



# CITY OF ATASCADERO CITY COUNCIL AGENDA

## **HYBRID MEETING INFORMATION:**

The City Council meeting will be available via teleconference for those who wish to participate remotely. The City Council meeting will also be held in the City Council Chambers and in-person attendance will be available at that location.

## **HOW TO OBSERVE THE MEETING REMOTELY:**

To participate remotely, residents can livestream the meeting on [Zoom](#), SLO-SPAN.org, on Spectrum cable Channel 20 in Atascadero, and listen live on KPRL Radio 1230AM and 99.3FM. The video recording of the meeting will repeat daily on Channel 20 at 1:00 am, 9:00 am, and 6:00 pm and will be available through the City's website and on the City's YouTube Channel. To participate remotely using the Zoom platform please visit:

[https://us02web.zoom.us/webinar/register/WN\\_ZwJ7a031S3KXauEym9ehaA](https://us02web.zoom.us/webinar/register/WN_ZwJ7a031S3KXauEym9ehaA)

## **HOW TO SUBMIT PUBLIC COMMENT:**

Public comment may be provided in-person or remotely. Call **(669) 900-6833** (Meeting ID: 889 2347 9018) to listen and provide public comment via phone or via the [Zoom](#) platform using the link above.

*Note that the Zoom participation option is provided to the public as a courtesy in order to facilitate participation. The City does not, however, guarantee that meeting participation will be available via Zoom. If Zoom participation is not enabled, or turned off, the meeting will continue with public attendance in-person only.*

Written public comments are accepted at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org). **Comments should identify the Agenda Item Number in the subject line of the email.** Such comments will be forwarded to the City Council and made a part of the administrative record. **To ensure distribution to the City Council before consideration of an item, please submit comments not later than 12:00 p.m. the day of the meeting.** All correspondence will be distributed to the City Council, posted on the City's website, and be made part of the official public record of the meeting. **Please note, comments will not be read into the record.** Please be aware that communications sent to the City Council are public records and are subject to disclosure pursuant to the California Public Records Act and Brown Act unless exempt from disclosure under applicable law. Communications will not be edited for redactions and will be printed/posted as submitted.

## **AMERICAN DISABILITY ACT ACCOMMODATIONS:**

Any member of the public who needs accommodations should contact the City Clerk's Office at [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org) or by calling 805-470-3400 at least 48 hours prior to the meeting or time when services are needed. The City will use their best efforts to provide reasonable accommodations to afford as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

## **DISCLOSURE OF CAMPAIGN CONTRIBUTIONS:**

Pursuant to Government Code § 84308, City Council Members are disqualified and not able to participate in any agenda item involving contracts (other than competitively bid, labor, or personal employment contracts), franchises, discretionary land use permits and other entitlements if the City Council Member received more than \$250 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the City's decision on the agenda item since January 1, 2023. Members of the City Council who have received, and applicants, contractors or their agents who have made, campaign contributions totaling more than \$250 to a City Council Member since January 1, 2023, are required to disclose that fact for the official record of the subject proceedings. Disclosures must include the amount of the campaign contribution and identify the recipient City Council Member and may be made either in writing to the City Clerk before the agenda item or by verbal disclosure during consideration.

City Council agendas and minutes may be viewed on the City's website:

[www.atascadero.org/agendas](http://www.atascadero.org/agendas)

Copies of the staff reports or other documentation relating to each item of business referred to on the Agenda are on file in the office of the City Clerk and are available for public inspection on our website, [www.atascadero.org](http://www.atascadero.org). Contracts, Resolutions and Ordinances will be allocated a number once they are approved by the City Council. The Minutes of this meeting will reflect these numbers. All documents submitted by the public during Council meetings that are made a part of the record or referred to in their statement will be noted in the Minutes and available for review by contacting the City Clerk's office. All documents will be available for public inspection by appointment during City Hall business hours.



# CITY OF ATASCADERO CITY COUNCIL

---

## AGENDA

Tuesday, April 23, 2024

City Hall Council Chambers, Fourth Floor  
6500 Palma Avenue, Atascadero, California

**City Council Regular Session:**

**6:00 P.M.**

**REGULAR SESSION – CALL TO ORDER: 6:00 P.M.**

**PLEDGE OF ALLEGIANCE:** Mayor Pro Tem Funk

**ROLL CALL:**  
Mayor Moreno  
Mayor Pro Tem Funk  
Council Member Bourbeau  
Council Member Dariz  
Council Member Newsom

**A. CONSENT CALENDAR:** (All items on the consent calendar are considered routine and non-controversial by City staff and will be acted upon by a single action of the City Council unless otherwise requested by an individual Council Member for separate consideration. Public comment on Consent Calendar items will be invited prior to action on the Calendar.)

**1. City Council Draft Minutes – April 9, 2024 Regular Meeting**

- Recommendation: Council approve the April 9, 2024, Draft City Council Regular Meeting Minutes. [City Clerk]

**2. March 2024 Accounts Payable and Payroll**

- Fiscal Impact: \$3,061,246.36
- Recommendation: Council approve certified City accounts payable, payroll and payroll vendor checks for March 2024. [Administrative Services]

**3. Authorization of Use of Digital Signatures and Electronic Documents**

- Fiscal Impact: None.
- Recommendation: Council adopt Draft Resolution, authorizing the use and acceptance of digital signatures and electronic documents to the greatest extent allowed by law. [City Clerk]

**4. Information Technology Division Staffing Adjustment**

- Fiscal Impact: None.
- Recommendation: Council:
  1. Authorize the City Manager to retitle the Network Analyst position to GIS/Business Analyst.
  2. Amend the fiscal year 2023-2024 monthly salary schedule to include the new position as follows:

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
GIS/Business Analyst	30	6,257.41	6,570.28	6,898.79	7,243.73	7,605.92
<del>Network Analyst</del>	<del>30</del>	<del>6,257.41</del>	<del>6,570.28</del>	<del>6,898.79</del>	<del>7,243.73</del>	<del>7,605.92</del>

3. Authorize the City Manager to execute a Side Letter with the Local 620 Service Employees International Union (SEIU) for the existing Memorandum of Understanding (MOU), dated July 1, 2021, through June 30, 2024, adding the title of GIS/Business Analyst at the salary range shown above and removing the title of Network Analyst.  
[Information Technology]

**5. Contract Plan Check Services Budget Amendment**

- Fiscal Impact: Estimated additional \$80,000 in General Fund expenditures offset by an estimated additional \$80,000 in General Fund revenues.
- Recommendation: Council authorize the City Manager to enter into a contract amendment increasing Interwest Consulting Services' contract by \$80,000, for a total contract amount of \$160,000. [Community Development]

**UPDATES FROM THE CITY MANAGER:** (The City Manager will give an oral report on any current issues of concern to the City Council.)

**COMMUNITY FORUM:** (This portion of the meeting is reserved for persons wanting to address the Council on any matter not on this agenda and over which the Council has jurisdiction. Speakers are limited to three minutes. Please state your name for the record before making your presentation. Comments made during Community Forum will not be a subject of discussion. A maximum of 30 minutes will be allowed for Community Forum, unless changed by the Council. Comments will be allowed for the entire 30-minute period so if the final speaker has finished before the 30-minute period has ended and a member of the public wishes to make a comment after the Council has commenced another item, the member should alert the Clerk within the 30-minute period of their desire to make a comment and the Council will take up that comment upon completion of the item which was commenced. Any members of the public who have questions or need information may contact the City Clerk's Office, between the hours of 8:30 a.m. and 5:00 p.m. at (805) 470-3400, or [cityclerk@atascadero.org](mailto:cityclerk@atascadero.org).)

**B. PUBLIC HEARINGS: None.**

**C. MANAGEMENT REPORTS: None.**

**D. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:** (On their own initiative, Council Members may make a brief announcement or a brief report on their

own activities. The following represent standing committees. Informative status reports will be given, as felt necessary):

Mayor Moreno

1. City Selection Committee
2. County Mayors Round Table
3. Regional Economic Action Coalition (REACH)
4. SLO Council of Governments (SLOCOG)
5. SLO Regional Transit Authority (RTA)

Mayor Pro Tem Funk

1. Atascadero Basin Ground Water Sustainability Agency (GSA)
2. Design Review Committee
3. Homeless Services Oversight Council

Council Member Bourbeau

1. City of Atascadero Finance Committee
2. City / Schools Committee
3. Integrated Waste Management Authority (IWMA)
4. SLO County Water Resources Advisory Committee (WRAC)

Council Member Dariz

1. Air Pollution Control District
2. California Joint Powers Insurance Authority (CJPIA) Board
3. Community Action Partnership of San Luis Obispo (CAPSLO)
4. Design Review Committee
5. Visit SLO CAL Advisory Committee

Council Member Newsom

1. City of Atascadero Finance Committee
2. City / Schools Committee
3. League of California Cities – Council Liaison

**E. INDIVIDUAL DETERMINATION AND / OR ACTION:** (Council Members may ask a question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda. The Council may take action on items listed on the Agenda.)

1. City Council
2. City Clerk
3. City Treasurer
4. City Attorney
5. City Manager

**ADJOURNMENT**



# CITY OF ATASCADERO CITY COUNCIL

## DRAFT MINUTES

Tuesday, April 9, 2024

City Hall Council Chambers, Fourth Floor  
6500 Palma Avenue, Atascadero, California

<b><u>City Council Regular Session:</u></b>	<b>6:00 P.M.</b>
<b><u>City Council Closed Session:</u></b>	<b>Immediately following conclusion of City Council Regular Session</b>

### REGULAR SESSION — CALL TO ORDER: 6:00 P.M.

Mayor Moreno called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

### ROLL CALL:

Present: Council Members Bourbeau, Dariz, Mayor Pro Tem Funk, and Mayor Moreno

Absent: Council Member Newsom

Others Present: None

Staff Present: City Manager James R. Lewis, Deputy City Manager/City Clerk Lara Christensen, Administrative Services Director Jeri Rangel, Community Development Director Phil Dunsmore, Fire Chief Casey Bryson, Public Works Director Nick DeBar, Police Chief Dan Suttles, City Attorney Dave Fleishman, and Deputy City Manager – IT Luke Knight.

### PRESENTATIONS:

#### 1. Employee Recognition Awards

City Manager Lewis presented the following employees with Service Awards:

- **5 Years:** Ryan Gabbard, Police Officer  
Scott Groomer, Fire Engineer
- **10 Years:** Cindy Chavez, Deputy Director Administrative Services  
Amanda Muther, Website & Social Media Technician  
Katie Mulder, Lead Zookeeper  
Bruce St. John, Senior Building Inspector  
Ryan Sloan, Police Officer

- **20 Years:** Luke Knight, Deputy City Manager - IT
- **25 Years:** Lori Brickey, Finance Technician

**2. SLOCOG Presentation on Potential Countywide Self-Help Measure and Draft Transportation Investment Plan**

James Worthley with SLOCOG presented this item and answered questions from the Council.

***Council Member Newsom arrived at the meeting at 6:32 p.m.***

**A. CONSENT CALENDAR:**

**1. City Council Draft Minutes – March 26, 2024 Regular Meeting**

- **Recommendation:** Council approve the March 26, 2024, Draft City Council Regular Meeting Minutes. [City Clerk]

**2. Declare Vegetative Growth and/or Refuse a Public Nuisance**

- **Fiscal Impact:** The City recovers costs for administering this program through recovery of the cost of abatement in addition to a flat fee of \$282, plus a charge equal to 166% of administrative/contractor costs, and this total charge is placed on the San Luis Obispo County Special Tax Assessment for the fiscal year 2024-2025 Tax Roll.
- **Recommendation:** Council adopt Draft Resolution, declaring vegetative growth and/or refuse a public nuisance, commencing proceedings for the abatement of said nuisances, and placing all abatement fees on the San Luis Obispo County Special Tax Assessment for the fiscal year 2024-2025 Tax Roll. [Fire & Emergency Services]

**3. Update on Local Emergency Proclamation Related to Early February 2024 Storms**

- **Fiscal Impact:** None.
- **Recommendation:** Council continue the proclamation of the existence of a local emergency related to early February 2024 storms. [Public Works]

***Mayor Moreno opened the Public Comment period.***

**PUBLIC COMMENT:**

The following persons spoke on this item: None.

***Mayor Moreno closed the Public Comment period.***

**MOTION BY:** Bourbeau

**SECOND BY:** Funk

**1. Approve Consent Calendar (#A-2: Resolution No. 2024-00x).**

**AYES (5):** Bourbeau, Dariz, Newsom, Funk, and Moreno

***Passed 5-0***

**UPDATES FROM THE CITY MANAGER:**

City Manager Lewis gave an update on projects and events within the City.

**COMMUNITY FORUM:**

The following persons spoke by telephone or through the webinar: Rabbi Meir Gordon, Geoff Auslen, Abel Contreras, Tobe Frangie, John Olson.

**B. PUBLIC HEARINGS: None.**

**C. MANAGEMENT REPORTS: None.**

**D. COUNCIL ANNOUNCEMENTS AND COMMITTEE REPORTS:**

The following Council Members gave brief update reports on their committees since their last Council meeting:

Mayor Moreno

3. SLO Council of Governments (SLOCOG)

Mayor Pro Tem Funk

3. Homeless Services Oversight Council

Council Member Bourbeau

3. IWMA

Council Member Dariz

3. Community Action Partnership of San Luis Obispo (CAPSLO)

**E. INDIVIDUAL DETERMINATION AND / OR ACTION: None.**

**F. ADJOURN TO CITY COUNCIL CLOSED SESSION**

Mayor Moreno recessed the Regular Meeting at 7:37 p.m. and called the Closed Session Meeting to order at 7:38 p.m.

**CITY COUNCIL CLOSED SESSION:**

**1. CLOSED SESSION — PUBLIC COMMENT**

**2. COUNCIL LEAVES CHAMBERS TO BEGIN CLOSED SESSION**

**3. CLOSED SESSION — CALL TO ORDER**

**a. Conference with Labor Negotiators** (Govt. Code Sec. 54957.6)

Agency designated representatives: James R. Lewis, City Manager

Employee organizations: Atascadero Professional Firefighters, Local 3600; Atascadero Police Association; Service Employees International Union, Local 620; Mid-Management/Professional Employees; Non-Represented Professional and Management Workers and Confidential Employees

**b. Conference with Legal Counsel – Existing Litigation**

(Government Code Sec. 54956.9)(d)(1)

Name of case: Newton v. City of Atascadero, California Court of Appeal, Second District, Division 6, Case No. B333543.

**4. CLOSED SESSION — ADJOURNMENT**

Announcement(s) of any reportable action(s) taken in Closed Session that occur(s) after the recess of Regular Session will be made at the beginning of the next Regular City Council meeting as Closed Session is not recorded or videotaped.

Following Closed Session, the meeting was adjourned at 8:54 pm; no reportable action.

**MINUTES PREPARED BY:**

---

Lara K. Christensen  
City Clerk

**APPROVED:**



# Atascadero City Council

## Staff Report - Administrative Services Department

### March 2024 Accounts Payable and Payroll

**RECOMMENDATION:**

Council approve certified City accounts payable, payroll and payroll vendor checks for March 2024.

**DISCUSSION:**

Attached for City Council review and approval are the following:

Payroll

Dated	3/14/24	Checks # 36007-36018	\$ 7,749.36
		Direct Deposits	375,488.57
Dated	3/28/24	Checks # 36019-36028	7,816.42
		Direct Deposits	384,607.73

Accounts Payable

Dated	3/1/24-3/31/24	Checks # 177362 - 177629 & EFTs 5068-5099	2,285,584.28
-------	----------------	----------------------------------------------	--------------

<b>TOTAL AMOUNT</b>	<b>\$ 3,061,246.36</b>
---------------------	------------------------

**FISCAL IMPACT:**

Total expenditures for all funds is	\$ 3,061,246.36
-------------------------------------	-----------------

**CERTIFICATION:**

The undersigned certifies that the attached demands have been released for payment and that funds are available for these demands.

*Jeri Rangel*  
 \_\_\_\_\_  
 Jeri Rangel  
 Director of Administrative Services

**ATTACHMENT:**

March 2024 Eden Warrant Register in the amount of	\$ 2,285,584.28
---------------------------------------------------	-----------------

**City of Atascadero**  
Disbursement Listing  
For the Month of March 2024

ITEM NUMBER: A-2  
DATE: 4/23/24  
ATTACHMENT: 1

Check Number	Check Date	Vendor	Description	Amount
5068	03/01/2024	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	283.84
5069	03/01/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	23,434.89
5070	03/01/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	35,159.42
5071	03/01/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,756.82
5072	03/01/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,837.45
5073	03/01/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,358.34
5074	03/01/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	11,261.64
5075	03/01/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	15,788.78
5076	03/01/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	24,994.51
177362	03/01/2024	ANTHEM BLUE CROSS HEALTH	Payroll Vendor Payment	222,605.18
5077	03/04/2024	SEIU LOCAL 620	Payroll Vendor Payment	891.57
177363	03/04/2024	WEX BANK - BUSINESS UNIVERSAL	Accounts Payable Check	11,582.25
177364	03/04/2024	WEX BANK - WEX FLEET UNIVERSAL	Accounts Payable Check	7,675.04
5078	03/05/2024	RABOBANK, N.A.	Payroll Vendor Payment	72,515.94
5079	03/05/2024	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	22,763.93
5080	03/05/2024	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	3,225.17
177365	03/08/2024	2 MEXICANS, LLC	Accounts Payable Check	1,087.75
177366	03/08/2024	ADAMSKI,MOROSKI,MADDEN,	Accounts Payable Check	333.00
177367	03/08/2024	ALLIANT INSURANCE SERVICES INC	Accounts Payable Check	185.00
177368	03/08/2024	ALLTECH SERVICES, INC.	Accounts Payable Check	975.00
177369	03/08/2024	AM PAC REPAIR	Accounts Payable Check	477.50
177370	03/08/2024	AMERICAN WEST TIRE & AUTO INC	Accounts Payable Check	2,142.98
177371	03/08/2024	AMERIGAS	Accounts Payable Check	245.39
177372	03/08/2024	APPLIED TECHNOLOGY GROUP, INC.	Accounts Payable Check	106,593.05
177373	03/08/2024	AT&T	Accounts Payable Check	805.11
177374	03/08/2024	AT&T	Accounts Payable Check	29.39
177375	03/08/2024	AT&T	Accounts Payable Check	636.55
177376	03/08/2024	AT&T	Accounts Payable Check	225.00
177377	03/08/2024	ATASCADERO HAY & FEED	Accounts Payable Check	1,022.19
177379	03/08/2024	ATASCADERO MUTUAL WATER CO.	Accounts Payable Check	4,183.65
177380	03/08/2024	TERRIE BANISH	Accounts Payable Check	300.00
177381	03/08/2024	BASSETT'S CRICKET RANCH,INC.	Accounts Payable Check	1,051.62
177382	03/08/2024	KEITH R. BERGHER	Accounts Payable Check	202.50
177383	03/08/2024	BERRY MAN, INC.	Accounts Payable Check	2,035.70
177384	03/08/2024	BOUND TREE MEDICAL, LLC	Accounts Payable Check	455.96
177385	03/08/2024	SHEA T. BUCKLEY	Accounts Payable Check	136.00
177386	03/08/2024	BUREAU VERITAS NORTH AMERICA	Accounts Payable Check	1,881.25
177387	03/08/2024	BURT INDUSTRIAL SUPPLY	Accounts Payable Check	143.55
177388	03/08/2024	AIDEN J. CAPOZZOLI	Accounts Payable Check	180.00
177389	03/08/2024	MARK R. CAPOZZOLI	Accounts Payable Check	108.00

**City of Atascadero**Disbursement Listing

For the Month of March 2024

ITEM NUMBER:

DATE:

ATTACHMENT:

A-2

4/23/24

1

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
177390	03/08/2024	KRYSTAL CARLON	Accounts Payable Check	321.73
177391	03/08/2024	CASTLEROCK DEVELOPMENT	Accounts Payable Check	3,322.07
177392	03/08/2024	MORGAN R. CATHEY	Accounts Payable Check	68.00
177393	03/08/2024	CCI OFFICE TECHNOLOGIES	Accounts Payable Check	201.92
177394	03/08/2024	CENTRAL COAST EVALUATION SERV.	Accounts Payable Check	1,000.00
177395	03/08/2024	CHARTER COMMUNICATIONS	Accounts Payable Check	1,965.13
177396	03/08/2024	CLEVER CONCEPTS, INC.	Accounts Payable Check	204.90
177397	03/08/2024	COASTAL COPY, INC.	Accounts Payable Check	631.04
177398	03/08/2024	AUDREY S. COHEN	Accounts Payable Check	108.00
177399	03/08/2024	COLE FARMS, INC.	Accounts Payable Check	2,248.21
177400	03/08/2024	COLOR CRAFT PRINTING	Accounts Payable Check	272.97
177401	03/08/2024	COUNTY OF SAN LUIS OBISPO	Accounts Payable Check	66.00
177402	03/08/2024	CRISP IMAGING	Accounts Payable Check	51.68
177403	03/08/2024	CULLIGAN SANTA MARIA	Accounts Payable Check	680.72
177404	03/08/2024	SHARON J. DAVIS	Accounts Payable Check	318.50
177405	03/08/2024	NICHOLAS DEBAR	Accounts Payable Check	300.00
177406	03/08/2024	JUAN MIGUEL DELOS TRINO	Accounts Payable Check	85.00
177407	03/08/2024	JULIANNE E. DELOS TRINO	Accounts Payable Check	68.00
177408	03/08/2024	DOOLEY ENTERPRISES INC	Accounts Payable Check	4,793.10
177409	03/08/2024	PHILIP DUNSMORE	Accounts Payable Check	300.00
177410	03/08/2024	EL CAMINO VETERINARY HOSP	Accounts Payable Check	34.17
177411	03/08/2024	EXECUTIVE JANITORIAL	Accounts Payable Check	7,000.00
177412	03/08/2024	FENCE FACTORY ATASCADERO	Accounts Payable Check	1.70
177413	03/08/2024	TIMOTHY K. FOSTER	Accounts Payable Check	180.00
177414	03/08/2024	FRESNO CITY COLLEGE	Accounts Payable Check	140.00
177415	03/08/2024	GAS COMPANY	Accounts Payable Check	1,518.48
177416	03/08/2024	ABBY GETAHUN	Accounts Payable Check	25.29
177417	03/08/2024	GHS PARTS, INC.	Accounts Payable Check	1,192.74
177418	03/08/2024	GIERLICH-MITCHELL, INC.	Accounts Payable Check	18,090.55
177419	03/08/2024	GOVERNMENT FORMS AND SUPPLIES	Accounts Payable Check	2,583.39
177420	03/08/2024	STEVEN STEEL GREY, JR.	Accounts Payable Check	170.00
177421	03/08/2024	HART IMPRESSIONS PRINTING	Accounts Payable Check	188.04
177422	03/08/2024	KELLIE K. HART	Accounts Payable Check	109.20
177423	03/08/2024	DAVID J. HAZELWOOD	Accounts Payable Check	85.00
177424	03/08/2024	IRON MOUNTAIN RECORDS MGMNT	Accounts Payable Check	153.94
177425	03/08/2024	J. CARROLL CORPORATION	Accounts Payable Check	630.75
177426	03/08/2024	JK'S UNLIMITED, INC.	Accounts Payable Check	6,185.37
177427	03/08/2024	JOE A. GONSALVES & SON	Accounts Payable Check	3,000.00
177428	03/08/2024	KIRK CONSTRUCTION	Accounts Payable Check	8,225.00
177429	03/08/2024	KRITZ EXCAVATING & TRUCKNG INC	Accounts Payable Check	316.32

**City of Atascadero**Disbursement Listing

For the Month of March 2024

ITEM NUMBER:

DATE:

ATTACHMENT:

A-2

4/23/24

1

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
177430	03/08/2024	KSBY COMMUNICATIONS	Accounts Payable Check	2,335.00
177431	03/08/2024	KW CONSTRUCTION	Accounts Payable Check	7,500.00
177432	03/08/2024	LAKE TECH, INC.	Accounts Payable Check	3,600.00
177433	03/08/2024	LAYNE LABORATORIES, INC.	Accounts Payable Check	5,889.91
177434	03/08/2024	LENOVO (UNITED STATES) INC.	Accounts Payable Check	8,544.49
177435	03/08/2024	JAMES R. LEWIS	Accounts Payable Check	300.00
177436	03/08/2024	LIN LI	Accounts Payable Check	180.00
177437	03/08/2024	LIFE ASSIST, INC.	Accounts Payable Check	135.67
177438	03/08/2024	JACKSON LIGHT	Accounts Payable Check	425.00
177439	03/08/2024	LINDE GAS & EQUIPMENT INC.	Accounts Payable Check	69.30
177440	03/08/2024	LOCOMOTIV PERFORMANCE COACHING	Accounts Payable Check	10,000.00
177441	03/08/2024	MADRONE LANDSCAPES, INC.	Accounts Payable Check	427.00
177442	03/08/2024	MAGNET FORENSICS, LLC	Accounts Payable Check	22,663.13
177443	03/08/2024	MARK43, INC.	Accounts Payable Check	2,500.00
177444	03/08/2024	MBS LAND SURVEYS	Accounts Payable Check	14,877.10
177445	03/08/2024	METROPOLITAN TRANSP COMM	Accounts Payable Check	3,000.00
177446	03/08/2024	MICHAEL K. NUNLEY & ASSC, INC.	Accounts Payable Check	9,678.34
177447	03/08/2024	MID-COAST FIRE PROTECTION, INC	Accounts Payable Check	505.00
177448	03/08/2024	MID-COAST MOWER & SAW, INC.	Accounts Payable Check	175.28
177449	03/08/2024	MIG	Accounts Payable Check	8,716.25
177450	03/08/2024	CAROLYN H. MILLER	Accounts Payable Check	168.00
177451	03/08/2024	MINER'S ACE HARDWARE	Accounts Payable Check	949.31
177452	03/08/2024	KELLYE R. NETZ	Accounts Payable Check	190.00
177453	03/08/2024	PAUL NETZ	Accounts Payable Check	69.01
177454	03/08/2024	NORTH CO SEPTIC SERVICE, INC.	Accounts Payable Check	737.50
177455	03/08/2024	ODP BUSINESS SOLUTIONS, LLC	Accounts Payable Check	306.35
177457	03/08/2024	PACIFIC GAS AND ELECTRIC	Accounts Payable Check	77,804.69
177458	03/08/2024	PACIFIC PREMIER BANK	Accounts Payable Check	240.00
177459	03/08/2024	PENGUIN RANDOM HOUSE, LLC	Accounts Payable Check	341.34
177460	03/08/2024	GRAYSON J. POWER	Accounts Payable Check	119.00
177461	03/08/2024	PROCARE JANITORIAL SUPPLY, INC.	Accounts Payable Check	710.21
177462	03/08/2024	PROFORCE LAW ENFORCEMENT	Accounts Payable Check	1,379.69
177463	03/08/2024	MCKENZIE R. PULLEN	Accounts Payable Check	180.00
177464	03/08/2024	RACO MANUFACTURING & ENG. CO.	Accounts Payable Check	2,664.38
177465	03/08/2024	RAINSCAPE, A LANDSCAPE SVC CO.	Accounts Payable Check	7,634.50
177466	03/08/2024	JERI RANGEL	Accounts Payable Check	300.00
177467	03/08/2024	RECOGNITION WORKS	Accounts Payable Check	17.67
177468	03/08/2024	DIEGO K. REED	Accounts Payable Check	102.00
177469	03/08/2024	MIGUEL REED	Accounts Payable Check	102.00
177470	03/08/2024	RICHARDS, WATSON & GERSHON	Accounts Payable Check	21,666.67

**City of Atascadero**Disbursement Listing

For the Month of March 2024

ITEM NUMBER:

DATE:

ATTACHMENT:

A-2

4/23/24

1

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
177471	03/08/2024	BRIAN S. RICKS	Accounts Payable Check	160.00
177472	03/08/2024	CORBIN J. ROSSI	Accounts Payable Check	247.00
177473	03/08/2024	ROYAL RESORTWEAR, LLC	Accounts Payable Check	784.50
177474	03/08/2024	SCHAAF & WHEELER	Accounts Payable Check	2,937.50
177475	03/08/2024	SECURITAS TECHNOLOGY CORPORATN	Accounts Payable Check	744.55
177476	03/08/2024	SESAC, LLC	Accounts Payable Check	1,159.00
177477	03/08/2024	THE SHERWIN-WILLIAMS COMPANY	Accounts Payable Check	471.02
177478	03/08/2024	SLO COUNTY HEALTH AGENCY	Accounts Payable Check	93,685.00
177479	03/08/2024	OWEN T. SMITH	Accounts Payable Check	162.00
177480	03/08/2024	SOUZA CONSTRUCTION, INC.	Accounts Payable Check	64,419.70
177481	03/08/2024	SPECIES 360	Accounts Payable Check	1,587.28
177482	03/08/2024	DANE J. STOVER	Accounts Payable Check	90.00
177483	03/08/2024	SUN BADGE COMPANY	Accounts Payable Check	319.44
177484	03/08/2024	SUNLIGHT JANITORIAL, INC.	Accounts Payable Check	1,650.00
177485	03/08/2024	SUNRUN INSTALLATION SERVICES	Accounts Payable Check	472.20
177486	03/08/2024	MADELINE M. TAYLOR	Accounts Payable Check	191.70
177487	03/08/2024	THOMSON REUTERS - WEST	Accounts Payable Check	201.99
177488	03/08/2024	T-MOBILE USA, INC.	Accounts Payable Check	250.00
177489	03/08/2024	KARL O. TOERGE	Accounts Payable Check	408.00
177490	03/08/2024	TOWNSEND PUBLIC AFFAIRS, INC.	Accounts Payable Check	4,000.00
177491	03/08/2024	BRYCE E. TUCKER	Accounts Payable Check	85.00
177492	03/08/2024	SKYLER E. TUCKER	Accounts Payable Check	180.00
177493	03/08/2024	U.S. BANK	Accounts Payable Check	3,575.00
177494	03/08/2024	UNITED RENTALS (NORTH AM), INC	Accounts Payable Check	1,410.49
177495	03/08/2024	UNITED STAFFING ASSC., INC.	Accounts Payable Check	553.10
177496	03/08/2024	TYSON VAN HORN	Accounts Payable Check	432.68
177497	03/08/2024	VANIR CONSTRUCTION MANAGEMENT	Accounts Payable Check	13,754.78
177498	03/08/2024	VERIZON WIRELESS	Accounts Payable Check	3,213.31
177499	03/08/2024	VILLAGE ORIGINALS, INC.	Accounts Payable Check	147.00
177500	03/08/2024	VINO VICE, INC.	Accounts Payable Check	646.25
177501	03/08/2024	WALLACE GROUP	Accounts Payable Check	18,349.13
177502	03/08/2024	EVAN F. WANNER-BROWN	Accounts Payable Check	51.00
177503	03/08/2024	WEST COAST AUTO & TOWING, INC.	Accounts Payable Check	1,568.02
177504	03/08/2024	KAREN B. WYKE	Accounts Payable Check	997.20
177505	03/08/2024	ZOO MED LABORATORIES, INC.	Accounts Payable Check	353.04
5081	03/14/2024	BANK OF NEW YORK MELLON	Accounts Payable Check	295,906.71
5082	03/14/2024	MCGRUFF INSURANCE SERVICE TRUIST INSURANCE HC	Payroll Vendor Payment	1,402.94
5083	03/14/2024	ANTHEM BLUE CROSS HSA	Payroll Vendor Payment	11,791.67
177506	03/15/2024	ATASCADERO MID MGRS ORG UNION	Payroll Vendor Payment	40.00
177507	03/15/2024	ATASCADERO POLICE OFFICERS	Payroll Vendor Payment	2,392.75

**City of Atascadero**Disbursement Listing

For the Month of March 2024

ITEM NUMBER:

DATE:

ATTACHMENT:

A-2

4/23/24

1

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
177508	03/15/2024	ATASCADERO PROF. FIREFIGHTERS	Payroll Vendor Payment	1,151.80
177509	03/15/2024	EMPOWER ANNUITY INS CO	Payroll Vendor Payment	8,215.86
177510	03/15/2024	IAFF MERP	Payroll Vendor Payment	1,900.00
177511	03/15/2024	MISSIONSQUARE	Payroll Vendor Payment	8,670.63
177512	03/15/2024	NATIONWIDE RETIREMENT SOLUTION	Payroll Vendor Payment	813.02
5084	03/18/2024	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	283.84
5085	03/18/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	21,975.24
5086	03/18/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	35,795.39
5087	03/18/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,951.98
5088	03/18/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	2,837.45
5089	03/18/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	8,358.34
5090	03/18/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	11,403.31
5091	03/18/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	15,774.82
5092	03/18/2024	CALIF PUBLIC EMPLOYEES RETIREMENT SYSTEM	Payroll Vendor Payment	24,926.71
5093	03/18/2024	SEIU LOCAL 620	Payroll Vendor Payment	858.08
5094	03/19/2024	RABOBANK, N.A.	Payroll Vendor Payment	66,091.57
5095	03/19/2024	EMPLOYMENT DEV DEPARTMENT	Payroll Vendor Payment	20,221.63
5096	03/19/2024	EMPLOYMENT DEV. DEPARTMENT	Payroll Vendor Payment	3,233.21
177513	03/22/2024	2 MEXICANS, LLC	Accounts Payable Check	1,582.50
177514	03/22/2024	A.P.S. AUTOMOTIVE	Accounts Payable Check	202.17
177515	03/22/2024	AGP VIDEO, INC.	Accounts Payable Check	2,445.00
177516	03/22/2024	AIRFLOW FILTER SERVICE, INC.	Accounts Payable Check	1,290.11
177517	03/22/2024	ALLIANT INSURANCE SERVICES INC	Accounts Payable Check	272.00
177518	03/22/2024	AMERICAN WEST TIRE & AUTO INC	Accounts Payable Check	3,493.84
177519	03/22/2024	ANTECH DIAGNOSTICS	Accounts Payable Check	301.72
177521	03/22/2024	AT&T	Accounts Payable Check	1,826.37
177522	03/22/2024	AT&T	Accounts Payable Check	732.62
177523	03/22/2024	ATASCADERO HAY & FEED	Accounts Payable Check	1,337.12
177524	03/22/2024	BASSETT'S CRICKET RANCH, INC.	Accounts Payable Check	634.45
177525	03/22/2024	BATTERY SYSTEMS, INC.	Accounts Payable Check	132.35
177526	03/22/2024	BERRY MAN, INC.	Accounts Payable Check	1,033.90
177527	03/22/2024	ANTONY C. BILLES	Accounts Payable Check	105.00
177528	03/22/2024	BOUND TREE MEDICAL, LLC	Accounts Payable Check	227.98
177529	03/22/2024	BRANCH SMITH PROPERTIES	Accounts Payable Check	386.00
177530	03/22/2024	BRENDLER JANITORIAL SERVICE	Accounts Payable Check	970.00
177531	03/22/2024	BREZDEN PEST CONTROL, INC.	Accounts Payable Check	183.00
177532	03/22/2024	BURKE, WILLIAMS, & SORENSON LLP	Accounts Payable Check	5,042.94
177533	03/22/2024	CA SECRETARY OF STATE	Accounts Payable Check	80.00
177534	03/22/2024	CANNON	Accounts Payable Check	36,623.63
177535	03/22/2024	CENTRAL COAST BREWERS GUILD	Accounts Payable Check	7,500.00

**City of Atascadero**Disbursement Listing

For the Month of March 2024

ITEM NUMBER:

DATE:

ATTACHMENT:

A-2  
4/23/24  
1

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
177536	03/22/2024	CHARTER COMMUNICATIONS	Accounts Payable Check	4,346.33
177537	03/22/2024	CLEATH-HARRIS GEOLOGISTS, INC.	Accounts Payable Check	2,302.30
177538	03/22/2024	COASTAL COPY, INC.	Accounts Payable Check	706.51
177539	03/22/2024	JOANN CONNER	Accounts Payable Check	45.00
177540	03/22/2024	CRYSTAL SPRINGS WATER	Accounts Payable Check	20.00
177541	03/22/2024	CULLIGAN SANTA MARIA	Accounts Payable Check	283.42
177542	03/22/2024	CULLIGAN/CENTRAL COAST WTR TRT	Accounts Payable Check	90.00
177543	03/22/2024	MARK DARIZ	Accounts Payable Check	107.20
177544	03/22/2024	PATRICIA DEIRMENJIAN	Accounts Payable Check	116.63
177545	03/22/2024	DRIVE CUSTOMS	Accounts Payable Check	4,500.00
177546	03/22/2024	EL CAMINO CAR WASH	Accounts Payable Check	59.99
177547	03/22/2024	EL CAMINO VETERINARY HOSP	Accounts Payable Check	43.30
177548	03/22/2024	FENCE FACTORY ATASCADERO	Accounts Payable Check	750.00
177549	03/22/2024	FGL ENVIRONMENTAL	Accounts Payable Check	562.00
177550	03/22/2024	FILIPPIN ENGINEERING, INC.	Accounts Payable Check	18,827.81
177551	03/22/2024	FORNIDA LLC	Accounts Payable Check	47,555.15
177552	03/22/2024	GAS COMPANY	Accounts Payable Check	2,848.88
177553	03/22/2024	GENERAL CODE, LLC	Accounts Payable Check	195.00
177554	03/22/2024	VOID	Accounts Payable Check	0.00
177555	03/22/2024	KELLY GLEASON	Accounts Payable Check	459.35
177556	03/22/2024	GREAT WESTERN INSTALLATION INC	Accounts Payable Check	3,421.27
177557	03/22/2024	SCOTT GROOMER	Accounts Payable Check	500.00
177558	03/22/2024	HANSEN BRO'S CUSTOM FARMING	Accounts Payable Check	9,350.00
177559	03/22/2024	HART IMPRESSIONS PRINTING	Accounts Payable Check	1,959.20
177560	03/22/2024	HIGH COUNTRY OUTDOOR, INC.	Accounts Payable Check	450.00
177561	03/22/2024	HINDERLITER, DE LLAMAS	Accounts Payable Check	4,184.08
177563	03/22/2024	HOME DEPOT CREDIT SERVICES	Accounts Payable Check	4,689.37
177564	03/22/2024	SETH W HUGHES	Accounts Payable Check	200.00
177565	03/22/2024	INTERWEST CONSULTING GROUP INC	Accounts Payable Check	1,960.40
177566	03/22/2024	JK'S UNLIMITED, INC.	Accounts Payable Check	5,189.26
177567	03/22/2024	JOBELLA COFFEE ROASTERS	Accounts Payable Check	87.50
177568	03/22/2024	K & M INTERNATIONAL	Accounts Payable Check	2,726.58
177569	03/22/2024	KPRL 1230 AM	Accounts Payable Check	320.00
177570	03/22/2024	BRANDON L. LADD	Accounts Payable Check	1,620.34
177571	03/22/2024	LEE WILSON ELECTRIC CO. INC	Accounts Payable Check	5,768.11
177572	03/22/2024	LENOVO (UNITED STATES) INC.	Accounts Payable Check	6,166.13
177573	03/22/2024	LIFE ASSIST, INC.	Accounts Payable Check	1,372.11
177574	03/22/2024	MARYLAND ZOO IN BALTIMORE	Accounts Payable Check	157.06
177575	03/22/2024	MBS LAND SURVEYS	Accounts Payable Check	1,180.00
177576	03/22/2024	MID-COAST MOWER & SAW, INC.	Accounts Payable Check	196.16

**City of Atascadero**Disbursement Listing

For the Month of March 2024

ITEM NUMBER:

DATE:

ATTACHMENT:

A-2

4/23/24

1

<b>Check Number</b>	<b>Check Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
177577	03/22/2024	MIG	Accounts Payable Check	29,072.50
177578	03/22/2024	MINER'S ACE HARDWARE	Accounts Payable Check	87.96
177579	03/22/2024	MATTHEW J. MIRANDA	Accounts Payable Check	310.00
177580	03/22/2024	KATIE MULDER	Accounts Payable Check	38.05
177581	03/22/2024	MUNIQUIP, LLC	Accounts Payable Check	3,458.00
177582	03/22/2024	MV TRANSPORTATION, INC.	Accounts Payable Check	11,105.56
177583	03/22/2024	MWI ANIMAL HEALTH	Accounts Payable Check	382.60
177584	03/22/2024	NEW TIMES	Accounts Payable Check	535.00
177585	03/22/2024	NORTH COAST ENGINEERING INC.	Accounts Payable Check	900.00
177586	03/22/2024	CINTIA B. NUTTALL	Accounts Payable Check	594.00
177588	03/22/2024	PACIFIC GAS AND ELECTRIC	Accounts Payable Check	11,716.56
177589	03/22/2024	DEAN PERICIC	Accounts Payable Check	310.00
177590	03/22/2024	PERRY'S PARCEL & GIFT	Accounts Payable Check	74.92
177591	03/22/2024	PROCARE JANITORIAL SUPPLY,INC.	Accounts Payable Check	1,259.50
177592	03/22/2024	PYRO SPECTACULARS, INC.	Accounts Payable Check	2,650.00
177593	03/22/2024	RAINSCAPE, A LANDSCAPE SVC CO.	Accounts Payable Check	3,400.00
177594	03/22/2024	RECOGNITION WORKS	Accounts Payable Check	6.53
177595	03/22/2024	RICK ENGINEERING COMPANY	Accounts Payable Check	57,642.32
177596	03/22/2024	BRIAN S. RICKS	Accounts Payable Check	579.00
177597	03/22/2024	RODMAN REPAIR & FABRICATION	Accounts Payable Check	700.00
177598	03/22/2024	SAN DIEGO POLICE EQUIPMENT CO	Accounts Payable Check	2,574.12
177599	03/22/2024	SCHINDLER ELEVATOR CORP	Accounts Payable Check	706.46
177600	03/22/2024	THE SHERWIN-WILLIAMS COMPANY	Accounts Payable Check	258.19
177601	03/22/2024	SLO CO AIR POLLUTION CTRL DIST	Accounts Payable Check	491.97
177602	03/22/2024	SOUTH COAST EMERGENCY VEH SVC	Accounts Payable Check	91.16
177603	03/22/2024	SOUZA CONSTRUCTION, INC.	Accounts Payable Check	78,505.66
177604	03/22/2024	MADELINE M. TAYLOR	Accounts Payable Check	14.40
177605	03/22/2024	TESCO CONTROLS, LLC	Accounts Payable Check	957.00
177611	03/22/2024	U.S. BANK	Accounts Payable Check	58,037.86
177612	03/22/2024	U.S. POSTAL SERVICE	Accounts Payable Check	3,000.00
177613	03/22/2024	ULTREX BUSINESS PRODUCTS	Accounts Payable Check	88.72
177614	03/22/2024	UNITED STAFFING ASSC., INC.	Accounts Payable Check	245.82
177615	03/22/2024	USA BLUE BOOK	Accounts Payable Check	64.62
177616	03/22/2024	VANIR CONSTRUCTION MANAGEMENT	Accounts Payable Check	67,679.03
177617	03/22/2024	VINO VICE, INC.	Accounts Payable Check	188.00
177618	03/22/2024	WALLACE GROUP	Accounts Payable Check	44,586.67
177619	03/22/2024	WEST COAST AUTO & TOWING, INC.	Accounts Payable Check	90.00
177620	03/22/2024	XO PANDORA	Accounts Payable Check	50.00
177621	03/22/2024	YEH AND ASSOCIATES, INC.	Accounts Payable Check	22,360.55
177622	03/22/2024	ZOOM IMAGING SOLUTIONS, INC.	Accounts Payable Check	986.91

**City of Atascadero**  
Disbursement Listing  
 For the Month of March 2024

ITEM NUMBER: A-2  
 DATE: 4/23/24  
 ATTACHMENT: 1

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
5097	03/28/2024	MCGRIFF INSURANCE SERVICE TRUIST INSURANCE HC	Payroll Vendor Payment	1,402.94
5098	03/28/2024	ANTHEM BLUE CROSS HSA	Payroll Vendor Payment	11,591.67
5099	03/29/2024	STATE DISBURSEMENT UNIT	Payroll Vendor Payment	283.84
177623	03/29/2024	ATASCADERO MID MGRS ORG UNION	Payroll Vendor Payment	40.00
177624	03/29/2024	ATASCADERO POLICE OFFICERS	Payroll Vendor Payment	2,326.75
177625	03/29/2024	ATASCADERO PROF. FIREFIGHTERS	Payroll Vendor Payment	1,151.80
177626	03/29/2024	EMPOWER ANNUITY INS CO	Payroll Vendor Payment	8,351.03
177627	03/29/2024	IAFF MERP	Payroll Vendor Payment	1,900.00
177628	03/29/2024	MISSIONSQUARE	Payroll Vendor Payment	8,472.92
177629	03/29/2024	NATIONWIDE RETIREMENT SOLUTION	Payroll Vendor Payment	679.11
				<u>\$ 2,285,584.28</u>



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A3

**Department:** City Clerk  
**Date:** 4/23/24  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** LARA CHRISTENSEN, DEPUTY CITY MANAGER/CITY CLERK

**PREPARED BY:** DILLON JAMES, ADMINISTRATIVE ASSISTANT/DEPUTY CITY CLERK

**SUBJECT:** Authorization of Use of Digital Signatures and Electronic Documents

### RECOMMENDATION:

Council adopt Draft Resolution, authorizing the use and acceptance of digital signatures and electronic documents to the greatest extent allowed by law.

### REPORT IN BRIEF:

This report discusses the City's use of digital signatures and electronic documents in certain instances, how federal and state law has changed on these matters, and why the Council should adopt the Draft Resolution to formally authorize the Citywide use of digital signatures and electronic documents to save staff time, resources, and funds.

### DISCUSSION:

The use of digital signatures in lieu of wet (ink) signatures, and the use of electronic documents in lieu of paper documents, has become increasingly mainstream current business practice in the public sector. The use of digital signatures and documents has been widespread in the private sector for some time, including real estate, and the practice has become more common in the public sector, accelerated by the constraints of the COVID-19 pandemic, and increasing digitization of business practices across all fields. Accordingly, the City is increasingly digitizing staff processes and workflows pursuant to the Council's stated goal of essentialism. Further, the federal and state legislative environments have become more hospitable to digital business practices with the enactment of the Federal Electronic Signatures in Global and National Commerce (ESIGN) and California Uniform Electronic Transactions (UETA) Acts of 2000, and Assembly Bill 2296 (Digital Signatures) of 2016.

The use of digital signatures and documents also provides significant benefits in the following areas:

- Expediency and reduced cost of document review, signing, and transmittal (no need to pay for postage or fuel to circulate documents by mail or in person; little to no wait time)
- The ability to ensure all stakeholders receive concurrent, identical copies of a record
- Reduced cost in hard materials (archival and standard paper, archival binders and clips, printer toner, pens)

- Reduced need for physical space required to maintain paper records (conserving City facility space for staff or critical equipment)
- The ability to obtain validated signatures in contexts not requiring notarization (providing an extra measure of security)
- Higher quality of archived permanent records (due to the elimination of scanning paper)

While the City’s business processes and records management policies and practices have become incrementally more digital in nature, the City would benefit from formal City Council endorsement and authorization, substantiating its use of digital signatures and documents in lieu of wet signatures and paper records. In accordance with applicable laws, digital signatures and electronic documents have been deployed by staff when necessary; however, certain ambiguities remain about the sufficiency of digital signatures and documents in some contexts. Under current law, City staff is required to accept certain documents and signatures digitally, despite the City’s lack of clear authorization of acceptance of digital signature and electronic documents, and this new Council authorization will formalize the City’s processes in these regards.

#### ***THE IMPORTANCE OF DIGITAL SIGNATURES***

A common barrier to the creation of paperless business processes is the signature component—either because law or policy is ambiguous as to what kind of signature is sufficient, or because a certain level of validation of the signer’s identity is required. Once it is determined that a digital signature is sufficient for a particular purpose, the entire process can typically be made digital, staff time permitting. If the City Council clearly establishes that the City deems digital signatures to be valid signatures to the greatest extent legally permissible, it will help staff overcome some of these ambiguities and, further, insulate the City in the event the sufficiency of a signature is challenged.

A “digital signature” can take a variety of forms. In contexts not requiring validation of a signer’s identity, a scan of a wet-signed document can be accepted from a third party by email. In contexts requiring some validation, a secured digital signature could be in the form of a DocuSign signature or a verified Adobe signature. In other instances, the “signature” takes the form of an electronic stamp or facsimile signature recorded as having been affixed by a particular credentialed user at a particular time and date. Under the attached policy, staff would reserve the right to determine whether, and in what form or via what platform, to use or accept a digital signature for a particular type of application or business process.

#### ***SPECIFIC FISCAL YEAR 2024-25 INITIATIVES***

In FY 2024-25, staff intends to transition to the use of digital signatures (thus making the process paperless) for two key functions: legislative records and campaign finance filings, both of which will benefit from endorsement by the City Council due to the critical, long-lasting, and highly public nature of the records involved.

The transition of legislative documents (resolutions, ordinances, and minutes) to paperless will greatly expedite the process of executing the legislation for reference by staff and the public, and will realize a significant cost benefit in that archival paper costs approximately \$0.25 per page, archival binders cost more than \$100 each, and if executed in paper form, the legislative records must be permanently retained in a physical storage area, which is contraindicated for a

small city with finite facility space. It will also lead to higher-quality permanent records in that the digitally stored originals will not be scanned from a paper copy.

The acceptance of digital signatures on campaign finance filings (i.e. Fair Political Practices Commission Forms 501, 460, 470, and related forms) will greatly expedite the transmittal, review, and acceptance of the critical filings that otherwise must be mailed or personally delivered by the candidate before the state-mandated deadline. Acceptance of these filings by email will also help staff to make them available to the public online more readily, increase the quality of the archival documents (again due to elimination of scanning paper), and limit the volume of permanent records that must be stored in physical form. California Code of Regulations, Title 2, Section 18104 specifically allows for electronic submittal, with a secured electronic signature, “if permitted by the agency,” though the intended manner of permission is not clear.

The attached Draft Resolution would enable the transition of both processes to paperless and clearly articulate the City’s position under 2 CA CCR 18104.

### ***SUBMITTAL DEADLINES***

As opposed to paper-oriented business processes, where submittals can necessarily only be received during business hours, the acceptance of digital filings via email, Laserfiche Forms, or other electronic platforms, can create ambiguity as to the date of receipt, per se, because submittals may be sent by third parties at any time, including on evenings and weekends when staff cannot functionally receive, acknowledge, or act on the submittals until the next business morning. To eliminate this ambiguity, staff recommends adoption of the Draft Resolution establishing that electronic submittals made outside of business hours will be considered received as of the next business day, unless otherwise specified.

### ***CONCLUSION***

Staff recommends that the City Council adopt the Draft Resolution (Attachment 1) formally authorizing the use of digital signatures and electronic documents when deemed appropriate or beneficial by staff, and to the greatest extent allowed by law. This action does not mandate the use of digital signatures or electronic documents but allows staff the flexibility to implement the same to the greatest extent feasible within available technology and legal frameworks. This Draft Resolution will also clarify the City’s position that deadline-oriented filings submitted outside of business hours will be considered received as of the next business day, unless otherwise specified.

### **ALTERNATIVES TO THE STAFF RECOMMENDATION:**

1. Council may modify the proposed electronic documents and digital signature policies.
2. Council may elect not to adopt these proposed policies.

### **FISCAL IMPACT:**

The draft resolution is not estimated to have any significant fiscal impact.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director and Deputy City Manager-IT.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**

A handwritten signature in black ink, appearing to read 'J. Lewis', is positioned above a horizontal line.

---

James R. Lewis, City Manager

**ATTACHMENT(S):**

1. Draft Resolution

## DRAFT RESOLUTION

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ATASCADERO, CALIFORNIA, AUTHORIZING THE USE AND ACCEPTANCE OF DIGITAL SIGNATURES AND ELECTRONIC DOCUMENTS TO THE GREATEST EXTENT ALLOWED BY LAW

**WHEREAS**, the use of digital signatures in lieu of wet signatures, and the correlated use of electronic documents in lieu of paper documents, has become an increasingly mainstream and prevalent business practice, accelerated in the public sector by the constraints imposed by the Covid-19 pandemic; and

**WHEREAS**, it has become necessary for the City's business practices to increasingly digitize over time; and

**WHEREAS**, digital signatures and electronic documents provide other significant benefits in accordance with City Council goals, including essentialism, transparency, and good fiscal management through expediency, cost-reduction, greater quality of archival records, better sustainability and reduced staff time expended on reporting requirements, and conservation of physical City facilities; and

**WHEREAS**, the City would benefit from formal City Council endorsement and authorization substantiating use of digital signatures and documents in lieu of wet signatures and paper record and eliminating any remaining ambiguity about the sufficiency of digital signatures or electronic documents in certain contexts; and

**WHEREAS**, digitalization of signatures is compatible with the provisions of the Federal Electronic Signatures in Global and National Commerce (ESIGN) and California Uniform Electronic Transactions (UETA) Acts of 2000, and California Assembly Bill 2296 (Digital Signatures) of 2016; and

**WHEREAS**, this resolution does not mandate the use of digital signatures or electronic documents, but instead allows staff to implement their usage to the greatest extent feasible within available technology and legal frameworks, and staff will reserve the right to determine whether, and in what form or via what platform, to use or accept a digital signature for a particular type of application or business process; and

**WHEREAS**, digital filings can create ambiguity as to the date of receipt when received after hours or on weekends and holidays, necessitating the establishment of a uniform practice for receipt of digital filings.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ATASCADERO:**

**SECTION 1.** The above recitals are true and correct.

**SECTION 2.** To the greatest extent allowed by federal, state, and local law, digital signatures shall be deemed by the City to have the same force and effect as manually-affixed ink signatures.

**SECTION 3.** The exact nature of a digital signature format or submittal mechanism or an electronic document format or submittal mechanism required for a particular application, license, permit, or other filing or business process may be further specified by departmental policies and procedures or by resolution or ordinance of the City Council.

**SECTION 4.** To the greatest extent allowed by federal, state, and local law, electronic documents shall generally be deemed by the City to have the same force and effect as paper documents. Electronic submittals made outside of business hours will be considered received as of the next business day, unless otherwise specified when the deadline for a particular document, process or filing is posted and/or advertised.

**PASSED AND ADOPTED** at a regular scheduled meeting of the City Council held on the \_\_\_\_\_th day of \_\_\_\_\_ 2024.

On motion by \_\_\_\_\_ and seconded by \_\_\_\_\_, the foregoing Resolution is hereby adopted in its entirety on the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ADOPTED:

CITY OF ATASCADERO:

\_\_\_\_\_  
Heather Moreno, Mayor

ATTEST:

\_\_\_\_\_  
Lara K. Christensen, City Clerk



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A4

**Department:** City Manager’s Office – IT  
**Date:** 4/23/24  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER  
**FROM:** LUKE KNIGHT, DEPUTY CITY MANAGER  
**PREPARED BY:** LUKE KNIGHT, DEPUTY CITY MANAGER

**SUBJECT:** Information Technology Division Staffing Adjustment

### RECOMMENDATION:

Council:

1. Authorize the City Manager to retitle the Network Analyst position to GIS/Business Analyst.
2. Amend the fiscal year 2023-2024 monthly salary schedule to include the new position as follows:

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
GIS/Business Analyst	30	6,257.41	6,570.28	6,898.79	7,243.73	7,605.92
Network Analyst	30	6,257.41	6,570.28	6,898.79	7,243.73	7,605.92

3. Authorize the City Manager to execute a Side Letter with the Local 620 Service Employees International Union (SEIU) for the existing Memorandum of Understanding (MOU), dated July 1, 2021, through June 30, 2024, adding the title of GIS/Business Analyst at the salary range shown above and removing the title of Network Analyst.

### REPORT IN BRIEF:

Vacancies in the Information Technology (IT) Division offer the opportunity to adjust one of the positions to better meet the current needs of the Division and the City.

### DISCUSSION:

Two senior members of the IT Division have recently separated from the City for IT positions at other agencies. These departures bring the IT team down to 3 current staff members. With these departures, the IT Division has considered how IT positions can be restructured to best meet the needs of the Division and the City.

In order to continue to best serve the community, the following adjustment is being proposed:

- Hire a GIS/Business Analyst instead of filling the vacant Network Analyst position.
  - The current and planned workloads of the IT Division better fit the job function of a GIS and Business Analyst, rather than a Network Analyst.

- The GIS/Business Analyst will be responsible for maintaining several of our enterprise-wide software platforms, including GIS, Laserfiche, Trakit, and Asset Management.
- Many of the job functions of the Network Analyst can be fulfilled by partnering with trusted IT contractors that have assisted the City with many projects over the years.

Per the City's Municipal Code, the City Council must concur with any staffing adjustment proposed by the City Manager. Staff is proposing that the change to the salary schedule and proposed retitle become effective on April 24, 2024, immediately following the April 23, 2024 Council meeting. The three actions proposed tonight are necessary to make these needed staffing changes. No changes other than the above title changes are included in the updated labor agreements.

**ALTERNATIVES TO THE STAFF RECOMMENDATION:**

Council may give direction to the City Manager not to make this change to the current titles in the IT Division.

**FISCAL IMPACT:**

None.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director and the Human Resources Manager.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**



---

James R. Lewis, City Manager

**ATTACHMENT(S):**

1. SEIU Side Letter to the MOU, adding the title of GIS/Business Analyst and removing the title of Network Analyst
2. Updated 2023-2024 Citywide Full Time Salary Schedule

**Side Letter of Agreement**

**City of Atascadero  
 And  
 Local 620 Service Employees International Union Atascadero Chapter**

**April 24, 2024**

Pursuant to the provisions of the Meyers-Milias-Brown Act (“MMBA”), and Sections 1.4.b and 6.2 of the Memorandum of Understanding (“MOU”) between the City of Atascadero (“City”) and the Local 620 Service Employees International Union Atascadero Chapter (“Union”) effective July 1, 2021 through June 30, 2024 (“MOU”), as amended by Side Letters dated 09/28/21, 9/14/22, and 6/13/23, this Side Letter of Agreement (“Side Letter Agreement”) is entered into on April 24, 2024, between the City and the Union as an amendment to the MOU. The Union and the City are collectively referred to herein as the “parties.” It is understood and agreed that the specific provisions contained in this Side Letter Agreement shall supersede any previous agreements, whether oral and written, regarding the matters contained herein. Except as provided herein, all wages, hours and other terms and conditions of employment presently enjoyed by the Union in the MOU shall remain in full force and effect.

The City and Union have met and conferred in good faith concerning the terms and conditions of this Side Letter Agreement and its implementation and agree to the following:

**Section 1.2 Recognition:**

a. The City of Atascadero recognizes the Union as the recognized and exclusive representative for the following classifications:

- GIS/Business Analyst
- ~~Network Analyst~~

**Section 4.1 Salary:**

SALARY WORKSHEET MONTHLY SALARY Effective April 24, 2024						
CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
GIS/Business Analyst	30	6,257.41	6,570.28	6,898.79	7,243.73	7,605.92
<del>Network Analyst</del>	<del>30</del>	<del>6,257.41</del>	<del>6,570.28</del>	<del>6,898.79</del>	<del>7,243.73</del>	<del>7,605.92</del>

All other provisions of the 2021-2024 MOU shall remain in full force and effect.

**Local 620 SEIU Atascadero Chapter**

**City of Atascadero**

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
SEIU

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
James R. Lewis, City Manager

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
SEIU

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
Heather Moreno, Mayor

Date: \_\_\_\_\_  
By: \_\_\_\_\_  
SEIU

**MONTHLY SALARY**  
**Approved April XX, 2024**  
**Effective April 24, 2024**

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Account Clerk II	13	4,131.96	4,338.56	4,555.49	4,783.26	5,022.42
Accounting Specialist- Confidential	26	5,675.66	5,959.44	6,257.41	6,570.28	6,898.79
Administrative Assistant	20	4,902.85	5,147.99	5,405.39	5,675.66	5,959.44
Administrative Assistant- Confidential	22	5,147.99	5,405.39	5,675.66	5,959.44	6,257.41
Administrative Services Director	M57	12,290.67	12,905.20	13,550.46	14,227.98	14,939.38
Assistant Planner	26	5,675.66	5,959.44	6,257.41	6,570.28	6,898.79
Associate Civil Engineer - Registered Engineer	41	8,180.99	8,590.04	9,019.54	9,470.52	9,944.05
Associate Civil Engineer/Storm Water Manager	37	7,420.40	7,791.42	8,180.99	8,590.04	9,019.54
Associate Planner	31	6,410.02	6,730.52	7,067.05	7,420.40	7,791.42
Battalion Chief	M50	10,358.19	10,876.10	11,419.91	11,990.91	12,590.46
Building Inspector I	25	5,537.22	5,814.08	6,104.78	6,410.02	6,730.52
Building Permit Technician	16	4,447.03	4,669.38	4,902.85	5,147.99	5,405.39
City Manager	M73	18,030.35	18,931.87	19,878.46	20,872.38	21,916.00
Code Enforcement Officer	25	5,537.22	5,814.08	6,104.78	6,410.02	6,730.52
Community Development Director	M57	12,290.67	12,905.20	13,550.46	14,227.98	14,939.38
Community Services & Promotions Director	M57	12,290.67	12,905.20	13,550.46	14,227.98	14,939.38
Community Services Officer	SS17	4,521.64	4,747.72	4,985.11	5,234.37	5,496.09
Deputy Administrative Services Director	M46	9,395.18	9,864.94	10,358.19	10,876.10	11,419.91
Deputy City Manager	M54	11,419.91	11,990.91	12,590.46	13,219.98	13,880.98
Deputy Community Development Director	M46	9,395.18	9,864.94	10,358.19	10,876.10	11,419.91
Deputy Community Development Director / Building Official / Economic Development Director	M51	10,617.14	11,148.00	11,705.40	12,290.67	12,905.20
Deputy Public Works Director	M46	9,395.18	9,864.94	10,358.19	10,876.10	11,419.91
Finance Analyst	M39	7,922.68	8,318.81	8,734.75	9,171.49	9,630.06
Finance Technician	21	5,022.42	5,273.54	5,537.22	5,814.08	6,104.78
Finance Technician- Confidential	22	5,147.99	5,405.39	5,675.66	5,959.44	6,257.41
Fire Captain	F41	8,174.21	8,582.92	9,012.07	9,462.67	9,935.80
Fire Captain Specialist I	F41-1	8,255.95	8,668.75	9,102.19	9,557.30	10,035.17
Fire Captain Specialist II	F41-2	8,337.69	8,754.57	9,192.30	9,651.92	10,134.52
Fire Captain/Paramedic	F41-10	8,991.63	9,441.21	9,913.27	10,408.93	10,929.38
Fire Captain/Paramedic/Specialist I	F41-11	9,073.37	9,527.04	10,003.39	10,503.56	11,028.74
Fire Captain/Paramedic/Specialist II	F41-12	9,155.12	9,612.88	10,093.52	10,598.20	11,128.11
Fire Chief	M60	13,219.98	13,880.98	14,575.03	15,303.78	16,068.97
Fire Engineer	F34	6,893.06	7,237.71	7,599.60	7,979.58	8,378.56
Fire Engineer Specialist I	F34-1	6,961.99	7,310.09	7,675.59	8,059.37	8,462.34
Fire Engineer Specialist II	F34-2	7,030.92	7,382.47	7,751.59	8,139.17	8,546.13
Fire Engineer/OIC	F34-2	7,030.92	7,382.47	7,751.59	8,139.17	8,546.13
Fire Engineer/OIC/Specialist I	F34-3	7,099.85	7,454.84	7,827.58	8,218.96	8,629.91
Fire Engineer/OIC/Specialist II	F34-4	7,168.78	7,527.22	7,903.58	8,298.76	8,713.70
Fire Engineer/Paramedic	F34-10	7,582.37	7,961.49	8,359.56	8,777.54	9,216.42
Fire Engineer/Paramedic/Specialist I	F34-11	7,651.30	8,033.87	8,435.56	8,857.34	9,300.21
Fire Engineer/Paramedic/OIC	F34-12	7,720.23	8,106.24	8,511.55	8,937.13	9,383.99
Fire Engineer/Paramedic/Specialist II	F34-12	7,720.23	8,106.24	8,511.55	8,937.13	9,383.99
Fire Engineer/Paramedic/OIC/Specialist I	F34-13	7,789.16	8,178.62	8,587.55	9,016.93	9,467.78
Fire Engineer/Paramedic/OIC/Specialist II	F34-14	7,858.09	8,250.99	8,663.54	9,096.72	9,551.56
Firefighter	F31	6,404.70	6,724.94	7,061.19	7,414.25	7,784.96
Firefighter Specialist I	F31-1	6,468.75	6,792.19	7,131.80	7,488.39	7,862.81
Firefighter Specialist II	F31-2	6,532.79	6,859.43	7,202.40	7,562.52	7,940.65
Firefighter/FEO	F31-2	6,532.79	6,859.43	7,202.40	7,562.52	7,940.65
Firefighter/FEO/Specialist I	F31-3	6,596.84	6,926.68	7,273.01	7,636.66	8,018.49
Firefighter/FEO/Specialist II	F31-4	6,660.89	6,993.93	7,343.63	7,710.81	8,096.35

**MONTHLY SALARY**  
**Approved April XX, 2024**  
**Effective April 24, 2024**

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Firefighter/Paramedic	F31-10	7,045.17	7,397.43	7,767.30	8,155.67	8,563.45
Firefighter/Paramedic/Specialist I	F31-11	7,109.22	7,464.68	7,837.91	8,229.81	8,641.30
Firefighter/Paramedic/FEO	F31-12	7,173.26	7,531.92	7,908.52	8,303.95	8,719.15
Firefighter/Paramedic/Specialist II	F31-12	7,173.26	7,531.92	7,908.52	8,303.95	8,719.15
Firefighter/Paramedic/FEO/Specialist I	F31-13	7,237.31	7,599.18	7,979.14	8,378.10	8,797.01
Firefighter/Paramedic/FEO/Specialist II	F31-14	7,301.36	7,666.43	8,049.75	8,452.24	8,874.85
GIS/Business Analyst	30	6,257.41	6,570.28	6,898.79	7,243.73	7,605.92
Human Resources Manager	M46	9,395.18	9,864.94	10,358.19	10,876.10	11,419.91
Inspector	22	5,147.99	5,405.39	5,675.66	5,959.44	6,257.41
Lead Maintenance Worker	19	4,783.26	5,022.42	5,273.54	5,537.22	5,814.08
Lead Zookeeper	18	4,669.38	4,902.85	5,147.99	5,405.39	5,675.66
Maintenance Worker I	9	3,747.81	3,935.20	4,131.96	4,338.56	4,555.49
Maintenance Worker II	15	4,338.56	4,555.49	4,783.26	5,022.42	5,273.54
Office Assistant II	10	3,841.51	4,033.59	4,235.27	4,447.03	4,669.38
Office Assistant III	13	4,131.96	4,338.56	4,555.49	4,783.26	5,022.42
Planning Manager	M46	9,395.18	9,864.94	10,358.19	10,876.10	11,419.91
Police Chief	M64	14,575.03	15,303.78	16,068.97	16,872.42	17,716.04
Police Commander	M50	10,358.19	10,876.10	11,419.91	11,990.91	12,590.46
Police Corporal	PD39	7,770.35	8,158.86	8,566.80	8,995.14	9,444.90
Police Corporal - Intermediate POST	PD38I	7,964.61	8,362.84	8,780.98	9,220.03	9,681.03
Police Corporal- Advanced POST	PD38A	8,158.86	8,566.80	8,995.14	9,444.90	9,917.15
Police Lead Records Technician	SS26	5,633.48	5,915.15	6,210.91	6,521.46	6,847.53
Police Level 3 Reserve Officer	PD35	7,047.93	7,400.33	n/a	n/a	n/a
Police Officer	PD35	7,047.93	7,400.33	7,770.35	8,158.87	8,566.81
Police Officer - Intermediate POST	PD35i	7,224.13	7,585.34	7,964.61	8,362.84	8,780.98
Police Officer - Advanced POST	PD35A	7,400.33	7,770.35	8,158.87	8,566.81	8,995.15
Police Officer Recruit	SS25	5,496.09	n/a	n/a	n/a	n/a
Police Sergeant	PS45	9,029.20	9,480.66	9,954.69	10,452.42	10,975.04
Police Sergeant - Advanced POST	PS45A	9,254.93	9,717.68	10,203.56	10,713.74	11,249.43
Police Sergeant - Supervisory POST	PS45S	9,480.66	9,954.69	10,452.42	10,975.04	11,523.79
Public Safety Dispatcher	SS25	5,496.09	5,770.89	6,059.43	6,362.40	6,680.52
Public Safety Dispatcher - EMD	SS25E	5,546.09	5,823.39	6,114.56	6,420.29	6,741.30
Public Safety Dispatcher w/Longevity	SS25L	5,770.89	6,059.43	6,362.40	6,680.52	7,014.55
Public Safety Dispatcher - EMD with Longevity	SS25EL	5,820.89	6,111.93	6,417.53	6,738.41	7,075.33
Public Safety Lead Dispatcher	SS29	6,059.43	6,362.40	6,680.52	7,014.55	7,365.28
Public Safety Lead Dispatcher - EMD	SS29E	6,109.43	6,414.90	6,735.65	7,072.44	7,426.06
Public Safety Lead Dispatcher w/ Longevity	SS29L	6,362.40	6,680.52	7,014.55	7,365.28	7,733.54
Public Safety Lead Dispatcher - EMD with Longevity	SS29EL	6,412.40	6,733.02	7,069.68	7,423.17	7,794.32
Public Works Analyst	M39	7,922.68	8,318.81	8,734.75	9,171.49	9,630.06
Public Works Director	M57	12,290.67	12,905.20	13,550.46	14,227.98	14,939.38
Public Works Inspector	27	5,814.08	6,104.78	6,410.02	6,730.52	7,067.05
Public Works Operations Manager	38	7,605.91	7,986.21	8,385.52	8,804.80	9,245.04
Recreation Coordinator	20	4,902.85	5,147.99	5,405.39	5,675.66	5,959.44
Recreation Supervisor	28	5,959.43	6,257.40	6,570.27	6,898.78	7,243.72
Senior Building Inspector	35	7,067.05	7,420.40	7,791.42	8,180.99	8,590.04
Senior Planner	37	7,420.40	7,791.42	8,180.99	8,590.04	9,019.54
Senior Property Evidence Specialist	SS37	7,365.28	7,733.54	8,120.22	8,526.23	8,952.54
Senior Property Evidence Specialist- EMD	SS37E	7,415.28	7,786.04	8,175.35	8,584.12	9,013.32
Senior Property Evidence Specialist w/Longevity	SS37L	7,733.54	8,120.22	8,526.23	8,952.54	9,400.17

**MONTHLY SALARY**  
**Approved April XX, 2024**  
**Effective April 24, 2024**

CLASSIFICATION	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
Senior Property Evidence Specialist - EMD with Longevity	SS37EL	7,783.54	8,172.72	8,581.36	9,010.43	9,460.95
Senior Recreation Coordinator	24	5,405.39	5,675.66	5,959.44	6,257.41	6,570.28
Systems Administrator III	35	7,067.05	7,420.40	7,791.42	8,180.99	8,590.04
Technical Support Specialist II	20	4,902.85	5,147.99	5,405.39	5,675.66	5,959.44
Website and Social Media Technician	20	4,902.85	5,147.99	5,405.39	5,675.66	5,959.44
WWTP Operator in Training	11	3,935.20	4,131.96	4,338.56	4,555.49	4,783.26
WWTP Operator I	18	4,669.38	4,902.85	5,147.99	5,405.39	5,675.66
WWTP Operator II	24	5,405.39	5,675.66	5,959.44	6,257.41	6,570.28
Zoo Director	M46	9,395.18	9,864.94	10,358.19	10,876.10	11,419.91
Zoo Education Curator	9	3,747.81	3,935.20	4,131.96	4,338.56	4,555.49
Zoo Supervisor	20	4,902.85	5,147.99	5,405.39	5,675.66	5,959.44
Zookeeper I	9	3,747.81	3,935.20	4,131.96	4,338.56	4,555.49



# CITY OF ATASCADERO

## CITY COUNCIL STAFF REPORT

Item A5

**Department:** Community  
Development  
**Date:** 4/23/24  
**Placement:** Consent

**TO:** JAMES R. LEWIS, CITY MANAGER

**FROM:** PHIL DUNSMORE, COMMUNITY DEVELOPMENT DIRECTOR

**PREPARED BY:** PHIL DUNSMORE, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** Contract Plan Check Services Budget Amendment

---

### RECOMMENDATION:

Council authorize the City Manager to enter into a contract amendment increasing Interwest Consulting Services' contract by \$80,000, for a total contract amount of \$160,000.

### DISCUSSION:

For the second year in a row, the City's volume and complexity of construction plans has exceeded our forecasted expectations. Interwest Consulting Services provides construction plan check services through a contract with the City for the review of commercial and multi-family building permit applications submitted to the City. Most single-family construction plans are reviewed in-house by building inspection staff. While the cost of plan check services may vary somewhat from year to year, the City's plan check services budget is adopted at an amount that assumes an average construction permit workload. The City's adopted Fiscal Year budget for the plan check services is \$80,000 for the current fiscal year.

In calendar year 2023, the number of construction plans submitted to the City exceeded average years by more than 30%. Additionally, many of the plans submitted included very complex and large multi-family and commercial projects that consumed additional plan check services time. An example of this is the new commercial buildings now under construction at the Del Rio Marketplace site where Valley Fresh supermarket is being constructed. This increase in plan check activity resulted in increased staff and consultant time spent on the review of construction plans.

Based upon the foregoing, it is estimated that services provided by Interwest Consulting Services may reach up to \$160,000 for the fiscal year, an increase of \$80,000 over the original budget. The City is anticipating the review of several new projects, including new buildings within the Del Rio Marketplace, a new mixed-use development at Curbaril and Morro Road, and a new mixed use building downtown known as La Moda. Fortunately, these services are reimbursed from the applicants through the payment of plan check review fees that are designed to cover the cost of plan check services.

The City's Purchasing Policy requires City Council approval of any professional service contract in excess of \$100,000. Staff followed the Purchasing Policy requirements for the existing \$80,000 contract with Interwest, which required the City Manager's approval. Now that the City's need for extra contract services will exceed \$100,000, staff is bringing this contract forward for Council's consideration.

In 2018, a Request for Proposals was widely advertised for plan check services. There were three respondents, of which Interwest Consulting Services was one. The City has determined Interwest to be responsive and competitively priced. Staff has found that Interwest Consulting Services produces quality and timely work and helps to advance Council's goal of economic development with a business-friendly approach while still emphasizing quality.

Staff recommends Council approve an increase in the contract with Interwest Consulting Services in the amount of \$80,000, for a total contract amount of \$160,000.

#### **ALTERNATIVES TO THE STAFF RECOMMENDATION:**

1. Council may consider the approval of a greater amount for plan check services. Since the amount is funded by plan check fees paid by applicants, there would be no significant fiscal impact.
2. Council may consider other options or postpone action for additional information.
3. Council may not award the contract extension and cancel the contract plan checking services. This would result in a significant delay in the issuance of commercial and multi-family building permits as the City does not have the staff time nor expertise to complete these plan checks in-house.

#### **FISCAL IMPACT:**

Authorization of the contract amendment increasing the Interwest Consulting Services' plan check contract would result in an estimated additional \$80,000 in General Fund expenditures offset by an estimated additional \$80,000 in General Fund revenues.

**REVIEWED BY OTHERS:**

This item has been reviewed by the Administrative Services Director.

**REVIEWED AND APPROVED FOR COUNCIL AGENDA**

A handwritten signature in black ink, appearing to read 'J. Lewis', is positioned above a horizontal line.

---

James R. Lewis, City Manager