

AGENDA SUMMARY
CITY COUNCIL MEETING
TUESDAY, MAY 24, 2016
6:00 P.M.
ARROYO GRANDE CITY COUNCIL CHAMBERS
215 E. BRANCH STREET, ARROYO GRANDE

1. CALL TO ORDER

2. ROLL CALL

3. MOMENT OF REFLECTION

4. FLAG SALUTE:

Rotary Club of Pismo Beach

5. AGENDA REVIEW:

5.a. Closed Session Announcements

None.

5.b. Move that all ordinances presented for introduction or adoption be read in title only and all further readings be waived

6. SPECIAL PRESENTATIONS

6.a. Introduction Of New City Employees Jill McPeck, Capital Improvement Project Manager And Jason Hodges, Information Technology Specialist

Documents: [06a Special Presentation.pdf](#)

6.b. Recognition Of Retirements: Commander Kevin McBride And Police K-9 Gregor; Introduction And Oath Of Office: Police Officer Elia Esparza; Promotional Ceremony: Police Officers Zak Ayala, Jeremy Burns, And Stephen Doherty To Senior Police Officers; Sr. Police Officers Shane Day And Jason Castillo To Police Sergeants And Sergeant Michael Martinez To Police Commander

Documents: [06b Special Presentation.pdf](#)

7. COMMUNITY COMMENTS AND SUGGESTIONS:

This public comment period is an invitation to members of the community to present issues, thought, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the City Council. The Brown Act restricts the Council from taking formal action on matters not published on the agenda. In response to your comments, the Mayor or presiding Council Member may:

- Direct City staff to assist or coordinate with you.
- A Council Member may state a desire to meet with you.
- It may be the desire of the Council to place your issue or matter on a future Council agenda.

Please adhere to the following procedures when addressing the Council:

- Comments should be limited to 3 minutes or less.
- Your comments should be directed to the Council as a whole and not direct to individual Council member
- Slanderous, profane or personal remarks against any Council Member or member of the audience shall not be permitted.

8. CITY MANAGER REPORT:

Correspondence/Comments as presented by the City Manager.

9. CONSENT AGENDA:

The following routine items listed below are scheduled for consideration as a group. The recommendations for each item are noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Council Member may request that any item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action. The City Council may approve the remainder of the Consent Agenda on one motion.

9.a. Consideration Of Cash Disbursement Ratification

Recommended Action: Ratify the listing of cash disbursements for the period May 1, 2016 through May 15, 2016.

Documents: [CC 05-24-16_09a Cash Disbursements.pdf](#)

9.b. Consideration Of Investment Deposits

Recommended Action: Receive and file the report listing the current investment deposits of the City, as of April 30, 2016, as required by Government Code Section 53646 (b).

Documents: [CC 05-24-16_09b Investments Deposits.pdf](#)

9.c. Consideration Of A Resolution Revising And Amending The Definition Of Work Week In The Personnel Regulations

Recommended Action: Adopt a Resolution revising and amending the definition of work week in the Personnel Regulations.

Documents: [CC 05-24-16_09c Resolution_Revising Personnel Regulations.pdf](#)

9.d. Consideration Of Approval Of Minutes

Recommended Action: Approve the minutes of the Special and Regular City Council Meetings of May 10, 2016, as submitted.

Documents: [CC 05-24-16_09d Approval of Minutes.pdf](#)

9.e. Consideration To Declare Surplus Property

Recommended Action: Adopt a Resolution declaring police equipment as surplus property and authorizing its donation to the Allan Hancock Law Enforcement Training program.

Documents: [CC 05-24-16_09e Resolution_Surplus Property.pdf](#)

9.f. Consideration To Approve An Agreement For Uniform Laundry Services With Aramark Uniform Services

Recommended Action: 1) Approve an Agreement with Aramark Uniform Services for uniform laundry services in the amount of \$35,694.21 for a three-year term; 2) Authorize the Mayor to execute the Agreement with Aramark Uniform Services for uniform laundry services; and 3) Authorize the City Manager to extend the Agreement for two additional one-year terms at the option of the City.

Documents: [CC 05-24-16_09f Agreement_Uniform Laundry Services.pdf](#)

9.g. Consideration To Approve The Purchase Of A Replacement Pump And Pipe Column For Well No. 4

Recommended Action: Approve the purchase of a replacement vertical turbine pump and pipe column for Well No. 4 in the amount of \$22,000 from Filiponi & Thompson Drilling.

Documents: [CC 05-24-16_09g Well No 4 Replacement Pump and Pipe Column.pdf](#)

- 9.h. **Consideration Of Temporary Use Permit Case No. 16-004 To Authorize The Use Of City Property, The Closure Of City Streets, And Waiver Of Application Fees For The 27th Annual Arroyo Valley Car Club Sunset Cruise On July 29, 2016 And Car Sho On July 30, 2016**
 Recommended Action: Adopt a Resolution approving Temporary Use Permit 16-004, authorizing the use of City property, the closure of City streets, and the waiver of application fees for the 2016 Arroyo Valley Car Club Sunset Cruise on July 29, 2016 and the 27th Annual Car Sho on July 30, 2016.
 Documents: [CC 05-24-16_09h TUP_Car Sho.pdf](#)
- 9.i. **Consideration Of Temporary Use Permit No. 16-005; Authorization To Use City Property And Waiver Of Application Fees For A Beer And Food Festival On October 22, 2016; Location - Heritage Square Park; Applicant – Arroyo Grande Village Improvement Association; Representative - Bob Lund**
 Recommended Action: Adopt a Resolution authorizing the use of City property and waiver of application fees for a beer and food festival on October 22, 2016.
 Documents: [CC 05-24-16_09i TUP_Beer and Food Festival.pdf](#)
- 9.j. **Consideration Of Annual Report And Adoption Of Resolution Of Intention For Levy Of Annual Assessment For Arroyo Grande Tourism Business Improvement District**
 Recommended Action: 1) Receive and approve the annual report of the Arroyo Grande Tourism Business Improvement District Advisory Board (AGTBID); 2) Adopt a Resolution of Intention to levy and collect assessments within the AGTBID area for Fiscal Year 2016-17 at the same rate as in Fiscal Year 2015-16; and 3) Set the date for the public hearing for June 28, 2016.
 Documents: [CC 05-24-16_09j AGTBID Annual Report and Assessment.pdf](#)
10. **PUBLIC HEARINGS:**
 None.
11. **OLD BUSINESS:**
- 11.a. **Consideration Of A Resolution Establishing A Policy Regarding Council Communications**
 Recommended Action: Adopt a Resolution establishing a policy in the City Council Operations Manual regarding Council communications relating to correspondence, legislative communications, speaking engagements, and media relations.
 Documents: [CC 05-24-16_11a Resolution_Council Communications Policy.pdf](#)
12. **NEW BUSINESS:**
 None.
13. **CITY COUNCIL REPORTS:**
- (a) **MAYOR HILL:**
 (1) South San Luis Obispo County Sanitation District (SSLOCSD)
 (2) Brisco/Halcyon Interchange Subcommittee (3) Oversight Board to the Successor Agency to the Dissolved Arroyo Grande Redevelopment Agency (4) California Joint Powers Insurance Authority (CJPIA)
- (b) **MAYOR PRO TEM HARMON:** (1) County Water Resources Advisory Committee (WRAC) (2) Air Pollution Control District (APCD) (3) Five Cities Fire Authority (FCFA) (4) Other
- (c) **COUNCIL MEMBER GUTHRIE:** (1) San Luis Obispo Council of Governments/San Luis Obispo Regional Transit Authority (SLOCOG/RTA) (2) South County Transit (SCT) (3) Other
- (d) **COUNCIL MEMBER BROWN:**
 (1) Integrated Waste Management Authority Board (IWMA)
 (2) Economic Vitality Corporation (EVC) (3) Other
- (e) **COUNCIL MEMBER BARNEICH:** (1) Zone 3 Water Advisory Board (2) Homeless Services Coordinating Council (HSOC) (3) Other
14. **COUNCIL COMMUNICATIONS:**
 Any Council Member may ask a question for clarification, make an announcement, or report briefly on his or her activities. In addition, subject to Council Policies and Procedures, Council Members may request staff to report back to the Council at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda.
15. **CLOSED SESSION:**
- a) CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8:
- Property: 202 Le Point Street, Arroyo Grande
 Agency negotiator: Dianne Thompson, City Manager
 Negotiating parties: John and Maureen Gutierrez
 Under negotiation: Price and terms of payment
- b) CONFERENCE WITH REAL PROPERTY NEGOTIATOR pursuant to Government Code Section 54956.8:
- Property: 132 Le Point Street, Arroyo Grande
 Agency negotiator: Dianne Thompson, City Manager
 Negotiating party: Sunny Jacobson
 Under negotiation: Price and terms of payment
- c) CONFERENCE WITH LABOR NEGOTIATOR pursuant to Government Code Section 54957.6:
- Agency Designated Representative: Dianne Thompson, City Manager
 Represented Employees: Arroyo Grande Police Officers' Association (AGPOA)
- d) CONFERENCE WITH LABOR NEGOTIATOR pursuant to Government Code Section 54957.6:
- Agency Designated Representative: Dianne Thompson, City Manager
 Unrepresented Employees: Management Employees
- e) CONFERENCE INVOLVING A JOINT POWERS AGENCY- FIVE CITIES FIRE AUTHORITY pursuant to Government Code Section 54956.96(b):
- Discussion will concern:
- CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6:
- Agency Negotiators: Shelline K. Bennett - Law Firm of Liebert Cassidy Whitmore
 Debbie Malicoat- Administrative Services Director- Arroyo Grande
 Channelle Hubbard- Human Resources Coordinator- Grover Beach
 Represented Employees: International Association of Fire Fighters (IAFF) Local 4403
- Local agency representative on Five Cities Fire Authority Board: Barbara Harmon
 Additional attendee: Dianne Thompson, City Manager
- Adjourn to Closed Session.
16. **RECONVENE TO OPEN SESSION**
 Announcement(s) of any reportable action(s) taken in Closed Session will be made in open session, and repeated at the beginning of the next Regular City Council meeting as this portion of the meeting is not recorded or videotaped.
17. **ADJOURNMENT**

All Staff reports of other written documentation, including any supplemental material distributed to a majority of the City Council within 72 hours of a regular meeting, relating to each item of business on the agenda are available for public inspection during regular business hours in the City Clerk's office, 300 E. Branch Street, Arroyo Grande. If requested, the agenda shall be made available in appropriate alternative formats to persons with disability, as required by the Americans with Disabilities Act. To make a request for disability-related modification or accommodation, contact the Legislative and Information Services Department at 805-473-5414 as soon as possible and at least 48 hours prior to the meeting date.

This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda reports can be accessed and downloaded from the City's website at www.arroyogrande.org. If you would like to subscribe to receive email or text message notifications when agendas are posted, you can sign up online through our [Notify Me](#) feature.

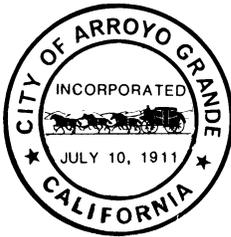
City Council Meetings are cablecast live and videotaped for replay on Arroyo Grande's Government Access Channel 20. The rebroadcast schedule is published at www.slo-span.org.

Special Presentations

- 6.a. **Introduction of New City Employees Jill McPeck, Capital Improvement Project Manager and Jason Hodges, Information Technology Specialist (THOMPSON)**
No supporting documentation.

Special Presentations

- 6.b. **Recognition of Retirements: Commander Kevin McBride and Police K-9 Gregor; Introduction and Oath of Office: Police Officer Elia Esparza; Promotional Ceremony: Police Officers Zak Ayala, Jeremy Burns, and Stephen Doherty to Senior Police Officers; Sr. Police Officers Shane Day and Jason Castillo to Police Sergeants and Sergeant Michael Martinez to Police Commander** (ANNIBALI)
No supporting documentation.



MEMORANDUM

TO: CITY COUNCIL

FROM: DEBBIE MALICOAT, DIRECTOR OF ADMINISTRATIVE SERVICES

BY: RYAN CORNELL, ACCOUNTING MANAGER

SUBJECT: CONSIDERATION OF CASH DISBURSEMENT RATIFICATION

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council ratify the attached listing of cash disbursements for the period May 1 through May 15, 2016.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is a \$997,515.68 fiscal impact that includes the following items:

- Accounts Payable Checks \$ 478,195.49
- Payroll & Benefit Checks \$ 519,320.19

No or minimal future staff time is projected.

BACKGROUND:

Cash disbursements are made weekly based on the submission of all required documents supporting the invoices submitted for payment. Prior to payment, Administrative Services staff reviews all disbursement documents to ensure that they meet the approval requirements adopted in the Municipal Code and the City's Purchasing Policies and Procedures Manual of February 2000.

ANALYSIS OF ISSUES:

The attached listing represents the cash disbursements required of normal and usual operations during the period. The disbursements are accounted for in the FY 2015-16 budget.

**CITY COUNCIL
CONSIDERATION OF CASH DISBURSEMENT RATIFICATION
MAY 24, 2016
PAGE 2**

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- Approve staff's recommendation;
- Do not approve staff's recommendation;
- Provide direction to staff.

ADVANTAGES:

- The Administrative Services Department monitors payment of invoices for accountability, accuracy and completeness using standards approved by the Council.
- Invoices are paid in a timely manner to establish goodwill with merchants.
- Discounts are taken where applicable.

DISADVANTAGES:

No disadvantages have been identified as long as City Council confirms all expenditures are appropriate.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, May 19, 2016. The Agenda and report were posted on the City's website on Friday, May 20, 2016. No public comments were received.

Attachments:

1. May 1 – May 15, 2016 – Accounts Payable Check Register
2. May 13, 2016 – Payroll & Benefit Check Register

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/05/2016	270922	AIR-VOL BLOCK, INC	LIME MARKING FOR SOTO	010.4430.5274	\$ 426.05
05/05/2016	270923	AMEC FOSTER WHEELER	CHERRY AVE SPECIFIC PLAN EIR	010.0000.2556	10,201.50
05/05/2016	270924	AMERICAN WATER WORKS ASSN	BACKFLOW PREV, ASSMBY TESTER	640.4710.5501	200.00
05/05/2016	270924	AMERICAN WATER WORKS ASSN	BLACKFLOW COURSE-TUCKER SCHMIDT	640.4710.5501	920.00
05/05/2016	270925	APA - AMERICAN PLANNING ASSN	APA MEMBERSHIP-M DOWNING	010.4130.5503	365.00
05/05/2016	270926	AQUA-METRIC SALES CO(DBA)	(2) 1 1/2" METER R2, (2) 2" ME	640.4712.5207	2,567.84
05/05/2016	270927	ARROYO GRANDE AND GROVER	5/13 CHAMBER BREAKFAST: WETMORE	010.4002.5501	26.00
05/05/2016	270927	ARROYO GRANDE AND GROVER	5/13 CHAMBER BREAKFAST: THOMPSON	010.4101.5501	13.00
05/05/2016	270927	ARROYO GRANDE AND GROVER	5/13 CHAMBER BREAKFAST: MALICOAT	010.4120.5501	13.00
05/05/2016	270927	ARROYO GRANDE AND GROVER	5/13 CHAMBER BREAKFAST:MCCLISH	010.4130.5501	13.00
05/05/2016	270927	ARROYO GRANDE AND GROVER	5/13 CHAMBER BREAKFAST: ENGLISH	010.4307.5501	13.00
05/05/2016	270928	B & T SVC STN CONTRACTORS, INC	MONTHLY UST INSPECTION-04/16	010.4305.5303	145.00
05/05/2016	270928	B & T SVC STN CONTRACTORS, INC	SB 989 DIESEL PAN FAIL REPAIR	010.4305.5303	1,487.53
05/05/2016	270929	BANK OF AMERICA	JOB POSTING-FIRE BAT CHIEF	010.0000.1111	15.00
05/05/2016	270929	BANK OF AMERICA	OFFICE SUPPLIES	010.4001.5201	53.99
05/05/2016	270929	BANK OF AMERICA	MAYOR'S LUNCH-ROOSTER CREEK	010.4001.5504	237.82
05/05/2016	270929	BANK OF AMERICA	PROF SVCS-CITY MGR GOAL SETTIN	010.4101.5303	690.78
05/05/2016	270929	BANK OF AMERICA	AGGB CHAMBER LUNCHEON	010.4101.5501	18.00
05/05/2016	270929	BANK OF AMERICA	SLO PKG-HOTHOUSE MTG, CITY MGR	010.4101.5501	22.49
05/05/2016	270929	BANK OF AMERICA	BURDINE PRINTING-VILLAGE PKG L	010.4130.5201	95.26
05/05/2016	270929	BANK OF AMERICA	CAFE ANDREINI-DTPAB MTG	010.4130.5201	18.00
05/05/2016	270929	BANK OF AMERICA	WALMART-COFFEE POT	010.4130.5201	105.84
05/05/2016	270929	BANK OF AMERICA	APA	010.4130.5501	60.00
05/05/2016	270929	BANK OF AMERICA	CA ASSOC FOR LOCAL ECON DEVELO	010.4130.5501	695.00
05/05/2016	270929	BANK OF AMERICA	DUES-CALBO-HURST	010.4212.5503	215.00
05/05/2016	270929	BANK OF AMERICA	FIRST AID KIT-OFFICE DEPOT	010.4301.5201	21.59
05/05/2016	270929	BANK OF AMERICA	TC DESK SIGN-HENSLIN	010.4301.5201	19.44
05/05/2016	270929	BANK OF AMERICA	OFFICE DEPOT-CHAIR-HORN	010.4301.5255	355.99
05/05/2016	270929	BANK OF AMERICA	HYATT HOTEL-SACRAMENTO-G ENGLI	010.4307.5501	412.90
05/05/2016	270929	BANK OF AMERICA	CONFERENCE FEES	010.4421.5501	77.50
05/05/2016	270929	BANK OF AMERICA	CONFERENCE-MEALS, HOTEL	010.4421.5501	494.68
05/05/2016	270929	BANK OF AMERICA	DISCOUNT SCHOOL SUPPLY-PRESCHO	010.4423.5254	215.93
05/05/2016	270929	BANK OF AMERICA	LITTLE CAESARS-EGGHUNT VOLUNTE	010.4424.5252	16.20
05/05/2016	270929	BANK OF AMERICA	SPECIAL EVENTS-EGG HUNT	010.4424.5252	1,463.48
05/05/2016	270929	BANK OF AMERICA	4ALLPROMOS-SPORTS SUPPLIES	010.4424.5257	99.00
05/05/2016	270929	BANK OF AMERICA	AMERICAN IND SUPPLY-ADULT SOFT	010.4424.5257	110.61
05/05/2016	270929	BANK OF AMERICA	FREIGHT	010.4424.5257	18.32

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/05/2016	270929	BANK OF AMERICA	SCHOOL YEAR SUPPLIES	010.4425.5255	111.85
05/05/2016	270929	BANK OF AMERICA	SCHOOL YEAR SUPPLIES	010.4425.5255	417.35
05/05/2016	270929	BANK OF AMERICA	SNACK SUPPLIES	010.4425.5259	595.31
05/05/2016	270929	BANK OF AMERICA	JOB POSTING-REC CIM	010.4425.5316	30.00
05/05/2016	270929	BANK OF AMERICA	SAFETY DEPOT.COM-RAIN GEAR	220.4303.5255	118.15
05/05/2016	270929	BANK OF AMERICA	SAFETY DEPOT.COM-RAIN GEAR	220.4303.5255	100.92
05/05/2016	270929	BANK OF AMERICA	FRED PRYOR-CAREERTRACT-SIMPSON	220.4303.5501	39.00
05/05/2016	270929	BANK OF AMERICA	TIECO-TILE COUNCIL CHAMBERS	220.4303.5613	39.32
05/05/2016	270929	BANK OF AMERICA	PAYPAL-STREETSAVER	350.5638.7301	2,500.00
05/05/2016	270930	BATTERY SYSTEMS	(2) NEW BATTERIES-PW52	640.4712.5601	278.12
05/05/2016	270931	BAXTER'S FRAME WORKS AND	PLAQUES-RETIREMENT (MCBRIDE, G	010.4201.5504	315.92
05/05/2016	270932	BIG BRAND TIRE CO.	4602-OIL CHANGE/TIRE ROTATION	010.4203.5601	42.31
05/05/2016	270932	BIG BRAND TIRE CO.	4607-ROTOR RESURFACE	010.4203.5601	25.00
05/05/2016	270933	BRENNTAG PACIFIC INC	6 DRUMS SODIUM HYPOCHLORITE	640.4712.5274	1,157.90
05/05/2016	270934	BRISCO MILL & LUMBER YARD	DR PARK BENCH-CORRECTED INVOIC	010.4213.5604	0.22
05/05/2016	270934	BRISCO MILL & LUMBER YARD	SWINGING BRIDGE LUMBER	220.4303.5613	33.66
05/05/2016	270934	BRISCO MILL & LUMBER YARD	SWINGING BRIDGE LUMBER	220.4303.5613	107.58
05/05/2016	270934	BRISCO MILL & LUMBER YARD	2X4 PT LUMBER	640.4712.5604	28.45
05/05/2016	270934	BRISCO MILL & LUMBER YARD	DOOR THRESHOLD	640.4712.5604	9.98
05/05/2016	270934	BRISCO MILL & LUMBER YARD	LUMBER FOR ROOF REPAIR	640.4712.5604	187.80
05/05/2016	270934	BRISCO MILL & LUMBER YARD	PAINT SUPPLIES	640.4712.5610	29.53
05/05/2016	270935	BURKE AND PACE OF AG, INC	2X4X10 BROWN-SWINGING BRIDGE	220.4303.5613	223.67
05/05/2016	270935	BURKE AND PACE OF AG, INC	4X4X4 BROWN-GARDEN ST	220.4303.5613	14.44
05/05/2016	270936	BUSINESS CARD	POSTAGE	010.4201.5208	15.54
05/05/2016	270936	BUSINESS CARD	CANINE EXP-FOOD, BOARDING	010.4203.5322	170.07
05/05/2016	270937	BUSINESS CARD	OFFICE SUPPLIES-THUMB DRIVE	010.4201.5201	28.06
05/05/2016	270937	BUSINESS CARD	K-9 EXP-FOOD	010.4203.5322	45.35
05/05/2016	270938	CAME SECURITY ALARMS	SYSTEM LINK INSTALLED-ADMIN SE	010.4201.5303	60.00
05/05/2016	270939	CARQUEST AUTO PARTS	FLEET-STOCK HEADLIGHTS	010.4203.5601	45.34
05/05/2016	270939	CARQUEST AUTO PARTS	PW-52, HYDRAULIC HOSE	640.4712.5603	61.82
05/05/2016	270940	CCC-ICC	2016 MEMBERSHIP DUES-J HURST	010.4212.5503	30.00
05/05/2016	270941	CENTRAL COAST FENCE, INC	FORK LATCH	010.4430.5605	7.32
05/05/2016	270942	CENTRAL COAST FOUNDATION	REFUND-PYMT FOR 4X8 BRICK	010.0000.2205	150.00
05/05/2016	270943	CENTRAL COAST PRINTING	BC -M DOWNING	010.4102.5255	45.36
05/05/2016	270943	CENTRAL COAST PRINTING	BC-VAN BEVEREN, K.HURST	010.4102.5255	90.72
05/05/2016	270943	CENTRAL COAST PRINTING	BUSINESS CARDS-SIMPSON, MCPPEK	010.4102.5255	91.80
05/05/2016	270943	CENTRAL COAST PRINTING	TY CARDS	010.4102.5255	249.71

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/05/2016	270943	CENTRAL COAST PRINTING	UTILITY SERVICE ORDER	010.4102.5255	76.16
05/05/2016	270944	CHANNEL COUNTIES DIVISION	2016 ANNUAL MEMBERSHIP DUES	010.4145.5503	150.00
05/05/2016	270945	CHARTER COMMUNICATIONS	BUS DARK FIBER-POLICE DEPT	010.4145.5401	987.20
05/05/2016	270946	CIELATKA	PARK DEPOSIT REFUND-ELM ST BBQ	010.0000.2206	30.00
05/05/2016	270947	CIO SOLUTIONS LP	PROJECT ENGINEERING-WIRELESS A	010.4140.5303	87.50
05/05/2016	270948	COAST RIDERS POWERSPORTS	4621-REPAIRS	010.4203.5601	710.46
05/05/2016	270949	COASTAL REPROGRAPHICS SVCS	EOC PRINTER INK & PAPER	010.4201.5201	474.55
05/05/2016	270950	COATES	ADULT VINYASA FLOW	010.4424.5351	140.00
05/05/2016	270950	COATES	YOGA FOR SRS	010.4424.5351	273.00
05/05/2016	270951	CORRAL	FTO SCHOOL PER DIEM	010.4203.5501	40.00
05/05/2016	270952	CUDDY	MINDFUL MED-WINTER SESS 2	010.4424.5351	168.00
05/05/2016	270952	CUDDY	SR FITNESS-APRIL 16	010.4424.5351	448.00
05/05/2016	270953	DEWAR, INC	4620 & 4621 FUEL	010.4203.5608	63.44
05/05/2016	270953	DEWAR, INC	PUMP OIL (10) GALL	640.4711.5603	178.42
05/05/2016	270954	EIKHOF DESIGN GROUP	HERITAGE PARK RESTROOMS-PLAN REVIEW	350.5547.7501	1,500.00
05/05/2016	270954	EIKHOF DESIGN GROUP	OAK PARK BLVD REHAB PROJECT-PL	350.5609.7501	350.00
05/05/2016	270955	FARM SUPPLY CO	AGRIFIM EMITTERS	010.4420.5605	22.55
05/05/2016	270955	FARM SUPPLY CO	3" ELEC VALVE SOTO	010.4430.5605	229.49
05/05/2016	270955	FARM SUPPLY CO	3" PVC FITTING SOTO	010.4430.5605	15.65
05/05/2016	270955	FARM SUPPLY CO	PURPLE PRIMER, 90 ELLS	010.4430.5605	23.06
05/05/2016	270956	FLUID RESOURCE MANAGEMENT	RESERVOIR #2 RECOATING PROJECT	640.5968.7001	19,434.00
05/05/2016	270956	FLUID RESOURCE MANAGEMENT	RESERVOIR #2 RECOATING PROJECT	640.5968.7201	3,171.70
05/05/2016	270957	GALLS, LLC	NAME STRIPS-ESPARZA	010.4203.5272	34.38
05/05/2016	270958	GAS COMPANY	GAS SERVICES-111 S MASON	010.4145.5401	27.89
05/05/2016	270958	GAS COMPANY	GAS SERVICES-1500 W BRANCH	010.4145.5401	15.21
05/05/2016	270958	GAS COMPANY	GAS SERVICES-211 VERNON	010.4145.5401	32.44
05/05/2016	270958	GAS COMPANY	GAS SERVICES-215 E BRANCH	010.4145.5401	4.46
05/05/2016	270959	GIANNINI	PARK DEPOSIT REFUND-RANCHO GRA	010.0000.2206	60.00
05/05/2016	270960	GUTIERREZ	LEPOINT ST LEASE-PROP TAX FY15	218.4101.5803	2,641.80
05/05/2016	270961	GUTIERREZ	PARK DEPOSIT REFUND-ELM ST BBQ	010.0000.2206	30.00
05/05/2016	270962	HAAKER EQUIPMENT, INC	GROOVED PIN FOR PW-51	612.4610.5603	27.35
05/05/2016	270963	HACH COMPANY	CHLORINE REAGENT	640.4712.5274	207.87
05/05/2016	270964	HOLLAND	INTERMED CHESS SESS 1 (\$283 X	010.4424.5351	198.10
05/05/2016	270965	IRON MOUNTAIN	OFF-SITE RECORDS STORAGE	010.4002.5303	159.00
05/05/2016	270966	ITECH SOLUTIONS	ANNUAL WEBHOSTING-THINKH2O	226.4306.5303	120.00
05/05/2016	270967	JAS PACIFIC	BUILDING INSPECTIONS	010.4212.5303	4,500.00
05/05/2016	270968	KASS	PARK DEPOSIT REFUND-RANCHO GRA	010.0000.2206	30.00

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/05/2016	270968	KASS	PARK USER FEE REFUND-RANCHO GR	010.0000.4354	40.00
05/05/2016	270969	LEON	PARK DEPOSIT REFUND-ELM ST BBQ	010.0000.2206	30.00
05/05/2016	270970	MAYNE	ADULT BASKETBALL SCORER-12 GAM	010.4424.5352	180.00
05/05/2016	270971	MCCLISH	MILEAGE-CALED CONF. SF, CA (45	010.4130.5501	246.24
05/05/2016	270972	MENDEZ	PARK DEPOSIT REFUND-ELM ST BBQ	010.0000.2206	30.00
05/05/2016	270973	MINER'S ACE HARDWARE, INC	RAT TRAPS, FLAPPER, CLASS 5	010.4213.5604	20.49
05/05/2016	270973	MINER'S ACE HARDWARE, INC	2X4X8 CREDIT RETURN	010.4420.5605	(7.82)
05/05/2016	270973	MINER'S ACE HARDWARE, INC	CDX RETURN	010.4420.5605	(28.33)
05/05/2016	270973	MINER'S ACE HARDWARE, INC	5/8 CDX BOARD FOR REC VANDAL	010.4420.5605	72.31
05/05/2016	270973	MINER'S ACE HARDWARE, INC	ROLLER	010.4420.5605	19.42
05/05/2016	270973	MINER'S ACE HARDWARE, INC	SHOP WORKLIGHT	010.4420.5605	56.13
05/05/2016	270973	MINER'S ACE HARDWARE, INC	STOCK P56	010.4420.5605	6.38
05/05/2016	270973	MINER'S ACE HARDWARE, INC	PLANTS-VOL. BANQUET	010.4424.5252	34.42
05/05/2016	270973	MINER'S ACE HARDWARE, INC	RATCHET PR PACK	220.4303.5255	21.59
05/05/2016	270973	MINER'S ACE HARDWARE, INC	#2 SQUARE BIT, WASHER & SCREWS	220.4303.5613	42.93
05/05/2016	270973	MINER'S ACE HARDWARE, INC	16X20 BLUE TARP	220.4303.5613	43.19
05/05/2016	270973	MINER'S ACE HARDWARE, INC	50# FAST SET CONCRETE	220.4303.5613	7.55
05/05/2016	270973	MINER'S ACE HARDWARE, INC	CABLE TIES	220.4303.5613	14.03
05/05/2016	270973	MINER'S ACE HARDWARE, INC	FASTENERS	220.4303.5613	6.46
05/05/2016	270973	MINER'S ACE HARDWARE, INC	LACQ SAND SEALER	220.4303.5613	10.79
05/05/2016	270973	MINER'S ACE HARDWARE, INC	LAG BOLT, FENDER WASHER	220.4303.5613	104.73
05/05/2016	270973	MINER'S ACE HARDWARE, INC	MARKER PAINT	220.4303.5613	9.91
05/05/2016	270973	MINER'S ACE HARDWARE, INC	MARKER PAINT	220.4303.5613	25.89
05/05/2016	270973	MINER'S ACE HARDWARE, INC	MARKER PAINT	220.4303.5613	46.59
05/05/2016	270973	MINER'S ACE HARDWARE, INC	WIREBRUSH, WOOD POLE	220.4303.5613	10.78
05/05/2016	270973	MINER'S ACE HARDWARE, INC	WELL #9	640.4711.5603	6.47
05/05/2016	270973	MINER'S ACE HARDWARE, INC	WELL #9	640.4711.5603	43.82
05/05/2016	270973	MINER'S ACE HARDWARE, INC	WIRE ROPE CLIP, CABLE, FASTENE	640.4712.5603	18.17
05/05/2016	270974	NOBLE SAW, INC	CHAIN LABOR, FUEL	010.4420.5603	160.67
05/05/2016	270974	NOBLE SAW, INC	SHARPEN BLADES	010.4420.5603	40.00
05/05/2016	270974	NOBLE SAW, INC	SPARK PLUGS, GAS CAN	010.4420.5605	65.02
05/05/2016	270974	NOBLE SAW, INC	TRIMMER LINE	010.4420.5605	40.34
05/05/2016	270974	NOBLE SAW, INC	25CC STRT SHAFT REPAIR	220.4303.5603	124.83
05/05/2016	270974	NOBLE SAW, INC	START SHAFT REPAIR	220.4303.5603	97.88
05/05/2016	270975	OFFICE DEPOT	OFFICE SUPPLIES	010.4101.5201	50.44
05/05/2016	270975	OFFICE DEPOT	OFFICE SUPPLIES-STORAGE BOXES	010.4120.5201	63.49
05/05/2016	270976	OMNI MEANS LTD	CIRCULATION ELEMENT UPDATE	010.4130.5303	8,849.00

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/05/2016	270976	OMNI MEANS LTD	ON CALL ENG SVCS	010.4301.5303	378.00
05/05/2016	270976	OMNI MEANS LTD	EAST BRANCH ST STREETSCAPING	350.5671.7501	3,207.50
05/05/2016	270977	PETERSON	PARK DEPOSIT REFUND-STROTHER#3	010.0000.2206	30.00
05/05/2016	270978	PFG ARROYO GRANDE INC	REIMB AGREEMENT FOR 12" WATER	640.4710.5303	45,000.00
05/05/2016	270979	POPE	ADULT SOFTBALL SCORER-23 GAMES	010.4424.5352	253.00
05/05/2016	270980	QUINCY ENGINEERING INC	AS INSTRUCTED BY D. MAILICOAT,	350.5608.7701	8,109.19
05/05/2016	270980	QUINCY ENGINEERING INC	AS INSTRUCTED BY D. MAILICOAT,	350.5608.7701	18,822.97
05/05/2016	270980	QUINCY ENGINEERING INC	BRIDGE ST BRIDGE PROJECT	350.5608.7701	12,558.98
05/05/2016	270981	RAVATT ALBRECHT & ASSOC. INC	COUNCIL CHAMBERS A/V PROJECT	350.5442.7501	7,137.50
05/05/2016	270982	RICKENBACH, AICP	CHERRY AVE SPECIFIC PLAN-PLANN	010.0000.2554	4,025.00
05/05/2016	270983	RUIZ	ADULT BASKETBALL SCORER- 2 GAM	010.4424.5352	24.00
05/05/2016	270984	SAN LUIS PAPER CO	(2) 9" CORELESS TP DISPENSER	010.4213.5604	112.84
05/05/2016	270984	SAN LUIS PAPER CO	AERO DISPENSER	010.4213.5604	425.09
05/05/2016	270984	SAN LUIS PAPER CO	LINERS, GLOVES, WYPALL	220.4303.5613	384.13
05/05/2016	270984	SAN LUIS PAPER CO	WHITE ROLL, LOTION HAND SOAP	220.4303.5613	267.77
05/05/2016	270985	SARMIENTO	ADULT SOFTBALL SCORER-32 GAMES	010.4424.5352	352.00
05/05/2016	270986	SEARBY	BATON TWIRLING-04/16	010.4424.5351	465.50
05/05/2016	270987	STAUB	ADULT BASKETBALL SCORER	010.4424.5352	312.00
05/05/2016	270988	TOMICH	PARK DEPOSIT REFUND-STROTHER#3	010.0000.2206	30.00
05/05/2016	270988	TOMICH	PARK USER FEE REFUND-STROTHER#	010.0000.4354	40.00
05/05/2016	270989	US POSTMASTER	FEE TYPE-BRM PERMIT	010.4145.5208	215.00
05/05/2016	270990	USA BLUE BOOK	PH/TEMP TESTER	640.4712.5273	145.04
05/05/2016	270991	VERIZON WIRELESS	ACCT #808089883-00002	010.4425.5255	81.55
05/05/2016	270992	WATERBOYS PLUMBING	LABOR FOR PD MENS LOCKER REPAI	010.4213.5604	95.00
05/05/2016	270992	WATERBOYS PLUMBING	PD-REPAIR FAUCET, FAUCET	010.4213.5604	25.00
05/05/2016	270992	WATERBOYS PLUMBING	PD-REPAIR FAUCET-LABOR	010.4213.5604	95.00
05/05/2016	270993	WILLMOTT	ADULT SOFTBALL SCORER-11 GAMES	010.4424.5352	121.00
05/05/2016	270994	WOOD RODGERS INC	BRISCO INTERCHANGE PROJECT	350.5642.7501	26,643.25
05/06/2016	270995	ALLEN	UB CUSTOMER REFUND OF DEPOSIT	640.0000.2301	93.21
05/06/2016	270996	BARNEY	UB CUSTOMER REFUND OF DEPOSIT	640.0000.2301	44.19
05/06/2016	270997	MADSON	UB CUSTOMER REFUND OF DEPOSIT	640.0000.2301	134.55
05/06/2016	270998	PALMER	UB CUSTOMER REFUND OF DEPOSIT	640.0000.2301	118.19
05/06/2016	270999	YUN	UB CUSTOMER REFUND OF DEPOSIT	640.0000.2301	7.07
05/06/2016	271001	DELTA DENTAL	MAY 2016 DELTA DENTAL PREMIUM	010.4099.5132	1,726.15
05/06/2016	271005	VISION SERVICE PLAN	MAY 2016 PREMIUM RETIREES	010.4099.5133	390.93
05/13/2016	271016	A G VILLAGE IMPROVEMENT ASSOC	APRIL 2016 WATERING	010.4420.5605	270.00
05/13/2016	271017	AGP VIDEO, INC	INTERNET STREAMING-APRIL 2016	010.4002.5303	750.00

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/13/2016	271017	AGP VIDEO, INC	CHANNEL 20-APRIL 2016	010.4002.5330	2,512.50
05/13/2016	271018	ARNOLD	PARK DEPOSIT REFUND-STROTHER#3	010.0000.2206	30.00
05/13/2016	271019	ARROYO GRANDE AND GROVER	SPEC. EVENT-RENT SO CTY REGINA	010.4424.5353	1,500.00
05/13/2016	271020	ARROYO GRANDE AND GROVER	TBID ANNUAL ADMIN FEE	240.4150.5303	1,416.66
05/13/2016	271021	AT&T	BAN#9391033186	010.4145.5403	19.18
05/13/2016	271021	AT&T	BAN#9391036858 (473-5400)	010.4145.5403	2.43
05/13/2016	271021	AT&T	BAN#93914033180 (473-0386)	010.4145.5403	19.36
05/13/2016	271021	AT&T	8054892345627	010.4217.5403	32.63
05/13/2016	271021	AT&T	BAN#9391033181	640.4710.5403	36.47
05/13/2016	271022	BAIRD	REIMB-SUPPLIES FOR CIM	010.4425.5255	18.20
05/13/2016	271023	BARBER	PARK DEPOSIT REFUND-ROTARY BAN	010.0000.2206	30.00
05/13/2016	271024	BRENDLER JANITORIAL SERVICE	CUSTODIAL SERVICES-PD	010.4201.5605	525.03
05/13/2016	271025	BUSINESS CARD	OFFICE SUPPLIES	010.4201.5201	529.97
05/13/2016	271025	BUSINESS CARD	POSTAGE-REPORT REQUESTS	010.4201.5208	122.39
05/13/2016	271025	BUSINESS CARD	LUNCH MEETING-COX	010.4201.5501	24.93
05/13/2016	271025	BUSINESS CARD	FREIGHT	010.4201.5504	31.83
05/13/2016	271025	BUSINESS CARD	VOLUNTEERS-PRES. SVC AWARDS	010.4201.5504	32.00
05/13/2016	271025	BUSINESS CARD	FREIGHT	010.4203.5272	35.90
05/13/2016	271025	BUSINESS CARD	UNIFORMS-CASTILLO, DOHERTY, ES	010.4203.5272	1,604.33
05/13/2016	271025	BUSINESS CARD	UNIFORMS-DOHERTY, ESPARZA	010.4203.5272	351.57
05/13/2016	271025	BUSINESS CARD	FREIGHT	010.4204.5272	12.00
05/13/2016	271025	BUSINESS CARD	UNIFORMS-DOLLMAN	010.4204.5272	272.68
05/13/2016	271025	BUSINESS CARD	UNIFORMS-DOLLMAN	010.4204.5272	206.69
05/13/2016	271025	BUSINESS CARD	EOC PRINTER, PO 4201-00062	271.4202.6201	4,273.97
05/13/2016	271026	BUSINESS CARD	IACP ETHICS & INTEGRITY COMMIT	010.4201.5501	1,735.04
05/13/2016	271027	BUSINESS CARD	PROPERTY & EVIDENCE SUPPLIES	010.4204.5255	41.10
05/13/2016	271027	BUSINESS CARD	CONFERENCE-MERSHON LODGING	010.4204.5501	767.12
05/13/2016	271027	BUSINESS CARD	MEMBERSHIP-IAPE-MERSHON	010.4204.5503	50.00
05/13/2016	271028	BUSINESS CARD	4601-BATTERY	010.4203.5601	402.59
05/13/2016	271028	BUSINESS CARD	FLEET SUPPLIES	010.4203.5601	25.36
05/13/2016	271028	BUSINESS CARD	4623-REPAIR	010.4204.5601	195.74
05/13/2016	271028	BUSINESS CARD	FREIGHT	010.4204.5601	17.64
05/13/2016	271029	BUSINESS CARD	RANGE SUPPLIES-TARGETS	010.4204.5255	531.84
05/13/2016	271030	BUSINESS CARD	UNIFORM-JACKET (MARTINEZ)	010.4204.5272	269.05
05/13/2016	271031	BUSINESS CARD	TRAINING-PARKING, BAGGAGE JOLL	010.4204.5501	95.00
05/13/2016	271032	BUSINESS CARD	FUEL	010.4203.5608	20.00
05/13/2016	271033	CARMEL & NACCASHA, LLP	PROF LEGAL SVCS-04/16	010.4003.5304	15,436.00

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/13/2016	271033	CARMEL & NACCASHA, LLP	LITIGATION & RELATED MATTERS-0	010.4003.5327	536.50
05/13/2016	271034	CENTRAL COAST PRINTING	PLAIN #10 ENVELOPES-CDD	010.4102.5255	218.51
05/13/2016	271035	CHAPARRAL	COPY MACH MAINT-05/16	010.4102.5602	189.00
05/13/2016	271036	CHARTER COMMUNICATIONS	BUS DARK FIBER-CORP YARD	010.4145.5401	736.80
05/13/2016	271036	CHARTER COMMUNICATIONS	BUS DARK FIBER-WOMEN'S CTR	010.4145.5401	327.16
05/13/2016	271036	CHARTER COMMUNICATIONS	BUS TV-200 N HALCYON	010.4145.5401	157.35
05/13/2016	271036	CHARTER COMMUNICATIONS	FORENSICS INTERNET	010.4204.5607	59.99
05/13/2016	271037	CIO SOLUTIONS LP	STRATEGIC SUPPORT-MAY BILLING	010.4140.5303	4,768.00
05/13/2016	271038	CLINICAL LABORATORY OF	WATER SAMPLES-04/16	640.4710.5310	426.00
05/13/2016	271039	COASTLINE EQUIPMENT(DBA)	PW1 TROUBLE SHOOT	220.4303.5603	326.72
05/13/2016	271040	COOPER	PARK DEPOSIT REFUND-ELM ST BBQ	010.0000.2206	30.00
05/13/2016	271041	CREATIVE FENCE CO.	FENCE REPAIR-POPLAR BASIN	010.4420.5605	1,400.00
05/13/2016	271041	CREATIVE FENCE CO.	REPLACE 2 FENCE PANELS-BAKEMAN	219.4460.5304	700.00
05/13/2016	271042	CRYSTAL SPRINGS WATER CO	BOTTLED WATER-COUNCIL CHAMBERS	010.4001.5201	17.95
05/13/2016	271043	DATAPROSE LLC	NET BILL CC TRANS	612.4610.5555	56.91
05/13/2016	271043	DATAPROSE LLC	UTILITY BILL MAILING: APRIL	640.4710.5208	1,612.47
05/13/2016	271043	DATAPROSE LLC	NET BILL MONTHLY MAINT	640.4710.5303	400.00
05/13/2016	271043	DATAPROSE LLC	NET BILL CC TRANS	640.4710.5555	227.64
05/13/2016	271044	DE LAGE LANDEN FINANCIAL SVCS	COPY MACH LEASE PYMT-5/1-5/31	010.4421.5602	157.26
05/13/2016	271045	DIAZ	COMMUNITY CTR DEPOSIT REFUND	010.0000.2206	200.00
05/13/2016	271045	DIAZ	CANCELLATION FEE PER POLICY	010.0000.4354	(100.00)
05/13/2016	271046	DUQUE	PARK DEPOSIT REFUND-STROTHER#3	010.0000.2206	30.00
05/13/2016	271047	EARTHSCAPES	MAINT SVCS-GRACE LANE	216.4460.5304	110.00
05/13/2016	271047	EARTHSCAPES	MAINT SVCS-PARKSIDE PARK	219.4460.5304	830.00
05/13/2016	271048	EIKHOF DESIGN GROUP	DESIGN SERVICES - SOTO ADA IMPROV.	350.5548.7501	630.00
05/13/2016	271048	EIKHOF DESIGN GROUP	DESIGN SERVICES - PAVEMENT MGMT	350.5638.7501	5,580.00
05/13/2016	271048	EIKHOF DESIGN GROUP	DESIGN SERVICES - MIDBLOCK CROSSWALKS	350.5665.7501	2,460.00
05/13/2016	271049	ELECTRICRAFT INC	SOTO SPORTS COMPLEX VANDALISM	010.4430.5605	1,989.61
05/13/2016	271050	ENGLISH	REIMB OFFICEMAX-CERT PAPER & H	010.4307.5201	6.48
05/13/2016	271050	ENGLISH	REIMB-OFFICEMAX-CERT. PAPER &	010.4307.5201	12.96
05/13/2016	271051	FASTENAL COMPANY	3 WIRE GFCI ADAPTER, GLOVE	220.4303.5255	287.65
05/13/2016	271052	GLENN A RICK ENGINEERING	CONSULTANT SERVICES - PAVEMENT MGT	350.5638.7701	7,664.07
05/13/2016	271053	HAAKER EQUIPMENT, INC	REPLACEMENT DRIVE CHAIN-PW-51	612.4610.5603	100.32
05/13/2016	271054	IRON MOUNTAIN	OFF-SITE RECORDS STORAGE	010.4002.5303	160.59
05/13/2016	271055	IRRIGATION WEST (DBA)	(6) EA PRESSURE GAUGES	640.4712.5610	64.50
05/13/2016	271056	JOHNSON	FICA TAXES REIMBURSEMENT	010.4203.5122	4,982.61
05/13/2016	271057	MANAGED HEALTH NETWORK	MAY 2016 MANAGED HEALTH NETWORK	010.4145.5147	269.61

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/13/2016	271058	MIER BROS LANDSCAPE PRODUCTS	1/3 YD CONCRETE	612.4610.5610	91.80
05/13/2016	271058	MIER BROS LANDSCAPE PRODUCTS	1 YD CONCRETE	640.4712.5610	183.60
05/13/2016	271058	MIER BROS LANDSCAPE PRODUCTS	1/2 YD CONCRETE	640.4712.5610	124.20
05/13/2016	271058	MIER BROS LANDSCAPE PRODUCTS	1/3 YD CONCRETE	640.4712.5610	91.80
05/13/2016	271058	MIER BROS LANDSCAPE PRODUCTS	1/4 YD CONCRETE	640.4712.5610	75.60
05/13/2016	271059	NOE	PARK DEPOSIT REFUND-RANCHO GRA	010.0000.2206	30.00
05/13/2016	271060	NORTH COAST ENGINEERING INC	PLAN CHECKING TRACT3072	010.0000.2558	1,852.50
05/13/2016	271061	OFFICE DEPOT	OFFICE SUPPLIES	010.4102.5201	387.07
05/13/2016	271062	OMNI MEANS LTD	TRAFFIC MODEL SERVICES - BRISCO INTER	350.5642.7501	217.35
05/13/2016	271062	OMNI MEANS LTD	TRAFFIC VOLUME FORECAST - BRISCO INTER	350.5642.7501	160.65
05/13/2016	271063	PACIFIC GAS & ELECTRIC CO	ELECTRIC	010.4145.5401	5,400.37
05/13/2016	271063	PACIFIC GAS & ELECTRIC CO	ELECTRIC	010.4307.5402	1,235.71
05/13/2016	271063	PACIFIC GAS & ELECTRIC CO	ELECTRIC	217.4460.5355	22.87
05/13/2016	271063	PACIFIC GAS & ELECTRIC CO	ELECTRIC	612.4610.5402	1,346.30
05/13/2016	271063	PACIFIC GAS & ELECTRIC CO	ELECTRIC	640.4711.5402	3,404.59
05/13/2016	271063	PACIFIC GAS & ELECTRIC CO	ELECTRIC	640.4712.5402	3,906.32
05/13/2016	271064	PAPER CONNECTION	COPY PAPER-CITY HALL	010.4102.5255	96.66
05/13/2016	271065	PERS - RETIREMENT	GASB 68 REPORTS-SAFETY FIRE 2@	010.0000.1111	1,300.00
05/13/2016	271065	PERS - RETIREMENT	GASB 68 REPORTS-MISC & SAFETY	010.4120.5303	3,900.00
05/13/2016	271066	POINT C LLC	SERVICES BRISCO INTERCHANGE	350.5642.7701	2,500.00
05/13/2016	271067	RAETZ	PER DIEM ARCON INSTRUCTOR UPDA	010.4204.5501	24.00
05/13/2016	271068	RG PACIFIC LLC	TBID WEB MKTG, COMMTNS, WEBSIT	240.4150.5301	7,916.66
05/13/2016	271069	SAN LUIS PAPER CO	TRASH LINERS	010.4420.5605	59.65
05/13/2016	271070	SCHMIDT	MILEAGE: 408 MILES X .54	640.4710.5501	220.32
05/13/2016	271070	SCHMIDT	PER DIEM: BACKFLOW TESTER COUR	640.4710.5501	351.00
05/13/2016	271071	SITEONE LANDSCAPE SUPPLY LLC	(4) NODE 100 CONTROLLER, SOLE	226.4306.5303	425.62
05/13/2016	271071	SITEONE LANDSCAPE SUPPLY LLC	JUMBO BODY BLACK T LID GREEN	226.4306.5303	40.76
05/13/2016	271072	SOUTH COUNTY SANITARY SVC, INC	DUMPSTERS -1375 ASH-CARDBOARD	010.4420.5605	6.75
05/13/2016	271072	SOUTH COUNTY SANITARY SVC, INC	DUMPSTERS -140 TRAFFIC WAY	010.4420.5605	148.87
05/13/2016	271072	SOUTH COUNTY SANITARY SVC, INC	DUMPSTERS -JAMES WAY	010.4420.5605	128.23
05/13/2016	271072	SOUTH COUNTY SANITARY SVC, INC	DUMPSTERS -PD	010.4420.5605	100.80
05/13/2016	271072	SOUTH COUNTY SANITARY SVC, INC	DUMPSTERS -STROTHER PARK	010.4420.5605	128.23
05/13/2016	271072	SOUTH COUNTY SANITARY SVC, INC	DUMPSTERS -1375 ASH	220.4303.5613	3,303.47
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT 203 N RENA	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-1221 ASH ST	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-211 N HALCYON RD	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-211 VERNON ST	010.4145.5401	7.65

CITY OF ARROYO GRANDE
Check Register
5/1/2016-5/15/2016

Check Date	Check #	Vendor Last Name	Description	Acct #	GL Amount
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-215 E BRANCH ST	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-300 E BRANCH ST	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-ELM ST PARK	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-RANCHO GRANDE PARK	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-SHORT ST RESTROOMS	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-SOTO SPORTS COMPLEX	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	CITY ACCT-STROTHER PARK	010.4145.5401	7.65
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	SEWER SVCS COLLECTIONS	760.0000.2304	131,334.38
05/13/2016	271073	SOUTH SLO COUNTY SANIT DIST	1-SEWER SVCS HOOKUPS	760.0000.2305	2,475.00
05/13/2016	271074	STATE OF CALIFORNIA	PRINCIPAL-LOAN#002-10-ECE-ARRA	010.4145.5801	4,238.49
05/13/2016	271074	STATE OF CALIFORNIA	INTEREST-LOAN#002-10-ECE-ARRA	010.4145.5802	1,561.34
05/13/2016	271075	STATEWIDE SAFETY & SIGNS INC	CRAFCO DETACK	220.4303.5613	214.79
05/13/2016	271076	STREATOR PIPE & SUPPLY	2" PVC 90 ELL	010.4420.5605	6.99
05/13/2016	271076	STREATOR PIPE & SUPPLY	SLOAN DIAPHRAM KIT	010.4420.5605	88.98
05/13/2016	271077	TOMARK SPORTS	TENNIS NET	010.4430.5605	262.49
05/13/2016	271078	TRIBUNE	ANNUAL SUBSCRIPTION-CITY MGR 5	010.4101.5503	317.20
05/13/2016	271078	TRIBUNE	YEARLY SUBSCRIPTION-CCD, 5/16-	010.4301.5503	317.20
05/13/2016	271079	TROESH RECYCLING, INC	DIRTY ASPHALT	220.4303.5613	33.45
05/13/2016	271080	UNITED STAFFING ASSOC.	PAYROLL FOR:W. GUZZIE W/E 4/24	010.4420.5303	1,029.41
05/13/2016	271081	VISIT SAN LUIS OBISPO COUNTY	MARCH 2016 CITY ADMIN FEE	010.0000.4771	(166.11)
05/13/2016	271081	VISIT SAN LUIS OBISPO COUNTY	MARCH 2016 TMD REMITTANCE	761.0000.2007	8,305.59
05/13/2016	271082	WALLACE GROUP A CALIF CORP	INSPECTION SERVICES-RESERVOIR #2	640.5968.7301	863.70
05/13/2016	271082	WALLACE GROUP A CALIF CORP	INSPECTION SERVICES-RESERVOIR #2	640.5968.7301	3,960.30
05/13/2016	271082	WALLACE GROUP A CALIF CORP	INSPECTION SERVICES-RESERVOIR #2	640.5968.7301	1,402.26
05/13/2016	271082	WALLACE GROUP A CALIF CORP	INSPECTION SERVICES-RESERVOIR #2	640.5968.7301	409.50
05/13/2016	271082	WALLACE GROUP A CALIF CORP	PM - RESERVOIR #2	640.5968.7301	169.00
05/13/2016	271082	WALLACE GROUP A CALIF CORP	PM - RESERVOIR #2	640.5968.7301	380.25
05/13/2016	271082	WALLACE GROUP A CALIF CORP	PM - RESERVOIR #2	640.5968.7301	247.50
05/13/2016	271082	WALLACE GROUP A CALIF CORP	TECHNICAL SPECS - RESERVOIR #2	640.5968.7501	724.12
05/13/2016	271083	WEST COVINA NURSERIES	ARBOR DAY TREES-(REIMB BY TREE GUILD)	010.0000.2003	322.50
					\$ 478,195.49

CITY OF ARROYO GRANDE
DEPARTMENTAL LABOR DISTRIBUTION
PAY PERIOD

4/22/2016 - 5/5/2016

05/13/16

BY FUND		BY ACCOUNT	
General Fund	348,832.27	5101 Salaries Full time	243,020.63
Streets Fund	12,133.05	5102 Salaries Part-Time - PPT	11,247.99
FCFA	131,698.31	5103 Salaries Part-Time - TPT	33,876.04
Sewer Fund	4,909.97	5105 Salaries OverTime	28,406.05
Water Fund	21,746.59	5106 Salaries Strike Team OT	-
	<u>519,320.19</u>	5107 Salaries Standby	589.80
		5108 Holiday Pay	9,188.41
		5109 Sick Pay	5,893.54
		5110 Annual Leave Buyback	34,925.23
		5111 Vacation Buyback	-
		5112 Sick Leave Buyback	-
		5113 Vacation Pay	7,267.34
		5114 Comp Pay	4,707.89
		5115 Annual Leave Pay	7,831.68
		5116 Salaries - Police FTO	295.70
		5121 PERS Retirement	40,686.37
		5122 Social Security	27,188.52
		5123 PARS Retirement	665.76
		5126 State Disability Ins.	1,218.33
		5127 Deferred Compensation	841.67
		5131 Health Insurance	53,512.75
		5132 Dental Insurance	4,542.95
		5133 Vision Insurance	964.31
		5134 Life Insurance	473.43
		5135 Long Term Disability	659.60
		5143 Uniform Allowance	-
		5144 Car Allowance	637.50
		5146 Council Expense	-
		5147 Employee Assistance	-
		5148 Boot Allowance	-
		5149 Motor Pay	71.20
		5150 Bi-Lingual Pay	25.00
		5151 Cell Phone Allowance	582.50
			<u>519,320.19</u>
OVERTIME BY DEPARTMENT:			
Administrative Services	-		
Community Development	-		
Police	6,332.26		
Fire	21,870.88		
Public Works - Maintenance	68.21		
Public Works - Enterprise	134.70		
Recreation - Administration	-		
Recreation - Special Events	-		
Children In Motion	-		
	<u>28,406.05</u>		



MEMORANDUM

TO: CITY COUNCIL

FROM: DEBBIE MALICOAT, DIRECTOR OF ADMINISTRATIVE SERVICES

BY: RYAN CORNELL, ACCOUNTING MANAGER

SUBJECT: CONSIDERATION OF STATEMENT OF INVESTMENT DEPOSITS

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council receive and file the attached report listing of investment deposits of the City of Arroyo Grande, as of April 30, 2016, as required by Government Code Section 53646(b).

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no funding impact to the City related to these reports. However, the City does receive interest revenue based on the interest rate of the investments.

No or minimal future staff time is projected.

BACKGROUND:

This report represents the City's investments as of April 30, 2016. It includes all investments managed by the City, the investment institution, investment type, book value, maturity date, and rate of interest. As of April 30, 2016, the investment portfolio was in compliance with all State laws and the City's investment policy.

ANALYSIS OF ISSUES:

The Director of Administrative Services has historically submitted to the City Council a monthly report, providing the following information:

1. Type of investment.
2. Financial institution (bank, savings and loan, broker, etc).
3. Date of maturity.
4. Principal amount.
5. Rate of interest.
6. Current market value for all securities having a maturity of more than 12 months.
7. Relationship of the monthly report to the annual statement of investment policy.

**CITY COUNCIL
CONSIDERATION OF INVESTMENT DEPOSITS
MAY 24, 2016
PAGE 2**

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- Recommended Alternative - Approve staff's recommendation to receive and file the attached report listing the investment deposits.
- Do not approve staff's recommendation
- Provide direction to staff

ADVANTAGES:

Safety of principal is the foremost objective of the City. Investments are undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

DISADVANTAGES:

Some level of risk is present in any investment transaction. Losses could be incurred due to market price changes, technical cash flow complications such as the need to withdraw a non-negotiable Time Certificate of Deposit early, or even the default of an issuer. To minimize such risks, diversifications of the investment portfolio by institution and by investment instruments are being used as much as is practical and prudent.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, May 19, 2016. The Agenda and report were posted on the City's website on Friday, May 20, 2016. No public comments were received.

Attachments:

1. Portfolio Summary: April 30, 2016



City of Arroyo Grande
300 E. Branch St.
Arroyo Grande, CA 93420
Phone: (805) 473-5400

CITY OF ARROYO GRANDE
Portfolio Management
Portfolio Summary
April 30, 2016

Investments	Book Value	Interest Rate	Interest Rate PY	Date of Purchase	Term	Maturity Date	% of Portfolio
Local Agency Investment Fund	\$ 7,365,390.22	0.525%	0.283%				33.799%
Certificates of Deposit							
Heritage Oaks Bank	100,996.91	0.500%		December 21, 2015	13 mos	January 1, 2017	0.463%
Silvergate Bank	249,000.00	0.900%		November 14, 2012	54 mos	May 15, 2017	1.143%
Redding Bank of Commerce	250,000.00	1.300%		March 22, 2015	36 mos	March 22, 2018	1.147%
Compass Bank	245,000.00	1.150%		May 6, 2015	36 mos	May 7, 2018	1.124%
Mission Community Bank	1,000,000.00	0.800%		July 3, 2015	36 mos	July 3, 2018	4.589%
BMW Bank	245,000.00	2.000%		August 30, 2013	60 mos	August 30, 2018	1.124%
Total Certificates of Deposit	2,089,996.91						9.591%
Agency Bonds							
FICO Strip Principal	2,496,606.72	0.840% *		January 15, 2015	360 mos	November 30, 2017	11.457%
Federal National Mortgage Assn	2,423,035.90	1.060%		September 17, 2014	66 mos	April 30, 2018	11.119%
Federal National Mortgage Assn	1,965,062.00	1.250%		February 14, 2014	60 mos	January 30, 2019	9.017%
FICO Strip Coupon	954,201.94	1.480% *		May 6, 2015	360 mos	September 26, 2019	4.379%
Federal National Mortgage Assn	2,497,680.00	1.550%		January 15, 2015	84 mos	October 4, 2019	11.461%
Federal Farm Credit	2,000,000.00	1.700%		October 9, 2015	84 mos	October 8, 2020	9.178%
Total Agency Bonds	12,336,586.56						56.611%
TOTAL INVESTMENTS	\$ 21,791,973.69						100.000%

* Effective Interest Rate

THIS PAGE INTENTIONALLY LEFT BLANK



MEMORANDUM

TO: CITY COUNCIL

FROM: DEBBIE MALICOAT, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: CONSIDERATION OF A RESOLUTION REVISING AND AMENDING THE DEFINITION OF WORK WEEK IN THE PERSONNEL REGULATIONS

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council adopt a Resolution revising and amending the definition of work week in the Personnel Regulations.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There are no impacts to financial and personnel resources associated with revising the definition of the work week.

BACKGROUND:

The City has received a request from members represented by the Service Employees International Union (SEIU) Local 620 to consider implementing an alternative work schedule. In the process of evaluating that request, the City's adopted Personnel Regulations were examined. Section 2, paragraph MM provides a definition of work week that would need to be revised if the City desires to implement alternative work schedules for certain groups of employees.

ANALYSIS OF ISSUES:

Currently, work week is defined as:

The work week shall normally consist of five (5) days with eight (8) hours per day for a maximum of 40 hours per week. The work week begins at 12:00 a.m. on Friday and ends at 12:00 a.m. the following Friday. Public safety personnel may be assigned to alternative work schedules as permitted by the Fair Labor Standards Act (FLSA). Such alternative work schedules shall be established through the "meet and confer" process.

Alternative work schedules are common in the public sector, particularly in police and fire operations where 12 or 24 hour shifts are worked. In other operations, the more common alternative work schedules are "Compressed Work Week" schedules, where employees work fewer but longer days, such as four 10-hour days each week (4/40), or 9-hour days with one day off every two weeks (9/80).

There are a number of reasons why alternative work schedules have been implemented in organizations. As described by the Alliance for Innovation, an international network of

**CITY COUNCIL
CONSIDERATION OF A RESOLUTION REVISING AND AMENDING THE
DEFINITION OF WORK WEEK IN THE PERSONNEL REGULATIONS
MAY 24, 2016
PAGE 2**

progressive governments and partners committed to transforming local government, alternative work scheduling can be beneficial in many ways. It can reduce peak rush hour congestion on roadways, provide versatility and enable employees to more conveniently use transit and rideshare options. It can also be an attractive employee recruitment tool that allows employees to have flexibility with childcare or eldercare needs. Employees tend to view alternative work schedules as a “highly desirable benefit” and employers often see less absenteeism, tardiness and use of sick leave. In addition, longer work days can provide additional time to complete projects and, depending on how it is implemented, may result in longer counter hours or other customer service benefits.

The work week is proposed to be defined as:

The work week shall normally consist of five (5) days with eight (8) hours per day for a maximum of 40 hours per week. The work week begins at 12:00 a.m. on Friday and ends at 12:00 a.m. the following Friday. However, the City Manager shall have the authority to implement alternative work schedules for all employees, including a 7(k) work period for public safety, as permitted by the Fair Labor Standards Act (FLSA). Such alternative work schedules shall be established through the “meet and confer” process, as required.

This slight modification will allow for the implementation of alternative work schedules for all employee groups, as permitted by the FLSA and as required through any meet and confer processes. Consistent with Municipal Code 2.08.070, the City Manager would have the authority to implement alternative work schedules if they are “necessary or expedient for the conduct of administrative services.” This will allow for maximum flexibility for all departments in the City to set work schedules appropriate to the operational needs of the department not just public safety departments.

ALTERNATIVES:

The following alternatives are provided for City Council consideration:

1. Adopt the attached resolution;
2. Modify and adopt the attached resolution;
3. Do not adopt the attached resolution; or
4. Provide direction to staff.

ADVANTAGES:

The City will have the flexibility to implement work schedules appropriate to the operational needs of each department.

DISADVANTAGES:

No disadvantages have been identified.

**CITY COUNCIL
CONSIDERATION OF A RESOLUTION REVISING AND AMENDING THE
DEFINITION OF WORK WEEK IN THE PERSONNEL REGULATIONS
MAY 24, 2016
PAGE 3**

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, May 19, 2016. The Agenda and report were posted on the City's website on Friday, May 20, 2016. No public comments were received.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE APPROVING AND ADOPTING REVISED AND AMENDED PERSONNEL REGULATIONS

WHEREAS, Section 2.44.020 of the Arroyo Grande Municipal Code provides that the City Manager is to prepare and recommend to the City Council revisions and amendments to the City’s Personnel Regulations and the City Attorney is to approve the legality of such revisions and amendments prior to their submission to the City Council; and

WHEREAS, Section 2.44.040 of the Arroyo Grande Municipal Code further provides that Personnel Regulations that are prepared by the City Manager, and as revised by the City Council, are to be adopted by resolution of the City Council; and

WHEREAS, the City Manager has prepared a proposed revision to the City’s Personnel Regulations Section 2, paragraph MM defining “work week” and has recommended that the revision, which has been reviewed and approved by the City Attorney as to the legality, be approved by the City Council; and

WHEREAS, the definition of “work week” will be revised to give the City Manager the authority to implement alternative work schedules; and

WHEREAS, in accordance with the requirements of the Meyers-Milias-Brown Act (Government Code Section 3500 et seq.), the City has sent copies of the proposed revisions and amendments to the recognized employee organizations, the AGPOA, International Association of Firefighters 4403 and SEIU Local 620, and to the extent requested, has met and conferred with each organization about the proposed Personnel Regulation revision as required by law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande hereby adopts the following revision to Section 2, paragraph MM of the City of Arroyo Grande Personnel Regulations:

The work week shall normally consist of five (5) days with eight (8) hours per day for a maximum of 40 hours per week. The work week begins at 12:00 a.m. on Friday and ends at 12:00 a.m. the following Friday. However, the City Manager shall have the authority to implement alternative work schedules for all employees, including a 7(k) work period for public safety, as permitted by the Fair Labor Standards Act (FLSA). Such alternative work schedules shall be established through the “meet and confer” process, as required.

On motion of Council Member _____, seconded by Council Member _____, and by the following roll call vote, to wit:

AYES:
NOES:
ABSENT:

the foregoing Resolution was passed and adopted this _____ day of _____ 2016.

**RESOLUTION NO.
PAGE 2**

JIM HILL, MAYOR

ATTEST:

KITTY NORTON, DEPUTY CITY CLERK

APPROVED AS TO CONTENT:

DIANNE THOMPSON, CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

THIS PAGE INTENTIONALLY LEFT BLANK

ACTION MINUTES

SPECIAL MEETING OF THE CITY COUNCIL TUESDAY, MAY 10, 2016

COUNCIL CHAMBERS, 215 EAST BRANCH STREET ARROYO GRANDE, CALIFORNIA

1. CALL TO ORDER

Mayor Hill called the Special City Council Meeting to order at 5:00 p.m.

2. ROLL CALL

Council Members Jim Guthrie, Tim Brown, Kristen Barneich, Mayor Pro Tem Barbara Harmon, and Mayor Jim Hill were present.

City Manager Dianne Thompson, City Attorney Heather Whitham, and Director of Legislative and Information Services/City Clerk Kelly Wetmore were also present.

3. FLAG SALUTE

4. PUBLIC COMMENT

No public comments were received.

5. CITY COUNCIL CLOSED SESSION

The City Council adjourned to closed session to consider the following items:

- a) Public Employee Performance Evaluation pursuant to Government Code Section 54957:
Title: City Attorney
- b) Conference With Labor Negotiator pursuant to Government Code Section 54957.6:
Agency Designated Representative: Dianne Thompson, City Manager
Represented Employees: Arroyo Grande Police Officers' Association (AGPOA)
- c) Conference With Labor Negotiator pursuant to Government Code Section 54957.6:
Agency Designated Representative: Dianne Thompson, City Manager
Unrepresented Employees: Management Employees

Adjourned to closed session.

6. RECONVENE TO OPEN SESSION:

The Council reconvened at 6:02 p.m. in conjunction with the Regular City Council meeting. Under Item 5 of the Regular Meeting Agenda, City Attorney Whitham announced the following:

a) The City Council concluded the City Attorney evaluation; b) The City Council discussed ongoing labor negotiations with the Police Officers' Association with the City Manager; and c) The City Council did not discuss labor negotiations with the management employees.

7. ADJOURNMENT

The special meeting was adjourned at 6:02 p.m.

**Minutes of City Council Special Meeting
May 10, 2016
Page 2**

Jim Hill, Mayor

ATTEST:

Kelly Wetmore, City Clerk

(Approved at CC Mtg _____)

ACTION MINUTES

REGULAR MEETING OF THE CITY COUNCIL TUESDAY, MAY 10, 2016 COUNCIL CHAMBERS, 215 EAST BRANCH STREET ARROYO GRANDE, CALIFORNIA

1. CALL TO ORDER

Mayor Hill called the Regular City Council Meeting to order at 6:02 p.m.

2. ROLL CALL

City Council: Council Members Jim Guthrie, Tim Brown, Kristen Barneich, Mayor Pro Tem Barbara Harmon and Mayor Jim Hill were present.

Staff Present: City Manager Dianne Thompson, City Attorney Heather Whitham, Director of Legislative and Information Services/City Clerk Kelly Wetmore, Director of Administrative Services Debbie Malicoat, Public Works Director Geoff English, Public Works Supervisor Shane Taylor, Associate Planner Kelly Heffernon, and Police Chief Steven Annibali.

3. MOMENT OF REFLECTION

4. FLAG SALUTE

Bob Lund, representing Arroyo Grande in Bloom, led the Flag Salute.

5. AGENDA REVIEW

5.a. Closed Session Announcements

May 10, 2016 Special City Council Meeting:

- a) Public Employee Evaluation pursuant to Government Code Section 54957:
Title: City Attorney
- b) Conference with Labor Negotiator pursuant to Government Code Section 54957.6:
Agency Designated Representative: Dianne Thompson, City Manager
Represented Employees: Arroyo Grande Police Officers' Association (AGPOA)
- c) Conference with Labor Negotiator pursuant to Government Code Section 54957.6:
Agency Designated Representative: Dianne Thompson, City Manager
Unrepresented Employees: Management Employees

City Attorney Whitham announced the following: a) The City Council concluded the City Attorney evaluation; b) The City Council discussed ongoing labor negotiations with the Police Officers' Association with the City Manager; and c) The City Council did not discuss labor negotiations with the management employees.

April 26, 2016 Regular City Council Meeting:

- a) Public Employee Evaluation pursuant to Government Code Section 54957:
Title: City Attorney

City Attorney Whitham announced that the City Council met in closed session on April 26, 2016 to discuss the parameters and procedures for the City Attorney evaluation.

5.b. Ordinances Read in Title Only.

Council Member Brown moved, Council Member Barneich seconded, and the motion passed unanimously that all ordinances presented at the meeting shall be read by title only and all further readings be waived.

6. SPECIAL PRESENTATIONS

6.a. Mayor's Commendation Recognizing Richard DeBlauw for Providing a Warming Shelter Location for the Homeless this past Winter.

Mayor Hill presented a Mayor's Commendation to Richard DeBlauw. Mr. DeBlauw accepted the Proclamation, thanked the Council, and also recognized Betsy Ehrler for her work at the shelter.

6.b. Honorary Proclamation Declaring May 15-21, 2016 as "National Public Works Week"

Mayor Hill presented an Honorary Proclamation declaring May 15-21, 2016 as "National Public Works Week." Director of Public Works English accepted the Proclamation and acknowledged Public Works Supervisor Shane Taylor and the Public Works staff for their dedication to the City.

7. CITIZENS' INPUT, COMMENTS, AND SUGGESTIONS

Mayor Hill invited public comment. Speaking from the public were Linda Osty, who offered an invocation; Richard Waller, referred to a letter by the Mayor to the Federal Trade Commission and requested an explanation; April McLaughlin, referred to the Arroyo Grande In Bloom (AGIB) Symposium being hosted in Arroyo Grande and expressed concern that AGIB representatives would not be staying in Arroyo Grande hotels; Patty Welsh, commented on the City's need for a full service grocery store; Tom Goss, responded to concerns about the America In Bloom Symposium and stated that the Committee tried unsuccessfully to obtain lodging and meeting facilities in Arroyo Grande but nothing was able to accommodate the entire group; Shirley Gibson, Halcyon, shared early history of Arroyo Grande including the number of saloons in the City, how voters wanted a dry town, and referred to the location of the Fire Department; LeAnn Akins, referred to the Arroyo Grande Revenue Plan and stated the City needs more revenue, expressed concern that the proposed programs are not going to bring in much more revenue, encouraged a more business friendly City, and expressed appreciation for the Mayor's involvement in bringing in business; and Caren Ray, suggested that the Council agendaize an informational item regarding the need for a grocery store.

8. CITY MANAGER REPORT:

City Manager Thompson provided a status report on upcoming and recently considered items by the Planning Commission, Traffic Commission, Architectural Review Committee, and Historic Resources Committee; stated she attended the quarterly Village Improvement Association meeting and provided an update on what is going on in the City; reported that the first Coffee with the City Manager was held and that the next meeting will be held on June 6th at Red Dirt Coffee House; commented that staff is continuing to look for ways to support the businesses in

Arroyo Grande and is looking into scheduling another workshop similar to the Google/Yelp Workshop held last month; announced that the City will be conducting a City Services roundtable this summer at one of the Chamber's lunch meetings; and provided an overview of upcoming meeting items.

9. CONSENT AGENDA

Mayor Hill invited public comment on the Consent Agenda items. Speaking from the public was Patty Welsh, referred to Item 9.c. (consultant services for on-call building plan review and inspection services), commented that the City has a Building Official and asked why consultants were needed.

At the request of Mayor Hill, City Manager Thompson explained that the City's Building Official provides necessary services, but that an on-call provider is needed to allow the City to process permits as quickly as possible and without delays of up to a month. No further public comments were received.

Action: Council Member Barneich moved, and Council Member Guthrie seconded the motion to approve Consent Agenda Items 9.a. through 9.c., with the recommended courses of action. The motion passed on the following roll-call vote:

AYES: Barneich, Guthrie, Brown, Harmon, Hill
NOES: None
ABSENT: None

9.a. Consideration of Cash Disbursement Ratification.

Action: Ratified the listing of cash disbursements for the period April 16, 2016 through April 30, 2016.

9.b. Consideration of Approval of Minutes.

Action: Approved the minutes of the Regular City Council Meeting of April 26, 2016, as submitted.

9.c. Consideration of Approval of Agreements for Consultant Services for On-call Building Plan Review and Inspection Services.

Action: 1) Approved Agreements for Consultant Services with the following firms for specified on-call building plan review and inspection services: Bureau Veritas North America, Inc; 4Leaf Inc.; California Code Check; and JAS Pacific; and 2) Authorized staff to issue purchase orders for consultant services if the proposal cost is within the City Council approved project or service budget.

10. PUBLIC HEARINGS

None.

11. OLD BUSINESS

11.a. Consideration of Update and Council Direction on the City's Water Supply and Demand Status, Water Use Restrictions, and Water Conservation Incentive Programs.

Recommended Action: 1) Receive and file the updated water supply and demand report; 2) Approve funding plan for water conservation programming as proposed; 3) Receive and file report on status of baseline adjustment form requests; 4) Direct staff to use existing measures in the City's Mandatory Water Use Restrictions Ordinance to direct mandatory plumbing retrofit for commercial properties; and 5) Provide direction to staff regarding options for the potential purchase and use of State Water.

City Manager Thompson provided introductory comments regarding the staff report.

Section A

Public Works Director English provided an overview of recommendations; reviewed the City's Drought Response Timeline from 2011; acknowledged the members of the City's Drought Team; and reviewed the current statewide drought conditions.

Public Works Supervisor Shane Taylor provided an overview of the Lopez Reservoir and agency entitlements, of which Arroyo Grande has 50% of the entitlement; displayed a graph of Historic Storage at Lopez Reservoir; reviewed Lopez Reservoir Storage Projections; reviewed the Low Reservoir Response Plan; reviewed NCMA Groundwater allocation; reviewed network of sentry wells and testing of wells; reviewed percent of total water production by source of supply in 2015; reviewed percent of total water production by source of supply – planned for 2016 & 2017; and provided results of water conservation by Arroyo Grande residents.

Public Works Director English reviewed supplemental water supply projects and reviewed current and projected water supply.

Staff responded to questions from Council.

Mayor Hill called for a break at 7:30 p.m. The Council reconvened at 7:38 p.m.

Section B

Associate Planner Heffernon provided an overview of the City's water conservation programs, public education efforts for water conservation, and water conservation program funding.

Staff responded to questions from Council.

Mayor Hill invited public comment. Speaking from the public were LeAnn Akins, who suggested promoting a native plant initiative; Patty Welsh, agreed with the suggestion of promoting native planting; and Colleen Martin, referred to the Cash for Grass program stating the program only works if the turf is replaced with something that looks nice. No further public comments were received.

Section C

Accounting Manager Cornell presented the baseline adjustment request statistics, including current water restrictions under the Stage 1 reduction requirement; and penalties and enforcement provisions.

Staff responded to questions from Council.

Section D

Public Works Director English presented mandatory water use restriction ordinance modification options and alternatives.

Community Development Director McClish presented building restrictions and recommended triggers, and reviewed build out projected water supply/demand with extended drought conditions.

Staff responded to questions from Council.

Section E

Public Works Director English reviewed options for potential use of State Water.

Staff responded to questions from Council.

Mayor Hill invited public comment. Speaking from the public were Patty Welsh, Arroyo Grande, asked questions regarding the reading of water meters, customers who are repeatedly not meeting water reductions, valid reasons for requesting more water, commercial accounts as it relates to water conservation faucets, build out, timeline of building moratorium, expressed concern about water use in businesses, suggested town hall meetings to discuss the proposed measure, expressed concern regarding where the money will come from to buy State water, and referred to Cambria and their water conservation efforts; Colleen Martin, expressed concerns and suggested changes to the Home Water Audit Form, water bill format, providing relief from penalties, and recommended sending out the baseline letter to residents again; Speaker (did not state name), expressed concern with the Think H2O website and whether it was being updated. No further public comments were received.

Staff responded to questions from Council.

The Water Supply and Demand Report and Report on Status of Baseline Adjustment Form Requests was received and filed. No formal action was taken.

Action: Mayor Pro Tem Harmon moved to approve the funding plan for water conservation programming as proposed. Council Member Barneich seconded, and the motion passed on the following roll-call vote:

AYES: Harmon, Barneich, Guthrie, Brown, Hill
NOES: None
ABSENT: None

Action: Mayor Pro Tem Harmon moved to direct staff to use existing measures in the City's Mandatory Water Use Restrictions Ordinance to direct mandatory plumbing retrofit for commercial properties. Council Member Barneich seconded, and the motion passed on the following roll-call vote:

AYES: Harmon, Barneich, Guthrie, Brown, Hill
NOES: None
ABSENT: None

Action: Mayor Pro Tem Harmon moved to direct staff to begin the implementation and put into motion what was needed to potentially purchase and use State Water by pursuing a voter measure for placement on the ballot in November 2018. Council Member Brown seconded, and the motion failed on the following roll-call vote:

AYES: Harmon, Brown
NOES: Barneich, Guthrie, Hill
ABSENT: None

Action: Council Member Guthrie moved to direct staff to bring back a measure for November 2016 for emergency State water only, for Council consideration. Council Member Barneich seconded, and the motion passed on the following roll-call vote:

AYES: Guthrie, Barneich, Hill
NOES: Brown, Harmon
ABSENT: None

Mayor Hill called for a break at 10:35 p.m. The Council reconvened at 10:40 p.m.

11.b. Consideration of Water and Wastewater Financial Plan and Implementation of Temporary Drought Rates.

Administrative Services Director Malicoat presented the staff report and recommended that the Council: 1) Schedule a public hearing to consider adjustments to water and wastewater rates via drought rates and; 2) Direct staff to prepare and distribute a Proposition 218 notice for the proposed temporary water and wastewater drought rates. Staff responded to questions from Council.

Mayor Hill invited public comment. No public comments were received.

At this time, Mayor Hill noted that pursuant to Council policy, the Council must vote unanimously to continue the meeting past 11:00 p.m.

Action: Council Member Guthrie moved to continue the meeting until 11:30 p.m. Council Member Brown seconded, and the motion passed unanimously by voice vote.

Action: Council Member Guthrie moved to: 1) Schedule a public hearing to consider adjustments to water rates via drought rates, and; 2) Direct staff to prepare and distribute a Proposition 218 notice for the proposed temporary water rate at 11% that would generate \$150,000 for the water neutralization fund. Council Member Brown seconded, and the motion passed on the following roll-call vote:

AYES: Guthrie, Brown, Barneich
NOES: Harmon, Hill
ABSENT: None

Action: Council Member Guthrie moved: to 1) Schedule a public hearing to consider adjustments to wastewater rates via drought rates, and; 2) Direct staff to prepare and distribute a Proposition 218 notice for the proposed temporary Wastewater rate at 10%. Council Member Brown seconded, and the motion passed on the following roll-call vote:

AYES: Guthrie, Brown, Barneich, Harmon, Hill
NOES: None.
ABSENT: None

12. NEW BUSINESS

None.

13. COUNCIL COMMUNICATIONS

Council Member Barneich requested to agendaize an item to discuss implementing a Council policy on letters written by City Council members. Council Member Guthrie concurred.

14. CLOSED SESSION

Mayor Hill announced the City Council would not be meeting in closed session at this time.

15. ADJOURNMENT

Mayor Hill adjourned the meeting at 11:25 p.m.

Jim Hill, Mayor

ATTEST:

Kelly Wetmore, City Clerk

(Approved at CC Mtg _____)

THIS PAGE INTENTIONALLY LEFT BLANK



MEMORANDUM

TO: CITY COUNCIL

FROM: STEVEN N. ANNIBALI, CHIEF OF POLICE

SUBJECT: CONSIDERATION TO DECLARE SURPLUS PROPERTY

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended that the City Council adopt a Resolution declaring police equipment as surplus property and authorizing its donation to the Allan Hancock Law Enforcement Training program.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

This declaration of surplus property will provide \$2,750 in-kind credit to the Police Department for use in the ongoing perishable skills training program. There is no impact on personnel resources.

BACKGROUND:

The taser devices listed as surplus equipment in Exhibit A of the Resolution have been replaced with new grant funded tasers, making them surplus.

ANALYSIS OF ISSUES:

The taser devices were previously issued to officers of the Police Department for patrol use. The devices became outdated and were approved by Council on February 23, 2016 for replacement with grant funds received by the Police Department.

The Police Department utilizes the facilities, equipment and training instructors at the Allan Hancock Law Enforcement Training program to provide mandatory annual perishable skills training in accordance with the State of California Commission on Peace Officer Standards and Training (POST). Although some of the training is reimbursable by POST, additional training is not reimbursable and is paid for out of the Police Department's annual training budget.

This proposal will credit the Police Department \$2,750 toward future training costs and enhance the Police Department's training program.

The surplus tasers will be used by law enforcement academy recruits to be worn on their individual duty belts. The tasers will be non-functioning and simply used to acquaint the recruits to this regularly issued equipment.

**CITY COUNCIL
CONSIDERATION TO DECLARE SURPLUS PROPERTY / EQUIPMENT
MAY 24, 2016
PAGE 2**

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- *Recommended Alternative:* It is recommended that the City Council adopt a Resolution declaring the equipment listed in Exhibit A as surplus and authorize its donation and in-kind credit;
- Do not adopt the Resolution;
- Modify as appropriate and adopt the Resolution; or
- Provide direction to staff.

ADVANTAGES:

The advantage of approving the recommended action is that it will provide for the disposition of surplus property and generate a training credit.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

This project is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

PUBLIC NOTIFICATION AND COMMENTS:

The public impacted by the proposal is the Arroyo Grande Police Department's service population. The public has been made aware of the proposal before Council by a posting of the Agenda in the front of City Hall on Thursday, May 19, 2016 and on the City's website on Friday, May 20, 2016. No public input has been received to date.

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ARROYO GRANDE DECLARING EQUIPMENT AS SURPLUS
PROPERTY AND AUTHORIZING ITS DONATION**

WHEREAS, the City of Arroyo Grande Police Department has certain equipment which is no longer needed; and

WHEREAS, the equipment can be classified as surplus property and made available for sale, transfer or donation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande does hereby declare as surplus the equipment described in Exhibit A, attached hereto and incorporated herein by this reference, and authorizes its donation to the Allan Hancock Law Enforcement Training program in return for a \$2,750 training program credit.

On motion of Council Member _____, seconded by Council Member _____ and by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this 24th day of May 2016.

**RESOLUTION NO.
PAGE 2**

JIM HILL, MAYOR

ATTEST:

KITTY NORTON, DEPUTY CITY CLERK

APPROVED AS TO CONTENT:

DIANNE THOMPSON, CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

EXHIBIT A
SURPLUS PROPERTY

TASERS:

X00-395208
X00-418244
X00-657493
X00-639979
X00-509260
X00-418264
X00-276115
X00-603957
X00-185129
X00-588502
X00-418263
X00-418643
X00-418252
X00-418298
X00-037176
X00-418288
X00-418230
X00-418219
X00-418289
X00-689112
X00-418239
X00-637521
X00-418241
X00-418265
X00-88061

M26 Tasers:

P001614
P3_050021
P001337
P001690
P4-011613

THIS PAGE INTENTIONALLY LEFT BLANK



MEMORANDUM

TO: CITY COUNCIL

FROM: GEOFF ENGLISH, DIRECTOR OF MAINTENANCE SERVICES

**BY: SHANE TAYLOR, UTILITIES MANAGER
GLENDIA BONER, ADMINISTRATIVE SECRETARY**

**SUBJECT: CONSIDERATION TO APPROVE AN AGREEMENT FOR UNIFORM
LAUNDRY SERVICES WITH ARAMARK UNIFORM SERVICES**

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council:

1. Approve an Agreement with Aramark Uniform Services for uniform laundry services in the amount of \$35,694.21 for a three-year term; and
2. Authorize the Mayor to execute the Agreement with Aramark Uniform Services for uniform laundry services; and
3. Authorize the City Manager to extend the Agreement for two additional one-year terms at the option of the City.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

Funds for this Agreement are included in the FY 2016/2017 Budget. Funding has been divided between the Streets, Parks, Facilities, Landscaping, and Utilities budgets of the Public Works Department. The estimated annual cost of the Agreement is \$11,898.07. Funds have already been allocated to cover the first year of the Agreement.

Funding for years two (2) and three (3) of the Agreement will be budgeted for in subsequent years. The estimated total cost of the three-year Agreement is \$35,694.21. The Agreement will continue to be administered by the Utilities Manager and the Administrative Secretary. Approximately 75 hours per year are required to oversee the Agreement.

**CITY COUNCIL
CONSIDERATION TO APPROVE AN AGREEMENT FOR UNIFORM LAUNDRY
SERVICES WITH ARAMARK UNIFORM SERVICES
MAY 24, 2016
PAGE 2**

BACKGROUND:

The City's uniform Agreement with Aramark Uniform Services expired in November of 2015. The Agreement provides service level expectations and pricing for rental and laundry services for the Public Works Department's uniforms, jackets, coveralls, floor rugs and shop towels.

A Request for Quotation with bid specifications to supply uniforms and related laundry services were mailed to prospective firms and posted on the City's website on April 7, 2016. Proposals from prospective laundry service firms were received and opened on May 5, 2016. Three companies submitted proposals by the bid due date. A bid summary is attached. (Attachment #1)

ANALYSIS OF ISSUES:

Per Article 16 of the adopted Memorandum of Understanding (MOU) with Service Employees International Union Local 620 Arroyo Grande Chapter, the City agrees to furnish uniforms to specified employees. The average cost for providing this service is \$3.50 per week for each employee required to wear a uniform, or \$182 per year. The apparent low bidder, Aramark Uniform Services, will provide services for a three (3) year term, with two additional one-year terms at the option of the City, commencing on July 1, 2016.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- 1) Approve staff's recommendation;
- 2) Do not approve staff's recommendation;
- 3) Modify as appropriate and approve staff's recommendation; or
- 4) Provide direction to staff.

ADVANTAGES:

Execution of this Agreement ensures that Article 16 of the adopted MOU is satisfied. It is more cost effective to expend \$182 per year per employee for freshly laundered uniforms vs. establishing a set uniform allowance per employee.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

**CITY COUNCIL
CONSIDERATION TO APPROVE AN AGREEMENT FOR UNIFORM LAUNDRY
SERVICES WITH ARAMARK UNIFORM SERVICES
MAY 24, 2016
PAGE 3**

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, May 19, 2016. The Agenda and staff report were posted on the City's website on Friday, May 20, 2016. No public comments were received.

Attachments:

1. Bid Summary

AGREEMENT FOR CONTRACTOR SERVICES

THIS AGREEMENT, is made and effective as of _____ 2016, between **ARAMARK UNIFORM SERVICES** ("Contractor"), and the **CITY OF ARROYO GRANDE**, a Municipal Corporation ("City"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on July 1, 2016 and shall remain and continue in effect until June 30, 2019, unless sooner terminated pursuant to the provisions of this Agreement. The City shall have the sole option to extend this Agreement for two additional one-year terms. If City elects to exercise this option, it shall give written notice not later than six (6) months prior to the initial termination date, or, if an extension has been exercised, six (6) months prior to the extended termination date. The terms and conditions of this Agreement shall be applicable during said extension option unless the parties mutually agree in writing upon any changes.

2. **SERVICES**

Contractor shall perform the tasks described and comply with all terms and provisions set forth in Exhibit "A", attached hereto and incorporated herein by this reference.

3. **PERFORMANCE**

Contractor shall at all times faithfully, competently and to the best of his/her ability, experience and talent, perform all tasks described herein. Contractor shall employ, at a minimum generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Contractor hereunder in meeting its obligations under this Agreement.

4. **AGREEMENT ADMINISTRATION**

City's Public Works Director shall represent City in all matters pertaining to the administration of this Agreement. Brad Key shall represent Contractor in all matters pertaining to the administration of this Agreement.

5. **PAYMENT**

The City agrees to pay the Contractor in accordance with the payment rates and terms set forth in Exhibit "B", attached hereto and incorporated herein by this reference.

6. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 5.

7. **TERMINATION ON OCCURRENCE OF STATED EVENTS**

This Agreement shall terminate automatically on the occurrence of any of the following events:

- (a) Bankruptcy or insolvency of any party;
- (b) Sale of Contractor's business; or
- (c) Assignment of this Agreement by Contractor without the consent of City.
- (d) End of the Agreement term specified in Section 1.

8. **DEFAULT OF CONTRACTOR**

(a) The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

(b) If the City Manager or his/her delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Contractor a written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

9. **LAWS TO BE OBSERVED.** Contractor shall:

(a) Procure all permits and licenses, pay all charges and fees, and give all notices which may be necessary and incidental to the due and lawful prosecution of the services to be performed by Contractor under this Agreement;

(b) Keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders, and decrees which may affect those engaged or employed under this Agreement, any materials used in Contractor's performance under this Agreement, or the conduct of the services under this Agreement;

(c) At all times observe and comply with, and cause all of its employees to observe and comply with all of said laws, ordinances, regulations, orders, and decrees mentioned above;

(d) Immediately report to the City's Contract Manager in writing any discrepancy or inconsistency it discovers in said laws, ordinances, regulations, orders, and decrees mentioned above in relation to any plans, drawings, specifications, or provisions of this Agreement.

(e) The City, and its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this Section.

10. **OWNERSHIP OF DOCUMENTS**

(a) Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files, Contractor shall make available to the City, at the Contractor's office and upon reasonable written request by the City, the

necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

11. **INDEMNIFICATION**

(a) Indemnification for Professional Liability. When the law establishes a professional standard of care for Contractor's Services, to the fullest extent permitted by law, Contractor shall indemnify, protect, defend and hold harmless City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, agents, employees or subContractors (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of professional services under this agreement.

(b) Indemnification for Other Than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Contractor shall indemnify, defend and hold harmless City, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, agents, employees or subContractors of Contractor.

(c) General Indemnification Provisions. Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every subContractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this agreement. In the event Contractor fails to obtain such indemnity obligations from others as required here, Contractor agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth here is binding on the successors, assigns or heirs of Contractor and shall survive the termination of this agreement or this section.

12. **INSURANCE**

Contractor shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit "C" attached hereto and incorporated herein as though set forth in full.

13. **INDEPENDENT CONTRACTOR**

(a) Contractor is and shall at all times remain as to the City a wholly independent Contractor. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents, except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

(b) No employee benefits shall be available to Contractor in connection with performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.

14. **UNDUE INFLUENCE**

Contractor declares and warrants that no undue influence or pressure was or is used against or in concert with any officer or employee of the City of Arroyo Grande in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Arroyo Grande will receive compensation, directly or indirectly, from Contractor, or from any officer, employee or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

15. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the project performed under this Agreement.

16. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents, or subContractors, shall not without written authorization from the City Manager or unless requested by the

City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

(b) Contractor shall promptly notify City should Contractor, its officers, employees, agents, or subContractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

17. **NOTICES**

Any notice which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City: City of Arroyo Grande
Geoff English, Public Works Director
300 E. Branch Street
Arroyo Grande, CA 93420

To Contractor: Aramark Uniform Services
Brad Key
139 South A Street
Lompoc, CA 93436

18. **ASSIGNMENT**

The Contractor shall not assign the performance of this Agreement, nor any part thereof, without the prior written consent of the City.

19. **GOVERNING LAW**

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the superior or federal district court with jurisdiction over the City of Arroyo Grande.

20. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. **TIME**

City and Contractor agree that time is of the essence in this Agreement.

22. **CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL**

Contractor is bound by the contents of the City's Request for Proposal, Exhibit "D", attached hereto and incorporated herein by this reference, and the contents of the proposal submitted by the Contractor, Exhibit "E", attached hereto and incorporated herein by this reference. In the event of conflict, the requirements of City's Request for Proposals and this Agreement shall take precedence over those contained in the Consultant's proposals.

23. **CONSTRUCTION**

The parties agree that each has had an opportunity to have their counsel review this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendments or exhibits thereto. The captions of the sections are for convenience and reference only, and are not intended to be construed to define or limit the provisions to which they relate.

24. **AMENDMENTS**

Amendments to this Agreement shall be in writing and shall be made only with the mutual written consent of all of the parties to this Agreement.

25. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he/she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF ARROYO GRANDE

CONTRACTOR

By: _____
Jim Hill, Mayor

By: _____

Attest:

Its: _____
(Title)

Kelly Wetmore, City Clerk

Approved As To Form:

Heather Whitham, City Attorney

EXHIBIT A
SCOPE OF WORK

IV. SCOPE OF WORK

1.0 General Scope of Work

Continual Replacement: Garments must at all times be in a condition acceptable to the City. Garments that, through normal use, are determined to be in an unacceptable condition shall be replaced with new garments at no cost by successful bidder. Upon request by the City, Contractor must replace unacceptable garments with new. Garments must also be replaced with new every three years.

Repairs: Contractor shall understand and agree that repairs which are made to a uniform, must be neat and can only be made to a uniform's seam with the same color thread of the garment or with transparent thread. A uniform must be replaced when it becomes stained, torn and/or when there is a hole in the uniform. All repairs must be completed within seven (7) days of submission to the vendor.

Normal Wear & Tear: Contractor shall accept all normal wear and tear free of charge. Normal wear and tear shall be defined as garments that have become faded or discolored, small holes and/or bleach, paint, or oil spots caused by normal work related activities.

Lost/Damage Charge: The City understands and agrees that all rental garments remain the property of the contractor. In the event that a garment is damaged in a situation other than normal wear and tear, the City accepts the fact that a damage charge will be assessed. Loss/damage charges are to be charged at the unit prices identified on the pricing sheets of this agreement. Contractor shall identify the employee responsible for any lost/damage and identify the date said loss occurred.

Any garments turned in to be laundered and not returned in a timely manner will be replaced at the expense of the contractor and the cost deducted from the invoice.

Notification to the City of any losses must be made in a timely manner to provide opportunity for the City to identify problem areas and to provide corrective action.

New Employees: The City reserves the right to add employees at any time during the term of the contract. New employees shall be supplied with appropriate uniforms within seven (7) calendar days of verbal notification to the Contractor by the City. Contractor shall provide the City with name(s) of persons to contact with additions of new employees and deletions of terminating employees. Contractor must supply new

uniforms to new employees. There shall be no initial fee to add employees and the weekly service rates will be as stated under the original agreement.

Weekly Turn In: City employees shall turn in worn uniforms weekly for pickup by the Contractor. Contractor shall return the same number of laundered uniforms as the were turned in by each employee. Ideally each employee shall turn in 5 worn uniforms weekly.

Service Cancellation: The City may cancel service for any employee(s) at any time without a monetary penalty being imposed by the vendor. Upon cancellation, all uniforms will be turned in to the vendor. If there is a shortage, the City will make restitution. Cost of replacement shall be determined by the replacement charge unit price of the contract. The City will not pay for normal wear and tear of the returned uniforms.

Delivery/System Locations: The City and the Contractor shall mutually agree upon which day(s) of the week the Contractor shall pickup and deliver the uniforms. The Contractor understands there are five (5) delivery/pickup locations.

Public Work Yard, 1375 Ash Street, Arroyo Grande (uniforms, mats, auto towels)
Police Department, 200 North Halcyon Road, Arroyo Grande (mats only)
Woman's Club/Community Center, 211 Vernon Street, Arroyo Grande (mats, mopheads)
Recreation Center, 1221 Ash Street, Arroyo Grande (mats, mopheads)
City Hall, 300 East Branch Street, Arroyo Grande (mats only)

Garments Specification: Garments initially provided to the City shall be new. Replacement garments shall also be new. All garments provided shall be free from defect upon commencement of the contract and when added during the contract period. Fabric shall be City Employees option (A) 65% Polyester, 35% Cotton or (B) 100% Cotton. The City reserves the right to designate which employee shall be outfitted with which fabric on an individual basis. Divisions may have a portion of their employees in blends and a portion in 100% cotton.

Uniform items that are within 1/4oz of specification will be considered. Proposals that offer less substantial items by a few percent will be evaluated accordingly.

Special 100% Cotton: Uniforms shall have no metal buttons or snaps; however these shall have metal zippers on the pants.

Shirts: Shall be a regular style with short or long sleeves (City employees option), two pockets with buttons. The City employee's will have a choice of fabric, either 100% cotton or polyester cotton blend, and color.

Trousers and Shorts: All "Brushed Twill" trousers are to be no less than 9 oz. weight, poly/cotton blend, with the choice of western or regular cut. Brushed Twill Flex-Waist

trousers shall be vat dyed and Sanforized with zipper fly, double stitched seat seams, bar tacked at points of stress, hemmed not cuffed. All Cotton Flex-Waist Shorts are an alternative and will be purchased by the City and laundered by the Contractor.

Pressing: All shirts shall be form pressed. All trousers shall be flat pressed. Following pressing, Contractor shall protect the uniforms from wrinkling during the storage and delivery process. The City may reject any uniforms delivered with wrinkles.

Proper Fit: The Contractor must individually measure each City employee to assure the uniforms being supplied will fit properly. Following initial delivery, each employee shall have the opportunity to secure adjustments to make certain his/her personal requirements are being met. Contractor shall contact each employee within three (3) days of initial delivery to check for proper fit. During the contract period, if uniforms do not fit properly they will be replaced at no charge to the City.

Uniform Samples: Successful Contractor may be required to submit, for City approval, samples of the following items: ONE SHIRT, ONE PAIR OF TROUSERS, ONE CITY SEAL/EMBLEM and other items.

Mats and Rags: Standard floor mats and rags are to be laundered and delivered at an agreed upon schedule at designated facilities.

Additional Charges: Charges not identified on the pricing sheets of this agreement, such as service charges for specific departments or any other additional charges will not be honored by the City and should be included in unit pricing.

EXHIBIT B

PAYMENT SCHEDULE

CITY OF ARROYO GRANDE
PUBLIC WORKS DEPARTMENT
QUOTATION PAGE

ARTICLE	NO. OF EMPLOYEES	NO. UNITS PER WEEK	UNIT PRICE	TOTAL PRICE
TROUSERS	25	125	\$.39	\$ 48.75
SHIRTS	25	125	\$.31	\$ 38.75
TOTAL			\$.70	\$ 87.50

DIVISION EMBLEMS – to be provided by the vendor, for all shirts, coveralls, and jackets, over the left front pocket. This is a one-time charge. \$.75 EA \$

CITY EMBLEMS – to be provided by the vendor to the left sleeve, 2" down from the shoulder on all shirts, coveralls and jackets. This is a one-time charge. \$ 2.75 EA \$

NAME TAGS – to be provided by the vendor, for all shirts, coveralls and jackets over the right front pocket. This is a one-time charge. \$.75 EA \$

PRICE FOR JACKETS BOUGHT OUTRIGHT ^{style # 600356} \$ 25.00
 PRICE FOR COVERALLS BOUGHT OUTRIGHT ^{# 600575} \$ 25.00
 PRICE FOR SHORTS BOUGHT OUTRIGHT ⁶⁰⁰²¹⁸ \$ 16.00
 Cost to launder jackets \$ 1.00
 Cost to launder coveralls \$ 1.00
 Cost to launder shorts \$ 1.00

PRICE FOR HATS BOUGHT OUTRIGHT (including embroidery (48) @ 12.99 EA. X 48 pcs = \$ 623.52

SHOP TOWELS (DYED) EVERY OTHER WEEK (75) @ .06 EA. \$ 4.50
 AUTO SEAT COVERS EVERY OTHER WEEK (10) @ 42 EA \$ 4.20

FLOOR RUGS/SCRAPER MATS EVERY OTHER WEEK (66)
 28 - 3' x 4' (mats) \$ 42.00 1 - 2' x 3' (scraper) \$ 1.85
 18 - 4' x 6' (mats) \$ 45.00 8 - 3' x 5' (scraper) \$ 14.80
 6 - 3' x 10' (mats) \$ 22.50 5 - 4' x 6' (scraper) \$ 12.50

FLOOR MOPS EVERY OTHER WEEK (12)
 24" dry (3) @ .45 EA. \$ 1.35
 36" dry (1) @ .60 EA. \$.60
 Wet (8) @ 1.50 EA. \$ 12.00

REPLACEMENT OF LOST OR DESTROYED ARTICLES
 Trousers \$ 17.00 Shop Towels \$ 3.50
 Shirts \$ 17.00 Seat Covers \$ 11.00

EXHIBIT C

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, Contractor will maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Contractor agrees to amend, supplement or endorse the existing coverage to do so. Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to City.

Contractor shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office “Commercial General Liability” policy from CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Business Auto Coverage on ISO Business Auto Coverage from CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Contractor owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Contractor or Contractor’s employees will use personal autos in any way on this project, Contractor shall provide evidence of personal auto liability coverage for each such person.

Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer’s liability limits no less than \$1,000,000 per accident or disease.

Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a “pay on behalf” basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured’s liability is determined, not requiring actual payment by the insured first. There shall be no cross liability exclusion precluding coverage for claims or suits by one

insured against another. Coverage shall be applicable to City for injury to employees of Contractor, subContractors or others involved in the Work. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designated to protect against acts, errors or omissions of the Contractor and "Covered Professional Services" as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.

Insurance procured pursuant to these requirements shall be written by insurer that are admitted carriers in the state California and with an A.M. Bests rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by Contractor. Contractor and City agree to the following with respect to insurance provided by Contractor:

1. Contractor agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds City, its officials employees and agents, using standard ISO endorsement No. CG 2010 with an edition prior to 1992. Contractor also agrees to require all Contractors, and subContractors to do likewise.

2. No liability insurance coverage provided to comply with this Agreement shall prohibit Contractor, or Contractor's employees, or agents, from waiving the right of subrogation prior to a loss. Contractor agrees to waive subrogation rights against City regardless of the applicability of any insurance proceeds, and to require all Contractors and subContractors to do likewise.

3. All insurance coverage and limits provided by Contractor and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations limits the application of such insurance coverage.

4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

5. No liability policy shall contain any provision or definition that would serve to eliminate so-called “third party action over” claims, including any exclusion for bodily injury to an employee of the insured or of any Contractor or subcontractor.

6. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises. Contractor shall not make any reductions in scope of coverage (e.g. elimination of contractual liability or reduction of discovery period) that may affect City’s protection without City’s prior written consent.

7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Contractor’s general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, City has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by City shall be charged to and promptly paid by Contractor or deducted from sums due Contractor, at City option.

8. Certificate(s) are to reflect that the insurer will provide 30 days notice to City of any cancellation of coverage. Contractor agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will “endeavor” (as opposed to being required) to comply with the requirements of the certificate.

9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Contractor or any subContractor, is intended to apply first and on a primary, noncontributing basis in relation to any other insurance or self insurance available to City.

10. Contractor agrees to ensure that subContractors, and any other party involved with the project who is brought onto or involved in the project by Contractor, provide the same minimum insurance coverage required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with subContractors and others engaged in the project will be submitted to City for review.

11. Contractor agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any Contractor, subContractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to City. If Contractor’s existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At the time the City shall review options with the

Contractor, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.

12. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Contractor ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Contractor, the City will negotiate additional compensation proportional to the increase benefit to City.

13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.

14. Contractor acknowledges and agrees that any actual or alleged failure on the part of City to inform Contractor of non-compliance with any insurance requirements in no way imposes any additional obligations on City nor does it waive any rights hereunder in this or any other regard.

15. Contractor will renew the required coverage annually as long as City, or its employees or agents face an exposure from operations of any type pursuant to this agreement. This obligation applies whether or not the agreement is canceled or terminated for any reason. Termination of this obligation is not effective until City executes a written statement to that effect.

16. Contractor shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Contractor's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to City within five days of the expiration of the coverages.

17. The provisions of any workers' compensation or similar act will not limit the obligations of Contractor under this agreement. Contractor expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.

18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue, and is not intended by any party or insured to be limiting or all-inclusive.

19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.

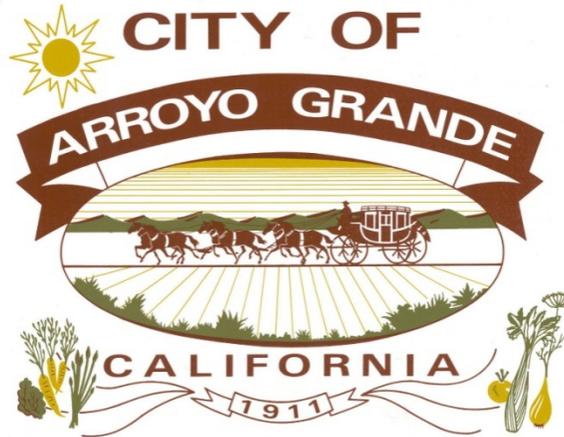
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

21. Contractor agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Contractor for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.

22. Contractor agrees to provide immediate notice to City of any claim or loss against Contractor arising out of the work performed under this agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.

EXHIBIT D

CITY'S REQUEST FOR PROPOSAL



❖ REQUEST FOR PROPOSALS ❖

**City Of Arroyo Grande / Public Works Department
PUBLIC WORKS UNIFORM RENTAL
AND RELATED SERVICES
Arroyo Grande, California**

Issuing Entity: City of Arroyo Grande
Public Works Department
1375 Ash Street
Arroyo Grande, California 93420

Proposal Due Date: May 5, 2016 by 2:00 pm

April 7, 2016

SUBJECT: CITY OF ARROYO GRANDE – PUBLIC WORKS UNIFORM RENTAL AND RELATED SERVICES

The City of Arroyo Grande is soliciting proposals for laundry services for Public Works Department employee uniforms and assorted linens. The successful Contractor will pick up garments and assorted items including rags, auto towels, wet and dry mop heads, and mats; launder, repair, and deliver to various City locations on a weekly basis. Ownership of these items is to remain with the Contractor unless specifically noted. Uniforms, rags, auto towels and mop heads must be delivered clean, dry, free of stains and rust, holes, mildew, and other foreign materials, and shall have no objectionable odors. Specific service delivery requirements, quality expectations and anticipated uniform quantities along with other relevant information is listed in the attached Request for Proposal.

The City of Arroyo Grande reserves the right to postpone, accept or reject any and all proposals in whole or in part, on such basis as the City of Arroyo Grande deems to be in its best interest to do so.

Please note that your submittal shall reach the following address by May 5, 2016, at 2:00 p.m., or your proposal will not be accepted. Please include your fee schedule with your proposal.

Attention: Kelly Wetmore, City Clerk
City of Arroyo Grande
300 East Branch Street
Arroyo Grande, CA 93420

Should you require further information or clarification, please contact Geoff English at (805) 473-5466 or via e-mail at genglish@arroyogrande.org. **An electronic version will be available upon request by contacting Glenda Boner at (805) 473-5485 or via e-mail at gboner@arroyogrande.org.**

Sincerely,

Geoff English
Public Works Director
City of Arroyo Grande

REQUEST FOR PROPOSAL
Public Works Uniform Rental and Related Services
City of Arroyo Grande

I. GENERAL PROJECT DESCRIPTION

The City of Arroyo Grande is seeking qualified Laundry Service companies capable of fulfilling all requirements contained in this Request for Proposal (RFP). It is important to become fully familiar with all of the provisions of the RFP. The Contractor will be responsible for all deliveries of uniforms, apparel, and other assorted items, freshly processed, repaired and finished, and will replace uniforms and apparel worn out through normal wear at no additional charge. Uniforms and apparel that are lost or damaged (except through normal wear) will be paid for by the City at the agreed upon replacement charge. Uniforms and apparel that have been turned in to be laundered, but not returned in two weeks will be replaced at no charge to the City.

General parameters associated with the provision of uniform services include the following:

- a. Supplier is to provide all uniforms, emblems, and name tags in the design, material and color required by the City to dress and identify City employees covered by this agreement.
- b. Supplier shall tag each garment to identify the user, and the month/year of issue. It is understood by the City and Supplier that the City may choose to use 100% cotton shirts for some personnel. Those shirts maybe required by the City to be replaced prior to their useful life because of fading. The pro-rated fee using the formula will also be used for these replacements.
- c. The supplier is to provide shop rags, protective clothing, and doormats as specified.
- d. The supplier is to provide all labor, equipment, transportation, and materials necessary for the laundering, pickup and delivery of the above garments and supplies on a weekly basis.

II. TERM OF WORK

The City of Arroyo Grande expects to enter into a three-year contract effective July 1, 2016.

III. GENERAL TERMS AND CONDITIONS FOR PROPOSAL SUBMITTAL

1.0 General

The following terms and conditions shall prevail unless otherwise modified by the City of Arroyo Grande within this proposal document. The City of Arroyo Grande reserves the right to deem unresponsive any proposal that takes exception to the terms and conditions.

2.0 Proposal Completion

Each proposal must be signed by an authorized contractual agent and required information must be provided on the attached Proposal Questionnaire. Proposal requirements are listed below. Expenses incurred in developing and submitting a proposal is borne entirely by the bidder.

2.1 Confidentiality of Proposal Information

Each proposal and supporting documents must be submitted in a sealed envelope to provide confidentiality of the proposal information prior to the proposal opening. The outside of the sealed envelope is to be labeled: **Public Works Uniform Rental and Related Services**. Bid proposals will be received by the City of Arroyo Grande until 2:00 pm on May 5, 2016.

2.2 Late Proposals

Proposals received after the deadline designated in this proposal document will not be considered and will be returned unopened.

2.3 Proposal Shall Remain in Effect

All proposals submitted in accordance with the terms and conditions of the RFP shall be binding upon the bidder for 120 calendar days after the proposal opening.

2.4 City Standard Agreement

The Contractor agrees to execute the Standard City Agreement, without modification, and to furnish proof of the specified insurance coverage within 30 days after Notice of Acceptance of the proposal by the City of Arroyo Grande. The City will assume that all firms submitting proposals agree to the terms of the Standard City Agreement.

2.5 Responsible Firms

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

2.6 Financial Responsibility

The Proposing Contractor shall provide information demonstrating to the City of Arroyo Grande that it has the necessary financial resources to perform the contract in a satisfactory manner and within the specified time. Acceptable financial responsibility must be established by copies of audited or certified financial statements, balance sheets, bank references, and other related financial information that the Proposing Contractor deems relevant to the project.

If a Proposing Contractor deems such information confidential or proprietary in nature, the Proposing Contractor shall place this portion of its proposal in a separate envelope clearly and prominently marked "Proprietary Information." The City of Arroyo Grande shall not disclose or reveal the contents of such separately designated proprietary information unless required to do so by law.

2.7 Regulatory Requirements

The Contractor shall comply with all Federal, State, and local licensing and/or regulatory requirements (including permits) for the provision of uniform laundry services.

The Contractor will be required to comply with all applicable Equal Employment Opportunity laws and regulations. Any name appearing on the U.S. Comptroller General's list of ineligible contractors for federally funded and assisted contracts is not an eligible bidder and will not be considered.

In connection with the performance of this contract, the Contractor shall comply with the requirements of Section 508 of the Clean Water Act and Section 306 of the Clean Air Act. These regulations prohibit the use of facilities included in the EPA "List of Violating Facilities" under non-exempt federal contract. In addition, these provisions require the reporting of any violations to FTA and to the EPA.

2.8 Safety

All practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

2.9 Licenses, Permits, and Taxes

The Contractor shall be appropriately licensed for the work required by the contract. The Contractor is also responsible to secure a City of Arroyo Grande business license, prior to commencing any work. The cost for any required licenses or permits shall be the responsibility of the Contractor. The Contractor is liable for any and all taxes due as a result of the contract.

3.0 Submission of Proposal

Proposals shall be submitted with the original and two (2) printed copies of the enclosed forms. No faxed submittals will be accepted. These must be received by 2:00 pm, May 5, 2016.

City of Arroyo Grande
Attn: Kelly Wetmore, City Clerk
300 East Branch Street
Arroyo Grande, CA 93420

3.1 Evaluation and Selection Process

Contractors who possess the capabilities and conform to the solicitation requirements will be placed on the Approved Vendor List for Uniform Laundry Rental and Related Services.

However, regardless of rates proposed for the individual alternative, the City of Arroyo Grande reserves the right to select other than the lowest price proposal.

3.2 Selection Criteria and Consideration

The proposals will be evaluated based on the following factors. Factors are listed according to the relative importance of each factor.

- A. The Proposing Contractors demonstrated understanding of the scope of work and services to be provided as outlined in this RFP.
- B. The Proposing Contractor provided references and demonstrated ability to provide the said services to similar businesses and organizations.
- C. The Proposing Contractor's uniform options including but not limited to color selections, material options, uniform styles and sizes.
- D. The Proposing Contractor's inclusion of other services which it feels would benefit the City of Arroyo Grande in reaching the goals of this RFP.
- E. Fee (separate sealed envelope).

3.3 Vendor Selection

Contractor selection will be based on an evaluation of each of the criteria listed above and on the professional qualifications and experience necessary for the timely and satisfactory fulfillment of the services.

IV. SCOPE OF WORK

1.0 General Scope of Work

Continual Replacement: Garments must at all times be in a condition acceptable to the City. Garments that, through normal use, are determined to be in an unacceptable condition shall be replaced with new garments at no cost by successful bidder. Upon request by the City, Contractor must replace unacceptable garments with new. Garments must also be replaced with new every three years.

Repairs: Contractor shall understand and agree that repairs which are made to a uniform, must be neat and can only be made to a uniform's seam with the same color thread of the garment or with transparent thread. A uniform must be replaced when it becomes stained, torn and/or when there is a hole in the uniform. All repairs must be completed within seven (7) days of submission to the vendor.

Normal Wear & Tear: Contractor shall accept all normal wear and tear free of charge. Normal wear and tear shall be defined as garments that have become faded or discolored, small holes and/or bleach, paint, or oil spots caused by normal work related activities.

Lost/Damage Charge: The City understands and agrees that all rental garments remain the property of the contractor. In the event that a garment is damaged in a situation other than normal wear and tear, the City accepts the fact that a damage charge will be assessed. Loss/damage charges are to be charged at the unit prices identified on the pricing sheets of this agreement. Contractor shall identify the employee responsible for any lost/damage and identify the date said loss occurred.

Any garments turned in to be laundered and not returned in a timely manner will be replaced at the expense of the contractor and the cost deducted from the invoice.

Notification to the City of any losses must be made in a timely manner to provide opportunity for the City to identify problem areas and to provide corrective action.

New Employees: The City reserves the right to add employees at any time during the term of the contract. New employees shall be supplied with appropriate uniforms within seven (7) calendar days of verbal notification to the Contractor by the City. Contractor shall provide the City with name(s) of persons to contact with additions of new employees and deletions of terminating employees. Contractor must supply new uniforms to new employees. There shall be no initial fee to add employees and the weekly service rates will be as stated under the original agreement.

Weekly Turn In: City employees shall turn in worn uniforms weekly for pickup by the Contractor. Contractor shall return the same number of laundered uniforms as the were

turned in by each employee. Ideally each employee shall turn in 5 worn uniforms weekly.

Service Cancellation: The City may cancel service for any employee(s) at any time without a monetary penalty being imposed by the vendor. Upon cancellation, all uniforms will be turned in to the vendor. If there is a shortage, the City will make restitution. Cost of replacement shall be determined by the replacement charge unit price of the contract. The City will not pay for normal wear and tear of the returned uniforms.

Delivery/System Locations: The City and the Contractor shall mutually agree upon which day(s) of the week the Contractor shall pickup and deliver the uniforms. The Contractor understands there are five (5) delivery/pickup locations.

Public Work Yard, 1375 Ash Street, Arroyo Grande (uniforms, mats, auto towels)
Police Department, 200 North Halcyon Road, Arroyo Grande (mats only)
Women's Club/Community Center, 211 Vernon Street, Arroyo Grande (mats,
mopheads)
Recreation Center, 1221 Ash Street, Arroyo Grande (mats, mopheads)
City Hall, 300 East Branch Street, Arroyo Grande (mats only)

Garments Specification: Garments initially provided to the City shall be new. Replacement garments shall also be new. All garments provided shall be free from defect upon commencement of the contract and when added during the contract period. Fabric shall be City Employees option (A) 65% Polyester, 35% Cotton or (B) 100% Cotton. The City reserves the right to designate which employee shall be outfitted with which fabric on an individual basis. Divisions may have a portion of their employees in blends and a portion in 100% cotton.

Uniform items that are within 1/4oz of specification will be considered. Proposals that offer less substantial items by a few percent will be evaluated accordingly.

Special 100% Cotton: Uniforms shall have no metal buttons or snaps; however these shall have metal zippers on the pants.

Shirts: Shall be a regular style with short or long sleeves (City employees option), two pockets with buttons. The City employee's will have a choice of fabric, either 100% cotton or polyester cotton blend, and color.

Trousers and Shorts: All "Brushed Twill" trousers are to be no less than 9 oz. weight, poly/cotton blend, with the choice of western or regular cut. Brushed Twill Flex-Waist trousers shall be vat dyed and Sanforized with zipper fly, double stitched seat seams, bar tacked at points of stress, hemmed not cuffed. All Cotton Flex-Waist Shorts are an alternative and will be purchased by the City and laundered by the Contractor.

Pressing: All shirts shall be form pressed. All trousers shall be flat pressed. Following pressing, Contractor shall protect the uniforms from wrinkling during the storage and delivery process. The City may reject any uniforms delivered with wrinkles.

Proper Fit: The Contractor must individually measure each City employee to assure the uniforms being supplied will fit properly. Following initial delivery, each employee shall have the opportunity to secure adjustments to make certain his/her personal requirements are being met. Contractor shall contact each employee within three (3) days of initial delivery to check for proper fit. During the contract period, if uniforms do not fit properly they will be replaced at no charge to the City.

Uniform Samples: Successful Contractor may be required to submit, for City approval, samples of the following items: ONE SHIRT, ONE PAIR OF TROUSERS, ONE CITY SEAL/EMBLEM and other items.

Mats and Rags: Standard floor mats and rags are to be laundered and delivered at an agreed upon schedule at designated facilities.

Additional Charges: Charges not identified on the pricing sheets of this agreement, such as service charges for specific departments or any other additional charges will not be honored by the City and should be included in unit pricing.

2.0 Records

The Contractor is responsible to maintain current records of all uniforms by Division and employee as well as all miscellaneous mats, rags, and other linens by drop off location. A current inventory is to be provided to the City of Arroyo Grande upon request and automatically distributed annually in the month of January.

2.1 Invoices

Invoices shall be submitted in duplicate to the City of Arroyo Grande prior to the tenth working day of each month. Individual invoices are to be provided for services rendered the previous month for each separate facility. The City of Arroyo Grande shall notify the Contractor in writing within 30 days of receipt of the invoice of any items questioned. The City of Arroyo Grande will remit payment to the Contractor of all invoices submitted within 30 days of resolving any items in question.

V SCHEDULE

The proposals shall be received no later than 2:00 p.m. on May 5, 2016 at:

City of Arroyo Grande
Attn: Kelly Wetmore
300 East Branch Street
Arroyo Grande, CA 93420

Consultant is expected to begin fulfilling the requirements of this proposal within 30 days of contract award.

III PROPOSAL REQUIREMENTS

A. Commitment

The individual or company official with the power to bind the company in its proposal must sign the proposal. The contents of the proposal shall become a contractual obligation if the Contractors proposal is accepted.

B. Company Questionnaire

The proposal questionnaire must be completed, signed and attached to the front of the company's proposal.

C. Supporting Documentation

The proposal must include documents and information to substantiate the following:

1. The Proposing Contractors understanding of the scope of work and services to be provided as outlined in this RFP.
2. The Proposing Contractor provided references and demonstrated ability to provide the said services to similar businesses and organizations. List references on the proposal questionnaire.
3. The Proposing Contractor's uniform options including but not limited to color selections, material options, uniform styles and sizes. Catalogs may be attached to the proposal.
4. The Proposing Contractor's inclusion of other services which it feels would benefit the City of Arroyo Grande in reaching the goals of this RFP.

D. Fee

Contractor's proposed fees for the various laundering services must be attached separately. Unusually high or low fees will affect the ratings. The proposed fees are to be on a "fixed fee" basis per item for the services to be rendered and shall include all of Contractors costs including but not limited to material, labor, delivery and taxes.

City of Arroyo Grande

Public Works Uniform Laundry Services
PROPOSAL QUESTIONNAIRE

1	Firm Name:			
	Address:			
	City, ST Zip:			
	Phone:		Fax:	
	Contact:		Title:	
	Email address:			
2	<p>Description of Service provider Provide a brief description of your company's history and the services provided: (additional information may be attached)</p>			
3	<p>Service References Provide at least three (3) references for contracts or services that respondent has provided service to that are similar in nature to the responsibilities listed in this RFP.</p>			
	Firm:			
	Phone:		Fax:	
	Contact:		Title:	
	Firm:			
	Phone:		Fax:	
	Contact:		Title:	
	Firm:			
	Phone:		Fax:	
	Contact:		Title:	

MANAGEMENT AND STAFFING			
4	<p>Contact Person The Contractor shall provide a qualified manager responsible for the quality, timeliness, and accurate reporting of the potential services performed as described in this RFP. This person will also serve as the liaison between the Contractor and City of Arroyo Grande.</p>		
	Name:		Title:
	Phone:		Email:
	Signature		Date:

**CURRENT CITY OF ARROYO GRANDE PUBLIC WORKS
UNIFORM / LAUNDRY INVENTORY
(Subject to change as stated within the Scope of Work)**

Uniform Totals

No. of Total Employees	Uniforms & apparel	Changes (per week)
25	Shirts – 11 for each employee	5
25	Pants – 11 for each employee	5
6	Cover-alls – 2 for each employee	1

DIVISION SPECIFIC

Field Operations: (Streets, Parks, Gov. Buildings, Soto Sports Complex)

Type	Item	Frequency	Max weekly usage
100% Cotton or 65/35 Blend	Pants	Weekly	75
100% Cotton or 65/35 Blend	Shirts	Weekly	75
100% Cotton or 65/35 Blend	Shorts	Weekly	10
TBD	Coveralls	Weekly as necessary	4

Utilities

Type	Item	Frequency	Max weekly usage
100% Cotton or 65/35 Blend	Pants	Weekly	35
100% Cotton or 65/35 Blend	Shirts	Weekly	35
100% Cotton or 65/35 Blend	Shorts	Weekly	4
TBD	Coveralls	Weekly as necessary	4

Fleet Maintenance

Type	Item	Frequency	Max weekly usage
100% Cotton or 65/35 Blend	Shirts	Weekly	5
100% Cotton or 65/35 Blend	Pants	Weekly	5
TBD	Coveralls	Weekly	1

Public Works Supervisors

Type	Item	Frequency	Usage
100% Cotton or 65/35 Blend	Polo Shirts	Weekly	10
100% Cotton or 65/35 Blend	Pants	Weekly	10

Other Linens

Quantity provided	Description	Frequency
75	Shop Towels	Bi-Weekly
10	Auto Seat Covers	Bi-Weekly
2	Floor Rugs 3 x 10	Bi-Weekly
6	Rubber Mat 3 x 4	Bi-Weekly
1	Scraper mat 3 x 5	Bi-Weekly
12	Dust/Wet Mops (see breakdown on next page)	Bi-Weekly

**CITY OF ARROYO GRANDE
PUBLIC WORKS DEPARTMENT
QUOTATION PAGE**

ARTICLE	NO. OF EMPLOYEES	NO. UNITS PER WEEK	UNIT PRICE	TOTAL PRICE
TROUSERS	25	125	\$	\$
SHIRTS	25	125	\$	\$
TOTAL			\$	\$

DIVISION EMBLEMS – to be provided by the vendor, for all shirts, coveralls, and jackets, over the left front pocket. This is a one-time charge. \$_____ \$_____

CITY EMBLEMS – to be provided by the vendor to the left sleeve, 2” down from the shoulder on all shirts, coveralls and jackets. This is a one-time charge. \$_____ \$_____

NAME TAGS – to be provided by the vendor, for all shirts, coveralls and jackets over the right front pocket. This is a one-time charge. \$_____ \$_____

PRICE FOR JACKETS BOUGHT OUTRIGHT \$ _____
 PRICE FOR COVERALLS BOUGHT OUTRIGHT \$ _____
 PRICE FOR SHORTS BOUGHT OUTRIGHT \$ _____
 Cost to launder jackets \$ _____
 Cost to launder coveralls \$ _____
 Cost to launder shorts \$ _____

PRICE FOR HATS BOUGHT OUTRIGHT (including embroidery (48) \$ _____

SHOP TOWELS (DYED) EVERY OTHER WEEK (75) \$ _____
 AUTO SEAT COVERS EVERY OTHER WEEK (10) \$ _____

FLOOR RUGS/SCRAPER MATS EVERY OTHER WEEK (66)
 28 - 3' x 4' (mats) \$ _____ 1 - 2' x 3' (scraper) \$ _____
 18 - 4' x 6' (mats) \$ _____ 8 - 3' x 5' (scraper) \$ _____
 6 - 3' x 10' (mats) \$ _____ 5 - 4' x 6' (scraper) \$ _____

FLOOR MOPS EVERY OTHER WEEK (12)
 24” dry (3) \$ _____
 36” dry (1) \$ _____
 Wet (8) \$ _____

REPLACEMENT OF LOST OR DESTROYED ARTICLES
 Trousers \$ _____ Shop Towels \$ _____
 Shirts \$ _____ Seat Covers \$ _____

EXHIBIT E

CONTRACTOR'S PROPOSAL

CITY OF ARROYO GRANDE
PUBLIC WORKS DEPARTMENT
QUOTATION PAGE

ARTICLE	NO. OF EMPLOYEES	NO. UNITS PER WEEK	UNIT PRICE	TOTAL PRICE
TROUSERS	25	125	\$.39	\$ 48.75
SHIRTS	25	125	\$.31	\$ 38.75
TOTAL			\$.70	\$ 87.50

DIVISION EMBLEMS -- to be provided by the vendor, for all shirts, coveralls, and jackets, over the left front pocket. This is a one-time charge. \$ 7.50

CITY EMBLEMS -- to be provided by the vendor to the left sleeve, 2" down from the shoulder on all shirts, coveralls and jackets. This is a one-time charge. \$ 7.50

NAME TAGS -- to be provided by the vendor, for all shirts, coveralls and jackets over the right front pocket. This is a one-time charge. \$ 7.50

PRICE FOR JACKETS BOUGHT OUTRIGHT ^{style # 600356} \$ 25.00
 PRICE FOR COVERALLS BOUGHT OUTRIGHT ⁶⁰⁰⁵⁷⁵ \$ 25.00
 PRICE FOR SHORTS BOUGHT OUTRIGHT ⁶⁰⁰²¹⁹ \$ 16.00
 Cost to launder jackets \$ 1.00
 Cost to launder coveralls \$ 1.00
 Cost to launder shorts \$ 1.00

PRICE FOR HATS BOUGHT OUTRIGHT (including embroidery (48) @ 12.99 EA. x 48 pcs = \$ 623.52

SHOP TOWELS (DYED) EVERY OTHER WEEK (75) @ .60 EA. \$ 45.00
 AUTO SEAT COVERS EVERY OTHER WEEK (10) @ 42.00 EA. \$ 420

FLOOR RUGS/SCRAPER MATS EVERY OTHER WEEK (68)
 28 - 3' x 4' (mats) \$ 42.00 1 - 2' x 3' (scraper) \$ 1.85
 18 - 4' x 6' (mats) \$ 45.00 8 - 3' x 5' (scraper) \$ 14.80
 6 - 3' x 10' (mats) \$ 22.50 5 - 4' x 6' (scraper) \$ 12.50

FLOOR MOPS EVERY OTHER WEEK (12)
 24" dry (3) @ .45 EA. \$ 1.35
 36" dry (1) @ .60 EA. \$.60
 Wet (8) @ 1.50 EA. \$ 12.00

REPLACEMENT OF LOST OR DESTROYED ARTICLES
 Trousers \$ 17.00 Shop Towels \$ 3.50
 Shirts \$ 17.00 Seat Covers \$ 11.00

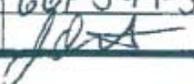
City of Arroyo Grande

Public Works Uniform Laundry Services
PROPOSAL QUESTIONNAIRE

1	Firm Name:	Aramark		
	Address:	139 South A St.		
	City, ST Zip:	Lompoc, CA 93436		
	Phone:	805-735-9358	Fax:	805-735-6548
	Contact:	Jesse Quintana	Title:	District Manager
	Email address:	Quintana-Jesse@Aramark.com		

2	<p>Description of Service provider Provide a brief description of your company's history and the services provided: (additional information may be attached)</p> <p>Aramark has been in the Uniform industry for 40 years. Aramark is the current Uniform provider for Arroyo Grande.</p>
---	--

3	<p>Service References Provide at least three (3) references for contracts or services that respondent has provided service to that are similar in nature to the responsibilities listed in this RFP.</p> <table border="1"> <tr> <td>Firm:</td> <td colspan="3">City of Pismo Beach</td> </tr> <tr> <td>Phone:</td> <td>805-441-4622</td> <td>Fax:</td> <td>805-773-7930</td> </tr> <tr> <td>Contact:</td> <td>Russ Fleming</td> <td>Title:</td> <td>Waste Water Systems Supervisor</td> </tr> <tr> <td>Firm:</td> <td colspan="3">Oceano South San Luis Obispo County Sanitation District</td> </tr> <tr> <td>Phone:</td> <td>805-489-6666</td> <td>Fax:</td> <td>805-489-2765</td> </tr> <tr> <td>Contact:</td> <td>John L. Clemens III</td> <td>Title:</td> <td>Plant Superintendent</td> </tr> <tr> <td>Firm:</td> <td colspan="3">City of Lompoc</td> </tr> <tr> <td>Phone:</td> <td>805-875-8035</td> <td>Fax:</td> <td>805-735-6760</td> </tr> <tr> <td>Contact:</td> <td>John Bower</td> <td>Title:</td> <td>Fleet Maintenance Supervisor</td> </tr> </table>	Firm:	City of Pismo Beach			Phone:	805-441-4622	Fax:	805-773-7930	Contact:	Russ Fleming	Title:	Waste Water Systems Supervisor	Firm:	Oceano South San Luis Obispo County Sanitation District			Phone:	805-489-6666	Fax:	805-489-2765	Contact:	John L. Clemens III	Title:	Plant Superintendent	Firm:	City of Lompoc			Phone:	805-875-8035	Fax:	805-735-6760	Contact:	John Bower	Title:	Fleet Maintenance Supervisor
Firm:	City of Pismo Beach																																				
Phone:	805-441-4622	Fax:	805-773-7930																																		
Contact:	Russ Fleming	Title:	Waste Water Systems Supervisor																																		
Firm:	Oceano South San Luis Obispo County Sanitation District																																				
Phone:	805-489-6666	Fax:	805-489-2765																																		
Contact:	John L. Clemens III	Title:	Plant Superintendent																																		
Firm:	City of Lompoc																																				
Phone:	805-875-8035	Fax:	805-735-6760																																		
Contact:	John Bower	Title:	Fleet Maintenance Supervisor																																		

MANAGEMENT AND STAFFING			
4	<p>Contact Person The Contractor shall provide a qualified manager responsible for the quality, timeliness, and accurate reporting of the potential services performed as described in this RFP. This person will also serve as the liaison between the Contractor and City of Arroyo Grande.</p>		
	Name:	Jesse Quintana	Title: District Manager
	Phone:	661-544-5610	Email: Quintana-Jesse@Aramark.com
	Signature:		Date: 5-3-16



**CITY OF ARROYO GRANDE
BID OPENING LOG SHEET**

DEADLINE: TUESDAY, MAY 5, 2016

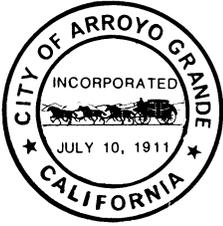
PUBLIC WORKS UNIFORM LAUNDRY SERVICES

<u>SUBMITTED BY:</u>	<u>TOTAL</u>
ARAMARK LAUNDRY SERVICE Lompoc, CA	\$35,694.21
PRUDENTIAL OVERALL SUPPLY Moorpark, CA	\$43,048.95
MISSION LINEN Morro Bay, CA	\$49,482.30

A handwritten signature in blue ink that reads "Glenda Boner".

Glenda Boner, Administrative Secretary

**c: Director of Public Works
Public Works Utilities Manager**



MEMORANDUM

TO: CITY COUNCIL

FROM: GEOFF ENGLISH, PUBLIC WORKS DIRECTOR

BY: SHANE TAYLOR, UTILITIES MANAGER

SUBJECT: CONSIDERATION TO APPROVE THE PURCHASE OF A REPLACEMENT PUMP AND PIPE COLUMN FOR WELL NO. 4

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council approve the purchase of a replacement vertical turbine pump and pipe column for Well No. 4 in the amount of \$22,000 from Filiponi & Thompson Drilling.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

The funding for the backup pump and pipe column is budgeted in FY 2015/16, in the amount of \$27,500.00. Restoration work will involve approximately 40 work hours.

BACKGROUND:

Well No. 4 was drilled in 1964. The pump and pipe column were replaced in 1992. During the last year the well lost production by 50%. The City received three (3) written quotes (Attachment 1) to replace the pump and pipe column.

ANALYSIS OF ISSUES:

Well No. 4 is part of the City's Drinking Water Well System. The system consists of six (6) wells which pump water from the Santa Maria Groundwater Basin, and two (2) wells which pump from the Pismo Formation. Well No. 4, one of the wells that pumps from the Santa Maria Groundwater Basin, produces 500 gallons per minute. Due to the age of this well, 52 years old, the well casing will be video inspected prior to any new "down hole" equipment installation to assure the casing is still in good condition.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve a purchase order in the amount of \$22,000.00;
2. Do not approve the purchase order;
3. Modify as appropriate and approve staff's recommendation; or
4. Provide direction to staff.

**CITY COUNCIL
CONSIDERATION TO APPROVE THE PURCHASE OF A REPLACEMENT PUMP AND
PIPE COLUMN FOR WELL NO. 4
MAY 24, 2016
PAGE 2**

ADVANTAGES:

Replacement of the pump and pipe column will allow continued use of Well No. 4 to provide drinking water.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, May 19, 2016. The Agenda and staff report were posted on the City's website on Friday, May 20, 2016. No public comments were received.

Attachments:

1. Quotation Evaluation Summary Sheet

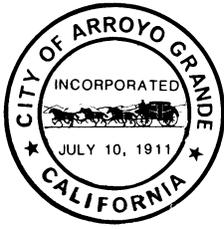
**CITY OF ARROYO GRANDE
QUOTATION EVALUATION SUMMARY**

DATE PREPARED: 5/12/2016

DEPARTMENT: Public Works

PREPARED BY: Glenda Boner				SUPPLIER'S NAME		SUPPLIER'S NAME		SUPPLIER'S NAME	
<input checked="" type="checkbox"/> WRITTEN QUOTATIONS		VENDOR:		Filipponi & Thompson		Fisher Pump & Well Serv.		M & W Pumps, Inc.	
<input type="checkbox"/> VERBAL/TELEPHONE QUOTATIONS		TELEPHONE:		466-1271		346-2422		925-1147	
		QUOTED BY:		John Thompson		Rob Thompson		Frank	
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Pull pump, video well , install new bowls, column, Tube & shaft in Well No. 4				\$21,984.60		\$30,904.00		\$27,400.00
TOTAL QUOTATION					\$21,984.60		\$30,904.00		\$27,400.00
CASH DISCOUNT TERMS									
F.O.B.									
DELIVERY TIME FROM RECEIPT OF ORDER									

THIS PAGE INTENTIONALLY LEFT BLANK



MEMORANDUM

TO: CITY COUNCIL

FROM: TERESA McCLISH, COMMUNITY DEVELOPMENT DIRECTOR

BY: SAM ANDERSON, PLANNING INTERN

SUBJECT: CONSIDERATION OF TEMPORARY USE PERMIT CASE NO. 16-004 TO AUTHORIZE THE USE OF CITY PROPERTY, THE CLOSURE OF CITY STREETS, AND WAIVER OF APPLICATION FEES FOR THE 27TH ANNUAL ARROYO VALLEY CAR CLUB SUNSET CRUISE ON JULY 29, 2016 AND CAR SHO ON JULY 30, 2016

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council adopt a Resolution approving Temporary Use Permit 16-004, authorizing the use of City property, the closure of City streets, and the waiver of application fees for the 2016 Arroyo Valley Car Club Sunset Cruise on July 29, 2016 and the 27th Annual Car Sho on July 30, 2016.

IMPACT TO FINANCIAL AND PERSONNEL RESOURCES:

Total costs associated with the Sunset Cruise and Car Sho are approximately \$3,000 for additional Police Department personnel and delivery of traffic control devices, signs and trash cans by Public Works personnel. For the last four (4) years, this cost has been required to be reimbursed by the applicant. Therefore, there is no direct financial impact to the City.

The cost associated with the Temporary Use Permit application (\$158) has traditionally been waived and the waiver of the fee is again recommended, pursuant to Arroyo Grande Municipal Code Subsection 16.16.090.D.1.a, which allows for the waiver of application fees for non-profit/charitable events. The Sunset Cruise was previously subsidized by the Redevelopment Agency since it is a promotional event for East Grand Avenue. Waivers of this cost are recommended this year in order to be consistent with the overall permit.

BACKGROUND:

The Arroyo Valley Car Club submitted an application for a Temporary Use Permit to use City property and close City streets for the annual Arroyo Valley Car Club Sunset Cruise and Car Sho.

**CITY COUNCIL
CONSIDERATION OF TEMPORARY USE PERMIT CASE NO. 16-004
MAY 24, 2016
PAGE 2**

The following areas are proposed to be used for the event:

- Sunset Cruise – July 29: Closure of East Grand Avenue between Courtland Street and Halcyon Road between 6:00 pm and 8:30 pm.
- Sunset Cruise – July 29: Closure of Sunset Drive between Alder and Elm Streets between 6:00 pm and 8:30 pm.
- Car Sho – July 30: Use of common parking facilities, streets and parks in the Village area, including Nelson Street, South Mason Street, Bridge Street, Branch Street, Short Street and Olohan Alley between 5:00 am and 5:00 pm.

STAFF ADVISORY COMMITTEE

The Staff Advisory Committee discussed the requirements for the event and created conditions of approval for the Temporary Use Permit. A Temporary Use Permit authorizing street closures may only be issued upon the approval of the City Council.

ANALYSIS OF ISSUES:

Sunset Cruise

The Sunset Cruise consists of the closure of East Grand Avenue between Courtland Street and Halcyon Road between 6:00 pm and 8:30 pm and closure of Sunset Drive between Alder and Elm Streets between 6:00 pm and 8:30 pm on Friday, July 29, 2016. At this event, cars participating in the next day's Car Sho will "cruise" a portion of East Grand Avenue in a loop pattern. The recommended detour route (Attachment 1) for through traffic on East Grand Avenue includes:

- Eastbound traffic – South on S. Courtland Street to Ash Street; East on Ash Street to S. Elm Street; South on S. Elm Street to Fair Oaks Avenue; East on Fair Oaks Avenue to S. Halcyon Road; North on S. Halcyon Road.
- Westbound traffic– South on S. Halcyon Road to Farroll Avenue; West on Farroll Avenue to Oak Park Avenue; North on Oak Park Avenue.

Advance warnings of "Road Closure Ahead" will be placed on East Grand Avenue at Halcyon Road and Oak Park Boulevard. Signs will also be placed at Juniper Street, Elm Street, Brisco Road, and Fair View Drive approaching East Grand Avenue. This is the same cruise route and detour plan from last year, which only resulted in a few inquiries from the public.

Last year's Sunset Cruise was well attended. Added events hosted by local merchants will include group radio and print promotions, family oriented activities, such as a movie screening, and service group BBQ's aimed at attracting local residents to the event.

Car Sho

The Car Sho is proposed to change from last year's event. Last year, the Car Sho was held at Heritage Square Park and surrounding areas. This year, the Car Sho again proposes to utilize West and East Branch Street from Traffic Way to Mason Street;

**CITY COUNCIL
CONSIDERATION OF TEMPORARY USE PERMIT CASE NO. 16-004
MAY 24, 2016
PAGE 3**

Bridge Street from Branch Street to Nelson Street; Olohan Alley from Bridge Street to Short Street; Nevada Street at Branch Street; The Car Corral; Short Street between Branch Street and Olohan Alley from 5:00 am until 5:00 pm on Saturday, July 30, 2016. Additionally, it is being requested that Nelson Street be closed between Bridge and Short Streets for the purpose of creating a registration area for the Car Sho from 5:00 am until 9:30 am (Attachment 2).

Due to the size and location of the Car Sho, the Police Department traditionally utilizes a foot-beat team comprised of two (2) police officers for security purposes. While the event does not usually produce a large number of incidents, the police units are beneficial in handling potentially unruly situations and in keeping potential illegal alcohol consumption to a minimum. Lastly, due to the Car Sho utilizing Olohan Alley on a Saturday, it will be necessary to relocate the Farmers' Market to Heritage Square Park. A condition of approval has been included requiring the applicants to coordinate this move with the Farmer's Market Association.

ADVANTAGES:

The Annual Car Sho and Sunset Cruise have been successful events in the Village area and on East Grand Avenue for many years and benefits residents and businesses by providing a family oriented event and attracting tourists to local businesses and hotels.

DISADVANTAGES:

The primary positive impact of a business promotion opportunity and entertainment event for residents and visitors could be offset by the following negative impacts: traffic diversion through residential areas; inconvenience and delay to east-west through traffic between Arroyo Grande and Grover Beach; and difficulty of access to businesses or residences on the closed segment of East Grand Avenue during the Sunset Cruise and in the Village during the Car Sho. To mitigate these potential negative impacts during the Sunset Cruise, Car Club representatives will allow delivery trucks and others who have a need for local access, and any residents exiting, to pass through the road closure where Sunset Cruise vehicles will be circulated in a loop pattern. Most complaints received have been from Village businesses regarding use of E. Branch Street and Olohan Alley.

ALTERNATIVES:

The following alternatives are presented for Council consideration:

- Adopt the attached Resolution approving Temporary Use Permit Case No. 16-004, approving the Sunset Cruise and Car Sho and authorizing the waiver of fees for the Temporary Use Permit application;
- Modify and adopt the attached Resolution approving Temporary Use Permit Case No. 16-004, approving the Sunset Cruise and Car Sho, and authorizing the waiver of fees for the Temporary Use Permit application;
- Do not adopt the attached Resolution and direct staff to return with an appropriate Resolution for the use of Heritage Square Park, consistent with last year's event;

**CITY COUNCIL
CONSIDERATION OF TEMPORARY USE PERMIT CASE NO. 16-004
MAY 24, 2016
PAGE 4**

- Do not adopt the attached Resolution, take tentative action to deny the Temporary Use Permit, and direct staff to return with an appropriate Resolution;
- Provide direction to staff.

ENVIRONMENTAL REVIEW:

In compliance with the California Environmental Quality Act (CEQA), the Community Development Department has determined that this project is categorically exempt per Section 15304(e) of the CEQA Guidelines involving minor temporary uses of land having negligible or no permanent effects on the environment. If the Council does not feel that this determination is appropriate, project approval shall not be considered.

PUBLIC NOTIFICATION AND COMMENTS:

Representatives from the Car Club will visit merchants on East Grand Avenue to disseminate information about the Sunset Cruise including the date, time and route of the event. Representatives from the Car Club will visit merchants for a second time in July. The Village Improvement Association will be notified of the details of the final street closures and traffic control plan to disseminate the appropriate information to Village Business owners. A condition of approval is included in the attached Resolution requiring a notice of street closure to be published in the *Times Press Recorder*. The Agenda was posted in front of City Hall on Thursday, May 19, 2016. The Agenda and staff report were posted on the City's website on Friday, May 20, 2016.

Attachments:

1. Sunset Cruise detour and activity area map
2. Car Sho map for the 2016 event

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE APPROVING TEMPORARY USE PERMIT 16-004; AUTHORIZING THE USE OF CITY PROPERTY AND THE CLOSURE OF CITY STREETS FOR THE 27TH ANNUAL ARROYO VALLEY CAR CLUB SUNSET CRUISE ON JULY 29, 2016 AND CAR SHO ON JULY 30, 2016

WHEREAS, members of the Arroyo Valley Car Club have requested closure of certain City streets and the use of City property, as outlined below, for its annual Car Sho and Sunset Cruise event to be held on July 29th and 30th, 2016; and

WHEREAS, members of the Arroyo Valley Car Club will be responsible for traffic control and cleanup; and

WHEREAS, the cruise event and Car Sho are expected to benefit both the East Grand Avenue business corridor and the Village commercial area and provide both residents and visitors with entertainment and recreation.

WHEREAS, the City Council finds, after due study and deliberation, that the following circumstances exist:

Temporary Use Permit Findings:

1. The operation of the requested use at the location proposed and within the time period specified will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare.
2. The proposed site is adequate in size and shape to accommodate the temporary use without material detriment to the use and enjoyment of other properties located adjacent to and in the vicinity of the site.
3. The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use will or could reasonably be expected to generate.
4. Adequate temporary parking to accommodate vehicular traffic to be generated by the use will be available either on-site or at alternate locations acceptable to the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande hereby approves Temporary Use Permit No. 16-004, authorizing the waiver of application fees and the use of certain City streets and property as follows, subject to the

RESOLUTION NO.

PAGE 2

conditions set forth in Exhibit "A", attached hereto and incorporated herein by this reference:

1. East Grand Avenue between Courtland Street and Halcyon Road shall be closed from 6:00 pm to 8:30 pm on Friday, July 29th, 2016.
2. Sunset Drive between Alder Street and Elm Street shall be closed from 6:00 pm to 8:30 pm on Friday, July 29th, 2016.
3. The following detour route for through traffic on Grand Avenue shall be established:
 - Eastbound traffic – South on S. Courtland Street to Ash Street; East on Ash Street to S. Elm Street; South on S. Elm Street to Fair Oaks Avenue; East on Fair Oaks Avenue to S. Halcyon Road; North on S. Halcyon Road;
 - Westbound traffic– South on S. Halcyon Road to Farroll Avenue; West on Farroll Avenue to Oak Park Avenue; North on Oak Park Avenue.
4. Closure of West and East Branch Streets from Traffic Way to Mason Street; Bridge Street from Branch Street to Nelson Street; Olohan Alley from Bridge Street to Short Street; Nevada Street at Branch Street; The Car Corral; Short Street between Branch Street and Olohan Alley from 5:00 am until 5:00 pm on Saturday, July 30, 2016.
5. Closure of Nelson Street between Bridge and Short Streets for the purpose of creating a registration area for the Car Sho from 5:00 am until 9:30 am on Saturday, July 30, 2016.
6. That the Arroyo Valley Car Club will adhere to certain requirements and conditions set forth by the Community Development, Streets, Police, Public Works, Building and Life Safety, and Five Cities Fire Authority (FCFA) regarding security and traffic control and all other applicable conditions of a Temporary Use Permit to be issued by the City as set forth in Exhibit "A".

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted this 24th day of May, 2016.

**RESOLUTION NO.
PAGE 3**

JIM HILL, MAYOR

ATTEST:

KITTY NORTON, DEPUTY CITY CLERK

APPROVED AS TO CONTENT:

DIANNE THOMPSON, CITY MANAGER

APPROVED AS TO FORM:

HEATHER K. WHITHAM, CITY ATTORNEY

EXHIBIT "A"

**CONDITIONS OF APPROVAL
ARROYO VALLEY CAR CLUB SUNSET CRUISE AND CAR SHO
TEMPORARY USE PERMIT NO. 16-004
FRIDAY AND SATURDAY, JULY 29 AND 30, 2016**

General Conditions

1. The applicant shall ascertain and comply with all Federal, State, County and City requirements as are applicable to this project.
2. The event shall occur in substantial conformance with the application and plans on file in the Community Development Department.
3. To the full extent permitted by law, the applicant shall indemnify, defend and hold harmless the City, its agents, officers, and employees from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, this Temporary Use Permit or the applicant's use of City streets and property as provided by this Temporary Use Permit, except liability arising out of the proven sole negligence of the City.

Community Development Department Conditions

4. The applicant shall notify affected merchants and property owners on the affected street closure segments twice prior to the events, with the second notice no later than Friday, July 22, 2016. Additionally, the applicant shall inform the Arroyo Grande Village Improvement Association and the Chamber of Commerce of the Car Sho and cruise night activities.
5. The applicant shall provide a list of the charities that receive proceeds from the event to the Community Development Director.

Public Works Department Conditions

6. The applicant shall flag all sprinkler heads on turf and lawn areas to prevent damage. The applicant shall be responsible for the cost of broken sprinklers and labor associated with damage caused due to cars on turf areas.
7. The applicant shall coordinate the placement of waste containers by Monday, July 25, 2016, with the Director of Public Works.

RESOLUTION NO.

PAGE 5

8. The applicant shall submit a trash and recycling plan, supervise all areas, and pick up litter, waste, and debris, and shall empty all City waste containers in dumpsters provided by the Arroyo Valley Car Club.
9. At least one week prior to the Car Sho, the applicant shall inform Public Works on the number of trashcans that will be needed for the event.

Police Department Conditions

10. The applicant shall reimburse remaining Public Works and Police Department expenses for traffic control and related services associated with the Sunset Cruise and Car Sho events.
11. No throwing of candy from vehicles shall be allowed. All rules of the road shall apply to the participants of the Sunset Cruise and violators are subject to ejection, citation and arrest.
12. All participants, volunteers, and employees of the Sunset Cruise and Car Sho shall wear appropriate attire at all times.
13. All volunteers and employees of the Sunset Cruise shall wear traffic vests at all times.
14. The road must be blocked with barricades that are used at other events such as the Strawberry Festival. Coordination between the applicant and Bob Lund of the Village Improvement District is required.

Streets Division Conditions

15. The applicant shall be responsible for providing, setting up, and removing barricades for closures of City streets, alleys, parking lots, driveways and City facilities mentioned in the application per a traffic control plan acceptable to the Public Works Director.
16. The applicant shall place all barricades and signs posting on-street parking restrictions and parking lot closures a minimum of 48 hours prior to the event.
17. All water barricades shall be filled using non-potable water.
18. The applicant shall place a notice of street closures in the *Times-Press Recorder* at least once during the week prior to July 29 and July 30, 2016.
19. The applicant shall coordinate with the Police, Streets, and FCFA with regard to the closures of streets, alleys, parking lots, and the use of City property.

RESOLUTION NO.

PAGE 6

20. The applicant shall clean all City streets and parking areas utilized at the conclusion of the event.
21. Traffic signals at W. Branch Street and Traffic Way shall be made to flash rather than cycle through the standard signalization.

Building and Life Safety Division Five Cities Fire Authority Conditions

22. The applicant must comply with the Building and Life Safety Division and FCFA guidelines.
23. Emergency access must be maintained to the satisfaction of the Fire Chief.
24. The use of generators must be reviewed and approved by the Fire Chief.
25. All fire lanes must be posted and enforced per Police and FCFA guidelines.
26. All food booths must comply with the San Luis Obispo County and City Building and Life Safety Division and FCFA guidelines.
27. The Building and Life Safety Division and FCFA must inspect all food booths and generators prior to event opening.
28. The applicant shall provide one handicapped accessible restroom.

Additional Conditions

29. The applicant shall provide a \$1,000,000.00 commercial general liability insurance policy, subject to City Attorney approval, naming the City as additional insured.
30. The applicant shall coordinate with the Farmers' Market Association in relocating the Farmers' Market to Heritage Square Park on Saturday, July 30th, 2016.



East Grand Avenue
Sunset Cruise Detour Routes
And Activity Areas
July 24, 2015
6:00 PM until 8:30 PM



- Activity Area
- Road Closure

Car Show

5:00 am until 5:00 pm



MEMORANDUM

TO: CITY COUNCIL

FROM: TERESA McCLISH, COMMUNITY DEVELOPMENT DIRECTOR

BY: MATTHEW DOWNING, PLANNING MANAGER

SUBJECT: CONSIDERATION OF TEMPORARY USE PERMIT NO. 16-005; AUTHORIZATION TO USE CITY PROPERTY AND WAIVER OF APPLICATION FEES FOR A BEER AND FOOD FESTIVAL ON OCTOBER 22, 2016; LOCATION – HERITAGE SQUARE PARK; APPLICANT – ARROYO GRANDE VILLAGE IMPROVEMENT ASSOCIATION; REPRESENTATIVE – BOB LUND

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council adopt a Resolution authorizing the use of City property and waiver of application fees for a beer and food festival on October 22, 2016.

IMPACT TO FINANCIAL AND PERSONNEL RESOURCES:

There is no direct funding impact anticipated as a result of this event. The project is conditioned to require the applicant to provide adequate restroom and trash facilities for the event and any City expenses will be reimbursed.

The applicant has requested a waiver of application fees for the Temporary Use Permit, which totals \$158. This item is related to the City's Economic Development activities, which is identified in the City's Critical Needs Action Plan.

BACKGROUND:

The applicant has submitted an application for a Temporary Use Permit to utilize Heritage Square Park for a beer and food festival to be held on October 22, 2016, tentatively entitled "Arroyo Grande Bacon, Brews and BBQ". The event would utilize Heritage Square Park between the hours of 12:00 pm and 9:00 pm for setup and teardown of the event, with the event occurring between the hours of 4:00 pm and 8:00 pm. The applicant indicates this will be a high-end event, limited to 600 attendees, thirty (30) breweries, and fifteen (15) food vendors. Waist-high fencing will be utilized at the back of the adjacent sidewalks to close the event, and only persons 21 years of age and older will be admitted into the event. Food vendors will be comprised of Village restaurants first, with expansion of the invitation to restaurants outside of the Village after that. Live music is proposed at the Rotary Bandstand during the event.

**CITY COUNCIL
CONSIDERATION OF TEMPORARY USE PERMIT NO. 16-005
MAY 24, 2016
PAGE 2**

Staff Advisory Committee

The Staff Advisory Committee (SAC) reviewed the proposed project on May 11, 2016. Members of the SAC discussed several aspects of the project, including how the event will differentiate from attendees consuming alcohol, attendees who are designated drivers, and non-event attendees, the location of fencing and entry points, as well as requirements to be imposed on the event. The SAC was in support of the project with conditions of approval included to ensure a safe and successful event.

ANALYSIS OF ISSUES:

The proposed event will bring a significant number of participants to Heritage Square Park in the Village. Event attendance is anticipated to be similar to the 4th of July Concert at the Rotary Bandstand. The proposal for such a large event on City property and the request to reserve street parking adjacent to the event site necessitates Council's approval of the Temporary Use Permit. The purpose of the Temporary Use Permit is to ensure the event is conducted in a manner that is compatible with the surrounding area and results in a successful event for the applicant, the attendees, the neighbors and the City.

Parking

The applicant is not requesting reservation of parking within City owned parking lots as is typically requested for other events in the Village area. However, the applicant is requesting the reservation of street parking directly adjacent to the park for several purposes, including parking for cabs, loading and unloading of equipment for the breweries and restaurants, and pickup of attendees by designated drivers or other accommodations.

Attendee Identification

The event is proposed to be open only to those individuals who purchase tickets. Presale tickets will be sold, with any additional tickets being available for purchase at the event. Attendees paying to taste beer will be given wristbands identifying their allowed participation. Those attendees will also be given tasting glasses personalized for the event. Designated drivers will be able to attend the event to eat food, but will be given a different wristband to identify them as drivers, and will not be provided the tasting glass. Individuals under 21 and those who do not have wristbands will not be permitted into the event area. Private security personnel required for the event will immediately remove individuals found in the event without proper wristbands.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

- Adopt the attached Resolution;
- Modify as appropriate and adopt the attached Resolution;
- Do not adopt the attached Resolution;
- Provide direction to staff.

**CITY COUNCIL
CONSIDERATION OF TEMPORARY USE PERMIT NO. 16-005
MAY 24, 2016
PAGE 3**

ADVANTAGES:

The event will be the first of its kind in the Village area and has the potential to grow into an annual event dependent upon its success. This event will provide an opportunity for local restaurants to showcase their food in a high-end event, and will draw additional interest to the City, spurring the local economy.

DISADVANTAGES:

The event will bring a large number of people to an event where alcohol will be consumed. This can cause noise issues with the nearby residences and impaired motor vehicle operation is a possibility. Conditions of approval requiring resident notification and the applicant providing incentives for designated drivers to attend the event aim to minimize the negatives and ensure a successful event.

ENVIRONMENTAL REVIEW:

In compliance with the California Environmental Quality Act (CEQA), it has been determined that this project is Categorical Exempt per Section 15304 (e) of the CEQA Guidelines regarding minor temporary use of land. If the Council does not think that this determination is appropriate, project approval shall not be considered.

PUBLIC NOTIFICATION AND COMMENTS:

A condition of approval is included in the Resolution requiring the applicant to mail or hand deliver notification of the event to all affected Village residents one week before the event. Unlike other Village events where streets are being closed, the applicant is not being required to place an advertisement in the *Five Cities Times-Press Recorder* prior to the event.

The Agenda was posted in front of City Hall on Thursday, May 19, 2016. The Agenda and report were posted on the City's website on Friday, May 20, 2016.

Attachments:

1. Letter from the Village Improvement Association
2. Event map

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE APPROVING TEMPORARY USE PERMIT NO. 16-005; AUTHORIZING THE USE OF CITY PROPERTY FOR BEER AND FOOD FESTIVAL ON OCTOBER 22, 2016; LOCATED AT HERITAGE SQUARE PARK; APPLIED FOR BY THE ARROYO GRANDE VILLAGE IMPROVEMENT ASSOCIATION

WHEREAS, the Arroyo Grande Village Improvement Association (VIA), organizers of the Arroyo Grande Bacon, Brews and BBQ event, have requested the use of Heritage Square Park and the reservation of on street parking directly adjacent to the park for the operation of a beer and food festival; and

WHEREAS, the purpose of the Temporary Use Permit is to ensure the event is conducted in a manner that is compatible with the surrounding area; and

WHEREAS, members of the VIA will be responsible for costs associated with security, cleanup, and payment of all related fees and costs for use of City property and City employee time related to the event; and

WHEREAS, the City Council finds, after due study and deliberation, that the following circumstances exist:

Temporary Use Permit Findings:

1. The operation of the requested use at the location proposed and within the time period specified will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare.
2. The proposed site is adequate in size and shape to accommodate the temporary use without material detriment to the use and enjoyment of other properties located adjacent to and in the vicinity of the site.
3. The proposed site is adequately served by streets or highways having sufficient width and improvements to accommodate the kind and quantity of traffic that the temporary use will or could reasonably be expected to generate.
4. Adequate temporary parking to accommodate vehicular traffic to be generated by the use will be available either on-site or at alternate locations acceptable to the City Council.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande hereby approves Temporary Use Permit 16-005, authorizing the waiver of application fees and use of City property as presented to the City Council on May 24, 2016, with the above findings and subject to the conditions as set forth in Exhibit "A", attached hereto and incorporated herein by this reference.

RESOLUTION NO.
PAGE 2

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:

The foregoing Resolution was passed and adopted this 24th day of May 2016.

JIM HILL, MAYOR

ATTEST:

KITTY NORTON, DEPUTY CITY CLERK

APPROVED AS TO CONTENT:

DIANNE THOMPSON, CITY MANAGER

APPROVED AS TO FORM:

HEATHER K. WHITHAM, CITY ATTORNEY

EXHIBIT "A"
CONDITIONS OF APPROVAL FOR
TEMPORARY USE PERMIT NO. 16-005

This approval authorizes the use of Heritage Square Park and on street parking on the west side of Mason Street, north side of Nelson Street, and east side of Short Street adjacent to the park for a beer and food festival from 12:00 pm to 9:00 pm on Saturday, October 22, 2016.

General Conditions

1. The Arroyo Grande Village Improvement Association (VIA) shall ascertain and comply with all State, County and City requirements as are applicable to this project.
2. The event shall occur in substantial conformance with the application and plans on file in the Community Development Department office.
3. The VIA shall comply with all the conditions of the City Council Resolution adopted on May 24, 2016.
4. The VIA shall agree to defend, indemnify and hold harmless the City, its agents, officers, and employees harmless, at its sole expense from any action brought against the City, its agents, officers, or employees because of said approval, or in the alternative, to relinquish such approval. The VIA shall reimburse the City, its agents, officers, or employees, for any court costs and attorney's fees which the City, its agents, officers, or employees may be required by a court to pay as a result of such action. The City may, at its sole discretion, participate at its own expense in the defense of any such action but such participation shall not relieve the VIA of his/her obligations under this condition.

Public Works Department Conditions

5. The VIA is responsible for providing trash bags and enough restroom facilities to serve the event. Any supplies the Public Works Department may need to provide must be reimbursed by the VIA.
6. The VIA shall have an individual designated to periodically inspect the restrooms and areas around food vendors and waste containers. That individual shall be responsible for maintaining the cleanliness of these areas and gathering and disposing of all debris.
7. The VIA shall reimburse the City for electrical costs associated with the event.
8. The VIA shall reimburse the City for the costs of any Public Works staff services required for this event, including, but not limited to, restroom maintenance, trash, etc.
9. The VIA shall remove any tape placed on streets, parking areas, and grass after the event.
10. The VIA shall flag all sprinkler heads on turf and lawn areas to prevent damage. The VIA shall reimburse the City for any damage to the irrigation system at the park.

Engineering Division Conditions

11. Restroom facilities, barricades, and signing shall be provided by the VIA as required.
12. The VIA shall provide a \$1,000,000 comprehensive general liability insurance policy naming the City as additional insured by October 1, 2016.

RESOLUTION NO.

PAGE 5

13. The VIA shall reimburse the City for the costs of Engineering Division services and any other City services required for this event.

Building and Life Safety Division Conditions

14. All food booths must comply with the Fire Department guidelines, and must have County Health Department approval. The VIA will inform booth applicants of Fire Department guidelines, and will ensure total compliance of booth operators. The VIA will not allow non-compliant booths to operate.
15. The project shall comply with the most recent edition of the California State Fire and Building Codes and the Uniform Building and Fire Codes as adopted by the City of Arroyo Grande. Specifically, all temporary-wiring provisions of the N.E.C. must be met.
16. The Building and Life Safety Division must inspect all food booths, generators and temporary electrical service prior to the opening of the event. In lieu of requiring a building permit for temporary electrical service, the VIA will collect a fee of \$15 per every booth utilizing an electrical connection. This fee will be itemized by booth and submitted to the Building and Life Safety Division within 15 days of the end of the Festival.
17. Emergency access must be maintained to the satisfaction of the Building Official and Fire Chief. A detailed chart or map will be provided to Building and Life Safety Division and Fire Department for approval prior to the event, showing placement of all booths, to include actual dimensions of access pathways for fire apparatus and emergency vehicles.
18. The use of generators must be reviewed and approved by the Building Official.
19. The VIA shall identify an individual to act as liaison with the Fire Department for the purpose of maintaining life and safety.

Police Department Conditions

20. All temporary "No Parking" signs shall be posted a minimum of 48 hours prior to event setup.
21. A minimum of three (3) private security personnel will be provided by the VIA, to the satisfaction of the Chief of Police. The VIA will present to the Arroyo Grande Police Department two (2) weeks prior to the event:
 - a. The name of the security agency
 - b. A schedule of security coverage
 - c. Location and hours of security assignmentsMinimum required security is one (1) volunteer officer stationed at the event and two (2) volunteer officers assigned to the Swinging Bridge.
22. Failure to provide private licensed security will result in AGPD Officers being assigned with expenses billed to the VIA.

Special Conditions

23. Notification of all restricted parking must be posted a minimum of 48 hours prior to event, stating the dates and times of restrictions.

RESOLUTION NO.

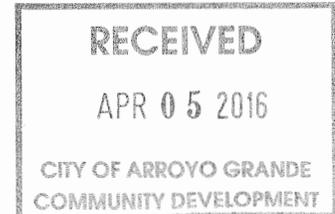
PAGE 6

24. The VIA shall mail or hand deliver notification of the event to all affected residents one week before the event, including residents on Allen Street due to the revised street closures.



February 19, 2016

Ms. Dianne Thompson, City Manager
 City of Arroyo Grande
 300 East Branch St.
 Arroyo Grande, CA 93420



Dear Ms. Thompson:

I am submitting the items below for departmental review. I am also attaching the required "Temporary Use Permit".

Arroyo Grande Bacon, Brews & BBQ – Saturday, October 22, 2016

We request the use of the lawns and bandstand at Heritage Square from 3:00 to 9:00 p.m. Saturday, October 22, 2016. The event hours will be from 4:00 to 8:00 p.m.

The Arroyo Grande Village Improvement Association (AGVIA) will provide the necessary insurance policy to the City by September 25, 2016.

AGVIA will be working with restaurants in the Village that sell beer to have said restaurants create a special event at their place of business for the festival attendees.

AGVIA will obtain the necessary "Daily License Application/Authorization" from the State of California Department of Alcohol Beverage Control.

AGVIA will compensate the City for any extra expenses incurred as agreed upon.
 AGVIA will abide by all rules and regulations that will be discussed and agreed upon.
 AGVIA will provide and place all barricades and signs as necessary. The ABC requires that the Heritage Square area be fenced off with waist high fencing. Entry areas will be monitored and only persons over 21 years old will be granted admission.

The AGIVA will provide Swinging Bridge security as needed.

This is a high end event which will, for this year, be limited to thirty breweries and fifteen food vendors. Attendance will be limited to 500 attendees. AGVIA will provide music at the Rotary Bandstand for the event. Tickets for attendance will be \$50.00 for general admission and \$65.00 for V.I.P. tickets. V.I.P. tickets will include early admission and entry to the three "meet the brewer" tents.

Thank you for your consideration.

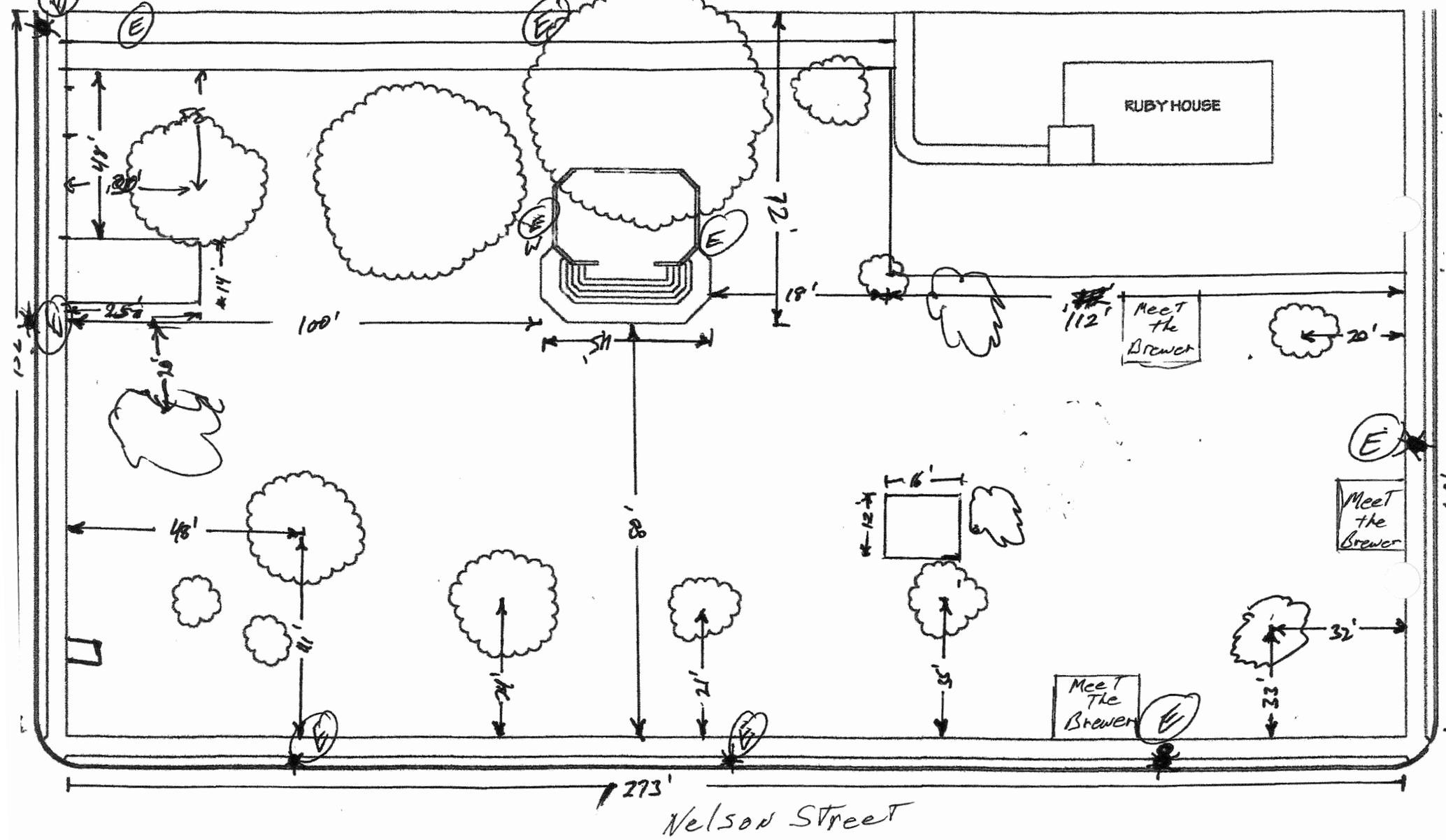
Sincerely, Bob Lund, Executive Director

Arroyo Grande Village Improvement Association

MASONRY

Short Street

⊙ - Street signs
ⓔ - Electricity
W - Water



THIS PAGE INTENTIONALLY LEFT BLANK



MEMORANDUM

TO: CITY COUNCIL

FROM: DIANNE THOMPSON, CITY MANAGER

BY: DEBBIE MALICOAT, ADMINISTRATIVE SERVICES DIRECTOR

SUBJECT: CONSIDERATION OF ANNUAL REPORT AND ADOPTION OF RESOLUTION OF INTENTION FOR LEVY OF ANNUAL ASSESSMENT FOR ARROYO GRANDE TOURISM BUSINESS IMPROVEMENT DISTRICT

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council: 1) receive and approve the annual report of the Arroyo Grande Tourism Business Improvement District (AGTBID) Advisory Board; 2) adopt a Resolution of Intention to levy and collect assessments within the AGTBID area for Fiscal Year 2016-17 at the same rate as in Fiscal Year 2015-16; and 3) set the date for the public hearing for June 28, 2016.

FINANCIAL IMPACT:

Based on the anticipated year-end results for 2015-16, the total assessment expected to be collected totals approximately \$185,000. In 2016-17, the AGTBID projected revenue is \$205,000. Of the projected revenue, \$3,000 is budgeted to cover the City's administrative costs associated with collecting and disbursing the assessment. The City has also budgeted \$5,000 to contribute toward the tourism efforts. Therefore, it results in a net cost of \$2,000 to the City.

The annual report provides a budget recommendation for FY 2016-17, for conceptual approval, however formal consideration and adoption will occur with the City's Budget Update in June.

BACKGROUND:

In May 2013, the City Council adopted an Ordinance establishing the Arroyo Grande Tourism Business Improvement District. The District was formed under the Parking and Business Improvement Law of 1989, Sections 36500 et seq. of

**CITY COUNCIL
CONSIDERATION OF ANNUAL REPORT AND ADOPTION OF RESOLUTION
OF INTENTION FOR LEVY OF ANNUAL ASSESSMENT FOR ARROYO
GRANDE TOURISM BUSINESS IMPROVEMENT DISTRICT
MAY 24, 2016
PAGE 2**

the Streets and Highways Code and incorporated into the Arroyo Grande Municipal Code (AGMC) in Title 3, Chapter 3.46.

In December 2014, the City Council adopted an Ordinance amending Chapter 3.46 of the Arroyo Grande Municipal Code to provide that the same exemptions that apply to the Transient Occupancy Tax apply to Arroyo Grande Tourism Business Improvement District (AGTBID) assessments and amended the definition of "lodging" to include vacation rentals and homestays.

In accordance with the provisions in the Streets and Highways Code and AGMC Section 3.46.100, the City Council appointed an Advisory Board. Pursuant to Streets and Highways Code Section 36533 the Advisory Board is to prepare an annual report, which is to be submitted to the City Council for its review and approval. Accordingly, the AGTBID Advisory Board has submitted the attached annual report.

AGMC Section 3.46.060 also provides that the assessments for the AGTBID are to be reviewed annually by the City Council based upon the annual report of the Advisory Board, and after approval of the annual report, the City Council is to follow the hearing process outlined in Streets and Highways Code Section 36534 for the annual assessment for the upcoming fiscal year. Section 35634 provides for the adoption of a Resolution of Intention to levy an annual assessment for that fiscal year. The Resolution also sets a public hearing in order to receive any written or oral protests against the continuation of the District as required by the applicable statute.

ANALYSIS OF ISSUES:

The AGTBID has been in effect for almost three years and has been very successful. A tourism website and other marketing efforts have been developed and implemented. The efforts are coordinated by a Chamber of Commerce Tourism Committee and approved by the AGTBID Advisory Board. The Chamber of Commerce administers the program; therefore minimal staff time has been required by the City. The AGTBID Advisory Board recommends extending the assessment and continuing the program.

After the City Council approves the AGTBID Advisory Board's annual report and adopts the Resolution of Intention, a public hearing will be noticed for June 28, 2016. The public hearing will allow lodging businesses subject to the assessment to submit comments, voice concerns, and protest the assessment. As set forth in Sections 36524 and 36525 of the California Streets and Highways Code, the City Council has the ability to continue the proposed citywide AGTBID at this public hearing, unless oral or written protests are received from lodging businesses that

**CITY COUNCIL
CONSIDERATION OF ANNUAL REPORT AND ADOPTION OF RESOLUTION
OF INTENTION FOR LEVY OF ANNUAL ASSESSMENT FOR ARROYO
GRANDE TOURISM BUSINESS IMPROVEMENT DISTRICT
MAY 24, 2016
PAGE 3**

pay 50% or more of the proposed assessments. In that event, the Council cannot consider continuation of the AGTBID for at least one year.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendations;
2. Request changes or clarification to the Annual Report;
3. Do not approve staff's recommendations; or
4. Provide staff other direction.

ADVANTAGES:

The recommendations will enable the City to extend the AGTBID, which provides a mechanism to generate funding to promote hotel stays and tourism in the City, which increases transient occupancy tax revenue and supports local businesses.

DISADVANTAGES:

No disadvantages with the recommended actions are identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, May 19, 2016 and the Agenda and staff report were posted on the City's website on Friday, May 20, 2016.

Attachment:

1. Annual Report

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE DECLARING ITS INTENTION TO CONTINUE THE ARROYO GRANDE TOURISM BUSINESS IMPROVEMENT DISTRICT, TO CONTINUE THE BASIS FOR AND TO LEVY THE ASSESSMENT FOR THE DISTRICT, AND TO SET A DATE FOR THE PUBLIC HEARING ON THE DISTRICT AND THE ASSESSMENT FOR THE 2016-17 FISCAL YEAR

WHEREAS, the Parking and Business Improvement Area Law of 1989 (“PBIAL”), sections 36500 *et seq.* of the Streets and Highways Code, authorizes cities to establish business improvement districts for several purposes, one of which is promotion of tourism; and

WHEREAS, the Arroyo Grande Tourism Business Improvement District was established in May, 2013 and incorporated into the Arroyo Grande Municipal Code (“AGMC”) under Chapter 3.46; and

WHEREAS, in accordance with the requirements of Health and Safety Code Section 36530 and AGMC Section 3.46.100, the City Council appointed an Advisory Board to provide oversight, guidance, and recommendations regarding the use of the assessment funds; and

WHEREAS, the AGMC and the PBIAL requires the Advisory Board to prepare and submit an annual report (“Annual Report”) stating proposed changes, improvements and activities for the fiscal year; and

WHEREAS, on April 25, 2016, the Advisory Board approved the Annual Report; and

WHEREAS, the Advisory Board Annual Report was filed and approved by the Arroyo Grande City Council on May 24, 2016.

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

Section 1. The City Council proposes to continue the Arroyo Grande Tourism Business Improvement District (“District”) in accordance with AGMC Chapter 3.46 and Streets and Highways Code Sections 36500 *et seq.* and levy assessments for fiscal year 2016-17.

Section 2. The Annual Report is on file with the City Clerk and contains a full and detailed description of the improvements and activities to be provided for fiscal year 2016-17. No changes to the District boundaries are proposed, and the report includes the estimated cost of providing improvements and activities for fiscal year 2016-17. The assessment is not proposed to be increased.

RESOLUTION NO.
PAGE 2

- Section 3.** The boundaries of the District are the boundaries of the City of Arroyo Grande.
- Section 4.** The assessment levied by the District shall be used for activities and programs promoting lodging businesses in the District through the promotion of scenic, recreational, cultural and other attractions in the District as a tourist destination, and as further set forth in AGMC Section 3.46.030.
- Section 5.** The assessment is proposed to be levied on all “lodging” businesses in the District, as that term is defined in AGMC section 3.46.020, and allocated by the City of Arroyo Grande.
- Section 6.** The assessment shall be based upon two percent of the rent charged by the operator per occupied room per night for all transient occupancies and shall be collected quarterly.
- Section 7.** New lodging businesses shall not be exempt from immediate assessment.
- Section 8.** A public hearing, held pursuant to AGMC Chapter 3.46 and Streets and Highways Code Section 36535, to allow for comments and to receive written and oral protests on the District and proposed assessment, is hereby set for 6:00 p.m., Tuesday June 28, 2016, before the City Council of the City of Arroyo Grande at the City Council Chambers at 215 E. Branch St., Arroyo Grande, CA.
- Section 9.** At the public hearing, the testimony of all interested persons for or against the continuation of the District, the boundaries of the District, or the furnishing of specified types of improvements or activities will be heard. A protest may be made orally or in writing by any interested person. **However, only written protests will be considered in determining if there is a majority protest. The form and manner of protests shall comply with Streets and Highways Code Sections 36524 and 36525.**
- Section 10.** Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and clearly state the irregularity or defect to which objection is made.

Written protests must be received by the City Clerk of the City of Arroyo Grande before the close of the public hearing scheduled herein and may be delivered or mailed to the City Clerk, City of Arroyo Grande, 300 East Branch Street, Arroyo Grande, CA 93420. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

RESOLUTION NO.
PAGE 3

Each written protest shall contain a written description of the business in which the person signing the protest is interested sufficient to identify the business. If the person signing the protest is not shown on the official records of the City of Arroyo Grande as the owner of the business, then the protest shall contain or be accompanied by written evidence that the person is the owner of the business.

Section 11. If at the conclusion of the public hearing, there are of record, written protests by the owners of lodging businesses within the District that will pay fifty percent (50%) or more of the total assessments of the entire District, no further proceedings to continue the District shall occur. New proceedings to continue the District shall not be undertaken again for a period of at least one (1) year from the date of the finding. If the majority of written protests are only as to an improvement or activity proposed, then that type of improvement or activity shall not be included in the District.

Section 12. The City Clerk is instructed to provide notice as required by AGMC Chapter 3.46 and Streets and Highways Code Section 36534. The City Clerk shall give notice of the public hearing by causing this Resolution of Intention to be published once in a newspaper of general circulation in the City no less than seven days before the public hearing.

On motion of Council Member _____, seconded by Council Member _____, and by the following roll call vote, to wit:

AYES:
NOES:
ABSENT:

the foregoing Resolution was passed and adopted this 24th day of May 2016.

**RESOLUTION NO.
PAGE 4**

JIM HILL, MAYOR

ATTEST:

KITTY NORTON, DEPUTY CITY CLERK

APPROVED AS TO CONTENT:

DIANNE THOMPSON, CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY



ANNUAL REPORT 2015-16

ARROYO GRANDE TOURISM
BUSINESS IMPROVEMENT DISTRICT

Table of Contents

1. AGTBID Highlights	3
2. Visitor Profile.....	4
3. Performance and Results	7
a. Targeting Customers in Each of the 5 Travel Buying Cycles	7
Stage 1: Dream.....	7
Stage 2: Plan.....	7
Stage 3: Buy.....	9
Stage 4: Experience.....	9
Stage 5: Share	9
4. Cost Efficient Online Paid Advertising Methods	9
a. Ad Words	9
b. Facebook Ads	10
5. Website	10
a. Newsletter.....	10
b. Maintenance	10
c. Redesign and Launch	11
6. Social Media	12
a. Benchmarks.....	12
7. Search Engine Optimization	12
8. Giveaways and Promotions	13
9. Significant Partnerships	14
10. Plans for the Next Year	15
Booking Tool	16
AARP National Event Sponsor and Exhibitor Shows	16
Budget.....	17
Travel & Adventure Show – Expo	17
Budget.....	17
Booking Tool	Error! Bookmark not defined.
Arroyo Grande Tourism Business Improvement District	19

1. AGTBID Highlights

The objective in the initial RFP was to “Turn Heads into Beds” and RG Pacific team achievements are explained in a thorough manner in the sections below. We will inform the AGTBID Committee how we collected data to target potential Arroyo Grande tourists through social media, search engine optimization, paid advertising, improved website design and content.



**COST EFFICIENT
AD SPENDING**



PAGE VISITORS



BOUNCE RATE



LEAD GENERATION

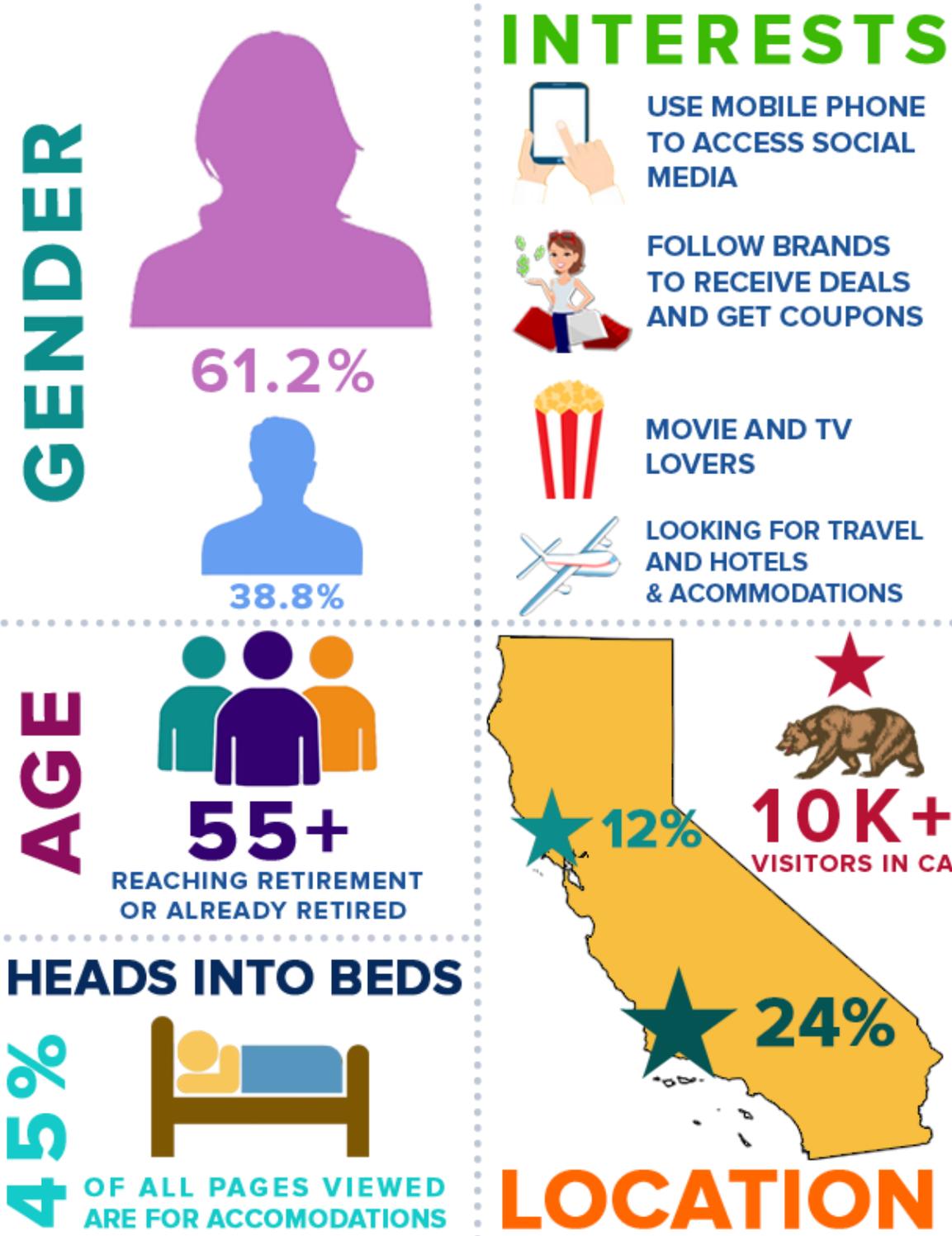


**SEO PAGE AND
KEYWORD RANKING**



**CREATED DEMOGRAPHIC
PROFILE USING DATA**

2. Visitor Profile



Since we started tracking data in July 2015, we have been gathering and monitoring the incoming data using Google Analytics tracking. The data acquired by the previous AGTBID did not have demographic

info. The graphic created by the RG Pacific team shows the data we acquired from July 2015 – March 2016.

STAY: Which hotels are visitors looking at the most?

- 9 out of 20 of the most viewed pages on the website are related to booking and accommodations. This means that 45% of all website page views come from people that are interested in staying in Arroyo Grande.
- We achieved this by incorporating SEO to these pages with terms like: Arroyo Grande hotels, Arroyo Grande accommodations, lodging in Arroyo Grande, bed and breakfast in Arroyo Grande. These SEO keywords make it easier for people to search for accommodations and find our website.
- We know how much traffic VisitArroyoGrande.org referred to hotels in Arroyo Grande even though we can't track reservations.

DINE: Which restaurants are the most popular with visitors?

During the month of January, RG Pacific boosted a post on Facebook asking followers to tell us which local restaurants are their favorite. This specific post was in anticipation of California Restaurant Month, and to help us incorporate our audience's favorite restaurants to the newly redesigned Dine page.

Visit Arroyo Grande added 8 new photos.
Published by Suzee Hernandez [?] · December 30, 2015 · 🌐

What are your some of favorite AG restaurants?

KLONDIKE PIZZA
★★★★
Good Times 'n Good Grub

ROOSTER CLUB TAVERN

11,090 People Reached

337 Likes, Comments & Shares

285 Likes	263 On Post	22 On Shares
32 Comments	27 On Post	5 On Shares
20 Shares	20 On Post	0 On Shares

831 Post Clicks

668 Photo Views	0 Link Clicks	163 Other Clicks
-----------------	---------------	------------------

NEGATIVE FEEDBACK

3 Hide Post	2 Hide All Posts
0 Report as Spam	0 Unlike Page

11,090 people reached

View Results

263 27 Comments 20 Shares

Like Comment Share

The redesigned page is based on the profile we compiled. We noticed that people were visiting the first three pages of the five on the website. With the new page, our development team incorporated a filter that lets visitors find a restaurant based on type. Additionally, our designer created new images for each

restaurant listing that was more appealing to visitors. This has resulted in more page views for restaurants in Arroyo Grande that were left towards the end of the dine page.

VISITORS: Where are visitors coming from?

We have been targeting the following areas in our paid advertising efforts:

- Bakersfield
- Fresno
- Los Angeles
- San Francisco
- San Jose
- Santa Barbara

Our targeting has reached people in Santa Maria, San Luis Obispo, Nipomo, Grover Beach, Oceano and Pismo through Facebook shares and likes. However, the majority of visitors to the website are coming from the Los Angeles area

AGE: How old are they?

The Baby Boomers represent the majority of Arroyo Grande website visitors, giveaway entries, and Facebook followers. According to a Nielsen study, by 2017 boomers will control 70 percent of the country's disposable income. This demographic has been previously ignored by most marketing firms; however, using the information from Google Analytics and research "Boomers make the most money and spend what they make," concludes the study.

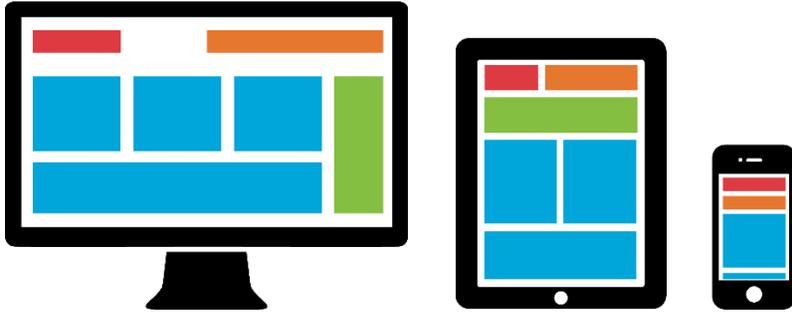
70%
OF RETIRED
BABY BOOMERS
HAVE DISPOSABLE
INCOME



This age demographic ignores just about all forms of advertising on social media; however, they don't ignore advertising in traditional media as much. As a result, we are using the Twitter budget to advertise on Rincon Broadcasting, which broadcasts on iHeart radio stations for a four-week period to reach this demographic.

INTERESTS: What do visitors like?

The Arroyo Grande visitor is not active on Twitter. They are mostly on Facebook. The people that follow brands online want to get coupons, promotional offers deals. This is because they make travel and purchasing decisions. The most popular websites amongst Arroyo Grande's demographic are Travel/Hotel & Accommodations as well as Arts & Entertainment. As a result, the Event page on the website is the second most popular page on the website after the homepage.



Desktop and mobile devices are used equally by visitors; however, most use mobile devices to access their social media accounts and view content there.

3. Performance and Results

a. Targeting Customers in Each of the 5 Travel Buying Cycles

The promotion strategy that we used to “turn heads into beds” was using a pull marketing strategy through social media, online offers, and paid advertising on Google.

Stage 1: Dream

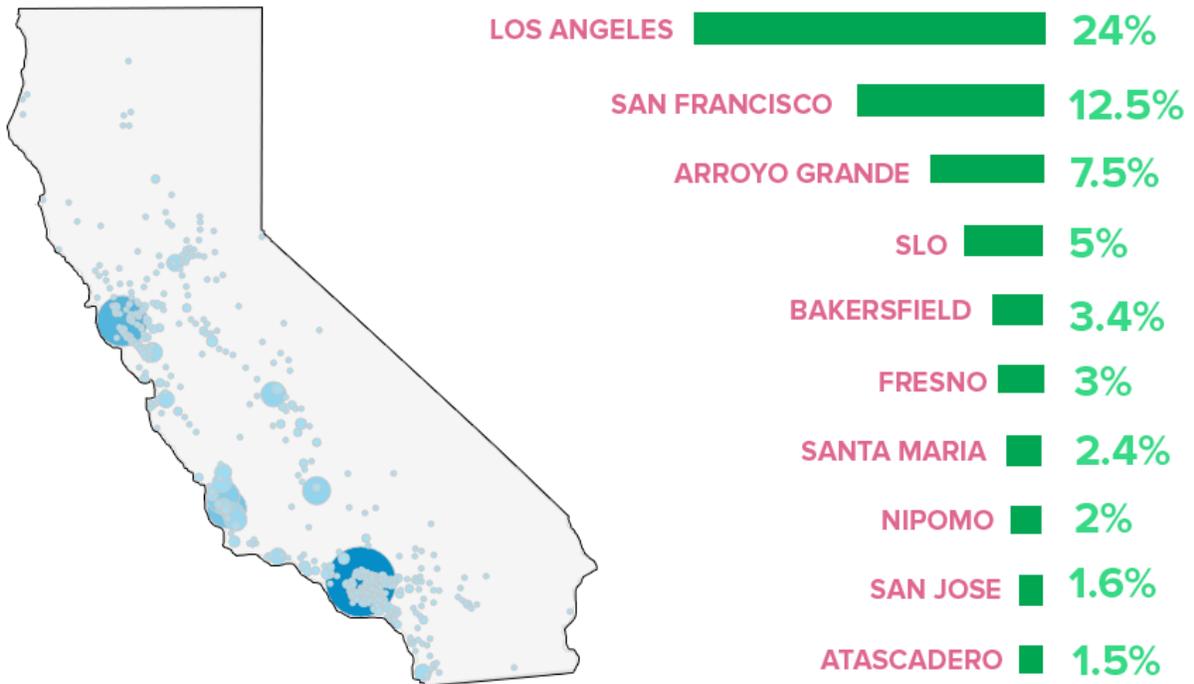
- We created a mailing list on the site using Mail Chimp mailing services to reach our segmented audience.
- The **e-mail broadcasts** reached out to subscribers and encouraged them to visit Arroyo Grande for events like the Labor Day Weekend, Christmas in the Village, Valentine's Day, etc.
- We updated the website Events page by creating a past events category to move events there without having to delete the posts and cause sitemap errors.
- Our social media team posted pictures of different activities and happenings in Arroyo Grande on **social media** using popular travel and activity hashtags.

Stage 2: Plan

Our team optimize website content because it lacked SEO and pages that most tourism website have. The Directions page for example had generic directions. We wanted to focus on our target audience, so we created two subpages with custom banners. These pages designate different ways to get to Arroyo Grande, which makes it easier for people to plan their trips.



Our ads target the Los Angeles and San Francisco area, and that is where the majority of visitors to the website are. The third most come from Central Coast cities like San Luis Obispo, Santa Maria, Nipomo, and Atascadero.



Stage 3: Buy

Internet searches for accommodations in Arroyo Grande account for the majority of page hits. Our current data shows how many page views the Stay and accommodations pages get (45% of all pages).



Stage 4: Experience

- Created a deals page for Wine Tasting and for Accommodations.
 - Our marketing team contacts hotels and wineries to get current deals and offerings. We then put that information together to create banners and graphics for the website and social media.
- RG Pacific promotes various restaurants and cafés that are popular amongst visitors to ensure that new visitors have a great experience.

Stage 5: Share

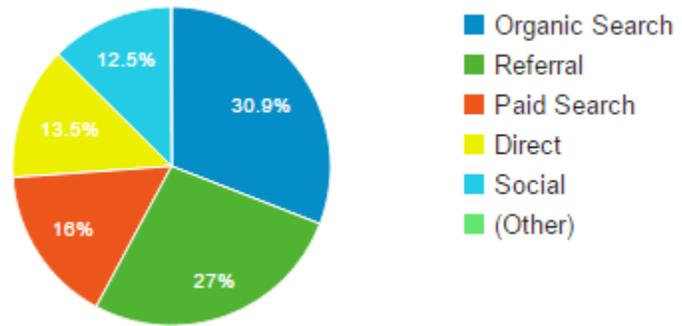
Our team searches through Hashtag and Geo-location tags for people in Arroyo Grande to like and share their posts on our networks. This has encouraged visitors to share their experience, comment on @VisitAGCA posts, follow and leave reviews on Facebook.

4. Cost Efficient Online Paid Advertising Methods

a. Ad Words

- Using AdWords we have increased e-mail subscriptions and calls to the AGGB Chamber of commerce.
- Paid advertising on Google has increased the number of visitors as well as the number of people that view the website during their search for trips to Arroyo Grande, Wine Tastings, and Tours.
- **Over 265K** people have seen an ad to Visit Arroyo Grande.

- The campaign continues to perform consistently within the allocated monthly budget. Our team manages it daily to ensure all search terms are related to Arroyo Grande tourism and wine tasting. Ad words accounts for 16% of incoming traffic monthly.



b. Facebook Ads

- These ads have proven to be the most effective in reaching people in the demographic because Facebook has more direct marketing options.
- We have achieved more post shares organically, and have increased the reach through engaging posts.
- The previous marketing efforts only targeted Arroyo Grande. As a result, RG Pacific targeted ad placements in surrounding cities; such as, Bakersfield, Fresno, Los Angeles, San Francisco, San Jose, and Santa Barbara.
- There are more website visitors being referred by Facebook than TripAdvisor.
- The majority of social referrals to the website are from people that click the links on our Facebook posts and website link on the page.

5. Website

a. Newsletter

The website did not previously collect leads or have newsletter sign ups. A contact form was implemented to the website on the contact us page, and newsletter forms were created to segment the lists. RG Pacific acquired a list of 1,000 e-mails in addition to those collected from the giveaway and newsletter forms.

b. Maintenance

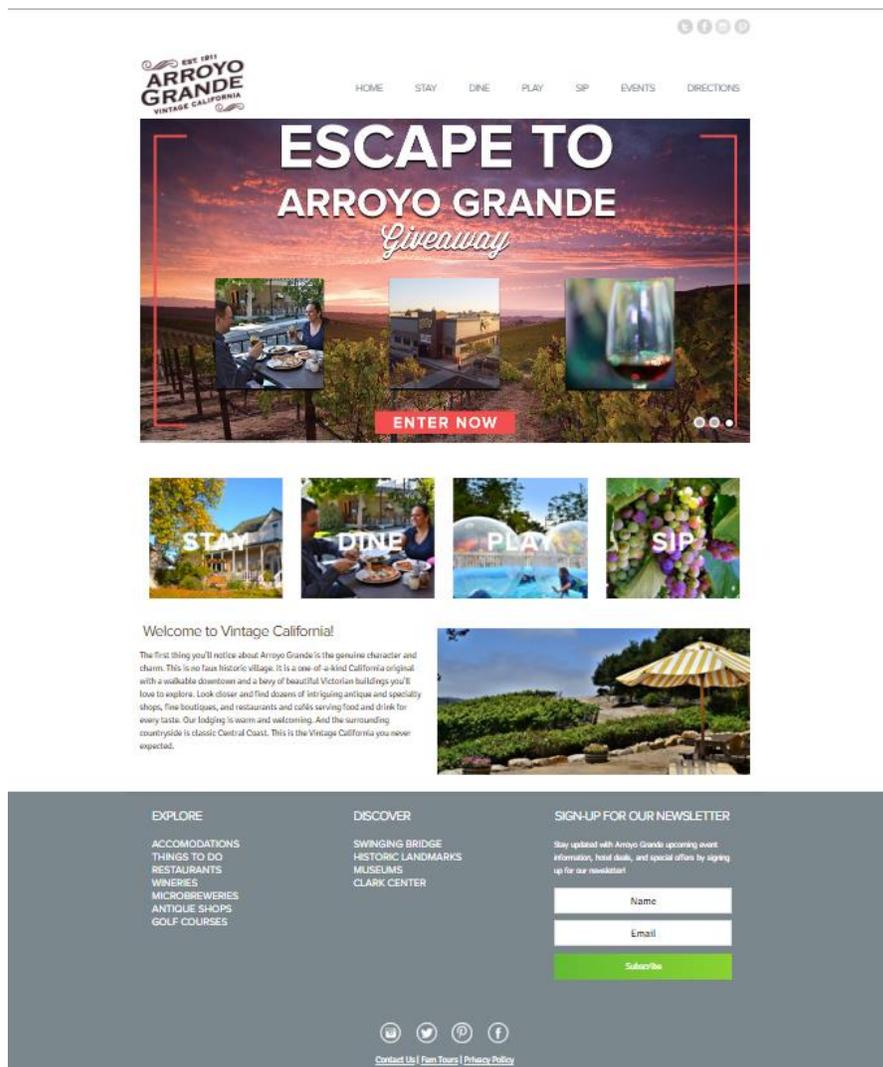
- Blocked referral spam to the website that causes high bounce rate.
- Installed Google Analytics
- Create and manage Google Webmaster Tools where the sitemap is monitored for errors
- Scan the website for issues and malware
- Remove malware (if any)
- Update Wine and Hotel specials and graphics
- Remove closed down restaurants in the Dine page
- Update Events by creating a Past Events category to archive posts, and create new events

c. Redesign and Launch

RG Pacific created a new design layout for the Arroyo Grande homepage, Sip, Dine, Play and Events page that keeps users engaged longer. Visitors are engaged longer because we used Analytics data to adjust the navigation hierarchy and structure to improve page views per visit, total time on site, and push our specialty pages. Additionally, our team created content pages for Familiarization Tours, Wine Specials, Hotel Deals Swinging Bridge, Clark Center, Museums, and Historic Landmarks. These pages were created based research of travelers and user demand. Now users can go directly to their point of interest and with ease.

The redesign is also responsive to meet the demands of users that view the website. This means that the website content and images adjust to fit desktop displays and mobile phones and tablets.

The redesigned Visit Arroyo Grande website was launched in February and is continuously worked on by our team to ensure that it is current and engaging.



6. Social Media

a. Benchmarks

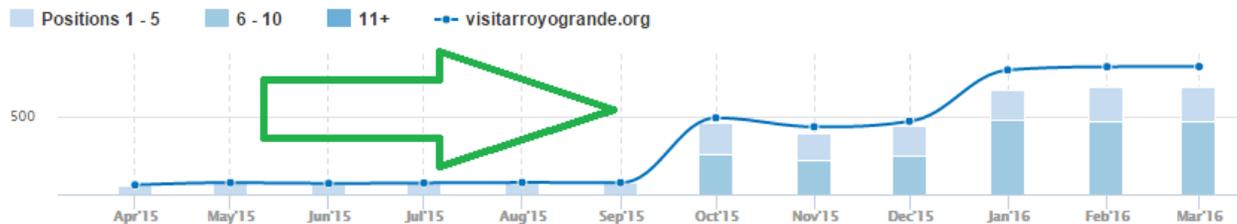
- RG Pacific’s marketing efforts have increased awareness of Arroyo Grande as a travel destination and quick getaway from Northern and Southern California. As of March 10, the Ad Words campaign has spent \$6,893.31

Clicks	Impressions	CTR	Cost	Conversions
2,430	265,655	0.91%	\$6,893.31	8

- Facebook brings in 95.76% of all social traffic. Social Referrals include: Facebook, Trip Advisor, Twitter, Instagram, Google+, Yelp, and Pinterest.
- Google and Facebook Advertising referrals have a low bounce rate—4.23 and 5.47% respectively—compared to all other referral traffic visitors.

7. Search Engine Optimization

Our team used multiple SEO tools on the website to help increase organic results. We used metadata that included keywords, titles, and descriptions. There was no SEO on Visit Arroyo Grande before we began implementing keywords into the website. We began using keywords during the month of September and since then you have seen a dramatic increase in organic reach. After each month more and more keywords are becoming ranked. This was achieved because specific keywords are incorporated into each page. The graph below reflects SEO from April 2015 (with previous marketing company) to March 2016 where immediate changes are seen.



Press releases helped events gain traction on the website and resulted in higher ranked search result listings. We created Press Releases for the Arroyo Grande Christmas in the Village, and the South County Annual Turkey Trot. Our press release for Christmas in the Village was distributed through PRWEB.com and has been seen by over 75,000 people. This contributed to the increased awareness of Visit Arroyo Grande website and event.

As shown in the chart above, Visit Arroyo Grande has increased its ranking from 1-5 terms to over 300. The top 100 keywords include misspelling and spelling variations for Arroyo Grande, Arroyo Grande Village, Arroyo Grande Christmas Parade, Bed and Breakfast Arroyo Grande, Premier Inn Arroyo Grande, Where is Arroyo Grande, Things to Do in Arroyo Grande, Arroyo Grande Motels, Arroyo Grande shopping, Hampton Arroyo Grande, Harvest Festival Arroyo Grande, Aloha Inn Arroyo Grande, Casa Grande Arroyo Grande, Stone Soup Music, Motels in Arroyo Grande, and more. Each keyword phrase goes to a page with content related to that keyword. We continuously monitor and track this data to improve ranking each month.

SEO

70 RANKED TERMS
IN JULY 2015

45 TERMS IN TOP 10
POSITIONS

345 RANKING TERMS
BY MARCH 2016

- ↑ ARROYO GRANDE VILLAGE
- ↑ ARROYO GRANDE
- ↑ WHERE IS ARROYO GRANDE
- ↑ BED AND BREAKFAST
ARROYO GRANDE
- ↑ THINGS TO DO IN
ARROYO GRANDE

31%
**OF WEBSITE
TRAFFIC IS FROM
ORGANIC SEARCH**

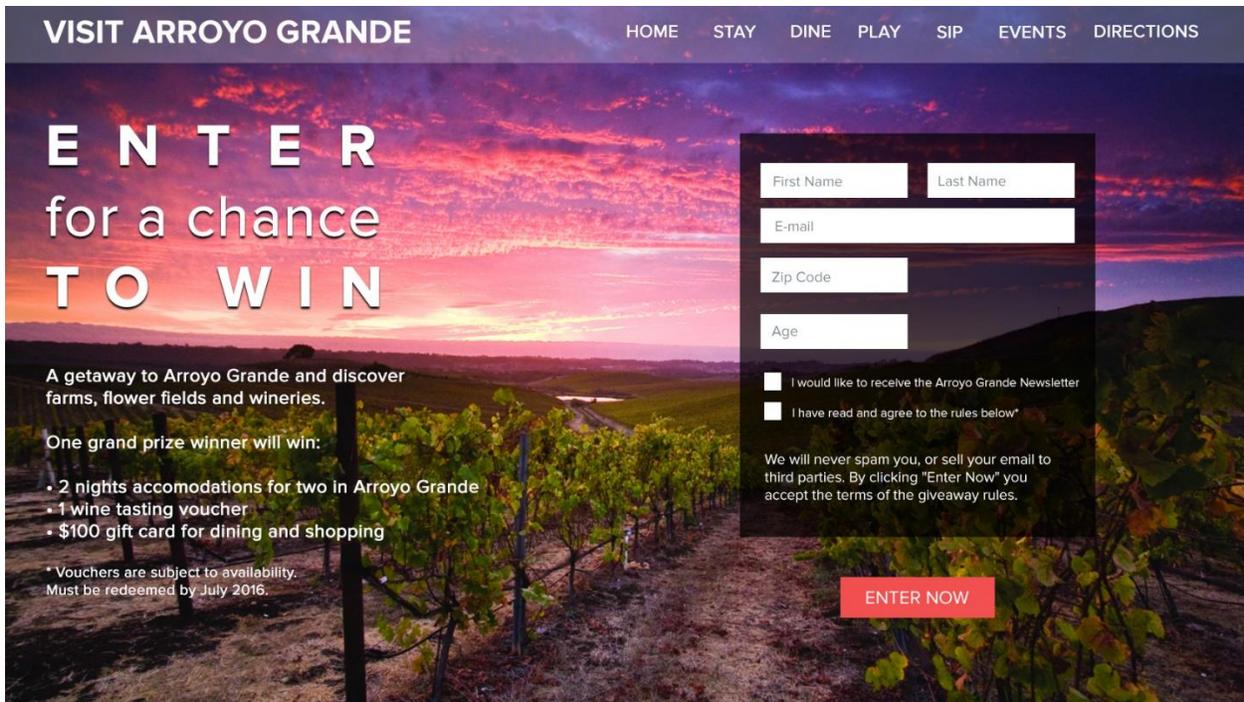
8. Giveaways and Promotions

The RG Pacific Team planned and implemented a Weekend Getaway for two in The Village of Arroyo Grande. The goal of the giveaway is to increase traffic to the Visit Arroyo Grande Website and Social Media Pages and to also increase awareness. The giveaway will grant the winner:

- A weekend (2-Night) stay at one of the Arroyo Grande Hotels
- Complimentary wine or beer tasting for two
- A gift card for dinner for two at an Arroyo Grande Restaurant

These prizes were decided by the RG Pacific Team. We believe that this is the best possible way to attract both a young and older demographic. The process in getting the getaway to become a reality started with phone calls and emails. We emailed and then followed up with phone calls to local Arroyo Grande businesses asking if they were willing to participate in the giveaway. We emphasized that we would promote their business on all of Visit Arroyo Grande's Social Media Pages as well as the website. Additionally, we offered to promote any current and future promotions their business even though they chose not to participate. By offering to promote their deals, our followers would reap the benefits of following Arroyo Grande on social media as our demographic analysis states. Although not all companies responded, we managed to acquire partnerships for the giveaway and future promotions. A couple of local wineries and a brewery are on board at the moment. Both Talley Winery and Figueroa Mountain Brewery have agreed to participate and are sending over vouchers for us to use in the giveaway. Laetitia Winery is also interested in participating in the giveaway, but they have not sent over any vouchers or have mentioned how they would contribute to the event.

The custom giveaway landing page is easy to fill out and captures leads. Willing participants fill out the form in less than five minutes and are entered into the giveaway. Two spelling variations were created **EscapeToAG.com** and **Escape2AG.com** for the giveaway and they both redirect people back to a "Thank You" page on the Visit Arroyo Grande website. The Giveaway Rules page states what the prizes are, but no company names are included in order to provide the best possible giveaway package for winners. The current giveaway began on March 1st and will continue through May 1, 2016. Currently, hundreds of entries have been made and there is still plenty of time to submit an entry. Prizes will be awarded on or about May 2, 2016 and must be used by winner between May 20, 2016 and July 31, 2016.



9. Significant Partnerships

The Arroyo Grande Weekend Getaway has opened doors to future partnerships with local businesses. As previously mentioned the weekend getaway was designed to increase traffic to the Visit Arroyo Grande website and social media pages. We wanted to implement wine tasting into the getaway knowing that it is extremely popular in the Central Coast. Some of our first attempts to contact businesses were with the local



Wineries and Breweries. Both Talley and Laetitia Winery were more than willing to participate in the Getaway and were excited about it as well. We have been in contact with them throughout the year and have promoted their specials on the Visit Arroyo Grande website under the “SIP” page in the past. Figueroa Mountain Brewery is the only Arroyo Grande brewery that is participating in the getaway. Although this partnership with Figueroa Mountain partnership is new, we feel that it can become something great as the time passes. We know that maintaining strong relationships with these Wineries and Breweries will allow us to use them in future giveaways or contests we have planned.

Additionally, the RG Pacific team helped update information for Visit San Luis Obispo County’s new asset management system. This system collects digital assets (photos) from every city in the county that show that cities main attractions and uploads them into a database. The assets are organized in folders and

named properly so they can be easy to ready. The images that we sent over were for the following attractions:

- Lopez Lake
- Mustang Waterslides
- Rotary Bandstand
- Swinging Bridge
- Talley Vineyards
- The Village

The images highlight different aspects or events that were hosted on each attraction. For example, under The Village we sent over images that highlighted the Car Show in The Village, The Village Farmers Market, and Village shops and restaurants. This was the same for the other attractions that were sent over.

Once the RG Pacific Team was in control of Visit Arroyo Grande's social media accounts, we made sure to follow other San Luis Obispo County social media accounts to help with our online presence. This gave us a better idea of what worked and what didn't work in San Luis Obispo County. The Visit Arroyo Grande accounts had a low follower count when we took over and our goal was to increase that number. We shared posts from other San Luis Obispo County accounts that were relevant to Arroyo Grande in order to gain more followers. This proved successful and in the end we were able to increase the follower count dramatically for all social media pages.

10.Plans for the Next Year

RG Pacific is preparing for the coming year as our first year of working with Arroyo Grande's TBID comes to an end. We have a better idea of what works and what doesn't work when promoting The City. The partnerships that we have made with local businesses in The Village are going to help the RG Pacific team accomplish our plans for next year. Some of the events and plans we have for the Village of Arroyo Grande include:

- A Father's Day Giveaway Package which would include a Golfing Session at a local course and Beer or Wine Tasting at a local Brewery or Winery.
- Participate in travel shows as an exhibitor to give potential visitors insight on The Village of Arroyo Grande.
- We would implement Virtual Reality Videos for the Village that would give an outsider an inside look into the city, its landmarks, and activities available.
- Promotional and Online Video Advertisements that highlight the Village and its Landmarks, so we could use on the Website and all Social Media Accounts.

Booking Tool

The screenshot displays the 'Arroyo Grande: 36 properties found' search results page. The search criteria include 'Arroyo Grande' as the location, with dates from Mar 21 to Mar 22. The results are sorted by 'Our Recommendations First'. The top two results are:

- Best Western Casa Grande Inn** (3 stars, 8.3 rating, 448 reviews). Price: From \$60. Booked 14 times today.
- Premier Inns Pismo Beach** (2 stars, 7.0 rating, 1,018 reviews). Price: From \$50. Booked 11 times today.

Other visible results include Hampton Inn & Suites Arroyo Grande (3 stars, 8.5 rating).

Currently, visitors are viewing pages for accommodations and leaving the site to book directly from the hotel or B&B. Our team believes that incorporating a booking tool directly on the website would increase reservations for hotels in Arroyo Grande. This would be a more convenient for website visitors and it would allow us to track conversions better.

Visit San Luis Obispo County and Morro Bay are using an affiliate program/booking tool on their websites. Visit SLOC lets users book on their site using Booking.com and displays eight

Arroyo Grande hotels. However, it does not list all that are currently shown on the website. RG Pacific would have to keep the current pages and link to the booking tool on a separate page.

- RG Pacific suggests implementing an iframe tool and/or a booking tool via an affiliate program. Our data tracks views and clicks, but we can't track booking conversions once people exit those pages.
- Visit SLOC website gives people the option to book hotels in Arroyo Grande using the Booking.com affiliate tool. Similarly, Visit Morro Bay uses an affiliate program called Book Direct that includes Trip Advisor reviews.
- To remain competitive, we suggest implementing a similar tool on the visit Arroyo Grande website. Booking accommodations in Arroyo Grande should be a seamless process for travel consumers, and have competitive pricing to increase the consumer's likeliness of booking one of the ten listed hotels and B&Bs available through www.visitarroyogrande.org

Approximately \$5,000

AARP National Event Sponsor and Exhibitor Shows

Marketing to Arroyo Grande's key demographic through an AARP Event Expo increases our reach and influence. We will be able to reach the AARP community through their National Event Sponsor and Exhibitor shows. By doing so, Visit Arroyo Grande can enhance its visibility with the 50+ demographic—Baby Boomers and the up-and-coming Generation X. This national event reaches 10,000 members in the span of three days. Allowing RG Pacific and Visit Arroyo Grande to understand our audience better through direct contact with them. It is great exposure as 44% of AARP members are in the retirement state and have disposable income. Many of the AARP members associate brands at the Expo as having

the "Good Housekeeping" seal of approval. We are also able to network and partner with other vendors in addition to connecting with this demographic to provide better services to our audience—like partnering with car rental services for future giveaways. Lastly, AARP allows us to upload local events to their website to increase exposure throughout their network for increased influence.

Last year the AARP National Expo took place in Miami during the month of May. AARP holds this event in different locations; such as Miami, San Diego, Boston, Atlanta, Las Vegas and New Orleans. AARP Members interested in travel can plan their trip to Arroyo Grande through AARP destination guides on their website as well.

Budget

Pricing is based on exhibitor pricing and 3-day event on or about May 2017 using data from the AARP Life@50+ event.

Exhibit Fees: \$1,700

Products and Services showcase in AARP booklet: \$750

Brochures and Brochure Holder (1,000 pcs): \$450

Pop Displays: \$750

3 Booth Hosts (\$10/hour): \$160/day

Travel, Hotel Accommodations for 2 nights, and dinner

Approximately \$10,000

Travel & Adventure Show – Expo

RG Pacific is proposing that Arroyo Grande participate in the Travel and Adventure show in Los Angeles that takes place on February 18-19, 2017 at the Los Angeles Convention center. The proposed budget for the two-day event includes approximate pricing—based on previous years— for exhibit space, banner displays, graphics and brochures as well as tourism hosts for two days.

Budget

Exhibit Space (\$4,000 for 10' x 10' booth) includes:

- 6ft skirted table
- 2 chairs
- Wastebasket
- Booth ID sign
- Logo
- Link on Travel & Adventure Show website

Pop Display

RETRACTABLE BANNER: \$240



8FT TALL X 10FT WIDE GRAPHIC DISPLAY: \$500



Brochures and Brochure Holder (500 pcs): \$425.00

2 Booth Hosts (\$10/hour): \$160/day

Hotel Accommodations for 2 nights and dinner

Total Costs: \$6700

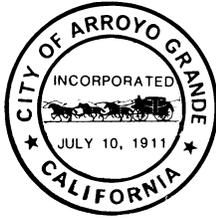
Arroyo Grande Tourism Business Improvement District

FY 2016-17 Budget Detail

Revenues	Revenue Souce	Amount	Total
	TBID Fee	\$195,000.00	
	City	\$5,000.00	
	Chamber	\$5,000.00	
	Ending fund balance	\$118,517.00	
	Total:		\$323,517.00
Expenditures			
	Line Item	Expenditure	Total
	City	\$3,000.00	
	Chamber	\$20,000.00	
	Supplies	\$2,500.00	
			\$25,500.00
Advertising/Marketing			
	Consultant Services	\$150,000.00	
			150,000.00
Website			
	Website maintenance	\$25,000.00	
			\$25,000.00
Memberships			
	CCTC	\$500.00	
	Misc.	\$5,000.00	
			\$5,500.00
Sponsorships			
	Misc.	\$30,000.00	
			\$30,000.00

Events					
		Trade shows, etc.		\$15,000.00	
					\$15,000.00
Expenditure Total					\$251,000.00
Projected fund balance					\$72,517.00

THIS PAGE INTENTIONALLY LEFT BLANK



MEMORANDUM

TO: CITY COUNCIL

FROM: DIANNE THOMPSON, CITY MANAGER

SUBJECT: CONSIDERATION OF A RESOLUTION ESTABLISHING A POLICY REGARDING COUNCIL COMMUNICATIONS

DATE: MAY 24, 2016

RECOMMENDATION:

It is recommended the City Council adopt a resolution establishing a policy in the City Council Operations Manual regarding Council communications relating to correspondence, legislative communications, speaking engagements, and media relations.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There is no impact to financial resources and a minimal impact on personnel resources.

BACKGROUND:

The City Council Operations Manual ("Manual") includes policies, procedures and guidelines that have been approved by the City Council regarding City Council activities. The objectives of the Manual are to:

1. Serve as a reference document for the Mayor and Council Members;
2. Provide comprehensive orientation information for new Council Members; and
3. Enable the City Council to effectively compile and maintain operational practices that are agreed upon.

The Manual is intended to be reviewed, modified, updated and added to on an ongoing basis. Currently, the Manual does not include information or guidelines regarding Council communications related to correspondence sent by the Council, responding to requests for positions on proposed legislation, protocol for speaking engagements, or media relations.

**CITY COUNCIL
CONSIDERATION OF A RESOLUTION ESTABLISHING A POLICY REGARDING
COUNCIL COMMUNICATIONS
MAY 24, 2016
PAGE 2**

ANALYSIS OF ISSUES:

At the City Council meeting of May 10, 2016, the City Council directed staff to prepare a policy on Council Communications for discussion. The City Council has recently amended Policy #2 in the City Council Operations Manual entitled "Policy/Procedure for Conducting City Council Business" in regards to special meetings, setting the agenda, and determining the scope of agenda topics. It is very common for cities to have a policy regarding Council communications, and the City's current City Council Operations Manual does not include a policy on this topic.

As part of the proposed policy, it is recommended that the Council include a legislative platform policy in order to facilitate the Council's ability to take a position on legislative matters. From time to time, the City is asked by the League of California Cities and other City-affiliated organizations to take a support and/or oppose position on a particular piece of legislation and/or proposal. When such a request is received, it is necessary to place the item on a future Council agenda for approval prior to a response being sent. Often these requests are time-sensitive, and due to the current process of agendaing these requests for Council consideration, a response cannot be made in a timely manner.

The proposed legislative platform would allow the Mayor, or his/her designee, on behalf of the City, to sign and submit the requested communication so long as the position is consistent with the position taken by the League and/or other City-affiliated organizations and previous positions taken by the City. A copy of the communication would be provided to the full City Council and presented as an information item under City Manager Reports at the next regularly scheduled City Council meeting.

ALTERNATIVES:

The following alternatives are provided for City Council consideration:

1. Adopt the proposed Resolution establishing a policy in the City Council Operations Manual regarding Council communications;
2. Modify and adopt the proposed Resolution establishing a policy in the City Council Operations Manual regarding Council communications; or
3. Provide staff other direction.

ADVANTAGES:

The proposed policy will provide consistent procedural guidelines for conducting City Council business in an effective and efficient manner.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

**CITY COUNCIL
CONSIDERATION OF A RESOLUTION ESTABLISHING A POLICY REGARDING
COUNCIL COMMUNICATIONS
MAY 24, 2016
PAGE 3**

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, May 19, 2016 and the Agenda and staff report were posted on the City's website on Friday, May 20, 2016.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE ESTABLISHING A POLICY REGARDING COUNCIL COMMUNICATIONS

WHEREAS, the City Council of the City of Arroyo Grande has adopted policies and guidelines to assist the City Council in the conduct of City business; and

WHEREAS, these policies are contained in the City Council Operations Manual; and

WHEREAS, a fundamental role of a Council member is to communicate with the public, members of the legislature, other public agencies, and the media; and

WHEREAS, it would be beneficial to Council members to have guidelines and procedures regarding communication to provide policy direction, to represent the community's interests, and to inform the public about the functions of government; and

WHEREAS, because the Council functions as a body, it is important that members identify whether they are expressing the City's official position or their personal view when communicating with the public.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Arroyo Grande does hereby resolve as follows:

1. A policy entitled "Council Communications" is hereby established as set forth in Exhibit A attached hereto and incorporated herein by this reference.
2. The City Manager is hereby authorized and directed to incorporate said policy in the City Council Operations Manual and to post copies of the policy in suitable places for public review.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

The foregoing Resolution was passed and adopted this _____ day of _____, 2016.

**RESOLUTION NO.
PAGE 2**

JIM HILL, MAYOR

ATTEST:

KITTY NORTON, DEPUTY CITY CLERK

APPROVED AS TO CONTENT:

DIANNE THOMPSON, CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

9. COUNCIL COMMUNICATIONS

5/24/16

COMMUNICATION GENERALLY

A fundamental role of a Councilmember is communication – communication with the public to assess community opinions and needs –communication with members of the legislature and other public agencies to represent the community’s interests – and, communication with the media to inform the public about the functions of government.

Because the City Council functions as a body, i.e., acting on a majority vote, it is important that members represent the City’s official position, or if expressing personal views, the public is so advised. To ensure that accurate City communications reach the public in a timely manner, the following shall apply.

CORRESPONDENCE

Members of the City Council will often be called upon to write letters to citizens, businesses or other public agencies. Typically, the Mayor will be charged with transmitting the City’s position on policy matters to outside agencies on behalf of the City Council. Individual members of the Council will often prepare letters for constituents in response to inquiries or to provide requested information. City letterhead is available for this purpose, and staff can assist in the preparation of such correspondence.

On occasion, members may wish to transmit correspondence on an issue upon which the Council has yet to take a position or about an issue for which the Council has no position. In these circumstances, members should clearly indicate either in correspondence or verbally that they are not speaking for the City Council as a whole, but for themselves as one member of Council. City letterhead and office support may be utilized in these circumstances.

After the City Council has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead, official Council title, and staff support should not be utilized. In addition, City letterhead and staff support cannot be utilized for any personal or political purposes.

Council members are often asked to prepare letters of recommendation for students and others seeking employment or appointment. It is appropriate for individual Council members to utilize City letterhead and their Council titles for such letters.

All Council member correspondence using City resources shall be copied to the full Council, the City Manager, the City Attorney, and the City Clerk. In addition, all Council correspondence to public agencies in which the Mayor or Council Member identifies themselves as such, shall be copied to the full Council.

LEGISLATIVE COMMUNICATIONS AT THE REQUEST OF CITY-AFFILIATED ORGANIZATIONS

From time to time, the City is asked by the League of California Cities and other City-affiliated organizations to take a support and/or oppose position on a particular piece of legislation and/or proposal. When a request is received, the Mayor, or his/her designee, on behalf of the City, may sign and submit the requested communication so long as the position is consistent with the position taken by the League and/or other City affiliated organizations and previous positions taken by the City. A copy of the communication shall be provided to the City Council and presented as an informational item under City Manager Reports at the next regularly scheduled City Council meeting.

SPEAKING ENGAGEMENTS

Council members may accept public speaking invitations.

Presentations shall clearly articulate the Council's adopted policy position.

A Councilmember may indicate that their individual position differs from that which was adopted.

MEDIA RELATIONS

Typically, the Mayor is the designated representative of the Council to speak on official City positions.

Individual Council members may comment to the media but should be clear about whether their comments represent the official City position or a personal viewpoint.

Generally, press releases shall be prepared and routed to the City Manager for approval before release to the media.

Police and Fire responses to, and/or press releases regarding, emergencies may be reported directly to the media by the designated department spokesperson.

THIS PAGE INTENTIONALLY LEFT BLANK