

**REPORT TO THE CITY COUNCIL**  
**July 26, 2016**

  
 Prepared By:  
 Lilly Rudolph, AICP, City Planner

  
 Approved By:  
 Andrew Carter, City Administrator

**SUBJECT:**

Public Hearing to Consider City-Initiated Zoning Map Amendments

**EXECUTIVE SUMMARY:**

Staff proposes City-initiated zoning map amendments to rezone several parcels that are incorrectly designated, do not have a zoning designation, or are split zoned. The current zoning designation issues have resulted in procedural inefficiencies and permit processing delays while staff determines which development standards to apply. Assigning appropriate zoning designations to all parcels in the city would ensure that land use requirements are clear and predictable for both the property owners and the City of Guadalupe.

**RECOMMENDATION:**

- 1) Receive a presentation from Staff
- 2) Conduct Workshop Regarding Changes to the Zoning Map
- 3) After the City Attorney reads the title of the Ordinances, introduce first reading of:
  - a. Ordinance No. 2016-449 approving the Zoning Map Amendment for APN 115-020-030 and APN 115-020-031;
  - b. Ordinance No. 2016-450 approving the Zoning Map Amendment for APNs 115-041-004, -005, -018, and -019;
  - c. Ordinance No. 2016-451 approving the Zoning Map Amendment for APNs 115-042-006, -007, 013, -016,-017, and -019; and
  - d. Ordinance No. 2016-452 approving the Zoning Map Amendment for APN 115-043-002.
- 4) Direct Staff to schedule second reading and adoption of Ordinance No. 2016-449, 2016-450, 2016-451, and 2016-452 for the August 23, 2016 Regular City Council meeting.

**BACKGROUND:**

Over the course of several months, staff has discovered that 13 parcels within the City of Guadalupe have incompatible zoning designations or are split zoned.

This has resulted in unclear zoning development standards for applicants. Staff is recommending that the 13 parcels are rezoned to repair mapping errors, correct omissions, and assign zoning designations that are compatible with existing uses and land use General Plan land use designations.

Table 1 below summarizes each of the parcels' existing zoning designations, existing land use, and staff's recommendations for proposed zoning designations.

**Table 1 Parcels Proposed for Rezone**

<b>APN</b>	<b>Land Use</b>	<b>Size (acres)</b>	<b>General Plan designation</b>	<b>Existing zoning</b>	<b>Proposed zoning</b>
<b>115-020-030</b>	Industrial (Beachside Produce)	0.91	General Industrial	None	G-I
<b>115-020-031</b>	Industrial (Beachside Produce)	0.24	General Industrial	None	G-I
<b>115-041-004</b>	Single family residence	0.16	Medium Density Residential	R-1 and G-I	R-1
<b>115-041-005</b>	Single family residence	1.16	Medium Density Residential	R-1 and G-I	R-1
<b>115-041-018</b>	Single family residence	0.08	Medium Density Residential	R-1 and G-I	R-1
<b>115-041-019</b>	Single family residence	0.08	Medium Density Residential	R-1 and G-I	R-1
<b>115-042-006</b>	Church (Our Lady of Guadalupe)	0.34	Medium Density Residential	R-1	R-3
<b>115-042-007</b>	Church (Our Lady of Guadalupe)	0.46	Medium Density Residential	R-1	R-3
<b>115-042-013</b>	Church (Our Lady of Guadalupe)	0.17	Medium Density Residential	R-1	R-3
<b>115-042-016</b>	Church (Our Lady of Guadalupe)	0.20	Medium Density Residential	R-1	R-3
<b>115-042-017</b>	Church (Our Lady of of	0.14	Medium Density Residential	R-1	R-3

APN	Land Use	Size (acres)	General Plan designation	Existing zoning	Proposed zoning
Guadalupe)					
115-042-019	Church (Our Lady of Guadalupe)	0.18	Medium Density Residential	R-1	R-3
115-043-002	Agriculture	2.31	Medium Density Residential	R-1 and G-I	G-I

**DISCUSSION:**

**OVERVIEW OF ZONING DESIGNATIONS**

The proposed zoning map amendments affect parcels in the single-family (low-density) residential (R-1), Multiple Dwelling (High-Density) Residential (R-3), and the General Industrial (G-I) zone. This section describes the purpose and intent of the applicable zoning designations pursuant to the Guadalupe Municipal Code (GMC).

**Single-Family (Low-Density) Residential (R-1) District (GMC Chapter 18.20)**

The purpose of the R-1 district is to provide an area exclusively limited to single-family homes with not more than one dwelling and customary accessory buildings on a building site, and with an overall density of approximately 5 dwellings per acre, in conformance with the land use element of the General Plan. In addition to single family residences, the R-1 zone also permits residential accessory buildings and uses and group dwelling units with six or fewer residences. Conditional uses include churches and home occupations.

**Multiple Dwelling (High-Density) Residential (R-3) District (GMC Chapter 18.32)**

The purpose of the R-3 district is to provide an area for apartment living, group dwellings, transient residential accommodations, and similar residential quarters, along with compatible or accessory uses of land, in conformance with the General Plan. Of the residential zones, the R-3 district offers the greatest range of permitted uses, including churches, schools, and parks.

**General Industrial (G-I) District (GMC Chapter 18.44)**

The purpose of the G-I district is to provide a district that permits agricultural processing or support industries and other general industrial uses in conformance with the land use element of the General Plan. Permitted uses include agricultural uses and industries, manufacturing (e.g., bakery, boat building), processing (food processing), wholesaling, warehousing, and storage

(building materials, contractor storage yard), utilities, distribution plan, or substation, automotive body repair, and retail.

## **ZONING AND GENERAL PLAN CONSISTENCY ANALYSIS**

This section describes the existing uses on the subject parcels and an analysis of the proposed zoning designations.

### **Undesignated Beachside Produce Parcels (APNs 115-020-030, and -031)**

APNs 115-020-030 and -031 are owned by one property owner and, along with adjacent parcels to the south and north, collectively support Beachside Produce. On August 25, 2015, the City of Guadalupe approved permits to allow an expansion of a produce cooling facility, an industrial use that is permitted in the G-I zone, on the site. The City Council also approved Ordinance 2015-438 to designate two of the Beachside Produce parcels (APNs 115-020-028 and 115-020-029) as General Industrial (G-I). Two smaller parcels, APNs 115-020-030 and -031, were inadvertently omitted at the time and therefore do not have zoning designations. The subject parcels are designated as General Industrial in the General Plan Land Use Diagram; and the G-I zone would be compatible with the General Industrial land use designation. Therefore, the proposed zoning designation is G-I. This amendment would be consistent with the City's General Plan. The proposed Zoning Map is included as Exhibit 1 to Ordinance No. 2016-449.

### **Split-zoned Residential Parcels (APNs 115-041-004, -005, -018, and -019)**

APNs 115-041-004, -005, -018, and -019 comprise four individual parcels, each developed with a single family residence. The southern 2/3rd of the parcels are zoned R-1, consistent with the existing development and the residential parcels to the south. The remaining northern portion of the parcels are zoned G-I, which appears to be a mapping error. The parcels to the north area zoned G-I, and the zoning boundary line encroaches into residential parcels.

The adjacent parcels to the south are zoned R-1 and are developed with single family residences. Because the parcels are used for existing single family residential development and are designated as Medium Density Residential, the proposed zoning designation for the four parcels is R-1. This amendment would be consistent with the City's General Plan. The proposed Zoning Map is included as Exhibit 1 to Ordinance No. 2016-450.

### **Church Parcels (APN 115-042-006, -007, 013, -016,-017, -019)**

APN 115-042-006, -007, 013, -016,-017, -019 carry an R-1 zone designation. All of the parcels comprise the Our Lady of Guadalupe Church. Collectively, the church-owned properties span approximately 1.5 acres across nine parcels.

Three of the southern parcels are zoned R-3, five parcels are zoned R-1, and one parcel is split zoned as R-1 and R-3. To ensure that future development of the church is cohesive, the six parcels should be rezoned R-3. The R-3 zone allows churches by right, and offers more flexibility for future uses such as single-family and multi-family residential development. The parcels are designated a Medium Density Residential in the General Plan Land Use Map, which is compatible with the R-3 zone. Therefore, the amendment would be consistent with the City's General Plan. The proposed Zoning Map is included as Exhibit 1 to Ordinance No. 2016-451.

### **Agricultural Split Zoned Parcel (APN 115-043-002)**

APN 115-043-002 is a long, narrow (826 feet long by 150 feet wide) parcel along the eastern city limits currently in agricultural production. To the east is agricultural land in the unincorporated Santa Barbara County. The northern half of the parcel is zoned G-I, and the southern half is zoned R-1. The parcel boundary line follows the zoning designations of the parcels to the west of the parcel. Given that the area supports both industrial and residential uses, either the G-I or the R-1 zone designation would be appropriate. The property owners have requested that the parcels are zoned G-I. The G-I zone districts permits a wide range of uses, including retail, light manufacturing, and agricultural uses, which is the existing use. This amendment would be consistent with the City's General Plan and medium density residential land use designation. The proposed Zoning Map is included as Exhibit 1 to Ordinance No. 2016-452.

### **NOTICING**

Staff published the required Public Hearing Notice in a newspaper of general circulation on or before July 16, 2016. Staff mailed individual letters and separate notices to affected property owners notifying them of the proposed rezone on July 15, 2016.

### **CEQA Review**

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061 of the State of California's CEQA Guidelines. Section 15061 states that "...CEQA applies only to projects with have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

### **ALTERNATIVES TO THE RECOMMENDED ACTION**

The City Council could decide to continue this item for more information to be gathered or to allow for continued discussion of the proposed rezones. If the

Council opts for this alternative, the public hearing should be left open and a date-certain future meeting selected if possible.

The City Council could decide not to support the Zoning Map amendments.

**Attachments:**

1. Ordinance 2016-449  
Exhibit 1
2. Ordinance 2016-450  
Exhibit 1
3. Ordinance 2016-451  
Exhibit 1
4. Ordinance 2016-452  
Exhibit 1
5. Existing Zoning Map
6. Proposed Zoning Map
7. Proposed Zoning Map Showing Mark Up

**ATTACHMENT 1**

Ordinance No. 2016-449

**ORDINANCE NO. 2016-449**

**AN ORDINANCE OF THE CITY OF GUADALUPE, CALIFORNIA APPROVING A ZONING MAP AMENDMENT TO AMEND THE GUADALUPE ZONING MAP TO REVISE THE ZONING DESIGNATION OF ASSESSOR PARCEL NUMBERS 115-020-030 AND 115-020-031 TO GENERAL INDUSTRIAL (G-I) FOR CONSISTENCY WITH THE CITY OF GUADALUPE GENERAL PLAN**

**WHEREAS**, the City Council adopted Ordinance No. 189 to establish the boundaries of the zoning districts on that certain map entitled “Zoning Map of the City of Guadalupe” (Guadalupe Municipal Code Title 18) for properties located at 1211 Peralta Street. Portions of these properties were designated General Industrial (G-I) on the City’s Zoning Map. The zoning designation for two properties (APNs 115-020-030 and 115-020-031) was inadvertently omitted; and

**WHEREAS**, the subject parcels are designated as General Industrial in the General Plan Land Use Diagram and the G-I zone would be compatible with the General Industrial land use designation. In addition, the City of Guadalupe previously approved permits to allow an expansion of a produce cooling facility, an industrial use that is permitted in the G-I zone, on the site; and

**WHEREAS**, the City of Guadalupe initiated a zoning map amendment to rezone several parcels that did not have a zoning designation in order to assign zoning designations to all parcels in the city to ensure land use requirements were clear and predictable for both the property owners and the City; and

**WHEREAS**, a zoning designation of G-I would be appropriate for the parcels located at 1211 Peralta Street (APNs 115-020-030 and 115-020-031) because the existing and approved uses comply with the standards of the G-I zone; and

**WHEREAS**, the City Council held a duly-noticed public hearing on July 26, 2016, at which all interested persons were given the opportunity to be heard, and notice of said hearing was published in the Santa Maria Times at least 10 days prior to the public hearing; and

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

**SECTION 1. Recitals.** The City Council hereby finds and determines the foregoing recitals, which are incorporated herein by reference, are true and correct.

**SECTION 2. Environmental Review.** In accordance with Public Resources Code Section 21080.9, the California Environmental Quality Act (CEQA) does not apply to activities and approvals by the City as necessary for the preparation and adoption of the General Plan. The proposed Zoning Map Amendment is necessary in order to correct an inconsistency between the General Plan Land Use Map and the City’s Zoning Map (Title 18 of the Guadalupe Municipal

Code). Because the amendment is entirely dependent on, related to, and duplicative of the exempt activity, it is subject to the same CEQA exemption.

**SECTION 3. Zoning Map Amendment.** The City Council hereby amends the Guadalupe Municipal Code Zoning Map for APNs 115-020-030 and 115-020-031 to designate the subject properties General Industrial (G-I).

**SECTION 4. Findings.**

A. The zoning map amendment will make the zoning designation for the subject property consistent with the Guadalupe General Plan.

B. The subject zoning map amendment is consistent with the objectives, policies, general land uses and programs specified in the General Plan.

INTRODUCED at a regular meeting of the City Council held this 26<sup>th</sup> day of July, 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ and on the following roll call vote, to wit:

MOTION  
AYES:  
NOES:  
ABSTAIN:

PASSED AND ADOPTED at a regular meeting of the City Council held this 9<sup>th</sup> day of August 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and on the following roll call vote, to wit:

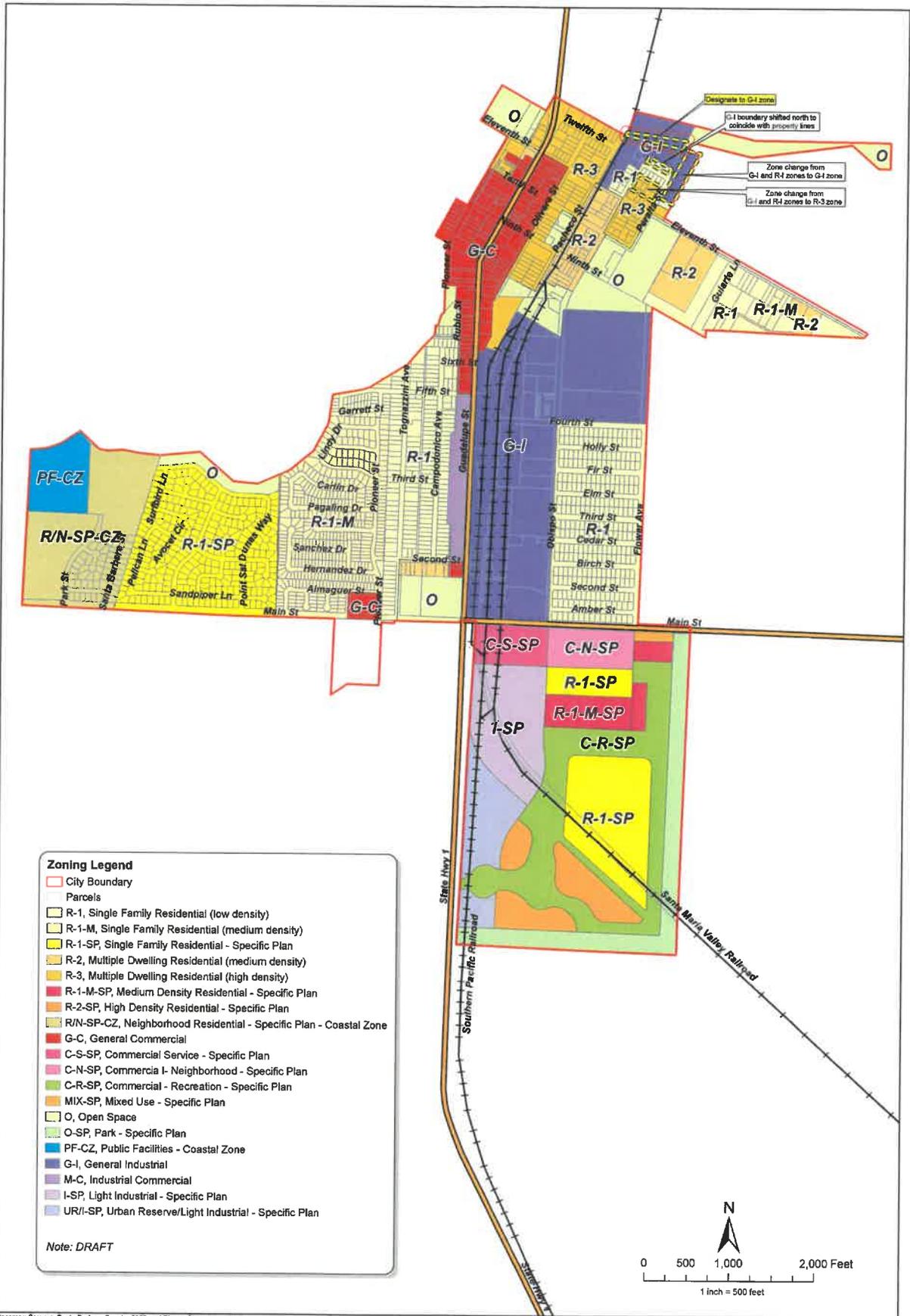
MOTION  
AYES:  
NOES:  
ABSTAIN:

CITY OF GUADALUPE

BY: \_\_\_\_\_  
John Lizalde, Mayor

ATTEST:

\_\_\_\_\_  
Andrew Carter, Deputy City Clerk



# Proposed Zoning Map Amendments (Marked Up)

**ATTACHMENT 2**

Ordinance No. 2016-450

**ORDINANCE NO. 2016-450**

**AN ORDINANCE OF THE CITY OF GUADALUPE, CALIFORNIA APPROVING A ZONING MAP AMENDMENT TO AMEND THE GUADALUPE ZONING MAP TO REVISE THE ZONING DESIGNATION OF ASSESSOR PARCEL NUMBERS 115-041-004, 115-041-005, 115-041-018, AND 115-041-019 TO SINGLE FAMILY RESIDENCE (R-1) FOR CONSISTENCY WITH THE CITY OF GUADALUPE GENERAL PLAN**

**WHEREAS**, the City Council adopted Ordinance No. 189 to establish the boundaries of the zoning districts on that certain map entitled “Zoning Map of the City of Guadalupe” (Guadalupe Municipal Code Title 18) for properties located at 4455 Twelfth Street, 4467 Twelfth Street, 4485 Twelfth Street, and 4495 Twelfth Street. The subject parcels (APNs 115-041-004, 115-041-005, 115-041-018, and 115-041-019) were split zoned, and as such, carried two zoning designations of Single-Family Residential (R-1) and General Industrial (G-I); and

**WHEREAS**, the parcels are used for single family residential development and are designated as Medium Density Residential by the City’s General Plan. The R-1 zoning designation is consistent with the City’s General Plan; and

**WHEREAS**, the City of Guadalupe initiated a zoning map amendment to rezone several parcels that were split zoned, to assign zoning designations to all parcels in the city to ensure land use requirements were clear and predictable for both the property owners and the City; and

**WHEREAS**, a zoning designation of R-1 is appropriate for the parcels located at 455 Twelfth Street, 4467 Twelfth Street, 4485 Twelfth Street, and 4495 Twelfth Street (APNs 115-041-004, 115-041-005, 115-041-018, and 115-041-019) because the existing uses comply with the standards of the R-1 zone; and

**WHEREAS**, the City Council held a duly-noticed public hearing on July 26th, 2016, at which all interested persons were given the opportunity to be heard, and notice of said hearing was published in the Santa Maria Times at least 10 days prior to the public hearing; and

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

**SECTION 1. Recitals.** The City Council hereby finds and determines the foregoing recitals, which are incorporated herein by reference, are true and correct.

**SECTION 2. Environmental Review.** In accordance with Public Resources Code Section 21080.9, the California Environmental Quality Act (CEQA) does not apply to activities and approvals by the City as necessary for the preparation and adoption of the General Plan. The proposed Zoning Map Amendment is necessary in order to correct an inconsistency between the General Plan Land Use Map and the City’s Zoning Map (Title 18 of the Guadalupe Municipal Code). Because the amendment is entirely dependent on, related to, and duplicative of the exempt activity, it is subject to the same CEQA exemption.

**SECTION 3. Zoning Map Amendment.** The City Council hereby amends the Guadalupe Municipal Code Zoning Map for APNs 115-041-004, 115-041-005, 115-041-018, and 115-041-019 to designate the subject properties Single-Family Residential (R-1).

**SECTION 4. Findings.**

A. The zoning map amendment will make the zoning designation for the subject property consistent with the Guadalupe General Plan.

B. The subject zoning map amendment is consistent with the objectives, policies, general land uses and programs specified in the General Plan.

INTRODUCED at a regular meeting of the City Council held this 26<sup>th</sup> day of July, 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

PASSED AND ADOPTED at a regular meeting of the City Council held this 9<sup>th</sup> day of August, 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and on the following roll call vote, to wit:

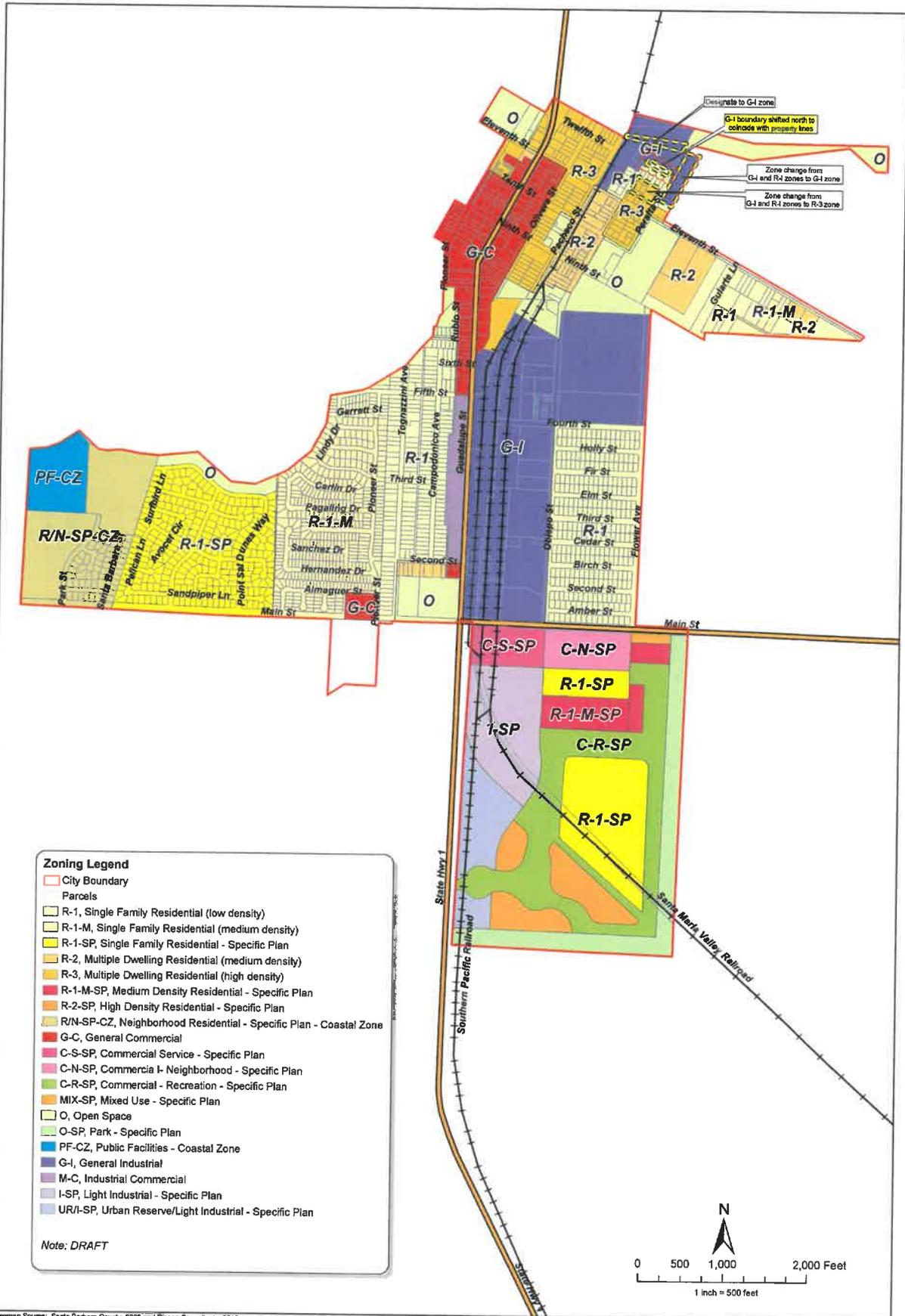
AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF GUADALUPE

BY: \_\_\_\_\_  
John Lizalde, Mayor

ATTEST:

\_\_\_\_\_  
Andrew Carter, Deputy City Clerk



**Zoning Legend**

- City Boundary
- Parcels
- R-1, Single Family Residential (low density)
- R-1-M, Single Family Residential (medium density)
- R-1-SP, Single Family Residential - Specific Plan
- R-2, Multiple Dwelling Residential (medium density)
- R-3, Multiple Dwelling Residential (high density)
- R-1-M-SP, Medium Density Residential - Specific Plan
- R-2-SP, High Density Residential - Specific Plan
- R/N-SP-CZ, Neighborhood Residential - Specific Plan - Coastal Zone
- G-C, General Commercial
- C-S-SP, Commercial Service - Specific Plan
- C-N-SP, Commercial Neighborhood - Specific Plan
- C-R-SP, Commercial - Recreation - Specific Plan
- MIX-SP, Mixed Use - Specific Plan
- O, Open Space
- O-SP, Park - Specific Plan
- PF-CZ, Public Facilities - Coastal Zone
- G-I, General Industrial
- M-C, Industrial Commercial
- I-SP, Light Industrial - Specific Plan
- UR/I-SP, Urban Reserve/Light Industrial - Specific Plan

Note: DRAFT

Baseemap Source: Santa Barbara County, 2008 and Rincon Consultants, 2013.

# Proposed Zoning Map Amendments (Marked Up)

**ATTACHMENT 3**

Ordinance No. 2016-451

**ORDINANCE NO. 2016-451**

**AN ORDINANCE OF THE CITY OF GUADALUPE, CALIFORNIA APPROVING A ZONING MAP AMENDMENT TO AMEND THE GUADALUPE ZONING MAP TO REVISE THE ZONING DESIGNATION OF ASSESSOR PARCEL NUMBERS 115-042-006, 115-042-007, 115-042-013, 115-042-016, 115-042-017, AND 115-042-019 TO MULTIPLE DWELLING RESIDENCE (R-3) FOR CONSISTENCY WITH THE CITY OF GUADALUPE GENERAL PLAN**

**WHEREAS**, the City Council adopted Ordinance No. 189 to establish the boundaries of the zoning districts on that certain map entitled "Zoning Map of the City of Guadalupe" (Guadalupe Municipal Code Title 18) for properties located at 1164 Obispo Street. The subject parcels (APNs 115-042-006, 115-042-007, 115-042-013, 115-042-016, 115-042-017, and 115-042-019) are zoned Single Family Residential (R-1) and split zoned Single Family Residential (R-1) and Multiple Family Residential (R-3), and

**WHEREAS**, A church spans across the six subject parcels, as well as three southern, adjacent parcels, which are zoned Multiple Family Residential (R-3); and

**WHEREAS**, the City of Guadalupe initiated a zoning map amendment to rezone several parcels that were incorrectly designated and were split zoned, to assign zoning designations to all parcels in the city to ensure land use requirements were clear and predictable for both the property owners and the City; and

**WHEREAS**, a zoning designation of R-3 is appropriate for the parcels located at 1164 Obispo Street (APNs 115-042-006, 115-042-007, 115-042-013, 115-042-016, 115-042-017, and 115-042-019) because a consistent zoning designation for the entire church site ensures that future development of the church is cohesive.; and

**WHEREAS**, the City Council held a duly-noticed public hearing on July 26th, 2016, at which all interested persons were given the opportunity to be heard, and notice of said hearing was published in the Santa Maria Times at least 10 days prior to the public hearing; and

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

**SECTION 1.** *Recitals.* The City Council hereby finds and determines the foregoing recitals, which are incorporated herein by reference, are true and correct.

**SECTION 2.** *Environmental Review.* In accordance with Public Resources Code Section 21080.9, the California Environmental Quality Act (CEQA) does not apply to activities and approvals by the City as necessary for the preparation and adoption of the General Plan. The proposed Zoning Map Amendment is necessary in order to correct an inconsistency between the General Plan Land Use Map and the City's Zoning Map (Title 18 of the Guadalupe Municipal Code). Because the amendment is entirely dependent on, related to, and duplicative of the exempt activity, it is subject to the same CEQA exemption.

**SECTION 3.** *Zoning Map Amendment.* The City Council hereby amends the Guadalupe Municipal Code Zoning Map for APNs 115-042-006, 115-042-007, 115-042-013, 115-042-016, 115-042-017, and 115-042-019 to designate the subject properties Multiple Family Residential (R-3).

**SECTION 4.** *Findings.*

A. The zoning map amendment will make the zoning designation for the subject property consistent with the Guadalupe General Plan.

B. The subject zoning map amendment is consistent with the objectives, policies, general land uses and programs specified in the General Plan.

INTRODUCED at a regular meeting of the City Council held this 26<sup>th</sup> day of July, 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

PASSED AND ADOPTED at a regular meeting of the City Council held this 9<sup>th</sup> day of August, 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and on the following roll call vote, to wit:

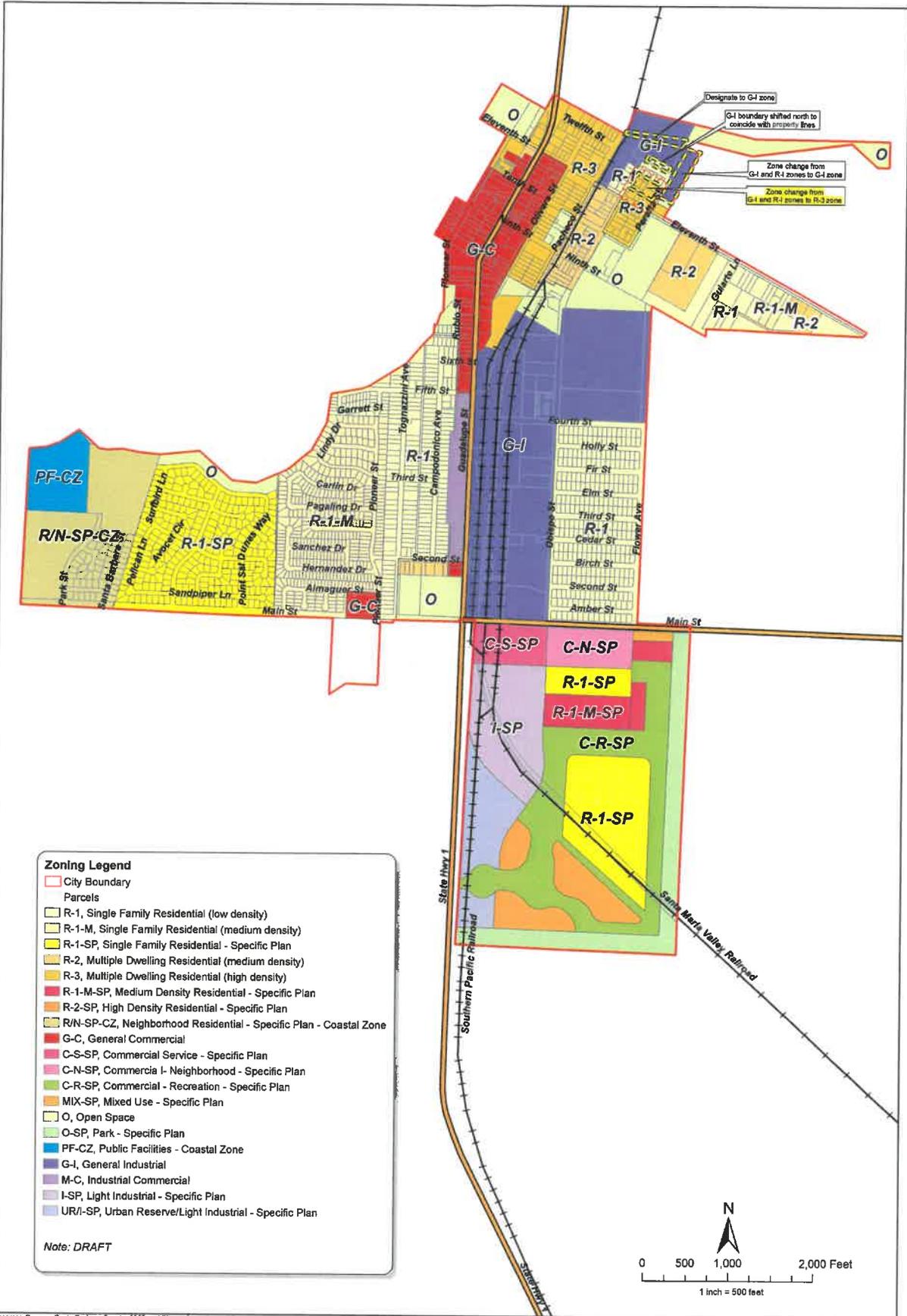
AYES:  
NOES:  
ABSENT:  
ABSTAIN:

CITY OF GUADALUPE

BY: \_\_\_\_\_  
John Lizalde, Mayor

ATTEST:

\_\_\_\_\_  
Andrew Carter, Deputy City Clerk



Basemap Source: Santa Barbara County, 2008 and Pincon Consultants, 2013.

# Proposed Zoning Map Amendments (Marked Up)

**ATTACHMENT 4**

Ordinance No. 2016-452

**ORDINANCE NO. 2016-452**

**AN ORDINANCE OF THE CITY OF GUADALUPE, CALIFORNIA APPROVING A ZONING MAP AMENDMENT TO AMEND THE GUADALUPE ZONING MAP TO REVISE THE ZONING DESIGNATION OF ASSESSOR PARCEL NUMBER 115-043-002 TO GENERAL INDUSTRIAL (G-I) FOR CONSISTENCY WITH THE CITY OF GUADALUPE GENERAL PLAN**

**WHEREAS**, the City Council adopted Ordinance No. 189 to establish the boundaries of the zoning districts on that certain map entitled “Zoning Map of the City of Guadalupe” (Guadalupe Municipal Code Title 18) for the property located at 3455 Eleventh Street. The subject parcel (APN 115-043-002) is split zoned, and as such, carries two zoning designations. The northern half of the parcel is zoned General Industrial (G-I), and the southern half is zoned Single Family Residential (R-1); and

**WHEREAS**, the City of Guadalupe initiated a zoning map amendment to rezone several parcels that were split zoned, to assign zoning designations to all parcels in the city to ensure land use requirements were clear and predictable for both the property owners and the City; and

**WHEREAS**, a zoning designation of G-I would be appropriate for the parcel located at 3455 Eleventh Street (APN 115-043-002) because the G-I zone district permits the existing agricultural use; and

**WHEREAS**, the City Council held a duly-noticed public hearing on July 26, 2016, at which all interested persons were given the opportunity to be heard, and notice of said hearing was published in the Santa Maria Times at least 10 days prior to the public hearing; and

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

**SECTION 1. Recitals.** The City Council hereby finds and determines the foregoing recitals, which are incorporated herein by reference, are true and correct.

**SECTION 2. Environmental Review.** In accordance with Public Resources Code Section 21080.9, the California Environmental Quality Act (CEQA) does not apply to activities and approvals by the City as necessary for the preparation and adoption of the General Plan. The proposed Zoning Map Amendment is necessary in order to correct an inconsistency between the General Plan Land Use Map and the City’s Zoning Map (Title 18 of the Guadalupe Municipal Code). Because the amendment is entirely dependent on, related to, and duplicative of the exempt activity, it is subject to the same CEQA exemption.

**SECTION 3. Zoning Map Amendment.** The City Council hereby amends the Guadalupe Municipal Code Zoning Map for APN 115-043-002 to designate the subject property General Industrial (G-I).

**SECTION 4. Findings.**

A. The zoning map amendment will make the zoning designation for the subject property consistent with the Guadalupe General Plan.

B. The subject zoning map amendment is consistent with the objectives, policies, general land uses and programs specified in the General Plan.

INTRODUCED at a regular meeting of the City Council held this 26<sup>th</sup> day of July, 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

PASSED AND ADOPTED at a regular meeting of the City Council held this 9<sup>th</sup> day of August, 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

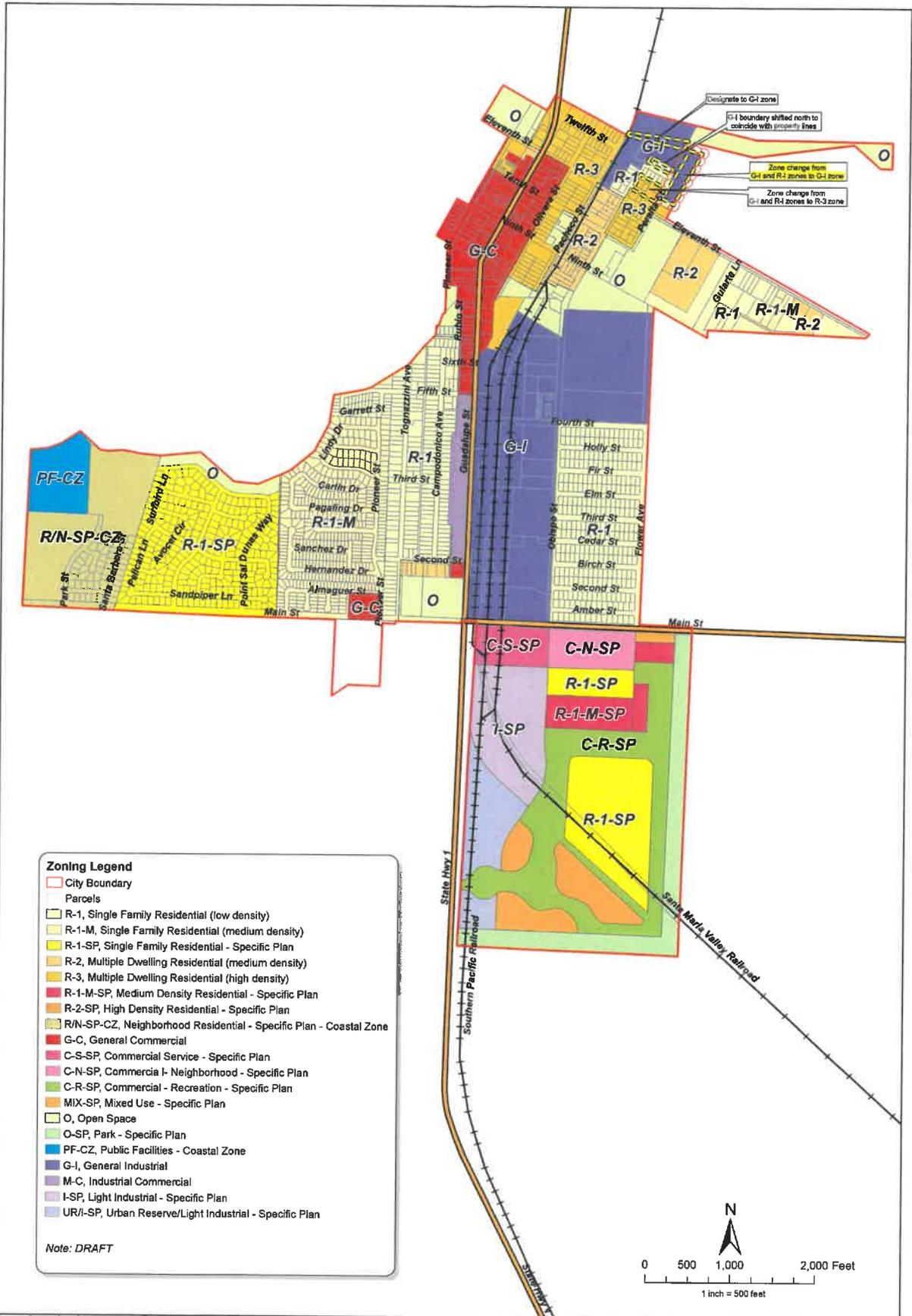
ABSTAIN:

CITY OF GUADALUPE

BY: \_\_\_\_\_  
John Lizalde, Mayor

ATTEST:

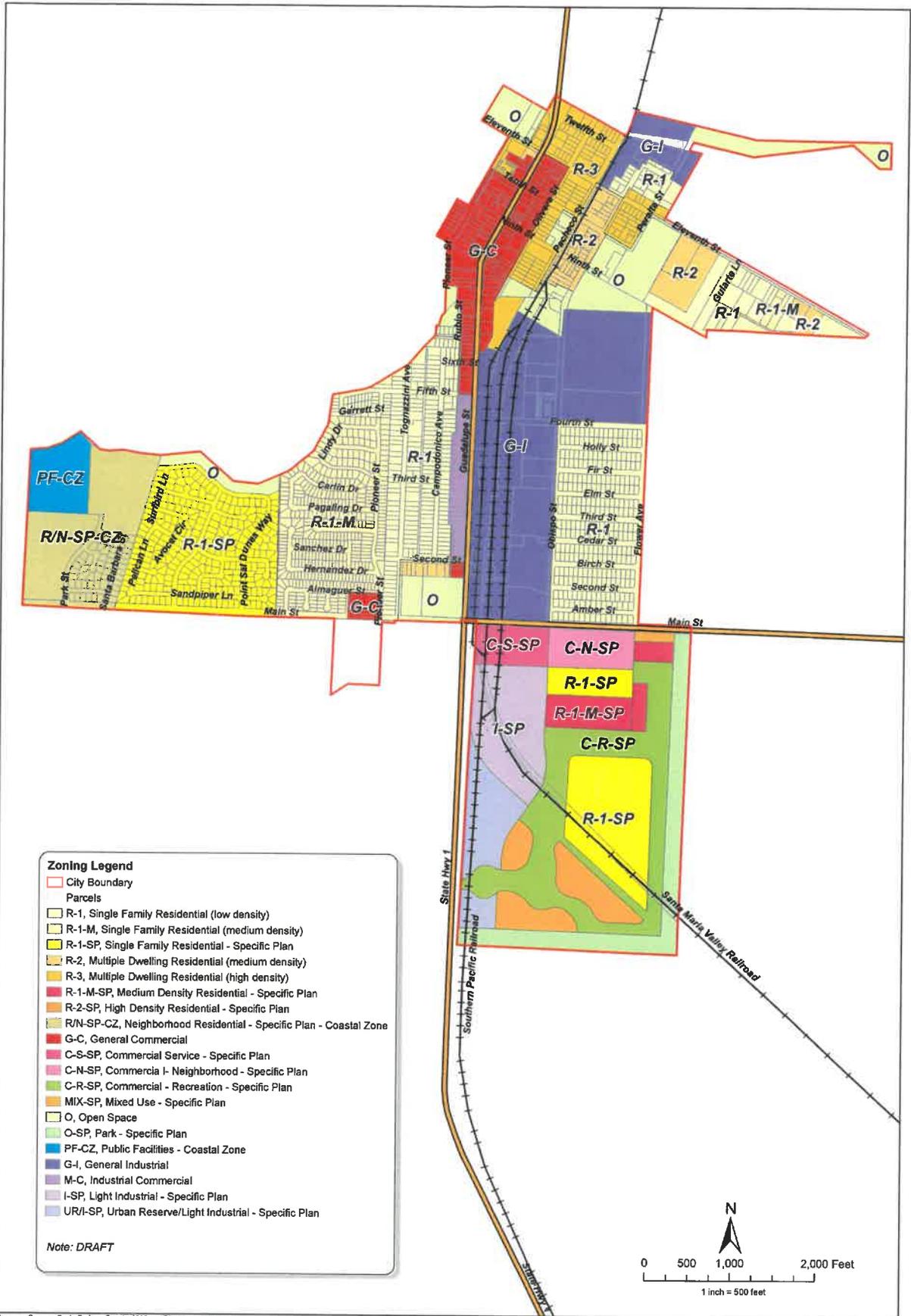
\_\_\_\_\_  
Andrew Carter, Deputy City Clerk



## Proposed Zoning Map Amendments (Marked Up)

**ATTACHMENT 5**

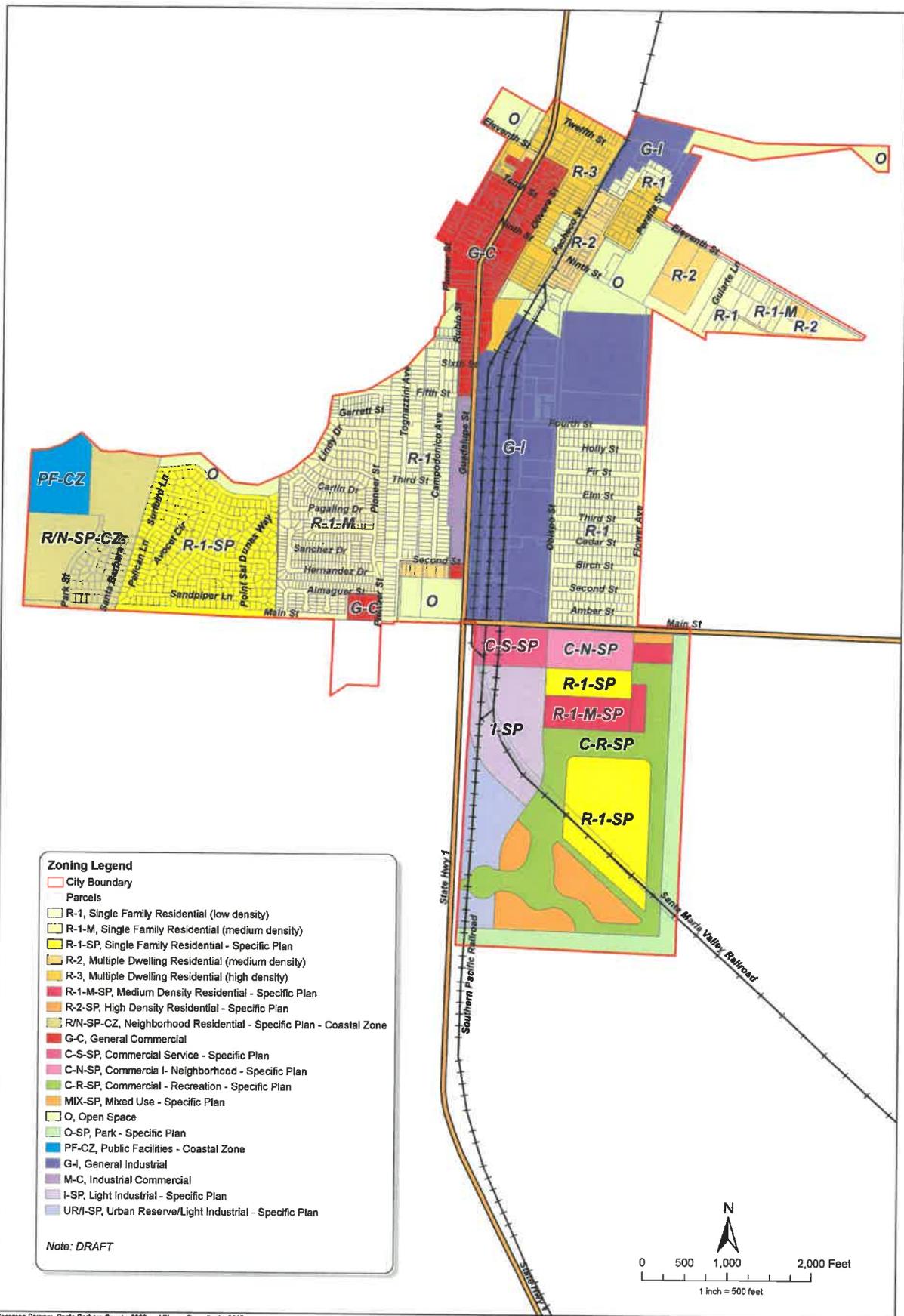
Existing Zoning Map as of July 25, 2016



# GUADALUPE ZONING MAP

**ATTACHMENT 6**

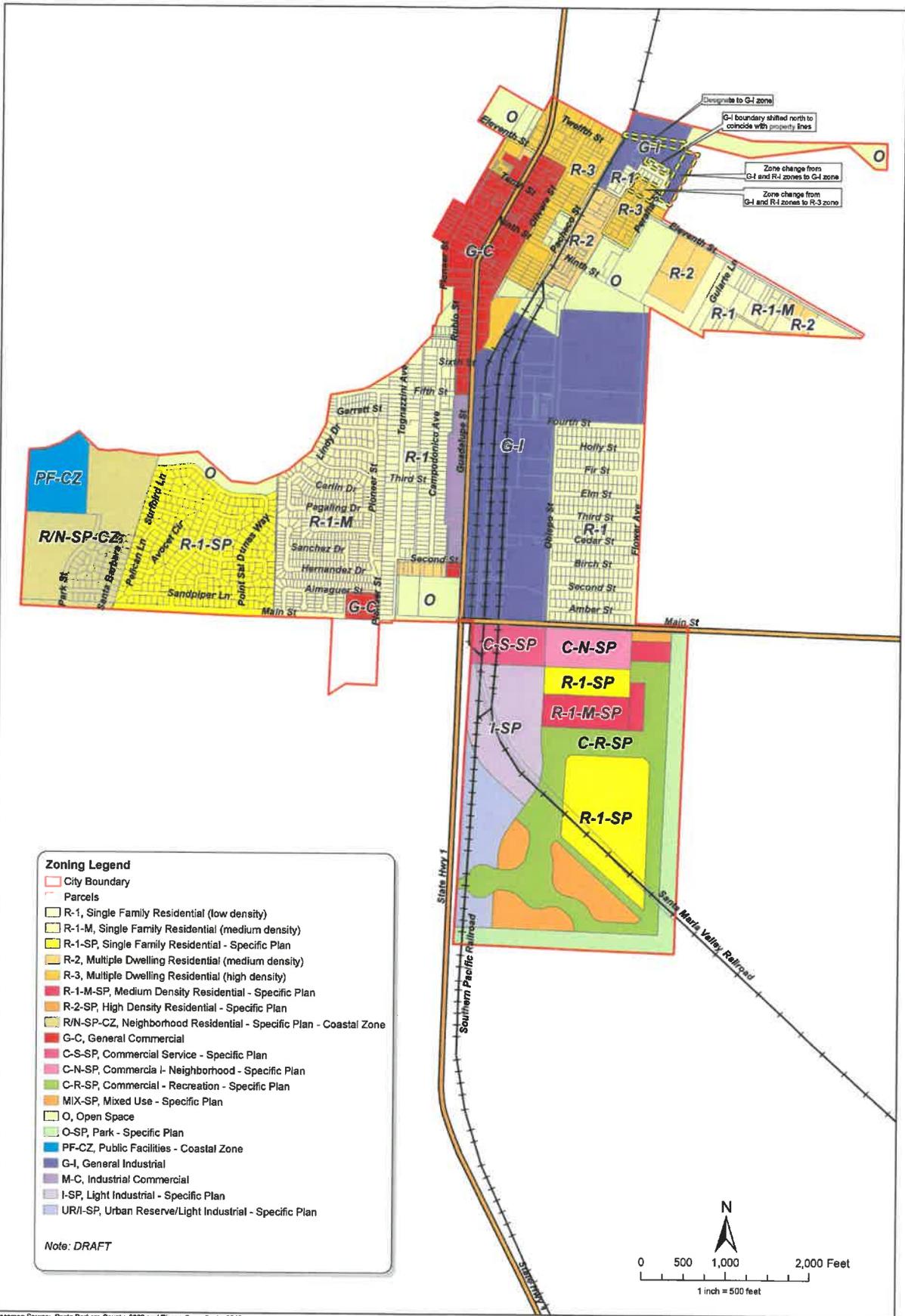
Proposed Zoning Map



# Revised Zoning Map (Clean)

**ATTACHMENT 7**

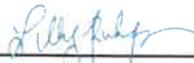
Proposed Zoning Map showing Mark Up



# Proposed Zoning Map Amendments (Marked Up)

9a.

**REPORT TO THE CITY COUNCIL  
Council Agenda of July 26, 2016**



**Prepared by:**  
**Lilly Rudolph, Contract City Planner**



**Approved by:**  
**Andrew Carter, City Administrator**

**SUBJECT:** Public Hearing to Consider Vision Video Y Fotografia Home Occupation Permit located at 220 Calle Cesar Chavez, Apartment 23

**EXECUTIVE SUMMARY:**

The proposed project is a request for a Conditional Use Permit and Coastal Development Permit for a Home Occupation for a video recording and production business.

**RECOMMENDATION:**

It is recommended that the City Council:

- 1) Receive a presentation from staff;
- 2) Conduct a public hearing, including: a) an opportunity for the applicant to present the proposed project, and b) receive any comments from the public;
- 3) Adopt Resolution No. 2016-33 approving the Home Occupation Conditional Use Permit and Coastal Development Permit (2016-006-CUP)

**BACKGROUND:**

The City received an application on April 11, 2016 from Esteban Perez (“Applicant”) for the Home Occupation Conditional Use Permit and Coastal Development Permit.

**DISCUSSION:**

**Project Description**

The proposed project is a request for a Home Occupation Conditional Use Permit (CUP) and Coastal Development Permit (CDP) to conduct a business in a residence located at 220 Calle Cesar Chavez. The applicant proposes to use a portion of his apartment as a home office to operate a photography and video recording and production business. Business operations conducted onsite involve marketing, sales, scheduling, and photo and video editing. No photos would be printed onsite. No employees are proposed. No chemicals would be used. The applicant received approval from the River View Townhomes Property Manager in a letter dated April 7, 2016.

A summary of the subject property is provided in Table 1.

**Table 1: Site Information**

LOCATION	220 Calle Cesar Chavez, Apartment 23
APN	113-030-055
ZONING	Residential Single-Family—Low Density (Specific Plan) R-1-SP-CZ
LAND USE DESIGNATION	River View Specific Plan
COASTAL PLAN DESIGNATION	R/N-SP-CZ
SITE SIZE (TOTAL)	N/A
PRESENT USE	Residential
SURROUNDING USES AND ZONING	North: Vacant East: Residential R-1-SP West: Public Facilities – Coastal Zone PF-CZ South: Neighborhood Residential – Specific Plan – Coastal Zone R/N-SP-CZ

**Zoning and General Plan Consistency Analysis**

The subject property is within the River View Specific Plan area and the Coastal Zone established by the California Coastal Act of 1976. While the River View Specific Plan and the Coastal Zoning Ordinance (GMC Chapter 18.49) are silent in terms of allowing home occupations, staff is recommending the allowance of a home occupation with approval of a CUP and CDP. A CUP is required for a Home Occupation in the R-1 zone district, pursuant to Guadalupe Municipal Code Chapter 18.20.030.

The subject parcel is within the Coastal Zone and is therefore subject to the provisions of Section 18.49.012, the Coastal Zone Ordinance as well as the standards in the Review View Specific Plan. Neither the Coastal Zone Ordinance nor the Review View Specific Plan provides permitting requirements for home occupations.

The proposed Home Occupation complies with the River View Specific Plan and standards of the R-1-SP-CZ and R/N-SP-CZ zone district. The business requires use of a computer to burn CDs and DVDs, an office space to conduct business administration, and room to store photography equipment. Customers would not visit the apartment. Therefore, the business would have no effect on pedestrian or vehicular traffic in the area.

In order to approve the conditional use permit, the City Council must find that the project is: 1) consistent with the General Plan and 2) is not detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, or not injurious or detrimental to property and improvements in the neighborhood or to the general welfare of the City, pursuant to Section 18.72.050.

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1. The project can be found to be consistent with the General Plan. The Home Occupation does not conflict with the River View Specific Plan in regards to size, number of residential units, open space, circulation, drainage, or utilities. No physical changes are proposed. The Home Occupation would have no effect on the floor plan, height, design, or parking for the subject apartment unit or the apartment complex.
  2. The home occupation would not be detrimental to the neighborhood. As discussed in the Project Description, no employees are proposed, and no customers would visit the business. Therefore, the home occupation would not affect pedestrian or vehicular traffic in the area. No chemicals would be used. The project would be conditioned to ensure that objectionable traffic, dust, smoke, odor, noise, vibration, or waste situations would not occur.

In addition, pursuant to Local Coastal Program Section 18.49.030.C, an application for conditional use permit approval shall not be approved by the city council unless it finds that the proposed development is: 1) consistent with the provisions of the Coastal Zone Element of the Guadalupe General Plan; and 2) is in conformity with the public access and public recreation policies of Chapter 3 (commencing with Section 30200) of the Coastal Act.

1. The project can be found to be consistent with the Coastal Zone Element of the Guadalupe General Plan. No structural development is proposed as part of the Home Occupation proposal. The existing residential unit and townhome complex was developed consistent with the Coastal Zone element. No circulation changes are proposed. No agricultural uses or environmentally sensitive areas exist on or near the project site. Regardless, a home office use would not affect agricultural operations or environmentally sensitive areas. The River View Townhomes, in which the subject residential unit and proposed home occupation is located, is approximately 200 feet from the wastewater treatment plant. Wastewater treatment plant operations would not be affected, as there would be no changes in development, traffic, circulation, or parking at or near the project site. The home occupation would not result in increased demand for public services such as water and wastewater, as no customers would visit the site.
2. The project site is approximately 200 feet from the Community Park and three miles from the Guadalupe Dunes County Park. The project can be found to conform with the public access and public recreation policies. No structural development is proposed as part of the Home Occupation proposal. All associated activities, including creating DVDs and CDs and business administration, would be wholly contained within an existing residential unit. No clients would visit the property. As such, the project would not increase traffic or parking demand that may affect park visitors.

### **CEQA Review**

The project is exempt from CEQA in accordance with Section 15061 (b)(3) of the California Environmental Quality Act. The proposed Home Occupation has no potential to impact the environment as no development would occur, and it would increase traffic, noise, odors, or exposure to hazardous materials. The proposed home occupation meets the exemption criteria, which states "that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and where it can be

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seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.”

**PUBLIC NOTICE:**

A notice was mailed first class and published at Guadalupe City Hall on July 1, 2016 to the applicant, all property owners and residents within 100 feet of the perimeter of the subject parcel, the Santa Barbara County Air Pollution Control District, and the South Central Coast District Office of the Coastal Commission.

**CONCLUSION:**

The required approval findings can be made in support of the proposed Home Occupation Conditional Use Permit. Further, the required findings of fact are supported by substantial evidence in the record. Staff recommendations are as summarized below.

1. Adopt Resolution No. 2016-33 approving the Home Occupation Conditional Use Permit (Planning Application # 2016-006-CUP), including approved findings (Exhibit 1) and conditions of approval (Exhibit 2);

**ATTACHMENTS:**

1. Resolution No. 2016-33, including Approval Findings (Exhibit 1) and Conditions of Approval (Exhibit 2)

**ATTACHMENT 1**

City Council Resolution No. 2016-33  
Case No. 2016-006-CUP

**RESOLUTION NO. 2016-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE,  
CALIFORNIA, APPROVING CONDITIONAL USE PERMIT AND COASTAL  
DEVELOPMENT PERMIT NO. 2016-006-CUP FOR VISION VIDEO Y FOTOGRAFIA**

**WHEREAS**, Esteban Perez (the “Applicant”) has submitted an application to the City of Guadalupe for a Home Occupation Conditional Use Permit to conduct a business from his residence. The project site is located at 220 Calle Cesar Chavez, Apartment 23 (APNs 113-030-055), in the City of Guadalupe; and

**WHEREAS**, the City Council held a duly-noticed public hearing on July 26, 2016 at which all interested persons were given the opportunity to be heard, and notice of said hearing was published at Guadalupe City Hall at least 10 days prior to the public hearing. Said public hearing notice was also mailed to the applicant, all property owners within 100 feet of said property; the South Central Coast Office of the California Coastal Commission; and the Santa Maria Office of the Santa Barbara County Air Pollution Control District; and

**WHEREAS**, after taking public testimony and hearing evidence from City staff, the City Council finds, pursuant to the findings attached to this resolution as Exhibit 1 and subject to the project’s Conditions of Approval attached to this resolution as Exhibit 2, that the approval of the Conditional Use Permit, is consistent with the City’s General Plan, including the Coastal Element and the River View Specific Plan, and applicable Articles of the City’s Municipal Code, including the Coastal Zoning Ordinance; and

**WHEREAS**, the City Council has considered the entire administrative record, including application materials, staff report, and oral and written testimony from interested persons; and

**WHEREAS**, the City Council finds that there is no substantial evidence that the project will have a significant effect on the environment pursuant to Section 15061 (b)(3);

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Guadalupe does hereby find and determine as follows:

- Section 1. The Findings set forth in Exhibit 1 to this Resolution are true and correct in regards to the Conditional Use Permit and Coastal Development Permit, which are hereby adopted and incorporated herein by this reference.
- Section 2. The project is exempt the California Environmental Quality Act in accordance with Section 15061 (b)(3).
- Section 3. The Conditional Use Permit is approved, subject to the Conditions of Approval set forth in Exhibit 2 of this Resolution.
- Section 4. The City Council Secretary shall certify as to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 26<sup>th</sup> day of July, 2016 on motion of Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF GUADALUPE

BY: \_\_\_\_\_  
John Lizalde, Mayor

ATTEST:

\_\_\_\_\_  
Andre Carter, Deputy City Clerk

**FINDINGS FOR APPROVAL  
CONDITIONAL USE PERMIT AND COASTAL DEVELOPMENT PERMIT  
NO. 2016-006-CUP  
VISION VIDEO Y FOTOGRAFIA**

**1.0 CEQA Findings**

**1.1 ENVIRONMENTAL REVIEW**

Pursuant to the authority and criteria contained in the California Environmental Quality Act (CEQA), the City Council has analyzed the proposed project. The City Council found that this project is listed among the classes of projects that have been determined not to have a significant adverse effect on the environment. Therefore, the project is exempt from the provisions of CEQA pursuant to Section 15061 (b)(3). The proposed home occupation meets the exemption criteria, which states "that if an activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

**1.2 FINDING OF NO SIGNIFICANT EFFECT**

On the basis of the whole record, the City Council finds that the project will have a significant effect on the environment.

**1.3 LOCATION OF DOCUMENTS**

The documents and other materials which constitute the record of proceedings upon which this decision is based are in the custody of the City of Guadalupe, 918 Obispo Street, Guadalupe, CA 93434.

**2.0 Administrative Findings**

**2.2 CONDITIONAL USE PERMIT FINDINGS**

Pursuant to City of Guadalupe Municipal Code, Section 18.72.050, a Conditional Use Permit shall be approved only if all of the following findings can be made:

*A. The project is consistent with the General Plan.*

The Home Occupation does not conflict with the River View Specific Plan in regards to size, number of residential units, open space, circulation, drainage, or utilities. No physical changes are proposed. The Home Occupation would have no effect on the floor plan, height, design, or parking for the subject apartment unit or the apartment complex.

*B. The project would not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, or*

*whether it will be injurious or detrimental to property and improvements in the neighborhood or to the general welfare of the City.*

The home occupation would not be detrimental to the neighborhood. As discussed in the Project Description, no employees are proposed, and no customers would visit the business. Therefore, the home occupation would not affect pedestrian or vehicular traffic in the area. No chemicals would be used. Therefore, the proposed project is consistent with this finding.

### 2.3 COASTAL DEVELOPMENT PERMIT FINDINGS

Pursuant to Local Coastal Program Section 18.49.030.C, an application for conditional use permit approval shall not be approved by the city council only if all of the following findings can be made:

*A. The project is consistent with the provisions of the Coastal Zone Element of the Guadalupe General Plan.*

No structural development is proposed as part of the Home Occupation proposal. The existing residential unit and townhome complex was developed consistent with the Coastal Zone element. No circulation changes are proposed. No agricultural uses or environmentally sensitive areas exist on or near the project site. Regardless, a home office use would not affect agricultural operations or environmentally sensitive areas. The River View Townhomes, in which the subject residential unit and proposed home occupation is located, is approximately 200 feet from the wastewater treatment plant. Wastewater treatment plant operations would not be affected, as there would be no changes in development, traffic, circulation, or parking at or near the project site. The home occupation would not result in increased demand for public services such as water and wastewater, as no customers would visit the site. Therefore, the proposed project is consistent with this finding.

*B. The project is in conformity with the public access and public recreation policies of Chapter 3 (commencing with Section 30200) of the Coastal Act.*

The project site is approximately 200 feet from the Community Park and three miles from the Guadalupe Dunes County Park. The project can be found to conform with the public access and public recreation policies. No structural development is proposed as part of the Home Occupation proposal. All associated activities, including creating DVDs and CDs and business administration, would be wholly contained within an existing residential unit. No clients would visit the property. As such, the project would not increase traffic or parking demand that may affect park visitors. Therefore, the proposed project is consistent with this finding.

**CONDITIONS OF APPROVAL**  
**CONDITIONAL USE PERMIT AND COASTAL DEVELOPMENT PERMIT**  
**NO. 2016-006-CUP**  
**VISION VIDEO Y FOTOGRAFIA**

GENERAL CONDITIONS

1. Subject to the conditions set forth below, this permit authorizes the uses requested by Case No. 2016-006-CUP on file with the City of Guadalupe. Any deviations from the project description in the staff report, exhibits or conditions must be reviewed and approved by the City of Guadalupe for conformity with this approval. Deviations may require changes to the permit to be approved and/or further environmental review. Deviations without the above-described approval will constitute a violation of the permit approval.
2. Approval of this Conditional Use Permit and Coastal Development Permit is not valid until the property owner or authorized agent signs this list of conditions agreeing to the terms and Conditions of Approval.
3. The Applicant agrees, as a condition of approval of this resolution, to indemnify, defend and hold harmless, at Applicants expense, City and City's agents, officers, and employees from and against any claim, action or proceeding to attack, review, set aside, void or annul the approval of this permit or to determine the reasonableness, legality or validity of any condition attach hereto. City shall promptly notify Applicant of any such claim, action or proceeding to which City receives notice, and city will cooperate fully with Applicant in the defense thereof. Applicant shall reimburse the City for any court costs and attorney's fees that the City may be required to pay as a result of any such claim, action or proceeding. City may, in its sole discretion, participate in the defense of any such claim, action or proceeding, but such participation shall not relieve Applicant of the obligation of this condition. Applicant's acceptance of this permit approval or commencement of construction or operations under the approval shall be deemed to be acceptance of all conditions of approval.
4. In the event that any condition imposing a fee, exaction, dedication or other mitigation measure is challenged by the project sponsors in an action filed in a court of law or threaten to be filed therein which action is brought within the time period provided for by law, this approval shall be suspended pending dismissal of such action, the expiration of the limitation period applicable to such action, or final resolution of such action. If any condition is invalidated by a court of law, the entire project shall be reviewed by the City and substitute conditions may be imposed.
5. In accordance with Section 18.72.130 of the City Municipal Code, this Conditional Use Permit and Coastal Development Permit approval shall be null and void if not used within one year from the date of the approval thereof, or within any shorter or longer period of time if so designated by the City Council.

6. In accordance with Section 18.72.140 of the City Municipal Code, this Conditional Use Permit may be revoked by the City Council if any of the conditions or terms of such permits are violated.

PLANNING DEPARTMENT CONDITIONS

7. No person other than members of the family residing on the premises shall be engaged in such occupation.
8. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants.
9. No customers or clients shall visit the home business.
10. No equipment or materials shall be stored outdoors overnight except for one vehicle used in conjunction with the business. Public streets shall not be used for parking vehicles used in conjunction with a home business.
11. The business shall not be used as a meeting place for employees or other people who then go to another location to work.
12. The home occupation shall not create objectionable traffic, dust, smoke, odor, noise, vibration, or waste situations. Parcel deliveries not to exceed two per day are not considered objectionable.

**Applicant's Consent to Abide by the above Conditions of Approval**

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**REPORT TO THE GUADALUPE CITY COUNCIL**  
**Council Agenda of July 26, 2016**

  
Prepared by:  
Andrew Carter, City Administrator

**GUADALUPE LIGHTING DISTRICT**

**SUBJECT:**                    **PUBLIC HEARING** to receive testimony on the written report of proposed 2016-17 charges for street lighting in the Guadalupe Lighting District and to consider all objections and protests to the adoption of the proposed assessment charges as set forth in said report or as modified by Guadalupe City Council.

**RECOMMENDATION:**    Conduct the Public Hearing for the purpose of providing all persons present with an opportunity to speak regarding the proposed 2016-16 assessments for the Guadalupe Lighting District. That City Council adopt Resolution No. 2016-45 setting the proposed assessments.

**BACKGROUND**

Benefit assessments are levied for the Guadalupe Lighting District to cover the annual costs of street lighting. The Guadalupe Lighting District is a subsidiary district of the City of Guadalupe. Administration of the district is the responsibility of the City. In compliance with Section 6066 of the Government Code, benefit assessments require a public hearing.

**FINANCIAL IMPACT**

The Finance and Administration Departments have prepared an estimate of the annual costs for the Guadalupe Lighting District based on actual 2015-16 electrical costs and projected 2016-17 electrical costs plus the estimated administrative time required to manage the District. (See Exhibit "A.") The anticipated annual costs for 2016-17 are \$62,917.52. Since the Lighting District also receives property tax, the annual costs to be covered by the benefit assessment is \$17,917.52 in 2016-17.

The amount charged per parcel within the Lighting District varies based on the type of parcel – apartment, home, commercial, industrial, etc. This is according to the terms of the Lighting District when it was originally established. The proposed 2016-17 rates will vary from \$5.95

(apartment) to \$71.35 (heavy commercial). Proposed assessment rates are decreasing 47% in 2016/17 to account for estimated property tax receipts. Rates declined by 22% last year.

<b>Rates</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>
Heavy Commercial	\$172.23	\$134.63	\$71.35
Industrial	\$116.51	\$91.08	\$48.27
Light Commercial	\$116.51	\$91.08	\$48.27
MF Residential/ Apartments	\$60.78	\$47.51	\$25.18
Churches	\$42.20	\$32.99	\$17.48
SF Residential	\$23.62	\$18.46	\$9.78
Vacant land	\$14.36	\$11.23	\$5.95

**ATTACHMENTS**

Resolution No. 2016-45  
Exhibit A

## **RESOLUTION NO. 2016-45**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE CONFIRMING STREET LIGHTING CHARGES FOR THE GUADALUPE LIGHTING DISTRICT AND AUTHORIZING THE SANTA BARBARA COUNTY ASSESSOR'S OFFICE TO COLLECT SAID BENEFIT ASSESSMENT FOR THE 2016-2017 TAX YEAR**

**WHEREAS**, the City of Guadalupe has established a benefit assessment district known as the Guadalupe Lighting District ("District"); and

**WHEREAS**, said District was established for the purpose of providing street lighting within the District; and

**WHEREAS**, pursuant to Government Code §54716, a written report containing a description of the parcels in the District and the amount of assessments based on the estimated benefit for such parcels has been prepared and was filed with the City Clerk of the City of Guadalupe; and

**WHEREAS**, the Council designated Tuesday, July 26, 2016 at the hour of 6:00 p.m. in the Council Chambers, 918 Obispo Street, Guadalupe, California as the time and place for the hearing of protests and objections in relation to said assessment; and

**WHEREAS**, notice of said hearing was duly posted and published, and affidavits of said posting and publication have been duly filed; and

**WHEREAS**, Government Code §54716(d) provides that at said hearing the City Council shall hear and consider all protests and at the conclusion of the hearing the City Council may adopt, revise, change, or modify any assessment and shall make its determination by Resolution upon each proposed assessment described in the said report.

**WHEREAS**, the Auditor of Santa Barbara County requires that each year a resolution be passed which identifies the amount to be charged as an annual assessment; and

**WHEREAS**, the Finance and Administration Departments of the City of Guadalupe has determined that the estimated lighting costs with administration for Fiscal Year 2016-2017 will be Sixty-Two Thousand Nine Hundred Seventeen Dollars and Fifty-Two Cents (\$62,917.52) and Seventeen Thousand Nine Hundred Seventeen Dollars and Fifty-Two Cents (\$17,917.52) of these costs need to be allocated to parcels within the Guadalupe Lighting District.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Guadalupe does hereby:

1. Confirm and levy the benefit assessment outlined in the 2016-2017 Guadalupe Lighting Maintenance District Report (attached hereto as Exhibit "A"); and

2. Distributes that assessment to each parcel in the district based on type of use, as follows:

Type of Use	# of Parcels	Assess. per Parcel	Total Assess.
Heavy Commercial	1	\$71.35	\$71.35
Industrial/Light Commercial	73	\$48.27	\$3,523.71
MF Residential/Apartments	113	\$25.18	\$2,845.34
Churches	10	\$17.48	\$174.80
SF Residential	1,079	\$9.78	\$10,552.62
Vacant land	126	\$5.95	\$749.70
<b>Total</b>	<b>1,402</b>		<b>\$17,917.52</b>

3. Directs the Santa Barbara County Assessor's office to collect said benefit assessments for the 2016-2017 tax year at the same time and in the same manner as the general tax levy for the County of Santa Barbara as set forth in Government Code §54716.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Guadalupe this 26<sup>th</sup> day of July 2016.

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John Lizalde, Mayor

**ATTEST:**

I, **Andrew Carter**, Deputy City Clerk of the City of Guadalupe, California, **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2016-45**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held 26<sup>th</sup> day of July 2016 and the same was approved and adopted by the following vote to wit:

**Motion:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Andrew Carter, Deputy City Clerk

**EXHIBIT "A"**

**City of Guadalupe**  
**Guadalupe Lighting District Report**  
**FY 2016-17**

**City of Guadalupe**

**Lighting District**

**FY 2016-17**

**Street Lighting Operation,  
Maintenance, and Replacement Costs**

**July 1, 2016 through June 30, 2017**

This report provides the estimated annual PG&E Street Lighting costs, miscellaneous electrical costs, and assessment district administrative costs for 2016-17. Street Lighting costs are based on PG&E Rate Schedule LS-1.

## City of Guadalupe

### Lighting District

**Estimated Costs**  
**July 1, 2016 through June 30, 2017**

***Administrative/Finance/Public Works/Water Department Staffing Costs:***

For Administration and Finance, costs include general oversight, monthly payment of invoices, preparation of the annual cost study and presentation to Council during a properly noticed Public Hearing, plus interaction with the Santa Barbara County Auditor-Controller's office. For City Engineer, review and sign-off on the annual cost study. The Public Works Director's time involves interaction with PG&E concerning non-functioning street lights.

Admininstration/Finance per Cost Allocation Study	8,300.00
Allowance for Street Light Replacement	5,000.00
Professional Services (City Engineer)	600.00
Liability Insurance	1,500.00
<b>Overhead Costs</b>	<b>\$ 15,400.00</b>

**Street Lighting Costs:**

Estimated street lighting costs for the period July 1, 2016 through June 30, 2017 based on PG&E Rate Schedule LS-1. There are 271 street lights in the Lighting District.

<u>Number of Street Lights</u>	<u>Rate/Year</u>	<u>Total</u>
271	\$164.70	\$44,637.52

**Miscellaneous Electrical Costs:**

The Lighting District pays the electrical costs for the Katayama Clock, the downtown parking lot, and the Amtrak depot. Estimated electrical costs for the period July 1, 2016 through June 30, 2017.

<u>Item</u>	<u>Months</u>	<u>Per Month</u>	<u>Total</u>
Katayama Clock	12	\$22.00	\$264.00
Parking Lot	12	\$68.00	\$816.00
Amtrak Depot	12	\$150.00	\$1,800.00
<b>Total</b>			<b>\$2,880.00</b>

<b>Total Annual Costs</b>	<b>\$62,917.52</b>
<b>Less Property Taxes</b>	<b>(\$45,000.00)</b>
<b><u>Annual Cost to be covered by Assessment</u></b>	<b><u>\$17,917.52</u></b>

**REPORT TO THE GUADALUPE CITY COUNCIL  
City Council Agenda of July 26, 2016**

ANC  
Prepared by:  
Andrew Carter, City Administrator

**GUADALUPE BENEFIT ASSESSMENT DISTRICT NO. 1**

**SUBJECT:** PUBLIC HEARING to receive testimony on the written report of proposed 2016-17 charges for lighting and landscaping in the Point Sal Dunes/Riverview Subdivisions of the Guadalupe Benefit Assessment District No. 1 and to consider all objections and protests to the adoption of the proposed assessment charges as set forth in said report or as modified by Guadalupe City Council.

**RECOMMENDATION:** Conduct the Public Hearing for the purpose of providing all persons present with an opportunity to speak regarding the proposed 2016-17 assessments for Guadalupe Benefit Assessment District No. 1. That City Council adopt Resolution No. 2016-46 setting the proposed assessments.

**BACKGROUND:**

City Council is responsible for levying assessments based upon prior year costs and estimated future costs for lighting and landscaping in the Point Sal Dunes and Riverview subdivisions of the Guadalupe Benefit Assessment District No. 1. Benefit assessments are established to cover the estimated annual costs for fiscal year 2016-2017. In compliance with Section 6066 of the Government Code, benefit assessments require a public hearing.

**FINANCIAL IMPACT:**

The Guadalupe Benefit Assessment District No. 1 Fixed Charges Report for Fiscal Year 2016-2017 has been prepared detailing the estimated FY 2016-17 annual costs for the Guadalupe Benefit Assessment District No. 1. (See Exhibit "A.") The anticipated FY 2016-17 costs are \$16,904.42 for Point Sal Dunes and \$5,979.70 for Riverview. The proposed costs per parcel are as follows (does not include County Administrative fee of \$1.00 per parcel).

Riverview (50 parcels)	Per Parcel Assessment:	\$119.59
Point Sal Dunes (254 parcels)	Per Parcel Assessment:	\$ 66.55

The proposed assessment for Point Sal Dunes will decrease from \$80.93 in 2015-16 to \$66.55 in 2016-17. In 2015-16, costs were higher because of the need to refresh existing landscaping. Going forward, those costs will be pro-rated over time. The proposed assessment for Riverview is virtually unchanged from last year – \$119.35 in 2015-16 vs. \$119.59 in 2016-17.

**ATTACHMENTS**

Resolution No. 2016-46  
Exhibit A

## **RESOLUTION NO. 2016-46**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE CONFIRMING LIGHTING AND LANDSCAPING CHARGES FOR THE GUADALUPE BENEFIT ASSESSMENT DISTRICT NO. 1 AND AUTHORIZING THE SANTA BARBARA COUNTY ASSESSOR'S OFFICE TO COLLECT SAID BENEFIT ASSESSMENTS FOR THE 2016-2017 TAX YEAR**

**WHEREAS**, Guadalupe Benefit Assessment District No. 1 ("District") was established by City Council Resolution No. 91-945 on February 11, 1991; and

**WHEREAS**, boundaries of said District were expanded by Resolution Nos. 91-978, 92-09, and 94-31; and

**WHEREAS**, said District was established for the purposes of providing street lighting, landscape maintenance, drainage maintenance, and other purposes within the District; and

**WHEREAS**, pursuant to Government Code §54716, a written report containing a description of the parcels in the Guadalupe Benefit Assessment District No. 1 and the amount of the assessments based on the estimated benefit for such parcels has been prepared and was filed with the City Clerk of the City of Guadalupe; and

**WHEREAS**, the Council designated Tuesday, July 26, 2016, at the hour of 6:00 p.m. in the Council Chambers, 918 Obispo Street, Guadalupe, California as the time and place for the hearing of protests and objections in relation to said assessments; and

**WHEREAS**, notice of said hearing was duly posted and published, and affidavits of said posting and publication have been duly filed; and

**WHEREAS**, Government Code §54716(d) provides that at said hearing the City Council shall hear and consider all protests and at the conclusion of the hearing the City Council may adopt, revise, change, or modify any assessment and shall make its determination by Resolution upon each proposed assessment described in the said report; and

**WHEREAS**, the Auditor of Santa Barbara County requires that each year a resolution be passed which identifies the amount to be charged as an annual assessment; and

**WHEREAS**, the Finance and Administration Departments of the City of Guadalupe has determined that the estimated lighting and landscaping costs with administration for Fiscal Year 2016-2017 will be Five Thousand Nine Hundred Seventy-Nine Dollars and Seventy Cents (\$5,979.70) for the Riverview Subdivision and Sixteen Thousand Nine Hundred Four Dollars and Forty-Six Cents (\$16,904.42) for Point Sal Dunes Subdivision.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Guadalupe does hereby:

1. Allocate the Five Thousand Nine Hundred Seventy-Nine Dollars and Seventy Cents (\$5,979.70) for the Riverview Subdivision among Fifty (50) parcels at the assessment rate of One Hundred Nineteen Dollars and Fifty-Nine Cents (\$119.59) per parcel and the

Sixteen Thousand Nine Hundred Four Dollars and Forty-Six Cents (\$16,904.42) for Point Sal Dunes Subdivision among Two Hundred Fifty-Four (254) parcels at the assessment rate of Sixty-Six Dollars and Fifty-Five Cents (\$66.55) as outlined in the 2016-2017 Guadalupe City Assessment District No. 1 Fixed Charges Report (attached hereto as Exhibit "A"); and

2. Direct the Santa Barbara County Assessor's office to collect said benefit assessments for the 2016-2017 tax year at the same time and in the same manner as the general tax levy for the County of Santa Barbara as set forth in Government Code §54716.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Guadalupe this 26<sup>th</sup> day of July 2016.

---

John Lizalde, Mayor

ATTEST:

I, **Andrew Carter**, Deputy City Clerk of the City of Guadalupe, California, **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2016-46** has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held 26<sup>th</sup> day of July 2016 and the same was approved and adopted by the following vote to wit:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Andrew Carter  
Deputy City Clerk

**EXHIBIT "A"**

**City of Guadalupe**

**Benefit Assessment District No. 1  
Fixed Charges Report**

**FY 2016-17**

**City of Guadalupe**  
**Benefit Assessment District No. 1**  
**FY 2016-17**

**RIVERVIEW**  
**(Phase I)**

**Estimated Lighting and Landscaping**  
**Operation, Maintenance, and Replacement Costs**  
**July 1, 2016 through June 30, 2017**

This report provides the estimated annual costs for benefit assessment district administration, landscape maintenance, and street lighting for Riverview (Phase I) for FY 2016-17. PG&E street lighting costs are based on Rate Schedule LS-1.

There are 50 parcels within Riverview (Phase I). Each is assessed equally.

**RIVERVIEW  
(Phase I)**

**Estimated Costs  
July 1, 2016 through June 30, 2017**

**Overhead Costs:**

Overhead costs include Administration and Finance Department oversight, monthly payment of invoices, preparation of the annual cost study, presentation of cost study to City Council at a properly noticed Public Hearing, and interaction with the Santa Barbara County Auditor-Controller's office. Also, an allowance for street light replacement and professional services by the City Engineer who must review and sign-off on the annual cost study per State law. Finally, the pro-rated cost of liability insurance for the district.

Administration/Finance per Cost Allocation Study	600.00
Allowance for Street Light Replacement	300.00
Professional Services (City Engineer)	50.00
Liability Insurance	100.00
<b>Overhead Costs</b>	<b>\$ 1,050.00</b>

**Landscape Maintenance Costs:**

The City contracts with a landscaping firm to maintain the district's street landscaping. The landscaping uses an irrigation system. Periodically, plants, trees, and shrubs need to be replaced.

<b>Item</b>	<b>Total</b>
Landscaping contract with landscaping firm for maintenance of street landscaping	1350.00
Irrigation water and electricity (per City records)	288.00
Allowance for replacement of plants, trees, and shrubs	625.00
<b>Annual Landscape Costs:</b>	<b>\$ 2,263.00</b>

**Street Lighting Costs:**

Estimated annual costs for street lighting based on PG&E Rate Schedule LS-1.

	<b><u>Number of Street Lights</u></b>	<b><u>Rate/Year</u></b>	<b><u>Total</u></b>
Riverview	15	\$177.78	\$2,666.70

**TOTAL ESTIMATED ANNUAL COST:** **\$5,979.70**

**COST PER PARCEL (\$5,979.70 / 50 Parcels)** **\$119.59**

**City of Guadalupe**  
**Benefit Assessment District No. 1**  
**FY 2016-17**

**POINT SAL DUNES**  
**(Phases I, II, III, IVa, IVb, IVc, Va, and Vb)**

**Estimated Lighting and Landscaping**  
**Operation, Maintenance and Replacement Costs**  
**July 1, 2016 through June 30, 2017**

This report provides the estimated annual costs for Benefit Assessment District administration, landscape maintenance, and street lighting for Point Sal Dunes (Phases I, II, III, IVa, IVb, IVc, Va, and Vb) for 2016-17. PG&E street lighting costs are based on Rate Schedule LS-1.

There are 254 parcels within Point Sal Dunes (Phases I, II, III, IVa, IVb, IVc, Va, and Vb). Each is assessed equally.

**POINT SAL DUNES  
(Phases I, II, III, IVa, IVb, IVc, Va, and Vb)**

**Estimated Costs  
July 1, 2016 through June 30, 2017**

**Overhead Costs:**

Overhead costs include Administration and Finance Department oversight, monthly payment of invoices, preparation of the annual cost study, presentation of cost study to City Council at a properly noticed Public Hearing, and interaction with the Santa Barbara County Auditor-Controller's office. Also, an allowance for street light replacement and professional services by the City Engineer who must review and sign-off on the annual cost study per State law. Finally, the pro-rated cost of liability insurance for the district.

Administration/Finance per Cost Allocation Study	1800.00
Allowance for Street Light Replacement	800.00
Professional Services (City Engineer)	150.00
Liability Insurance	300.00
<b>Admin/Finance/Public Works/Water staffing costs</b>	<b>\$ 3,050.00</b>

**Landscape Maintenance Costs:**

The City contracts with a landscaping firm to maintain the district's street landscaping. The landscaping uses an irrigation system. Periodically, plants, trees, and shrubs need to be replaced.

<b>Item</b>	<b>Total</b>
Landscaping contract with landscaping firm for maintenance of street landscaping	4050.00
Irrigation water and electricity (per City records)	996.00
Allowance for replacement of plants, trees, and shrubs	1875.00
<b>Estimated Annual Landscape Costs:</b>	<b>\$ 6,921.00</b>

**Street Light Electrical Costs:**

Estimated annual costs for street lighting based on PG&E Rate Schedule LS-1.

	<b><u>Number of Street Lights</u></b>	<b><u>Rate/Year</u></b>	<b><u>Total</u></b>
Pt. Sal Dunes (all 8 Phases)	39	\$177.78	\$6,933.42
<b>TOTAL ESTIMATED ANNUAL COST:</b>			<b>\$16,904.42</b>
<b>COST PER PARCEL (\$16,904.42 / 254 Parcels)</b>			<b>= \$66.55</b>

**REPORT TO THE GUADALUPE CITY COUNCIL**  
**Council Agenda of July 26, 2016**

  
Prepared by:  
Andrew Carter, City Administrator

**WATER STANDBY CHARGES**

**SUBJECT:**                   **RESOLUTION NO. 2016-47** A Resolution of the Guadalupe City Council Directing Staff to Forward to the Santa Barbara County Assessor's Office Water Standby Charges for Vacant Parcels Within the City of Guadalupe for Fiscal Year 2016-2017.

**RECOMMENDATION:**   That City Council adopt Resolution No. 2016-47.

**BACKGROUND:**

In 1991, voters in the City of Guadalupe approved the City's participation in the Coastal Aqueduct of the State Water Project. Participation was approved at the 605-acre-foot-per-year level. In order to participate in the Project, the City became a member of the Central Coast Water Authority (CCWA). CCWA membership is comprised of all water purveyors in Santa Barbara County who are participating in the project.

Funding for construction of the Coastal Aqueduct and associated facilities was accomplished through voter-approved bonds. One of the bond issuance conditions required each participant to maintain a "coverage ratio" of 1.25. That means each participant must have annual net income (revenue minus expenses) 25% higher than required debt service payments.

Water rates for current customers are set with this debt service ratio in mind, but participation in the State Water Project is also of benefit to vacant parcels in the City which are currently not using City water. Participation in the State Water Project makes it possible for these parcels to develop in the future. That's because State Water will be needed to meet future build-out needs.

As a result, in 1993, the City imposed water standby charges on vacant parcels. These charges are permitted by Section 38743 of the Government Code of the State of California. Consistent with Government Code Section 38743, it was determined that for parcels of less than one acre, the charge would be \$5.00 per month. For parcels of one acre or more, the charge would be \$10.00 per month per acre or part thereof.

**FINANCIAL IMPACT:**

Resolution No. 2016-47 establishes the same rates as charged in the past and satisfies the tax assessor's requirement that these charges be annually set by resolution.

The Water Standby fees for Fiscal Year 2016-2017 total as follows:

Number of parcels: 112  
Total Assessment: \$31,140

**ATTACHMENT:**

Resolution No. 2016-47

## **RESOLUTION NO. 2016-47**

### **A RESOLUTION OF THE GUADALUPE CITY COUNCIL DIRECTING STAFF TO FORWARD TO THE SANTA BARBARA COUNTY ASSESSOR'S OFFICE WATER STANDBY CHARGES FOR VACANT PARCELS WITHIN THE CITY OF GUADALUPE FOR FISCAL YEAR 2016-2017.**

**WHEREAS**, the City of Guadalupe historically obtained all its domestic water from wells tapping the Santa Maria River Basin aquifer; and

**WHEREAS**, voters in Guadalupe in 1991 approved the City's participation in the State Water Project in order to increase available water supplies for current and future needs and make those supplies more reliable; and

**WHEREAS**, the City's participation in the State Water Projects increases the costs to provide water service to the residents of Guadalupe; and

**WHEREAS**, Section 38743 of the Government Code of the State of California allows for an annual water service standby charge to be applied on a per parcel basis to areas in which water service is made available, whether the water service is currently being used or not; and

**WHEREAS**, the City Council of the City of Guadalupe adopted Resolution No. 93-20 on August 9, 1993, stating that the correct and equitable standby charges should be \$5.00 per month for each vacant parcel less than one acre in size, and \$10.00 per month per acre, or portion thereof, for each vacant parcel of one acre or more; and

**WHEREAS**, Section 38743 of the Government Code of the State of California allows for the standby charge to be collected as part of the annual general county tax bill by forwarding to the Santa Barbara County Assessor's office a list of each parcel upon which the standby charges will be levied plus the amount of said levy; and

**WHEREAS**, each fiscal year the City of Guadalupe must report to the Santa Barbara County Assessor's office if the levy is to remain the same, be changed, or be abolished.

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Guadalupe does hereby:

1. Direct Staff to forward to the Santa Barbara County Assessor's office a list of parcels upon which the standby charge will be levied (attached hereto as Exhibit "A"); and
2. Indicate that the total levy for fiscal year 2016-2017 will be \$31,140.00 in total coming from 112 parcels.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Guadalupe this 26<sup>th</sup> day of July 2016.

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John Lizalde, Mayor

**ATTEST:**

I, Andrew Carter, Deputy City Clerk of the City of Guadalupe, California **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2016-47**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the Guadalupe City Council, held 26<sup>th</sup> day of July 2016, and that same was approved and adopted by the following vote to wit:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Andrew Carter  
Deputy City Clerk

**REPORT TO CITY COUNCIL  
Council Agenda of 07-26-16**

ANC  
Andrew Carter, City Administrator

**SUBJECT** Pioneer and Highway 1 Lift Station and Trunk Sewer Line Replacement Project – Pre-construction Activity

**RECOMMENDATION** It is recommended that Council adopt Resolution No. 2016-53 accepting the June 9, 2016 proposal by MK Nunley & Associates to begin pre-construction work on the Pioneer and Highway 1 Lift Station and Trunk Sewer Line Replacement Project

**DISCUSSION**

The Water and Wastewater Master Plans completed in 2014 identified \$10.5 million worth of Water and Wastewater Capital Improvement Project (CIP) needs over the next ten years. The \$10.5 million estimate was a current dollar figure. Actual costs will escalate over time due to inflation.

Of that \$10.5 million, \$8.9 million worth of projects are identified as “high priority” and \$4.5 million of those as “critical.” “High priority” means “highest risk and highest consequence of failure.”

<b>Water &amp; WW Master Plan, 10-Year CIP</b>	<b>All Projects</b>	<b>High Priority Projects</b>	<b>Critical Projects</b>
Sewer Lift Stations and Trunk Main	\$2,324,000	\$2,324,000	\$2,324,000
Other Sewer Collection System Projects	\$1,643,000	\$830,000	\$830,000
WW Treatment Plant	\$2,981,000	\$2,950,000	\$0
<b>Wastewater Sub-Total</b>	<b>\$6,948,000</b>	<b>\$6,104,000</b>	<b>\$3,154,000</b>
Water Distribution System	\$3,600,000	\$2,840,000	\$1,370,000
<b>Total Cost</b>	<b>\$10,548,000</b>	<b>\$8,944,000</b>	<b>\$4,524,000</b>

The City is in the process of applying for an Integrated Regional Water Management (IRWM) grant which will fund the \$839,000 of estimated pre-construction costs (engineering, design, and easement acquisition) for the High Priority projects.

**Water & Wastewater Master Plan -- 10-Year CIP, High Priority Projects**

**Wastewater Collection Improvements**

Project Name	Cost Estimate	Separate Design	Combined Design
Pioneer Lift Station Replacement	\$454,500	\$91,000	\$220,000
Highway 1 Lift Station Replacement	\$608,000	\$84,000	
12-inch Trunk Sewer	\$1,261,500	\$80,000	
Eleventh Street Gravity Sewer	\$830,000	\$69,000	
<b>Subtotal</b>	<b>\$3,154,000</b>	<b>\$324,000</b>	

**Wastewater Treatment and Disposal Improvements**

Project Name	Cost Estimate	Separate Design
Treated Effluent Pipeline and Holding Pond Rehabilitation	\$1,620,000	\$126,000
Irrigation Pump Station	\$750,000	\$60,000
Spray Irrigation System	\$580,000	\$50,000
<b>Subtotal</b>	<b>\$2,950,000</b>	<b>\$236,000</b>

**Water Distribution Improvements**

Project Name	Cost Estimate	Separate Design
Bonita Reservoir and Booster Pump Station	\$1,020,000	\$89,000
Kermit McKenzie Jr High School Water Main Upgrade	\$260,000	\$30,000
	\$170,000	\$20,000
Elementary School Water Main Upgrade	\$760,000	\$70,000
	\$210,000	\$20,000
North Obispo Street Industrial Area Pipe Upgrade	\$250,000	\$30,000
	\$170,000	\$20,000
<b>Subtotal</b>	<b>\$2,840,000</b>	<b>\$279,000</b>

<b>Total</b>	<b>\$8,944,000</b>	<b>\$839,000</b>
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Since there has been \$1.75 million of IRWM grant moneys set aside for “disadvantaged communities” (DAC’s) in Santa Barbara County, since there are only two eligible DAC’s in Santa Barbara County, Guadalupe and Cuyama, and since it expected that the State, upon the recommendation of Santa Barbara County Public Works, will split the funding approximately 50/50 between Guadalupe and Cuyama, it is virtually certain the City’s grant request will be fully funded.

Although the State will not make its IRWM grant award until the fall, the State has decided that funds can be applied retroactively to any project for which work began after the release of the IRWM Request for Proposal (RFP).

Given this plus the fact that the recently approved Water and Wastewater rate increases which went into effect on June 1<sup>st</sup> are designed to fund the 10-year CIP without the IRWM grant, the City Engineer and City Administrator recommend that the City began design work immediately on the most critical project in the 10-year CIP. It is replacement of the lift stations at Pioneer Street and Guadalupe & Sixth Street and the trunk sewer line which goes between Guadalupe & 6<sup>th</sup> Street and Mahoney Street (Pt. Sal Dunes). This integrated system serves almost all of Guadalupe north of 6<sup>th</sup> Street plus all of Guadalupe east of the railroad tracks, including Treasure Park and Apio.

The Pioneer Street Lift Station is 60 years old and has reached the end of its useful life. The pumps in the lift station are oversized for the wastewater flow the station now handles. The antiquated design of the lift station represents a confined space hazard for City employees. The force main for the lift station recently failed and had to be repaired. The force main runs under private property, including directly under where a new home is slated to be built. It needs to be rerouted under nearby streets.

The Guadalupe & Sixth Street Lift Station is 50 years old and has also reached the end of its useful life. This lift station is undersized for the wastewater flow it handles. Its antiquated design represents a confined space hazard for City employees. The pumps in the lift station regularly fail due to clogging. Operation of the lift station regularly leads to surcharging up Guadalupe Street and back towards the railroad tracks. It was surcharging up Guadalupe Street which caused flooding earlier in the year of the Alvarez commercial building which houses the Alvarez family offices and the new pharmacy. We experienced a sewer spill in the railroad area just last week due to grease clogging.

The trunk sewer line between Guadalupe & Sixth Street to Mahoney Street is severely undersized. It regularly surcharges, so there is the on-going risk of a sewer spill and Regional Water Quality Control Board fines. A portion of the line runs under private property and under existing homes. It needs to be rerouted under nearby streets.

The net of all of this is that the City Engineer and the City Administrator do not feel it is prudent to delay work on the two lift stations and the trunk line any longer.

The City Engineer asked Michael K. Nunley & Associates to put together a proposal to begin all pre-construction work (engineering, design, and easement acquisition) for the two lift stations and the trunk sewer line. Their estimate is \$219,710. Should the City win the IRWM grant, the work will be covered by the grant. Should the City not win the grant, there are enterprise funds available to cover the cost. Once pre-construction work is completed, in particular engineering design, the City will be in a position to seek grant or loan funding to cover construction costs. Another reason to begin work now is that public works construction costs have been increasing by approximately 2.5% per year since 2013.

## **ATTACHMENTS**

Resolution No. 2016-53  
MKN Proposal

## **RESOLUTION NO. 2016-53**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GUADALUPE TO APPROVE A CONSULTANT AGREEMENT WITH MICHAEL K. NUNLEY & ASSOCIATES TO COMPLETE PRE-CONSTRUCTION WORK ON THE PIONEER STREET AND HIGHWAY 1 LIFT STATION AND TRUNK SEWER LINE REPLACEMENT PROJECT.**

**WHEREAS**, the Water and Wastewater Master Plans completed in 2014 identified \$10.5 million worth of capital improvement projects (CIP) needed by the Water and Wastewater departments during the next ten years; and

**WHEREAS**, the most critical project in the 10-year CIP is replacement of the Pioneer Street and Highway 1 Lift Station and Trunk Sewer Line Replacement Project because the two lift stations are 50 to 60 years old, improperly sized, represent a confined space hazard for City employees, surcharge, and are subject to sewer spills, and the trunk sewer line is undersized, surcharges, and is subject to sewer spills; and

**WHEREAS**, the Water and Wastewater rate increases which took effect on June 1<sup>st</sup> allow the City to begin work on the 10-year CIP; and

**WHEREAS**, pre-construction work on the Pioneer Street and Highway 1 Lift Station Replacement Project is likely to be covered by the City's current Intergrated Regional Water Management grant request; and

**WHEREAS**, pre-construction work must take place before the City can seek grant or loan funding to cover construction costs for the project; and

**WHEREAS**, construction costs are increasing by approximately 3.5% per; and

**WHEREAS**, the City has received a proposal from Michael K. Nunley & Associates to complete pre-construction work (engineering, design, and easement acquisition) at an estimated cost of \$219,710.

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

**SECTION 1.** Authorize execution of a consultant agreement with Michael K. Nunley & Associates to cover pre-construction work on the Pioneer Street and Highway 1 Lift Station and Trunk Sewer Line Replacement Project at an estimated cost of \$219,710.

**SECTION 2.** Grant permission to the City Administrator to authorize any necessary, unanticipated amendments to the agreement up to a total cost of \$250,000.

**PASSED AND ADOPTED** at a regular meeting on the 26<sup>th</sup> day of July 2016 by the following vote:

**MOTION:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

I, **Andrew Carter**, Deputy City Clerk of the City of Guadalupe, **DO HEREBY CERTIFY** that the foregoing Resolution, being **Resolution No. 2016-53**, has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the City Council, held July 26, 2016, and that same was approved and adopted.

**ATTEST:**

---

Andrew Carter  
Deputy City Clerk

---

John Lizalde  
Mayor



PO Box 1604  
Arroyo Grande, CA 93421  
805-904-6530  
www.mknassociates.us

June 9, 2016

Jeff van den Eikhof, PE  
City of Guadalupe  
PO Box 906  
Guadalupe CA 93434

**RE: Pioneer and Highway 1 Lift Station and Trunk Sewer Replacement Proposal**

Jeff,

We are pleased to provide this proposal to perform engineering design services. This letter describes the proposed scope of work, budget and schedule anticipated for this project.

**PROJECT UNDERSTANDING**

Pioneer Lift Station

Constructed in the 1950s, the Pioneer Street Lift Station is the oldest of the City's three lift stations and is located near the intersection of Pioneer Street and Eight Street. The Pioneer Street LS is a duplex wet pit/dry pit lift station with Chicago Pump Solids-Handling Vertical Open Shaft pumps. This lift station primarily collects residential flow from the adjacent neighborhood and serves approximately 25 parcels. The Pioneer Lift Station served a much larger service area before significant flows from the downtown area were redirected to the Highway 1 Lift Station in the late 1960s.

As identified in the 2014 Wastewater Master Plan, the Pioneer Lift Station has reached the end of its useful life, is a confined space safety hazard, and the pumps are oversized for existing flow conditions (contributing to surcharging in the downstream collection system). Additionally, the force main has recently failed and the City has determined that significant segments of the force main are located outside of City easement or right-of-way. It is recommended the City design a new lift station meet existing and future flow conditions as identified in this Master Plan. It is also recommended to reroute the existing force main along Eighth Street to Highway 1 so that the force main is located within the City's right-of-way and is accessible.

Highway 1 Lift Station

The Highway 1 Lift Station was constructed in 1968 by Caltrans as part of a Highway 1 widening project. The lift station is located in the Highway 1 right-of-way near the intersection of Highway 1 and Sixth Street. It is the largest of the City's three lift stations, collecting residential and downtown commercial flow from the adjacent neighborhood and the Gularte Life Station. It serves approximately 388 parcels.



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As identified in the 2014 Wastewater Master Plan, The Highway 1 Lift Station is past its useful life, is a confined space safety hazard, is undersized to meet existing and future PHF conditions, and the configuration of the force main discharge point causes surcharging in the upstream pipeline crossing under UPRR. It is recommended the City design a new lift station to meet existing and future flow conditions. It is also recommended to reroute the existing force main along Highway 1 to a location near Sixth Street.

### Trunk Sewer

The City's existing 12-inch trunk sewer main that runs from Sixth Street to Mahoney Lane is undersized and conveys 85% of the City's wastewater flow, which includes the Highway 1 Lift Station, Pioneer Lift Station, Gularte Lift Station, Apio, and the Treasure Park area. As identified in the Master Plan, all sewer manholes (approximately 16 total) on the 12 inch trunk sewer pipe, from the intersection of Sixth Street at Highway 1 to where it transitions to a 24 inch trunk sewer pipe on Mahoney Lane (2,900 linear feet), were surcharged with one to two feet of standing wastewater. The 12 inch trunk main is undersized to convey pumped flow from the Highway 1 and Pioneer Lift Stations, as well as flows from Apio and local residential neighborhoods. Finally, many sections of the trunk main pass under residential buildings. It is recommended that these sections be relocated to within City right-of-way. Approximately 2,900 feet of pipe replacement is recommended to correct collection system deficiencies.

At staff's request MKN has prepared this Scope and Fee to design replacements of the lift stations and gravity trunk sewer.

### **SUMMARY OF PROPOSED DESIGN SERVICES**

If authorized to perform this work, MKN will perform the following services:

- Survey and development of a base map;
- Geotechnical engineering;
- Preparation of a Preliminary Design Report;
- Assist with negotiation of new easement for Highway 1 Lift Station; and
- Development of construction plans, specifications, and estimates for two new lift stations, new force main, and a new trunk sewer.

It is assumed the Pioneer Lift Station facilities will include a new lift station on the existing property, abandonment of the existing lift station, abandonment of the existing force main, and design of approximately 550 lf of new force main in a new alignment along 8<sup>th</sup> Street and Guadalupe Avenue (Highway 1), SCADA-ready control panel, and autodialer to transmit alarms. The new lift station and facilities will be secured by a chain link fence with privacy slats. No pump building or enclosure will be provided.

Work associated with the Highway 1 Lift Station facilities will include support for easement negotiation, a new lift station, abandonment of the existing lift station, relocation of the existing force main, SCADA-



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ready control panel, and autodialer to transmit alarms. The new lift station and facilities will be secured by a chain link fence with privacy slats. No pump building or enclosure will be provided.

SCADA specifications for equipment or for integration into the City's existing SCADA system are not included. It is assumed the City will determine if permits are required. MKN can provide permitting support if needed but these services are not included in this proposal.

### **TASK GROUP 1: Project Meetings and Coordination**

MKN will attend a total of four (4) progress and coordination meetings during the preliminary and final design of both project phases. The purpose of the meetings will be to discuss issues related to the project and the schedule with the City. MKN will prepare and distribute meeting agendas prior to the scheduled meeting and will record and distribute meeting notes to all attendees. The meeting notes will document the discussions and decisions made.

Project meetings include:

- Project Kick-Off Meeting
- Preliminary Design Reports Review Meeting
- 50 Percent Design Submittal Meeting
- 90 Percent Design Submittal Review Meeting

### **TASK GROUP 2: Survey/Right of Way and Geotechnical Investigation**

#### **Task 2.1 Survey/Right-of-Way**

MKN has retained the services of MBS Surveys to perform aerial topographic mapping, conduct a supplemental utility survey, establish recorded ROW boundaries, and prepare a map within the required survey limits including:

- Topography and recorded boundary of the lift station sites, force main alignments, and gravity sewer alignments
- Topography and recorded right of way limits along the proposed force main alignment from 8<sup>th</sup> street to Guadalupe Street (Highway 1), and south on Guadalupe Street to the proposed tie-in point at the manhole at Olivera Street
- Rim, floor, and inverts of lift station wetwells
- Storm drain and culvert at Guadalupe Street and along 8<sup>th</sup> Street

The completed survey map will be prepared at 20 scale, showing contours at one-foot intervals and critical spot elevations in the areas of required detailed survey. City and/or County benchmarks will be used to establish elevations and basis of bearings. In addition to contours, the map will show edge of pavement, utility vaults, paint marks indicating underground utility lines, trees, drain inlets, signs, utility poles, lane striping, and other features according to standard practice. Inverts that can be safely accessed will be measured as well.

The map will also show street rights-of-way and portions of private property lines as required for completion of the final design and based upon found monuments, recorded deeds, and record maps.

Semi-permanent control points will be established near the survey limits to be used in the future for construction layout work. These points, along with any found survey markers used to re-establish the right-of-ways and/or property lines will be shown on the topographic map. Monuments within the survey limits which are at the surface will be identified, located, and shown on the topographic map.

MKN will procure up to five (5) preliminary title reports and backup documents, review the easement deeds, and plot the recorded lift station property boundaries on the base map.

**Deliverables:**

- Topographic map (electronic file provided in both AutoCAD and PDF formats)

**Task 2.2 – Geotechnical Investigations**

MKN will provide and coordinate the services of our geotechnical subconsultant, Earth Systems Pacific (ESP), to perform detailed geotechnical investigations to evaluate subsurface conditions. Field investigations will be performed for collection of pertinent data and information, which will be analyzed to develop geotechnical engineering recommendations for the final design. The field and laboratory data will be reviewed by a Registered Geotechnical Engineer, and evaluated with respect to development of geotechnical criteria for the proposed project. The following items will be addressed:

- Soil and groundwater conditions encountered;
- Historical groundwater elevations based upon published data;
- Potential for liquefaction and settlement during a seismic event;
- Types and depths of foundations;
- Soil skin friction values for foundations and pipelines, as applicable;
- 2010 California Building Code seismic criteria;
- Buried structure design parameters;
- Maximum allowable bearing capacities;
- Maximum and differential settlement;
- Utility trench backfill;
- Site drainage around improvements;
- Temporary excavations for construction and dewatering; and
- Recommendations for construction observation and testing.

All work within the City right-of-way will require encroachment permits, which will be secured by ESP. Some of the borings will be drilled in City streets and will necessitate traffic control services, provided by the City.

MKN will review the geotechnical reports and confirm that the analysis addresses the needs of the City.

**Deliverables:**

- Draft Geotechnical Report (electronic copy in PDF format )
- Final Geotechnical Report (2 hard copies and electronic copy in PDF format)

**TASK GROUP 3: Preliminary Design Report**



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The PDR will describe recommended design features and considerations such as flows, redundancy, materials selection, sound attenuation, and operation and maintenance. A portable generator receptacle and manual transfer switch will be provided in lieu of a standby generator.

A hydraulic analysis will be performed to evaluate wetwell sizing, pumping requirements, wetwell operating levels, and pump run times. Recommended pump curves overlaying a calculated system curve will be provided.

MKN recognizes that due to site constraints, bypass pumping will be required during construction of the new facilities. The PDR will include an assessment of construction sequencing to address this aspect of the project. The analysis will include construction sequencing, anticipated design and construction schedule, temporary facilities, and ability of existing power supply to provide power to temporary facilities. A construction cost opinion will be provided, along with identification of long lead items.

The draft Preliminary Design Report will be delivered to the City prior to the Preliminary Design Report Review Meeting. The contents of the draft Preliminary Design Report will be discussed at the meeting with City staff. Comments from both the meeting and the City's internal review will be incorporated into the final Preliminary Design Report.

**Deliverables:**

- Draft Preliminary Design Report (electronic copy)
- Final Preliminary Design Report (2 hard copies and electronic copy)

**TASK GROUP 4: Easement Acquisition (Highway 1 Lift Station Only)**

MKN has retained the services of Hamner, Jewell & Associates (HJA) to negotiate a new permanent easement that may be required, and to obtain a temporary construction easement, if necessary.

After developing necessary project plans and obtaining right-of-way maps, specific legal descriptions, plats, and area calculations for the temporary and permanent easement areas, MKN will review the previous appraisal, title report, and backup documents for the Alvarez property (the owner of the proposed lift station site) and prepare an extrapolated value estimate upon which an offer package will be prepared for presentation to the property owner.

The valuation estimate and offer package will be presented to the City for review and approval prior to being presented to the property owner. After the offer presentation, MKN will pursue the agreement with the owner to finalize the right of way acquisition. We will also process documents for necessary approvals and coordinate escrow, title insurance, and closing.

It is assumed that one (1) new easement will be required for the project. The easement will be pursued based on a Minimum Value Estimate rather than a full formal appraisal. However, if the property owner insists on a formal appraisal and/or the City must consider condemnation action, a formal appraisal by a State licensed real estate appraiser will be required. Appraisal will be at extra cost plus 10%. We have budgeted an allowance of 50 hours for the right of way acquisition process.



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#### **TASK GROUP 5: Construction Documents and Specifications**

MKN will prepare construction plans and specifications utilizing three (3) distinct submittals (50%, 90% and Final). It is assumed that the City will provide front-end documents to MKN for inclusion into the bid package and that MKN will prepare technical specifications in CSI format. Plans will be prepared in AutoCAD. The City will review the contents of each submittal and provide comments for incorporation into the subsequent submittal. An opinion of probable construction costs will be prepared to accompany each submittal.

#### **Deliverables:**

- 50 Percent Submittal consisting of the following (electronic copy in PDF format):
  - Draft half-size (11" x 17") drawings
  - Draft technical specifications (Divisions 02 to 43)
  - Draft opinion of probable construction costs
- 90 Percent Submittal consisting of the following (electronic copy in PDF format)
  - Revised half-size (11" x 17") drawings
  - Revised project commissioning documents
  - Draft front-end documents (Division 00 provided by City)
  - Revised technical specifications (Divisions 02 to 43)
  - Revised opinion of probable construction costs
- Final Submittal consisting of the following (2 hard copies and one electronic copy in PDF format)
  - Final half-size (11" x 17") drawings
  - Final project commissioning documents
  - Completed front-end documents (Division 00 provided by City)
  - Final technical specifications (Divisions 02 to 43)
  - Final engineer's estimate

#### **ASSUMPTIONS**

Upfront contract documents will be prepared and provided by the City.

All permits will be obtained by the City.

Potholing, if necessary, is not included.

At this time, a budget has not been developed for Engineering Support During Construction, Construction Phase Administration, or Construction Observation Services. A budget for these services can be provided upon request.

MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through Client and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through Client, or



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determines that additional data or information is needed to perform the services, MKN shall promptly notify the City.

**Fee Summary**

MKN proposes to complete this project on a time and materials basis, with a total budget that will not be exceeded without written authorization from the City. The budget is summarized below and a detailed breakdown is provided in the attached spreadsheet.

<b>Lift Station and Trunk Main Design Projects</b>		
	<b>MKN Labor</b>	<b>Subconsultants (Survey, Geotech, Easements, etc.)</b>
Project Meetings and Coordination	\$4,640	NA
Survey and Geotechnical	\$11,220	\$49,572
Preliminary Design Report	\$11,916	NA
Easement Acquisition	\$4,692	\$8,250
Construction Documents	\$106,595	\$22,825
<b>Total</b>	<b>\$139,063</b>	<b>\$80,647</b>
	<b>Grand Total</b>	<b>\$219,710</b>

Thank you for providing Michael K. Nunley and Associates with the opportunity to provide professional engineering services for your project. If you have any questions regarding this proposal, please contact me at [jhanlon@mknassociates.us](mailto:jhanlon@mknassociates.us) or by phone at (805) 904-6530.

Sincerely,

Jon Hanlon, PE

**Proposal - Pioneer Lift Station Highway 1 Lift Station and Trunk Main Replacement Project - City of Guadalupe**

	Project Manager	Project Engineer	Drafting	Administrative Assistant	Total Hours	ODCs	Subconsultant (RI)	Subconsultant (Earth Systems)	Subconsultant (MBS Surveys)	Subconsultant (Smith Structural)	Subconsultant (Hamner-Jewell)	Total MKN Labor	Total Cost
<b>Task Group 1 - Project Meetings and Coordination</b>													
Project Kickoff Meeting	2.0	2.0			4	\$ 30						\$ 620	\$ 650
Preliminary Design Report Meeting	2.0	2.0			4	\$ 30						\$ 620	\$ 650
50% Design Submittal Meeting	2.0	2.0			4	\$ 30						\$ 620	\$ 650
90% Design Submittal Meeting	2.0	2.0			4	\$ 30						\$ 620	\$ 650
QA/QC	12				12							\$ 2,040	\$ 2,040
<b>Subtotal Task Group 1</b>	<b>20</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>\$ 120</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,520</b>	<b>\$ 4,640</b>
<b>Task Group 2 - Survey and Geotechnical</b>													
Geotechnical Engineering	6	6			12		\$ 23,722					\$ 1,860	\$ 25,582
Survey, 1 PTR for Pioneer, 4 PTRs for Trunk	6	6			12	\$ 7,500		\$ 25,850				\$ 1,860	\$ 35,210
<b>Subtotal Task Group 2</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>\$ 7,500</b>	<b>\$ -</b>	<b>\$ 23,722</b>	<b>\$ 25,850</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,720</b>	<b>\$ 60,792</b>
<b>Task Group 3 - Preliminary Design Report</b>													
Pioneer Lift Station and Force Main	2	12	4	2	20							\$ 2,468	\$ 2,468
Prepare Draft Preliminary Design Report	2	6	2	2	12	\$ 50						\$ 1,454	\$ 1,504
Prepare Final Preliminary Design Report													
Highway 1 Lift Station	2	12	4	2	20							\$ 2,468	\$ 2,468
Prepare Draft Preliminary Design Report	2	6	2	2	12	\$ 50						\$ 1,454	\$ 1,504
Prepare Final Preliminary Design Report													
Trunk Sewer	2	12	4	2	20							\$ 2,468	\$ 2,468
Prepare Draft Preliminary Design Report	2	6	2	2	12	\$ 50						\$ 1,454	\$ 1,504
Prepare Final Preliminary Design Report													
<b>Subtotal Task Group 3</b>	<b>12</b>	<b>54</b>	<b>18</b>	<b>12</b>	<b>96</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,766</b>	<b>\$ 11,916</b>
<b>Task Group 4 - Easement Acquisition</b>													
Highway 1 Lift Station and Force Main					0							\$ -	\$ -
Appraisal (Not Included)	4	2	2		8				\$ 8,250			\$ 1,134	\$ 9,384
ROW Acquisition Allowance		4	4		8							\$ 908	\$ 908
Prepare Legal Description and Exhibit (1)	12	4			16	\$ 50						\$ 2,600	\$ 2,650
Coordination with HIA													
<b>Subtotal Task Group 4</b>	<b>16</b>	<b>10</b>	<b>6</b>	<b>0</b>	<b>32</b>	<b>\$ 50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,250</b>	<b>\$ 4,642</b>	<b>\$ 12,942</b>

Task Group 5 - Construction Documents													Total Cost
	Project Manager	Project Engineer	Drafting	Administrative Assistant	Total Hours	ODCs	Subconsultant (IR)	Subconsultant (Earth Systems)	Subconsultant (MBS Surveys)	Subconsultant (Smith Structural)	Subconsultant (Hamner-Lewell)	Total MKN Labor	Total Cost
<b>Pioneer Lift Station and Force Main (19 sheets)</b>													
Prepare 50% Design	32	80	50		162		\$ 2,888			\$ 2,750		\$ 20,990	\$ 26,628
Prepare 90% Design	16	42	22		80		\$ 2,888					\$ 10,514	\$ 13,402
Prepare Final Design	16	42	22		80	\$ 50	\$ 2,888					\$ 10,514	\$ 13,452
<b>Highway 1 Lift Station and Force Main (14 sheets)</b>													
Prepare 50% Design	24	60	37		121		\$ 2,888			\$ 2,750		\$ 15,699	\$ 21,337
Prepare 90% Design	12	32	16		60		\$ 2,888					\$ 7,912	\$ 10,800
Prepare Final Design	12	32	16		60	\$ 50	\$ 2,888					\$ 7,912	\$ 10,850
<b>Trunk Sewer (11 sheets)</b>													
Prepare 50% Design	28	60	54		142							\$ 17,858	\$ 17,858
Prepare 90% Design	20	24	28		72							\$ 9,196	\$ 9,196
Prepare Final Design	12	21	10		43	\$ 50						\$ 5,850	\$ 5,900
<b>Subtotal Task Group 5</b>	<b>172</b>	<b>393</b>	<b>255</b>	<b>0</b>	<b>820</b>	<b>\$ 150</b>	<b>\$ 17,325</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,500</b>	<b>\$ -</b>	<b>\$ 106,445</b>	<b>\$ 129,420</b>
<b>GRAND TOTAL</b>	<b>232</b>	<b>477</b>	<b>279</b>	<b>12</b>	<b>1000</b>	<b>\$ 7,970</b>	<b>\$ 17,325</b>	<b>\$ 23,722</b>	<b>\$ 25,850</b>	<b>\$ 5,500</b>	<b>\$ 8,250</b>	<b>\$ 131,093</b>	<b>\$ 219,710</b>

Billing Rates	\$/hr
Project Manager	170
Project Engineer	140
Senior Engineer	160
Assistant Engineer	120
Drafting	87
Administrative Assistant	50

Mileage to be reimbursed at IRS rate



**REPORT TO CITY COUNCIL**  
**Council Agenda of 07/26/16**

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Andrew Carter, City Administrator

**SUBJECT**

August 9<sup>th</sup> Regular Council Meeting

**RECOMMENDATION**

It is recommended that City Council cancel the regular August 9<sup>th</sup> Council meeting.

**DISCUSSION**

The current City Administrator's last day of work is Friday, July 29<sup>th</sup>. Working at the direction of City Council, the City Attorney is facilitating the hiring of an interim City Administrator as quickly as possible. That includes scheduling a special Council Meeting to interview interim candidates. Since it is not known when an interim will start and since it might be prudent to not force the interim to immediately begin planning a Council meeting, staff recommends cancelling the regular August 9<sup>th</sup> Council meeting.

**REPORT TO CITY COUNCIL**  
**Council Agenda of 07-26-16**



Andrew Carter, City Administrator

**SUBJECT** City Manager Report

**RECOMMENDATION** For information only

**DISCUSSION**

Since this is my last Council meeting as City Administrator, I thought I would provide you a list of what I think I have accomplished in the 3.5 years I have had the privilege to serve you and the citizens of Guadalupe.

I note, however, that no one person in any organization operates alone. "My" accomplishments are actually our accomplishments because they rely on the work of City staff, both managers and line employees, as well as the contributions of contract employees. These accomplishments also rely on Council's hard work and policy direction.

Looking to the future, I hope this list will give you added insight on the roles and tasks any City Administrator in Guadalupe is expected to accomplish, given our lack of financial resources and managerial staff. The significant workload subjects the City Administrator to the risk of burn-out. I have experienced that burn-out.

City Administrator workload is a key reason I urge Council to follow through on allowing the next City Administrator to hire a Public Works & Utilities Director. The necessary funds are in the 2016-17 budget. All of it comes from our special funds. The Public Works & Utilities Director position will go a long way in making the City Administrator workload more reasonable. The position is also important given the 10-year infrastructure needs of our Water and Wastewater departments.

The list of accomplishments is almost six pages long, but the most important thing I have focused on during my 3.5 years in Guadalupe is City infrastructure and City finances.

**City Infrastructure**

I have often said there are, at base, three things our citizens expect of City government. The first is, when they call 9-1-1, the police department or fire department shows up at their door to meet

their needs. The second is, when they turn on the tap, there is safe water to drink. The third is, when they flush their toilets, where it goes and how it gets there is not their worry.

Chief Hoving is focused on the first critical need, police and fire protection. During his 3.5 year tenure, he has made sure our public safety staff is adequately trained. He has made sure public safety staff have the equipment they need to do their jobs. He has also made sure our police and fire departments are adequately staffed. That is a difficult task given our low pay scales and the high demand for firefighters and police officers throughout the region.

My responsibility has been focusing on infrastructure. During my first nine months on the job, we had two significant infrastructure failures.

On Memorial Day weekend of 2013, our Obispo Street Well went down. We came within twelve hours of running out of water. The only reason we did not run out of water is because we had State Water available that year. If the Obispo Street Well had failed in 2014 or 2015, we would have run out of water because there would have been no State Water available due to the drought.

At the end of October 2013, we experienced the Trus Pro sewer line failure. It took us nine months to install a new line. During those nine months, we paid over \$150,000 to operate a bypass line. \$150,000 literally down the drain. The only reason the residents of Treasure Park and the businesses along Obispo Street could use their toilets throughout the emergency is that we had advance warning of the sewer line failure, which provided us the opportunity to make contingency plans.

It is easy to be penny wise and pound foolish when it comes to infrastructure, particularly Water and Wastewater infrastructure. Imagine the citizen uproar we all would have faced if we had run out of water on Memorial Day Weekend of 2013 or Treasure Park residents and Obispo Street businesses were not able to use their toilets at the end of October 2013.

My reaction to the Obispo Street Well failure and the Trus Pro Sewer line failure was to ask you to commission our first-ever Water and Wastewater Master Plans in 2014. Those Master Plans identified our 10-year Water and Wastewater infrastructure needs – \$3.5 million for Water and \$7.0 million for Wastewater. The plans also identified our needs for additional staffing – both line staff and a Utilities Director. The 2014 Master Plans led to our first-ever Water and Wastewater Rate Study in 2015 to determine how to pay for our Water and Wastewater needs. The 2015 Rate Study led to adoption in January 2016 of a multi-year Water and Wastewater rate plan with the first rate increases taking place two months ago on June 1<sup>st</sup>.

Tonight, I placed on the Council agenda authorization to begin work on our most critical infrastructure need, the Pioneer Street and Highway 1 Lift Station and Trunk Sewer Line Replacement Project.

I urge you to stay the course when it comes to focusing on the City's Water and Wastewater infrastructure needs. I also urge you to follow through on implementing our multi-year Pavement Management Plan.

## City Finances

The financial needs of the City are clear. We live hand to mouth. For years, our true financial condition was papered over by the financial improprieties I discovered in 2014. All of those improprieties have been corrected. You can have confidence in the numbers which are now presented to you. Our citizens can have confidence as well.

But having confidence in the numbers does not fix the underlying problem. We do not have enough revenue. Expenses aren't the problem, revenue is. This is true even though our citizens overwhelmingly approved Measures V, W, and X in November 2014. It is a struggle to develop a balanced General Fund budget, it is even harder to achieve it, and the General Fund has an accumulated negative fund balance of minus \$671,000.

Our revenue problem is a function of the way cities are financed in California, in particular heavy reliance on sales tax and transient occupancy tax (TOT). We do not have big box stores and car dealers in Guadalupe, so our sales tax receipts are low. We have no hotels; hence no TOT. We do have property tax, but the portion we receive is small. The majority goes to the State, County, and our school districts, not the City.

I know we are hoping that Pasadera will be a game changer. It will certainly help. It will lead to higher property taxes and sales taxes, but it also means we will need to provide increased services, particularly police and fire protection. Importantly, even after the building of a shopping center at Pasadera, our sales tax receipts will be low compared to neighboring cities. That is because Santa Maria is so close and we aren't located on Route 101.

To put things in perspective, City sales tax receipts in 2014 were \$43 per person. Those receipts would need to increase 2.5 times to \$107 per person to match the next lowest sales tax recipient in Santa Barbara County, Lompoc. Sales tax receipts would need to increase 5.3 times to reach the countywide all other city average of \$230 per person. It is difficult to imagine Guadalupe ever reaching the countywide all other city average. Even with the Pasadera shopping center, I worry we will not reach the Lompoc average.

With respect to hotels and TOT, I certainly hope a hotel will be built in Guadalupe in the not too distant future. But since we aren't located on the ocean like Pismo Beach and since we aren't located on 101 like Santa Maria, TOT receipts will be fairly low.

I have gone into detail about City finances because I think it is incumbent on City staff and Council to look for new revenue sources. That is the reason I scheduled the presentation on Community Choice Aggregation in October 2015, which might have led to \$125,000 per year in new revenue. Given the risk involved, I do not fault Council for the policy decision made to not pursue this option. It did involve an unproven private entity.

I would, however, urge the City to reconsider the potential for marijuana generated tax revenue, particularly as regards commercial cultivation. I recognize the moral dilemma this presents, but whether we like it or not, medical marijuana is legal in California. After the November election, recreational marijuana is likely to be legal as well. It is financially-strapped cities like ours who

most need the General Fund revenue marijuana taxation can provide. That is why Coalinga just authorized commercial marijuana cultivation, King City is right behind Coalinga, and multiple desert cities south of Los Angeles are following the same path. It is also why Grover Beach and many other California cities are in the process of adopting local marijuana taxation measures in advance of the fall election and in advance of deciding whether to allow commercial marijuana cultivation and even storefront sales.

My hope is that there may be other new revenue opportunities out there. One I have thought about briefly is the possibility of wind-powered electrical generation at the Wastewater Treatment Facility or Jack O'Connell Park, but I have not explored that idea in any way.

There may other ideas you have. Without additional revenue, Guadalupe city government will continue to struggle.

### **Summary**

It has been an honor to serve the citizens of Guadalupe. It has been an honor to serve you. It has also been an honor to work with and lead our incredible city staff. Almost all of them have many more years of service to Guadalupe than I have. Some have worked here more than twenty years. In comparison to other local cities, our pay scales are low. Nonetheless, our staff is committed to serving the community. Any credit I deserve, they deserve more. In fact, if I deserve any credit at all, it is only because of their hard work and dedication.

**Andrew Carter, Guadalupe City Administrator**  
**Accomplishments – Feb 2013 to July 2016**

**Overall**

In addition to service as City Administrator, served as de facto:

- Utilities Director
- Public Works Director
- Community Development Director
- Solid Waste Manager
- Transit Manager
- IT Manager

Managed preparation of all City Council packets

Served as Deputy City Clerk:

Administration Department is responsible for all City Clerk functions.

**Community Development**

Pasadera project:

- 800 homes & 250,000 sq. ft. of retail planned
- Tentative tract map approval, northern half
- Final tract map approval for first subdivision of 150 homes
- Final tract map approval for second subdivision of 200 homes
- Public Improvement Plan, including utility infrastructure
- Safe Routes to School Plan
- Two amendments to Development Agreement

Guadalupe Court – low income housing project, 39 units

Pioneer Street apartments, 28 units

Avocet Court, 8 homes

Hayward Lumber (truss manufacturing)

Beachside Cooling (vegetable cooler)

Apio plant expansion (vegetable packaging)

All industrial projects included negotiation of conditions of use

New retail:

- Pharmacy
- Two restaurants
- Discount store
- Tire store
- Rain 4 Rent depot
- Used car lot

## **Long-Range Planning**

Supervised development of:

- Water Master Plan – first-ever
- Wastewater Master Plan – first-ever
- Short Range Transit Plan – update
- Pavement Management Plan – first-ever
- Bike and Pedestrian Plan – first-ever
- Recycled Water Study – first-ever
- Housing Element – update

## **Budget Process**

Discovered long-term financial improprieties designed to prop up the General Fund:

- Too high interfund transfers
- Miscoding of park irrigation to Street Funds
- Miscoding of City Hall/Vets Hall/Senior Center electricity to Lighting District
- Misallocation of workers comp to Special Funds
- Combined annual impact was \$650,000 of additional revenue or avoided expense in a General Fund budget of \$3 million
- All issues now corrected

Discovery of financial improprieties led to Grand Jury investigation:

- Drafted City Council response to Grand Jury

Developed four annual budgets:

- Included corrections for financial improprieties noted above
- Included close out of obsolete funds and establishment of non-departmental budget

Provided quarterly budget updates to Council

Hired financial consultant to develop first-ever cost allocation plan to justify all interfund transfers

Developed accurate personnel spreadsheet for use in budgeting and contract negotiations:

- Spreadsheet builds from employee level to union level and department level
- Includes every category of pay and benefits
- Allows for “what if” analysis during labor negotiations

Developed cash flow tracking process

Developed revenue tracking process

Corrected payroll process so that time sheets are completed after end of pay period, not before

Corrected multi-year Measure A “Maintenance of Effort” street fund under-payment

Resolved \$450,000 IRS payroll tax issue dating to 2006

## **Revenue Generation**

Developed new Master Fee Schedule:

- Covers 100% of costs of outside planning and building inspection services
- 30% charge for overhead = \$120,000 in new revenue during first 2 years of implementation

Developed ideas for three tax measures placed on November 2014 ballot:

- Drafted ballot arguments for voter's guide
- Drafted ballot information for utility inserts
- All three measures passed with 76% to 81% support
- Tax measures are generating over \$500,000 per year in new revenue

Managed 2014 Prop 218 process for emergency Wastewater and Solid Waste rate increases:

- Wastewater increase covers projected \$710,000 negative fund balance over time
- Solid Waste rate increase covers projected \$405,000 negative fund balance over time

Completed first-ever comprehensive Water and Wastewater rate study:

- Funds \$10.5 million in long-term capital improvement needs
- Allows for increased staffing, including hiring of Public Works & Utilities Director
- Managed related 2015 Prop 218 process for multi-year water & wastewater rate increases:
  - Cumulative 23% + CPI for water; cumulative 30% + CPI for wastewater

Developed utility user tax plan for Special Funds:

- \$20,000 per year in new revenue for General Fund

Managed Chevron grant process – \$350,000 in three years

Negotiated payment of utility user tax by County Housing Authority

Sold excess State Water for \$52,600

Sales tax audit of small stores and restaurants led to 57% increase in sales tax collected

## **Grants**

\$367,500 CDBG grant for seismic retrofit of historic Vets Hall

\$347,000 USDA ECWAG grant for Tognazzini well and intertie pipeline

\$95,000 Safe Routes to School grant for Olivera Street sidewalk

\$85,000 State LCTOP cap-and-trade grant for Saturday and Sunday bus service

Awaiting word on \$850,000 in IRWM funding for water and wastewater

Awaiting word on \$300,000 ATP grant to fund sidewalk improvements

## **Expense Savings**

Negotiated decreases to:

- Alarm system
- Communications
  - VOIP telephones, landlines, and cellphones

Dental insurance  
Extermination  
IT services  
Janitorial  
Restroom supplies  
Uniforms  
Total savings of over \$6000 per month  
    \$2000 per month = unused landline system dating to 2007

Decreased City Administrator expense reports:  
    Previous City Administrator, 2012 (one year) = \$5404  
    Andrew Carter, 2013-2016 (combined total for 3.5 years) = \$4914

Discovered long-term Waste Management overbilling – \$105,000 since March 2013

### **Contract Negotiations Completed**

Transit – new competitively-bid six-year contract  
Update to solid waste franchise agreement  
    Included contractor taking over customer billing  
    Included payment by contractor to City for past over-billing  
On-call street maintenance – first-ever  
Building inspection and plan check services – new contract  
Clay’s Septic – septage at Wastewater Treatment Facility, first-ever  
Senior Center – lease update  
Boys & Girls Club – lease update  
Guadalupe Historical Society – lease update  
Joint use agreement with school district:  
    Includes sale of joint use property to school district  
    Proceeds will be used to establish endowment fund for parks

### **Labor Negotiations**

Managed three rounds of contract negotiations with POA, IAFF, and SEIU:

    First set of contracts eliminated long-term practice of reimbursing employees for FICA, Medicare, and SDI  
    Second set of contracts reduced employee wage & benefits by 4.2% during fiscal crisis  
    Third set of contracts began process of employees paying Employee PERS contribution

Developed multiple updates to unrepresented employee pay and benefits

### **Personnel Matters**

Hired new Finance Director and contract City Engineer

Regularly held all-employee meetings and sent out all-employee e-mails, which led to improved employee morale plus labor negotiation successes

On-going outreach to outside SEIU representatives

### **Policy Issues Handled**

H2A migrant field worker housing  
RV side yard parking  
Keeping of chickens within city-limits  
Neutering of dogs & cats  
Funding of library  
Facility use fees for non-profit organizations  
Railroad operations (oil trains)  
Avoidance of CalRecycle compliance order

SBCAG Long-Range Transit Plan/Sustainable Communities Strategy  
State Water Resources Control Board mandatory conservation framework

### **Project Management**

\$475,000 CDBG-funded seismic retrofit to historic Veterans Hall

### **Miscellaneous**

Dealt with IT crisis:

Failing servers, out-of-date desktop units  
No reliable back-up of mission critical data

Infrastructure projects:

New Trus Pro sewer line  
Tognazzini inter-tie pipeline  
Obispo Street well repairs  
West Main v-ditch repair/rehab  
Tognazzini Street storm drain repairs  
Escalante Street storm drain repairs  
Rehabilitation of Tognazzini well in process

Transportation projects:

Implementation of first-ever Pavement Management Plan  
Purchase of new vehicles for Public Works, Water, and Wastewater  
Pedestrian-activated crossing lights  
Blinking "Stop Ahead" signs  
Bicycle racks downtown  
Olivera Street asphalt dikes  
"Drains to River" buttons for all storm drains

Redevelopment projects:

Repossession and sale of Lantern Hotel

Al's Union remediation (leaking underground fuel tanks)

**Government Relations**

I have represented the City of Guadalupe before:

Santa Barbara County (staff and individual supervisors)

Santa Barbara County Grand Jury

Santa Barbara County Association of Governments (staff and board)

Central Coast Water Authority (staff and board)

Regional Water Quality Control Board (staff)

CalRecycle (staff)

CalTrans (staff)

Coastal Conservancy (staff)

State Department of Finance (staff)

State Historic Preservation Office (staff)

US Department of Agriculture (staff)

US Department of Housing & Urban Development (staff)

Guadalupe Union School District (staff)

Guadalupe Cemetery District (individual board members)

Staff of the City's two state legislators