



MAYOR: JOHN LIZALDE
MAYOR PRO TEM: ARISTON JULIAN
COUNCIL MEMBER: GINA RUBALCABA
COUNCIL MEMBER: JERRY BEATTY
COUNCIL MEMBER: VIRGINIA PONCE

CITY ADMINISTRATOR: ANDREW CARTER
CITY ATTORNEY: DAVID FLEISHMAN
CITY CLERK: JOICE EARLEEN RAGUZ
CITY TREASURER: PETRONA AMIDO

AGENDA

GUADALUPE CITY COUNCIL

Regular Meeting
Tuesday, October 27, 2015

REGULAR SESSION 6:00 P.M.

City Hall, Council Chambers
918 Obispo Street, Guadalupe, California 93434

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's office, (805) 356-3891. Notification of at least 72 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

*If you wish to speak concerning any item on the agenda, please complete the Request to Speak form that is provided at the rear of the Council Chambers prior to the completion of the staff report and hand the form to the City Clerk. **Note:** Staff Reports for this agenda, as well as any materials related to items on this agenda submitted after distribution of the agenda packet, are available for inspection at the office of the City Administrator, City Hall, 918 Obispo Street, Guadalupe, California during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday; telephone (805) 356-3891.*

1. **MOMENT OF SILENCE.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.** Council Members Jerry Beatty, Virginia Ponce, Gina Rubalcaba, Ariston Julian and Mayor John Lizalde.
4. **COMMUNITY PARTICIPATION FORUM.**

Each person will be limited to a discussion of 3 minutes or as directed by the Mayor. This time is reserved to accept comments from the public on Consent Agenda items, Closed Session items, or matters not otherwise scheduled on this agenda. Pursuant to provisions of the Brown Act, no action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. City Council may direct Staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

5. **CONSENT CALENDAR.** The following items are presented for Council approval without discussion as a single agenda item in order to expedite the meeting. Should a Council Member wish to discuss or disapprove an item, it must be dropped from the blanket motion of approval and considered as a separate item.
- a. Payment of Warrants for the period ending October 22, 2015 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Director.
 - b. Minutes of the City Council Regular Meeting of October 13, 2015 to be ordered filed.
 - c. Monthly Reports from Department Heads:
 - i. Police Department report for the month of September 2015.
 - ii. Fire Department report for the month of September 2015.
 - iii. Building Department report for the month of September 2015.
 - iv. City Treasurer’s report for the month of September 2015.
 - v. Monthly Cash Balance Report.
 - vi. City Engineer’s report for the month of September 2015.
 - vii. Parks and Recreation Department Update.
 - d. Approval of Safety Policies:
 - i. Confined Space Entry Program.
 - ii. Hazardous Energy Control Program.
 - iii. Excavations, Trenches, and Earthwork Policy.
 - iv. Transitional Return to Work Policy.
 - e. Police Station Parking Lot Improvement Project – Notice of Completion and Final Payment.
 - f. Annual Kiwanis of Guadalupe Christmas Parade - Saturday, December 12, 2015.
6. **PUBLIC HEARING TO CONSIDER PIONEER STREET APARTMENTS LOCATED AT 856, 864, AND 872 PIONEER STREET.** 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. 2015-48 approving the Final Initial Study – Mitigated Negative Declaration and Mitigation and Monitoring Program; and
 - 4) Adopt Resolution No. 2015-49 approving the Pioneer Street Apartment Project Conditional Use Permit (2015-012-CUP)
- a. Written Staff Report (Lilly Rudolph, Contract City Planner)
 - b. Written Communication.
 - c. Public Hearing.
 - d. City Council discussion and consideration.
 - e. It is recommended that the City Council concludes the public hearing and adopts Resolution No. 2015-48 and 2015-49.

7. **STUDY SESSION TO DISCUSS THE PRE-APPLICATION REQUEST FILED BY JOE TALAUGON FOR THE DEVELOPMENT OF A CULTURAL ARTS AND EDUCATION EVENT CENTER LOCATED AT 1055 GUADALUPE STREET.** That the City Council receive presentation from staff.
 - a. Written Staff Report (Jasch Janowicz, Contract City Planner)
 - b. City Council discussion and consideration.
 - c. It is recommended that the City Council provide initial feedback to the applicant regarding the proposed project.

8. **STUDY SESSION TO RECEIVE PUBLIC COMMENT ON 2015 HOUSING ELEMENT UPDATE.** That the City Council:
 - 1) Receive a presentation from staff;
 - 2) Allow for public comment on the proposed project; and
 - 3) Provide initial feedback to City Staff.
 - a. Written Staff Report (Jasch Janowicz, Contract City Planner)
 - b. Written Communications.
 - c. Public Hearing.
 - d. City Council discussion and consideration.
 - e. It is recommended that the City Council concludes the public hearing and provide initial feedback to City Staff.

9. **FIRST QUARTER FINANCIAL REVIEW.** That the City Council adopt Resolution No. 2015-54 making adjustments to the 2015/2016 General Fund budget.
 - a. Written Staff Report (Andrew Carter, City Administrator)
 - b. City Council discussion and consideration.
 - c. It is recommended that the City Council adopt Resolution No. 2015-54.

10. **COMMUNITY CHOICE AGGREGATION.**
 - a. Written Staff Report (Andrew Carter, City Administrator)
 - b. City Council discussion and consideration.
 - c. It is recommended that the City Council provide direction to staff about Council’s interest in possible formation of a Community Choice Aggregation program in Guadalupe utilizing the services of California Clean Power.

11. **PURCHASE OF TRUCKS & BACKHOE FOR PUBLIC WORKS, WATER, AND WASTEWATER.** That the City Council adopt Resolution No. 2015-55 authorizing the purchase of four trucks and one backhoe for the Public Works, Water and Wastewater departments through five-year financing agreements.
 - a. Written Staff Report (Andrew Carter, City Administrator)
 - b. City Council discussion and consideration.
 - c. It is recommended that the City Council adopt Resolution No. 2015-55.

12. **CITY MANAGER REPORT/ FUTURE AGENDA ITEMS.**

13. **ANNOUNCEMENTS / COUNCIL ACTIVITY REPORTS.**

14. **CLOSED SESSION.**

- a. CONFERENCE WITH LABOR NEGOTIATOR:
Government Code Section 54957.6
City Negotiator: City Attorney & City Administrator
Employee Organizations: Guadalupe Police Officers Association (POA) and International
Association of Firefighters (IAFF) Local 4403

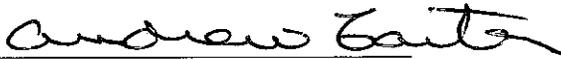
CLOSED SESSION - SUCCESSOR AGENCY.

- b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Government Code Section 54956.8
Property: APN 115-092-012
Successor Agency Negotiator: Andrew Carter
Negotiating Parties: Multiple parties
Under Negotiation: Price and/or Terms of Payment

CLOSED SESSION ANNOUNCEMENT.

15. **ADJOURNMENT.**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing Agenda was posted at the City Hall display case, the Water Department and the City Clerk's office not less than 72 hours prior to the meeting. Dated this 23rd day of October 2015.

By: 
Andrew Carter, City Administrator

REPORT TO THE CITY COUNCIL
Council Agenda of October 27, 2015

EB
Prepared by
Esther Britt

ANC
Reviewed by
Andrew Carter

AM
Approved by
Annette Munoz

SUBJECT: Payment of warrants for the period ending October 22, 2015 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Department staff.

RECOMMENDATION: That the City Council review and approve the listing of hand checks and warrants to be paid on October 28, 2015

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

141 SUBURBAN ROAD STE C-1 *** VENDOR.: ABA01 (ABALONE COAST ANALYTICAL, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
15-5575	WATER SAMPLES	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	WATER SAMPLES	12 4425 2150	1	70.00	70.00
(Wst.Wtr.Op.Fund Wastewater Profl Services)					
Invoice Extension ---->					70.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
15-5743	WATER SAMPLES	10-15	10/07/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	WATER SAMPLES	12 4425 2150	1	140.00	140.00
(Wst.Wtr.Op.Fund Wastewater Profl Services)					
Invoice Extension ---->					140.00
Vendor Total ----->					210.00

5950 6TH AVENUE S. SUITE 202 *** VENDOR.: ADV02 (ADVANCE MARKING SYSTEMS)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1-5552431	PASSPORT NAMETAGS	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PASSPORT NAMETAGS	01 4220 1550	1	13.75	13.75
(General Fund Fire Op Supp/Expense)					
0002	ACCRUED USE TAX	01 2265	-1	.66	-.66
(General Fund USE TAX PAYABLE)					
Invoice Extension ---->					13.09
Vendor Total ----->					13.09

P.O. BOX 824905 *** VENDOR.: AER02 (AERZEN USA CORPORATION)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
15-002724	AIR FILTER CARTRIDGE FOR WWTP POND	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	AIR FILTER CARTRIDGE FOR WWTP POND	12 4425 1550	1	966.49	966.49
(Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)					
Invoice Extension ---->					966.49
Vendor Total ----->					966.49

543-C W. BETTERAVIA ROAD *** VENDOR.: AME04 (AMERICAN INDUSTRIAL SUPPLY INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0285951	COTTON APPLICATORS, TABLETS, SIGHT SAVERS LENS WIPES	10-15	10/08/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COTTON APPLICATORS, TABLETS, SIGHT SAVERS LENS WIPES	12 4425 1550	1	25.80	25.80
(Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)					
Invoice Extension ---->					25.80
Vendor Total ----->					25.80

4050 FLAT ROCK DRIVE *** VENDOR.: AQU01 (AQUA-METRIC SALES COMPANY CORP.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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4050 FLAT ROCK DRIVE *** VENDOR.: AQU01 (AQUA-METRIC SALES COMPANY CORP.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0058074IN WATER METERS	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WATER METERS	10 4420 1535		1 7093.98	7093.98
	(Wtr. Oper. Fund Water Operating Meters)			
	Invoice Extension ---->			7093.98
	Vendor Total ----->			7093.98

AUS WEST LOCKBOX *** VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
530938360 SMALLBATH TOWELS	10-15	09/15/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 SMALLBATH TOWELS	01 4200 1550		1 51.18	51.18
	(General Fund Police Op Supp/Expense)			
	Invoice Extension ---->			51.18

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
530991125 MATS,WET AND DUST MOPS	10-15	10/06/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 MATS,WET AND DUST MOPS	01 4145 2150		1 27.24	27.24
	(General Fund Building Mtce Profl Services)			
	Invoice Extension ---->			27.24

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
530991126 UNIFORM	10-15	10/06/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 UNIFORM	10 4420 2150		1 4.83	4.83
	(Wtr. Oper. Fund Water Operating Profl Services)			
0002 UNIFORM	10 4420 2150		1 .86	.86
	(Wtr. Oper. Fund Water Operating Profl Services)			
0003 UNIFORM	01 4300 2150		1 .86	.86
	(General Fund Parks & Rec Profl Services)			
0004 UNIFORM	71 4454 2150		1 2.58	2.58
	(MEASURE A MEASURE A Profl Services)			
	Invoice Extension ---->			9.13

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
530991128 UNIFORM	10-15	10/06/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 UNIFORM	12 4425 2150		1 24.41	24.41
	(Wst.Wtr.Op.Fund Wastewater Profl Services)			
	Invoice Extension ---->			24.41

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
530991129 UNIFORM	10-15	10/06/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 UNIFORM	71 4454 2150		1 29.29	29.29
	(MEASURE A MEASURE A Profl Services)			
	Invoice Extension ---->			29.29

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
531008832 UNIFORM	10-15	10/13/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 UNIFORM	01 4145 2150		1 27.24	27.24
	(General Fund Building Mtce Profl Services)			
	Invoice Extension ---->			27.24

AUS WEST LOCKBOX *** VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

P.O. BOX 101179
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount	
531008833	UNIFORM	10-15 10/13/15 N N N	A-NET30 FROM INVOICE	2010		
0001	UNIFORM	10 4420 2150	1	4.83	4.83	
		(Wtr. Oper. Fund Water Operating Profl Services)				
0002	UNIFORM	10 4420 2150	1	.86	.86	
		(Wtr. Oper. Fund Water Operating Profl Services)				
0003	UNIFORM	01 4300 2150	1	.86	.86	
		(General Fund Parks & Rec Profl Services)				
0004	UNIFORM	71 4454 2150	1	2.58	2.58	
		(MEASURE A MEASURE A Profl Services)				
		Invoice Extension ---->				9.13

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount	
531008835	CASE OF TISSUE,TOWEL,UNIFORM	10-15 10/13/15 N N N	A-NET30 FROM INVOICE	2010		
0001	CASE OF TISSUE,TOWEL,UNIFORM	12 4425 2150	1	79.80	79.80	
		(Wst.Wtr.Op.Fund Wastewater Profl Services)				
		Invoice Extension ---->				79.80

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount	
531008836	UNIFORM	10-15 10/13/15 N N N	A-NET30 FROM INVOICE	2010		
0001	UNIFORM	71 4454 2150	1	9.41	9.41	
		(MEASURE A MEASURE A Profl Services)				
		Invoice Extension ---->				9.41

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount	
531026382	UNIFORM & MOPS	10-15 10/20/15 N N N	A-NET30 FROM INVOICE	2010		
0001	UNIFORM & MOPS	01 4145 2150	1	27.24	27.24	
		(General Fund Building Mtce Profl Services)				
		Invoice Extension ---->				27.24

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount	
531026383	UNIFORM	10-15 10/20/15 N N N	A-NET30 FROM INVOICE	2010		
0001	UNIFORM	10 4420 2150	1	.86	.86	
		(Wtr. Oper. Fund Water Operating Profl Services)				
0002	UNIFORM	01 4145 2150	1	.86	.86	
		(General Fund Building Mtce Profl Services)				
0003	UNIFORM	71 4454 2150	1	2.58	2.58	
		(MEASURE A MEASURE A Profl Services)				
0004	UNIFORM	10 4420 2150	1	4.83	4.83	
		(Wtr. Oper. Fund Water Operating Profl Services)				
		Invoice Extension ---->				9.13

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount	
531026385	UNIFORM	10-15 10/20/15 N N N	A-NET30 FROM INVOICE	2010		
0001	UNIFORM	12 4425 2150	1	15.07	15.07	
		(Wst.Wtr.Op.Fund Wastewater Profl Services)				
		Invoice Extension ---->				15.07

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount	
531026386	UNIFORM	10-15 10/20/15 N N N	A-NET30 FROM INVOICE	2010		
0001	UNIFORM	71 4454 2150	1	6.86	6.86	
		(MEASURE A MEASURE A Profl Services)				
		Invoice Extension ---->				6.86

AUS WEST LOCKBOX *** VENDOR.: ARA01 (ARAMARK UNIFORM SERVICES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
			Vendor Total ----->	325.13 =====

P.O. BOX 3092 *** VENDOR.: AUT01 (AUTOSYS, INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
825 INSTALLED NEW A/C UNIT ON AERATION CONTROL PANEL	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 INSTALLED NEW A/C UNIT ON AERATION CONTROL PANEL	12	4425 2150	1 1190.00	1190.00
	(Wst.Wtr.Op.Fund Wastewater Profl Services)			
			Invoice Extension ---->	1190.00
			Vendor Total ----->	1190.00 =====

1889 ALCATRAZ AVENUE *** VENDOR.: BAR02 (BARTLE WELLS ASSOCIATES)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1004 WATER AND SEWER RATE STUDY	10-15	10/13/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 WATER AND SEWER RATE STUDY	10	4420 2150	1 2994.90	2994.90
	(Wtr. Oper. Fund Water Operating Profl Services)			
0002 WATER AND SEWER RATE STUDY	12	4425 2150	1 1475.10	1475.10
	(Wst.Wtr.Op.Fund Wastewater Profl Services)			
			Invoice Extension ---->	4470.00
			Vendor Total ----->	4470.00 =====

3727 W. MAGNOLIA BLVD STE 172 *** VENDOR.: BOD01 (BODY CAMS BY RETIRED COFS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
092015 13 BASIC BODY CAMERA SYSTEM	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 13 BASIC BODY CAMERA SYSTEM	42	4210 3200	1 3000.00	3000.00
	(Pol.Safty Fund Pol.Pub.Safety Equipment)			
			Invoice Extension ---->	3000.00
			Vendor Total ----->	3000.00 =====

509 TOGNAZZINI AVENUE *** VENDOR.: CAM03 (PEGGY CAMP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101915 ANNUAL PAYMENT FOR WATER WELL SITE 11/2015	10-15	10/19/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 ANNUAL PAYMENT FOR WATER WELL SITE 11/2015	10	4420 2249	1 200.00	200.00
	(Wtr. Oper. Fund Water Operating Lease payments)			
			Invoice Extension ---->	200.00
			Vendor Total ----->	200.00 =====

*** VENDOR.: CAR01 (ANDREW CARTER)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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*** VENDOR.: CAR01 (ANDREW CARTER)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101615	MILEAGE FOR MEETING IN BUELLTON,SB AND PISMO	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	MILEAGE FOR MEETING IN BUELLTON,SB AND PISMO	01 4105 1300 (General Fund Administration Bus Exp/Train)	1	85.14	85.14
				Invoice Extension ---->	85.14
				Vendor Total ----->	85.14 =====

P.O. BOX 7157 *** VENDOR.: CEN03 (CENTRAL CITY TREE SERVICE INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
19292	TREE REMOVAL AT 830 GUADALUPE	10-15	10/08/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	TREE REMOVAL AT 830 GUADALUPE	71 4454 2150 (MEASURE A MEASURE A Profl Services)	1	1400.00	1400.00
				Invoice Extension ---->	1400.00
				Vendor Total ----->	1400.00 =====

P.O. BOX 60229 *** VENDOR.: CHA03 (CHARTER COMMUNICATIONS)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101515	INTERNET AT CITY HALL	10-15	10/06/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	INTERNET AT CITY HALL	01 4140 1000 (General Fund Non-Departmentl Utilities)	1	135.00	135.00
				Invoice Extension ---->	135.00
				Vendor Total ----->	135.00 =====

2251 LAND AVENUE *** VENDOR.: CHE03 (CHEM QUIP INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
102215	CLEARING OUT BALANCE	10-15	10/22/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	CLEARING OUT BALANCE	10 4420 1550 (Wctr. Oper. Fund Water Operating Op Supp/Expense)	1	300.00	300.00
				Invoice Extension ---->	300.00
				Vendor Total ----->	300.00 =====

4490 TENTH STREET *** VENDOR.: CIT10 (CITY OF GUADALUPE)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
102115	PETTY CASH FOR GLADIATORS	10-15	10/21/15 N N N	A-NET30 FROM INVOICE	2010
Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	OPERATING SUPPLIES	57 4213 1550 (Alcohol & Drug Drug & Alcohol Op Supp/Expense)	1	110.39	110.39
0002	COMMUNICATIONS	57 4213 1150 (Alcohol & Drug Drug & Alcohol Communications)	1	47.13	47.13
0003	BUSINESS EXPENSES	57 4213 1300 (Alcohol & Drug Drug & Alcohol Bus Exp/Train)	1	20.00	20.00
				Invoice Extension ---->	177.52

4490 TENTH STREET
 N.BRIBIESCA GLADIATORS PETTY C
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

*** VENDOR.: CIT10 (CITY OF GUADALUPE)

Vendor Total -----> 177.52
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110 E. COOK STREET
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

*** VENDOR.: CIT12 (CITY OF SANTA MARIA)

68155 LANDFILL BILLING 10-15 10/02/15 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	LANDFILL BILLING	71 4454 1550	1	31.90	31.90
					(MEASURE A MEASURE A Op Supp/Expense)
					Invoice Extension -----> 31.90

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

68211 DIESEL FUEL FOR 09/2015 10-15 10/14/15 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	DIESEL FUEL FOR 09/2015	23 4461 1560	1	4190.10	4190.10
					(LTF - Transit LTF Transit Fuels/Lubricant)
					Invoice Extension -----> 4190.10

Vendor Total -----> 4222.00
 =====

867 GUADALUPE ST
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

*** VENDOR.: CLA02 (CLAY'S SEPTIC & JETTING, INC.)

51264 REMOVE 6" OF MATERIAL BOTTOM OF LIFT STATION 10-15 08/17/15 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	REMOVE 6" OF MATERIAL BOTTOM OF LIFT STATION	12 4425 2150	1	1442.00	1442.00
					(Wst.Wtr.Op.Fund Wastewater Profl Services)
					Invoice Extension -----> 1442.00

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

53138 9TH & OLIVERA CLEARED LINE 10-15 10/05/15 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	9TH & OLIVERA CLEARED LINE	12 4425 1450	1	140.00	140.00
					(Wst.Wtr.Op.Fund Wastewater Facilities Main)
					Invoice Extension -----> 140.00

Vendor Total -----> 1582.00
 =====

P.O. BOX 329
 INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

*** VENDOR.: CLI01 (CLIN.LAB-SAN BERNADINO INC.)

944837 WATER SAMPLES 10-15 08/12/15 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	WATER SAMPLES	10 4420 2150	1	329.00	329.00
					(Wtr. Oper. Fund Water Operating Profl Services)
					Invoice Extension -----> 329.00

INVOICE-TYPE DESCRIPTION PERIOD DATE TERM-DESCRIPTION G/L ACCOUNT No

946111 WATER SAMPLES 10-15 10/13/15 N N N A-NET30 FROM INVOICE 2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	WATER SAMPLES	10 4420 2150	1	240.00	240.00
					(Wtr. Oper. Fund Water Operating Profl Services)
					Invoice Extension -----> 240.00

P.O. BOX 329

*** VENDOR.: CLI01 (CLIN.LAB-SAN BERNADINO INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
				Vendor Total -----> 569.00 =====

11020 W. PLANK COURT STE 100

*** VENDOR.: COR03 (CORIX WATER PRODUCTS (US) INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
513028887 3 B12 BOX & CONCRETE LID W/CONCRETE READER	10-15	10/12/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 3 B12 BOX & CONCRETE LID W/CONCRETE READER	10	4420 1550	1	178.63	178.63
				(Wtr. Oper. Fund Water Operating Op Supp/Expense)	
				Invoice Extension -----> 178.63	

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
513028888 2 B24 BOX & CONCRETE LID W/READER 2X PROBE WATER	10-15	10/12/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 2 B24 BOX & CONCRETE LID W/READER 2X PROBE WATER	10	4420 1550	1	233.82	233.82
				(Wtr. Oper. Fund Water Operating Op Supp/Expense)	
				Invoice Extension -----> 233.82	

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
513028892 1 RE SETTER (METER PART)	10-15	10/12/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 1 RE SETTER (METER PART)	10	4420 1550	1	129.43	129.43
				(Wtr. Oper. Fund Water Operating Op Supp/Expense)	
				Invoice Extension -----> 129.43	

Vendor Total -----> 541.88
=====

966 HUBER ST

*** VENDOR.: CUL01 (CULLIGAN/CENTRAL COAST WATER)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
30298 STRONGBASE TANK RENTAL FOR 10/2015	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 STRONGBASE TANK RENTAL FOR 10/2015	01	4200 1550	1	35.00	35.00
				(General Fund Police Op Supp/Expense)	
				Invoice Extension -----> 35.00	

Vendor Total -----> 35.00
=====

ACCOUNT SERVICES

*** VENDOR.: DEP09 (DEPARTMENT OF JUSTICE)

P.O. BOX 944255

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
122795 BLOOD ALCOHOL ANALYSIS	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 BLOOD ALCOHOL ANALYSIS	01	4200 2350	1	105.00	105.00
				(General Fund Police Svcs.Other Agen)	
				Invoice Extension -----> 105.00	

Vendor Total -----> 105.00
=====

410 EAST ARRELLAGA STREET

*** VENDOR.: DMI01 (DMI-EMK ENVIRONMENTAL SERVICES INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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410 EAST ARRELLAGA STREET *** VENDOR.: DMI01 (DMI-EMK ENVIRONMENTAL SERVICES INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
DE15-101	PROFESSIONAL SERVICES-07/2014-10/15/15 (AL'S UNION	10-15	08/27/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	AL'S UNION	26 4500 2150	1	30578.46	30578.46
		(RDA-Op.Fund Redevelopment Profl Services)			
				Invoice Extension ---->	30578.46

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
DE15-102	PROFESSIONAL SERVICES-01/2015-05/2015(AL'S UNION)	10-15	08/28/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	AL'S UNION	26 4500 2150	1	27968.11	27968.11
		(RDA-Op.Fund Redevelopment Profl Services)			
				Invoice Extension ---->	27968.11

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
DE15-103	PROFESSIONAL SERVICES FROM 04/01/15 -06/30/15	10-15	08/28/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	AL'S UNION	26 4500 2150	1	27562.60	27562.60
		(RDA-Op.Fund Redevelopment Profl Services)			
				Invoice Extension ---->	27562.60

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
DE15-104	PROFESSIONAL SERVCIES FROM 12/08/14- 05/12/2015	10-15	08/28/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	AL'S UNION	26 4500 2150	1	8432.99	8432.99
		(RDA-Op.Fund Redevelopment Profl Services)			
				Invoice Extension ---->	8432.99

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
DE15-105	PROFESSIONAL SERVICESFROM 10/01/14 -11/17/14	10-15	08/30/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICESFROM 10/01/14 -11/17/14	26 4500 2150	1	4200.18	4200.18
		(RDA-Op.Fund Redevelopment Profl Services)			
				Invoice Extension ---->	4200.18

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
DE15-106	PROFESSIONAL SERVICES FROM 10/01/14 -03/31/2015	10-15	08/31/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	AL'S UNION	26 4500 2150	1	27150.21	27150.21
		(RDA-Op.Fund Redevelopment Profl Services)			
				Invoice Extension ---->	27150.21

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
DE15-108	PROFESSIONAL SERVICES FOR 04/15/15 TO 06/30/2015	10-15	09/01/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	AL'UNION	26 4500 2150	1	5610.00	5610.00
		(RDA-Op.Fund Redevelopment Profl Services)			
				Invoice Extension ---->	5610.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
DE15-109	PROFESSIONAL SERVICES FROM-09/12/14 - 06/11/2015	10-15	09/01/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	AL'S UNION	26 4500 2150	1	2804.50	2804.50
		(RDA-Op.Fund Redevelopment Profl Services)			
				Invoice Extension ---->	2804.50

410 EAST ARRELLAGA STREET *** VENDOR.: DMI01 (DMI-EMK ENVIRONMENTAL SERVICES INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
			Vendor Total ----->	134307.05 =====

24296 NETWORK PLACE *** VENDOR.: GAL01 (GALL'S INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
004175263 2 DLXT THILNLINE LED LIGHT	10-15	10/05/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 2 DLXT THILNLINE LED LIGHT	01	4200 1500	1 125.70	125.70
	(General Fund Police Equipment Replc)			
			Invoice Extension ---->	125.70
			Vendor Total ----->	125.70 =====

P.O. BOX 51488 *** VENDOR.: GAR08 (HENRY GARCIA)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101315 DEED OF TRUST FOR 11/2015	10-15	10/13/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 DEED OF TRUST FOR 11/2015	26	2300	1 404.88	404.88
	(RDA-Op.Fund Loan Payable)			
			Invoice Extension ---->	404.88
			Vendor Total ----->	404.88 =====

P.O. BOX 337 *** VENDOR.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
89536 CEMENT,STAPLES	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 CEMENT,STAPLES	10	4420 1550	1 28.86	28.86
	(Wtr. Oper. Fund Water Operating Op Supp/Expense)			
			Invoice Extension ---->	28.86

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
89747 DAWN & FOAM SOAP	10-15	10/03/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 DAWN & FOAM SOAP	12	4425 1550	1 31.33	31.33
	(Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)			
			Invoice Extension ---->	31.33

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
90406 FLUID,PUMP SPRAYER	10-15	10/15/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 FLUID,PUMP SPRAYER	71	4454 1550	1 40.52	40.52
	(MEASURE A MEASURE A Op Supp/Expense)			
			Invoice Extension ---->	40.52

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
90422 MASH LINE	10-15	10/02/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 MASH LINE	71	4454 1559	1 5.40	5.40
	(MEASURE A MEASURE A Alternate Trans)			
			Invoice Extension ---->	5.40

*** VENDOR.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

P.O. BOX 337

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
90538 MARKING PAINT,GREASE TUBES,TRASH PICKER	10-15	09/28/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	MARKING PAINT,GREASE TUBES,TRASH PICKER	71 4454 1550 (MEASURE A MEASURE A Op Supp/Expense)	1	75.67	75.67
Invoice Extension ---->					75.67

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
90632 PHOTO LIGHT	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PHOTO LIGHT	12 4425 1550 (Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)	1	28.12	28.12
Invoice Extension ---->					28.12

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
90736 1 50FT HOSE	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	1 50FT HOSE	01 4200 1550 (General Fund Police Op Supp/Expense)	1	59.53	59.53
Invoice Extension ---->					59.53

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
90991 CLOROX OUTDOOR BLEACH	10-15	10/13/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	CLOROX OUTDOOR BLEACH	12 4425 1550 (Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)	1	8.65	8.65
Invoice Extension ---->					8.65

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
91015 BATTERY'S,CAUTION TAPE	10-15	10/10/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	BATTERY'S,CAUTION TAPE	71 4454 1550 (MEASURE A MEASURE A Op Supp/Expense)	1	48.41	48.41
Invoice Extension ---->					48.41

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
91250 HITCH PIN	10-15	10/08/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	HITCH PIN	12 4425 1550 (Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)	1	3.42	3.42
Invoice Extension ---->					3.42

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
91389 LOCK	10-15	10/15/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	LOCK	12 4425 1550 (Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)	1	27.05	27.05
Invoice Extension ---->					27.05

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
91436 4 5/6 FLATS FOR GUADALUPE LIPT STATION	10-15	10/16/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	4 5/6 FLATS FOR GUADALUPE LIPT STATION	12 4425 1550 (Wst.Wtr.Op.Fund Wastewater Op Supp/Expense)	1	7.19	7.19
Invoice Extension ---->					7.19

*** VENDOR.: GUA02 (GUADALUPE HARDWARE COMPANY INC.)

P.O. BOX 337

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
				Vendor Total -----> 364.15 =====

771 GUADALUPE STREET *** VENDOR.: HAR05 (HARRY & KIMIYO MASATANI)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
101315 LEASE PAYMENT FOR 11/2015	10-15	10/13/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 LEASE PAYMENT FOR 11/2015	01 4300 2150		1	50.00	50.00
			(General Fund Parks & Rec Profl Services)		
				Invoice Extension ----> 50.00	
				Vendor Total -----> 50.00 =====	

P.O. BOX 30193 *** VENDOR.: HAS01 (TOTALFUNDS BY HASLER)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
101915 POSTAGE	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 POSTAGE	10 4420 1200		1	1500.00	1500.00
			(Wtr. Oper. Fund Water Operating Off Suppl/Postg)		
0002 POSTAGE	12 4425 1200		1	1500.00	1500.00
			(Wst.Wtr.Op.Fund Wastewater Off Suppl/Postg)		
				Invoice Extension ----> 3000.00	
				Vendor Total -----> 3000.00 =====	

1850 W. BETTERAVIA ROAD *** VENDOR.: HEA01 (HEALTH SANITATION SERVICE INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
0284171 40 YD GREEN/YARD WASTER HAUL-(PARKS)	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 40 YD GREEN/YARD WASTER HAUL-(PARKS)	01 4300 2150		1	218.87	218.87
			(General Fund Parks & Rec Profl Services)		
				Invoice Extension ----> 218.87	
INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
0286523 TRASH SERVICES FOR 08/2015 TO 09/2015	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 TRASH SERVICES FOR 08/2015 TO 09/2015	15 4435 2110		1	38308.85	38308.85
			(Solid Waste Solid Waste HSS SERVICES)		
				Invoice Extension ----> 38308.85	
				Vendor Total -----> 38527.72 =====	

P.O. BOX 825 *** VENDOR.: HEN01 (HENDERSON PETROLEUM CORP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
144890 FUEL	10-15	09/15/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 FUEL	01 4220 1560		1	168.00	168.00
			(General Fund Fire Fuels/Lubricant)		
0002 FUEL	10 4420 1560		1	120.63	120.63
			(Wtr. Oper. Fund Water Operating Fuels/Lubricant)		

P.O. BOX 825

*** VENDOR.: HEN01 (HENDERSON PETROLEUM CORP)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0003	FUEL		71 4454 1560	1	121.69	121.69
			(MEASURE A MEASURE A Fuels/Lubricant)			
0004	FUEL		12 4425 1560	1	236.58	236.58
			(Wst.Wtr.Op.Fund Wastewater Fuels/Lubricant)			
0005	FUEL		10 4420 1560	1	34.17	34.17
			(Wtr. Oper. Fund Water Operating Fuels/Lubricant)			
			Invoice Extension ---->			681.07

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
145045	FUEL	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	FUEL		01 4220 1560	1	218.39	218.39
			(General Fund Fire Fuels/Lubricant)			
0002	FUEL		10 4420 1560	1	154.94	154.94
			(Wtr. Oper. Fund Water Operating Fuels/Lubricant)			
0003	FUEL		71 4454 1560	1	322.00	322.00
			(MEASURE A MEASURE A Fuels/Lubricant)			
0004	FUEL		12 4425 1560	1	345.65	345.65
			(Wst.Wtr.Op.Fund Wastewater Fuels/Lubricant)			
			Invoice Extension ---->			1040.98

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
145059	FUEL	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	FUEL		01 4200 1560	1	903.37	903.37
			(General Fund Police Fuels/Lubricant)			
			Invoice Extension ---->			903.37

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
145211	FUEL	10-15	10/15/15 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	FUEL		10 4220 1560	1	300.20	300.20
			(Wtr. Oper. Fund Fire Fuels/Lubricant)			
0002	FUEL		10 4420 1560	1	152.91	152.91
			(Wtr. Oper. Fund Water Operating Fuels/Lubricant)			
0003	FUEL		71 4454 1560	1	148.45	148.45
			(MEASURE A MEASURE A Fuels/Lubricant)			
0004	FUEL		12 4425 1560	1	283.64	283.64
			(Wst.Wtr.Op.Fund Wastewater Fuels/Lubricant)			
			Invoice Extension ---->			885.20

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
145224	FUEL	10-15	10/15/15 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	FUEL		01 4200 1560	1	899.11	899.11
			(General Fund Police Fuels/Lubricant)			
			Invoice Extension ---->			899.11
			Vendor Total ----->			4409.73
			=====			

*** VENDOR.: HOV01 (GARY L. HOVING)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
102115	REIMBURSEMENT FOR SUPPLIES FOR LOBBY	10-15	10/19/15 N N N	A-NET30 FROM INVOICE	2010	
Line	Description		G/L Account No	Unit(s)	Unit Cost	Amount
0001	REIMBURSEMENT FOR SUPPLIES FOR LOBBY		01 4200 1550	1	215.30	215.30
			(General Fund Police Op Supp/Expense)			
			Invoice Extension ---->			215.30

*** VENDOR.: HOV01 (GARY L. HOVING)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
			Vendor Total ----->	215.30 =====

721 S. MILLER *** VENDOR.: ICI01 (I.C.I. PAINT STORE INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
101515 CLEARING OUT BALANCE FROM 2009	10-15	10/15/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 CLEARING OUT BALANCE FROM 2009	20 4430 1550		1	577.98	577.98
	(Gas Tax Fund Gas Tax-Streets Op Supp/Expense)				
			Invoice Extension ---->	577.98	
			Vendor Total ----->	577.98 =====	

P.O. BOX 2160 *** VENDOR.: IND04 (INDUSTRIAL RADIATOR SERVICE INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
85154 RADIATOR FOR 2000 CHEV S-10	10-15	09/15/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 RADIATOR FOR 2000 CHEV S-10	12 4425 1460		1	109.12	109.12
	(Wst.Wtr.Op.Fund Wastewater Vehicle Maintnc)				
			Invoice Extension ---->	109.12	
			Vendor Total ----->	109.12 =====	

406 W. BETTERAVIA STE B *** VENDOR.: INT09 (INTERSTATE BATTERIES OF CENTRAL COAST)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
101012046 BATTERY	10-15	09/17/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 BATTERY	12 4425 1460		1	143.92	143.92
	(Wst.Wtr.Op.Fund Wastewater Vehicle Maintnc)				
			Invoice Extension ---->	143.92	
			Vendor Total ----->	143.92 =====	

P.O. BOX 2002 *** VENDOR.: JAS01 (JAS PACIFIC, INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
PC4496 PROFESSIONAL SERVICES 09/01/15-09/30/15	10-15	10/05/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 PROFESSIONAL SERVICES 09/01/15-09/30/15	01 4405 2150		1	1365.00	1365.00
	(General Fund Bldg and Safety Profl Services)				
			Invoice Extension ---->	1365.00	

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No	
B111885 BULIDING INSPECTOR 06/01/15-06/30/15	10-15	07/05/15 N N N	A-NET30 FROM INVOICE	2010	
Line Description	G/L Account No		Unit(s)	Unit Cost	Amount
0001 BULIDING INSPECTOR	01 2004		1	2409.75	2409.75
	(General Fund D.J. FARMS)				
			Invoice Extension ---->	2409.75	

P.O. BOX 2002

*** VENDOR.: JAS01 (JAS PACIFIC, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
BI11907	BUILDING INSPECTOR FROM 07/01/15 -07/31/15	10-15	08/05/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	BUILDING INSPECTOR FROM 07/01/15 -07/31/15	01 2004 (General Fund D.J. FARMS)	1	3622.50	3622.50
				Invoice Extension ---->	3622.50

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
BI11932	BUILDING INSPECTOR 08/01/15-08/31/15	10-15	09/05/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	BUILDING INSPECTOR 08/01/15-08/31/15	01 2004 (General Fund D.J. FARMS)	1	2772.00	2772.00
				Invoice Extension ---->	2772.00

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
BI11973	BUILDING INSPECTOR 09/01/15-09/30/15	10-15	10/05/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	BUILDING INSPECTOR 09/01/15-09/30/15	01 2004 (General Fund D.J. FARMS)	1	2866.50	2866.50
				Invoice Extension ---->	2866.50

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
BI11975	INSPECTION	10-15	10/05/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	INSPECTION	01 4405 2150 (General Fund Bldg and Safety Profl Services)	1	4044.00	4044.00
				Invoice Extension ---->	4044.00

Vendor Total -----> 17079.75
 =====

DEPT. LA 23793

*** VENDOR.: MAT02 (MATHESON TRI-GAS, INC)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
12080031	RENTAL	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	RENTAL	12 4425 2200 (Wst.Wtr.Op.Fund Wastewater Equip.Rental)	1	37.70	37.70
				Invoice Extension ---->	37.70

Vendor Total -----> 37.70
 =====

P.O. BOX 4189

*** VENDOR.: MGE01 (MGE UNDERGROUND, INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101615	REFUND DUE FROM HYDRANT METER DEPOSIT	10-15	10/16/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	REFUND DUE FROM HYDRANT METER DEPOSIT	10 2043 (Wtr. Oper. Fund MQ - Customer Interim Deposits)	1	356.99	356.99
				Invoice Extension ---->	356.99

Vendor Total -----> 356.99
 =====

P.O. BOX 4181

*** VENDOR.: NEX03 (NEXTEL COMMUNICATIONS)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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P.O. BOX 4181

*** VENDOR.: NEX03 (NEXTEL COMMUNICATIONS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
102115 COMMUNICATION	10-15	09/15/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COMMUNICATION	10 4420 1150	1	118.85	118.85
	(Wtr. Oper. Fund Water Operating Communications)			
0002 COMMUNICATION	12 4425 1150	1	34.59	34.59
	(Wst.Wtr.Op.Fund Wastewater Communications)			
0003 COMMUNICATION	71 4454 1150	1	42.10	42.10
	(MEASURE A MEASURE A Communications)			
	Invoice Extension ---->			195.54
	Vendor Total ----->			195.54

P.O. BOX 3237

*** VENDOR.: NOB01 (NOBLE SAW, INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
271371 CHAIN SAW REPAIR	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 CHAIN SAW REPAIR	71 4454 1400	1	171.02	171.02
	(MEASURE A MEASURE A Equipment Maint)			
	Invoice Extension ---->			171.02

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
271372 PICCO 50DL, CHAIN LOOP BOXED	10-15	09/29/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 PICCO 50DL, CHAIN LOOP BOXED	71 4454 1550	1	59.70	59.70
	(MEASURE A MEASURE A Op Supp/Expense)			
	Invoice Extension ---->			59.70
	Vendor Total ----->			230.72

P.O. BOX 153

*** VENDOR.: NOL01 (NO LIMIT TIRE INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
5486 REPAIR FLAT,PATCH/BOOT	10-15	10/09/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 REPAIR FLAT,PATCH/BOOT	01 4200 1460	1	19.00	19.00
	(General Fund Police Vehicle Maintnc)			
	Invoice Extension ---->			19.00
	Vendor Total ----->			19.00

P.O. BOX 37600

*** VENDOR.: QUI01 (QUILL CORPORATION)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
8495400 LASER TONER FOR FINANCE DEPT	10-15	10/07/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 LASER TONER FOR FINANCE DEPT	01 4120 1200	1	143.42	143.42
	(General Fund Finance Off Suppl/Postg)			
	Invoice Extension ---->			143.42
	Vendor Total ----->			143.42

BUSINESS OFFICE
 P.O. BOX 6427

*** VENDOR.: SAN06 (SANTA BARBARA COUNTY)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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BUSINESS OFFICE *** VENDOR.: SAN06 (SANTA BARBARA COUNTY)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
16-073 CONTRACT BILLING FOR DISPATCH SERVICES 07/15-09/15	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 CONTRACT BILLING FOR DISPATCH SERVICES 07/15-09/15	01 4200 2350		1 5992.48	5992.48
	(General Fund Police Svcs.Other Agen)			
0002 CONTRACT BILLING FOR DISPATCH SERVICES 07/15-09/15	01 4220 2350		1 2951.52	2951.52
	(General Fund Fire Svcs.Other Agen)			
	Invoice Extension ---->			8944.00

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
16-088 CAL-ID AGENCY SHARESFOR 07/01/15-09/30/15	10-15	07/08/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 CAL-ID AGENCY SHARESFOR 07/01/15-09/30/15	01 4200 2350		1 248.04	248.04
	(General Fund Police Svcs.Other Agen)			
	Invoice Extension ---->			248.04
	Vendor Total ----->			9192.04
				=====

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
105 EAST ANAPAMU STREET ATTENTION: ANDREA JOHNSON				
INVOICE-TYPE DESCRIPTION				
101515 LAFCO FY 15-16 SHARE OF OP BUDGET	10-15	06/01/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 LAFCO FY 15-16 SHARE OF OP BUDGET	01 4140 2350		1 2169.00	2169.00
	(General Fund Non-Departmentl Svcs.Other Agen)			
	Invoice Extension ---->			2169.00
	Vendor Total ----->			2169.00
				=====

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
300 N.SAN ANTONIO ROAD				
INVOICE-TYPE DESCRIPTION				
102015 EMT RECERTIFICATION (MILLER)	10-15	10/20/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 EMT RECERTIFICATION (MILLER)	01 4220 1300		1 94.00	94.00
	(General Fund Fire Bus Exp/Train)			
	Invoice Extension ---->			94.00
	Vendor Total ----->			94.00
				=====

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
3130 N.ARIZONA AVE SUITE 105				
INVOICE-TYPE DESCRIPTION				
AS1015118 COMMUNICATION	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No		Unit(s) Unit Cost	Amount
0001 COMMUNICATION	01 4220 1150		1 42.75	42.75
	(General Fund Fire Communications)			
0002 COMMUNICATION	01 4200 1150		1 42.75	42.75
	(General Fund Police Communications)			
	Invoice Extension ---->			85.50
	Vendor Total ----->			85.50
				=====

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1257 JACKIE LANE				
INVOICE-TYPE DESCRIPTION				

*** VENDOR.: SCH01 (PATRICK SCHMITZ)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
3074	REIMBURSEMENT FOR VINYL ID LETTERS FOR E-1 &E-2	10-15	09/25/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	REIMBURSEMENT FOR VINYL ID LETTERS FOR E-1 &E-2	01 4220 1460 (General Fund Fire Vehicle Maintnc)	1	165.62	165.62
	Invoice Extension ---->				165.62

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
102115	REIMBURSEMNT FOR SAW BLADES	10-15	10/13/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	REIMBURSEMNT FOR SAW BLADES	01 4220 1400 (General Fund Fire Equipment Maint)	1	6.43	6.43
	Invoice Extension ---->				6.43

Vendor Total -----> 172.05
 =====

LABORATORIES, INC. *** VENDOR.: SIR01 (SIRCHIE FINGER PRINT)
 100 HUNTER PLACE

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
0226132IN	EQUIPMENT FOR LIVE SCAN	10-15	10/07/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	EQUIPMENT FOR LIVE SCAN	42 4210 1500 (Pol.Safety Fund Pol.Pub.Safety Equipment Replc)	1	322.62	322.62
	Invoice Extension ---->				322.62

Vendor Total -----> 322.62
 =====

240 EAST ROEMER WAY *** VENDOR.: SMO01 (SMOOTH INC.)

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
15-2929	LCTOP ADVERTISING (GUADALUPE TRANSIT)	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	LCTOP ADVERTISING (GUADALUPE TRANSIT)	23 4461 2358 (LTF - Transit LTF Transit)	1	2251.98	2251.98
	Invoice Extension ---->				2251.98

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
15-2930	CONTRACT REIMBURSEMENT FOR 09/2015	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	CONTRACT REIMBURSEMENT FOR 09/2015	23 4461 2354 (LTF - Transit LTF Transit)	1	20068.34	20068.34
0002	LESS FARES AND PASSES FOR 09/2015	23 3511 (LTF - Transit Fair Box Revenues)	-1	7367.48	-7367.48
0003	CONTRACT REIMBURSEMENT FOR 09/2015 (LCTOP)	23 4461 2358 (LTF - Transit LTF Transit)	1	4564.20	4564.20
	Invoice Extension ---->				17265.06

INVOICE-TYPE	DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
15-2931	MAINTENANCE REIMBURSEMENT FOR 09/2015	10-15	09/30/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	MAINTENANCE REIMBURSEMENT FOR 09/2015	23 4461 1400 (LTF - Transit LTF Transit Equipment Maint)	1	8548.90	8548.90
	Invoice Extension ---->				8548.90

Vendor Total -----> 28065.94
 =====

P.O. BOX 31001-2052 *** VENDOR.: STA02 (STATEWIDE TRAFFIC SAFETY & SIGNS INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
03002070 SHOULDER & OVERLAY MESH,VINYL FLAG	10-15	10/05/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	SHOULDER & OVERLAY MESH,VINYL FLAG	71 4454 1559	1	166.59	166.59
		(MEASURE A MEASURE A Alternate Trans)			
				Invoice Extension ---->	166.59

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
03002103 SIGNS, PAINT	10-15	10/07/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	SIGNS, PAINT	71 4454 1559	1	46.79	46.79
		(MEASURE A MEASURE A Alternate Trans)			
				Invoice Extension ---->	46.79

Vendor Total -----> 213.38
 =====

OFFICE OF OPERATOR CERTIFICATN *** VENDOR.: STA04 (ST.WATER RESOURCES BOARD)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
102015 CERTIFICATION RENEWAL FOR (CARLOS OSTOS)	10-15	10/20/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	CERTIFICATION RENEWAL FOR (CARLOS OSTOS)	12 4425 1350	1	170.00	170.00
		(Wst.Wtr.Op.Fund Wastewater Mem/Dues & Subs)			
				Invoice Extension ---->	170.00

Vendor Total -----> 170.00
 =====

DEPT, CH 10651 *** VENDOR.: STA08 (STANLEY CONVERGENT SECURITY SOLUTION IN.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
12854969 PROFESSIONAL SERVICES FROM 11/01/15-11/30/15	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICES FROM 11/01/15-11/30/15	01 4105 2150	1	45.00	45.00
		(General Fund Administration Prof'l Services)			
				Invoice Extension ---->	45.00

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
12858876 PROFESSIONAL SERVICES	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICES	01 4120 2150	1	45.00	45.00
		(General Fund Finance Prof'l Services)			
				Invoice Extension ---->	45.00

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
12861253 PROFESSIONAL SERVICE FROM 11/01/15-11/30/15	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	PROFESSIONAL SERVICE FROM 11/01/15-11/30/15	12 4425 2150	1	44.10	44.10
		(Wst.Wtr.Op.Fund Wastewater Prof'l Services)			
				Invoice Extension ---->	44.10

Vendor Total -----> 134.10
 =====

110 POMEROY ROAD *** VENDOR.: TAB01 (TAB MILLER ELECTRIC INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
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110 POMEROY ROAD *** VENDOR.: TAB01 (TAB MILLER ELECTRIC INC.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101415 LIGHTING REPAIR AS A RESULT OF VANDALISM @ WWTP	10-15	10/05/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 LIGHTING REPAIR AS A RESULT OF VANDALISM @ WWTP	12 4425 2150 (Wst.Wtr.Op.Fund Wastewater Profl Services)	1	2358.67	2358.67
			Invoice Extension ---->	2358.67
			Vendor Total ----->	2358.67

710 FIERO LANE SUITE 14 *** VENDOR.: TEC01 (TECHXPRESS- CORP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
1415 PROFESSIONAL SERVICES FOR 11/2015 (NETGUARD)	10-15	11/01/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 PROFESSIONAL SERVICES FOR 11/2015 (NETGUARD)	01 4140 2151 (General Fund Non-Departmentl IT Services)	1	1950.00	1950.00
			Invoice Extension ---->	1950.00
			Vendor Total ----->	1950.00

FILE 57202 *** VENDOR.: TOS02 (TBS CA/NV-FORMERLY WOLCO CORP)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
12264238 COPIES	10-15	10/12/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COPIES	01 4105 1550 (General Fund Administration Op Supp/Expense)	1	40.42	40.42
0002 COPIES	01 4200 1550 (General Fund Police Op Supp/Expense)	1	61.96	61.96
0003 COPIES	01 4120 1550 (General Fund Finance Op Supp/Expense)	1	120.00	120.00
0004 COPIES	01 4405 1550 (General Fund Bldg and Safety Op Supp/Expense)	1	27.22	27.22
			Invoice Extension ---->	249.60

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
12264239 COLOR COPIES	10-15	10/12/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 COLOR COPIES	01 4105 1550 (General Fund Administration Op Supp/Expense)	1	296.20	296.20
			Invoice Extension ---->	296.20
			Vendor Total ----->	545.80

FILE 56019 *** VENDOR.: UNI05 (UNIVAR USA INC)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
F0835999 CHLORINE	10-15	10/05/15 N N N	A-NET30 FROM INVOICE	2010
Line Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001 CHLORINE	10 4420 1550 (Wtr. Oper. Fund Water Operating Op Supp/Expense)	1	716.85	716.85
			Invoice Extension ---->	716.85
			Vendor Total ----->	716.85

P.O. BOX 920041

*** VENDOR.: VER02 (VERIZON CALIFORNIA CORP.)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101515 COMMUNICATION (ADMIN FAX LINE)	10-15	10/04/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COMMUNICATION (ADMIN FAX LINE)	01 4105 1150	1	75.73	75.73
		(General Fund Administration Communications)			
				Invoice Extension ---->	75.73

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101915 COMMUNICATION-	10-15	10/07/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COMMUNICATION-	10 4420 1150	1	72.80	72.80
		(Wtr. Oper. Fund Water Operating Communications)			
				Invoice Extension ---->	72.80

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101515-A COMMUNICATION (WWTP DSL)	10-15	10/01/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COMMUNICATION (WWTP DSL)	12 4425 1150	1	17.32	17.32
		(Wst.Wtr.Op.Fund Wastewater Communications)			
				Invoice Extension ---->	17.32

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
101515-B COMMUNICATION	10-15	10/04/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COMMUNICATION	01 4220 1150	1	62.62	62.62
		(General Fund Fire Communications)			
0002	COMMUNICATION	01 4105 1150	1	108.93	108.93
		(General Fund Administration Communications)			
0003	COMMUNICATION	01 4120 1150	1	117.09	117.09
		(General Fund Finance Communications)			
0004	COMMUNICATION	01 4200 1150	1	171.56	171.56
		(General Fund Police Communications)			
0005	COMMUNICATION	01 4105 1150	1	62.62	62.62
		(General Fund Administration Communications)			
0006	COMMUNICATION	01 4405 1150	1	62.62	62.62
		(General Fund Bldg and Safety Communications)			
				Invoice Extension ---->	585.44
				Vendor Total ----->	751.29

P.O. BOX 660108

*** VENDOR.: VER05 (VERIZON WIRELESS)

INVOICE-TYPE DESCRIPTION	PERIOD	DATE	TERM-DESCRIPTION	G/L ACCOUNT No
975275907 COMMUNICATION FOR FIRE/PD	10-15	09/22/15 N N N	A-NET30 FROM INVOICE	2010

Line	Description	G/L Account No	Unit(s)	Unit Cost	Amount
0001	COMMUNICATION FOR FIRE/PD	01 4200 1150	1	107.08	107.08
		(General Fund Police Communications)			
0002	COMMUNICATION FOR FIRE/PD	01 4220 1150	1	107.08	107.08
		(General Fund Fire Communications)			
				Invoice Extension ---->	214.16
				Vendor Total ----->	214.16

273,223.12

Credit

877.98

273,223.12

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
01	2004		D.J. FARMS//General Fund	11670.75					
01	2010		Accounts Payable//General Fund	-35782.87					
01	2265		USE TAX PAYABLE//General Fund	-.66					
01	4105	1150	Administratio/Communication/Gen	247.28	1167.41	143.74	1558.43	4600.00	3041.57
01	4105	1300	Administratio/Bus Exp/Train/Gen	85.14	141.09	474.91	701.14	1500.00	798.86
01	4105	1550	Administratio/Op Supp/Expen/Gen	336.62	457.87	93.63	888.12	2500.00	1611.88
01	4105	2150	Administratio/Profl Service/Gen	45.00	434.80	.00	479.80	2000.00	1520.20
01	4120	1150	Finance/Communication/General F	117.09	775.36	143.74	1036.19	3200.00	2163.81
01	4120	1200	Finance/Off Suppl/Pos/General F	143.42	382.52	103.83	629.77	2261.00	1631.23
01	4120	1550	Finance/Op Supp/Expen/General F	120.00	222.88	96.16	439.04	2000.00	1560.96
01	4120	2150	Finance/Profl Service/General F	45.00	2678.67	2015.04	4738.71	15000.00	10261.29
01	4140	1000<*>	Non-Departmen/Utilities/General	135.00	.00	.00	135.00	.00	-135.00
01	4140	2151	Non-Departmen/IT Services/Gener	1950.00	6996.65	2015.16	10961.81	30000.00	19038.19
01	4140	2350	Non-Departmen/Svcs.Other Ag/Gen	2169.00	.00	.00	2169.00	55000.00	52831.00
01	4145	2150	Building Mtce/Profl Service/Gen	82.58	2979.50	1315.93	4378.01	18000.00	13621.99
01	4200	1150	Police/Communication/General Fu	321.39	2817.70	186.49	3325.58	6500.00	3174.42
01	4200	1460	Police/Vehicle Maint/General Fu	19.00	1749.75	361.10	2129.85	14000.00	11870.15
01	4200	1500	Police/Equipment Rep/General Fu	125.70	292.07	319.73	737.50	13000.00	12262.50
01	4200	1550	Police/Op Supp/Expen/General Fu	422.97	2899.86	1253.13	4575.96	12000.00	7424.04
01	4200	1560	Police/Fuels/Lubrica/General Fu	1802.48	4289.21	1115.76	7207.45	24000.00	16792.55
01	4200	2350	Police/Svcs.Other Ag/General Fu	6345.52	1578.75	63.00	7987.27	58000.00	50012.73
01	4220	1150	Fire/Communication/General Fund	212.45	791.37	262.51	1266.33	4620.00	3353.67
01	4220	1300	Fire/Bus Exp/Train/General Fund	94.00	.00	94.00	188.00	4000.00	3812.00
01	4220	1400	Fire/Equipment Mai/General Fund	6.43	135.73	48.63	190.79	10000.00	9809.21
01	4220	1460	Fire/Vehicle Maint/General Fund	165.62	118.37	48.22	332.21	9000.00	8667.79
01	4220	1550	Fire/Op Supp/Expen/General Fund	13.75	948.12	239.89	1201.76	10000.00	8798.24
01	4220	1560	Fire/Fuels/Lubrica/General Fund	386.39	1046.77	.00	1433.16	8500.00	7066.84
01	4220	2350	Fire/Svcs.Other Ag/General Fund	2951.52	.00	.00	2951.52	16000.00	13048.48
01	4300	2150	Parks & Rec/Profl Service/Gener	270.59	4096.11	2212.74	6579.44	27500.00	20920.56
01	4405	1150	Bldg and Safe/Communication/Gen	62.62	613.94	143.74	820.30	2600.00	1779.70
01	4405	1550<*>	Bldg and Safe/Op Supp/Expen/Gen	27.22	91.15	84.98	203.35	.00	-203.35
01	4405	2150	Bldg and Safe/Profl Service/Gen	5409.00	19644.69	2384.75	27438.44	324000.00	296561.56
Fund (01) Total ---->				.00	57350.34	15220.81	96683.93	679781.00	583097.07
10	2010		Accounts Payable//Wtr. Oper. Fu	-15274.03					
10	2043		MQ - Customer Interim Depositi/W	356.99					
10	4220	1560<*>	Fire/Fuels/Lubrica/Wtr. Oper. F	300.20	.00	.00	300.20	.00	-300.20
10	4420	1150	Water Operati/Communication/Wtr	191.65	799.29	358.08	1349.02	5000.00	3650.98
10	4420	1200	Water Operati/Off Suppl/Pos/Wtr	1500.00	1832.41	.00	3332.41	10000.00	6667.59
10	4420	1535	Water Operati/Meters/Wtr. Oper.	7093.98	.00	.00	7093.98	25000.00	17906.02
10	4420	1550	Water Operati/Op Supp/Expen/Wtr	1587.59	5172.26	614.95	7374.80	45000.00	37625.20
10	4420	1560	Water Operati/Fuels/Lubrica/Wtr	462.65	617.97	.00	1080.62	5000.00	3919.38

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
10	4420	2150	Water Operati/Profl Service/Wtr	3580.97	10908.44	5527.51	20016.92	75000.00	54983.08
10	4420	2249	Water Operati/Lease payment/Wtr	200.00	.00	.00	200.00	200.00	.00
Fund (10) Total ---->				.00	19330.37	6500.54	40747.95	165200.00	124452.05
12	2010		Accounts Payable//Wst.Wtr.Op.Fu	-10955.72					
12	4425	1150	Wastewater/Communication/Wst.Wt	51.91	853.31	178.02	1083.24	4000.00	2916.76
12	4425	1200	Wastewater/Off Suppl/Pos/Wst.Wt	1500.00	1715.98	.00	3215.98	10000.00	6784.02
12	4425	1350	Wastewater/Mem/Dues & Su/Wst.Wt	170.00	.00	.00	170.00	500.00	330.00
12	4425	1450	Wastewater/Facilities Ma/Wst.Wt	140.00	400.00	.00	540.00	2000.00	1460.00
12	4425	1460	Wastewater/Vehicle Maint/Wst.Wt	253.04	.00	58.87	311.91	1000.00	688.09
12	4425	1550	Wastewater/Op Supp/Expen/Wst.Wt	1098.05	967.83	581.58	2647.46	30000.00	27352.54
12	4425	1560	Wastewater/Fuels/Lubrica/Wst.Wt	865.87	808.08	.00	1673.95	8000.00	6326.05
12	4425	2150	Wastewater/Profl Service/Wst.Wt	6839.15	10575.08	5191.95	22606.18	100000.00	77393.82
12	4425	2200	Wastewater/Equip.Rental/Wst.Wtr	37.70	77.50	.00	115.20	5000.00	4884.80
Fund (12) Total ---->				.00	15397.78	6010.42	32363.92	160500.00	128136.08
15	2010		Accounts Payable//Solid Waste	-38308.85					
15	4435	2110	Solid Waste/HSS SERVICES/Solid	38308.85	.00	38356.76	76665.61	450000.00	373334.39
Fund (15) Total ---->				.00	.00	38356.76	76665.61	450000.00	373334.39
20	2010		Accounts Payable//Gas Tax Fund	-577.98					
20	4430	1550<*>	Gas Tax-Stree/Op Supp/Expen/Gas	577.98	.00	.00	577.98	.00	-577.98
Fund (20) Total ---->				.00	.00	.00	577.98	.00	-577.98
23	2010		Accounts Payable//LTF - Transit	-32256.04					
23	3511		<*>Fair Box Revenues//LTF - Transi	-7367.48	-13506.48	.00	-20873.96	-90000.00	-69126.04
23	4461	1400	LTF Transit/Equipment Mai/LTF -	8548.90	8374.23	.00	16923.13	95000.00	78076.87
23	4461	1560	LTF Transit/Fuels/Lubrica/LTF -	4190.10	4968.52	4582.74	13741.36	95000.00	81258.64
23	4461	2354	LTF Transit//LTF - Transit	20068.34	45852.42	.00	65920.76	300000.00	234079.24
23	4461	2358<*>	LTF Transit//LTF - Transit	6816.18	3184.66	.00	10000.84	.00	-10000.84
Fund (23) Total ---->				.00	48873.35	4582.74	85712.13	400000.00	314287.87
26	2010		Accounts Payable//RDA-Op.Fund	-134711.93					
26	2300		Loan Payable//RDA-Op.Fund	404.88					

FUND	DEPT	OBJT	Description (DEPT/OBJT/FUND)	Activity	Actual	Encumbrance	Total	Budget	Variance
26	4500	2150<*>	Redevelopment/Profl Service/RDA	134307.05	3265.96	793.31	138366.32	30000.00	-108366.32
Fund (26) Total ---->				.00	3265.96	793.31	138366.32	30000.00	-108366.32
42	2010		Accounts Payable//Pol.Saftey Fun	-3322.62					
42	4210	1500<*>	Pol.Pub.Safet/Equipment Rep/Pol	322.62	.00	.00	322.62	.00	-322.62
42	4210	3200	Pol.Pub.Safet/Equipment/Pol.Saf	3000.00	.00	.00	3000.00	8000.00	5000.00
Fund (42) Total ---->				.00	.00	.00	3322.62	8000.00	4677.38
57	2010		Accounts Payable//Alcohol & Dru	-177.52					
57	4213	1150	Drug & Alcoho/Communication/Alc	47.13	94.99	44.99	187.11	600.00	412.89
57	4213	1300	Drug & Alcoho/Bus Exp/Train/Alc	20.00	.00	.00	20.00	200.00	180.00
57	4213	1550	Drug & Alcoho/Op Supp/Expen/Alc	110.39	289.62	.00	400.01	2000.00	1599.99
Fund (57) Total ---->				.00	384.61	44.99	607.12	2800.00	2192.88
71	2010		Accounts Payable//MEASURE A	-2733.54					
71	4454	1150	MEASURE A/Communication/MEASURE	42.10	372.00	158.33	572.43	2500.00	1927.57
71	4454	1400	MEASURE A/Equipment Mai/MEASURE	171.02	416.10	.00	587.12	2000.00	1412.88
71	4454	1550	MEASURE A/Op Supp/Expen/MEASURE	256.20	2254.61	173.75	2684.56	15000.00	12315.44
71	4454	1559	MEASURE A/Alternate Tra/MEASURE	218.78	7993.31	754.89	8966.98	60000.00	51033.02
71	4454	1560	MEASURE A/Fuels/Lubrica/MEASURE	592.14	929.31	.00	1521.45	8000.00	6478.55
71	4454	2150<*>	MEASURE A/Profl Service/MEASURE	1453.30	2363.21	541.71	4358.22	.00	-4358.22
Fund (71) Total ---->				.00	14328.54	1628.68	18690.76	87500.00	68809.24

MINUTES

GUADALUPE CITY COUNCIL
Regular Meeting Tuesday, October 13, 2015
Regular Session 6:00 P.M.

City Hall, Council Chambers
918 Obispo Street, Guadalupe, California 93434

1. MOMENT OF SILENCE2. PLEDGE OF ALLEGIANCE

3. ROLL CALL **Present:** Council Members Jerry Beatty, Gina Rubalcaba, Ariston Julian and Mayor John Lizalde.
Absent: Councilmember Virginia Ponce

4. COMMUNITY PARTICIPATION FORUM

George Alvarez spoke, advocating the addition of police officers at night to deal with the rash of recent meth-related burglaries in town.

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

- a. Payment of Warrants for the period ending October 8, 2015 to be approved for payment by the City Council. Subject to having been certified as being in conformity with the budget by the Finance Director.
- b. Minutes of the City Council Regular Meeting of August 25, 2015 to be ordered filed.
- c. Minutes of the City Council Regular Meeting of September 8, 2015 to be ordered filed.
- d. Minutes of the City Council Regular Meeting of September 22, 2015 to be ordered filed.
- e. Approval of Transit (PTMISEA) Funding Application – Resolution No. 2015-50.
- f. Resolution No. 2015-51 Appointing City Administrator Andrew Carter as the City’s Representative to the CCWA Operating Committee.

On Item 5a, **Councilmember Beatty** recused himself from consideration of the HSS warrant. **Councilmember Rubalcaba** pulled Item 5.d.

Motion made by Julian, 2nd by Beatty to approve Items 5a, b, c, e, and f. Passed, 4-0.

On Item 5d, **Councilmember Rubalcaba** asked that comments she made concerning Peralta Street and the need for Beachside Cooling to pay for this improvement be added to the 9/22/15 minutes.

Councilmember Beatty noted a typo on page 4 of the 9/22/15 minutes – “flood” instead of “floor.”

Motion made by Beatty, 2nd by Rubalcaba, to approve Item 5.d. Passed, 4-0.

6. REPORT ON EL NIÑO STORM PREPARATIONS

- a. Written Staff Report (Jeff van den Eikhof, City Engineer)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council authorize City crews to perform necessary storm preparations.

City Engineer Jeff van den Eikhof provided a report on preparations for the coming El Nino. A key area of concern is conditions on private property outside the City’s jurisdiction, which can cause local flooding. This includes the wetlands next to City Hall, farms along Peralta and Flower, and the berms on farms along the river west of Route 1. **Mr. Eikhof** said that the Army Corps of Engineers and State Fish and Game make it very difficult to do any work in the wetlands and along the river. **Mr. Eikhof** talked about the need to clean out various drainage outlets around town. The City’s street crews have already begun this. He talked about the work soon to take place along West Main. He talked about the need to trim street trees around town. He urged citizens to do the same with trees on their own property. He talked about the need to stockpile sand and sandbags.

George Alvarez chastised the Army Corps of Engineers for ending the levee at Route 1 and not continuing it own west of town. **Shirley Boydston** also mentioned this issue.

Councilmember Julian talked about water that had flooded the basement of the Community Church last December. **Mike Pena** said this was because the drain inlets off Campodonico are undersized.

Councilmember Rubalcaba asked whether private property owners could be fined for failure to deal with flooding issues on their property which negatively impact other residents. **City Attorney Fleishman** said that depends on the specific issue and the regulatory agency involved.

Councilmember Beatty said the report was “comprehensive and scary.” He expressed concerns about conditions along the riverbank.

Motion made by Julian, 2nd by Rubalcaba, to authorize City crews to perform necessary storm preparation work and to direct staff to contact private property owners about conditions on their property which can impact other residents.

7. WATER & WASTEWATER RATE STUDY That the City Council adopt Resolution No. 2015-52 authorizing City staff to begin the Prop 218 process which could lead to water rate

increases of 2.8% to 4.1 % per year (not counting CPI) through 01/01/2021 and wastewater rate increases of 15%, 10%, and 5% (not counting CPI) through 01/01/2018.

- a. Written Staff Report (Andrew Carter, City Administrator)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council adopt Resolution No. 2015-52.

City Administrator Carter said he had been working all summer with **Doug Dove**, **Matt Griffin**, and other employees of Bartle Wells on the Water and Wastewater Rate Study before Council tonight. The proposed rate increases will allow the City to perform the capital improvements indentified in the Water and Wastewater Master Plans prepared last year (\$3.5 million for Water, \$7 million for Wastewater), add staff to the Water and Wastewater Departments, return the Wastewater Fund to solvency and build adequate reserves in both the Water and Wastewater Fund for future emergencies.

Bartle-Wells studied four scenarios – 1) no rate increases beyond CPI, 2) pay as you go rate increases, 3) use of State Revolving Fund (SRF) loans to pay for capital improvements, 4) combination of SRF loans and grants to pay for capital improvements. Scenario 3 is recommended. Scenario 1 will not fund the capital improvements or increased staffing needed. Scenario 2 leads to higher rate increases. Scenario 4 leads to less rate increases than Scenario 3 but provides no cushion should additional capital improvements be needed, should additional conservation take place by residents, or should costs go up faster than anticipated. Even with the increases planned under Scenario 3, City water rates will be among the lowest in the area and wastewater rates will be at the midpoint of the area.

Doug Dove of Bartle-Wells walked Council through the rate study. If Council is comfortable with the rate increases proposed, staff will start the Prop 218 citizen protest process. Should the rate increases go through, the first increase would occur on February 2016 bills.

George Alvarez opposed the addition of water and wastewater staff, in particular a Utilities Director. He believes water, wastewater, and garbage rates should all be shown at once so that citizens know the true impact of proposed increases.

Councilmember Beatty talked about the Trus Pro sewer line failure, the City's aging infrastructure, and the need to make improvements before other failures occur. **Mr. Beatty** asked what was the purpose of the 30% wastewater rate increase recently enacted and the purpose of the new wastewater rate increases proposed. **Mr. Carter** said the prior 30% rate increase was designed to pay for the new Trus Pro line. The future rate increases are designed to pay for future capital improvement projects and the addition of staff.

Councilmember Beatty asked **Mr. Carter** to explain the 1.5% CPI being used in the rate assumptions. **Mr. Carter** explained this is a stand-in rate designed to show residents what total rates are likely to be. The actual CPI will vary.

Councilmember Julian supports the proposed rate increases. He believes we need to add staff and prepare for the future with needed capital improvements.

Councilmember Rubalcaba said that the proposed increases are part of the overall plan to put the City “back on track.”

Motion made by Julian, 2nd by Beatty, to adopt Resolution 2015-52, authorizing staff to begin the Prop 218 process. Passed, 4-0.

8. COUNCIL SCHEDULE IN NOVEMBER AND DECEMBER

- a. Written Staff Report (Andrew Carter, City Administrator)
- b. City Council discussion and consideration.
- c. It is recommended that the City Council provide direction on whether all regularly scheduled Council meetings will take place in November and December.

City Administrator Carter stated that in the past Council has met twice in November, but only once in December.

Shirley Boydston felt Council should meet twice in December if there is work to be done.

Council consensus was to plan for both December meetings now and make a final decision at a later time.

9. ADULT BUSINESS ORDINANCE WORKSHOP – PRESENTATION BY ROY HANLEY

Assistant City Attorney Hanley said that Council cannot forbid adult oriented businesses from locating in town. Council can, however, outline specific places where they can locate as long as a “reasonable” number of places are specified and can also adopt “reasonable” restrictions on their operations. Based on litigation in Taft, three locations would probably be considered reasonable. These locations can be spread throughout town or concentrated in one area. Using a zoning map of the City, staff suggested locating adult businesses in the M-C zone along lower Guadalupe Street.

George Alvarez suggested that potential locations be concentrated and not spread out.

With respect to the concept of “substantial” floor space, **Councilmember Beatty** asked whether a drug store selling personal items would be considered to have “substantial” floor space devoted to adult items. **Attorney Hanley** said not likely. **Mr. Beatty** asked whether a gift shop like Spencer’s Gifts in the Santa Maria Mall might be considered to have “substantial” floor space devoted to adult items. **Mr. Hanley** said yes.

Councilmember Beatty asked whether the proposed ordinance would cover “head shops.” **Mr. Hanley** said it would not.

Council asked that in addition to areas along lower Guadalupe Street that certain lots on Pioneer Street and in the industrial area at the corner of 5th Street and Obispo be considered for adult oriented businesses.

10. CITY MANAGER REPORT/ FUTURE AGENDA ITEMS

1. Present 1st Quarter General Fund Report

2. Community Choice Aggregation
3. Housing Element of the General Plan
4. Pioneer Apartments

11. ANNOUNCEMENTS / COUNCIL ACTIVITY REPORTS

Councilmember Beatty reported that he had attended the recent CWWA board meeting. The issue of supplemental State Water was addressed and the potential for litigation on this matter.

12. CLOSED SESSION

- a. CONFERENCE WITH LABOR NEGOTIATOR:
Government Code Section 54957.6
City Negotiator: City Attorney & City Administrator
Employee Organizations: Guadalupe Police Officers Association (POA) and
International Association of Firefighters (IAFF) Local 4403
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:
Initiation of litigation pursuant to subdivision (d)(4) of Section 54956.9: (one potential case)

No reportable action.

CLOSED SESSION - SUCCESSOR AGENCY

- c. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Government Code Section 54956.8
Property: APN 115-092-012
Successor Agency Negotiator: Andrew Carter
Negotiating Parties: Multiple parties
Under Negotiation: Price and/or Terms of Payment

No reportable action.

13. ADJOURNMENT

Andrew Carter, Deputy City Clerk

John Lizalde, Mayor

GUADALUPE POLICE DEPARTMENT
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
MONTH OF SEPTEMBER 2015

5ci.

PART I: CRIMES

TYPE OF CRIMES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED	REPORTED	CLEARED
187 PC HOMICIDE	0	0	0	0	0	0	0	0
261 PC RAPE	0	0	0	0	0	0	1	1
211 PC ROBBERY	0	0	0	0	1	1	0	0
242/245 PC ASSAULT	1	1	4	4	15	15	37	35
459 PC BURGLARY	1	0	0	0	20	4	12	5
484/487 PC THEFT	10	1	1	0	41	7	28	2
10851 VC VEH THEFT	0	1	1	1	6	7	7	7
451 PC ARSON	0	0	0	0	0	0	0	0
TOTAL	12	3	6	5	83	34	85	50

PART II: REPORTED CRIMES

REQUEST FOR SERVICE	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
TOTAL REPORTS TAKEN	115	55	823	1,134
TOTAL REQUEST FOR SERVICE	295	307	2,633	2,917
TOTAL ACTIVITY FOR THE MONTH	410	362	3,456	4,051
DOMESTIC VIOLENCE REPORTS	0	3	8	25
TOTAL PROPERTY STOLEN	\$2,043	\$12	\$84,195	\$32,104
TOTAL PROPERTY RECOVERED	\$1,400	0	\$42,633	\$17,130

PART III: ARREST SUMMARY

OFFENSES	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES	ADULTS	JUVENILES
FELONY	3	0	5	1	44	5	47	3
MISDEMEANOR	13	2	10	0	122	10	113	11
TOTAL	16	2	15	1	166	15	160	14
23152(a&b) VC ARREST	3		3		26		35	
WARRANT ARREST	6		5		57		52	

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

**GUADALUPE POLICE DEPARTMENT
MONTHLY ADMINISTRATIVE OPERATIONAL DATA SUMMARY
MONTH OF SEPTEMBER 2015**

PART IV: NARCOTICS ACTIVITY

TYPE OF NARCOTICS	THIS MONTH		THIS MONTH LAST YEAR		THIS YEAR TO DATE		LAST YEAR TO DATE	
	REPORTED	ARREST	REPORTED	ARREST	REPORTED	ARREST	REPORTED	ARREST
HEROIN	0	0	0	0	1	1	2	2
COCAINE	0	0	0	0	1	1	2	2
METHAMPHETAMINE	6	6	2	2	33	33	22	22
MARIJUANA	2	2	0	0	6	6	5	5
PARAPHERNALIA	1	1	0	0	3	3	3	3
TOTAL	9	9	2	2	44	44	34	34

PART V: SPECIAL DATA

	THIS MONTH	THIS MONTH LAST YEAR	THIS YEAR TO DATE	LAST YEAR TO DATE
OFFICERS ASSAULTED	0	0	0	1
INJURED ON DUTY	0	0	1	0

ADDITIONAL INFORMATION:

STAFFING:	1	POLICE CHIEF	
	2	POLICE SERGEANT	1 SGT INTERIM POSITION
	3	POLICE CORPORALS	1 FILLED / 1 INTERIM / 1 VACANT POSITION
	7	POLICE OFFICERS	
	2	OFFICE STAFF PERSONNEL	
	5	RESERVE POLICE OFFICERS	2 UNFILLED POSITION
	1	COMMUNITY SERVICE TECHNICIAN	FULL TIME POSITION UNFILLED AS A PART-TIME POSITION
	0	EVIDENCE TECHNICIAN	UNFILLED POSITION
	1	POLICE VOLUNTEER(S)	
	3	ALCOHOL/DRUG PERSONNEL	GLADIATORS PROGRAM / 1 UNFILLED POSITION

COMMENTS: G.L.A.D.I.A.T.O.R.S PERSONNEL ARE ALL PART-TIME EMPLOYEES

"Guadalupe Learns About Drugs Inhalants Alcohol and Teachings of Resistance Skills"



GUADALUPE FIRE DEPARTMENT

TO: CITY ADMINISTRATOR, ANDREW CARTER
 FROM: CAPTAIN PATRICK SCHMITZ
 SUBJECT: MONTHLY SUMMARY OF CODE ENFORCEMENT CASES
 September 1, 2015 – September 30, 2015

DATE: 10/04/2015

CODE ENFORCEMENT CASES

INCIDENT TYPE	This Month	Last Month	Year to Date (2015-2016)	Year to date (2014-2015)
Business License (GMC 5.04.040)	1	2	4	5
Animal Nuisance (Odor, Noise) (GMC 6.04.100 (A,E))	0	0	0	4
Fowl, Livestock and Wild Animals (GMC 6.04.210)	0	0	1	0
Litter Accumulation (GMC 8.12.020)	6	8	18	16
Abatement of Weeds and Rubbish (GMC 8.16.010)	3	7	16	18
Unsafe Living Conditions (GMC 8.40.020)	0	0	0	0
Unlawful Property Nuisance (GMC 8.50.070)	0	2	4	11
Graffiti Abatement (GMC 9.07.060)	5	4	12	8
Abandoned Vehicles (GMC 10.36.010)	10	4	24	22
Unapproved Vehicle Covers (GMC 10.36.010)	0	3	5	1
Portable/fixed basketball goals (GMC 10.48.050)	0	2	4	1
Yard Sale Signs (GMC 12.13.010)	2	9	11	15
Tampering with Water Service (GMC 13.04.200)	0	1	5	6
Working Without Permits (GMC15.04.020)	1	3	8	2
Address Number (GMC 15.08.020 (505.1))	1	0	6	16
Illegal Garage Conversion (GMC 18.08.120, 18.08.160)	0	1	1	1
Damage Fence (GMC 18.52.125)	3	0	3	2
Parking on Front Yard Setback (GMC 18.60.035)	3	10	28	23
Landscape Maintenance Required (GMC 18.64.120)	6	1	8	0
Inspection/Complaints (No Violation Found)	4	0	4	7
Apartment Inspections	0	6	6	2
Yearly Business Inspections	0	3	10	11
Other	2	4	7	22
TOTAL	47	70	185	193

Miscellaneous	This Month	Last Month	Year to Date (2015-2016)	Year to date (2014-2015)
Visitors	45	39	115	57
Public Relations	0	0	3	3
School Visits	1	0	1	4

CALLS FOR SERVICE September, 2015

INCIDENT TYPE	This Month	Last Month	Year to Date (2015-2016)	Year to date (2014-2015)
Medical	29	27	87	98
Structure Fire	0	0	2	1
Cooking Fire	0	0	0	0
Trash or Rubbish Fire	1	0	4	3
Vehicle Fire	0	2	2	1
Grass/Vegetation Fire	0	0	0	2
Other Fire	0	0	0	1
Motor Vehicle Accidents with Injuries	3	2	6	5
Motor Vehicle Accidents No Injuries	1	2	5	3
Motor Vehicle/Pedestrian Accident	0	0	0	1
Hazardous Materials Spill/Release	1	1	4	5
Hazardous Condition Other	1	0	2	2
Water Problem/Leak	3	0	5	3
Animal Problem	0	0	0	2
Search / Rescue	1	0	2	1
Public Assistance	2	3	6	6
Police Matter/Assistance	1	3	6	4
Illegal Burn	0	0	0	1
Smoke Detector Activation	3	1	6	0
Dispatch and Canceled En-route	6	4	12	9
False Alarm	1	2	4	3
TOTAL	53	47	153	151

Additional Information

STAFFING: 1 Public Safety Director (Police/Fire Chief)
 3 Fire Captains 2 Full Time Positions filled / 1 Full Time Position Unfilled
 2 Paid Call Firefighters filling in on an interim status for unfilled full time captain position
 1 Firefighter/Permit Tech.
 10 Paid Call Firefighters 2 Paid Call Firefighter Positions Unfilled
 6 Reserve Firefighters

Special Coverage:

Paid Call Firefighter alternating coverage on Furloughs, Holidays, Vacation, and Sick time due to Firefighter/Permit Technician being off.



**CITY OF GUADALUPE
BUILDING DEPARTMENT**

STATUS REPORT

MONTH: September, 2015

	This Month	Last Month	Year to Date	Last Year
Visitors	42	52	341	314
Inspections	28	33	207	177
Building Permits Issued	20	14	117	80



CITY OF GUADALUPE
918 Obispo Street
Guadalupe, CA 93434
P: (805) 356-3895
F: (805) 343-0542
Finance Department

Memorandum

To: Andrew Carter, City Administrator

From: Annette Muñoz, Finance Director

Subject: Treasurer's Report – September 2015

Date: October 21, 2015

This memo explains the changes in the monthly Treasurer's report for September 2015 compared to the prior month. September cash increased by approximately \$306,000 due primarily to:

- \$158,345 received for business license revenue
- \$29,324 received from Pasadera for project payment.
- \$25,679 received from Department of Homeland Security for the FEMA grant awarded to the Fire Department May 2015.
- \$14,618 received from the County for COPS growth revenue.
- \$14,395 received from the County for the ¼ percent add-on sales tax.
- \$11,483 received from the State, Aug & Sep revenue received in September.
- \$10,104 received from the County for COPS grant.
- \$38,000 USDA loan payment not automatically deducted in September
- \$6,551 CalPers September payment made October 1st

c: Treasurer file

Treasurer's Report
Investments and Cash as of September 30, 2015

Local Agency Investment Fund ("LAIF") Account 98-42-346	304,919.16
Total Investments	\$ 304,919.16

Cash	
Checking Account 155-503815 ("Warrant Account")	1,776,977.25
Checking Account 155-003261 ("Payroll Account")	55,504.72
Total Cash	\$ 1,832,481.97 *

*Actual ending balances reconciled to Bank Statements

Non-Commingled and Trust-Account Funds	
USDA/RUS-HWY One Water/Sewer Pipeline Account 280-0389711	\$100.00
Total Non-commingled and Trust Funds	\$100.00

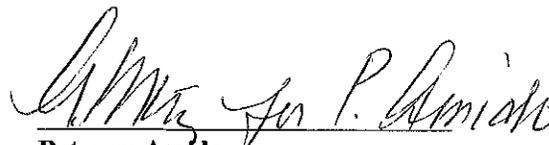
The following is a summary of the City's cash and investments as of September 30, 2015 compared with the prior month.

Investments and Cash	August 31, 2015	September 30, 2015
Investments	304,919.16	304,919.16
Cash	1,526,452.31	1,832,581.97
Total	\$ 1,831,371.47	\$ 2,137,501.13 **

** Total Cash and Investments agree to General Ledger.

Note 1: Monies held in the non-commingled and trust accounts are required to be kept separate from all other city funds.

Submitted: 10/16/2015 by:


Petrona Amido
 City Treasurer

Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

www.treasurer.ca.gov/pmia-laif/laif.asp
October 16, 2015

CITY OF GUADALUPE

CITY TREASURER
918 OBISPO STREET
GUADALUPE, CA 93434

PMIA Average Monthly Yields

Account Number:
98-42-346

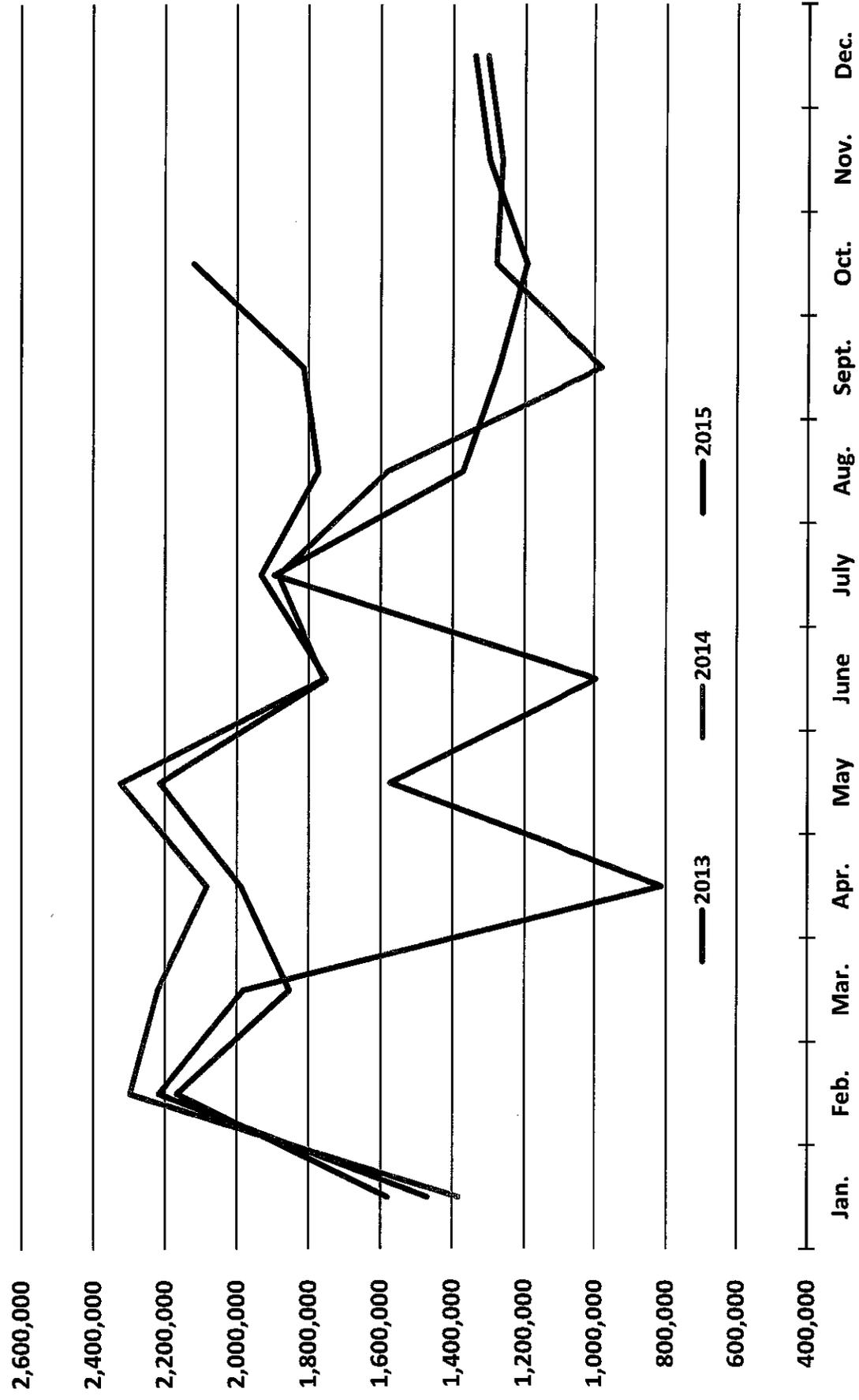
Tran Type Definitions

September 2015 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	304,919.16
Total Withdrawal:	0.00	Ending Balance:	304,919.16

Beginning of Month Cash Balances



City of Guadalupe
September 2015
Civil Engineering Projects

1. **Measure A – 2015 Paving Project**

- Although plans were completed for the 2015 Paving Project, the project has been postponed until after the rainy season. This is due to coordination with the Gas Company and the potential lowering of gas mains on Pioneer Street from Main Street to Wong Street. This work needs to be completed prior to the paving project.

2. **Measure A – Drainage**

- Design work has started on the drainage system at the intersection of 11th Street and Obispo Street. This area is subject to flooding during rain events. The design is looking at ways to alleviate the flooding problems.
- The West Main Drainage Maintenance was designed and sent out for bid. The project was awarded to V. Lopez and Sons. Work will be completed in October.
- In preparation for El Nino, Staff visited areas that have the potential for flooding. Staff is working on preparing for the El Nino events, and a report will be presented to Council in October.

3. **Water Related Work**

- Staff worked to prepare plans and specifications for the testing and inspection of the Tognazzini Well prior to any other work at the site. This work is being done at the request of the USDA who are funding the project. Currently the City relies upon the Obispo Well and the Tognazzini Well to provide water. The testing and inspection work will be postponed until State Water has become available to provide a redundancy in the water system, before taking the Tognazzini Well offline.

4. **Development**

- Beachside Development was brought to the City Council to discuss various issues, including the paving of Peralta Street. Staff has been working with the developer to determine the required pavement section.

5. **D.J. Farms Development (funded by applicant)**

- The Lot 4 Tentative Tract Map and Grading Plan is under review.
- The City Engineer coordinated with the developer and inspectors.
- Reviewed on-site public improvements.



- Caltrans is requiring the developer to analyze the construction of a roundabout at the intersection of Highway 166 and Obispo Street. Caltrans recently adopted a policy that requires a study of a roundabout for all new intersections on State highways. Staff does not support the installation of a roundabout at this location. It would significantly impact surrounding properties and hind the safe passage of children on the Safe Routes to School path.

6. NPDES Permit Requirements

- The City Engineer's subconsultant has been working on preparing all the documentation that is required by the NPDES permit. The final documents must be submitted to the State by October 15, 2015.
- Work continues on implementing the Municipal Separate Storm Sewer System program as required by the State Water Control Board.
- The City Engineer attended a Joint Effort Review Team (JERT) meeting at the Central Coast Regional Water Quality Control Board offices to discuss current and upcoming stormwater requirements.

7. Other Work

- Work on the Police Station Parking Lot commenced in September. During the course of construction a few minor changes were required, including the striping changes, repair of additional areas hidden by equipment during design. The work has been completed. A staff report will be prepared for filing the Notice of Completion in October.
- Plans were prepared for the repair of uplifted sidewalk at 830 Guadalupe Street. The repair will be completed by City Staff, and must be approved by Caltrans prior to the work commencing. The work is anticipated to be completed in October.
- Plans have been prepared by clearing and repair of the West Main Street drainage ditch. It is anticipated that the work will be completed by a City On-Call Contractor in September.
- An overall map of the street system including surface utilities is being developed. This map will aid the preparation of plans for upcoming street rehabilitation projects. Included on the map are curb ramps that have been reviewed for compliance with current ADA requirements. A list of deficient ramps is being developed. As street work occurs in the locations with deficient ramps, the ramps will be upgraded to current standards. This work will be covered by Measure A funds.
- Preliminary plan work has been done on the Highway 1 Sidewalk Project along the east side of the street from Olivera to the Amtrak Station. It is anticipated that the City will be notified in September if this project was selected for an Active Transportation Program (ATP) grant which would cover design and construction costs.



MEMO

To: City Council
From: Ron Estabillo
Subject: Parks and Recreation Update
Date: October 21, 2015

RECREATIONAL ACTIVITIES:**Youth Basketball:**

Guadalupe Youth Basketball League has 20 teams so far for the 2015-2016 season. League play should start in the next week or so.

Boys & Girls Club:

*After school program daily attendance is around 65 kids.
 Zumba Classes continue Mondays, Wednesdays & Fridays from 6pm to 7pm.*

Girls Youth Softball:

Guadalupe Girls Youth Softball, ages 7 & 8 year olds continue to play on Sundays in the Orcutt Youth Girls Softball League. There are several 9, 10 & 11 year old girls also playing on Sundays.

Boys Youth Football:

Regular season games end on Saturday, October 24th and the play-off games to the Super Bowl begins on Saturday, October 31st. The Senior team has had a rough season. The Juniors and Bantam Teams have done fairly well and our Intermediate team has had a great season and has a chance of playing in the Super Bowl.

Judo Classes:

Classes are held on Monday nights @ 7:00 pm at 950A Guadalupe St.

Community Events:

Sun October 25 Kids Day In the Park O'Connell Park 11AM-3PM

5di.

CITY OF GUADALUPE

CONFINED SPACE ENTRY PROGRAM

OCTOBER 2015

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I. PURPOSE

Confined spaces present many potential dangers to persons who are required to enter them. Many of the hazards can be invisible to the human eye. The City of Guadalupe requires that efforts be made, whenever possible, to avoid entering confined spaces. When confined space entry operations are required, special precautions will be taken to protect the persons involved.

Confined spaces may pose numerous health and physical hazards, including, but not limited to:

- A. Atmospheric hazards (i.e. toxic vapors, flammable gases, oxygen deficient or enriched environments)
- B. Engulfment by a liquid or finely divided solid substance
- C. An internal configuration causing an entrant to slip, fall or be trapped or asphyxiated by inwardly converging walls.
- D. Other physical hazards such as those posed by mechanical equipment present in the confined space

The City of Guadalupe is committed to protecting employees from potential hazards associated with working in confined spaces and to complying with applicable rules and regulations.

Confined Spaces within and under the control of this agency include:

- a. Reservoirs
- b. Manholes/Catch Basins/Non-potable water pipeline dry wells
- c. Wet Wells/Lift Stations
- d. Dry Wells/Lift Stations
- e. Chemical Storage Vaults
- f. Water Storage Tanks
- g. Vaults

A confined space is a space that is ALL of the following:

- Large enough and arranged so an employee could fully enter the space and work.
- Has limited or restricted entry or exit (tanks, vessels, storage bins, vaults and pits).
- Not primarily designed for human occupancy.

II. POLICY

This policy sets forth the minimum requirements associated with permit space entry operations and applies to all employees involved with such work.

Because of the inherent serious dangers posed by confined space entry work, the State of California, Department of Industrial Relations, Division of Occupational Safety and Health (Cal-OSHA) regulations require that employers take specific precautions to protect the health and safety of employees required to perform such work. Those requirements are contained in Title 8, California Code of Regulations, Sections 5156 through 5158 (T8, CCR, §5156-5158).

A. Categories of Confined Spaces

1. Non-permit space is a confined space that does not contain, or, with respect to atmospheric hazards, does not have the potential to contain, a hazard capable of causing death or serious physical harm.
2. Permit-space is a space that includes any of the following:
 - a. Contains, or has the potential to contain, a hazardous atmosphere
 - b. Contains a material with the potential to engulf (see Appendix A) an entrant
 - c. Has an internal configuration that could trap or asphyxiate an entrant by inwardly converging walls or a floor that slopes downward and tapers to a smaller cross section
 - d. Contains any other serious safety or health hazard

Under certain circumstances such as an equipment failure, illegal dumping, or chemical usage, a non-permit space may become a permit space. For example, the use of cleaners, paints, solvents, or welding equipment in or near a non-permit space could increase the atmospheric hazard potential to that of a permit space.

3. Hazardous atmospheres present a reasonably expected potential for death, disablement, injury, or acute illness from any of the following causes:
 - a. A flammable gas, vapor, or mist in excess of 10% of its lower flammable limit (LFL)
 - b. An airborne combustible dust at a concentration that meets or exceeds its LFL, or obscures vision at a distance of 5 feet or less

- c. An oxygen deficient (i.e. less than 19.5% oxygen) or oxygen enriched (i.e. greater than 23.5% oxygen) atmosphere
- d. An atmospheric concentration of any substance for which a dose is published in Group 14 for Radiation and Radioactivity or a permissible exposure limit is published in Title 8, California Code of Regulations Section 5155 for Airborne contaminants and which could result in employee exposure in excess of its dose or permissible exposure limit;
- e. Any atmospheric condition immediately dangerous to life or health

The City of Guadalupe will treat all confined spaces as permit-required confined spaces until they have been evaluated and are documented to be non-permit or alternate entry.

B. The policy for confined space entry requires the following:

1. Evaluate the workplace for the presence of confined spaces.
2. Assess the potential hazards of identified confined spaces, and classify them as permit-required or non-permit required spaces.
3. Inform potentially exposed employees of the presence of identified spaces by posting danger signs or by any other equally effective means, of the existence, location of and the danger posed by the permit spaces, and prevent unauthorized entry.
4. Implement procedures and practices for safe non-permit and permit space entry, including the use of "Entry Permits" for permit space entry work, and procedures for re-classifying permit spaces as non-permit spaces.
5. Provide, maintain, and train employees on equipment needed to enter non-permit and permit spaces at no cost to employees.
6. Provide training to employees involved with non-permit and permit space entry operations on their specific duties.
7. Inform contractors or other visitors of the presence of identified confined spaces and prevent unauthorized entry.
8. Review entry operations when it is suspected that protective measures may not offer adequate protection and revise as necessary to correct identified deficiencies.

9. Using cancelled permits, review this program within one year after each permit space entry to ensure affected employees are adequately protected, and revise this program to correct identified deficiencies.
10. Make this program available for inspection by employees and their authorized representatives.

III. ROLES & RESPONSIBILITIES

Primary responsibility for oversight of the Confined Space Entry Program is the Safety Program Administrator or his/her designee.

Confined Space Worker Definitions

1. **Attendant:** An individual stationed outside of permit-spaces to monitor authorized entrants and responsible for performing "Attendant" duties as described in this program.
2. **Authorized Entrant:** An employee authorized through training and demonstration of knowledge and competency to enter a permit space.
3. **Entry Supervisor:** The designated individual with overall responsibility for a permit space entry, and for performing "Entry Supervisor" duties as described in this program.

Workers will perform the duties as described in the Permit Space Entry Procedures of this program.

IV. DEFINITIONS

- A. **Acceptable Entry Conditions:** The conditions that must exist in a permit-required space to allow entry and ensure that employees involved with a permit-required space entry can safely enter into and work within the space.
- B. **Blanking or Blinding:** The absolute closure of a pipe, line, or duct by fastening a solid plate (e.g. a spectacle blind or skillet blind) that completely covers the bore and can withstand the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.
- C. **Double Block and Bleed:** The closure of a line, duct, or pipe by closing and locking or tagging two in-line valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
- D. **Emergency:** An occurrence (including failure of hazard control or monitoring of equipment) or internal or external event to the permit-space that could endanger entrants.
- E. **Engulfment:** The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by

filling or plugging the respiratory system; or that can exert enough force to cause death by strangulation, constriction, or crushing.

- F. Entry: Takes place when any part of the body breaks the plane of any opening of a confined space, and includes subsequent activities inside the space.
- G. Entry Certificate: Written documentation of entry, under established conditions, into a permit space reclassified as a non-permit space.
- H. Entry Permit: The department's written authorization for entry, under established conditions, into a permit-space.
- I. Hot Work Permit: A written authorization to perform riveting, welding, thermal or oxygen cutting, heating or other fire, spark or ignition producing operations.
- J. Immediately Dangerous to Life or Health (IDLH): A condition that poses an immediate or delayed threat to life, or that would cause irreversible adverse health effects, or that would interfere with an individual's ability to escape unaided from a confined space.
- K. Inerting: Displacement of the atmosphere in a permit-space by a noncombustible gas (e.g., nitrogen) sufficient to make the resulting atmosphere noncombustible. NOTE: This procedure will produce an oxygen-deficient atmosphere that is IDLH.
- L. Lower Flammable Limit (LFL) and Upper Flammable Limit (UFL): The lower and upper concentration of an ignitable gas or vapor in air (usually expressed in percent by volume at sea level) that will burn if a source of ignition is present, respectively.
- M. Retrieval System: Equipment used for non-entry rescue of persons from permit-spaces, and can include a retrieval line, full-body harness, wristlets, and a lifting device or anchor.

V. EMPLOYEE NOTIFICATION AND TRAINING

A. Confined Space Notification

1. Potentially affected employees shall be informed of identified or potentially unidentified confined spaces in their workplace during training they shall receive before working in such spaces.
2. Initial training will include the provision of Appendix E Current Confined Space Table, and instructions to prohibit entering any confined space without receiving training, equipment, and authorization.

3. Potentially affected employees shall receive updates when the Confined Space Table is modified (i.e. addition, deletion, or reclassification of spaces)

B. Training

Employees shall participate in training before receiving authorization to enter non-permit or permit spaces. Training shall include, at a minimum, the following:

1. An overview of confined spaces and their potential hazards, including the relevant definitions provided in Appendix A.
2. Detailed instruction on procedures for non-permit space entry, including:
 - a. Guarding space openings to prevent accidental falls
 - b. Pre-entry atmospheric testing and calibration and use of necessary equipment
 - c. Duties of designated "Buddies" during entry operations
1. Detailed instruction on procedures for permit space entry, including:
 - a. Pre-entry atmospheric testing and calibration and use of necessary equipment
 - b. Use of other necessary equipment such as personal protective equipment, emergency retrieval equipment, ventilation equipment, and communications devices,
 - c. Emergency procedures including non-entry rescue procedures
 - d. Duties of persons with active roles during permit space entry operations including Authorized Entrants, Attendants, Entry Supervisors, and Atmospheric Testing Personnel
 - e. Use of Entry Permits for permit space entry operations
 - f. Use of Entry Certificates for the re-classification of permit spaces to non-permit spaces
 - g. Training on procedures for other potential hazards such as fall protection and electrical hazards.
2. Refresher training will be conducted at least annually, or when:
 - a. Changes in entry operations occur that present new hazards for which employees have not been trained

- b. There is reason to believe that deviations from the required entry procedures exist or employees' knowledge of the required procedures is inadequate.
3. Employees authorized to act as Attendants shall also be trained and certified in first aid and cardiopulmonary resuscitation (CPR).
4. Training shall test and certify employee proficiency.

VI. NON-PERMIT SPACE ENTRY PROCEDURES

A. General Requirements

1. Non-permit space entry shall only be performed by authorized employees trained in accordance with program requirements.
2. Non-permit space entries shall use the "buddy" system with at least one employee accompanying the entrant during the entry operation. All participants shall review procedures in the event of an unexpected emergency (e.g. communications to emergency services, etc.) before beginning the entry operation.

B. Pre-Entry Requirements

The following measures shall be taken before entry into a non-permit space:

1. Eliminate hazards associated with the removal of the entrance cover (e.g. pressure).
2. After removing the entrance cover, guard openings to prevent accidental falls and foreign object entry such as using a railing, temporary cover, or other temporary barrier.
3. Test the atmosphere with calibrated direct reading instrumentation. The test shall be performed using a rope or other means to lower the instrument into the space to allow for testing without entering the space. Test for the following in the order noted:
 - a. Oxygen content (20.9% oxygen is normal; must not be lower than 19.5% or greater than 23.5%)
 - b. Flammable gases and vapors must be less than 10% of the Lower Flammable Limit (LFL)
 - c. Other toxic air contaminants, including but not limited to hydrogen sulfide gas and carbon monoxide

- d. If gasoline or diesel-like odors are noted, additional testing for volatile organic compounds shall be required.
4. In the event an atmospheric hazard is identified within the space, the space will not be entered and will be immediately reclassified as permit space. The entry operation shall not resume until participants are prepared and can meet the requirements detailed in the following section.

VII. PERMIT SPACE ENTRY PROCEDURES

A. General Requirements

1. Permit space entry shall be performed only by authorized employees trained in accordance with program requirements.
2. An initial identification and evaluation of potential hazards of the space shall be performed before entry to determine the specific means, procedures, and practices necessary for safe entry, to include but not limited to:
 - a. Isolate the space.
 - b. Purge, inert, flush or ventilate the space to eliminate or control atmospheric hazards.
 - c. Provide pedestrian, vehicle, or other barriers to protect entrants from hazards.
 - d. Verify that conditions in the space are acceptable for the duration of the entry.
3. The specific measures taken to ensure safe entry shall be documented using the Entry Permit (see Attachment C).

B. Atmospheric Testing

1. Atmospheric testing shall be performed 1) before an entry to verify the initial acceptability of atmospheric entry conditions; and 2) continuously, or at frequent enough intervals, to ensure safe atmospheric conditions for the duration of the entry. The following conditions should be tested in the order noted:
 - a. Oxygen content (20.9% oxygen is normal; must not be lower than 19.5% or greater than 23.5%);
 - b. Flammable gases and vapors must be less than 10% of the Lower Flammable Limit (LFL)

- c. Potential toxic air contaminants, including hydrogen sulfide gas, carbon monoxide, and other potential toxic contaminants such as volatile organic compounds.
2. A professional or expert consultant shall be retained to perform testing that cannot be accomplished using the standard testing equipment.
3. Testing shall only be performed by a qualified and trained individual using maintained and calibrated instrumentation to ensure the sampling is representative of the total atmosphere in the space and at different levels within a deep tank.
4. Initial and continuous testing should use lines or other means to test the space without entry to avoid individual exposure. If this is not feasible, supplied-air respiratory protection is required for persons entering the space to perform the test.
5. If the prescribed testing indicates a hazardous atmosphere, the Entry Supervisor shall be immediately notified so that the procedures such as purging, ventilation procedures, or use of respiratory protection can be initiated.

C. Isolation

Isolation is the process whereby a confined space is removed from service and protected from the release of energy and material into the space. Procedures to achieve isolation may include, but are not limited to:

1. Disconnect lines that may allow hazardous materials to enter the space.
2. Misalign or remove sections of lines, pipes, or ducts.
3. Take open chemical or gas lines apart, cap ends, and insert blanks between flanged connections. Blanks must be strong enough to handle pressure buildup if the pump is accidentally turned on.
4. Use a double-block-and-bleed system.
5. Use lock-out or tag-out procedures on pumps or other hazardous energy sources such as electrical and mechanical hazards, water lines or pipes, or compressed air.

D. Controlling Ignition Sources

1. Except as set forth in this section, ignition sources, including lit cigarettes, are prohibited in confined spaces.

2. Potential ignition sources such as welding or cutting equipment require a hot work permit.
3. If open flames are used in the space, extra precautions shall be taken to ensure adequate ventilation.

E. Purging and Ventilation

1. If an actual or potential atmospheric hazard exists, the space shall be purged with fresh air and positive ventilation before and during entry. Efforts shall be made to provide a continuous fresh air supply as close as possible to the work area. Care shall be taken to locate the inlet upwind and at least 25 feet away from the space or other potential contaminants such as vehicle exhaust.
2. Residue removal requires proper flushing techniques such as starting at the top, and flushing the space with water or steam. Persons entering the space shall wear personal protective equipment and follow entry procedures to perform such operations.

F. Entry Permit System

1. The entry permit (see Appendix A) shall be completed for every permit space entry operation. Entry shall not commence until all permit precautions have been taken.
2. The entry permit shall authorize entry by only the named employees, into a specified confined space, on a specified day, and during a particular shift.
3. The entry permit shall designate the Entry Supervisor by name. The Entry Supervisor shall confirm that pre-entry requirements are met, sign the permit, authorize entry, and brief Entrants, Attendants, and other involved persons on the specific hazards and their responsibilities towards ensuring a safe entry.
4. The completed entry permit shall be read, understood, and initialed by all involved employees before entry, and shall be posted in a readily visible location.
5. Copies of the entry permit shall be provided to the Safety Program Administrator within five working days, and copies shall be retained for a minimum of two years.

G. Designated Roles

Every permit space entry operation shall involve the designation of persons responsible for fulfilling the roles of Authorized Entrant, Attendant, Entry

Supervisor, and Atmospheric Testing Personnel. Multiple roles can be taken on by a single individual (e.g. an Attendant may also act as the Entry Supervisor) provided that the individual is trained and equipped to perform those duties. The role responsibilities are as follows:

1. Entry Supervisors shall be responsible for personnel involved with a permit space entry operation, and required to:
 - a. Ensure that individuals involved with the operation are authorized and trained to perform their duties.
 - b. Provide employees with advance notice of anticipated permit space entry work so that arrangements can be made for equipment and testing.
 - c. Perform pre-entry hazard assessment activities, and know the hazards that may be faced by Entrants, including the mode, signs, symptoms, and consequences of exposure.
 - d. Verify that the permit has been completed, testing specified on the permit has been completed, and procedures, practices, and equipment are in effect before endorsing the permit and authorizing entry.
 - e. Ensure that onsite non-entry rescue services are available.
 - f. Ensure that additional entry rescue services are available, and that means for summoning them are operable.
 - g. Ensure that entry operations comply with the terms and conditions of the permit.
 - h. Take measures to remove or prevent unauthorized personnel from entering the space
 - i. Ensure that transfer is made to another authorized supervisor when the responsibility for a permit space entry changes, and that the terms and conditions of the permit are maintained.
 - j. Direct employees to leave the area immediately and notify the responsible health and safety personnel to facilitate a re-evaluation if unexpected hazards arise.
 - k. Cancel the permit authorization when unacceptable conditions exist, or when permitted activities are completed.
 - l. Provide copies of the permit to the Safety Program Administrator when the entry operation is completed.

- m. Maintain copies of permits issued under their authority.
2. Authorized Entrants are required to:
- a. Know the potential hazards during entry, including the mode, signs, symptoms, and consequences of exposure.
 - b. Review and understand the Entry Permit, and agree to accept and abide by its conditions by initialing the permit.
 - c. As directed by the Entry Supervisor, assist in implementing safety practices and control measures such as isolation and ventilation.
 - d. Use equipment such as personal protective equipment, testing and monitoring equipment, and ventilating equipment as directed.
 - e. Maintain contact with the Attendant.
 - f. Alert the Attendant when a warning sign, exposure symptom, or other prohibited condition is detected.
 - g. Exit the space as quickly as possible when instructed by the Attendant of Entry Supervisor, an alarm is activated, or danger is perceived.
3. An Attendant shall be present outside the space during a permit space entry operation to communicate with the Entrants, monitor conditions of the space, and summon help in an emergency. The Attendant shall maintain communication with Entrants when out of the Attendant's sight. Additional responsibilities shall include:
- a. Maintain a count of persons working in the space and ensure their safety.
 - b. Maintain effective and continuous contact with the Entrants, using communications equipment as necessary.
 - c. Verify that the conditions and requirements of the Entry Permit are maintained.
 - d. Prevent the fouling of airlines and lifelines.
 - e. Direct Entrants to evacuate the space if a hazardous condition is observed.
 - f. Summon emergency services in an emergency.
 - g. If possible, attempt to perform non-entry rescue in an emergency without entering the space.

- h. Provide emergency rescue personnel with the Entry Permit and relevant information concerning the events leading up to the emergency.
 - i. Do not perform other tasks that interfere with the primary duty of monitoring and protecting Entrants.
 - j. Do not leave the assignment while personnel are inside the space, except to get help in an emergency.
4. Atmospheric Monitoring Personnel shall be required to:
- a. Maintain and calibrate testing equipment in accordance with the manufacturer's specifications before each use to ensure proper functioning.
 - b. Perform tests indicated on the Entry Permit, including additional necessary tests and record the results on the permit.
 - c. Ensure that the testing is representative of all areas of the space.

H. Re-Classification of a Permit Space to a Non-Permit Space

1. A permit space may be reclassified as a non-permit confined space if the following conditions are met:
 - a. The only hazard present is an actual or potential hazardous atmosphere.
 - b. Continuous forced air ventilation alone can maintain safe entry conditions.
 - c. Monitoring and inspection data support the above two items and are documented and available to Entrants.
 - d. If initial entry is required to obtain the above information and data, the entry shall be performed in accordance with the permit system requirements described above.
2. Once a space has been re-classified as a non-permit space, provisions for continuous forced air ventilation and periodic retesting for hazardous atmospheric conditions shall be made to control potential hazards.
3. An Entry Permit shall be completed to document the actions taken for re-classification, and a copy of the Entry Permit shall be provided to the Safety Program Administrator upon completion.

VIII. RESCUE AND EMERGENCY SERVICES

A. General Information

1. The City shall ensure that Attendants are trained to perform rescue and emergency services necessary for permit-space entry operations, including non-entry rescue, first aid and CPR techniques, and summoning emergency services for entry rescue.
2. Untrained employees shall not be permitted to perform entry rescue or to enter confined spaces during an emergency.

B. Non-Entry Rescue

1. If a person has collapsed or appears to be having difficulty while working in a confined space, the Attendant shall:
 - a. Summon emergency services using the predetermined procedures such as dialing 911 or calling a local emergency phone number.
 - b. If possible, attempt to retrieve the person from outside the space using the harness retrieval system. At no time shall the Attendant enter the space during an emergency.
 - c. If a non-entry rescue is successful, immediately check for injuries and render first aid and CPR as necessary until medical help arrives.
 - d. Brief and assist emergency services personnel upon their arrival.
2. For a non-entry rescue, retrieval systems or other methods shall be used when Entrants enter a space, unless the equipment would increase the risk of entry or would not contribute to the rescue.
3. Retrieval systems shall meet the following requirements:
 - a. Authorized Entrants shall use a chest or full-body harness, with a retrieval line attached at a point so that when rescued, the Entrant presents the smallest possible profile (generally at the center of the back, near shoulder level).
 - b. Wristlets may be used in lieu of a harness if the harness is infeasible or creates a greater hazard, and that the use of wristlets is the safest alternative.
 - c. The other end of the retrieval line shall be attached to a mechanical device (e.g. tripod and lifting device) or fixed point outside the

space. A mechanical device shall be available from all vertical type spaces greater than five feet deep.

C. Entry Rescue

The Fire Department shall act as the designated entry rescue team. The City shall:

1. Verify that the Fire Department is available to respond prior to each permit space entry.
2. Inform the Fire Department of the hazards they may confront when called to perform rescue services.
3. Provide the Fire Department with access to all permit spaces from which rescue may be necessary so that they can develop rescue plans and practice rescue operations.

IX. EQUIPMENT

The following equipment shall be available for use during confined space entry operations, at no cost to employees, for program compliance:

- A. Atmosphere testing and monitoring equipment that detects the presence or deficiency of oxygen, flammability, and toxic substances. A professional or expert consultant shall be retained to perform monitoring beyond the limits of on-hand instrumentation.
- B. A portable ventilation blower and hose
- C. Lock-out or tag-out devices
- D. A tripod, hoisting device, harness, and lifeline
- E. A self-contained breathing apparatus with a minimum 30-minute air supply for emergency purposes
- F. Personal protective equipment necessary for respiratory protection, head protection (hard hat), body protection (gloves and/or coveralls to protect against the encountered materials, safety eyewear, safety footwear, and personal fall protection
- G. Adequate lighting such as flashlights or extension lamps approved for the entry environment
- H. Devices for two-way communication such as radios when Entrants are out of sight
- I. Non-sparking tools and low-voltage electrical tools for work in hazardous and wet locations

- J. Portable power tools and lamps that are grounded and equipped with ground fault circuit interrupters

X. CONTRACTOR NOTIFICATION

The City shall inform all contractors, vendors, or other visitors who may be required to work in confined spaces of identified permit and non-permit spaces, of potential hazards associated with those spaces (e.g. fire, explosion, or other health and safety hazard), and of the contractor's/vendor's/visitor's independent responsibility to comply with applicable safety rules and regulations.

Affected contractors/vendors/visitors are required to prepare and implement written confined space entry procedures that, at a minimum, meet the requirements contained in this program.

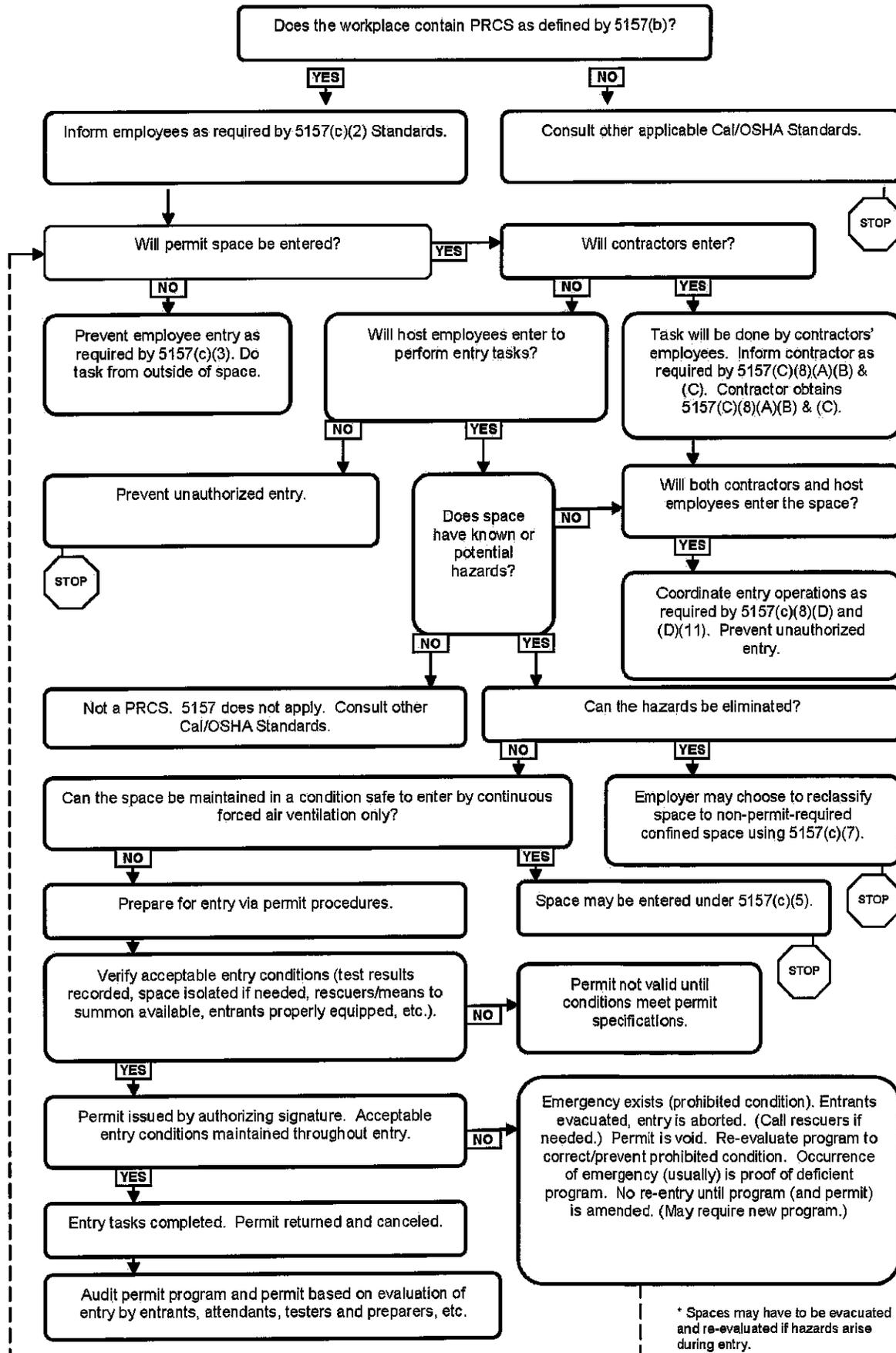
Appendix A: CONFINED SPACE ENTRY PERMIT

Date & Time Issued:	Date & Time Permit Expires:	Entry supervisors name (please print):	
Description of Work:			
Equipment Affected:		Confined Space ID:	
Standby Team:			
Pre-entry atmospheric checks	Time	Time	Testers Initials
Oxygen (minimum 19.5%-max 23.5%)			
Explosive % LEL (less than 10% LEL)			
H ₂ S (less than 10ppm)			
CO (less than 35ppm, 25ppm / in)			
Pre-entry F fluid systems isolation	Yes	No	N/A
Pumps / lines blinded, blocked, disconnected			
Ventilation source established	Yes	No	N/A
Mechanical forced air			
Natural ventilation			
Post ventilation pre-entry atmospheric checks	Time	Time	Testers Initials
Oxygen minimum 19.5% - maximum 23.5%			
H ₂ S (less than 10ppm)			
CO (less than 35ppm, 25ppm in sewers)			
Communication procedures: (established per specific confined space entry plan)			
Rescue procedures (established per specific confined space entry plan)			

Appendix B: ENTRY CERTIFICATE

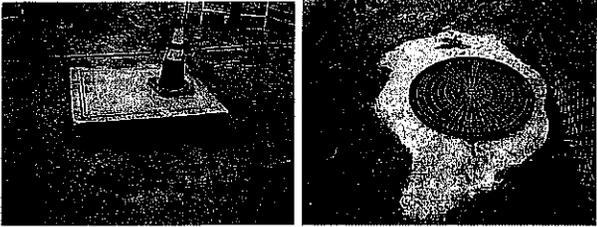
Training Verification – for the following persons and space to be entered				Yes		No	
All persons entering the space							
Individual(s) acting as supervisor for the entry							
Individual(s) designated as Attendant to monitor access and interior activities							
Equipment on Scene	Yes	No	N/A	Equipment on Scene	Yes	No	N/A
Gas Monitor				Life Line			
Safety Harness				Hoisting Equipment			
Fall Arrest Gear				Communication Equipment			
Protective Clothing				Elect Gear Properly Rated			
Pre-entry Atmospheric checks				Time	Time	Testers Initials	
Oxygen (Minimum 19.5%-Max 23.5%)							
Explosive % LEL (Less than 10% LEL)							
H ₂ S (Less than 10ppm)							
CO (Less than 35ppm, 25ppm / in)							
<p>We have reviewed the work authorized by this permit and the information contained herein. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any boxes are marked in the “No” column. This permit is not valid unless all appropriate items are completed.</p> <p>Approved by: (Entry Supervisor) _____ Date: _____</p> <p style="text-align: center;">THIS PERMIT IS TO BE KEPT AT JOB SITE.</p> <p>Return a copy to _____ following job completion.</p> <p>Canceled by: (Entry Supervisor) _____ Date/Time: _____</p>							

Appendix C: DECISION FLOWCHART



* Spaces may have to be evacuated and re-evaluated if hazards arise during entry.

Appendix D – IDENTIFICATION OF CONFINED SPACES

Confined Space Description	
Manhole/Storm Drains	
Classification	
Permit-Required	
Location	
Throughout the City	
Purpose for Entry	
Maintenance, Inspections	

Known Confined Space Hazardous Conditions	
Atmospheric	Evaluate Pre-Entry
Hazardous Materials Use	N/A
Residual Materials	Evaluate Pre-Entry
Physical Hazards	Falls, Cuts
Configuration Hazards	Difficult Exit, Sharp Objects, Fall Hazards
Engulfment Hazards	Sudden Unexpected Flows

Personal Protective Equipment	Entry Equipment
Clothing: Long Sleeve, Long Pants	Air Monitoring Equipment: As Needed
Head: Hard Hat	Communication Equipment: Vocal/Two Way Radio
Eye: Safety Glasses	Rescue Equipment: Unihoist with Retrieval Winch
Hearing: Ear Plugs (as needed)	Ventilation: As Needed
Hand: Gloves (as needed)	SDS: As Needed
Foot: Safety Boots with Rubber Pull over for water	Lighting: As Needed
Fall: Rescue Harness	Lockout/Tagout
Respiratory:	

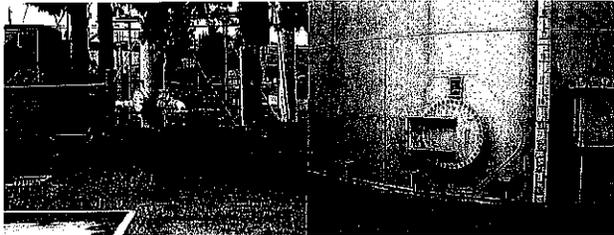
Rescue Plan for this Confined Space
Tripod Retrieval System and call 9-1-1 in the event of an emergency

Confined Space Description	
Wet and Dry Wells	
Classification	
Permit-Required	
Location	
Pioneer, Guadalupe, Boy & Girls Club Lift Stations	
Purpose for Entry	
Maintenance, Inspections, Pump Repair	

Known Confined Space Hazardous Conditions	
Atmospheric	Evaluate Pre-Entry
Hazardous Materials Use	N/A
Residual Materials	Evaluate Pre-Entry
Physical Hazards	Falls, Cuts
Configuration Hazards	Difficult Exit, Sharp Objects, Fall Hazards
Engulfment Hazards	Sudden Unexpected Flows

Personal Protective Equipment	Entry Equipment
Clothing: Long Sleeve, Long Pants	Air Monitoring Equipment: As Needed
Head: Hard Hat	Communication Equipment: Vocal/Two Way Radio
Eye: Safety Glasses	Rescue Equipment: Unihoist with Retrieval Winch
Hearing: Ear Plugs (as needed)	Ventilation: As Needed
Hand: Gloves (as needed)	SDS: As Needed
Foot: Safety Boots with Rubber Pull over for water	Lighting: As Needed
Fall: Rescue Harness	Lockout/Tagout
Respiratory:	

Rescue Plan for this Confined Space
Tripod Retrieval System and call 9-1-1 in the event of an emergency

Confined Space Description	
Water Reservoirs & Tanks	
Classification	
Permit Confined Space	
Location	
Bonita, Obispo, Elevated Water Storage Tanks	
Purpose for Entry	
Inspection, Repair, Cleaning	

Known Confined Space Hazardous Conditions	
Atmospheric	Oxygen Deficient – Continuous Monitoring
Hazardous Materials Use	Chlorine Solution
Residual Materials	None
Physical Hazards	Falls
Configuration Hazards	Difficult Exit, Fall Hazards
Engulfment Hazards	None – Empty Tank

Personal Protective Equipment	Entry Equipment/Conditions
Clothing: Long Sleeves, Long Pants	Air Monitoring Equipment: Continuous Monitoring
Head: Hard Hat	Communication Equipment: Vocal
Eye: Safety Glasses or Goggles	Rescue Equipment: Unihoist Retrieval System
Hearing:	Ventilation: Constant flow of breathable air
Hand: Gloves (as needed)	SDS: As Needed
Foot: Safety Boots with Rubber Pull Overs	Lighting: As Needed
Fall: Rescue Harness	Lockout/Tagout: Close and Tag Main Water Lines
Respiratory:	

Rescue Plan for this Confined Space
Call 9-1-1 in the event of an emergency. If tank entrance is situated above, Tripod Retrieval System to be used.

Confined Space Description
Crawl Spaces/Attics
Classification
Non-Permit Required Confined Spaces
Location
Senior Center, Obispo/City Yard, Underneath City Hall
Purpose for Entry
Maintenance, Inspection, Plumbing



Known Confined Space Hazardous Conditions	
Atmospheric	
Hazardous Materials Use	
Residual Materials	
Physical Hazards	
Configuration Hazards	
Engulfment Hazards	

Personal Protective Equipment	Entry Equipment
Clothing: Long Sleeves, Long Pants	Air Monitoring Equipment
Head:	Communication Equipment
Eye: Safety Glasses	Rescue Equipment
Hearing:	Ventilation: As Needed
Hand:	SDS: As Needed
Foot: Safety Boots	Lighting: As Needed
Fall:	Lockout/Tagout
Respiratory:	

Rescue Plan for this Confined Space

Confined Space Description	
Headworks – Waste Water Retrieval	
Classification	
Permit Required	
Location	
Waste Water Plant	
Purpose for Entry	
Maintenance, Unclogging, Inspection	

Known Confined Space Hazardous Conditions	
Atmospheric	Potentially Hazardous Atmosphere
Hazardous Materials Use	
Residual Materials	
Physical Hazards	Falls, Cuts
Configuration Hazards	Easy to Enter Initial Stage, Difficult to enter lower portion – potential for entrapment
Engulfment Hazards	Sudden Unexpected Flows

Personal Protective Equipment	Entry Equipment
Clothing:	Air Monitoring Equipment
Head:	Communication Equipment
Eye:	Rescue Equipment
Hearing:	Ventilation: As Needed
Hand:	SDS: As Needed
Foot:	Lighting: As Needed
Fall:	Lockout/Tagout
Respiratory:	

Rescue Plan for this Confined Space

Appendix E
EMPLOYEE ACKNOWLEDGEMENT OF CONFINED SPACE ENTRY PROGRAM

This is to acknowledge that I have received a copy of the City of Guadalupe Confined Space Entry Program and that I have read the policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. Regardless of what the Policy states or provides, the City retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)

CITY OF GUADALUPE

HAZARDOUS ENERGY CONTROL PROGRAM

LOCKOUT/TAGOUT/BLOCKOUT

OCTOBER 2015

Revisions

Date of Revision	Revised by	Summary of Revisions
2015	SAFETY PROGRAM ADMINISTRATOR	Initial Development

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I. Employer Policy

City of Guadalupe is committed providing a safe and healthful work and educational environment. To that end, City of Guadalupe will:

- Establish policies and programs designed to protect the health and safety of for employees and visitors
- Provide safe workplaces for employees and visitors
- Provide information to for employees and visitors about health and safety hazards;
- Identify and correct health and safety hazards and encourage for employees and visitors to report hazards
- Provide information and safeguards for those on site regarding hazards arising from operations at City of Guadalupe.

II. Purpose

The purpose of this program is to prevent injuries resulting from the uncontrolled release of hazardous energy when servicing, repairing, setting up, and adjusting machinery and equipment. The program is intended to assist in complying with California Code of Regulations, Title 8 (CCR8), Section 3314, *The Control of Hazardous Energy for the Cleaning, Repairing, Servicing, Setting-Up, and Adjusting Operations of Prime Movers, Machinery and Equipment, Including **Lockout/Tagout***, et al.

III. Scope

The program generally applies to the employees of City of Guadalupe, and specifically applies to the Public Works and Wastewater Department, and the specific equipment and machinery outlined in Appendix B.

The program also applies to contractors who may be called upon to provide service to the machinery and equipment within the City of Guadalupe.

When or if an employee violates these procedures, disciplinary action will be applied in accordance with the City's personnel policies and procedures, regardless of whether or not physical harm or equipment damage results from the violation.

IV. Definitions

Affected Employee: An employee whose job requires him/her to operate or use a machine or equipment on which cleaning, repairing, servicing, setting-up or adjusting operations are being performed under **Lockout** or **Tagout**, or whose job requires him/her to work in an area in which such activities are being performed. **Affected Employees** may include employees, students, aides, volunteers, or others in the building.

Authorized Employee: A person who locks out or tags out machines or equipment in order to perform cleaning, repairing, servicing, setting-up or adjusting operations on that machine or equipment. An **Affected Employee** becomes an **Authorized Employee** when that employee's duties include performing cleaning, repairing, servicing, setting-up or adjusting operations covered under this program.

Capable of Being Locked Out: An **Energy Isolating Device** is **Capable of Being Locked Out** if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other **Energy Isolating Devices** are **Capable of Being Locked Out**, if **Lockout** can be achieved without the need to dismantle, rebuild, or replace the **Energy Isolating Device** or permanently alter its energy control capability.

Energized: Connected to an **Energy Source** or containing residual or stored energy.

Energy Control Procedures: Steps to reduce the **Energy Sources** to a **Zero Mechanical State**. These steps are outlined in the appendices of this program.

Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including, but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and in addition, no pole can be operated independently; a line valve; and a block or isolate energy. Push buttons, selector switches, and other control circuit type devices are not **Energy Isolating Devices**.

Energy Source: Employees may be exposed to hazardous energy in several forms and combinations during installation, maintenance, service, or repair work. Examples include:

- Kinetic (mechanical) energy in the moving parts of mechanical systems
- Potential energy stored in pressure vessels, gas tanks, hydraulic or pneumatic systems, suspended parts, and springs (potential energy can be released as hazardous kinetic energy)

- Electrical energy from generated electrical power, static sources, or electrical storage devices (such as batteries or capacitors)
- Thermal energy (high or low temperature) resulting from mechanical work, radiation, chemical reaction, or electrical resistance
- Steam and condensate systems under pressure

(Note: Once the **Energy Sources** are neutralized, a machine is in a **Zero Mechanical State (ZMS)**. **Zero Mechanical State** provides the greatest protection against unexpected mechanical movement. Therefore, the objective of good **Lockout** procedures is to achieve **Zero Mechanical State**.

Equipment Survey: An analysis of the equipment and machinery intended to identify **Energy Sources** and **Energy Control Procedures** in order to reach a **Zero Mechanical State**.

Group Lockout: Lockout performed simultaneously by more than one **Authorized Employee**.

Group Lockout Leader: The employee who is primarily responsible for administering a **Group Lockout**.

Lockout: The placement of a **Lockout** on an **Energy Isolating Device** in accordance with an established **Energy Control Procedure**, ensuring that the **Energy Isolating Device** and the equipment being controlled cannot be operated until the **Lockout** is removed.

Lockout or Tagout Device: A device that utilizes a positive means, such as a lock (either key or combination type), to an **Energy Isolating Device** in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds. **Lockouts** shall indicate the identity of the employee applying the device(s).

Safety Program Administrator: The employee who is responsible for the administration of this **Lockout/Tagout** Program.

Servicing and/or Maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities, performed where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy, include lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes. Additional typical situations include:

- When it is necessary to bypass or remove a guard or other safety device
- When it is necessary to place any part of your body where you could be caught by moving machinery

- When it is necessary to place any part of your body near an exposed or uninsulated electrical circuit
- When it is necessary to work on high-pressure systems or on piping which contains hazardous materials

Setting Up: Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout: The placement of a **Tagout Device** on an **Energy Isolating Device**, in accordance with an established procedure, to indicate that the **Energy Isolating Device** and the equipment being controlled may not be operated until the **Tagout Device** is removed.

Tagout Device: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an **Energy Isolating Device** in accordance with an established procedure, to indicate that the **Energy Isolating Device** and the equipment being controlled may not be operated until the **Tagout Device** is removed. **Tagout Devices** shall indicate the identity of the employee applying the device.

Verification of Isolation (Tryout): Activating a machine's on/off switch in order to confirm that the **Energy Sources** have been isolated.

Zero Mechanical State: When all **Energy Sources** (kinetic, gravity, electrical, thermal, pressure, etc.) are neutralized, a machine is in a **Zero Mechanical State (ZMS)**. ZMS is the objective of **Energy Control Procedures**.

V. Basic Lockout / Tagout Principles

This program, and **Energy Control Procedures** in general, are intended to protect employees against equipment activation when performing Servicing and/or Maintenance. The **Energy Sources** for some equipment are relatively easily controlled, while other systems require more complex steps to ensure employee safety.

Hazards of work on corded and plug-connected electric equipment are considered satisfactorily controlled when the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the **Energy Source**. **Note:** The plug must be under the exclusive control of the employee performing the work. A worker may use an additional **Lockout** or **Tagout Device** as an additional measure to prevent accidental use of the equipment.

All equipment that is subject to the **Lockout Tagout Standard** and **Capable of Being Locked Out** must be positively locked out to protect against accidental or inadvertent operation when operation could cause injury. Locks are to be applied and removed only by the **Authorized Employee** who is performing the servicing or maintenance.

No one should attempt to operate locked out equipment, except during Verification of Isolation (Tryout). Verification of Isolation (Tryout) should only be performed by an **Authorized Employee** after **Energy Control Procedures** have been completed.

Appropriate **Lockouts** are provided by the employer to **Authorized Employees**. If a **Lockout** cannot be applied, or if equipment is not **Capable of Being Locked Out**, apply a **Tagout Device** and take additional precautions as needed to ensure the level of safety is equal to that of a **Lockout**.

Lockouts with an appropriate DANGER warning tag shall be used only for energy control and not for other purposes. Prior to the servicing or maintenance of equipment, a padlock and DANGER warning tag will be obtained from the Safety Program Administrator. Each **Lockout** should be keyed differently with no master key or duplicate keys available.

Tagout Devices should include appropriate warnings and should identify the name of the person applying the device, the date of the **Tagout**, and the reason for the **Tagout**.

VI. Employer Responsibilities

Safety Program Administrator

- Implementation and enforcement of this program.
- Provide training to employees regarding this plan.
- Make this program available to contractors who may be required to work on equipment that falls within the scope of this plan or work within an area covered by this plan.
- Create and maintain a current **Equipment Survey** in accordance with Appendix B of this Program. The listing shall be updated each time a change occurs or at minimum annually.
- Maintain an adequate supply of padlocks, DANGER tags, and other appropriate **Lockouts** as needed for use each time a **Lockout/Tagout** is performed.
- Create and maintain records of training in accordance with organizational policy and in accordance with applicable regulatory standards.

Authorized Employee

- Each **Authorized Employee** is responsible to follow this program and all required procedures.
- Notify the Safety Program Administrator prior to a **Lockout** process.

Affected Employees

- Each **Affected Employee** is responsible for learning and following the procedures and practices outlined this program.

Contractors

- Outside personnel or contractors involved in **Lockout** of equipment or machinery that affects our employees must submit their **Energy Control Procedures**, in writing, to the Safety Program Administrator. All **Affected Employees** must be trained in and familiar with the contractor's submitted procedure.

- In order to protect employees, the contractor's work area will be isolated, and access by employees will be restricted. If this is impractical or cannot be accomplished, the Safety Program Administrator must assure the contractor's compliance with proper **Energy Control Procedures**.

VII. Training and Communication

Each department/facility affected by the scope and application of this program is required to provide training to ensure that the purpose and function of this Hazardous Energy Control Program is understood by their employees and contractors. Training shall include the following:

- An overview of the Cal/OSHA Standard, CCR8, Section 3314, *The Control of Hazardous Energy, et seq.*, and the contents of this program.
- Recognition of hazardous **Energy Sources**, the type(s) and magnitude of the energy that employees are exposed to in the workplace, and the means and methods necessary for energy isolation and control.
- Each **Affected Employee** shall be instructed in the purpose and use of the **Energy Control Procedure**.
- All other employees whose work operations are or may be in an area where **Energy Control Procedures** may be utilized shall be instructed about the procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked or tagged out.
- Refresher training shall be provided for all authorized and **Affected Employees** whenever there is a change in their job assignments, a change in machinery, equipment, or processes that present new hazards or when there is a change in **Energy Control Procedures**.
- Refresher training shall also be conducted whenever a periodic inspection or **Equipment Survey** reveals, or whenever there is reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the **Energy Control Procedures**.
- Refresher training shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

VIII. Recordkeeping

- Training records will be created and maintained in accordance with organizational policy, and in accordance with CCR8, Section 3203.

IX. References

- California Code of Regulations, Title 8, Section 3203, Illness and Injury Prevention Program.
- California Code of Regulations, Title 8, Section 3314, The Control of Hazardous Energy for the Cleaning, Repairing, Servicing, Setting-Up, and Adjusting Operations of Prime Movers, Machinery and Equipment, Including **Lockout/Tagout**.
- California Code of Regulations, Title 8, Section 2320.4, **De-Energized** Equipment or Systems.
- California Code of Regulations, Title 8, Section 2320.5, Energizing (or Re-energizing) Equipment or Systems.
- California Code of Regulations, Title 8, Section 2320.6, Accident Prevention Tags.
- California Code of Regulations, Title 8, Section 2530.43, Automatic Restarting.
- California Code of Regulations, Title 8, Section 2530.86, Motor Not in Sight from Controller.

X. Appendix A – General Lockout/Tagout/Tryout Procedures

1. Make Notifications

Notify **Affected Employee(s)** that a **Lockout** will be performed, the reason for the **Lockout**, and the expected duration.

2. Prepare for Lockout

Gather all necessary equipment, tools, locks, tags, and personal protective equipment to the **Lockout** location.

3. Machine or Equipment Shutdown

Determine all sources of energy feeding into the machine or equipment. Shut down the equipment. Note: Specific equipment shutdown sequences may be required.

4. Isolation and Lockout/Tagout

Isolate equipment from all **Energy Sources**, and apply **Lockout/Tagout Devices**. Note: If equipment is **Capable of Being Locked Out**, a **Lockout** should be used. If equipment is not **Capable of Being Locked Out**, a **Tagout Device** may be used when additional precautions are taken to provide the same level of safety as a **Lockout**. Note: Specific Equipment **Lockout/Tagout** procedures are required. Check Appendix B for specific **Energy Control Procedures**.

Locks and Tags are located in the Obispo and Bonita Water Lift Stations.

Group Lockout/Tagout Procedures

- When a **Group Lockout** is performed, a **Group Lockout Leader** should be designated. The **Group Lockout Leader** must be an **Authorized Employee**. The **Group Lockout Leader** will have responsibility for control of the **Group Lockout** procedure.
- When **Group Lockout/Tagout** is performed, each **Authorized Employee** participating in the **Group Lockout/Tagout** must affix their locks to the **Lockout/Tagout Device**.

5. Release Stored Energy

Dissipate or control all **Energy Sources** in order to reach a zero energy state. Examples include, but are not limited to, capacitors, springs, hydraulic/pneumatic cylinders, and pressurized piping.

6. Verification of Isolation (Tryout)

To ensure that all **Energy Sources** have been isolated, ensure that no personnel can be exposed to operating machinery or equipment and operate all controls to ensure that the equipment will not operate. Test all controls and indicators to ensure the equipment has been isolated from all **Energy Sources**. **CAUTION:** Ensure all controls have been returned to their off or neutral positions upon completion of the test.

Group Lockout/Tagout Procedures

- Each **Authorized Employee** in the **Group Lockout/Tagout** should perform the Verification of Isolation (Tryout) before performing service/maintenance work.

7. Jogging or Cycling (If applicable)

If, during repair or maintenance activities, the machine or equipment is required to be jogged or cycled, list the location of **Lockout/Tagout Device(s)** that can be removed to accomplish this. Only the **Lockout/Tagout Devices** absolutely necessary to allow the equipment or machine to be jogged or cycled should be removed. After the equipment or machine has been cycled or jogged, the **Lockout/Tagout Devices** shall be reapplied and above steps shall be repeated prior to commencing work.

8. Release from Lockout/Tagout and Restoring to Service

- a. Make sure all tools and other materials have been removed.
- b. Make sure machines are fully reassembled and guards and other safety devices have been reinstalled or reactivated.
- c. Make sure that no employees are exposed. Check the work area to ensure that all employees are clear of the equipment or machine.
- d. Verify that all controls are in their neutral or off position.

- e. Each **Lockout/Tagout Device** shall be removed from each energy isolation device by the **Authorized Employee** who applied the device.
Note: Specific equipment **Lockout/Tagout** procedures may be required.
- f. Notify all **Affected Employees** that the **Lockout/Tagout Devices** have been removed and machinery or equipment is returned to normal, safe operation.

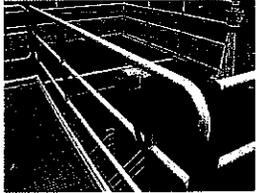
XI. Appendix B - Specific Lockout/Tagout/Tryout Procedures & Inventory

These steps are specific to each piece of equipment or machinery that falls within the scope of this Program. The specific steps described herein are the steps necessary to complete Step #4 in the General **Energy Control Procedures** – Appendix A

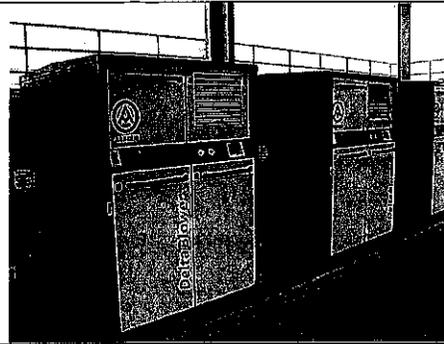
Equipment Description		
BarScreen		
Locations		
Waste Water Treatment Plant		
Manufacturer:	Head Works	
Identification:		
List other equipment where same procedures apply		
None		

Energy Sources	Stored/Source	Locking Device	Location
Electrical	Hard-Wired	Breaker Lock	
Hydraulic			
Pneumatic			
Water	Water Accumulation		Base of Conveyor Belt
Mechanical	Conveyor Belt Movement	Flexible Wire Rope	Conveyor Belt Surface
Other			

Shut Down Procedures	
1.	Notify Affected Employees
2.	Shut down the equipment by turning it off on the control panel (photo 1)
3.	Depress emergency shut off (photo 2)
4.	Install Warning Tags on Control Panel and Emergency Shut Off Switch
5.	If working on the conveyor belt – ensure belt is stationary – Lock belt with flexible wire and lock
6.	
Zero Energy Check	
1.	Check for operation
2.	
3.	
Restoring Equipment to Service	
1.	Reverse Steps of shut down procedure
2.	
3.	

Photo 1	Photo 2	Photo 3	Photo 4
			

Equipment Description	
Delta Blower	
Locations	
Waste Water Treatment Plant	
Manufacturer:	
Identification:	
List other equipment where same procedures apply	
None	

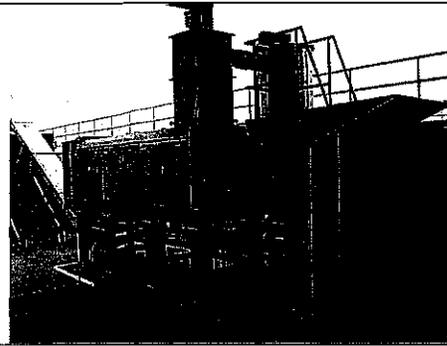


Energy Sources	Stored/Source	Locking Device	Location
Electrical	Hard Wired		Rear of Machines
Hydraulic			
Pneumatic	Compressed Air (vacuum)	Valve	Rear of Machines (photo 1)
Water			
Mechanical			
Other			

Shut Down Procedures	
1.	Notify affected employees
2.	Shut down the blower by turning it off on the control panel
3.	Install Warning Tags on the control panel and any other on/off switch
4.	Close Air/Vacuum Valves (photo 1) Closed valves are perpendicular to the air pipe
5.	Install locking device on the closed valve
6.	Bleed any excess air from the lines
Zero Energy Check	
1.	No specific zero energy check
2.	
3.	
Restoring Equipment to Service	
1.	Reverse shut down procedures
2.	
3.	

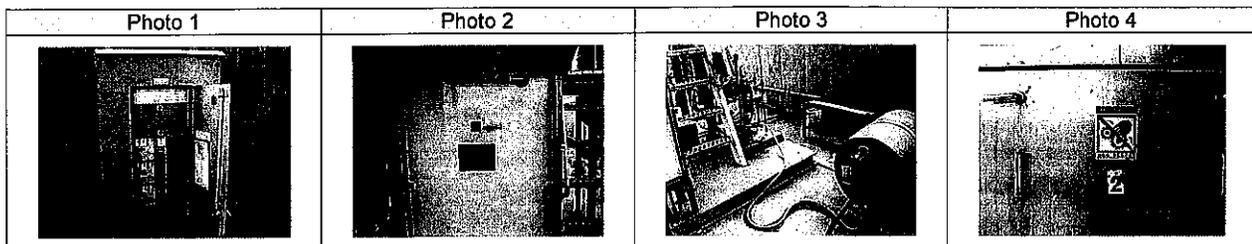
Photo 1	Photo 2	Photo 3	Photo 4
			

Equipment Description	
Sludge Press	
Locations	
Waste Water Treatment Plant	
Manufacturer:	
Identification:	
List other equipment where same procedures apply	
None	

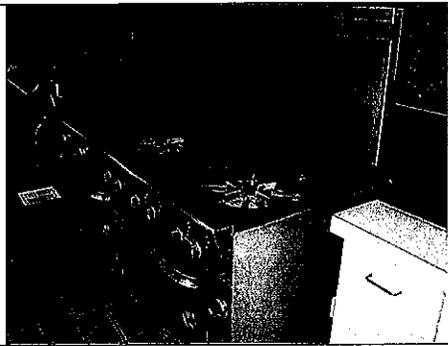


Energy Sources	Stored/Source	Locking Device	Location
Electrical	Hard Wired	Breaker Lock	Panel PB (photo 1)
Hydraulic			
Pneumatic	Water line		Water line (photo 3)
Water	Store sludge		Sludge tank
Mechanical	Conveyor belt/movable gear		Conveyor line (photo 4)
Other			

Shut Down Procedures	
1.	Notify affected employees
2.	Shut down the press by turning it off on the control panel (photo 2)
3.	Open breaker, install breaker lock (photo 1)
4.	Close water valves (photo 3) Bleed lines if pressurized
5.	Empty water sludge from tank (if necessary)
6.	If working on conveyor belt, install flexible wire rope and lock (photo 4)
Zero Energy Check	
1.	Attempt to turn on the machine
2.	
3.	
Restoring Equipment to Service	
1.	Reverse shut down procedures
2.	
3.	

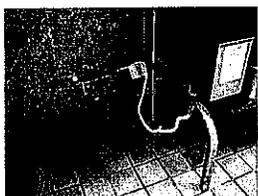


Equipment Description	
Gas & Electric Stove	
Locations	
Senior Center/Boys & Girls Club	
Manufacturer:	
Identification:	
List other equipment where same procedures apply	
Oven (photo 2)	



Energy Sources	Stored/Source	Locking Device	Location
Electrical	Hard Wired	Breaker Lock	Breaker Panel in Kitchen
Hydraulic			
Pneumatic	Natural Gas	Shut-off Valve	Left of Stove near wall (photo 1)
Water			
Mechanical			
Other			

Shut Down Procedures	
1.	Shut down the gas, bleed excess gas from line (photo 1)
2.	Open breaker, install breaker lock
3.	Open oven breaker, install breaker lock (if working on oven)
4.	
5.	
6.	
Zero Energy Check	
1.	Leave alone for 10 minutes to let gas dissipate – be mindful of potential excess gas in the air
2.	Attempt to turn on the gas burner
3.	
Restoring Equipment to Service	
1.	Reverse shut down procedures
2.	
3.	

Photo 1	Photo 2	Photo 3	Photo 4
			

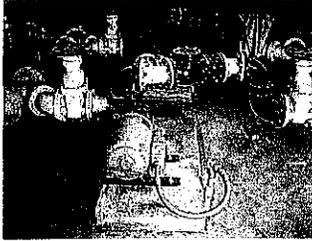
Equipment Description	
Water Heater	
Locations	
All facilities – generic photos used	
Manufacturer:	
Identification:	
List other equipment where same procedures apply	



Energy Sources	Stored/Source	Locking Device	Location
Electrical	Hard Wired	Breaker Lock	Breaker panel (locate)
Hydraulic			
Pneumatic	Natural Gas	Shut-Off Valve	Locate (Photo 1)
Water	Hot water	None	
Mechanical			
Other			

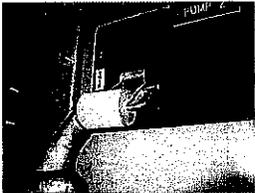
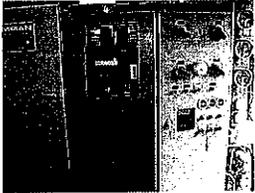
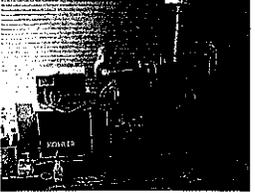
Shut Down Procedures	
1.	Turn off electrical source – it could be a wall-transformer switch or the circuit breaker – Install Breaker Lock
2.	Turn off water source – usually a yellow handle near the top of the tank (photo 2)
3.	Shut off the natural gas source – gas line is off when handle is perpendicular to the line (photo 1)
4.	Drain the water heater
5.	Open the relief valve
6.	
Zero Energy Check	
1.	No specific zero energy check
2.	
3.	
Restoring Equipment to Service	
1.	Reverse shut down procedures
2.	
3.	

Photo 1	Photo 2	Photo 3	Photo 4

Equipment Description		
Water Pumps		
Locations		
Obispo, Guadalupe, and Bonita Water Stations		
Manufacturer:		
Identification:		
List other equipment where same procedures apply		

Energy Sources	Stored/Source	Locking Device	Location
Electrical	Hard Wired	Breaker Lock	Panel/Control Panel
Hydraulic			
Pneumatic			
Water	Water in lines	Large Valve Lock	
Mechanical			
Other			

Shut Down Procedures	
1.	Notify affected employees
2.	Turn off the pump by moving the applicable switch down (photo 1 – Obispo/ Photo 2 – Bonita)
3.	Lockout the switch by pushing the metal pin to the right and insert locking device through the loop
4.	Install Warning Tags on Switch and Pump Controls
5.	Close water lines – install large valve lock. Bleed excess water if necessary and/or able
6.	Shut down all related equipment by the normal procedures
<p>Most pumps operate on 110 or 220 volt electricity. Some pumps have knife switches for disconnects. Some pumps may have starting capacitors. Hot water pumps have hot water in and out. Gate or ball valves control water flow. Cold water pumps have cold water in and out. Gate or ball valves control water flow.</p> <p>De-activate the energy isolating device(s). If the pump has a knife switch, throw the switch to the off (open) position. Move the breaker to the off (open) position. Close all water valves, in and out.</p>	
Zero Energy Check	
1.	No specific zero energy check
Restoring Equipment to Service	
1.	Follow proper pump start-up procedures

Photo 1	Photo 2	Photo 3	Photo 4
			

XII. Appendix E - Employee Acknowledgement of Lockout Policy

This is to acknowledge that I have received a copy of the City of Guadalupe Lockout Policy and that I have read the policy and understand my rights and obligations under the Policy.

I understand that this Policy represents only current policies, procedures, rights and obligations and does not create a contract of employment. Regardless of what the Policy states or provides, the City retains the right to add, change or delete provisions of the Policy and all other working terms and conditions without obtaining another person's consent or agreement.

My signature below further signifies that I have read this Policy and that I accept and will abide by all of its provisions.

PRINT FULL NAME _____

SIGNED _____

DATE _____

(RETAIN IN EMPLOYEE PERSONNEL FILE)

CITY OF GUADALUPE

**EXCAVATIONS, TRENCHES, and EARTHWORK
POLICY**

October 2015

I. POLICY

This policy sets forth the minimum requirements associated with activities involving excavation, trenching, and earthwork for the City of Guadalupe. This policy applies to all employees involved with such work. The City of Guadalupe outsources all Trenching/Excavation activities.

II. PURPOSE

To establish procedures for all excavations, trenches, and earthwork, consistent with Title 8, California Code of Regulations, Construction Safety Orders, Sections 1539 through 1541.

This directive establishes procedures and responsibilities for safeguarding personnel working in excavations and trenches. The following procedures shall be followed whenever it is determined that trenching or excavation shoring is necessary for Agency or contract employees.

III. RESPONSIBILITIES

All excavations, trenches and earthwork will be under the direction of a competent person. This person should be capable of identifying existing and predictable hazards in the surroundings, or working conditions that are unsanitary, hazardous, or dangerous to employees, and have authorization to take prompt corrective measures to eliminate them.

IV. GENERAL PROVISIONS

- A. Before opening an excavation, all interferences such as trees, sidewalks, and foundations shall be removed or supported as necessary to protect employees and the public.
- B. The estimated location of utility and other underground installations that may be encountered during excavation work shall be determined before opening the excavation.
- C. When excavation operations approach the estimated location of underground installations, the exact location of the installations shall be determined by safe and acceptable means, usually by hand digging with an insulated shovel and the use of suitable gloves.
- D. If electric cables are damaged, the following steps shall be taken:
 - 1. If the damaged cable belongs to a utility other than the one performing the work, this utility shall be notified at once.
 - 2. The area shall be barricaded and the public kept out until hazardous conditions can be eliminated.

- E. If gas lines are damaged, the following steps shall be taken as soon as possible:
 - 1. The hole shall be left open to allow the gas to dissipate into the atmosphere.
 - 2. All possible sources that may ignite the gas shall be removed or eliminated.
 - 3. Residents in the area shall be warned when necessary and the public kept out.
 - 4. The local fire department shall be notified immediately.
 - 5. The local police department shall be notified.
- F. If communication cables are damaged, the communication company shall be notified.
- G. While the excavation is open, underground installations shall be protected, supported or removed to safeguard employees.
- H. A stairway, ladder, ramp or other safe means of egress shall be loaded in trench excavations that are four feet or more in depth so as to require no more than twenty five feet of lateral travel.
- I. Employees exposed to vehicular traffic shall wear orange reflective vests and other suitable garments.
- J. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall wear hard hats and stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.
- K. When mobile equipment is operated adjacent to an excavation and the operator does not have a clear and direct view of the edge of the excavation, a warning system such as barricades, a spotter, or stop logs shall be utilized. If possible, the grade should be away from the excavation.
- L. Employees shall not work in excavations in which there is accumulated water or in excavations in which water is accumulating unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. The precautions necessary to protect employees adequately vary with each situation, but could include special support or shield systems to protect from cave-ins, water removal to control the level of accumulating water, or use of a body harness and life line.

- M. If excavation work interrupts the natural drainage of surface water (such as streams), diversion ditches, dikes, or other suitable means shall be used to prevent surface water from entering the excavation and to provide adequate drainage of the area adjacent to the excavation.
- N. Where the stability of adjoining buildings, walls, or other structures is endangered by excavation operations, support systems such as shoring, bracing, or underpinning shall be provided.
- O. Employees shall be protected from excavated materials or equipment that could fall or roll into excavations. Protection shall be provided by placing and keeping such materials or equipment no less than two feet from the edge of excavations or by using retaining devices that are sufficient to prevent materials or equipment from falling or rolling into the excavation.
- P. Daily inspections of excavations, the adjacent areas, and protective systems shall be made by a competent person for evidence of a situation that could result in possible cave-ins, failure of protective systems, hazardous atmospheres, or other hazardous conditions. An inspection shall be conducted before starting work and, as needed, throughout the shift. Inspections shall also be made after every rainstorm. Where the competent person finds evidence of a situation that could result in a possible cave-in, failure of protective systems, hazardous atmospheres, or other conditions, exposed employees shall be removed from the hazardous area until the necessary precautions have been taken to ensure their safety.
- Q. Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided.
- R. When excavations are left open, warning devices, barricades or guardrails shall be placed to adequately protect the public and employees.
- S. At the end of each workday, as much of the excavation as practical shall be closed. No more trench shall be open at one time than is necessary.
- T. Proper warning devices shall protect mechanical excavating equipment that is parked or operating on streets or highways.
- U. When it is necessary to leave excavating equipment unattended, the blade, bucket, or scoop shall be lowered to the ground and the ignition system locked.

IV. PROCEDURES:

- A. Each employee in an excavation shall be protected from cave-ins by an adequate protective system, either sloping or benching, or by a shoring or shield system.
- B. When choosing a protective system, a competent person shall take into consideration soil type, vibration sources, previously disturbed soil, layered soil, presence of water, heavy equipment work adjacent to the excavation, limited work area, and other hazard-increasing conditions.
- C. Shoring and shield systems shall be installed and removed in a manner that protects employees from cave-ins, structural collapses, or from being struck by members of the shoring or shield system.
- D. Removal of shoring systems shall begin and progress from the bottom of the excavation. Members shall be released slowly so as to note any indication of possible cave-ins of the side of the excavation or possible failure of the remaining members.
- E. Shields shall be installed in a manner to restrict lateral or other hazardous movement of the shield in the event of the application of a sudden lateral load.
- F. Employees shall be protected from the hazards of cave-ins when entering or exiting the areas protected by shields.
- G. Employees shall not be allowed in shields when shields are being installed, removed, or moved vertically.
- H. A registered professional engineer shall design sloping or benching, shoring or shielding, for excavations greater than 20-feet depth. Excavations less than 20-feet also have maximum slope requirements based on soil type.
- I. "Competent person" as used in this section is a person who meets all the requirements as set forth in 29 Code of Federal Regulations Section 1926.650(b) and CAL-OSHA, CCR, Title 8, Article 6, Excavations.

V. REFERENCES

CCR, Title 8, CSO Section 1504, Definitions

CCR, Title 8, CSO Section 1539-43, Excavations

CCR, Title 8, GISO Section 17953

CFR, Title 29, Section 1926.650(b) ("Competent person")

CITY OF GUADALUPE

**TRANSITIONAL RETURN TO WORK
POLICY**

OCTOBER 2015

I. PURPOSE

The City of Guadalupe will make every effort to locate modified duty (transitional return to work) assignments to allow an injured employee, when the injury is job-related, to return to full duty, when such assignments are available within the department.

II. POLICY

This policy sets forth the requirements for employees recovering from job-related injuries to be eligible for a modified duty assignment which accommodates the employee's medically certified temporary work restrictions.

The Human Resources Coordinator will be responsible for coordinating with the affected employee and his/her department for a modified duty assignment.

III. PROCEDURES

All modified duty/transitional return to work assignments shall be temporary with specific timelines and periodic evaluations established.

A. Employee placed on modified duty/transitional return to work:

1. The modified assignment shall not exceed the date the employee's condition is determined to be permanent and stationary by the treating physician, or the City's evaluating physician.
2. The employee agrees that the modified duty assignment is an accommodation for a job-related injury and waives any right to out-of-class pay.
3. The employee's assigned supervisor will ensure that the employee is complying with the temporary work restrictions imposed by the treating physician.
4. Temporary modified duty assignments may not exceed thirty (30) consecutive day increments without approval of the City Administrator.
5. Any refusal to submit to a medical re-evaluation will result in termination of the modified duty/transitional return to work assignment.
6. The City reserves the right to terminate the modified duty/transitional return to work assignment when the supervisor/HR Coordinator determines such assignment will not enhance the employee's ability to

return to full duty, or such assignment is not in the best interest of the City.

7. Any employee agreeing to placement in a transitional return to work assignment must sign the "Modified Duty/Transitional Return To Work Agreement". (Exhibit A)

B. Unavailable modified duty/transitional return to work assignments:

1. If no transitional work assignment is available, the employee will remain off-duty and under the provisions and guidelines of workers' compensation. The Human Resources Coordinator must immediately notify the workers' compensation claims examiner that the employee is not in a transitional work assignment.
2. If the treating physician re-evaluates the restrictions making the employee eligible for available assignments, procedures outlined in III. Section A. must be followed.

C. Intermittent Assignment

1. If the employee completes a temporary assignment and there is no additional transitional work available, the employee will be placed in off-duty status and III. Section B. 1. applies.
2. The Human Resources Coordinator must immediately notify the workers' compensation claims examiner that the employee is no longer working in the intermittent assignment.

Exhibit A

**CITY OF GUADALUPE
MODIFIED DUTY/TRANSITIONAL RETURN TO WORK
AGREEMENT**

It is the City's policy to offer modified duty/transition return to work assignments to injured employees, when their injury is job-related, when such assignments would facilitate the employee's ability to return to full duty, and when such assignments are available with the department. Such assignments must fit the employee's work restrictions and not seriously impact the operational effectiveness of the department.

All modified work assignments shall be temporary, with specific timelines and periodic evaluations established to return the employee to full duty. The employee's department head and the Human Resources Coordinator shall make the initial determination of eligibility for participation.

Timelines for temporary modified duty assignments may not exceed thirty (30) consecutive day increments without the approval of the City Administrator. This specific agreement may not exceed the following specific time frame: Starting Date: _____ Ending Date: _____.

The modified duty shall not exceed the date this employee's condition is determined to be permanent and stationary by the treating physician, or the City's evaluating physician.

The employee's ability to perform in the modified duty assignment may be evaluated by the treating physician or the City's evaluating physician, at any time, at the City's request. Any refusal to submit to a medical evaluation will result in termination of the modified duty assignment. The employee agrees that the modified duty assignment is an accommodation for a job injury and waives any right to out-of-class pay.

The City reserves the right to terminate the modified duty assignment when, in their opinion, such an assignment will not enhance this employee's ability to return to full duty or such an assignment is not in the best interest of the City.

Parties agreeing to the terms of this agreement will sign below:

Employee _____	Date: _____
(Print Name)	
Employee: _____	Date: _____
Department Head: _____	Date: _____
Human Resources: _____	Date: _____