Clearance Findings. The ADU shall be consistent with all applicable provisions of this chapter. Further, the ADU shall be consistent with applicable provisions of the Guadalupe Municipal Code and applicable sections of the General Plan.

§ 18.53.080 Existing nonconforming.

The City shall not require, as a condition for ministerial approval of a permit application for the creation of an ADU or a JADU, the correction of nonconforming zoning conditions, building code violations, or unpermitted structures elsewhere on the lot that do not present a threat to public health and safety and are not affected by the construction of the ADU. State law requires, upon application and approval, a local agency to delay enforcement against a qualifying nonconforming ADU for five years to allow the owner to correct the violation, so long as the violation is not a health and safety issue, as determined by the Building Official. A list of typical Health and Safety violations shall be provided to the public. The state also prohibits the denial of an existing ADU constructed prior to January 1, 2020, unless the building is deemed substandard. Upon submittal of an application for an unpermitted ADU, if deemed substandard through inspection, the Building Inspector shall provide a written report of the items within the ADU that are substandard.

§ 18.53.090 Review process for accessory dwelling unit not complying with development standards.

An accessory dwelling unit that does not comply with standards or requirements in Section 18.53.050 may be permitted with an administrative use permit as provided in Section 18.72.150, et seq. (Administrative Use Permits).

§ 18.53.100 Appeals of Planning Director or designee’s decision.

Appeals of any Planning Director or designee final decisions under this chapter to the City Council shall be permitted and shall conform to the requirements of Chapter 18.80 for such appeals.

SECTION 2. Section 18.34.035 (Commercial Service) of the Guadalupe Municipal Code is hereby added to read as follows:

§18.34.050 Temporary Uses.

The following temporary uses are permitted in this zone district upon approval of an administrative use permit (AUP) per Section 18.72.230:

- a. Circus, carnivals and special events.
- b. Fairs.
- c. Farmer's Markets.
- d. Car/Truck shows.
- e. Commercial sporting events.
- f. Any other uses similar in nature as determined by the Planning Director.

SECTION 3. Section 18.38.035 (Neighborhood Commercial) of the Guadalupe Municipal Code is hereby added to read as follows:

§18.38.050 Temporary Uses.

The following temporary uses are permitted in this zone district upon approval of an administrative use permit (AUP) per Section 18.72.230:

- a. Circus, carnivals and special events.
- b. Fairs.
- c. Farmer's Markets.
- d. Car/Truck shows.
- e. Commercial sporting events.
- f. Any other uses similar in nature as determined by the Planning Director.

SECTION 4. Section 18.40.035 (Industrial-commercial) of the Guadalupe Municipal Code is hereby added to read as follows:

§18.40.050 Temporary Uses.

The following temporary uses are permitted in this zone district upon approval of an administrative use permit (AUP) per Section 18.72.230:

- a. Circus, carnivals and special events.
- b. Fairs.
- c. Farmer's Markets.

- d. Car/Truck shows.
- e. Commercial sporting events.
- f. Any other uses similar in nature as determined by the Planning Director.

SECTION 5. Section 18.44.035 of the Guadalupe Municipal Code is hereby added to read as follows:

§18.44.050 Temporary Uses.

The following temporary uses are permitted in this zone district upon approval of an administrative use permit (AUP) per Section 18.72.230:

- a. Circus, carnivals and special events.
- b. Fairs.
- c. Farmer's Markets.
- d. Car/Truck shows.
- e. Commercial sporting events.
- f. Any other uses similar in nature as determined by the Planning Director.

SECTION 6. Chapter 18.48.030 of the Guadalupe Municipal Code is hereby amended to read as follows:

§18.48.030 Conditional uses.

- A. Uses permitted subject to obtaining a conditional use permit in the open space district include:
 - 1. Public or Private Schools;
 - 2. Private recreational and/or cultural activities;
 - 3. Hostels;
 - 4. Any change in the dimensions of the property, and grading, filling, excavation, paving, clearing, draining, farming or other alterations to the existing status of the property.
- B. Minimum lot area and dimensions, minimum yard and setback requirements, height limitations, off-street parking and off-street loading, shall be included within the conditions of approval for any conditional use permit granted in this district.

SECTION 7. Section 18.48.040 (Open Space) of the Guadalupe Municipal Code is hereby added to read as follows:

§18.48.040 Temporary Uses.

The following temporary uses are permitted in this zone district upon approval of an administrative use permit (AUP) per Section 18.72.230:

- a. Circus, carnivals and special events.
- b. Fairs.
- c. Farmer’s Markets.
- d. Car/Truck shows.
- e. Commercial sporting events.
- f. Any other uses similar in nature as determined by the Planning Director.

SECTION 8. Chapter 18.49.035 (Public Facilities) of the Guadalupe Municipal Code is hereby added to read as follows:

§18.49.035 Temporary Uses.

The following temporary uses are permitted in this zone district upon approval of an administrative use permit (AUP) per Section 18.72.230:

- a. Circus, carnivals and special events.
- b. Fairs.
- c. Farmer’s Markets.
- d. Car/Truck shows.
- e. Commercial sporting events.
- f. Any other uses similar in nature as determined by the Planning Director.

SECTION 9. This Ordinance has been reviewed for compliance with the California Environmental Quality Act (CEQA), and the CEQA guidelines, and has been found to be statutorily exempt pursuant to pursuant to Public Resources Code Section 21080.17 which exempts the adoption of the ordinance approving Zoning Code amendments related to accessory dwelling units implementing the provisions of Government Code Section(s) 65852.1 and 65852.2.

SECTION 10. 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 11. 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 November 2024 by the following roll call vote:

MOTION: CHRISTINA HERNANDEZ / WHITNEY FURNESS

AYES: 4 Councilmembers: Hernandez, Julian, Furness, Robles
NOES: 0
ABSENT: 1 Councilmember: Costa Jr.
ABSTAINED: 0

PASSED AND ADOPTED at a regular meeting of the City Council on the 26th day of November 2024 by the following vote:

MOTION:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST:

Amelia M. Villegas, City Clerk

Ariston Julian, Mayor

APPROVED AS IS TO FORM:

Philip F. Sinco, City Attorney



**REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 26, 2024**

Michael Cash

Todd Bodem

Prepared by:
Michael Cash, Director of Public Safety

Approved by:
Todd Bodem, City Administrator

SUBJECT: Adoption of a Resolution Authorizing the Police Department to accept the State of California – Office of Traffic Safety – Selective Traffic Enforcement Program (STEP) Grant.

RECOMMENDATIONS:

It is recommended that the City Council adopt Resolution No. 2024-67 approving the Police Department to execute the agreement between the City of Guadalupe and the State of California, Office of Traffic Safety for the Selective Traffic Enforcement Program (STEP) Grant.

BACKGROUND:

The City of Guadalupe is in Santa Barbara County, on the Central California coast near the famous Guadalupe-Nipomo Dunes. With a population of approximately 10,000 people (90% identify as Hispanic or Latino) residing in the city (Per Census). California’s Pacific Coast Highway, Highway 1, runs right through downtown Guadalupe.

The city is surrounded by multiple coastal cities (Santa Barbara, Santa Maria, and Lompoc) and attracts tourists with many outdoor activities and vacation rentals. This brings larger than normal traffic through the city inflating the number of drivers of the roadway diluting traffic enforcement staffing due to the increase in drivers who do not live within the city of Guadalupe.

Traffic congestion includes approximately 1,000 commuting vehicles traversing through the city of Guadalupe. This coupled with ongoing housing and retail construction development along the southern side of the city is boosting the city's population. The city of Guadalupe is attractive homes for families, providing safe and affordable neighborhoods, excellent restaurants, and good schools, and a friendly environment.

The Guadalupe Police Department (PD) officers responded to and investigated during 2021, a total of 51 crashes involving 6 alcohol-related crashes with 4 injuries; during 2022, a total of 63 traffic crashes involving 9 alcohol-related crashes, and during 2023, a total of 59 crashes involving

9 alcohol-related crashes. While the numbers may appear low DUI drivers continue to pose a significant risk to all our residents. The Guadalupe PD has seven dedicated officers to their Traffic Unit.

With a best practice and focused enforcement plan through the Selective Traffic Enforcement Program, the Guadalupe PD will be more successful in reducing injury and fatal crashes. This coupled with the support and partnership with the Office of Traffic Safety, the Guadalupe PD is afforded the opportunity conduct needed targeted traffic enforcement and tools to reduce fatal and injury crashes keeping the community of Guadalupe safer.

The Guadalupe Police Department applied for and was awarded a 2024 State of California – Office of Traffic Safety – Selective Traffic Enforcement Program (STEP) grant in the amount of \$57,000.00 dollars.

DISCUSSION:

The Guadalupe Police Department is seeking City Council approval to accept and utilize the awarded grant.

FISCAL IMPACT:

Adopting the proposed resolution will enable the Police Department to purchase and receive reimbursement for the acquisition of DUI Enforcement equipment, supplies, training, and education for the City of Guadalupe.

ATTACHMENTS:

1. Resolution No. 2024-67
2. Agreement

RESOLUTION NO. 2024-67

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA ACCEPTING THE STATE OF CALIFORNIA – OFFICE OF TRAFFIC SAFETY – SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT IN THE AMOUNT OF \$57,000.00 FOR DUI ENFORCEMENT EQUIPMENT, SUPPLIES, TRAINING, AND COMMUNITY EDUCATION.

WHEREAS, the Guadalupe Police Department has applied for and was awarded a State of California – Office of Traffic Safety – Selective Enforcement Program (STEP) Grant for DUI equipment, supplies, training, and community education, and

WHEREAS, the STEP Grant is for a total of \$57,000.00 funding for the grant to purchase specified DUI training, enforcement, and equipment.

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

SECTION 1. That the City Council accepts the STEP grant in the amount of \$57,000.00 for DUI training, enforcement, and equipment; and

SECTION 2. That the City Council authorizes the Director of Public Safety to execute the agreement between the City and the State of California, Office of Traffic Safety; and

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

PASSED, APPROVED AND ADOPTED at a regular meeting on the 26th day of November 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being C.C. **Resolution No. 2024-67**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 26, 2024, and that same was approved and adopted.

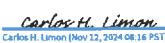



ATTEST:

Amelia M. Villegas, City Clerk


Ariston Julian, Mayor

APPROVED AS TO FORM:

Philip F. Sinco, City Attorney

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)	
2. NAME OF AGENCY Guadalupe Police Department	3. Grant Period From: 10/01/2024 To: 09/30/2025
4. AGENCY UNIT TO ADMINISTER GRANT Guadalupe Police Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$57,000.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: Carlos Limon TITLE: Lieutenant EMAIL: climon@ci.guadalupe.ca.us PHONE: (805) 343-2112 ADDRESS: 4490 10th St Guadalupe, CA 93434 <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ (Signature) </div> <div style="text-align: center;"> Nov 12, 2024 _____ (Date) </div> </div>	B. AUTHORIZING OFFICIAL ADDRESS: Michael Cash Chief of Police mcash@ci.guadalupe.ca.us (805) 343-2112 918 Obispo Street Guadalupe, CA 93434 <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ (Signature) </div> <div style="text-align: center;"> Nov 12, 2024 _____ (Date) </div> </div>
C. FISCAL OFFICIAL ADDRESS: Janice Davis Finance Director jdavis@ci.guadalupe.ca.us (805) 343-1340 ext 3895 918 Obispo Street Guadalupe, CA 93434 <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ (Signature) </div> <div style="text-align: center;"> Nov 12, 2024 _____ (Date) </div> </div>	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  _____ (Signature) </div> <div style="text-align: center;"> Nov 13, 2024 _____ (Date) </div> </div>

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM #: FH7SDGLEAH51 REGISTERED ADDRESS: 918 Obispo St CITY: Guadalupe ZIP+4: 93434-1428</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PT-25.1	20.600	0521-0890-101	2023	12/23	BA/23	\$5,382.00
164AL-25.1	20.608	0521-0890-101	2023	12/23	BA/23	\$6,889.00
402PT-25	20.600	0521-0890-101	2024	22/24	BA/24	\$19,618.00
164AL-25	20.608	0521-0890-101	2024	22/24	BA/24	\$25,111.00
					AGREEMENT TOTAL	\$57,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	\$57,000.00
<p><i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i></p>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	\$ 0.00
					TOTAL AMOUNT ENCUMBERED TO DATE	\$57,000.00
OTS ACCOUNTING OFFICER'S SIGNATURE  <small>Carolyn Vu (Nov 12, 2024 11:08 PST)</small>			DATE SIGNED Nov 12, 2024			

1. PROBLEM STATEMENT

The City of Guadalupe is in Santa Barbara County, on the Central California coast near the famous Guadalupe-Nipomo Dunes. With a population of approximately 10,000 people (90% identify as Hispanic or Latino) residing in the city (Per Census). California’s Pacific Coast Highway, Highway 1, runs right through the downtown Guadalupe. The city is surrounded by multiple coastal cities (Santa Barbara, Santa Maria, and Lompoc) and attracts tourists with many outdoor activities and vacation rentals. This brings larger than normal traffic through the city inflating the number of drivers of the roadway diluting traffic enforcement staffing due to the increase in drivers who don’t live within the city of Guadalupe. Traffic congestion includes approximately 1,000 commuting vehicles traversing through the city of Guadalupe.

This coupled with ongoing housing and retail construction development along the southern side of the city is boosting the city's population. The city of Guadalupe is an attractive home for families, providing safe and affordable neighborhoods, excellent restaurants, good schools, and a friendly environment.

The Guadalupe Police Department (PD) officers responded to and investigated during 2021, a total of 51 crashes involving 6 alcohol-related crashes with 4 injuries; during 2022, a total of 63 traffic crashes involving 9 alcohol-related crashes, and during 2023, a total of 59 crashes involving 9 alcohol-related crashes. While the numbers may appear low DUI drivers continue to pose a significant risk to all our residents. The Guadalupe PD has seven dedicated officers to their Traffic Unit.

With a best practice and focused enforcement plan through the Selective Traffic Enforcement Program, the Guadalupe PD will be more successful in reducing injury and fatal crashes. This coupled with the support and partnership with the Office of Traffic Safety, the Guadalupe PD is afforded the opportunity conduct needed targeted traffic enforcement and tools to reduce fatal and injury crashes keeping the community of Guadalupe safer.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of persons killed in alcohol-involved crashes.
7. Reduce the number of persons injured in alcohol-involved crashes.
8. Reduce the number of persons killed in drug-involved crashes.
9. Reduce the number of persons injured in drug-involved crashes.
10. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
11. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
12. Reduce the number of motorcyclists killed in traffic crashes.
13. Reduce the number of motorcyclists injured in traffic crashes.
14. Reduce hit & run fatal crashes.
15. Reduce nighttime (2100 - 0259 hours) fatal crashes.
16. Reduce nighttime (2100 - 0259 hours) injury crashes.
17. Reduce the number of bicyclists injured in traffic crashes.
18. Reduce hit & run injury crashes.

B. Objectives:

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.

Target Number

1

2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	12
3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	1
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	1
6. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
7. Conduct DUI Saturation Patrol operation(s).	4
8. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	5
9. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	1
10. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	1
11. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	3
12. Participate in highly visible collaborative DUI Enforcement operations.	4
13. Send law enforcement personnel to DUI Checkpoint Planning and Management training.	1
3. METHOD OF PROCEDURE	
A. Phase 1 – Program Preparation (1st Quarter of Grant Year)	
<ul style="list-style-type: none"> • The department will develop operational plans to implement the "best practice" strategies outlined in the objectives section. • All training needed to implement the program should be conducted in the first quarter. • All grant related purchases needed to implement the program should be made in the first quarter. • In order to develop/maintain the "DUI BOLOs," research will be conducted to identify the "worst of the worst" repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver's name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly. • Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations. 	
<u>Media Requirements:</u>	
Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only	

distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all Powerpoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS grant coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid

media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.

- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)

2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)

- Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT		
402PT-25	20.600	State and Community Highway Safety	\$25,000.00		
164AL-25	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$32,000.00		
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS					
Straight Time					\$0.00
Overtime					
DUI/DL Checkpoints	164AL-25	\$8,000.00	2	\$16,000.00	
DUI Saturation Patrols	164AL-25	\$1,550.00	4	\$6,200.00	
Collaborative DUI Enforcement	164AL-25	\$1,300.00	2	\$2,600.00	
Traffic Enforcement	402PT-25	\$1,225.00	5	\$6,125.00	
Distracted Driving	402PT-25	\$1,225.00	1	\$1,225.00	
Pedestrian and Bicycle Enforcement	402PT-25	\$1,225.00	1	\$1,225.00	
Traffic Safety Educational Presentations	402PT-25	\$600.00	3	\$1,800.00	
Category Sub-Total				\$35,175.00	
B. TRAVEL EXPENSES					
In State Travel	402PT-25	\$5,025.00	1	\$5,025.00	
				\$0.00	
Category Sub-Total				\$5,025.00	
C. CONTRACTUAL SERVICES					
				\$0.00	
Category Sub-Total				\$0.00	
D. EQUIPMENT					
				\$0.00	
Category Sub-Total				\$0.00	
E. OTHER DIRECT COSTS					
DUI Checkpoint Supplies	164AL-25	\$4,000.00	1	\$4,000.00	
PAS Device/Calibration Supplies	164AL-25	\$800.00	4	\$3,200.00	
Radar Device	402PT-25	\$2,400.00	4	\$9,600.00	
Category Sub-Total				\$16,800.00	
F. INDIRECT COSTS					
				\$0.00	
Category Sub-Total				\$0.00	
GRANT TOTAL					\$57,000.00

BUDGET NARRATIVE
<p>PERSONNEL COSTS DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.</p>
<p>DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.</p>
<p>Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel</p>
<p>Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.</p>
<p>Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.</p>
<p>Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.</p>
<p>Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.</p>
<p>TRAVEL EXPENSES In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include Lifesavers in Long Beach and the OTS Traffic Safety Law Enforcement Forum. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.</p>
<p>CONTRACTUAL SERVICES -</p>
<p>EQUIPMENT -</p>
<p>OTHER DIRECT COSTS DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device/Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed. Each item must have a unit cost of less than \$5,000 (including tax and shipping).</p>
<p>PAS Device/Calibration Supplies - Preliminary alcohol screening device to detect the presence of alcohol in a person's breath and calibration supplies to ensure accuracy. Costs may include mouth pieces, gas and accessories.</p>
<p>Radar Device - To measure the speed of motor vehicles. This device will be used for speed enforcement.</p>
<p>INDIRECT COSTS -</p>
<p>STATEMENTS/DISCLAIMERS There will be no program income generated from this grant.</p> <p>Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.</p>

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d et seq.](#), 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 *et seq.*), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

11/11/2024 5:00:04 PM

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review

upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to all subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—
PRIMARY TIER COVERED TRANSACTIONS**

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS

Grant Number:	PT25093
Agency Name:	Guadalupe Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	\$57,000.00
Authorizing Official:	Michael Cash
Fiscal Official:	Janice Davis
Grant Director:	Carlos Limon

CURRENT GEMS USER(S)

1. Patrick Schmitz

Title: Captain

Phone: (805) 714-2613

Email: pschmitz@ci.guadalupe.ca.us

Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 2		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 3		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 4		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
GEMS User 5		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Add/Change <input type="checkbox"/>	Remove Access <input type="checkbox"/>		
Name		Job Title	
Email address		Phone number	
Form completed by: <u>Carlos Limon</u> <small>Carlos H. Limon (Nov 12, 2024 08:15 PST)</small>		Date: Nov 12, 2024	
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.			
<u>Carlos H. Limon</u> <small>Carlos H. Limon (Nov 12, 2024 08:16 PST)</small>		Carlos H. Limon	
Signature		Name	
Nov 12, 2024		Grant Director	
Date		Title	



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 26, 2024

Janice Davis

Todd Bodem

Prepared by:
Janice Davis , Finance Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: 2023-2024 Cost Allocation Plan

RECOMMENDATION:

That the City Council adopt Resolution No. 2024-68 approving the fiscal year 2023-2024 Cost Allocation Plan.

DISCUSSION:

The purpose of the City's Cost Allocation Plan is to identify the total cost of providing specific City services. The total costs include direct and indirect costs. Please see the introductory pages of Attachment 2 for further details as to how indirect costs are allocated.

The goal of the Cost Allocation Plan is to provide a reasonable allocation of indirect costs in an equitable and consistent manner. A Cost Allocation Plan assists in identifying the total costs for the delivery of services both internally and externally. The plan is used for several purposes including:

- **Grant Administration** - Under federal cost accounting policies (Circular A-87), it is permissible to include indirect costs in accounting for grant programs. By establishing indirect cost rates, the cost allocation plan can be used in recovering the total costs (direct and indirect) associated with implementing grant programs.
- **Reimbursement Transfers** - The Cost Allocation Plan identifies the costs incurred by the General Fund in providing administrative support services to the City's other funds such as enterprise operations and special revenue funds.
- **General Fund User Charges** - Similar to ensuring that enterprise fund revenues fully recover their costs, the Cost Allocation Plan can also be used in determining appropriate user fees for General Fund services, such as planning applications, building permits and recreation activities, in ensuring that full cost of services are considered in setting rates.

- **Labor Rates** - In preparing the Budget, the City has developed full compensation costs for each of its regular employees. Along with accounting for paid leave (such as vacation, sick and holidays), “full cost” hourly labor rates can be developed that appropriately include indirect costs.
- **Contracting-Out for Services** - By identifying total costs, the cost allocation plan can also be helpful in analyzing the costs of contracting for services versus performing services in-house.

It should be noted that the City has used the same methodology for developing the Cost Allocation Plan every fiscal year dating back to FY2014-2015. The Plan’s methodology is based on the adopted budget and must therefore be updated with the approval of a new budget every fiscal year.

FISCAL IMPACT:

The overall indirect cost rate decreased from 18.5 percent in the prior year to 12.8 percent in 2023-2024. The Cost Allocation Plan is used for General Fund Reimbursement Transfers in the City’s annual budget document. The FY 2023-24 budget included transfers to the General Fund totaling \$1,298,240. This amount was partly a preliminary figure until the preparation of this Cost Allocation Plan. As reflected on Table 7 (page 24), total transfers to the General Fund per the 2023-2024 Cost Allocation Plan total \$1,145,406, which results in an decrease in funds of (\$152,834) to the General Fund. Staff will provide this change to the transfers into the General Fund at the mid-year budget review in January. A budget amendment and Resolution will be presented at that time, with other budget amendments if necessary.

ATTACHMENTS:

1. Resolution No. 2024-68
2. FY 2023-2024 Cost Allocation Plan

RESOLUTION NO. 2024-68

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, ADOPTING THE COST ALLOCATION PLAN FOR FISCAL YEAR 2023-2024

WHEREAS, City Staff has prepared a Cost Allocation Plan for fiscal year 2023-2024; and

WHEREAS, the purpose of the City’s Cost Allocation Plan is to identify the total cost of providing specific City services, which includes direct and indirect costs; and

WHEREAS, the goal of the Cost Allocation Plan is to reasonably allocate indirect costs by determining an indirect cost rate; and

WHEREAS, the indirect cost rate has been determined in a fair, convenient and consistent manner under this Cost Allocation Plan for fiscal year 2023-2024.

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

SECTION 1. That the attached Cost Allocation Plan for fiscal year 2023-2024 is hereby approved and adopted.

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 AND ADOPTED at a regular meeting on the 26th of November 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe, DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2024-68** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 26, 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

COST ALLOCATION PLAN

Fiscal Year 2023-24



City of Guadalupe

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INTRODUCTION

OVERVIEW

Purpose of the Plan

The purpose of the City's Cost Allocation Plan is to identify the total costs of providing specific City services. Why is a separate cost accounting analysis required to do this? Because in almost all organizations—whether in the private or the public sector—the cost of producing goods or delivering services can be classified into two basic categories: direct and indirect costs.

“Direct costs” by their nature are usually easy to identify and relate to a specific service. However, this is not the case for “indirect costs.” As such, if we want to know the “total cost” of providing a specific service, then we need to develop an approach—a plan—for reasonably allocating indirect costs to direct cost programs.

What Are Direct and Indirect Costs?

Direct costs are those that can be specifically identified with a particular cost objective, such as street maintenance, police protection and water service. Indirect costs are not readily identifiable with a direct operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective.

Common examples of indirect costs include accounting, legal services, human resources and building maintenance. Although indirect costs are generally not readily identifiable with direct cost programs, their cost should be included if we want to know the total cost of delivering specific services.

Budgeting and Accounting for Indirect Costs

Theoretically, all indirect costs could be directly charged to specific cost objectives; however, practical difficulties generally preclude such an

approach for organizational and accounting reasons. As such, almost all organizations in both the private and public sector separately budget and account for direct and indirect costs at some level depending on their financial reporting needs and the level of sophistication and complexity of their operations.

Distributing Indirect Costs

However, in order to determine the total cost of delivering specific services, some methodology for determining and distributing indirect costs must be developed, and that is the purpose of cost allocation plans: to identify indirect costs and to allocate them to benefiting direct cost programs in a logical, consistent and reasonable manner.

Plan Goal: Reasonable Allocation of Costs. It is important to stress that the goal of the Cost Allocation Plan is a reasonable allocation of indirect costs, not a “perfect” one. By their very nature, indirect costs are difficult to link with direct costs. As such, in developing an allocation approach, it is important to keep this goal in mind balancing the cost and of effort of complicated allocation methods with the likely benefits from the end results.

DETERMINING DIRECT AND INDIRECT COSTS

The first step in preparing the City's Cost Allocation Plan is determining direct and indirect costs. Program costs that primarily provide service to the public are identified as direct costs, whereas the cost of programs that primarily provide services to the organization are identified as indirect costs.

Additionally, use allowance costs for City Hall have also been developed. In accordance with generally accepted accounting principles, only operating costs are considered in preparing the cost allocation plan. As such, capital outlay, debt service, interfund transfers and “pass-through” costs (such as

INTRODUCTION

solid waste billing for the Valley Refuse and Garbage Company) are excluded from the calculations.

ALLOCATING INDIRECT COSTS

For general purposes, the City-wide indirect cost rate can be used as the basis for allocating indirect costs. The indirect cost rate is simply the ratio between indirect and direct costs, which can be easily computed for the City as a whole once the direct and indirect cost base has been determined.

Citywide Indirect Cost Rate

Provided in Table 1 (page 4) is a summary of direct and indirect costs for the City of Guadalupe based on the approved 2022-2023 Budget, along with the resulting citywide indirect cost rate. By applying the overall indirect cost rate to any specific direct cost program, the total cost of the program can be determined. For example, with an overall indirect cost rate of 18.5%, the total cost for a direct program of \$100,000 in Guadalupe would be \$118,500 with this approach.

Bases of Allocation

This method of cost allocation assumes that all indirect costs are incurred proportionately to the direct cost of the program. However, this may not be a reasonable assumption in all cases, as the benefit received from certain types of support service programs may be more closely related to another indicator of activity than cost.

For example, if a program service is primarily delivered through contract and does not have any City staffing directly associated with it, distributing payroll preparation and Human Resources costs to it may result in an inequitable allocation of costs. Because of this, the City's Cost Allocation Plan establishes separate *bases of allocation* for each major indirect cost category. With this approach, indirect costs can be allocated to each direct cost program in a fair, convenient, and most importantly, consistent

manner. Provided in Table 3 (page 6) is a summary of the primary methods of allocation used in distributing indirect costs to direct cost programs.

Some of these costs lend themselves to an easily justified, rational approach of distribution. For example, payroll and human resources costs are related to the number of employees serviced. Other costs may appear to be arbitrarily distributed; however, the allocation bases are consistent with generally accepted accounting principles, and recognize the concept that the cost of developing the information necessary to perform the cost allocations should not exceed the benefits likely to be gained.

Summary of Indirect Cost Allocations

A summary of the indirect cost allocations is provided in Tables 5.1 through 5.4 (pages 9 through 12), followed by the detailed allocations for each specific indirect cost program (Tables 6.1 through 6.6, pages 13 to 23).

Simple Method of Allocating Costs

In performing the cost allocations, all indirect costs have been allocated only to direct cost programs rather than using a more complex sequential allocation system. Although there are some conceptual difficulties with this approach, since all indirect costs are ultimately allocated to direct programs, the difference in the end result is insignificant. However, the cost of preparation, review and audit is significantly reduced; and how indirect costs are allocated is much more transparent.

For example, the cost of general administration by the City Administrator's office is allocated solely to direct cost programs based on their operating budget. However, as the general administration program also benefits the other indirect cost programs such as human resources, finance and building maintenance, the cost allocations could appear to be distorted since no allocations are made to them. Similarly, payroll preparation also benefits the general administration program (in fact, it also benefits itself).

INTRODUCTION

USES OF THE COST ALLOCATION PLAN

By identifying total program costs, the Cost Allocation Plan can be used as an analytical tool in many financial decision-making situations, including:

- **Grant Administration.** Under federal cost accounting policies (Circular A-87), it is permissible to include indirect costs in accounting for grant programs. By establishing indirect cost rates, the cost allocation plan can be used in recovering the total costs (direct and indirect) associated with implementing grant programs.
- **Reimbursement Transfers.** The Cost Allocation Plan identifies the costs incurred by the General Fund in providing administrative support services to the City's other funds such as enterprise operations and special revenue funds.
 - For example, although the City's administrative, legal services, finance, human resources and building maintenance programs are budgeted and accounted for in the General Fund, these programs provide support services to other City funds. The Cost Allocation Plan provides a clear methodology for determining this level of support in for the reimbursement of these costs. Recommended reimbursement transfers based on the Cost Allocation Plan compared with budget estimates are provided are provided in Table 7 (page 24).
- **General Fund User Charges.** Similar to ensuring that enterprise fund revenues fully recover their costs, the Cost Allocation Plan can also be used in determining appropriate user fees for General Fund services, such as planning applications, building permits and recreation activities, in ensuring that full cost of services are considered in setting rates.

- **Labor Rates.** In preparing the Budget, the City has developed full compensation costs for each of its regular employees. Along with accounting for paid leave (such as vacation, sick and holidays), “full cost” hourly labor rates can be developed that appropriately include indirect costs.
- **Contracting-Out for Services.** By identifying total costs, the cost allocation plan can also be helpful in analyzing the costs of contracting for services versus performing services in-house.

PLAN PREPARATION

In a true cost accounting system, indirect costs would be computed and allocated on an ongoing basis throughout the fiscal year based on actual costs. However, frequent updating in municipal finance would not serve any specific purpose—such as unit price control in a manufacturing company—but it would consume significant accounting resources. As such, the City's Cost Allocation Plan is prepared annually based on the budget adopted by the Council.

SUMMARY

The Cost Allocation Plan makes determining total program costs possible by establishing a reasonable methodology for identifying and allocating indirect costs to direct cost programs. Because of this, the Cost Allocation Plan can be a valuable analytical tool in a number of situations, including allocating organizational resources, performing expense analyses, evaluating the costs of performing services in-house versus contract, establishing fees designed for full cost recovery, recovering indirect costs associated with grant programs and reimbursing support service costs provided by the General Fund to other funds.

DIRECT AND INDIRECT COST SUMMARY

Table 1

DIRECT COSTS	
General Fund	
Police 01 4200	2,946,414
Fire 01 4220	1,329,123
Parks & Recreation 01 4300	425,699
Permits 01 4405	289,289
General Street Improvements(01 4451)	(77,000)
Special Revenue Funds	
Street & Roads Funds (20,22,71,83)	469,968
Public Safety Funds (57,42,40,43)	15,000
Lighting and Landscape Maintenance (60, 65, 63)	207,200
Library Fund (28)	17,000
Public Facilities Fund (36)	-
Park Development Fund (38)	-
CDBG Fund (67)	509,919
City Hall Equip Fund (78)	-
Traffic Mitigation (87)	-
Capital Facilities Fund (76)	70,000
Enterprise Funds	
Water Fund Operating (10)	2,714,899
Wastewater Fund Operating (12)	2,439,317
Solid Waste Fund (15)	-
Transit Fund (23)	879,814
TOTAL DIRECT COSTS	12,236,642

INDIRECT COSTS	
City Council	14,366
City Administration	603,490
City Attorney	100,000
Finance	752,100
Building Maintenance & Non Departmental	100,450
City Hall Use Allowance	183,400
TOTAL INDIRECT COSTS	1,753,806

OVERALL INDIRECT COST RATE	
Indirect Costs Divided by Direct Costs	14.3%

Under generally accepted accounting principles, capital outlay, debt service, interfund transfers and pass-through payments are usually excluded in calculating indirect cost rates; accordingly, only operating costs (less transfers) are considered in the City's cost allocation plan.

SUMMARY OF EXCLUDED COSTS AND OTHER ADJUSTMENTS

Table 2

RECONCILIATION TO 2023-24 BUDGET

Excluded Costs and Other Reconciling Adjustments	
Less Non-Budget Costs:	
City Hall Use Allowance	(183,400)
Plus Excluded Costs:	
General Fund Reimbursement Transfers	
Special Revenue Funds	
Street & Roads Funds	120,300
Library	17,000
Public Safety Funds	
Enterprise Funds	
Water Fund Operating	338,300
Wastewater Fund Operating	269,900
Transit Fund	75,300
Lighting/Landscape Districts	307,000
CDBG Misc	-
Other Transfers	
Measure A to Solid Waste	-
Capital Outlay - Transfers to CIP fund 89	
General Fund (building Improvements)	240,000
General Fund (Financial Actg Software)	73,000
General Fund (PD Electrical Service Upgrade)	100,000
General Fund (Master Plan Parks & Library)	190,000
General Fund (Street Improvements)	77,000
Special Revenue Funds	
Street & Roads Funds	1,268,925
Park Development Fund	-
Traffic Mitigation	50,000
Capital Facilities Fund	459,539
Community Facilities Grant (Leroy Park Phase II)	1,700,000
State Parks (Central Park)	4,400,000
Enterprise Funds	
Water Operating Fund - Deprc	-
Water Capital Fund	785,000
Transit Fund - Deprc. And capital	404,118
Wastewater Operating Fund - Deprc.	
Wastewater Capital Fund	2,650,000
Sewer Bond Fund	-
Pasadera Lighting & Landscape	-
Debt Service	
Capital Facilities Fund	-
Police & Fire (moved to Capital Facilities Fund)	-
Parks & Rec	-
Non-Departmental	130,666
Streets	-
Transit	-
Water Operating Fund	47,616
Wastewater Operating Fund	26,600
Pass-Throughs	
Total	13,546,864

Cost Allocation Plan	
Indirect	1,753,806
Direct	12,236,642
Total	\$13,990,448

Under generally accepted accounting principles, capital outlay, debt service, interfund transfers, and pass-through payments are usually excluded in calculating indirect cost rates; accordingly, only operating costs (less transfers and pass-throughs) are considered in the City's Cost Allocation Plan.

This schedule identifies these excluded costs, and along with other adjustments ("such as non-budgeted" use allowance costs), reconciles the direct and indirect costs used in the Cost Allocation Plan with the adopted budget.

2023-24	
Total: All City Funds	\$27,537,312

BASIS OF INDIRECT COST ALLOCATIONS

Table 3

INDIRECT COST PROGRAM	BASIS OF ALLOCATION
City Council	Operating Budget
City Administration	Operating Budget
General Administration	Assigned Program
Program Supervision	Full-Time Equivalent Staffing
Human Resources	Operating Budget
City Attorney	Operating Budget
Finance	Operating Budget
General Finance	Full-Time Equivalent Staffing
Payroll	Water and Wastewater Funds
Utility Billing	General Fund Operating Budget
Business License Tax	Assigned Space/Operating Budget
Building Maint/Non Dept	Assigned Space/Operating Budget
City Hall Use Allowance	Assigned Space/Operating Budget

CITY ADMINISTRATION PROGRAM COSTS

Table 4.1

	General Administration	Program Supervision	Human Resources	Total
Staffing	Percent			
City Administrator	0.20	0.75	0.05	1.00
Administrative Assistant	0.40	0.55	0.05	1.00
Human Resources Coordinator			1.00	1.00
Allocated Cost				
City Administrator	45,151	169,317	11,288	225,756
Administrative Assistant	58,504	80,443	7,313	146,259
Human Resources Manager	-	-	123,141	123,141
Total Staffing	103,655	249,760	141,742	495,157
Percent	20.9%	50.4%	28.6%	100.0%
Other Operating Costs	22,865	55,093	31,266	109,223
Total Allocated	126,519	304,853	173,007	604,380
Direct Allocations				
Animal Regulation (Police)				35,000
TOTAL				\$639,380

FINANCE PROGRAM COSTS

Table 4.2

	General Finance	Payroll	Utility Billing	Business License Tax	Total
Staffing	Percent				
Finance Director	75.0%	5.0%	15.0%	5.0%	100.0%
Business Manager	10.0%	62.5%	25.0%	2.5%	100.0%
Account Clerk	70.0%		30.0%		100.0%
Account Clerk	5.0%		85.0%	10.0%	100.0%
Account Clerk	5.0%		90.0%	5.0%	100.0%
Account Clerk	5.0%		90.0%	5.0%	100.0%
Allocated Cost					
Finance Director	122,934	8,196	24,587	8,196	163,912
Business Manager	16,931	105,821	42,328	4,233	169,314
Account Clerk	77,526	-	33,225	-	110,751
Account Clerk	6,606	-	112,310	13,213	132,130
Account Clerk	3,738	-	67,278	3,738	74,753
Account Clerk	3,615	-	65,066	3,615	72,296
Total Staffing	231,400	114,000	344,800	33,000	723,200
Percent	32.0%	15.8%	47.7%	4.6%	100.0%
Other Operating Costs	9,300	4,500	13,800	1,300	28,900
TOTAL	\$240,700	\$118,500	\$358,600	\$34,300	\$752,011

SUMMARY OF INDIRECT COST ALLOCATIONS

Table 5.1

	DIRECT COST PROGRAM SUMMARY			Total
	General Fund	Special Revenue Funds	Enterprise Funds	
City Council	5,822	1,504	7,040	14,366
City Administration				
General Administration	51,276	13,245	61,998	126,519
Program Supervision	85,359	67,068	152,426	304,853
Human Resources	128,532	8,183	35,402	172,118
City Attorney	40,528	10,469	49,003	100,000
Finance				
General Finance	97,552	25,198	117,950	240,700
Payroll	88,492	5,634	24,374	118,500
Utility Billing			358,600	358,600
Business License Tax	34,300			34,300
Building Maintenance/Non Dept	86,197	4,143	10,110	100,450
City Hall Use Allowance	143,462	11,608	28,330	183,400
TOTAL INDIRECT COSTS	\$761,522	\$147,052	\$845,232	\$1,753,806
Total Direct Costs	4,990,525	1,289,087	6,034,030	12,313,642
Total Costs	\$5,752,047	\$1,436,139	\$6,879,262	\$14,067,448
Indirect Cost Rate	15.3%	11.4%	14.0%	14.2%

SUMMARY OF INDIRECT COST ALLOCATIONS

Table 5.2

	GENERAL FUND				Total
	Police	Fire	Parks & Recreation	Permits	
City Council	3,438	1,551	497	338	5,822
City Administration					
General Administration	30,274	13,656	4,374	2,972	51,276
Program Supervision	50,243	9,146	15,243	45,728	120,359
Human Resources	72,272	34,468	12,898	8,895	128,532
City Attorney	23,928	10,794	3,457	2,349	40,528
Finance					
General Finance	57,595	25,981	8,321	5,655	97,552
Payroll	49,758	23,731	8,880	6,124	88,492
Utility Billing					
Business License Tax	20,251	9,135	2,926	1,988	34,300
Building Maintenance & Non Departmental	15,957	8,276	22,059	4,905	51,197
City Hall Use Allowance	44,715	23,189	61,813	13,745	143,462
TOTAL INDIRECT COSTS	\$368,429	\$159,926	\$140,467	\$92,700	\$761,522
Total Direct Costs	2,946,414	1,329,123	425,699	289,289	4,990,525
Total Costs	\$3,314,843	\$1,489,049	\$566,166	\$381,989	\$5,752,047
Indirect Cost Rate	12.5%	12.0%	33.0%	32.0%	15.3%

SUMMARY OF INDIRECT COST ALLOCATIONS

Table 5.3

	SPECIAL REVENUE FUNDS					Total
	CDBG & Cap Fac Fund	Pub Fac, Library & Park Dev	Streets & Roads	Public Safety	Lighting & Landscape	
City Council	677	20	548	18	242	1,504
City Administration						
General Administration	5,959	175	4,829	154	2,129	13,245
Program Supervision			60,971		6,097	67,068
Human Resources			8,183			8,183
City Attorney	4,710	138	3,817	122	1,683	10,469
Finance						
General Finance	11,336	332	9,187	293	4,050	25,198
Payroll			5,634			5,634
Utility Billing						
Business License Tax						
Building Maintenance	729	21	3,112	19	261	4,143
City Hall Use Allowance	2,044	60	8,721	53	730	11,608
TOTAL INDIRECT COSTS	\$25,454	\$746	\$105,002	\$658	\$15,191	\$147,052
Total Direct Costs	579,919	17,000	469,968	15,000	207,200	1,289,087
Total Costs	\$605,373	\$17,746	\$574,970	\$15,658	\$222,391	\$1,436,139
Indirect Cost Rate	4.4%	4.4%	22.3%	4.4%	7.3%	11.4%

SUMMARY OF INDIRECT COST ALLOCATIONS

Table 5.4

	ENTERPRISE FUNDS				Total
	Solid Waste	Water	Wastewater	Transit	
City Council	-	3,167	2,846	1,026	7,040
City Administration					-
General Administration		27,895	25,063	9,040	61,998
Program Supervision		60,971	60,971	30,485	152,426
Human Resources		17,034	17,034	1,334	35,402
City Attorney		22,048	19,810	7,145	49,003
Finance					-
General Finance		53,069	47,682	17,198	117,950
Payroll		11,728	11,728	919	24,374
Utility Billing		122,439	236,161		358,600
Business License Tax					-
Building Maintenance		5,936	3,068	1,107	10,110
City Hall Use Allowance		16,633	8,597	3,101	28,330
					-
TOTAL INDIRECT COSTS		\$340,918	\$432,959	\$71,355	\$845,232
Total Direct Costs	-	2,714,899	2,439,317	879,814	6,034,030
Total Costs		\$3,055,817	\$2,872,276	\$951,169	\$6,879,262
Indirect Cost Rate	#DIV/0!	12.6%	17.7%	8.1%	14.0%

INDIRECT PROGRAM COST ALLOCATION

Table 6.1

Indirect Cost Program	City Council
Budget	\$14,366
Base of Allocation	Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	2,946,414	23.9%	3,438
Fire	1,329,123	10.8%	1,551
Parks & Recreation	425,699	3.5%	497
Permits	289,289	2.3%	338
Special Revenue Funds			
Street & Roads Funds	469,968	3.8%	548
Public Safety Funds	15,000	0.1%	18
Lighting and Landscape Maintenance	207,200	1.7%	242
Library Fund (28)	17,000	0.1%	20
Public Facilities Fund (36)			
Park Development Fund (38)			
CDBG Fund (67)	509,919	4.1%	595
City Hall Equip (78)			
Capital Facilities Fund (76)	70,000	0.6%	82
Enterprise Funds			
Water Fund Operating	2,714,899	22.0%	3,167
Wastewater Fund Operating	2,439,317	19.8%	2,846
Solid Waste Fund			
Transit Fund	879,814	7.1%	1,026
Total Direct Cost Programs	12,313,642	100.0%	\$14,366

INDIRECT PROGRAM COST ALLOCATION

Table 6.2(a)

Indirect Cost Program	City Administration: General Administration
Budget	\$126,519
Base of Allocation	Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	2,946,414	23.9%	30,274
Fire	1,329,123	10.8%	13,656
Parks & Recreation	425,699	3.5%	4,374
Permits	289,289	2.3%	2,972
Special Revenue Funds			
Street & Roads Funds	469,968	3.8%	4,829
Public Safety Funds	15,000	0.1%	154
Lighting and Landscape Maintenance	207,200	1.7%	2,129
Library Fund (28)	17,000	0.1%	175
Public Facilities Fund (36)			
Park Development Fund (38)			
CDBG Fund (67)	509,919	4.1%	5,239
City Hall Equip (78)			
Capital Facilities Fund (76)	70,000	0.6%	719
Enterprise Funds			
Water Fund Operating	2,714,899	22.0%	27,895
Wastewater Fund Operating	2,439,317	19.8%	25,063
Solid Waste Fund			
Transit Fund	879,814	7.1%	9,040
Total Direct Cost Programs	12,313,642	100.0%	\$126,519

INDIRECT PROGRAM COST ALLOCATION

Table 6.2(b)

Indirect Cost Program	City Administration: Program Supervision
Budget	339,853
Base of Allocation	Assigned Program

Direct Cost Program	Percent of Total	Cost Allocation	Animal Regulation	Staff Planner	Total
General Fund					
Police	5	15,243	35,000		50,243
Fire	3	9,146			9,146
Parks & Recreation	5	15,243			15,243
Permits (includes Planning)	15	45,728			45,728
Special Revenue Funds					
Street & Roads Funds	20	60,971			60,971
Public Safety Funds					
Lighting and Landscape Maintenance	2	6,097			6,097
Enterprise Funds					
Water Fund Operating	20	60,971			60,971
Wastewater Fund Operating	20	60,971			60,971
Solid Waste Fund					
Transit Fund	10	30,485			30,485
	100.0				
Total Direct Cost Programs	100%	\$304,853	\$35,000		\$339,853

INDIRECT PROGRAM COST ALLOCATION

Table 6.2(c)

Indirect Cost Program	City Administration: Human Resources
Budget	\$173,007
Base of Allocation	Full-Time Equivalent Employees

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	16.25	41.8%	72,272
Fire	7.75	19.9%	34,468
Parks & Recreation	2.90	7.5%	12,898
Permits	2.00	5.1%	8,895
Special Revenue Funds			
Street & Roads Funds	1.84	4.7%	8,183
Public Safety Funds	-	-	-
Lighting and Landscape Maintenance	0.20	0.01	900.00
Enterprise Funds			
Water Fund Operating	3.83	9.8%	17,034
Wastewater Fund Operating	3.83	9.8%	17,034
Solid Waste Fund			
Transit Fund	0.30	0.8%	1,334
Total Direct Cost Programs	38.90	100.0%	\$173,018

INDIRECT PROGRAM COST ALLOCATION

Table 6.3

Indirect Cost Program	City Attorney
Budget	\$100,000
Base of Allocation	Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	2,946,414	23.9%	23,928
Fire	1,329,123	10.8%	10,794
Parks & Recreation	425,699	3.5%	3,457
Permits	289,289	2.3%	2,349
Special Revenue Funds			
Street & Roads Funds	469,968	3.8%	3,817
Public Safety Funds	15,000	0.1%	122
Lighting and Landscape Maintenance	207,200	1.7%	1,683
Library Fund (28)	17,000	0.1%	138
Public Facilities Fund (36)			
Park Development Fund (38)			
CDBG Fund (67)	509,919	4.1%	4,141
City Hall equip (78)			
Capital Facilities Fund (76)	70,000	0.6%	568
Enterprise Funds			
Water Fund Operating	2,714,899	22.0%	22,048
Wastewater Fund Operating	2,439,317	19.8%	19,810
Solid Waste Fund			
Transit Fund	879,814	7.1%	7,145
Total Direct Cost Programs	12,313,642	100.0%	\$100,000

INDIRECT PROGRAM COST ALLOCATION

Table 6.4(a)

Indirect Cost Program	Finance: General Finance
Budget	\$240,700
Base of Allocation	Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	2,946,414	23.9%	57,595
Fire	1,329,123	10.8%	25,981
Parks & Recreation	425,699	3.5%	8,321
Permits	289,289	2.3%	5,655
Special Revenue Funds			
Street & Roads Funds	469,968	3.8%	9,187
Public Safety Funds	15,000	0.1%	293
Lighting and Landscape Maintenance	207,200	1.7%	4,050
Library Fund (28)	17,000	0.1%	332
Public Facilities Fund (36)			
Park Development Fund (38)			
CDBG Fund (67)	509,919	4.1%	9,968
City Hall Equip (78)			
Capital Facilities Fund (76)	70,000	0.6%	1,368
Enterprise Funds			
Water Fund Operating	2,714,899	22.0%	53,069
Wastewater Fund Operating	2,439,317	19.8%	47,682
Solid Waste fund			
Transit Fund	879,814	7.1%	17,198
Total Direct Cost Programs	12,313,642	100.0%	\$240,700

INDIRECT PROGRAM COST ALLOCATION

Table 6.4(b)

Indirect Cost Program	Finance: Payroll
Budget	\$118,500
Base of Allocation	Full-Time Equivalent Staffing

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	16.25	42.0%	49,758
Fire	7.75	20.0%	23,731
Parks & Recreation	2.90	7.5%	8,880
Permits	2.00	5.2%	6,124
Special Revenue Funds			
Street & Roads Funds	1.84	4.8%	5,634
Public Safety Funds			
Lighting and Landscape Maintenance			
Enterprise Funds			
Water Fund Operating	3.83	9.9%	11,728
Wastewater Fund Operating	3.83	9.9%	11,728
Transit Fund	0.30	0.8%	919
Total Direct Cost Programs	38.70	100.0%	\$118,500

INDIRECT PROGRAM COST ALLOCATION

Table 6.4(c)

Indirect Cost Program	Finance: Utility Billing
Budget	\$358,600
Base of Allocation	Water and Wastewater

Direct Cost Program	Percent of Total	Cost Allocation
General Fund		
Police		
Fire		
Parks & Recreation		
Permits		
Special Revenue Funds		
Street & Roads Funds		
Public Safety Funds		
Lighting and Landscape Maintenance		
Enterprise Funds		
Water Fund Operating	34.1%	122,439
Wastewater Fund Operating	65.9%	236,161
Transit Fund		
Total Direct Cost Programs	100.0%	\$358,600

INDIRECT PROGRAM COST ALLOCATION

Table 6.4(d)

Indirect Cost Program	Finance: Business License Tax
Budget	\$34,300
Base of Allocation	General Fund Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	2,946,414	59.0%	20,251
Fire	1,329,123	26.6%	9,135
Parks & Recreation	425,699	8.5%	2,926
Permits	289,289	5.8%	1,988
Special Revenue Funds			
Street & Roads Funds			
Public Safety Funds			
Lighting and Landscape Maintenance			
Enterprise Funds			
Water Fund Operating			
Wastewater Fund Operating			
Transit Fund			
Total Direct Cost Programs	4,990,525	100.0%	\$34,300

INDIRECT PROGRAM COST ALLOCATION

Table 6.5

Indirect Cost Program	Building Maintenance & Non Departmental	<i>Direct</i>	<i>Indirect</i>	<i>Total</i>
Budget	65,450	\$49,964	\$15,486	\$65,450
Base of Allocation	Assigned Space/Operating Budget	12,960	4,017	16,977

Direct Cost Program	Direct Cost Programs			Indirect Cost Programs			Total Cost Allocation
	Base of Allocation	Percent of Total	Cost Allocation	Base of Allocation	Percent of Total	Operating Allocation	
General Fund							
Police	3,178	24.5%	12,252	2,946,414	23.9%	3,706	15,957
Fire	1,713	13.2%	6,604	1,329,123	10.8%	1,672	8,276
Parks & Recreation	5,583	43.1%	21,524	425,699	3.5%	535	22,059
Permits	1,178	9.1%	4,541	289,289	2.3%	364	4,905
Special Revenue Funds	-						
Street & Roads Funds	654	5.0%	2,521	469,968	3.8%	591	3,112
Public Safety Funds	-			15,000	0.1%	19	19
Lighting and Landscape Maintenance				207,200	1.7%	261	261
Library Fund (28)				17,000	0.1%	21	21
Public Facilities Fund (36)				-			
Park Development Fund (38)				-			
CDBG Fund (67)				509,919	4.1%	641	641
City Hall Equip (78)				-			
Capital Facilities Fund (76)				70,000	0.6%	88	88
Enterprise Funds	-						
Water Fund Operating	654	5.0%	2,521	2,714,899	22.0%	3,414	5,936
Wastewater Fund Operating	-			2,439,317	19.8%	3,068	3,068
Solid Waste Fund				-			
Transit Fund	-			879,814	7.1%	1,107	1,107
Total Direct Cost Programs	12,960	100.0%	\$49,964	12,313,642	100.0%	\$15,486	\$65,450

INDIRECT PROGRAM COST ALLOCATION

Table 6.6

Indirect Cost Program	City Hall Use Allowance	<i>Direct</i>	<i>Indirect</i>	<i>Total</i>
Budget	\$183,400	\$140,005	\$43,395	\$183,400
Base of Allocation	Assigned Space/Operating Budget	12,960	4,017	16,977

Direct Cost Program	Direct Cost Programs			Indirect Cost Programs			Total Cost Allocation
	Base of Allocation	Percent of Total	Cost Allocation	Base of Allocation	Percent of Total	Operating Allocation	
General Fund							
Police	3,178	24.5%	34,331	2,946,414	23.9%	10,384	44,715
Fire	1,713	13.2%	18,505	1,329,123	10.8%	4,684	23,189
Parks & Recreation	5,583	43.1%	60,312	425,699	3.5%	1,500	61,813
Permits	1,178	9.1%	12,726	289,289	2.3%	1,019	13,745
Special Revenue Funds							
Street & Roads Funds	654	5.0%	7,065	469,968	3.8%	1,656	8,721
Public Safety Funds				15,000	0.1%	53	53
Lighting and Landscape Maintenance				207,200	1.7%	730	730
Library Fund (28)				17,000	0.1%	60	60
Public Facilities Fund (36)				-			
Park Development Fund (38)				-			
CDBG Fund (67)				509,919	4.1%	1,797	1,797
City Hall Equip (78)				-			
Capital Facilities Fund (76)				70,000	0.6%	247	247
Enterprise Funds							
Water Fund Operating	654	5.0%	7,065	2,714,899	22.0%	9,568	16,633
Wastewater Fund Operating				2,439,317	19.8%	8,597	8,597
Solid Waste Fund				-			
Transit Fund				879,814	7.1%	3,101	3,101
Total Direct Cost Programs	12,960	100.0%	\$140,005	12,313,642	100.0%	\$43,395	\$183,400

Rental rates are conservatively based on a market rental rate of 87.5 cents per month per square feet based on three factors:

1. A recent appraisal for Successor Agency property shows market rents in the City ranging from 60 cents to \$1.20 per square foot per month for commercial uses. 87.5 cents is slightly below the middle of this range.
2. Commercial space is currently on the market for \$1.00 per square foot per month.
3. This market rate use allowance is made even more conservative based its application to “net” square footage (net of circulation, bathrooms, storage and other common areas), whereas commercial rates are typically based on “gross area.”

GENERAL FUND REIMBURSEMENT TRANSFERS

Table 7

	Per Estimate Table 2	2023-24 Per Cost Allocation Plan	Imposed Limitation*	Variance	Use
Special Revenue Funds					
Street & Roads Funds	120,300	105,000		(15,300)	105,000
Lighting and Landscape Maintenance	307,000	15,200		(291,800)	15,200
CDBG	-	22,381	24,500	46,881	24,500
City Hall Equip				-	-
Library Fund		746		746	746
Enterprise Funds				-	-
Water Fund Operating	338,300	340,900		2,600	340,900
Wastewater Fund Operating	269,900	433,000		163,100	433,000
Transit Fund	75,300	71,400		(3,900)	71,400
Successor Agency per 23-24 ROPS	192,424	192,400		(24)	192,400
Total	\$1,303,224	\$1,181,027	\$24,500	(\$97,697)	\$1,183,146

* Not currently allowed by funding sources need approval by the Department of Transportation

ALLOCATION BASES: FULL-TIME STAFFING

Table 8.1

DIRECT COST PROGRAMS	
General Fund	
Police	16.25
Fire	7.75
Parks & Recreation	2.90
Permits	2.00
Special Revenue Funds	
Street & Roads Funds	1.84
Public Safety Funds	-
Lighting and Landscape Maintenance	0.20
Enterprise Funds	
Water Fund Operating	3.83
Wastewater Fund Operating	3.83
Transit Fund	0.30
TOTAL DIRECT COST PROGRAMS	38.90

INDIRECT COST PROGRAMS	
City Council	-
Administration	3.00
City Attorney	-
Finance	6.00
Building Maintenance	1.10
City Hall Use Allowance	-
TOTAL INDIRECT COST PROGRAMS	10.10

TOTAL **49.00**

ALLOCATION BASES: ASSIGNED SPACE

Table 8.2

DIRECT COST PROGRAMS	
General Fund	
Police	3,178
Fire	1,713
Parks & Recreation	5,583
Permits	1,178
Special Revenue Funds	
Street & Roads Funds	654
Public Safety Funds	
Lighting and Landscape Maintenance	
Enterprise Funds	
Water Fund Operating	654
Wastewater Fund Operating	
Transit Fund	
TOTAL DIRECT COST PROGRAMS	12,960

Cost* @ \$0.90 per square foot per month ** \$140,000

INDIRECT COST PROGRAMS	
City Council	1,523
Administration	1,377
City Attorney	-
Finance	1,117
Building Maintenance	-
TOTAL INDIRECT COST PROGRAMS	4,017

Total Cost \$183,400 Total Sq Ft 16,977

	Direct	Indirect
Percent of Total Square Feet	76.3%	23.7%



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 26, 2024

Janice Davis

Todd Bodem

Prepared by:
Janice Davis , Finance Director

Approved by:
Todd Bodem, City Administrator

SUBJECT: 2024-2025 Cost Allocation Plan

RECOMMENDATION:

That the City Council adopt Resolution No. 2024-69 approving the fiscal year 2024-2025 Cost Allocation Plan.

DISCUSSION:

The purpose of the City's Cost Allocation Plan is to identify the total cost of providing specific City services. The total costs include direct and indirect costs. Please see the introductory pages of Attachment 2 for further details as to how indirect costs are allocated.

The goal of the Cost Allocation Plan is to provide a reasonable allocation of indirect costs in an equitable and consistent manner. A Cost Allocation Plan assists in identifying the total costs for the delivery of services both internally and externally. The plan is used for several purposes including:

- **Grant Administration** - Under federal cost accounting policies (Circular A-87), it is permissible to include indirect costs in accounting for grant programs. By establishing indirect cost rates, the cost allocation plan can be used in recovering the total costs (direct and indirect) associated with implementing grant programs.
- **Reimbursement Transfers** - The Cost Allocation Plan identifies the costs incurred by the General Fund in providing administrative support services to the City's other funds such as enterprise operations and special revenue funds.
- **General Fund User Charges** - Similar to ensuring that enterprise fund revenues fully recover their costs, the Cost Allocation Plan can also be used in determining appropriate user fees for General Fund services, such as planning applications, building permits and recreation activities, in ensuring that full cost of services are considered in setting rates.

- **Labor Rates** - In preparing the Budget, the City has developed full compensation costs for each of its regular employees. Along with accounting for paid leave (such as vacation, sick and holidays), “full cost” hourly labor rates can be developed that appropriately include indirect costs.
- **Contracting-Out for Services** - By identifying total costs, the cost allocation plan can also be helpful in analyzing the costs of contracting for services versus performing services in-house.

It should be noted that the City has used the same methodology for developing the Cost Allocation Plan every fiscal year dating back to FY2014-2015. The Plan’s methodology is based on the adopted budget and must therefore be updated with the approval of a new budget every fiscal year.

FISCAL IMPACT:

The overall indirect cost rate increased from 14.3 percent in the prior year to 21.3 percent in 2024-2025. The Cost Allocation Plan is used for General Fund Reimbursement Transfers in the City’s annual budget document. The current fiscal year’s budget includes transfers to the General Fund totaling \$1,571,340. This amount was a preliminary figure until the preparation of this Cost Allocation Plan. As reflected on Table 7 (page 24), total transfers to the General Fund per the 2024-2025 Cost Allocation Plan total \$2,034,613, which results in an increase in funds of \$463,273 to the General Fund.

ATTACHMENTS:

1. Resolution No. 2024-69
2. FY 2024-2025 Cost Allocation Plan

RESOLUTION NO. 2024-69

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA, ADOPTING
THE COST ALLOCATION PLAN FOR FISCAL YEAR 2024-2025**

WHEREAS, City Staff has prepared a Cost Allocation Plan for fiscal year 2024-2025; and

WHEREAS, the purpose of the City's Cost Allocation Plan is to identify the total cost of providing specific City services, which includes direct and indirect costs; and

WHEREAS, the goal of the Cost Allocation Plan is to reasonably allocate indirect costs by determining an indirect cost rate; and

WHEREAS, the indirect cost rate has been determined in a fair, convenient and consistent manner under this Cost Allocation Plan for fiscal year 2024-2025.

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

SECTION 1. That the attached Cost Allocation Plan for fiscal year 2024-2025 is hereby approved and adopted.

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 AND ADOPTED at a regular meeting on the 26th of November 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe, DO HEREBY CERTIFY that the foregoing Resolution, being **Resolution No. 2024-69** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 26, 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

COST ALLOCATION PLAN

Fiscal Year 2024-25



City of Guadalupe

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INTRODUCTION

OVERVIEW

Purpose of the Plan

The purpose of the City's Cost Allocation Plan is to identify the total costs of providing specific City services. Why is a separate cost accounting analysis required to do this? Because in almost all organizations—whether in the private or the public sector—the cost of producing goods or delivering services can be classified into two basic categories: direct and indirect costs.

“Direct costs” by their nature are usually easy to identify and relate to a specific service. However, this is not the case for “indirect costs.” As such, if we want to know the “total cost” of providing a specific service, then we need to develop an approach—a plan—for reasonably allocating indirect costs to direct cost programs.

What Are Direct and Indirect Costs?

Direct costs are those that can be specifically identified with a particular cost objective, such as street maintenance, police protection and water service. Indirect costs are not readily identifiable with a direct operating program, but rather, are incurred for a joint purpose that benefits more than one cost objective.

Common examples of indirect costs include accounting, legal services, human resources and building maintenance. Although indirect costs are generally not readily identifiable with direct cost programs, their cost should be included if we want to know the total cost of delivering specific services.

Budgeting and Accounting for Indirect Costs

Theoretically, all indirect costs could be directly charged to specific cost objectives; however, practical difficulties generally preclude such an

approach for organizational and accounting reasons. As such, almost all organizations in both the private and public sector separately budget and account for direct and indirect costs at some level depending on their financial reporting needs and the level of sophistication and complexity of their operations.

Distributing Indirect Costs

However, in order to determine the total cost of delivering specific services, some methodology for determining and distributing indirect costs must be developed, and that is the purpose of cost allocation plans: to identify indirect costs and to allocate them to benefiting direct cost programs in a logical, consistent and reasonable manner.

Plan Goal: Reasonable Allocation of Costs. It is important to stress that the goal of the Cost Allocation Plan is a reasonable allocation of indirect costs, not a “perfect” one. By their very nature, indirect costs are difficult to link with direct costs. As such, in developing an allocation approach, it is important to keep this goal in mind balancing the cost and of effort of complicated allocation methods with the likely benefits from the end results.

DETERMINING DIRECT AND INDIRECT COSTS

The first step in preparing the City's Cost Allocation Plan is determining direct and indirect costs. Program costs that primarily provide service to the public are identified as direct costs, whereas the cost of programs that primarily provide services to the organization are identified as indirect costs.

Additionally, use allowance costs for City Hall have also been developed. In accordance with generally accepted accounting principles, only operating costs are considered in preparing the cost allocation plan. As such, capital outlay, debt service, interfund transfers and “pass-through” costs (such as

INTRODUCTION

solid waste billing for the Valley Refuse and Garbage Company) are excluded from the calculations.

ALLOCATING INDIRECT COSTS

For general purposes, the City-wide indirect cost rate can be used as the basis for allocating indirect costs. The indirect cost rate is simply the ratio between indirect and direct costs, which can be easily computed for the City as a whole once the direct and indirect cost base has been determined.

Citywide Indirect Cost Rate

Provided in Table 1 (page 4) is a summary of direct and indirect costs for the City of Guadalupe based on the approved 2022-2023 Budget, along with the resulting citywide indirect cost rate. By applying the overall indirect cost rate to any specific direct cost program, the total cost of the program can be determined. For example, with an overall indirect cost rate of 18.5%, the total cost for a direct program of \$100,000 in Guadalupe would be \$118,500 with this approach.

Bases of Allocation

This method of cost allocation assumes that all indirect costs are incurred proportionately to the direct cost of the program. However, this may not be a reasonable assumption in all cases, as the benefit received from certain types of support service programs may be more closely related to another indicator of activity than cost.

For example, if a program service is primarily delivered through contract and does not have any City staffing directly associated with it, distributing payroll preparation and Human Resources costs to it may result in an inequitable allocation of costs. Because of this, the City's Cost Allocation Plan establishes separate *bases of allocation* for each major indirect cost category. With this approach, indirect costs can be allocated to each direct cost program in a fair, convenient, and most importantly, consistent

manner. Provided in Table 3 (page 6) is a summary of the primary methods of allocation used in distributing indirect costs to direct cost programs.

Some of these costs lend themselves to an easily justified, rational approach of distribution. For example, payroll and human resources costs are related to the number of employees serviced. Other costs may appear to be arbitrarily distributed; however, the allocation bases are consistent with generally accepted accounting principles, and recognize the concept that the cost of developing the information necessary to perform the cost allocations should not exceed the benefits likely to be gained.

Summary of Indirect Cost Allocations

A summary of the indirect cost allocations is provided in Tables 5.1 through 5.4 (pages 9 through 12), followed by the detailed allocations for each specific indirect cost program (Tables 6.1 through 6.6, pages 13 to 23).

Simple Method of Allocating Costs

In performing the cost allocations, all indirect costs have been allocated only to direct cost programs rather than using a more complex sequential allocation system. Although there are some conceptual difficulties with this approach, since all indirect costs are ultimately allocated to direct programs, the difference in the end result is insignificant. However, the cost of preparation, review and audit is significantly reduced; and how indirect costs are allocated is much more transparent.

For example, the cost of general administration by the City Administrator's office is allocated solely to direct cost programs based on their operating budget. However, as the general administration program also benefits the other indirect cost programs such as human resources, finance and building maintenance, the cost allocations could appear to be distorted since no allocations are made to them. Similarly, payroll preparation also benefits the general administration program (in fact, it also benefits itself).

INTRODUCTION

USES OF THE COST ALLOCATION PLAN

By identifying total program costs, the Cost Allocation Plan can be used as an analytical tool in many financial decision-making situations, including:

- **Grant Administration.** Under federal cost accounting policies (Circular A-87), it is permissible to include indirect costs in accounting for grant programs. By establishing indirect cost rates, the cost allocation plan can be used in recovering the total costs (direct and indirect) associated with implementing grant programs.
- **Reimbursement Transfers.** The Cost Allocation Plan identifies the costs incurred by the General Fund in providing administrative support services to the City's other funds such as enterprise operations and special revenue funds.
 - For example, although the City's administrative, legal services, finance, human resources and building maintenance programs are budgeted and accounted for in the General Fund, these programs provide support services to other City funds. The Cost Allocation Plan provides a clear methodology for determining this level of support in for the reimbursement of these costs. Recommended reimbursement transfers based on the Cost Allocation Plan compared with budget estimates are provided are provided in Table 7 (page 24).
- **General Fund User Charges.** Similar to ensuring that enterprise fund revenues fully recover their costs, the Cost Allocation Plan can also be used in determining appropriate user fees for General Fund services, such as planning applications, building permits and recreation activities, in ensuring that full cost of services are considered in setting rates.

- **Labor Rates.** In preparing the Budget, the City has developed full compensation costs for each of its regular employees. Along with accounting for paid leave (such as vacation, sick and holidays), “full cost” hourly labor rates can be developed that appropriately include indirect costs.
- **Contracting-Out for Services.** By identifying total costs, the cost allocation plan can also be helpful in analyzing the costs of contracting for services versus performing services in-house.

PLAN PREPARATION

In a true cost accounting system, indirect costs would be computed and allocated on an ongoing basis throughout the fiscal year based on actual costs. However, frequent updating in municipal finance would not serve any specific purpose—such as unit price control in a manufacturing company—but it would consume significant accounting resources. As such, the City's Cost Allocation Plan is prepared annually based on the budget adopted by the Council.

SUMMARY

The Cost Allocation Plan makes determining total program costs possible by establishing a reasonable methodology for identifying and allocating indirect costs to direct cost programs. Because of this, the Cost Allocation Plan can be a valuable analytical tool in a number of situations, including allocating organizational resources, performing expense analyses, evaluating the costs of performing services in-house versus contract, establishing fees designed for full cost recovery, recovering indirect costs associated with grant programs and reimbursing support service costs provided by the General Fund to other funds.

DIRECT AND INDIRECT COST SUMMARY

Table 1

DIRECT COSTS	
General Fund	
Police 01 4200	3,201,578
Fire 01 4220	1,450,615
Parks & Recreation 01 4300	477,468
Permits 01 4405	413,430
General Street Improvements(01 4451)	(77,000)
HEMP Cannabis	25,000
Special Revenue Funds	
Street & Roads Funds (20,22,71,83)	5,410,991
Public Safety Funds (57,42,40,43)	43,000
Lighting and Landscape Maintenance (60, 65, 63)	243,175
Library Fund (28)	22,000
Public Facilities Fund (36)	4,500
Park Development Fund (38)	7,200
CDBG Fund (67)	(3,621,908)
City Hall Equip Fund (78)	-
Traffic Mitigation (87)	-
OB 2019-3Prjct - Royal Theater (79)	10,304,378
Capital Facilities Fund (76)	631,521
Enterprise Funds	
Water Fund Operating (10)	2,174,555
Wastewater Fund Operating (12)	(869,858)
Solid Waste Fund (15)	-
Transit Fund (23)	883,791
TOTAL DIRECT COSTS	20,724,436

INDIRECT COSTS	
City Council	38,642
City Administration	760,123
City Attorney	100,000
Finance	892,800
Building Maintenance & Non Departmental	2,440,233
City Hall Use Allowance	183,400
TOTAL INDIRECT COSTS	4,415,198

OVERALL INDIRECT COST RATE	
Indirect Costs Divided by Direct Costs	21.3%

Under generally accepted accounting principles, capital outlay, debt service, interfund transfers and pass-through payments are usually excluded in calculating indirect cost rates; accordingly, only operating costs (less transfers) are considered in the City's cost allocation plan.

SUMMARY OF EXCLUDED COSTS AND OTHER ADJUSTMENTS

Table 2

RECONCILIATION TO 2024-25 BUDGET

Excluded Costs and Other Reconciling Adjustments	
Less Non-Budget Costs:	
City Hall Use Allowance	(183,400)
Plus Excluded Costs:	
General Fund Reimbursement Transfers	
Special Revenue Funds	
Street & Roads Funds	120,300
Public Safety Funds	
Enterprise Funds	
Water Fund Operating	338,300
Wastewater Fund Operating	269,900
Transit Fund	75,300
Lighting/Landscape Districts	307,000
CDBG Misc	-
Other Transfers	
Measure A to Solid Waste	-
Capital Outlay - Transfers to CIP fund 89	
General Fund (building Improvements)	240,000
General Fund (Financial Actg Software)	73,000
General Fund (PD Electrical Service Upgrade)	100,000
General Fund (Master Plan Parks & Library)	190,000
General Fund (Street Improvements)	77,000
Special Revenue Funds	
Street & Roads Funds	1,268,925
Park Development Fund	-
Traffic Mitigation	50,000
Capital Facilities Fund	459,539
Community Facilities Grant (Leroy Park Phase II)	1,700,000
State Parks (Central Park)	4,400,000
Enterprise Funds	
Water Operating Fund - Deprc	-
Water Capital Fund	650,000
Transit Fund - Deprc. And capital	404,118
Wastewater Operating Fund - Deprc.	2,650,000
Wastewater Capital Fund	989,000
CDBG-Sewer Enhancement Prj	3,534,908
Pasadera Lighting & Landscape	-
Debt Service	
Capital Facilities Fund	-
Police & Fire (moved to Capital Facilities Fund)	-
Parks & Rec	-
Non-Departmental	130,666
Streets	-
Transit	-
Water Operating Fund	47,616
Wastewater Operating Fund	26,600
Pass-Throughs	
Total	17,918,772

Cost Allocation Plan	
Indirect	4,415,198
Direct	20,724,436
Total	\$25,139,634

Under generally accepted accounting principles, capital outlay, debt service, interfund transfers, and pass-through payments are usually excluded in calculating indirect cost rates; accordingly, only operating costs (less transfers and pass-throughs) are considered in the City's Cost Allocation Plan.

This schedule identifies these excluded costs, and along with other adjustments ("such as non-budgeted" use allowance costs), reconciles the direct and indirect costs used in the Cost Allocation Plan with the adopted budget.

2024-25	
Total: All City Funds	\$43,058,406

BASIS OF INDIRECT COST ALLOCATIONS

Table 3

INDIRECT COST PROGRAM	BASIS OF ALLOCATION
City Council	Operating Budget
City Administration	Operating Budget
General Administration	Assigned Program
Program Supervision	Full-Time Equivalent Staffing
Human Resources	Operating Budget
City Attorney	Operating Budget
Finance	Operating Budget
General Finance	Full-Time Equivalent Staffing
Payroll	Water and Wastewater Funds
Utility Billing	General Fund Operating Budget
Business License Tax	Assigned Space/Operating Budget
Building Maint/Non Dept	Assigned Space/Operating Budget
City Hall Use Allowance	Assigned Space/Operating Budget

CITY ADMINISTRATION PROGRAM COSTS

Table 4.1

	General Administration	Program Supervision	Human Resources	Total
Staffing	Percent			
City Administrator	0.20	0.75	0.05	1.00
Administrative Assistant	0.40	0.55	0.05	1.00
Human Resources Coordinator			1.00	1.00
Allocated Cost				
City Administrator	51,565	193,369	12,891	257,825
Administrative Assistant	64,423	88,582	8,053	161,058
Human Resources Manager	-	-	232,026	232,026
Total Staffing	115,988	281,951	252,970	650,909
Percent	17.8%	43.3%	38.9%	100.0%
Other Operating Costs	21,041	51,148	45,891	118,080
Total Allocated	137,029	333,099	298,861	768,989
Direct Allocations				
Animal Regulation (Police)				73,916
TOTAL				\$842,905

FINANCE PROGRAM COSTS

Table 4.2

	General Finance	Payroll	Utility Billing	Business License Tax	Total
Staffing	Percent				
Finance Director	75.0%	5.0%	15.0%	5.0%	100.0%
Business Manager	10.0%	62.5%	25.0%	2.5%	100.0%
Account Clerk	70.0%		30.0%		100.0%
Account Clerk	5.0%		85.0%	10.0%	100.0%
Account Clerk	5.0%		90.0%	5.0%	100.0%
Account Clerk	5.0%		90.0%	5.0%	100.0%
Allocated Cost					
Finance Director	138,908	9,261	27,782	9,261	185,210
Business Manager	18,048	112,798	45,119	4,512	180,476
Account Clerk	86,714	-	37,163	-	123,877
Account Clerk	6,839	-	116,261	13,678	136,777
Account Clerk	4,638	-	83,480	4,638	92,755
Account Clerk	4,275	-	76,953	4,275	85,504
Total Staffing	259,400	122,100	386,800	36,400	804,700
Percent	32.2%	15.2%	48.1%	4.5%	100.0%
Other Operating Costs	28,500	13,300	42,300	4,000	88,100
TOTAL	\$287,900	\$135,400	\$429,100	\$40,400	\$892,544

SUMMARY OF INDIRECT COST ALLOCATIONS

Table 5.1

	DIRECT COST PROGRAM SUMMARY			Total
	General Fund	Special Revenue Funds	Enterprise Funds	
City Council	20,454	10,112	8,076	38,642
City Administration				
General Administration	72,533	35,860	28,637	137,029
Program Supervision	93,268	73,282	166,549	333,099
Human Resources	210,200	13,595	66,200	289,995
City Attorney	52,932	26,169	20,898	100,000
Finance				
General Finance	152,392	75,342	60,166	287,900
Payroll	98,143	6,347	30,909	135,400
Utility Billing			429,100	429,100
Business License Tax	40,400			40,400
Building Maintenance/Non Dept	1,994,385	237,681	208,168	2,440,233
City Hall Use Allowance	148,845	18,421	16,134	183,400
TOTAL INDIRECT COSTS	\$2,883,551	\$496,809	\$1,034,837	\$4,415,198
Total Direct Costs	5,543,091	2,740,479	2,188,488	10,472,058
Total Costs	\$8,426,642	\$3,237,288	\$3,223,325	\$14,887,256
Indirect Cost Rate	52.0%	18.1%	47.3%	42.2%

SUMMARY OF INDIRECT COST ALLOCATIONS

Table 5.2

	GENERAL FUND				Total
	Police	Fire	Parks & Recreation	Permits	
City Council	11,814	5,353	1,762	1,526	20,454
City Administration					
General Administration	41,893	18,982	6,248	5,410	72,533
Program Supervision	90,571	9,993	16,655	49,965	167,184
Human Resources	112,673	50,611	32,140	14,777	210,200
City Attorney	30,573	13,852	4,559	3,948	52,932
Finance					
General Finance	88,018	39,881	13,127	11,366	152,392
Payroll	52,608	23,630	15,006	6,899	98,143
Utility Billing					
Business License Tax	23,334	10,573	3,480	3,013	40,400
Building Maintenance & Non Departmental	614,139	316,324	803,708	186,299	1,920,469
City Hall Use Allowance	47,598	24,516	62,291	14,439	148,845
TOTAL INDIRECT COSTS	\$1,113,221	\$513,714	\$958,975	\$297,641	\$2,883,551
Total Direct Costs	3,201,578	1,450,615	477,468	413,430	5,543,091
Total Costs	\$4,314,799	\$1,964,329	\$1,436,443	\$711,071	\$8,426,642
Indirect Cost Rate	34.8%	35.4%	200.8%	72.0%	52.0%

SUMMARY OF INDIRECT COST ALLOCATIONS

Table 5.3

	SPECIAL REVENUE FUNDS					Total
	CDBG & Cap Fac Fund	Pub Fac, Library & Park Dev	Streets & Roads	Public Safety	Lighting & Landscape	
City Council	(11,035)	124	19,967	159	897	10,112
City Administration						
General Administration	(39,130)	441	70,804	563	3,182	35,860
Program Supervision			66,620		6,662	73,282
Human Resources			13,595			13,595
City Attorney	(28,556)	322	51,671	411	2,322	26,169
Finance						
General Finance	(82,212)	926	148,760	1,182	6,685	75,342
Payroll			6,347			6,347
Utility Billing						
Business License Tax						
Building Maintenance	(159,886)	1,802	380,464	2,299	13,002	237,681
City Hall Use Allowance	(12,392)	140	29,488	178	1,008	18,421
TOTAL INDIRECT COSTS	(\$333,210)	\$3,755	\$787,715	\$4,791	\$33,758	\$496,809
Total Direct Costs	(2,990,387)	33,700	5,410,991	43,000	243,175	2,740,479
Total Costs	(\$3,323,597)	\$37,455	\$6,198,706	\$47,791	\$276,933	\$3,237,288
Indirect Cost Rate	11.1%	11.1%	14.6%	11.1%	13.9%	18.1%

SUMMARY OF INDIRECT COST ALLOCATIONS

Table 5.4

	ENTERPRISE FUNDS				Total
	Solid Waste	Water	Wastewater	Transit	
City Council	-	8,024	(3,210)	3,261	8,076
City Administration					-
General Administration		28,455	(11,382)	11,565	28,637
Program Supervision		66,620	66,620	33,310	166,549
Human Resources		28,298	35,686	2,217	66,200
City Attorney		20,765	(8,306)	8,440	20,898
Finance					-
General Finance		59,783	(23,914)	24,297	60,166
Payroll		13,212	16,662	1,035	30,909
Utility Billing		232,679	196,421		429,100
Business License Tax					-
Building Maintenance		207,423	(46,508)	47,253	208,168
City Hall Use Allowance		16,076	(3,605)	3,662	16,134
					-
TOTAL INDIRECT COSTS		\$681,335	\$218,463	\$135,040	\$1,034,837
Total Direct Costs	-	2,174,555	(869,858)	883,791	2,188,488
Total Costs		\$2,855,890	(\$651,395)	\$1,018,831	\$3,223,325
Indirect Cost Rate	#DIV/0!	31.3%	-25.1%	15.3%	47.3%

INDIRECT PROGRAM COST ALLOCATION

Table 6.1

Indirect Cost Program	City Council
Budget	\$38,642
Base of Allocation	Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	3,201,578	30.6%	11,814
Fire	1,450,615	13.9%	5,353
Parks & Recreation	477,468	4.6%	1,762
Permits	413,430	3.9%	1,526
Special Revenue Funds			
Street & Roads Funds	5,410,991	51.7%	19,967
Public Safety Funds	43,000	0.4%	159
Lighting and Landscape Maintenance	243,175	2.3%	897
Library Fund (28)	22,000	0.2%	81
Public Facilities Fund (36)	4,500	0.0%	17
Park Development Fund (38)	7,200	0.1%	27
CDBG Fund (67)	(3,621,908)	-34.6%	(13,365)
City Hall Equip (78)			
Capital Facilities Fund (76)	631,521	6.0%	2,330
Enterprise Funds			
Water Fund Operating	2,174,555	20.8%	8,024
Wastewater Fund Operating	(869,858)	-8.3%	(3,210)
Solid Waste Fund			
Transit Fund	883,791	8.4%	3,261
Total Direct Cost Programs	10,472,058	100.0%	\$38,642

INDIRECT PROGRAM COST ALLOCATION

Table 6.2(a)

Indirect Cost Program	City Administration: General Administration
Budget	\$137,029
Base of Allocation	Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	3,201,578	30.6%	41,893
Fire	1,450,615	13.9%	18,982
Parks & Recreation	477,468	4.6%	6,248
Permits	413,430	3.9%	5,410
Special Revenue Funds			
Street & Roads Funds	5,410,991	51.7%	70,804
Public Safety Funds	43,000	0.4%	563
Lighting and Landscape Maintenance	243,175	2.3%	3,182
Library Fund (28)	22,000	0.2%	288
Public Facilities Fund (36)	4,500	0.0%	59
Park Development Fund (38)	7,200	0.1%	94
CDBG Fund (67)	(3,621,908)	-34.6%	(47,394)
City Hall Equip (78)			
Capital Facilities Fund (76)	631,521	6.0%	8,264
Enterprise Funds			
Water Fund Operating	2,174,555	20.8%	28,455
Wastewater Fund Operating	(869,858)	-8.3%	(11,382)
Solid Waste Fund			
Transit Fund	883,791	8.4%	11,565
Total Direct Cost Programs	10,472,058	100.0%	\$137,029

INDIRECT PROGRAM COST ALLOCATION

Table 6.2(b)

Indirect Cost Program	City Administration: Program Supervision
Budget	407,015
Base of Allocation	Assigned Program

Direct Cost Program	Percent of Total	Cost Allocation	Animal Regulation	Staff Planner	Total
General Fund					
Police	5	16,655	73,916		90,571
Fire	3	9,993			9,993
Parks & Recreation	5	16,655			16,655
Permits (includes Planning)	15	49,965			49,965
Special Revenue Funds					
Street & Roads Funds	20	66,620			66,620
Public Safety Funds					
Lighting and Landscape Maintenance	2	6,662			6,662
Enterprise Funds					
Water Fund Operating	20	66,620			66,620
Wastewater Fund Operating	20	66,620			66,620
Solid Waste Fund					
Transit Fund	10	33,310			33,310
	100.0				
Total Direct Cost Programs	100%	\$333,099	\$73,916		\$407,015

INDIRECT PROGRAM COST ALLOCATION

Table 6.2(c)

Indirect Cost Program	City Administration: Human Resources
Budget	\$298,861
Base of Allocation	Full-Time Equivalent Employees

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	15.25	37.7%	112,673
Fire	6.85	16.9%	50,611
Parks & Recreation	4.35	10.8%	32,140
Permits	2.00	4.9%	14,777
Special Revenue Funds			
Street & Roads Funds	1.84	4.5%	13,595
Public Safety Funds	-	-	-
Lighting and Landscape Maintenance	1.20	0.03	8,900.00
Enterprise Funds			
Water Fund Operating	3.83	9.5%	28,298
Wastewater Fund Operating	4.83	11.9%	35,686
Solid Waste Fund			
Transit Fund	0.30	0.7%	2,217
Total Direct Cost Programs	40.45	100.0%	\$298,895

INDIRECT PROGRAM COST ALLOCATION

Table 6.3

Indirect Cost Program	City Attorney
Budget	\$100,000
Base of Allocation	Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	3,201,578	30.6%	30,573
Fire	1,450,615	13.9%	13,852
Parks & Recreation	477,468	4.6%	4,559
Permits	413,430	3.9%	3,948
Special Revenue Funds			
Street & Roads Funds	5,410,991	51.7%	51,671
Public Safety Funds	43,000	0.4%	411
Lighting and Landscape Maintenance	243,175	2.3%	2,322
Library Fund (28)	22,000	0.2%	210
Public Facilities Fund (36)	4,500	0.0%	43
Park Development Fund (38)	7,200	0.1%	69
CDBG Fund (67)	(3,621,908)	-34.6%	(34,586)
City Hall equip (78)			
Capital Facilities Fund (76)	631,521	6.0%	6,031
Enterprise Funds			
Water Fund Operating	2,174,555	20.8%	20,765
Wastewater Fund Operating	(869,858)	-8.3%	(8,306)
Solid Waste Fund			
Transit Fund	883,791	8.4%	8,440
Total Direct Cost Programs	10,472,058	100.0%	\$100,000

INDIRECT PROGRAM COST ALLOCATION

Table 6.4(a)

Indirect Cost Program	Finance: General Finance
Budget	\$287,900
Base of Allocation	Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	3,201,578	30.6%	88,018
Fire	1,450,615	13.9%	39,881
Parks & Recreation	477,468	4.6%	13,127
Permits	413,430	3.9%	11,366
Special Revenue Funds			
Street & Roads Funds	5,410,991	51.7%	148,760
Public Safety Funds	43,000	0.4%	1,182
Lighting and Landscape Maintenance	243,175	2.3%	6,685
Library Fund (28)	22,000	0.2%	605
Public Facilities Fund (36)	4,500	0.0%	124
Park Development Fund (38)	7,200	0.1%	198
CDBG Fund (67)	(3,621,908)	-34.6%	(99,574)
City Hall Equip (78)			
Capital Facilities Fund (76)	631,521	6.0%	17,362
Enterprise Funds			
Water Fund Operating	2,174,555	20.8%	59,783
Wastewater Fund Operating	(869,858)	-8.3%	(23,914)
Solid Waste fund			
Transit Fund	883,791	8.4%	24,297
Total Direct Cost Programs	10,472,058	100.0%	\$287,900

INDIRECT PROGRAM COST ALLOCATION

Table 6.4(b)

Indirect Cost Program	Finance: Payroll
Budget	\$135,400
Base of Allocation	Full-Time Equivalent Staffing

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	15.25	38.9%	52,608
Fire	6.85	17.5%	23,630
Parks & Recreation	4.35	11.1%	15,006
Permits	2.00	5.1%	6,899
Special Revenue Funds			
Street & Roads Funds	1.84	4.7%	6,347
Public Safety Funds			
Lighting and Landscape Maintenance			
Enterprise Funds			
Water Fund Operating	3.83	9.8%	13,212
Wastewater Fund Operating	4.83	12.3%	16,662
Transit Fund	0.30	0.8%	1,035
Total Direct Cost Programs	39.25	100.0%	\$135,400

INDIRECT PROGRAM COST ALLOCATION

Table 6.4(c)

Indirect Cost Program	Finance: Utility Billing
Budget	\$429,100
Base of Allocation	Water and Wastewater

Direct Cost Program	Percent of Total	Cost Allocation
General Fund		
Police		
Fire		
Parks & Recreation		
Permits		
Special Revenue Funds		
Street & Roads Funds		
Public Safety Funds		
Lighting and Landscape Maintenance		
Enterprise Funds		
Water Fund Operating	54.2%	232,679
Wastewater Fund Operating	45.8%	196,421
Transit Fund		
Total Direct Cost Programs	100.0%	\$429,100

INDIRECT PROGRAM COST ALLOCATION

Table 6.4(d)

Indirect Cost Program	Finance: Business License Tax
Budget	\$40,400
Base of Allocation	General Fund Operating Budget

Direct Cost Program	Base of Allocation	Percent of Total	Cost Allocation
General Fund			
Police	3,201,578	57.8%	23,334
Fire	1,450,615	26.2%	10,573
Parks & Recreation	477,468	8.6%	3,480
Permits	413,430	7.5%	3,013
Special Revenue Funds			
Street & Roads Funds			
Public Safety Funds			
Lighting and Landscape Maintenance			
Enterprise Funds			
Water Fund Operating			
Wastewater Fund Operating			
Transit Fund			
Total Direct Cost Programs	5,543,091	100.0%	\$40,400

INDIRECT PROGRAM COST ALLOCATION

Table 6.5

Indirect Cost Program	Building Maintenance & Non Departmental	<i>Direct</i>	<i>Indirect</i>	<i>Total</i>
Budget	2,366,317	\$1,806,413	\$559,904	\$2,366,317
Base of Allocation	Assigned Space/Operating Budget	12,960	4,017	16,977

Direct Cost Program	Direct Cost Programs			Indirect Cost Programs			Total Cost Allocation
	Base of Allocation	Percent of Total	Cost Allocation	Base of Allocation	Percent of Total	Operating Allocation	
General Fund							
Police	3,178	24.5%	442,961	3,201,578	30.6%	171,177	614,139
Fire	1,713	13.2%	238,764	1,450,615	13.9%	77,559	316,324
Parks & Recreation	5,583	43.1%	778,179	477,468	4.6%	25,529	803,708
Permits	1,178	9.1%	164,194	413,430	3.9%	22,105	186,299
Special Revenue Funds	-						
Street & Roads Funds	654	5.0%	91,157	5,410,991	51.7%	289,307	380,464
Public Safety Funds	-			43,000	0.4%	2,299	2,299
Lighting and Landscape Maintenance				243,175	2.3%	13,002	13,002
Library Fund (28)				22,000	0.2%	1,176	1,176
Public Facilities Fund (36)				4,500	0.0%	241	241
Park Development Fund (38)				7,200	0.1%	385	385
CDBG Fund (67)				(3,621,908)	-34.6%	(193,651)	(193,651)
City Hall Equip (78)				-			
Capital Facilities Fund (76)				631,521	6.0%	33,765	33,765
Enterprise Funds	-						
Water Fund Operating	654	5.0%	91,157	2,174,555	20.8%	116,266	207,423
Wastewater Fund Operating	-			(869,858)	-8.3%	(46,508)	(46,508)
Solid Waste Fund				-			
Transit Fund	-			883,791	8.4%	47,253	47,253
Total Direct Cost Programs	12,960	100.0%	\$1,806,413	10,472,058	100.0%	\$559,904	\$2,366,317

INDIRECT PROGRAM COST ALLOCATION

Table 6.6

Indirect Cost Program	City Hall Use Allowance	<i>Direct</i>	<i>Indirect</i>	<i>Total</i>
Budget	\$183,400	\$140,005	\$43,395	\$183,400
Base of Allocation	Assigned Space/Operating Budget	12,960	4,017	16,977

Direct Cost Program	Direct Cost Programs			Indirect Cost Programs			Total Cost Allocation
	Base of Allocation	Percent of Total	Cost Allocation	Base of Allocation	Percent of Total	Operating Allocation	
General Fund							
Police	3,178	24.5%	34,331	3,201,578	30.6%	13,267	47,598
Fire	1,713	13.2%	18,505	1,450,615	13.9%	6,011	24,516
Parks & Recreation	5,583	43.1%	60,312	477,468	4.6%	1,979	62,291
Permits	1,178	9.1%	12,726	413,430	3.9%	1,713	14,439
Special Revenue Funds							
Street & Roads Funds	654	5.0%	7,065	5,410,991	51.7%	22,423	29,488
Public Safety Funds				43,000	0.4%	178	178
Lighting and Landscape Maintenance				243,175	2.3%	1,008	1,008
Library Fund (28)				22,000	0.2%	91	91
Public Facilities Fund (36)				4,500	0.0%	19	19
Park Development Fund (38)				7,200	0.1%	30	30
CDBG Fund (67)				(3,621,908)	-34.6%	(15,009)	(15,009)
City Hall Equip (78)				-			
Capital Facilities Fund (76)				631,521	6.0%	2,617	2,617
Enterprise Funds							
Water Fund Operating	654	5.0%	7,065	2,174,555	20.8%	9,011	16,076
Wastewater Fund Operating				(869,858)	-8.3%	(3,605)	(3,605)
Solid Waste Fund				-			
Transit Fund				883,791	8.4%	3,662	3,662
Total Direct Cost Programs	12,960	100.0%	\$140,005	10,472,058	100.0%	\$43,395	\$183,400

Rental rates are conservatively based on a market rental rate of 87.5 cents per month per square feet based on three factors:

1. A recent appraisal for Successor Agency property shows market rents in the City ranging from 60 cents to \$1.20 per square foot per month for commercial uses. 87.5 cents is slightly below the middle of this range.
2. Commercial space is currently on the market for \$1.00 per square foot per month.
3. This market rate use allowance is made even more conservative based its application to “net” square footage (net of circulation, bathrooms, storage and other common areas), whereas commercial rates are typically based on “gross area.”

GENERAL FUND REIMBURSEMENT TRANSFERS

Table 7

	Per Estimate Table 2	2024-25 Per Cost Allocation Plan	Imposed Limitation*	Variance	Use
Special Revenue Funds					
Street & Roads Funds	120,300	787,700		667,400	787,700
Lighting and Landscape Maintenance	307,000	33,800		(273,200)	33,800
CDBG	-	(403,579)	8,162	(395,417)	8,162
City Hall Equip				-	-
Library Fund		2,451		2,451	2,451
Enterprise Funds				-	-
Water Fund Operating	338,300	681,300		343,000	681,300
Wastewater Fund Operating	269,900	218,500		(51,400)	218,500
Transit Fund	75,300	135,000		59,700	135,000
Successor Agency per 23-24 ROPS	167,728	167,700		(28)	167,700
Total	\$1,278,528	\$1,622,873	\$8,162	\$352,507	\$2,034,613

* Not currently allowed by funding sources need approval by the Department of Transportation

ALLOCATION BASES: FULL-TIME STAFFING

Table 8.1

DIRECT COST PROGRAMS	
General Fund	
Police	15.25
Fire	6.85
Parks & Recreation	4.35
Permits	2.00
Special Revenue Funds	
Street & Roads Funds	1.84
Public Safety Funds	-
Lighting and Landscape Maintenance	1.20
Enterprise Funds	
Water Fund Operating	3.83
Wastewater Fund Operating	4.83
Transit Fund	0.30
TOTAL DIRECT COST PROGRAMS	40.45

INDIRECT COST PROGRAMS	
City Council	-
Administration	4.00
City Attorney	-
Finance	6.00
Building Maintenance	0.50
City Hall Use Allowance	-
TOTAL INDIRECT COST PROGRAMS	10.50

TOTAL 50.95

ALLOCATION BASES: ASSIGNED SPACE

Table 8.2

DIRECT COST PROGRAMS	
General Fund	
Police	3,178
Fire	1,713
Parks & Recreation	5,583
Permits	1,178
Special Revenue Funds	
Street & Roads Funds	654
Public Safety Funds	
Lighting and Landscape Maintenance	
Enterprise Funds	
Water Fund Operating	654
Wastewater Fund Operating	
Transit Fund	
TOTAL DIRECT COST PROGRAMS	12,960

Cost* @ \$0.90 per square foot per month ** \$140,000

INDIRECT COST PROGRAMS	
City Council	1,523
Administration	1,377
City Attorney	-
Finance	1,117
Building Maintenance	-
TOTAL INDIRECT COST PROGRAMS	4,017

Total Cost \$183,400 Total Sq Ft 16,977

	Direct	Indirect
Percent of Total Square Feet	76.3%	23.7%



**PUBLIC SAFETY DIRECTORS REPORT
November 26, 2024**

POLICE

No Significant Issues to Report

See Police Department Report

FIRE

No Significant Issues to Report

See Fire Department Report

CODE COMPLIANCE

No Significant Issues to Report

See Code Compliance Report

EMERGENCY PREPAREDNESS

Nothing to Report

MONTHLY COMMITTEE ASSIGNMENTS

- Marian Hospital Community Board of Directors – Represent Guadalupe

Unable to attend meeting

- D&J's Advisory Committee – Parolee Reentry and Homeless Shelter Assistance

Meetings are quarterly. No meeting this period

- Son Care Advisory Board – Service Dogs for PTSD Veterans and Disability Community.

Discuss Fundraiser

- RFCC Coordination Committee – Fire Dispatch Center – Represent Guadalupe

- EMS Workgroup – Emergency Medical Service – Represent Guadalupe

No meeting to attend

- Santa Barbara County Emergency Managers Meeting – Represent Guadalupe

Could not make meeting

- Santa Barbara County Animal Services Monthly Meeting with Director – Represent Guadalupe

No meeting to attend

- Santa Barbara County Probation Department – Community Corrections Realignment Planning Workgroup – Represent Guadalupe

- * Fiscal Year **(FY)** 2024-2026 Public Safety Realignment Process
Jail Custody, Related Treatment and Reentry Services

- a. A program proposal handout on The Freedom to Choose (FTC) Project one-time funding request of \$44,000 was provided and reviewed by Dr. Bonnie Paul and Eric Rodriguez.
- b. Detention Alternatives: A program presentation handout on Probation's Jail Assessors (JA) and Reentry Coordinator positions was provided and reviewed by Alejandra Ochoa.
- c. Criminal Justice Funding Opportunities - DCPO Spencer Cross, This item was tabled until the next meeting.

- Santa Barbara Police Chief's and Sheriff Association Meeting

No meeting during this period.

- Santa Barbara Fire Chief's Association Meeting

No meeting during this period

- Santa Barbara North County SART (Sexual Assault Response Team) Case Reviews – Represent Guadalupe

No meeting to attend

- Santa Barbara County CARE Act (Community Assistance, Recovery & Empowerment) Working Group - California Health and Human Services – Represent Guadalupe

No Meeting to attend

- OA Mass Care and Shelter Committee – Represent Guadalupe

Unable to make meeting

- Elected Leaders Forum to address Homelessness – Represent Guadalupe

Unable to attend Meeting

- California League of Cities as the California Police Chiefs Association Representative - *Advancing Equity Advisory Committee.*

No Meeting to attend

SPECIAL PROJECTS

None

GUADALUPE POLICE DEPARTMENT
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
MONTH OF OCTOBER 2024

PART I: CRIMES

TYPE OF CRIMES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
187 PC HOMICIDE	0	0	0	0	0	0	0	0
261 PC RAPE	1	1	1	1	3	3	5	3
211 PC ROBEBRRY	0	0	0	0	2	2	0	0
242/245 PC ASSAULT	9	8	4	4	42	39	33	30
459 PC BURGLARY	2	0	0	0	11	2	15	6
484/487 PC THEFT	0	0	2	0	19	4	30	1
10851 VC VEH THEFT	1	0	2	0	4	1	22	0
451 PC ARSON	0	0	0	0	0	0	0	0
TOTAL	13	9	9	5	81	51	105	40

PART II: REPORTED CRIMES

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	48	53	625	695
TOTAL REQUEST FOR SERVICE	191	207	2121	2128
TOTAL ACTIVITY FOR THE MONTH	239	260	2746	2823
DOMESTIC VIOLENCE REPORT	4	3	22	158
TOTAL PROPERTY STOLEN	\$14,625.00	\$453.00	\$37,247.00	\$52,833.00
TOTAL PROPERTY RECOVERED	\$0.00	\$0.00	\$0.00	\$25.00

PART III: ARREST SUMMARY

OFFENCES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUNENILES
FELONY	8	0	5	0	41	4	32	1
MISDEMINOR	12	0	17	0	88	0	93	3
TOTAL	20	0	22	0	129	4	125	4
23152(a&b) VC ARREST	5		6		16		22	
WARRANT ARREST	4		2		13		16	

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



GUADALUPE FIRE DEPARTMENT



TO: PUBLIC SAFETY DIRECTOR, MICHAEL CASH
FROM: CAPTAIN PATRICK SCHMITZ
SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 October 1, 2024 – October 31, 2024
DATE: 11/03/2024

CALLS FOR SERVICE **October 2024**

INCIDENT TYPE	This Month	Last Month	Year to Date (2024-2025)	Year to date (2023-2024)
Medical	25	35	128	132
Structure Fire	0	0	2	0
Cooking Fire	0	0	0	0
Trash or Rubbish Fire	0	0	2	5
Vehicle Fire	0	2	2	1
Grass/Vegetation Fire	0	1	4	2
Other Fire	0	0	1	0
Motor Vehicle Accidents with Injuries	1	1	5	13
Motor Vehicle Accidents No Injuries	0	1	3	6
Motor Vehicle/Pedestrian Accident	0	0	0	5
Hazardous Materials Spill/Release	0	0	2	2
Hazardous Condition Other	2	3	6	7
Water Problem/Leak	0	0	2	1
Animal Problem	1	0	1	1
Search / Rescue	0	0	0	0
Public Assistance	2	1	9	7
Police Matter/Assistance	1	0	4	4
Illegal Burn	1	0	2	0
Smoke/CO Detector Activation	4	1	13	3
Dispatch and Canceled En-route	1	5	11	11
False Alarm	1	2	6	7
TOTAL	39	52	203	207

Additional Information

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



GUADALUPE FIRE DEPARTMENT



Special Assignments / Events / Coverage:

- Food Distribution (10/03)
- Funeral Service (10/04)
- Fall Harvest Festival Mary Buren School (10/18)
- Day Care Visit (10/21)
- Trunk or Treat at McKenzie Jr High (10/31)

CODE COMPLIANCE CASES

October 2024

INCIDENT TYPE	This Month	Last Month	Year to Date (2024-2025)	Year to date (2023-2024)
Business License (GMC 5.04.110)	0	0	0	0
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A, E))	0	0	0	0
Fowl, Livestock, and Wild Animals (GMC 6.04.210)	0	0	0	0
Residential Solid Waste Collection (GMC 8.08.070)	0	0	0	0
Litter Accumulation (GMC 8.12.020)	4	3	16	12
Burning Garbage Prohibited (GMC 8.12.150)	0	0	0	0
Abatement of Weeds and Rubbish (GMC 8.16.010)	7	7	57	49
Discharge of Illegal Fireworks (GMC 8.24.020)	0	0	0	0
Unlawful Property Nuisance (GMC 8.50.070)	0	0	2	3
Graffiti Abatement (GMC 9.07.060)	2	0	4	0
Parking of Large Vehicles / Trailers (GMC 10.24.190)	0	0	0	0
Abandoned Vehicles (GMC 10.36.010)	1	0	3	1
Portable/fixed basketball goals (GMC 10.48.050)	1	0	1	0
Address Number (GMC 15.08.020 (505.1))	8	6	23	40
Illegal Garage Conversion	0	0	1	0
Wall, Fence, or Hedge Requirements (GMC 18.52.121)	1	0	3	4
Damage Fence (GMC 18.52.125)	0	0	0	0
Trailers / Mobile Homes as Living Space (GMC 18.56.030)	0	0	0	2
Parking on Front Yard Setback (GMC 18.60.040)	11	6	21	16
Landscape Maintenance Required (GMC 18.64.120)	0	0	3	0
Working Without Permits (GMC15.04.020)	2	0	3	0
Complaints (No Violation Found)	1	0	1	0
Apartment Inspections	0	83	85	0
Yearly Business Inspections	10	11	31	14
Other	1	0	2	11
TOTAL	49	116	256	152
Complaints Received	1	0	3	3

Miscellaneous	This Month	Last Month	Year to Date (2024-2025)	Year to date (2023-2024)
Visitors	11	10	68	181
Public Relations	5	3	11	20
School Station Visits	0	0	3	0



GUADALUPE CODE COMPLIANCE

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

DATE: 11/01/2024

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	3
Fowl, Livestock and Wild Animals (GMC 6.04.210)	1	0	3
Litter Accumulation (GMC 8.12.020)	1	2	9
Abatement of Weeds and Rubbish (GMC 8.16.010)	4	0	24
Unsafe Buildings-Collecting Rent for (GMC 8.40.030)	0	0	1
Unlawful Property Nuisance (GMC 8.50.070)	3	0	11
Graffiti Abatement (GMC 9.07.060)	1	0	1
Abandoned Vehicles/ Vehicle Covers (GMC 10.36.010)	1	17	61
Portable/fixed basketball goals (GMC 10.48.050)	0	0	2
Parking of large vehicles/trailers (GMC 10.24.190)	0	0	2
Wall,Fence,or Hedge Requirements (GMC 18.52.121)	0	0	3
Working Without Permits (GMC15.04.020)	2	0	5
Address Number (GMC 15.08.020 (505.1))	0	1	9
Tampering with water service (GMC 13.04.200)	0	0	1
Damage Fence (GMC 18.52.125)	0	0	0
Parking on Front Yard Setback (GMC 18.60.035)	0	2	4
Trailers/Mobile homes as living space (GMC 18.56.030)	0	0	0
Grease trap General Regulations (GMC 13.14.050)	0	0	2
Landscape Maintenance Required (GMC 18.64.120)	2	0	8
Discharge of illegal fireworks (GMC 8.24.020)	0	0	15
72hr Parking	0	0	3
Code 60 Citations	0	0	2
TOTAL	16	22	169
Complaints Received	4	5	39

Miscellaneous	This Month	Last Month	Year to Date (2020-2021)
Visitors	0	0	0
Public Relations (Food distribution, Covid Vaccination)	1	1	9
School Visits ()	0	0	0



REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE
Agenda of November 26, 2024

Philip F. Sinco

Prepared by:
Philip F. Sinco, City Attorney

Todd Bodem

Approved by:
Todd Bodem, City Administrator

SUBJECT: Granting of Easements to City-owned properties to Caltrans for ADA Compliance and Pedestrian Infrastructure Improvement Project on Hwy 1.

RECOMENDATION:

That the City Council adopt Resolution No. 2024-70 approving a request from Caltrans to acquire from the City, one (1) permanent easement, six (6) temporary easements, and six (6) permits to enter and construct, as part of its project for ADA compliance and to improve pedestrian infrastructure on Hwy 1 and Hwy 166.

BACKGROUND:

Caltrans is engaged in a project is to improve pedestrian infrastructure on Hwy 1 and Hwy 166 to make the path of pedestrian travel accessible and ADA-compliant. (See **Attachment 2** – Project Area). This project was initiated to upgrade numerous existing driveways, curb ramps, and sidewalks within the project limits that fail to meet current ADA standards. If left uncorrected, the existing path of pedestrian travel will not be accessible since numerous existing driveways, curb ramps, and sidewalks within the project limits fail to meet State and Federal ADA standards. The proposed improvements are consistent with the Guadalupe Mobility and Revitalization Plan (2020) and the City of Guadalupe Bicycle and Pedestrian Master Plan (2014). This project is a joint effort on behalf of the City and Caltrans.

In order to complete this project, Caltrans must acquire a permanent (highway) easement, six (6) temporary easements, and six (6) permits to enter and construct, for properties located on Hwy 1 (Guadalupe Street) that are owned by the City. The differences between a permanent (or highway) easement, a temporary construction easement, and a permit to enter and construct are as follows:

1. Highway Easement (E): Absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, policy power, and escheat.” (The Appraisal of Real Estate, 14th ed., Appraisal Institute)
2. Temporary Construction Easement (TCE): An easement granted for a specified purpose applicable for a specific frame of time. A TCE terminates after project completion at which point

the encumbered fee interest in the land reverts to the owner. (The Dictionary of Real Estate Appraisal, 6th ed., Appraisal Institute)

3. Permit to Enter & Construct (T): Expressed permission to enter the grantor's remainder property to perform construction contract work on improvements for owner's use (such as a driveway). Construction work that falls under this category is not required for the project, rather it is simply performed as a convenience to the property owner. This type of permit and the time associated with the work is not appraised, valued, and/or compensable to the property owner. (The permits to enter and construct requested by Caltrans for this project are to ensure that the new public improvements (e.g., sidewalk) conform to privately owned improvements (e.g., other existing sidewalk, landscaped areas, etc.) for purposes of aesthetics and safety.

Caltrans has also offered "incentive" payments in addition to the required compensation payments offered to pay for the easements if the easements are accepted by certain dates. The total of these incentive payments is \$5,090 above the compensation otherwise offered by Caltrans for the easements.

DISCUSSION:

On Hwy 1, from the intersection with Hwy 166 north to 11th Street, the project consists of removing the existing 4-ft sidewalk, curb, and gutter and replacing it with a 6-ft sidewalk. The specific "acquisitions" (i.e., the permanent easement, temporary easements, and permits to enter and construct) for City-owned properties that Caltrans must obtain from the City for the project all have their own Accessors Parcel Numbers (APN), but Caltrans has identified them with their State Parcel Numbers in the documentation related to the acquisitions. The specific properties where the acquisitions are requested, along with their State Parcel Numbers, are:

1. 836 & 848 Guadalupe Street (Royal Theater) – Parcel 12543;
2. 330 Guadalupe Street (Amtrak Station property) – Parcel 12551;
3. 884 Guadalupe Street (Vietnam Veterans Memorial Plaza) –Parcel 12541;
4. 4646 10th Street (former Al's Union property) – Parcel 12524; and
5. 1025 Guadalupe Street (Veterans Memorial Building) – Parcel 12525.

Each of the acquisitions have their own specific Parcel number as well.

836 & 848 Guadalupe Street (Royal Theater) – Parcel 12543:

Caltrans requires a permanent highway easement, two (2) temporary easements, and one (1) permit to enter and construct at the location of the Royal Theater (836 and 848 Guadalupe Street). Photos of this area are attached as **Attachment 3**. A map depicting the acquisitions is attached as **Attachment 4**.

The permanent highway easement (Parcel 12543-1) consists of an area that is already existing sidewalk, 298 square feet in total. Caltrans wishes to acquire this area to have the ability to maintain the sidewalk in perpetuity. An appraisal ordered by Caltrans valued this easement at \$7,368.54.

The two (2) needed temporary easements on this parcel are small one (1) foot wide strips behind the back of sidewalk, totaling 58 and 41 square feet (Parcels 12543-2 and 12543-4), respectively. These

areas will be used to construct the new sidewalk on Parcel 12543-1. These temporary easements were appraised at \$374.36 (Parcel 12543-2) and \$264.64 (Parcel 12543-4). The appraisal also included the replacement cost of a fence and gate on the property which was valued at \$1,428.95. This resulted in a total valuation of just compensation for the permanent and two (2) temporary construction easements of \$10,900. In addition, Caltrans has offered another \$1,090 in compensation as an incentive to the City to grant the easements provided the City does so by November 27, 2024. A permit to enter and construct (Parcel 12543-3) consisting of approximately 252 square feet is also requested to conform the existing driveway elevation and surfaces to the project improvements. As stated above, a permit to enter and construct is non-compensable because the work performed on these areas are not required for the project and are a convenience and benefit for the property owner.

330 Guadalupe Street (Amtrak Station property) – Parcel 12551:

A temporary construction easement of approximately 170 square feet is required on Parcel 12551 for the project. This is the location of the Amtrak station (330 Guadalupe Street). A map of the area is attached hereto as **Attachment 5**.

This temporary construction easement (Parcel 12551-1) was appraised as \$700. An incentive payment of \$1,000 in addition to the \$700 payment will be given to the City if this easement is accepted by November 27, 2024. Parcel 12551-2 is a permit to enter and construct consisting of a 921 square foot area located behind the temporary construction easement (Parcel 12551-1). This permit to enter and construct is used for conforming the existing driveway elevation and surfaces to the project improvements and is non-compensable.

884 Guadalupe Street (Vietnam Veterans Memorial Plaza) – Parcel 12541:

Caltrans requires one (1) temporary easement and two (2) permits to enter and construct at the City's Vietnam Veterans Memorial Plaza (aka "City Parking Lot") located at 884 Guadalupe Street. A map depicting the easements is attached hereto as **Attachment 6**. The temporary easement (Parcel 12541-1) consists of approximately 143 square feet. This easement area was appraised at \$900, but Caltrans has offered an additional \$1,000 incentive payment if this easement is granted before December 9, 2024. The two (2) permits to enter and construct (Parcels 12541-2 and 12541-3) consisting of 396 and 363 square feet, respectively, are both non-compensable permits to conform the parking lot elevation to the new project improvements.

4646 10th Street (former Al's Union property) – Parcel 12524:

Caltrans requires one (1) temporary easement and one (1) permit to enter and construct at the site of the former Al's Union, a vacant property currently owned by the City and located at 4646 10th Street. A map depicting the easements is attached hereto as **Attachment 7**. The temporary easement (Parcel 12524-1) consists of approximately 54 square feet. This easement area was appraised at \$500, but Caltrans has offered an additional \$1,000 incentive payment if this easement is granted before December 9, 2024. The permit to enter and construct (Parcel 12524-2) consists of 196 square feet, is a non-compensable permit to conform the existing lot elevation to the new project improvements.

1025 Guadalupe Street (Veterans Memorial Building) – Parcel 12525:

Caltrans requires one (1) temporary easement and one (1) permit to enter and construct at the City's Veterans Memorial Building located at 1025 Guadalupe Street. A map depicting the parcel is attached

hereto as **Attachment 7**. The temporary easement (Parcel 12525-1) consists of approximately 158 square feet. This easement area was appraised at \$1,350, but Caltrans has offered an additional \$1,000 incentive payment if this easement is granted before December 17, 2024. The permit to enter and construct (Parcel 12525-2) consists of 660 square feet, is a non-compensable permit to conform the existing lot elevation to the new project improvements.

FISCAL IMPACT:

The City's general fund will be increased by \$18,350 from the compensation offered for the easements by Caltrans including the various incentive payments if the Council agrees to grant all of them.

ATTACHMENTS:

1. Resolution No. 2024-70 (including all documents related to easements)
2. Project Area
3. Photos of 836 and 848 Guadalupe Street
4. Map of easements at 836 and 848 Guadalupe Street
5. Map of easements at 330 Guadalupe Street
6. Map of easements at 884 Guadalupe Street
7. Map of easements at 4646 10th Street and 1025 Guadalupe Street

RESOLUTION NO. 2024-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE, CALIFORNIA GRANTING ONE (1) PERMANENT (HIGHWAY) EASEMENT, SIX (6) TEMPORARY CONSTRUCTION EASEMENTS, AND SIX (6) PERMITS TO ENTER AND CONSTRUCT TO THE STATE OF CALIFORNIA (CALTRANS) AND ACCEPTING THE OFFERED COMPENSATION

WHEREAS, Caltrans is engaged in a project (the “Guadalupe ADA Project”) to improve pedestrian infrastructure on Hwy 1 and Hwy 166 to make the path of pedestrian travel accessible and ADA-compliant by upgrading numerous existing driveways, curb ramps, and sidewalks in these locations to meet current ADA standards; and

WHEREAS, the proposed improvements are consistent with the Guadalupe Mobility and Revitalization Plan (2020) and the City of Guadalupe Bicycle and Pedestrian Master Plan (2014); and

WHEREAS, in order to complete this project, Caltrans has requested a permanent (highway) easement, six (6) temporary construction easements and six (6) permits to enter and construct, for properties located on Hwy 1 (Guadalupe Street) that are owned by the City; and

WHEREAS, the easements and permits to enter and construct are required at the following properties (more fully described in the staff report accompanying this Resolution):

1. 836 & 848 Guadalupe Street (Royal Theater) – Parcel 12543;
2. 330 Guadalupe Street (Amtrak Station property) – Parcel 12551;
3. 884 Guadalupe Street (Vietnam Veterans Memorial Plaza) –Parcel 12541;
4. 4646 10th Street (former Al’s Union property) – Parcel 12524;
5. 1025 Guadalupe Street (Veterans Memorial Building) – Parcel 12525; and

WHEREAS, Caltrans has also offered “incentive” payments in addition to the required just compensation payments offered to pay for the easements if the City grants them by certain dates, the total of which is \$5,090 above the compensation otherwise offered by Caltrans for the easements.

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

SECTION 1. That the City Council hereby grants the one (1) permanent easement and six (6) temporary construction easements requested by Caltrans and accepts the offered compensation, in addition to granting the six (6) non-compensable permits to enter and construct, also requested by Caltrans for the Guadalupe ADA Project.

SECTION 2. That the City Council hereby approves and authorizes the Mayor to sign on behalf of the City, the following documents required to grant the one (1) permanent easement, the six (6) temporary construction easements, and the six (6) permits to

enter and construct required for the Guadalupe ADA Project as well as accept the compensation offered by Caltrans, including the various incentive payments:

For 836 & 848 Guadalupe Street (Royal Theater) – Parcel 12543:

1. Right of Way Contract (Parcel nos. 12543-1, 12543-2 and 12543-4), attached hereto as Exhibit 1;
2. Highway Easement Deed (Parcel 12543-1), attached hereto as Exhibit 2;
3. Permit to Enter and Construct (Parcel 12543-3), attached hereto as Exhibit 3.

For 330 Guadalupe Street (Amtrak Station property) – Parcel 12551:

1. Right of Way Contract (Parcel 12551-1) attached hereto as Exhibit 4;
2. Permit to Enter and Construct (Parcel 12551-2), attached hereto as Exhibit 5.

For 884 Guadalupe Street (Vietnam Veterans Memorial Plaza) –Parcel 12541:

1. Right of Way Contract (Parcel 12541-1) attached hereto as Exhibit 6;
2. Permit to Enter and Construct (Parcel nos. 12541-2 and 12541-3), attached hereto as Exhibit 7.

For 4646 10th Street (former AI's Union property) – Parcel 12524:

1. Right of Way Contract (Parcel 12524-1) attached hereto as Exhibit 8;
2. Permit to Enter and Construct (Parcel 12524-2), attached hereto as Exhibit 9.

For 1025 Guadalupe Street (Veterans Memorial Building) – Parcel 12525:

1. Right of Way Contract (Parcel 12525-1) attached hereto as Exhibit 10;
2. Permit to Enter and Construct (Parcel 12525-2), attached hereto as Exhibit 11.

SECTION 3. That the City Administrator or designee is authorized to complete the Payee Data Record Form, attached hereto as Exhibit 12, and that the City Administrator is authorized to sign the form on behalf of the City.

SECTION 4. The City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the City Clerk shall consult with the City Administrator and City Attorney concerning any changes deemed necessary.

PASSED, APPROVED AND ADOPTED at a regular meeting on the 26th day of November 2024 by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being C.C. **Resolution No. 2024-70**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 26, 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

_____, California

_____, 20_____

Grantor

District	County	Route	Post Mile	Exp Auth
05	SB	01	49.99	1E030

PROJECT: 051300026

THIS DOCUMENT NO. 12543-1, in the form of a HIGHWAY EASEMENT DEED consisting of approximately 298 square feet, covering the property particularly described in the above instrument, and Parcels 12543-2 & -12543-4 in the form of TEMPORARY CONSTRUCTION EASEMENTS (TCE) consisting of approximately 58 & 41 square feet, respectively, covering the property particularly described in Clause 4 below, has been executed and delivered to KEVIN THORNE, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the State of all further obligation or claims on this account, or on account of the location, grade, or construction of the proposed public improvement.
2. The State shall pay the undersigned Grantor(s) the sum of **\$11,990.00** for the HIGHWAY EASEMENT and TEMPORARY CONSTRUCTION EASEMENTS.
 - (A) INCENTIVE PAYMENT: It is understood and agreed by and between the parties hereto that included in the amount payable under Clause 2 above includes the sum of \$1,090.00 as an incentive to the grantor for the timely signing of this Right of Way Contract. This incentive payment offer expires sixty (60) days from the Initiation of Negotiations (**Expiration date: November 27, 2024**).
 - (B) IMPROVEMENTS: The above sum includes compensation for 40 linear feet of wooden fence and a metal gate with posts.
 - (C) State shall pay all escrow, notary, and recording fees incurred in this transaction and, if title insurance is desired by the State, the premium charged.
3. The HIGHWAY EASEMENT for Parcel 12543-1 is approximately 298 square feet and the TEMPORARY CONSTRUCTION EASEMENTS for Parcels 12543-2 and 12543-4 are approximately 58 & 41 square feet, respectively, on Assessor's Parcel Numbers 115-113-001 & 115-101-001, located at 836 & 848 Guadalupe St, Guadalupe, CA 93434.
4. Permission is hereby granted the State or its authorized agent to enter upon Grantor's land where necessary within that certain area of APNs 115-113-001 & 115-101-001

Part of Document No. 12543-1, -2, -4

shown outlined in color and labeled Parcels 12543-1, -2, -4 on the maps marked Exhibit "A" attached hereto and made a part hereof for the purpose of providing work space for form setting to construct ADA compliant sidewalk.

5. It is understood and agreed that included in the amount payable in Clause 2 above is compensation in full for the actual possession and use of the HIGHWAY EASEMENT and TEMPORARY CONSTRUCTION EASEMENTS identified as Parcels 12543-1, 12543-2, and 12543-4 respectively. The 58 & 41 square foot TEMPORARY CONSTRUCTION EASEMENTS are for a period of 2.9 years, commencing on **May 1, 2025**, and terminating on **March 9, 2028**.

These TEMPORARY CONSTRUCTION EASEMENTS may also be terminated prior to the above date by the Grantee upon written notice to the Grantor(s).

6. The undersigned Grantor(s) warrant(s) that they are the owner(s) in fee simple of the property affected by the HIGHWAY EASEMENT and TEMPORARY CONSTRUCTION EASEMENTS as described in Clauses 3 and 4 above and that they have the exclusive right to grant these easements.
7. All work done under this agreement shall conform to all applicable building, fire, and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements, or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found.
8. The State agrees to indemnify and hold harmless the Grantor(s) from any liability arising out of the State's operations under this agreement. The State further agrees to assume responsibility for any damages proximately caused by reason of the State's operation under this agreement and the State will, at its option, either repair or pay for such damage.
9. It is agreed and confirmed by the parties hereto that notwithstanding other provisions in this contract, the right of possession and use of the subject property by the State, including the right to remove and dispose of improvements, commences on **May 1, 2025** and that the amount shown in Clause 2 herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
10. Verbal communication with the Grantor shall be made with Grantor's point of contact at: _____.
(Grantor's contact number)
11. This transaction will be handled through an Internal escrow by the State of California, Department of Transportation, District office, 50 Higuera Street, San Luis Obispo, CA 93401-5415.

- 12. The parties to this contract shall, pursuant Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT- Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.
- 13. No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this contract.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

BY: City of Guadalupe, a California municipal corporation

_____ Date
Ariston Julian
Mayor of the City of Guadalupe

RECOMMENDED FOR APPROVAL:

**ACCEPTED:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

By _____
KEVIN THORNE
Associate Right of Way Agent

By _____
PATRICK MASON, Chief
San Luis Obispo Acquisition Branch
Right of Way

NO OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Recording Requested by and
After Recording Return to:
Department of Transportation-RW
50 Higuera Street
San Luis Obispo, CA 93401-5415

STATE BUSINESS--FREE

This document presented for recording pursuant to Govt.
Code Section 27383

Required by the State of California for Highway Project
Document Transfer Tax: No Tax Due (R&T Code 11922)
CALIFORNIA DEPARTMENT OF TRANSPORTATION

By _____
Signature of Declarant, Kelly Codorniz

Transfer to Public Entity

Space above this line for Recorder's Use
PORTION of APN: 115-113-001, 115-101-001

**EASEMENT DEED
HIGHWAY**

District	County	Route	Postmile	Number
05	SB	1	49.99	12543-1

City of Guadalupe, a California municipal corporation,

hereinafter called GRANTOR, hereby grants to the State of California, Department of Transportation, hereinafter called STATE, an easement for the right of way and incidents thereto for a public highway upon, over and across that real property in the City of Guadalupe, County of Santa Barbara, State of California, described as follows:

See Exhibit A, attached.

Number
12543-1

The GRANTOR hereby further grants to STATE all trees, growths (growing or that may hereinafter grow) and road building materials within the right of way including the right to take water, together with the right to use same in such manner and at such location as the STATE may deem proper, needful or necessary for the construction, reconstruction, improvement or maintenance of the highway.

The GRANTOR, for itself and its successors and assigns, hereby waives any and all claims for damages to GRANTOR's remaining property contiguous to the right of way conveyed by reason of the location, construction, landscaping or maintenance of the highway.

City of Guadalupe, a California municipal corporation:

Dated: _____

Ariston Julian
Mayor, City of Guadalupe

This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated _____
*Certificate of Acceptance
Required for Easement
Deeds*

Anthony F. Tavares
Director of Transportation

By _____
Attorney in Fact
Patrick Mason, Chief
San Luis Obispo Acquisition Branch
Right of Way

Number
12543-1

Exhibit "A" Page 1 of 2

Parcel 12543-1

All that portion of land conveyed to the City of Guadalupe, described in the deed recorded July 26, 2018, as Document Numbers 2018-0031415 and 2018-0031416 in Official Records of Santa Barbara County, State of California, lying westerly of the following described line:

COMMENCING at "State Highway Route 1" Engineers' Station 47+79.80 as said center line is shown on the map of the *SURVEY ENGINEER'S CENTERLINE OF A PORTION OF STATE ROUTE 1 AND STATE ROUTE 166*, filed in State Highway Map Book 9, Pages 61 to 66, inclusive, in the Office of the Recorder of said County;

THENCE (1) South 87°57'45" East, 39.45 feet to the point distant 39.45 feet easterly and perpendicular to said center line at Engineer's Station 47+79.80, and the **POINT OF BEGINNING**.

THENCE (2) North 02°20'21" East, 232.00 feet to the point distant 40.67 feet easterly and perpendicular to said center line at Engineer's Station 50+11.80;

THENCE (3) North 02°02'17" East, 35.55 feet to the point distant 40.67 feet easterly and perpendicular to said center line at Engineer's Station 50+47.34

THENCE (4) North 87°57'45" West, 2.00 feet to the point distant 38.67 feet easterly and perpendicular to said center line at Engineer's Station 50+47.34

THENCE (5) North 02°02'15" East, 13.42 feet to the point distant 38.67 feet easterly and perpendicular to said center line at Engineer's Station 50+60.76

THENCE (6) South 87°57'45" East, 2.57 feet to the point distant 41.24 feet easterly and perpendicular to said center line at Engineer's Station 50+60.76

THENCE (7) North 02°02'15" East, 153.32 feet to the point distant 41.24 feet easterly and perpendicular to said center line at Engineer's Station 52+14.08

THENCE (8) North 61°23'51" West, 19.58 feet to the point distant 22.10 feet easterly and perpendicular to said center line at Engineer's Station 52+33.79

EXCEPTING THEREFROM that portion of land conveyed to the City of Guadalupe per the recorded deed in Book 862 at Page 142 on July 7, 1949, in of Official Records of said County, for street purposes, now known as Olivera Street


END OF PARCEL 12543-1 DESCRIPTION

Number
12543-1

Exhibit "A" Page 2 of 2

The bearings and distances used in this description are on the California Coordinate System of 1983, Zone 5. Multiply by 0.9999312076 to obtain ground distances.

*This real property description has been prepared by me,
or under my direction, in conformance with the
Professional Land Surveyors Act.*

Signature 
Date September 12, 2023



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Date: _____

<u>5</u>	<u>SB</u>	<u>01</u>	<u>49.99</u>
Dist	Co	Rte	Post
<u>12543-3</u>		<u>05-1E030</u>	
Parcel No.		Exp Auth	

Mr. Scott Eades
District Director of Transportation
State of California
Department of Transportation
50 Higuera Street
San Luis Obispo, CA 93401

Dear Mr. Eades,

Permission is hereby granted the State, or its authorized agent, to enter upon my property as shown as Parcel 12543-3 on the attached map for purposes of conforming the existing property elevation and surfaces to the project improvements.

This permission is granted in consideration of the benefits, which may accrue to the property. This permission is granted with the understanding that the State agrees to release the owner from any liability arising out of the State's operations under this agreement. Furthermore, the State agrees to assume responsibility for any damages caused by reason of State's operations under this agreement and will, at State's option, either repair or pay for such damage.

This permission shall terminate upon completion of the project known as the "Guadalupe ADA Project".

This permission is granted in consideration of the location, improvement, and construction of such highway and incidents thereto, which it is understood is required by the State of California, Department of Transportation.

The parties to this permit to enter and construct shall, pursuant to Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Parts 21 and 28 C.F.R. Section 50.3.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this permit to enter and construct.

_____, California
_____, 20_____

Grantor

District	County	Route	Post Mile	Exp Auth
05	SB	01	49.55	1E030

PROJECT: 051300026

THIS DOCUMENT NO. 12551-1, in the form of a TEMPORARY CONSTRUCTION EASEMENT consisting of approximately 170 SQ FT, covering the property particularly described in Clause 3 below, has been executed and delivered to KEVIN THORNE, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the State of all further obligation or claims on this account, or on account of the location, grade, or construction of the proposed public improvement.
2. The State shall pay the undersigned Grantor(s) the sum of **\$1,700.00** for this TEMPORARY CONSTRUCTION EASEMENT.
 - (A) INCENTIVE PAYMENT: It is understood and agreed by and between the parties hereto that included in the amount payable under Clause 2 above includes the sum of \$1,000.00 as an incentive to the grantor for the timely signing of this Right of Way Contract. This incentive payment offer expires sixty (60) days from the Initiation of Negotiations (**Expiration date: November 27, 2024**).
 - (B) IMPROVEMENTS: The above sum includes compensation for nine 1-5 gallon shrubs.
 - (C) State shall pay all escrow, notary, and recording fees incurred in this transaction and, if title insurance is desired by the State, the premium charged.
3. This TEMPORARY CONSTRUCTION EASEMENT for Parcel 12551-1 is approximately 170 square feet, on Assessor's Parcel Number 115-010-019, located at 330 Guadalupe St, Guadalupe, CA 93434.
4. Permission is hereby granted the State or its authorized agent to enter upon Grantor's land where necessary within that certain area of APN 115-010-019 shown outlined in color and labeled Parcel 12551-1 on the map marked Exhibit "A" attached hereto and made a part hereof for the purpose of providing work space for form setting to construct ADA compliant sidewalk.

5. It is understood and agreed that included in the amount payable in Clause 2 above is compensation in full for the actual possession and use of the 170 square foot TEMPORARY CONSTRUCTION EASEMENT identified for a period of 2.9 years, commencing on **May 1, 2025**, and terminating on **March 9, 2028**.

This TEMPORARY CONSTRUCTION EASEMENT may also be terminated prior to the above date by the Grantee upon written notice to the Grantor(s).

6. The undersigned Grantor(s) warrant(s) that they are the owner(s) in fee simple of the property affected by this TEMPORARY CONSTRUCTION EASEMENT as described in Clauses 3 and 4 above and that they have the exclusive right to grant this TEMPORARY CONSTRUCTION EASEMENT.
7. All work done under this agreement shall conform to all applicable building, fire, and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements, or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found.
8. The State agrees to indemnify and hold harmless the Grantor(s) from any liability arising out of the State's operations under this agreement. The State further agrees to assume responsibility for any damages proximately caused by reason of the State's operation under this agreement and the State will, at its option, either repair or pay for such damage.
9. It is agreed and confirmed by the parties hereto that notwithstanding other provisions in this contract, the right of possession and use of the subject property by the State, including the right to remove and dispose of improvements, commences on **May 1, 2025** and that the amount shown in Clause 2 herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
10. Verbal communication with the Grantor shall be made with Grantor's point of contact at: _____.
(Grantor's contact number)
11. This transaction will be handled through an Internal escrow by the State of California, Department of Transportation, District office, 50 Higuera Street, San Luis Obispo, CA 93401-5415.
12. The parties to this contract shall, pursuant Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT- Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

13. No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this contract.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

BY: City of Guadalupe, a California municipal corporation

Ariston Julian Date
Mayor of the City of Guadalupe

RECOMMENDED FOR APPROVAL:

**ACCEPTED:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

By _____
KEVIN THORNE
Associate Right of Way Agent

By _____
PATRICK MASON, Chief
San Luis Obispo Acquisition Branch
Right of Way

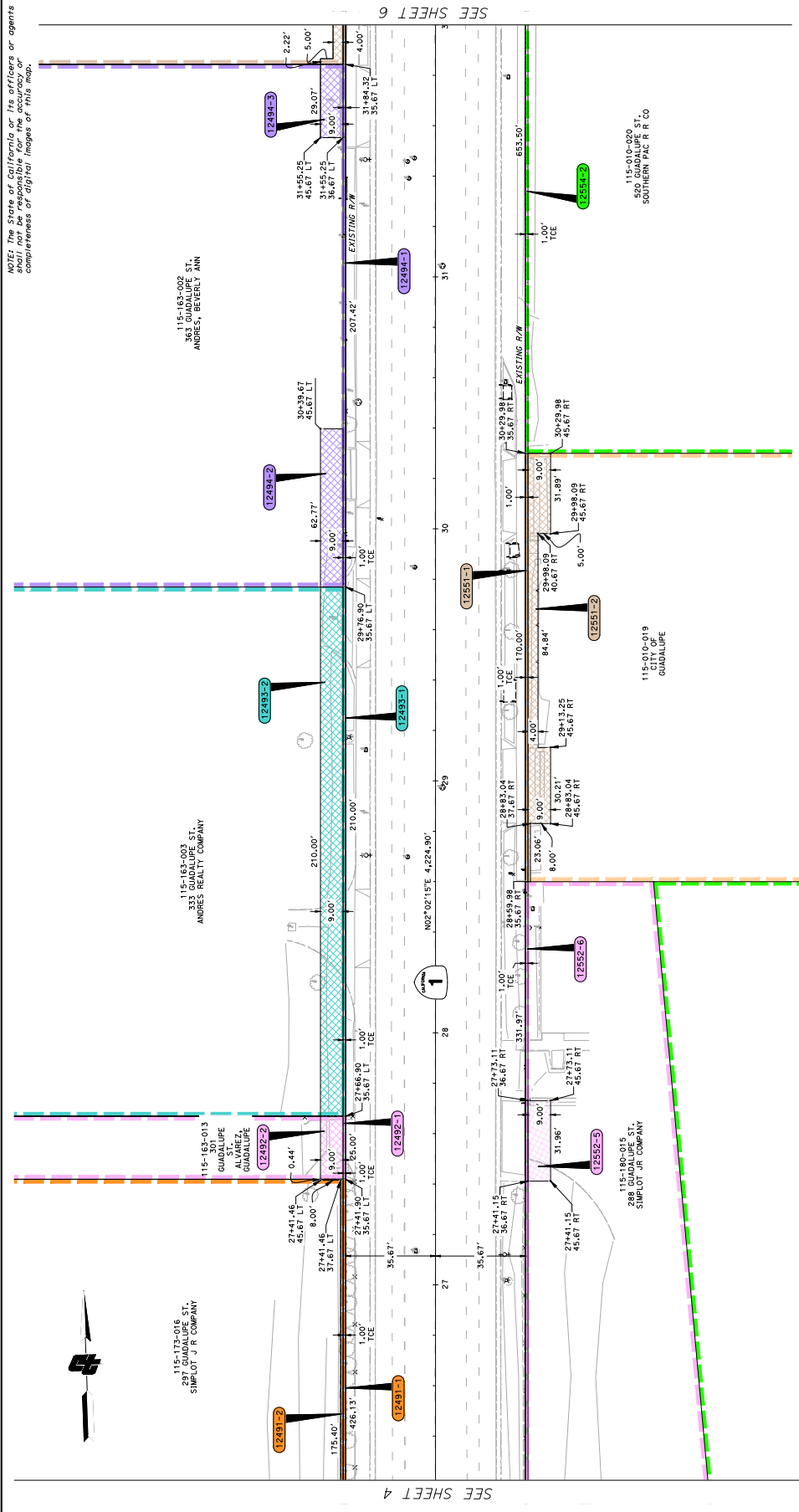
NO OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Part of Document No. 12551-1

EXHIBIT "A"

NOTE: The State of California, its officers or agents shall not be responsible for the accuracy or completeness of digital images of this map.



PARCEL #	LOUSE	GRANTOR/GRAZTEE	AREAS (square feet or as noted)		REMARKS	RECORDATION	
			TOTAL REQUIRED	[UF]EXCESS		[UF]REMAINDER	TYPE
12492-2	TCE	115-1172-016 SIMPLOT JR COMPANY	30,624	0	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12492-3	TCE	115-163-013 GUADALUPE ST. ANDRES REALTY COMPANY	5,227	1135	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12494-2	TCE	115-163-003 333 GUADALUPE ST. ANDRES REALTY COMPANY	5,227	225	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12494-3	TCE	115-163-013 GUADALUPE ST. ANDRES REALTY COMPANY	39,254	1800	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12494-4	TCE	115-163-013 GUADALUPE ST. ANDRES REALTY COMPANY	39,639	207	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12494-5	TCE	115-163-013 GUADALUPE ST. ANDRES REALTY COMPANY	39,639	265	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12554-2	TCE	SOUTHERN PAC R CO	63,973	654	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12551-1	TCE	CITY OF GUADALUPE	20,037	170	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12552-5	TCE	115-180-015 288 GUADALUPE ST. SIMPLOT JR COMPANY	72,745	288	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		
12552-6	TCE	115-180-015 288 GUADALUPE ST. SIMPLOT JR COMPANY	72,745	332	TEMPORARY CONSTRUCTION EASEMENT PERMIT TO ENTER AND CONSTRUCT		

STATE OF CALIFORNIA
 CALIFORNIA STATE TRANSPORTATION AGENCY
 DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY APPRAISAL MAP

FOR PREVIOUS R/W INFORMATION SEE
 MAP SHEET NO. 115-163-013
 FULL SIZE MAP SCALE: 1" = 200'
 TO RESOLVE TO 10' 20' 40' 60'
 DISTRICT COUNTY ROUTE SHEET PM SHEET NO. TOTAL SHEETS
 5 SB 1 49,45 5 13

GRANTOR NOTES: Areas shown do not include...
 GRANTEE NOTES: Access Prohibited...
 LEGEND: Access Prohibited, Easement, Right of Way, etc.

Date: _____

<u>5</u>	<u>SB</u>	<u>01</u>	<u>49.55</u>
Dist	Co	Rte	Post
<u>12551-2</u>		<u>05-1E030</u>	
Parcel No.		Exp Auth	

Mr. Scott Eades
District Director of Transportation
State of California
Department of Transportation
50 Higuera Street
San Luis Obispo, CA 93401

Dear Mr. Eades,

Permission is hereby granted the State, or its authorized agent, to enter upon my property as shown as Parcel 12551-2 on the attached map for purposes of conforming the existing property elevation and surfaces to the project improvements.

This permission is granted in consideration of the benefits, which may accrue to the property. This permission is granted with the understanding that the State agrees to release the owner from any liability arising out of the State's operations under this agreement. Furthermore, the State agrees to assume responsibility for any damages caused by reason of State's operations under this agreement and will, at State's option, either repair or pay for such damage.

This permission shall terminate upon completion of the project known as the "Guadalupe ADA Project".

This permission is granted in consideration of the location, improvement, and construction of such highway and incidents thereto, which it is understood is required by the State of California, Department of Transportation.

The parties to this permit to enter and construct shall, pursuant to Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Parts 21 and 28 C.F.R. Section 50.3.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this permit to enter and construct.

PERMIT TO ENTER AND CONSTRUCT (Cont.)

The undersigned grantor(s) warrants that he/she/they is/are the owner(s) in fee simple of the property affected by this Permit to Enter and Construct or he/she/they has/have the exclusive right to grant this Permit to Enter and Construct.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

GRANTOR: City of Guadalupe, a California municipal corporation

Ariston Julian Date
Mayor, City of Guadalupe

RECOMMENDED FOR APPROVAL:

By _____
KEVIN THORNE
Associate Right of Way Agent

By _____
PATRICK MASON
Chief, Acquisition Branch

ACCEPTED:

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

By _____
MARSHALL GARCIA
Deputy District Director
Right of Way – District 5

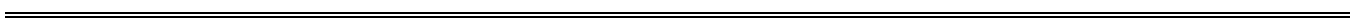
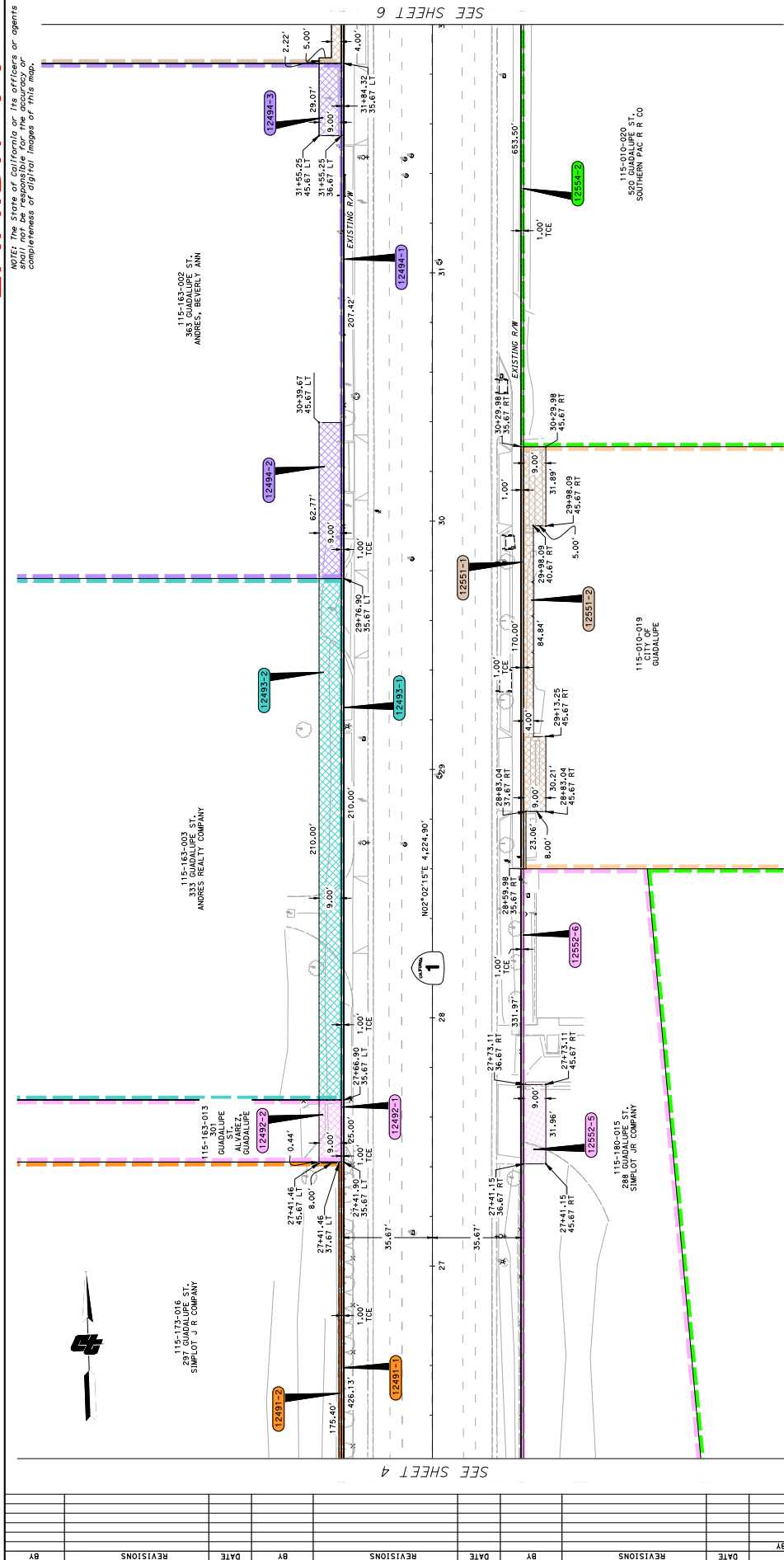


EXHIBIT "A"

NOTE: The State of California, its officers or agents shall not be responsible for the accuracy or completeness of digital images of this map.



PARCEL #	LOUSE #	GRANTOR/GRAZTEE	TOTAL REQUIRED	(SQUARE FEET OR AS NOTED)	(UF) EXCESS	(UF) REMAINDER	REMARKS	TYPE	DATE	REC'D	DOC. #
12492-1	T	GRANTOR J R COMPANY	5,227		5,227		PERMIT TO ENTER AND CONSTRUCT				
12492-2	T	SIMPLOT J R COMPANY	30,624	1136	30,624		TEMPORARY CONSTRUCTION EASEMENT				
12492-3	T	ALVAREZ, GUADALUPE	5,227	25	5,227		PERMIT TO ENTER AND CONSTRUCT				
12492-4	T	ALVAREZ, GUADALUPE	5,227	25	5,227		PERMIT TO ENTER AND CONSTRUCT				
12493-1	T	ANDRES REALTY COMPANY	39,254	1800	39,254		PERMIT TO ENTER AND CONSTRUCT				
12494-1	T	ANDRES, BEVERLY ANN	39,639	207	39,639		TEMPORARY CONSTRUCTION EASEMENT				
12494-2	T	ANDRES, BEVERLY ANN	39,639	207	39,639		PERMIT TO ENTER AND CONSTRUCT				
12494-3	T	ANDRES, BEVERLY ANN	39,639	207	39,639		PERMIT TO ENTER AND CONSTRUCT				
12554-1	T	SOUTHERN PAC R CO	63,973	654	63,973		TEMPORARY CONSTRUCTION EASEMENT				
12554-2	T	CITY OF GUADALUPE	20,037	170	20,037		TEMPORARY CONSTRUCTION EASEMENT				
12554-3	T	CITY OF GUADALUPE	20,037	170	20,037		TEMPORARY CONSTRUCTION EASEMENT				
12554-4	T	SIMPLOT JR COMPANY	72,745	288	72,745		PERMIT TO ENTER AND CONSTRUCT				
12554-5	T	SIMPLOT JR COMPANY	72,745	288	72,745		PERMIT TO ENTER AND CONSTRUCT				
12554-6	T	SIMPLOT JR COMPANY	72,745	332	72,745		TEMPORARY CONSTRUCTION EASEMENT				

GRANTOR NOTES	
Areas shown do not include, unless indicated, existing utility easements (UT) or other ground interests. All utility easements shall be shown on this map or other documents.	
Indicates the location of a Right of Way (ROW) boundary. All ROW boundaries shall be shown on this map or other documents.	
Indicates the location of a Right of Way (ROW) boundary. All ROW boundaries shall be shown on this map or other documents.	
Indicates the location of a Right of Way (ROW) boundary. All ROW boundaries shall be shown on this map or other documents.	
Indicates the location of a Right of Way (ROW) boundary. All ROW boundaries shall be shown on this map or other documents.	

NOTES	
Coordinates and bearings are on NAD 83 datum. All bearings are in degrees, minutes and seconds. All distances are in feet and inches. All distances are rounded to the nearest 0.01 feet.	
Indicates the location of a Right of Way (ROW) boundary. All ROW boundaries shall be shown on this map or other documents.	
Indicates the location of a Right of Way (ROW) boundary. All ROW boundaries shall be shown on this map or other documents.	
Indicates the location of a Right of Way (ROW) boundary. All ROW boundaries shall be shown on this map or other documents.	

LEGEND	
---	Access Prohibited
---	Existing Right of Way
---	Right of Way Boundary
---	Right of Way Boundary
---	Right of Way Boundary
---	Right of Way Boundary
---	Right of Way Boundary
---	Right of Way Boundary
---	Right of Way Boundary
---	Right of Way Boundary
---	Right of Way Boundary
---	Right of Way Boundary

STATE OF CALIFORNIA CALIFORNIA STATE TRANSPORTATION AGENCY DEPARTMENT OF TRANSPORTATION RIGHT OF WAY APPRAISAL MAP	
FOR PREVIOUS R/W INFORMATION SEE MINI-SHEETS FULL SIZE MAP SCALE: 1" = 200' TO RESOLVE: 10' 20' 40' 60' DRAWN BY: J. G. G. 08/11/2010 CHECKED BY: J. G. G. 08/11/2010 DISTRICT COUNTY ROUTE SHEET PM SHEET NO. TOTAL SHEETS 5 SB 1 49,45 5 13	

PROJECT	DR-0513000026
DATE	
BY	
REVISIONS	
DATE	
BY	
REVISIONS	
DATE	
BY	
REVISIONS	

_____, California
_____, 20____

District	County	Route	Post Mile	Exp Auth
05	SB	1	50.04	1E030

Grantor

PROJECT: 0513000026

THIS DOCUMENT NO. 12541-1 in the form of a TEMPORARY CONSTRUCTION EASEMENT consisting of approximately 143 SQ FT covering the property particularly described in Clause 4 below, has been executed and delivered to JILLIAN ASHBY, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the State of all further obligation or claims on this account, or on account of the location, grade, or construction of the proposed public improvement.
2. The State shall pay the undersigned Grantor the sum of **\$1,900.00** for this TEMPORARY CONSTRUCTION EASEMENT.
 - (A) INCENTIVE PAYMENT: It is understood and agreed by and between the parties hereto that included in the amount payable under Clause 2 above includes the sum of **\$1,000.00** as an incentive to the grantor for the timely signing of this Right of Way Contract. This incentive payment offer expires sixty (60) days from the Initiation of Negotiations (Expiration date: **DECEMBER 9, 2024**).
 - (B) State shall pay all escrow, notary, and recording fees incurred in this transaction and, if title insurance is desired by the State, the premium charged.
3. This TEMPORARY CONSTRUCTION EASEMENT for Parcel 12541-1 is approximately 143 square feet on Assessor's Parcel Number 115-101-016, located at 884 Guadalupe Street, Guadalupe, CA 93434.
4. Permission is hereby granted the State or its authorized agent to enter upon Grantor's land where necessary within that certain area of APN 115-101-016 shown outlined in color and labeled Parcel 12541-1 on the map marked Exhibit "A" attached hereto and made a part hereof for the purpose of constructing an ADA compliant curb ramp and sidewalk.

5. It is understood and agreed that included in the amount payable in Clause 2 above is compensation in full for the actual possession and use of the TEMPORARY CONSTRUCTION EASEMENT identified as Parcel 12541-1 for a period of 2.9 years, commencing on **May 1, 2025**, and terminating on **March 9, 2028**.

This Easement may also be terminated prior to the above date by the Grantee upon written notice to the Grantor.

6. The undersigned Grantor warrants that they are the owner in fee simple of the property affected by this TEMPORARY CONSTRUCTION EASEMENT as described in Clause 4 above and that they have the exclusive right to grant this Easement.
7. All work done under this agreement shall conform to all applicable building, fire, and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements, or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found.
8. The State agrees to indemnify and hold harmless the Grantor from any liability arising out of the State's operations under this agreement. The State further agrees to assume responsibility for any damages proximately caused by reason of the State's operation under this agreement and the State will, at its option, either repair or pay for such damage.
9. It is agreed and confirmed by the parties hereto that notwithstanding other provisions in this contract, that the right of possession and use of the subject property by the State, including the right to remove and dispose of improvements, commences on **May 1, 2025** and that the amount shown in Clause 2 herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
10. Verbal communication with the Grantor shall be made with Grantor's point of contact at: _____.
(Grantor's contact number)
11. This transaction will be handled through an internal escrow by the State of California, Department of Transportation, District Office, 50 Higuera Street, San Luis Obispo, CA 93401-5415.
12. The parties to this contract shall, pursuant Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT- Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

13. No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this contract.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

THE CITY OF GUADALUPE
ARISTON JULIAN, MAYOR

DATE

RECOMMENDED FOR APPROVAL:

**ACCEPTED:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

By _____
JILLIAN ASHBY
Right of Way Agent

By _____
PATRICK MASON, Chief
San Luis Obispo Acquisition Branch
Right of Way

NO OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA * CALIFORNIA STATE TRANSPORTATION AGENCY

PERMIT TO ENTER AND CONSTRUCT

<u>05</u>	<u>SB</u>	<u>1</u>	<u>50.04</u>	<u>12541-2, -3</u>	<u>1E030</u>	<u>The City of Guadalupe</u>
Dist	Co	Rte	Post Mile	Parcel No.	Exp. Auth.	Grantor(s)

Date: _____

Scott Eades, District Director of Transportation
State of California
Department of Transportation
50 Higuera Street
San Luis Obispo, CA 93401-5415

PROJECT: 0513000026

Dear Mr. Eades:

Permission is hereby granted to the State, or its authorized agents, to enter upon my property as shown on the attached map for purposes of conforming the project sidewalk improvements to the existing property elevation and surface.

This permission is granted in consideration of the benefits, which may accrue to the property. This permission is granted with the understanding that the State agrees to release the owner from any liability arising out of the State's operations under this agreement. Furthermore, the State agrees to assume responsibility for any damages caused by reason of State's operations under this agreement and will, at State's option, either repair or pay for such damage.

This permission shall terminate upon completion of the project known as the "Guadalupe ADA Project".

This permission is granted in consideration of the location, improvement, and construction of such highway and incidents thereto, which it is understood is required by the State of California, Department of Transportation.

The parties to this Permit to Enter and Construct shall, pursuant Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT- Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this Permit to Enter and Construct.

The undersigned grantor warrants that they are the owner in fee simple of the property affected by this Permit to Enter and Construct or they have the exclusive right to grant this Permit to Enter and Construct.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

GRANTOR: THE CITY OF GUADALUPE

THE CITY OF GUADALUPE
ARISTON JULIAN, MAYOR

RECOMMENDED FOR APPROVAL:

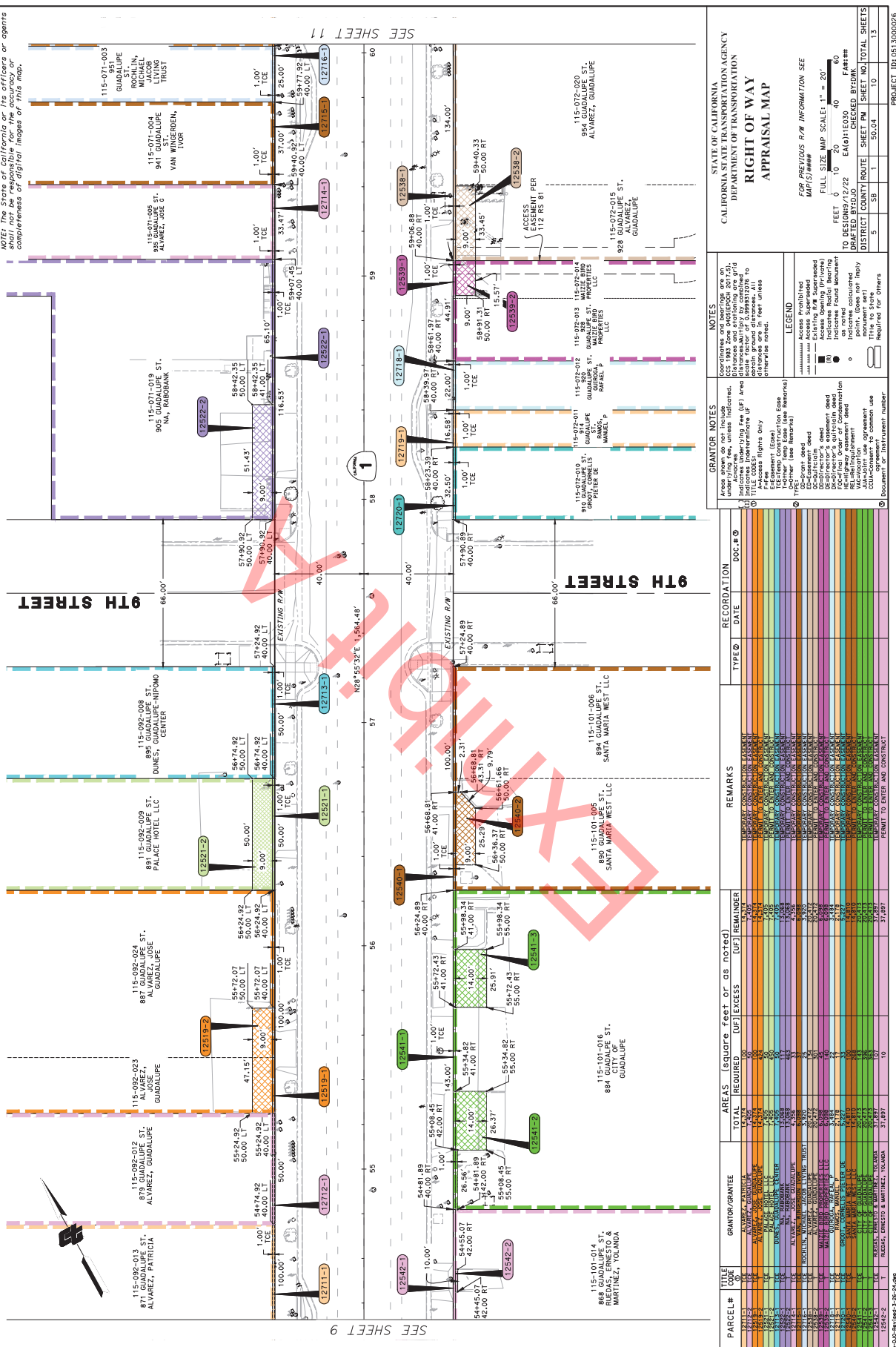
JILLIAN ASHBY
Right of Way Agent

PATRICK MASON, Chief
San Luis Obispo Acquisition Branch
Right of Way

ACCEPTED:
STATE OF CALIFORNIA
Department of Transportation

MARSHALL GARCIA
Deputy District Director, Right of Way
Caltrans District 5

R/W PROJECT SURVEYOR D. KARP	DATE	REVISIONS	DATE	REVISIONS
1/10/23	1001	12711, 12712, 12713	12714	D. OLIPHANT
03/01/2024	12715	12716, 12718, 12719	12720	D. OLIPHANT
03/01/2024	12721	12722	AREA	D. OLIPHANT



NOTE: The State of California, its officers or agents shall not be responsible for the accuracy or completeness of digital images of this map.

STATE OF CALIFORNIA
CALIFORNIA STATE TRANSPORTATION AGENCY
DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY
APPRAISAL MAP

FOR PREVIOUS R/W INFORMATION SEE: 115-072-020
115-072-021
115-072-022

TO FIELD 0 10 20 40 60 FEET

DRAWN BY: 0100222 EAIGH

CHECKED BY: 0100222 EAIGH

DISTRICT COUNTY ROUTE SHEET PM SHEET NO. TOTAL SHEETS

5	SB	1	50.04	10	13
---	----	---	-------	----	----

PROJECT ID: 0513000026

GRANTOR NOTES	REMARKS
Areas shown do not include undeveloped or unimproved lands.	115-092-008 PALACE HOTEL LLC
Coordinates and bearings are as indicated, unless indicated otherwise.	895 GUADALUPE ST. CENTER
Indicates proposed Right of Way (R/W) Area.	881 GUADALUPE ST.
Indicates Easement (E) Rights Only.	891 PALACE HOTEL LLC
Indicates Encumbrance (E) Rights Only.	881 GUADALUPE ST. CENTER
F/Easement (E) Rights Only.	881 PALACE HOTEL LLC
F/Encumbrance (E) Rights Only.	881 GUADALUPE ST. CENTER
Temp. Construction Easement (TCE) (Remarks)	881 PALACE HOTEL LLC
Other Easement (Remarks)	881 GUADALUPE ST. CENTER
Other Easement (Remarks)	881 PALACE HOTEL LLC
Other Easement (Remarks)	881 GUADALUPE ST. CENTER
Other Easement (Remarks)	881 PALACE HOTEL LLC
Other Easement (Remarks)	881 GUADALUPE ST. CENTER

PARCEL #	TITLE CODE	GRANTOR/GRAZTEE	AREAS	REMARKS	TYPE	DATE	DOC.#
17	115-072-010	115-072-010	100.00	115-072-010			
18	115-072-010	115-072-010	100.00	115-072-010			
19	115-072-010	115-072-010	100.00	115-072-010			
20	115-072-010	115-072-010	100.00	115-072-010			

115-072-010 91000 GUADALUPE ST. PROPERTIES RAFAEL S. L.L.C. (12720-3)
 115-072-011 115-072-011 115-072-011 115-072-011 115-072-011 (12719-1)
 115-072-012 115-072-012 115-072-012 115-072-012 115-072-012 (12718-1)
 115-072-013 115-072-013 115-072-013 115-072-013 115-072-013 (12717-1)
 115-072-014 115-072-014 115-072-014 115-072-014 115-072-014 (12716-1)
 115-072-015 115-072-015 115-072-015 115-072-015 115-072-015 (12715-1)
 115-072-016 115-072-016 115-072-016 115-072-016 115-072-016 (12714-1)
 115-072-017 115-072-017 115-072-017 115-072-017 115-072-017 (12713-1)
 115-072-018 115-072-018 115-072-018 115-072-018 115-072-018 (12712-1)
 115-072-019 115-072-019 115-072-019 115-072-019 115-072-019 (12711-1)
 115-072-020 115-072-020 115-072-020 115-072-020 115-072-020 (12710-3)
 115-072-021 115-072-021 115-072-021 115-072-021 115-072-021 (12709-3)
 115-072-022 115-072-022 115-072-022 115-072-022 115-072-022 (12708-3)

_____, California
_____, 20____

District	County	Route	Post Mile	Exp Auth
05	SB	1	50.09	1E030

Grantor

PROJECT: 0513000026

THIS DOCUMENT NO. 12524-1 in the form of a TEMPORARY CONSTRUCTION EASEMENT consisting of approximately 54 SQ FT covering the property particularly described in Clause 4 below, has been executed and delivered to JILLIAN ASHBY, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the State of all further obligation or claims on this account, or on account of the location, grade, or construction of the proposed public improvement.
2. The State shall pay the undersigned Grantor the sum of **\$1,500.00** for this TEMPORARY CONSTRUCTION EASEMENT.
 - (A) INCENTIVE PAYMENT: It is understood and agreed by and between the parties hereto that included in the amount payable under Clause 2 above includes the sum of **\$1,000.00** as an incentive to the grantor for the timely signing of this Right of Way Contract. This incentive payment offer expires sixty (60) days from the Initiation of Negotiations (Expiration date: **DECEMBER 9, 2024**).
 - (B) State shall pay all escrow, notary, and recording fees incurred in this transaction and, if title insurance is desired by the State, the premium charged.
3. This TEMPORARY CONSTRUCTION EASEMENT for Parcel 12524-1 is approximately 54 square feet on Assessor's Parcel Number 115-071-001, located at 4646 10th Street, Guadalupe, CA 93434.
4. Permission is hereby granted the State or its authorized agent to enter upon Grantor's land where necessary within that certain area of APN 115-071-001 shown outlined in color and labeled Parcel 12524-1 on the map marked Exhibit "A" attached hereto and made a part hereof for the purpose of constructing an ADA compliant curb ramp and sidewalk.

5. It is understood and agreed that included in the amount payable in Clause 2 above is compensation in full for the actual possession and use of the TEMPORARY CONSTRUCTION EASEMENT identified as Parcel 12524-1 for a period of 2.9 years, commencing on **May 1, 2025**, and terminating on **March 9, 2028**.

This Easement may also be terminated prior to the above date by the Grantee upon written notice to the Grantor.

6. The undersigned Grantor warrants that they are the owner in fee simple of the property affected by this TEMPORARY CONSTRUCTION EASEMENT as described in Clause 4 above and that they have the exclusive right to grant this Easement.
7. All work done under this agreement shall conform to all applicable building, fire, and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements, or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found.
8. The State agrees to indemnify and hold harmless the Grantor from any liability arising out of the State's operations under this agreement. The State further agrees to assume responsibility for any damages proximately caused by reason of the State's operation under this agreement and the State will, at its option, either repair or pay for such damage.
9. It is agreed and confirmed by the parties hereto that notwithstanding other provisions in this contract, that the right of possession and use of the subject property by the State, including the right to remove and dispose of improvements, commences on **May 1, 2025** and that the amount shown in Clause 2 herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
10. Verbal communication with the Grantor shall be made with Grantor's point of contact at: _____.
(Grantor's contact number)
11. This transaction will be handled through an internal escrow by the State of California, Department of Transportation, District Office, 50 Higuera Street, San Luis Obispo, CA 93401-5415.
12. The parties to this contract shall, pursuant Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT- Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

13. No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this contract.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

THE CITY OF GUADALUPE COMMUNITY REDEVELOPMENT
ARISTON JULIAN, MAYOR

DATE

RECOMMENDED FOR APPROVAL:

**ACCEPTED:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

By _____
JILLIAN ASHBY
Right of Way Agent

By _____
PATRICK MASON, Chief
San Luis Obispo Acquisition Branch
Right of Way

NO OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

STATE OF CALIFORNIA * CALIFORNIA STATE TRANSPORTATION AGENCY

PERMIT TO ENTER AND CONSTRUCT

<u>05</u>	<u>SB</u>	<u>1</u>	<u>50.09</u>	<u>12524-2</u>	<u>1E030</u>	<u>The City of Guadalupe Community Redevelopment</u>
Dist	Co	Rte	Post Mile	Parcel No.	Exp. Auth.	Grantor(s)

Date: _____

Scott Eades, District Director of Transportation
State of California
Department of Transportation
50 Higuera Street
San Luis Obispo, CA 93401-5415

PROJECT: 0513000026

Dear Mr. Eades:

Permission is hereby granted to the State, or its authorized agents, to enter upon my property as shown on the attached map for purposes of conforming the project sidewalk improvements to the existing property elevation and surface.

This permission is granted in consideration of the benefits, which may accrue to the property. This permission is granted with the understanding that the State agrees to release the owner from any liability arising out of the State's operations under this agreement. Furthermore, the State agrees to assume responsibility for any damages caused by reason of State's operations under this agreement and will, at State's option, either repair or pay for such damage.

This permission shall terminate upon completion of the project known as the "Guadalupe ADA Project".

This permission is granted in consideration of the location, improvement, and construction of such highway and incidents thereto, which it is understood is required by the State of California, Department of Transportation.

The parties to this Permit to Enter and Construct shall, pursuant Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT- Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this Permit to Enter and Construct.

The undersigned grantor warrants that they are the owner in fee simple of the property affected by this Permit to Enter and Construct or they have the exclusive right to grant this Permit to Enter and Construct.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

GRANTOR: THE CITY OF GUADALUPE COMMUNITY REDEVELOPMENT

 THE CITY OF GUADALUPE COMMUNITY REDEVELOPMENT
 ARISTON JULIAN, MAYOR

RECOMMENDED FOR APPROVAL:

JILLIAN ASHBY
Right of Way Agent

PATRICK MASON, Chief
San Luis Obispo Acquisition Branch
Right of Way

ACCEPTED:
STATE OF CALIFORNIA
Department of Transportation

MARSHALL GARCIA
Deputy District Director, Right of Way
Caltrans District 5

_____, California
_____, 20____

Grantor

District	County	Route	Post Mile	Exp Auth
05	SB	1	50.09	1E030

PROJECT: 0513000026

THIS DOCUMENT NO. 12525-1 in the form of a TEMPORARY CONSTRUCTION EASEMENT consisting of approximately 158 SQ FT covering the property particularly described in Clause 4 below, has been executed and delivered to JILLIAN ASHBY, Right of Way Agent for the State of California.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. The parties have herein set forth the whole of their agreement. The performance of this agreement constitutes the entire consideration for said document and shall relieve the State of all further obligation or claims on this account, or on account of the location, grade, or construction of the proposed public improvement.
2. The State shall pay the undersigned Grantor the sum of **\$2,350.00** for this TEMPORARY CONSTRUCTION EASEMENT.
 - (A) INCENTIVE PAYMENT: It is understood and agreed by and between the parties hereto that included in the amount payable under Clause 2 above includes the sum of **\$1,000.00** as an incentive to the grantor for the timely signing of this Right of Way Contract. This incentive payment offer expires sixty (60) days from the Initiation of Negotiations (Expiration date: **DECEMBER 17, 2024**).
 - (B) IMPROVEMENTS: The amount payable under Clause 2 above also includes, but is not limited to, landscaping.
 - (C) State shall pay all escrow, notary, and recording fees incurred in this transaction and, if title insurance is desired by the State, the premium charged.
3. This TEMPORARY CONSTRUCTION EASEMENT for Parcel 12525-1 is approximately 158 square feet on Assessor's Parcel Number 115-051-007, located at 1025 Guadalupe Street, Guadalupe, CA 93434.
4. Permission is hereby granted the State or its authorized agent to enter upon Grantor's land where necessary within that certain area of APN 115-051-007 shown outlined in color and labeled Parcel 12525-1 on the map marked Exhibit "A" attached hereto and

made a part hereof for the purpose of constructing an ADA compliant curb ramp and sidewalk.

5. It is understood and agreed that included in the amount payable in Clause 2 above is compensation in full for the actual possession and use of the TEMPORARY CONSTRUCTION EASEMENT identified as Parcel 12525-1 for a period of 2.9 years, commencing on **May 1, 2025**, and terminating on **March 9, 2028**.

This Easement may also be terminated prior to the above date by the Grantee upon written notice to the Grantor.

6. The undersigned Grantor warrants that they are the owner in fee simple of the property affected by this TEMPORARY CONSTRUCTION EASEMENT as described in Clause 4 above and that they have the exclusive right to grant this Easement.
7. All work done under this agreement shall conform to all applicable building, fire, and sanitary laws, ordinances, and regulations relating to such work, and shall be done in a good and workmanlike manner. All structures, improvements, or other facilities, when removed, and relocated, or reconstructed by the State, shall be left in as good condition as found.
8. The State agrees to indemnify and hold harmless the Grantor from any liability arising out of the State's operations under this agreement. The State further agrees to assume responsibility for any damages proximately caused by reason of the State's operation under this agreement and the State will, at its option, either repair or pay for such damage.
9. It is agreed and confirmed by the parties hereto that notwithstanding other provisions in this contract, that the right of possession and use of the subject property by the State, including the right to remove and dispose of improvements, commences on **May 1, 2025** and that the amount shown in Clause 2 herein includes, but is not limited to, full payment for such possession and use, including damages, if any, from said date.
10. Verbal communication with the Grantor shall be made with Grantor's point of contact at: _____.
(Grantor's contact number)
11. This transaction will be handled through an internal escrow by the State of California, Department of Transportation, District Office, 50 Higuera Street, San Luis Obispo, CA 93401-5415.
12. The parties to this contract shall, pursuant Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the

USDOT- Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

13. No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this contract.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

THE CITY OF GUADALUPE
ARISTON JULIAN, MAYOR

DATE

RECOMMENDED FOR APPROVAL:

**ACCEPTED:
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

By _____
JILLIAN ASHBY
Right of Way Agent

By _____
PATRICK MASON, Chief
San Luis Obispo Acquisition Branch
Right of Way

NO OBLIGATION OTHER THAN THOSE SET FORTH HEREIN WILL BE RECOGNIZED

ADA NOTICE: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Part of Document No. 12525-1

STATE OF CALIFORNIA * CALIFORNIA STATE TRANSPORTATION AGENCY

PERMIT TO ENTER AND CONSTRUCT

<u>05</u>	<u>SB</u>	<u>1</u>	<u>50.09</u>	<u>12525-2</u>	<u>1E030</u>	<u>The City of Guadalupe</u>
Dist	Co	Rte	Post Mile	Parcel No.	Exp. Auth.	Grantor(s)

Date: _____

Scott Eades, District Director of Transportation
State of California
Department of Transportation
50 Higuera Street
San Luis Obispo, CA 93401-5415

PROJECT: 0513000026

Dear Mr. Eades:

Permission is hereby granted to the State, or its authorized agents, to enter upon my property as shown on the attached map for purposes of conforming the project sidewalk improvements to the existing property elevation and surface.

This permission is granted in consideration of the benefits, which may accrue to the property. This permission is granted with the understanding that the State agrees to release the owner from any liability arising out of the State's operations under this agreement. Furthermore, the State agrees to assume responsibility for any damages caused by reason of State's operations under this agreement and will, at State's option, either repair or pay for such damage.

This permission shall terminate upon completion of the project known as the "Guadalupe ADA Project".

This permission is granted in consideration of the location, improvement, and construction of such highway and incidents thereto, which it is understood is required by the State of California, Department of Transportation.

The parties to this Permit to Enter and Construct shall, pursuant Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT- Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this Permit to Enter and Construct.

The undersigned grantor warrants that they are the owner in fee simple of the property affected by this Permit to Enter and Construct or they have the exclusive right to grant this Permit to Enter and Construct.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

GRANTOR: THE CITY OF GUADALUPE

THE CITY OF GUADALUPE
ARISTON JULIAN, MAYOR

RECOMMENDED FOR APPROVAL:

JILLIAN ASHBY
Right of Way Agent

PATRICK MASON, Chief
San Luis Obispo Acquisition Branch
Right of Way

ACCEPTED:
STATE OF CALIFORNIA
Department of Transportation

MARSHALL GARCIA
Deputy District Director, Right of Way
Caltrans District 5

PAYEE DATA RECORD(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)**Section 1 – Payee Information****NAME** (This is required. Do not leave this line blank. Must match the payee's federal tax return)

City of Guadalupe, a California municipal corporation

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)**MAILING ADDRESS** (number, street, apt. or suite no.) (See instructions on Page 2)

CITY, STATE, ZIP CODE

E-MAIL ADDRESS

Section 2 – Entity Type**Check one (1) box only that matches the entity type of the Payee listed in Section 1 above.** (See instructions on page 2) **SOLE PROPRIETOR / INDIVIDUAL** **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual* **PARTNERSHIP** **ESTATE OR TRUST** **CORPORATION** (see instructions on page 2) **MEDICAL** (e.g., dentistry, chiropractic, etc.) **LEGAL** (e.g., attorney services) **EXEMPT** (e.g., nonprofit) **ALL OTHERS****Section 3 – Tax Identification Number**Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must match the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity)**, in which the sole member is an individual, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity)**, in which the sole member is a business entity, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

_____ - ____ - _____

OR

Federal Employer Identification Number (FEIN)

_____ - _____

Section 4 – Payee Residency Status (See instructions)

- CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California.
- CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding.
- No services performed in California
- Copy of Franchise Tax Board waiver of state withholding is attached.

Section 5 – Certification*I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the state agency below.*

NAME OF AUTHORIZED PAYEE REPRESENTATIVE

TITLE

E-MAIL ADDRESS

SIGNATURE

DATE

TELEPHONE (include area code)

Section 6 – Paying State Agency

Please return completed form to:

STATE AGENCY/DEPARTMENT OFFICE

California Department of Transportation

UNIT/SECTION

Right of Way

MAILING ADDRESS

50 Higuera St.

FAX

TELEPHONE (include area code)

805-779-0647

CITY

San Luis Obispo

STATE

CA

ZIP CODE

93401

E-MAIL ADDRESS

kevin.thorne@dot.ca.gov

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)
STD 204 (Rev. 03/2021)

GENERAL INSTRUCTIONS

Type or print the information on the Payee Data Record, STD 204 form. Sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form 1099).

NOTE: Completion of this form is optional for Government entities, i.e. federal, state, local, and special districts.

A completed Payee Data Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backup withholding. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

Section 1 – Payee Information

Name – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

- Sole Proprietor/Individual/Revocable Trusts – enter the name shown on your federal tax return.
- Single Member Limited Liability Companies (LLCs) that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- Partnerships, Estates/Trusts, or Corporations – enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious business names under Business Name.

Business Name – Enter the business name, DBA name, trade or fictitious name, or disregarded LLC name.

Mailing Address – The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

Section 2 – Entity Type

If the Payee in Section 1 is a(n)...	THEN Select the Box for...
Individual • Sole Proprietorship • Grantor (Revocable Living) Trust disregarded for federal tax purposes	Sole Proprietor/Individual
Limited Liability Company (LLC) owned by an individual and is disregarded for federal tax purposes	Single Member LLC-owned by an individual
Partnerships • Limited Liability Partnerships (LLP) • and, LLC treated as a Partnership	Partnerships
Estate • Trust (other than disregarded Grantor Trust)	Estate or Trust
Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentistry, etc.) • LLC that is to be taxed like a Corporation and is medical in nature	Corporation-Medical
Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.) • LLC that is to be taxed like a Corporation and is legal in nature	Corporation-Legal
Corporation that qualifies for an Exempt status, including 501(c) 3 and domestic non-profit corporations.	Corporation-Exempt
Corporation that does not meet the qualifications of any of the other corporation types listed above • LLC that is to be taxed as a Corporation and does not meet any of the other corporation types listed above	Corporation-All Other

Section 3 – Tax Identification Number

The State of California requires that all parties entering into business transactions that may lead to payment(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the IRC section 6109(a) and R&TC section 18662 and its regulations.

Section 4 – Payee Residency Status

Are you a California resident or nonresident?

- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident partnership if it has a permanent place of business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
 - For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.

For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:

Withholding Services and Compliance Section: 1-888-792-4900

E-mail address: wscs.gen@ftb.ca.gov

For hearing impaired with TDD, call: 1-800-822-6268

Website: www.ftb.ca.gov

Section 5 – Certification

Provide the name, title, email address, signature, and telephone number of individual completing this form and date completed. In the event that a SSN or ITIN is provided, the individual identified as the tax liable party must certify the form. Note: the signee may differ from the tax liable party in this situation if the signee can provide a power of attorney documented for the individual.

Section 6 – Paying State Agency

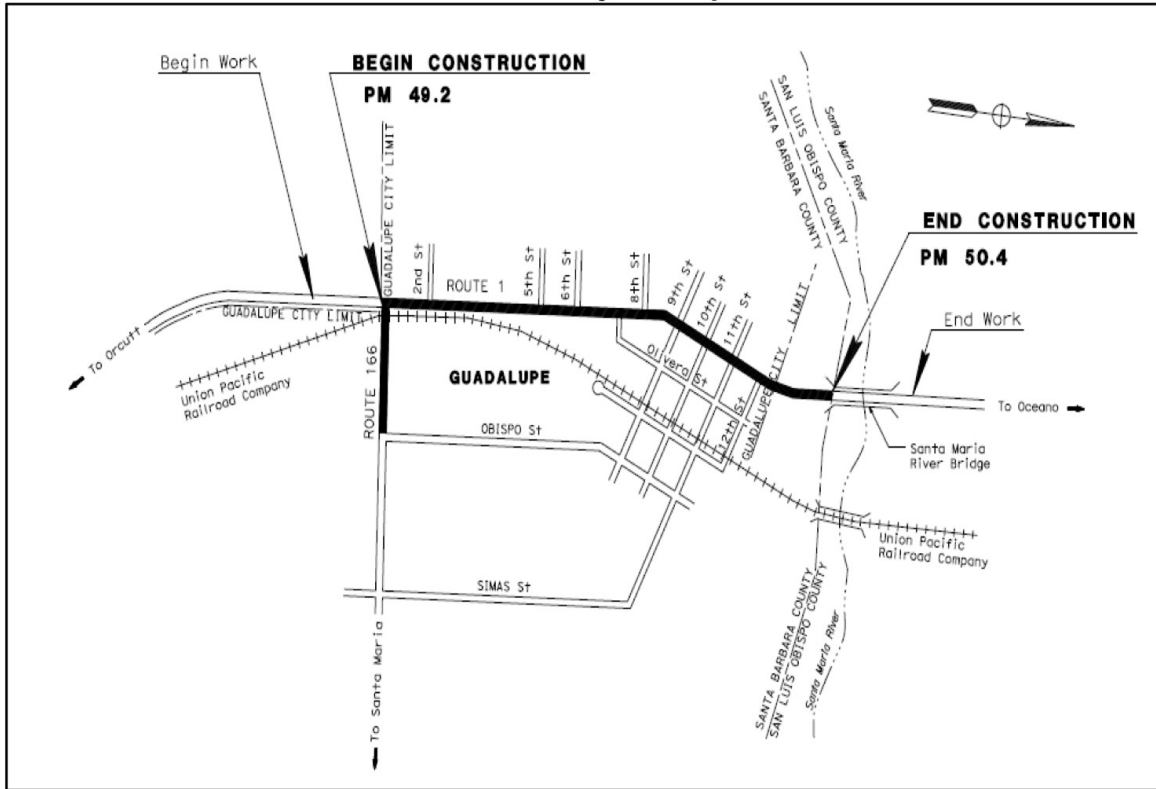
This section must be completed by the state agency/department requesting the STD 204.

Privacy Statement

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and state law imposes noncompliance penalties of up to \$20,000. You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the state agency(ies) with which you transact that business.

All questions should be referred to the requesting state agency listed on the bottom front of this form.

Attachment 2 - Project Area



ATTACHMENT 3



Subject Parcel facing east from Guadalupe St. (Photo by M. Linder 4/22/2024)



Front entrance facing north from Guadalupe St (Photo by M. Linder 4/22/2024)

SUBJECT PROPERTY

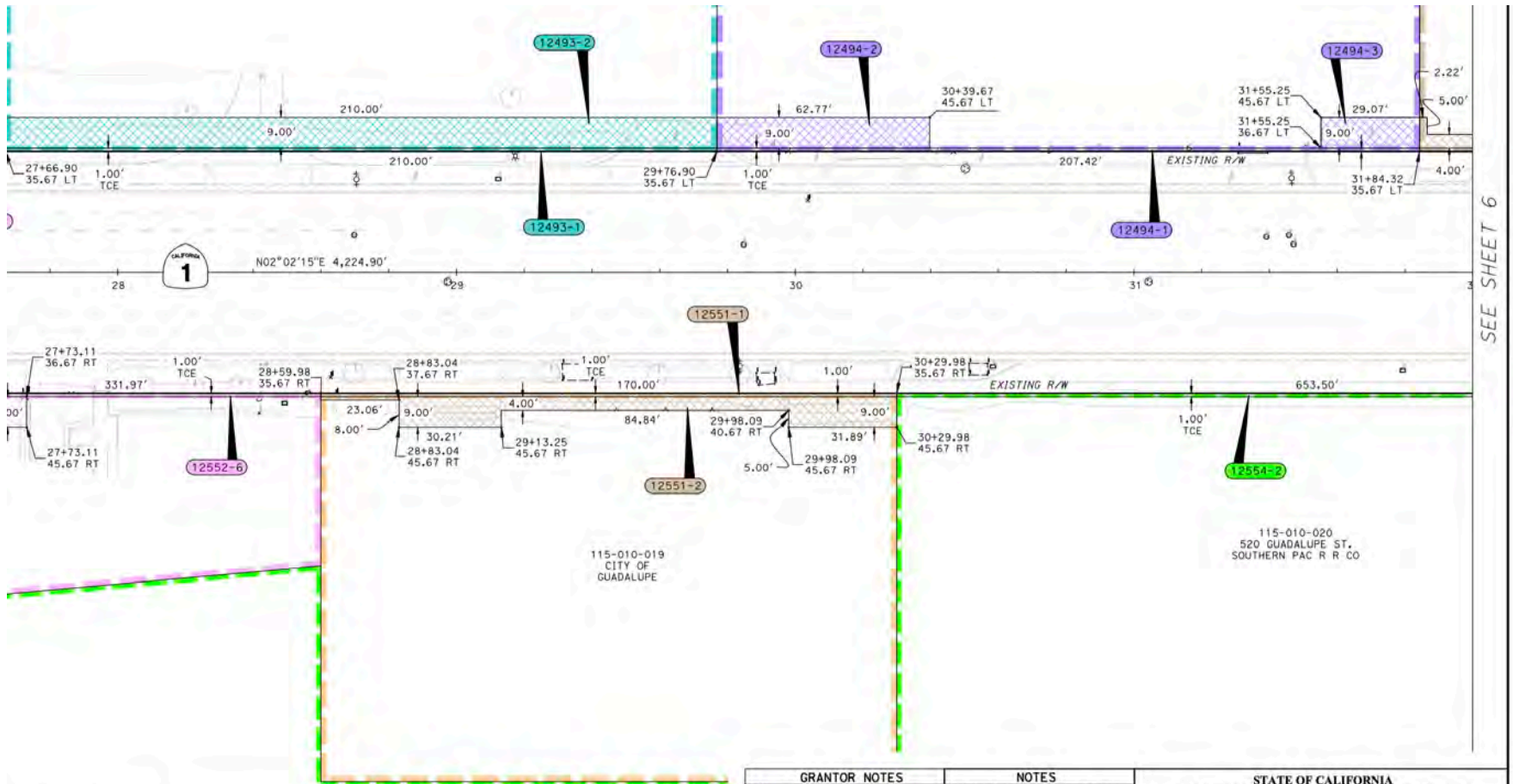


Required RW along Guadalupe St facing south (Photo by M. Linder 4/22/2024)



Required RW with wooden fence and gate facing north (Photo by M. Linder 4/22/2024)

ATTACHMENT 5



SEE SHEET 6

CLASS		REMARKS	RECORDATION		
[UF]	REMAINDER		TYPE	DATE	DOC.#
	90,604	TEMPORARY CONSTRUCTION EASEMENT			
	90,604	PERMIT TO ENTER AND CONSTRUCT			
	5,227	TEMPORARY CONSTRUCTION EASEMENT			
	5,227	PERMIT TO ENTER AND CONSTRUCT			
	39,204	TEMPORARY CONSTRUCTION EASEMENT			
	39,204	PERMIT TO ENTER AND CONSTRUCT			
	39,639	TEMPORARY CONSTRUCTION EASEMENT			
	39,639	PERMIT TO ENTER AND CONSTRUCT			
	39,639	PERMIT TO ENTER AND CONSTRUCT			

GRANTOR NOTES	NOTES
Areas shown do not include underlying fee, unless indicated. A=Acres I=Indicates Underlying Fee (UF) Area I=Indicates Indeterminate UF TITLE CODES: A=Access Rights Only F=Fee E=Easement (Ease) TCE=Temp Construction Easement T=Other Temp Easement (see Remarks) O=Other (see Remarks)	Coordinates and bearings are on CCS 1983 Zone 0405(EPOCH 2017.5). Distances and stationing are grid distances. Multiply by combined scale factor of 0.9999312076 to obtain ground distances. All distances are in feet unless otherwise noted.
TYPE: SD=Grant deed ED=Easement deed OC=Quitclaim DD=Director's deed OE=Director's easement deed DK=Director's quitclaim deed	LEGEND - - - - - Access Prohibited - - - - - Access Superseded - - - - - Existing R/W Superseded ■ Access Opening (Private) (R) Indicates Radial Bearing

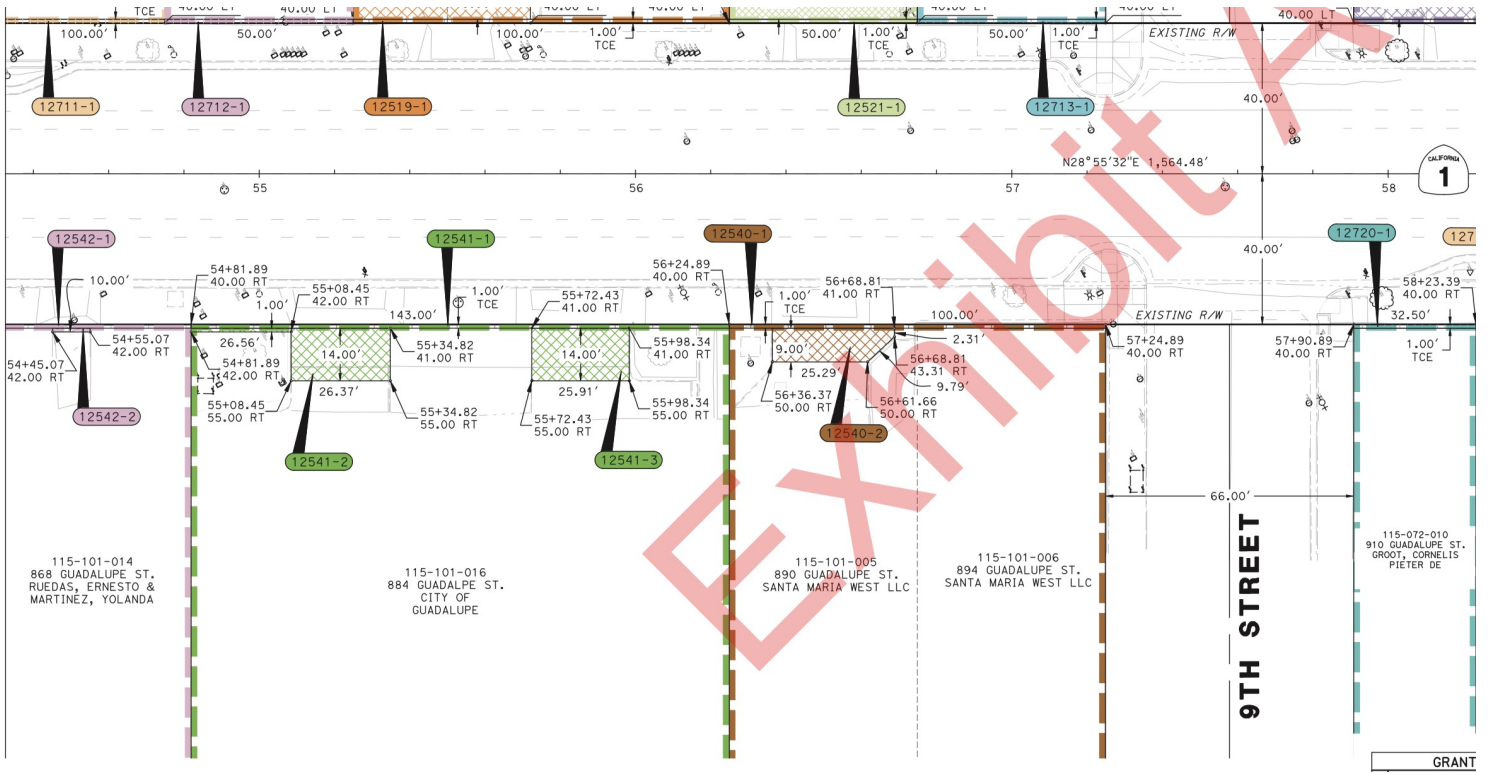
STATE OF CALIFORNIA
CALIFORNIA STATE TRANSPORTATION AGENCY
DEPARTMENT OF TRANSPORTATION

RIGHT OF WAY APPRAISAL MAP

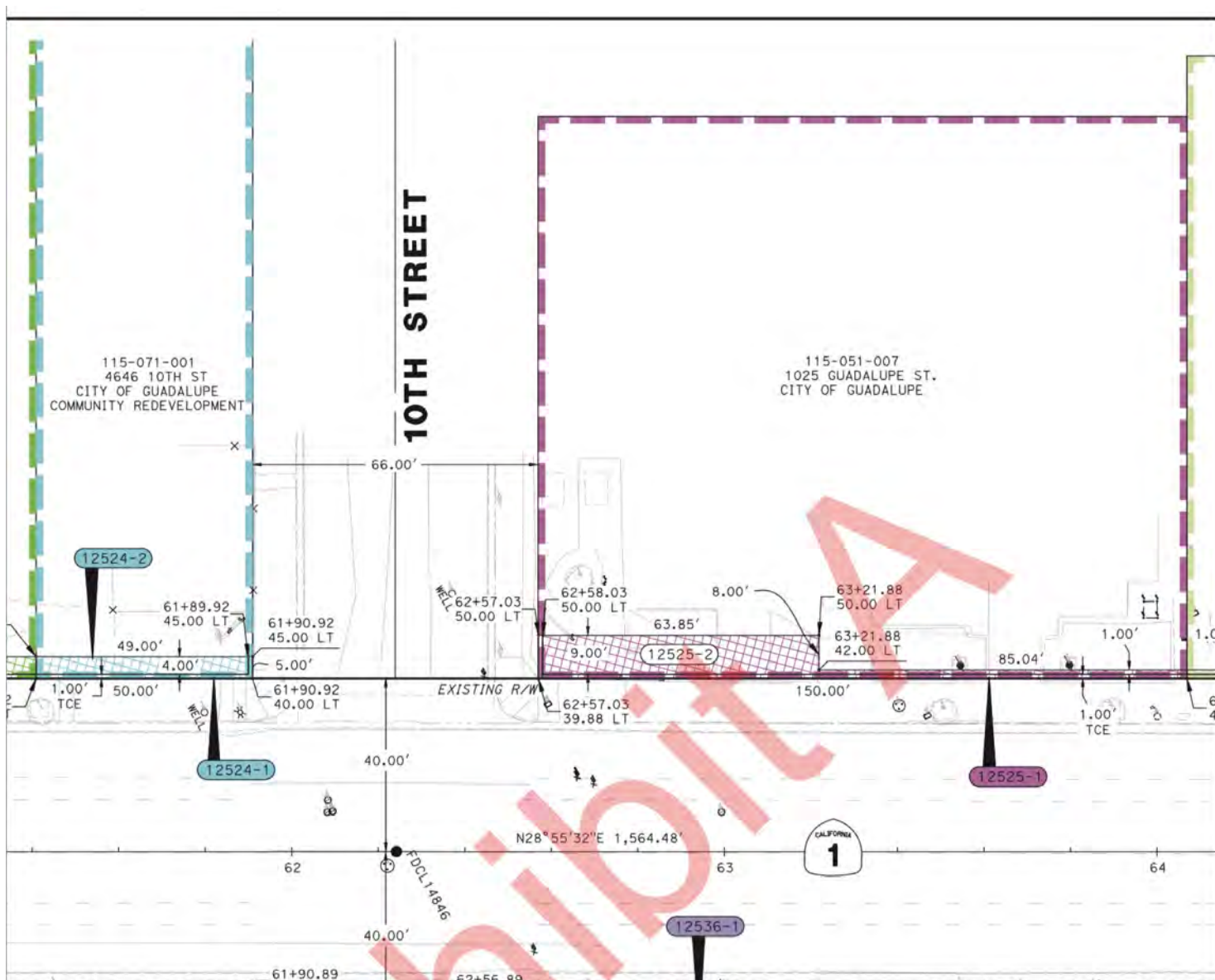
FOR PREVIOUS R/W INFORMATION SEE MAP(S)####

FULL SIZE MAP SCALE: 1" = 20'

ATTACHMENT 6



ATTACHMENT 7





Agenda Item No. 11

REPORT TO THE CITY COUNCIL OF THE CITY OF GUADALUPE Agenda of November 26, 2024

Sylvia Estrada

Prepared by:
Sylvia Estrada, Human Resources Manager

SUBJECT: Authorizing a New Employment Agreement between the City of Guadalupe and Todd Bodem as City Administrator

RECOMMENDATION:

It is recommended the Council adopt Resolution No. 2024-71 approving a new employment agreement with Todd Bodem as City Administrator and authorizing the Mayor to sign the agreement on behalf of the City.

BACKGROUND:

The City Council approved an employment agreement with Todd Bodem as the City Administrator at its meeting on November 12, 2024. This agreement was for a three-year period from November 12, 2024, through October 31, 2027.

As required by this agreement, the City Council informed Mr. Bodem after June 30, 2024, of its intention to enter into a new employment agreement with him. The alternative was to inform him at that time if the agreement would not be extended. The negotiations for this new agreement concluded after Mr. Bodem accepted the terms of the City Council's proposal approved at the conclusion of a closed session on this matter held at the Council meeting on November 12, 2024.

DISCUSSION:

A copy of the new employment agreement between the City and Mr. Bodem is attached as Exhibit 1 to the Resolution for this item (attached hereto as Attachment 1). The agreement is based on the same terms as the prior agreement, with the following changes:

- A term of three (3) years from November 12, 2024, through October 31, 2027.
- Base salary will be \$170,744.12, effective 11/2/24. A six percent (6%) salary increase may be granted on or after November 1, 2025, and a six (6%) salary increase on or after November 1, 2026, if he receives a "satisfactory" performance evaluation from the City Council.

- In addition to the standard City contribution, if health care premiums increase during the term of this contract, the City will contribute up to a maximum of 10% of the increase toward the employees' out-of-pocket costs.

FISCAL IMPACT:

- The initial salary increase results in a cost savings of \$3,938.80 for the current budget. The cost in the second year will increase by up to \$13,918.78, and in the third year, it will increase by up to \$14,846.22.

ATTACHMENTS

1. Resolution No. 2024-71
2. Employment Agreement

RESOLUTION NO. 2024-71

A RESOLUTION OF THE CITY COUNCIL OF THE CITY GUADALUPE APPROVING A NEW EMPLOYMENT AGREEMENT WITH TODD BODEM AS CITY ADMINISTRATOR AND AUTHORIZING THE MAYOR TO SIGN THE AGREEMENT ON BEHALF OF THE CITY OF GUADALUPE

WHEREAS, Todd Bodem was re-appointed by the City Council to serve as its City Administrator at the Council's meeting on November 8, 2022, and approved an employment agreement with Mr. Bodem for a term beginning on November 1, 2022, and ending on October 31, 2024; and

WHEREAS, pursuant to the terms of that agreement, the City Council previously informed Mr. Bodem in or around June 2024 that it intended to enter into a new employment agreement with him; and

WHEREAS, the City Council and Mr. Bodem negotiated the terms for a new employment agreement, which negotiations concluded after Mr. Bodem accepted the terms of the City Council's offer reached at the conclusion of its closed session discussion held on November 12, 2024; and

WHEREAS, Mr. Bodem and the City Council desire to formally enter into a new employment agreement based upon these terms.

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

SECTION 1. The City Council hereby approves the terms of the employment agreement between the City of Guadalupe and Mr. Todd Bodem as City Administrator which is attached hereto as Exhibit 1.

SECTION 2. The City Council hereby authorizes the Mayor to sign the employment agreement on behalf of the City of Guadalupe.

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 26th day of November 2024, by the following vote:

MOTION:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Amelia M. Villegas, City Clerk of the City of Guadalupe DO HEREBY CERTIFY that the foregoing Resolution, being C.C. **Resolution No. 2024-71**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held November 26, 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

EXHIBIT 1

**EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF GUADALUPE
&
TODD BODEM**

This Agreement is made and entered into this 12th day of November of 2024 by and between the City of Guadalupe, a municipal corporation, (hereinafter called “Employer” of “City” and Todd Bodem, (hereinafter called “Employee”) an individual, both of whom agree as follows:

Section 1: Term:

The term of this agreement shall be for a period of three (3) years, from November 12, 2024 to and including October 31, 2027. Not later than June 30, 2027, Council shall either inform Employee of its intention to negotiate an extension to this agreement or vote to not extend this agreement. Notwithstanding the term of the agreement, Employee acknowledges that this position with the City is an “at-will” position, and Employer need not provide advance notification, sufficient or just cause, or a right of appeal from a decision to terminate Employee. Employee shall be entitled to only such benefits upon termination as are explicitly set forth in this Agreement. Employee is exempt from City's Personnel System and holds no property right in his employment with the City.

Employee agrees that no representative of City has made or can make any promises, statements, or representations which state or imply that Employee is hired or retained under any terms other than at-will and with exemption from City's Personnel System, as set forth above. Employee agrees that no agreement can impliedly arise that Employee is employed under any terms other than at-will and with exemption from City's Personnel System, as set forth above. Employee's status as at-will and exemption from City's Personnel System may only be changed, revoked, amended, or superseded by a written document, signed by Employee and the Mayor following approval by the City Council.

Section 2: Duties and Authority

Employer agrees to employ Employee as City Administrator to perform the functions and duties specified for that position under the California Government Code and Guadalupe Municipal Code Chapter 2.04 and to perform other legally permissible and proper duties and functions. Employee agrees to devote all of his business time, skill, attention, and best efforts to the discharge of the duties and responsibilities assigned to him by the City Council during the term of his employment.

Section 3: Compensation

A. During the term of this Agreement, Employer agrees to pay Employee an annual base salary of one hundred seventy thousand seven hundred fourty four and 12/100 Dollars (\$170,744.12) effective 11/2/24, payable in installments at the time that other management employees of the employees of the Employer are paid, less any applicable

deductions required for taxes or other legally required amounts. During the term of this Agreement, should any employee of the City receive a cost of living or other increase in the base salary that equals or exceeds Employee's base salary set forth in this paragraph, Employer agrees to increase Employee's base salary to three percent (3%) more than the base salary of the next-highest paid employee of the City. For purposes of this section, "base salary" shall not include those amounts paid to employees for overtime payment.

B. Employee shall receive a six percent (6%) increase on or after November 1, 2025, for the second year of the term of this agreement, and a six percent (6%) increase on or after November 1, 2026, for the third year, provided that Employee receives a "satisfactory" performance evaluation by the Council.

C. Employee shall be entitled to participate in a deferred compensation program pursuant to IRS Code Section 9457(b) administered by Mass Mutual. Should Employee choose to participate in this program, the City will not contribute any additional funds to Employee aside from the compensation stated above in Section A.

Section 4: Health Insurance Benefits

A. The Employer agrees to provide and to pay the premiums for insurance programs for the Employee and his dependents equal to those provided to other non-safety department heads of the City of Guadalupe. If the City's health insurance premium cost increases, the City will increase its standard contribution up to a maximum of 10% toward the employee's out-of-pocket share of the premium for the duration of this contract. In the event Employee does not wish to enroll in such insurance programs, Employee may elect to receive the cash equivalent of such benefits.

B. The Employer agrees to provide and pay the premiums for term life insurance in the amount of \$105,000 on Employee's life, the beneficiary of which shall be selected by Employee. With respect to this insurance benefit only, Employee may not elect to receive the cash equivalent of such benefit.

Section 5: Vacation, Sick, Administrative and Holiday Leave

Employee shall be credited with vacation, holiday and sick leave in an amount equal to that of other non-safety employees of the City of equal tenure. A vacation accrual cap of 240 hours shall apply – Employee will not earn additional vacation hours in excess of that cap. Employee shall be credited with 80 hours of administrative leave each calendar year of this Agreement. Administrative leave shall be replenished annually on January 1 but unused leave shall not be cashed out at the end of each calendar year, contract year, or upon termination or separation from the City. In addition, should Employee resigned

from his employment as provided in Section 10 of this Agreement, administrative leave shall be prorated from January 1 of such year Employee resigns and Employee's final day of employment (at 20 hours per month) and if Employee has used more administrative leave than the prorated amount, such excess will be withheld from Employee's final paycheck.

Section 6: Retirement

The Employer agrees to enroll the Employee into the applicable State PERS retirement system or plan using the 2% @ 62 base formula. The Employer agrees to make the appropriate Employer contributions on the Employee's behalf as required by PERS and approved by Council. Employee shall pay the full employee member contribution.

Section 7: General Business Expenses

- A. Employer recognizes that certain expenses of a non-personal but job related nature are incurred by Employee, and agrees to reimburse or to pay said general expenses. The Finance Director is authorized to disburse such moneys upon receipt of duly executed receipts, pursuant to the City's Travel and Expense Reimbursement Policy.
- B. The Employer acknowledges the value of Employee being immediately accessible to Council members and staff via electronic mail and mobile telephone at all hours, whether Employee is present at City Hall or not. As such, the Employer has provided a mobile telephone phone for his duties for Employer.
- C. Employer shall budget for and pay reasonable professional dues, subscriptions, and expenses related to annual conference attendance and occasional training seminars, on behalf of Employee for purposes of allowing his continued and full participation in direct job-related professional organizations for the good of the City at the national, regional, state, and local levels, up to a maximum cost of \$2,500 annually. Such organizations shall include membership in the International City/County Manager's Association and the California League of Cities. Employee will be expected to provide reasonable notice to the City of any planned absences to attend such activities.
- D. City shall make available to Employee a City vehicle for his use on City business. In addition, City shall provide Employee a monthly payment of \$150.00 as an automobile allowance stipend to compensate him for the use of his personal vehicle when a City vehicle is unavailable for Employee's use for

City business or when Employee elects to use his personal vehicle on City business..

Section 8: Termination

- A. For the purpose of this agreement, termination shall occur when at least three (3) out of five (5) members of the City Council vote to terminate the Employee at a duly authorized public meeting, when Employee is otherwise ready, willing and able to perform the duties of his position.
- B. If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health, with or without a reasonable accommodation, for a period of four (4) successive weeks beyond any accumulated leave, or for twenty (20) working days over a thirty (30) working day period, Employer shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 9.
- C. If the Employer reduces the base salary, compensation or any other financial benefit of the employee in a percentage greater than the average reduction applicable to all department heads, Employee shall have the right to declare that such reduction constitutes termination entitling Employee to severance under Section 9.
- D. If the Employee resigns following an offer by Employer to accept resignation, or following a suggestion by Employer to resign, whether formal or informal, then the Employee shall have the right to declare such resignation a termination under this Agreement.
- E. If Employee is terminated for cause, Employee will not be entitled to severance pay as provided in Section 9. Cause for termination shall include, but not be limited to: insubordination (defined as direction given to Employee by at least three (3) out of (5) City Councilmembers that is not followed), unethical conduct (as defined under the Political Reform Act), commitment of a criminal act, dereliction of duties as specified in Section 2 of the Agreement, and malfeasance.

Section 9: Severance

- A. Except as set forth in subsection E. above, and under Government Code Section 53260, if the Employee is terminated under Section 8, the Employer shall provide a severance payment equal to six (6) months base salary at the current rate of pay and health insurance benefits at the employee-only level.

The severance shall be paid in a lump sum. Notwithstanding anything to the contrary in this subsection, pursuant to Government Code Section 53243.2, regardless of the term of this Agreement, if the Agreement is terminated, any cash settlement related to the termination that Employee may receive from City shall be fully reimbursed to City if Employee is subsequently convicted of a crime involving an abuse of his office or position.

- B. Whether or not the City is required to pay a severance payment to Employee on termination of Employee, Employee shall be paid for all accrued and unused vacation leave to date of termination then payable under the terms of this Agreement. No payment shall be made upon termination or separation from the City for accrued and unused sick or administrative leave.
- C. Employee shall not be entitled to the severance payment set forth in subsection A in the event he is terminated following a conviction of a felony, or of a misdemeanor involving abuse of office or position by Employee, as that term is defined in Government Code Section 53243.4.
- D. This Section in no way changes or modifies Employee's status as an at-will employee.

Section 10: Resignation

In the event that the Employee voluntarily resigns his position with the Employer, the Employee shall provide a minimum of sixty (60) days notice unless the parties agree otherwise. If Employee voluntarily resigns his position with the Employer, Employee shall not be entitled to the severance payment set forth in Section 9.

Section 11: Hours of Work

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

Section 12: Indemnification

- A. Employer shall provide Employee defense and indemnification as set forth in Part 7, Division 3.6, Title 1 of the Government Code, specifically Government Code Sections 995 et seq.
- B. Employee recognizes that Employer shall have the right to compromise and settle all actions or proceedings in which Employer is providing Employee a defense, even if Employee objects to such compromise or settlement.

Section 13: Other Terms and Conditions of Employment

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

B. Employer shall review Employee's job performance not less frequently than annually during the month of October of each year unless the parties agree otherwise. Interim reviews may be scheduled at any time upon direction of the City Council, with such notice as is required by law. The annual performance reviews and evaluations shall be in writing and in accordance with criteria and format developed jointly by Employer and Employee. Employer shall provide Employee a reasonable and adequate opportunity to discuss Employee's evaluation with the Employer. The annual performance reviews and evaluations shall be reasonably related to the Employee's duties under Chapter 2.04 of the Municipal Code and shall be based, in whole or in part, on goals for Employee's performance that are jointly developed and adopted by the Employer and Employee.

Section 14: General Provisions

- A. **Effective Date:** This Agreement shall become effective on approval by the City Council at a regular meeting.
- B. **Arbitration:** Any and all controversies or claims arising out of or relating to Employee's employment with City or the termination of Employee's employment with City shall be settled by binding arbitration in accordance with the Employment Arbitration Rules and Mediation Procedures of the American Arbitration Association and judgment on the award rendered by the Arbitrator may be entered in any court having jurisdiction thereof.
- C. **Severability:** The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that

any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

- D. Miscellaneous: Employee's duties and obligations under this Agreement are personal and not assignable. The Agreement shall be binding on the Employer and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest. Paragraph headings used in this Agreement are for convenience only and shall not be considered part of the terms of the Agreement. No interpretation or construction of any provision or provisions of this Agreement will be influenced by the identity of the party drafting the Agreement. This Agreement will be governed by and construed in accordance with the laws of the State of California.

- E. Integration: This Agreement sets forth and establishes the entire understanding between the Employer and the Employee related to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.

CITY OF GUADALUPE
("EMPLOYER")

TODD BODEM
("EMPLOYEE")

By: _____
Ariston Julian, Mayor

By: _____
Todd Bodem