CITY OF SOLEDAD
JOINT CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY AND SUCCESSOR HOUSING AGENCY REGULAR MEETING AGENDA

WEDNESDAY, DECEMBER 18, 2024

CITY HALL, COUNCIL CHAMBERS

6:00 PM

**https://cityofsoledad.zoom.us/j/83126350815**
**Or Call**
**1-669-900-6833 and use Meeting ID: 831 2635 0815**

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Welcome to your City of Soledad City Council/Successor Agency Meeting. Your City Councilmembers/Agencymembers are:

Mayor Anna Velazquez
Councilmember Fernando Cabrera
Councilmember Fernando Ansaldo-Sanchez
Councilmember Evarista Banuelos
Councilmember Ben Caldera

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## I. CALL TO ORDER

## II. ROLL CALL

## III. PUBLIC COMMENT ON CLOSED SESSION ITEMS

At this time, any member of the public may address the Council/Agency on Closed Session items appearing on the agenda. Speakers will have a limited time of three (3) minutes. Please be brief and to the point.

## IV. CLOSED SESSION

The City Council will recess to closed session pursuant to Government Code Section 54956.8 to give instructions to the City's negotiator concerning the sale/exchange/lease of property located between Santa Clara Street and Bryant Canyon Road, Assessors Parcel Numbers 022-441-017 and 022-522-037. Instructions may include price and other consideration and terms of payment.

## V. CLOSED SESSION REPORT

## VI. PLEDGE OF ALLEGIANCE

## VII. ADDITIONS/MODIFICATIONS TO THE AGENDA

## VIII. PUBLIC COMMENT

At this time any member of the public may address the City Council on items not appearing on the agenda and items of interest to the public that are within the jurisdiction of the Council. A public comment card should be filled out completely to ensure the speaker is called upon to give comment. Public comments are generally limited to three (3) minutes; the mayor may further limit the time for public comments depending on the agenda schedule. Please be brief and to the point. No action or discussion shall be taken on an item not appearing on the agenda.

## IX. COUNCIL PRESENTATION

The City Council of the City of Soledad will be present a Certificate of Achievement to the Soledad High School Aztecs Cheerleading team

## X. CONSENT CALENDAR

1. Minutes

**Attachments:**
Staff Report
Minutes of 12.04.2024

**COUNCIL ACTION:** _____

2. Warrants

**Attachments:**
Staff Report
56062 - 56164

**COUNCIL ACTION:** _____

3. Resolution No. 6184, A Resolution of the City Council of the City of Soledad Approving Amendment No. 2 of the Summary of Job Classifications and Salary Schedule for Fiscal Year 2024/25

**Attachments:**
Staff Report
Resolution No. 6184
Exhibit A. Page 1 of 2
Exhibit A. Page 2 of 2

**COUNCIL ACTION:** _____

4. Mutual Aid to the City of Gonzales for Temporary Wastewater Final Treatment and Disposal

**Attachments:**
Staff Report

**COUNCIL ACTION:** _____

5. Resolution No. 6185, A Resolution of the City Council of the City of Soledad Approving a Subordination Agreement with Keybank National Association concerning the Gabilan Family Apartments Project

**Attachments:**
Staff Report
Resolution No. 6185
Exhibit A

**COUNCIL ACTION:** _____

6. Resolution No. 6186, A Resolution of The City Council of the City of Soledad Approving and Authorizing the City Manager to Execute Amendment No. 3 to the CSG Consultants Inc. Agreement Extending the Contract Term Until June 30, 2025 in the Amount Not to Exceed $225,000 for Fiscal Year 24/25 and Adding Planning Services to the Scope

**Attachments:**
Staff Report
Resolution No. 6186
Exhibit A
Attachment A

**COUNCIL ACTION:** _____

7. Resolution No. 6187, A Resolution of the City Council of the City of Soledad Approving the Purchase of Replacement Traffic Cameras from SurveillanceGRID Integration Inc.in an Amount Not to Exceed $55,000; Authorizing the City Manager to Execute Said Contract on Behalf of the City of Soledad; and Approving a Budget Amendment to Increase the SLESF Revenues by $94,663.46 and Increase the General Fund Police Department Operating Budget by the Same Amount

**Attachments:**
Staff Report
Resolution No. 6187

**COUNCIL ACTION:** _____

8. Resolution No. 6188, A Resolution of the City Council of the City of Soledad Approving a Contract Change Order for Construction Services with Plummerbuilt Inc. for the Amount of $127,320 plus a 20% Construction Contingency ($25,465) for a Total Not-to-Exceed Amount of $756,535 for the Water Reclamation Facility Metal Building Project and Authorizing the City Manager to Execute Said Contract Change Order on Behalf of the City of Soledad.

**Attachments:**
Staff Report
Resolution No. 6188
Exhibit A - Metal Building CCO 1

**COUNCIL ACTION:** _____

## XI. BUSINESS

1. Presentation on the Assembly Bill 413 (AB413)

**Attachments:**
Staff Report
AB 413 Presentation

**COUNCIL ACTION: _____**

2. Consideration of the Appropriation and Allocation of Community Development Block Grant (CDBG) Program Income Funds in the Amount not to Exceed $500,000 to Eligible Activities in Accordance with the State CDBG Program Income Policy

**Attachments:**
Staff Report
2024 CDBG Grant Funding Presentation

**COUNCIL ACTION: _____**

3. Receive and Accept the Mini-Grants Closeout Report

**Attachments:**
Staff Report
Mini Grants Presentation

**COUNCIL ACTION: _____**

4. Revisit and Discuss City of Soledad Resolution No. 5278, Declaring The City Of Soledad As A Sanctuary City For All Residents, Regardless Of Immigrant Status and Provide Direction as Necessary.

**Attachments:**
Staff Report
Monterey County Immigration Rights Ad Hoc Committee
Revised Resolution re sanctuary city 3-16-17.
SR Sanctuary City

**COUNCIL ACTION: _____**

5. Consideration of Appointment of Mayor Pro Tempore and Various Appointments to Council and City Committees

**Attachments:**
Staff Report
2024 Current Committees List

**COUNCIL ACTION: _____**

**XII. MAYOR'S REPORTS & ACKNOWLEDGMENTS**

**XIII. COUNCILMEMBERS' REPORTS & ACKNOWLEDGMENTS**

**XIV. CITY MANAGER'S REPORT**

## XV. FUTURE AGENDA ITEMS

## XVI. ADJOURNMENT

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact Deputy City Clerk Darlene Noriega at (831) 223-5014. Notification of at least 48hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (RCRF 35.102-35.104).

Any writing or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at City Hall located at 248 Main Street, Soledad, California during normal business hours.

En caso que usted necesite ayuda en leer o en entender este aviso de Junta Publica, usted puede ponerse en contacto con la oficina del Edificio Municipal en 248 Calle Main o llamar al número (831) 223-5014, y el aviso será traducido para usted.

Cualquier escrito o documento proporcionado a la mayoría del Concejo Municipal con respecto a cualquier asunto en esta agenda se pondrá a disposición para inspección pública en el Ayuntamiento ubicado en 248 Main Street, Soledad, California durante el horario laboral.

Advanced submittal of public comments via email are due by 2:00 P.M. on the day of the scheduled meeting to the Deputy City Clerk at darlene.noriega@cityofsoledad.com Comments are limited to 250 words or less and effort will be made to read your comment into the record, but some comments may not be read due to time limitations. The City Clerk will read email comments, provided that the reading shall not exceed three (3) minutes. The email comments submitted shall become part of the record.

La entrega anticipada de comentarios públicos por correo electrónico debe presentarse antes de las 2:00 p.m. del día de la reunión programada a la Secretaria Municipal al email darlene.noriega@cityofsoledad.com. Los comentarios están limitados a 250 palabras o menos y se hará un esfuerzo para leer su comentario en el registro, pero es posible que algunos comentarios no se lean debido a limitaciones de tiempo. La Secretaria Municipal leerá los comentarios del correo electrónico, siempre que la lectura no exceda los tres (3) minutos. Los comentarios enviados por correo electrónico pasarán a formar parte del registro.

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**CERTIFICATION**

I, Megan Hunter, City Clerk of the City of Soledad, do hereby certify that a copy of the foregoing Joint City Council/Successor Agency Regular Meeting Agenda was posted at City Hall by Friday, December 13, 2024, at 5:00 p.m.



12/13/2024

Megan Hunter, City Clerk/Manager

# COUNCIL COMMUNICATION

**SUBJECT:** **Minutes**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Darlene Noriega, Deputy City Clerk**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

# Minutes

City of Soledad
Joint City Council/Successor Agency/Housing Authority/Successor Housing Agency/
Regular Meeting
December 04, 2024

## CALL TO ORDER

Mayor Velazquez Called the Joint City Council/ Successor Agency/ Housing Authority/ Successor Housing Agency/ Regular Meeting to order at 6:06 p.m.

## ROLL CALL

The Following Councilmembers/Agency members were present when the meeting was called to order:

| | |
|---|---|
| Mayor/Chair | Anna M. Velazquez |
| Mayor Pro Tem/Vice Chair | Maria Corralejo |
| Councilmember/Agency Member | Fernando Cabrera – Arrived at 6:10 p.m. |
| Councilmember/Agency Member | Fernando Ansaldo-Sánchez |
| Councilmember/Agency Member | Evarista Bañuelos |

## THE FOLLOWING COUNCILMEMBER WAS ABSENT

None

## PLEDGE OF ALLIGIANCE

Chris Lopez led the Pledge of Allegiance

## ADDITIONS/MODIFICATIONS TO THE AGENDA

City Manager Hunter requested one modification:

Consent Calendar item C-1, Minutes from 11/06/2024 and 11/20/2024, be considered before Section VII, Resolution No. 6175.

Mayor Velazquez agreed to the modification.

## CONSENT CALENDAR

There were no public comments.

Motion: Councilmember Corralejo made a motion to approve item C-1. The motion was seconded by Councilmember Banuelos and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Corralejo, Banuelos, Ansaldo-Sanchez, Cabrera, Velazquez |
| Noes: | None |

Abstain: None
Absent: None

C-1. Minutes of 11-06-2024
Minutes of 11-20-2024

PUBLIC COMMENT

None

COUNCIL PRESENTATIONS

A Proclamation of the City Council of the City of Soledad will be presented to Mayor Pro Tempore Maria Corralejo in Honor and Recognition of her dedicated service to the City and Citizens of Soledad

Mayor Velazquez presented the proclamation. The Mayor, Councilmembers, and City Manager Hunter thanked Mayor Pro Tem Corralejo and noted her accomplishments.

Mayor Pro Tem Corralejo thanked the City Council and the City of Soledad for choosing her to serve the Community.

Supervisor Chris Lopez thanked Mayor Pro Tem Corralejo for her service to the City of Soledad and all the South Monterey County Cities.

Mr. Max Schell thanked Mayor Pro Tem Corralejo for all her efforts in the City of Soledad.

Frank Corralejo gave public comment and thanked Mayor Pro Tem Corralejo for her service and gave further information regarding the great accomplishments that Mayor Pro Tem Corralejo has accomplished through the years of being a part of the City of Soledad.

Deputy City Clerk Darlene Noriega read a Public Comment that was received via email:
Veronica Gutierrez thanked Mayor Pro Tem Corralejo for outstanding leadership, and accomplishments while serving on the City Council, and her support of local businesses.

CERTIFICATION OF NOVEMBER 5, 2024, ELECTION

1. Resolution No. 6175, A Resolution of the City Council of the City of Soledad Declaring the Canvass of Returns and Results of the Consolidated General Municipal Election held on November 5, 2024

Attorney Mike Rodriquez presented the Resolution.

Motion: Councilmember Ansaldo-Sanchez made a motion to approve Resolution No. 6175. The motion was seconded by Councilmember Cabrera and carried by the following vote:

Action
Ayes: Ansaldo-Sanchez, Cabrera, Banuelos, Corralejo, Velazquez
Noes: None
Abstain: None

Absent: None

OATH OF OFFICE ADMINISTERED TO INCOMING MAYOR/COUNCILMEMBERS

1. Oath of Office Administered to Evarista Banuelos by Monterey County, District 3 Supervisor Chris Lopez.

2. Oath of Office Administered to Benjamin Caldera by Graig Stephens, Soledad Historical Society President.

3. Oath of Office Administered to Anna M. Velazquez by City of Sand City, California Mayor Mary Ann Carbone

MEETING RECESS

Mayor Velazquez recessed the meeting for refreshments at 6:43 p.m.

MEETING RECONVENED

Mayor Velazquez reconvened the meeting at 7:19 p.m.

At this time Mayor Pro Tem Maria Corralejo stepped down from the council dais and allowed newly elected Councilmember Ben Caldera take the seat on the council.

CONSENT CALENDAR

There were no public comments.

Councilmember Ansaldo-Sanchez requested to have separate comment for item no. C-11.

Mayor Velazquez has requested to have separate discussion for item no. C-4 and C-13.

Motion: Councilmember Cabrera made a motion to approve items C-1, C-2, C-3, C-5, C-6, C-7, C-8, C-9, C-10, C-12, C-14 and C-15. The motion was seconded by Councilmember Ansaldo-Sanchez and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Cabrera, Ansaldo-Sanchez, Caldera, Banuelos, Velazquez |
| Noes: | None |
| Abstain: | None |
| Absent: | None |

C-2. Warrants 55932 - 56061

C-3. Human Resources Activity Report

C-5. Cal Fire Department Activity Report

C-6. Police Department Activity Report

C-7. Community Engagement Department Activity Report
C-8. Community and Economic Development Department

C-9. Parks and Recreation Activity Report

C-10. Resolution No. Resolution No. 6176, A Resolution of the City Council of the City of Soledad Accepting the 2024 Crack Seal Project (No. T23-02) as Complete by Pavement Coatings Co. and Authorizing the Release of Retention in the Amount of $21,169.75

C-12. Resolution No. No. 6178, A Resolution of The City Council of the City of Soledad Approving and Authorizing the City Manager to Execute Amendment No. 1 to the Placeworks, Inc. Agreement in an Amount not to Exceed $79,900 for the City's 2045 General Plan Update and 2023-2031 Housing Element Implementation

C-14. Resolution No. 6182, A Resolution of the City Council of the City of Soledad Approving the Application for the Whale Tail Competitive Grants Program for $48,788 and Authorizing the City Manager to Execute Said Application on Behalf of the City of Soledad

C-15. Resolution No. 6183, A Resolution of the City Council of the City of Soledad Approving the Purchase of Getac Body Worn Cameras and Cloud Storage in an Amount not to Exceed $60,000 from PCN Strategies, Inc. and Authorizing the City Manager to Execute Said Contract on Behalf of the City of Soledad

Motion: Councilmember Banuelos made a motion to approve items C-4, C-11 and C-13. The motion was seconded by Councilmember Cabrera and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Banuelos, Cabrera, Caldera, Ansaldo Sanchez, Velazquez |
| Noes: | None |
| Abstain: | None |
| Absent: | None |

C-4. Public Works Activity Report

Mayor Velazquez congratulated the Public Works Department on the completion of the Levy project.

Public Works Director Don Wilcox presented a brief history of the project.

C-11. Resolution No. 6177, A Resolution of the City Council of the City of Soledad Approving a Consulting Services Agreement with Harris & Associates to Provide Professional Design Services for a Highway Safety Improvement Program (HSIP) Cycle 11 Project in the Not-to-Exceed Amount of $144,790 and Authorizing the City Manager to Execute Said Consulting Services Agreement on Behalf of the City of Soledad. Pauline Tomasini thanked the City for getting more involved in the Christmas event and is looking forward to the event.

Assistant Engineer Alex Ramos presented the staff report and clarified the requested information.

Deputy City Clerk Darlene Noriega received a public comment via email from the Monterey-Salinas Transit (MST). The public comment was read into the minutes.

Mayor Velazquez requested that public outreach be done regarding providing MST services.

C-13. Resolution No. 6180, A Resolution of the City Council of the City of Soledad Approving an Amendment to the Existing Salary Range for the Water Resources Manager Classification Effective December 7, 2024

Public Works Director Don Wilcox presented the staff report and clarified the requested information.

BUSINESS

B-1. Resolution No. 6179, A Resolution of the City Council of the City of Soledad Approving a Contract Change Order for Construction Services with Monterey Peninsula Engineering for the Amount of $323,500 Plus a 20% Contingency ($64,700) for a Total Not-to-Exceed Amount of $388,200 for the Front Street Maintenance Project and Authorizing the City Manager to Execute said Contract Change Order on Behalf of the City of Soledad

Assistant Engineer Alex Ramos presented the staff report.

There were no public comments.

Councilmembers had numerous questions and comments.

Motion: Councilmember Ansaldo-Sanchez made a motion to approve Resolution No. 6179. The motion was seconded by Councilmember Banuelos and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Ansaldo-Sanchez, Banuelos, Caldera, Cabrera, Velazquez |
| Noes: | None |
| Abstain: | None |
| Absent: | None |

B-2. Receive City Council Direction to Convert Various Intersections to Multi-Way Stop Control within the City of Soledad Assistant Engineer Alex Ramos presented the staff report. Public Works Director Don Wilcox was also present in the meeting and available to answer questions.

Public Works Director Don Wilcox presented the staff report. Leo Trujillo was present via Zoom and presented a PowerPoint presentation.

There were no public comments.

Council Action:
No action was taken.
The presentation was received by the City Council.

B-3. Resolution No. 6181, A Resolution Approving the Use of General Fund Operating Reserves and a

Budget Amendment in an Amount not to Exceed $50,000 for Professional Services to Initiate a Parcel Tax for the Soledad Fire Department

City Manager Megan Hunter presented the staff report and PowerPoint presentation.

Finance Director Mike Howard clarified the information presented in the PowerPoint presentation. There were no public comments.

Councilmembers had numerous comments.

Motion: Councilmember Cabrera made a motion to approve Resolution No. 6181. The motion was seconded by Councilmember Banuelos and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Cabrera, Banuelos, Caldera, Ansaldo-Sanchez, Velazquez |
| Noes: | None |
| Abstain: | None |
| Absent: | None |

MAYOR'S ANNOUNCEMENTS AND REPORTS

1. On 11/16 she attended the Soledad murals ribbon cutting.
2. On 11/20 She attended a meeting with City Manager Hunter and Monterey County Office of Education Early Learning Program Senior Director Sonya Jaramillo.
3. On 11/21 – 11/22 she attended the California Transit Association Annual Conference.
4. She met with the Helio Industry Housing Developers to discuss housing opportunities in Soledad.
5. She has met with different non-profits regarding the Know Your Rights forum.
6. On 12/02 she attended the LAFCO Board meeting.
7. She met with the Solidarity Network regarding working with the immigrant community regarding Know Your Rights.
8. On 11/11 she attended the Soledad Veterans Day event.
9. She gave praise to the Soledad Ace Hardware for providing fresh Christmas trees.

COUNCILMEMBERS' ACKNOWLEDGEMENTS AND REPORTS

Councilmember Cabrera had 2 items to report:
1. On 11/16 he attended the Soledad murals ribbon cutting.
2. On 12/04 he attended the TAMC meeting.

Councilmember Ansaldo-Sanchez had 4 items to report:
1. On 11/11 he attended the Soledad Veterans Day event.
2. On 11/16 he attended the Soledad murals ribbon cutting.
3. On 11/21 he attended the SVSWA meeting.
4. On 11/30 he visited the reopening of the Las Palmas Restaurant in Soledad

Councilmember Caldera had 1 item to report:
1. On 12/03 he attended a meeting with City Manager Hunter regarding onboarding to the city council.

Councilmember Banuelos had 5 items to report:
1. On 11/11 she attended the Soledad Veterans Day event and the Salinas event.
2. On 11/16 she attended the Soledad murals ribbon cutting.

3. She attended the Soledad Cemetery Board meeting.
4. She attended the Christmas Parade committee meeting.
5. On 12/03 she met with City Manager Hunter regarding the city council meeting agenda.

## CITY MANAGERS' REPORT

City Manager Hunter reported 10 items:
1. She reminded the council that the City offices will be closed from 12/24 – 01/01/2025.
2. She will be taking time off 12/19 – 01/03/2025.
3. Chief Wasson will be in charge while she is on vacation.
4. The City of Soledad will be having a Christmas Tree lighting on 12/06.
5. The City of Soledad will be having their annual Christmas Parade on 12/07.
6. The Cops Giving Tree is scheduled for 12/13.
7. Cookies with Santa is scheduled for 12/14.
8. The ribbon cutting for the Community Center stage will also be held on 12/14.
9. She gave a brief update regarding the Community Center kitchen and gym lighting.
10. Staff will be reaching out to the council soon regarding the strategic planning process.

## FUTURE AGENDA ITEMS

Councilmember Cabrera requested 1 future agenda item:
1. He would like more study sessions regarding future projects coming to the City.

Councilmember Ansaldo-Sanchez requested 3 future agenda items:
1. He would like an update on the Miramonte project.
2. He would like to know if anything has been done regarding the new parking law for parking 15ft from stop signs.
3. He would like to have more information presented regarding Know Your Rights.

Councilmember Caldera had no future agenda items.

Councilmember Banuelos had no future agenda items.

City Manager Hunter suggested having a discussion item in January regarding Miramonte.

Mayor Velazquez would like to make sure the City brings back the Sanctuary City Resolution in order to move forward strategically.

ADJOURNMENT

Meeting adjourned at 9:52 p.m.

Minutes Approved: December 18, 2024

_____
ANNA M. VELAZQUEZ, Mayor/Chair

_____
MEGAN HUNTER, City Manager

# COUNCIL COMMUNICATION

**SUBJECT:** **Warrants**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Mike Howard, Finance Director**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**



Soledad, CA

# Check Report

By Check Number

Date Range: -

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| **Bank Code: APRAB-Mechanics Bank** | | | | | | | |
| ADQUAL | A&D AGRICULTURAL & SAFETY SUPPLIES | | 11/27/2024 | EFT | 0.00 | 86.68 | 10002 |
| 268113 | Invoice | 11/27/2024 | Gloves | | 0.00 | 4.35 | |
| 268200 | Invoice | 11/27/2024 | Gloves - Collection Dept | | 0.00 | 82.33 | |
| CANNOA | CANNON CORPORATION | | 11/27/2024 | EFT | 0.00 | 11,469.00 | 10003 |
| 90117 | Invoice | 11/27/2024 | CH / PD Generator Upgrade | | 0.00 | 95.00 | |
| 90247 | Invoice | 11/27/2024 | PH & SCADA Consulting | | 0.00 | 1,420.00 | |
| 90337 | Invoice | 11/27/2024 | Well Upgrades #4 | | 0.00 | 9,954.00 | |
| FASTEN | FASTENAL COMPANY | | 11/27/2024 | EFT | 0.00 | 733.19 | 10004 |
| CASOE58294 | Invoice | 11/27/2024 | Galv Clamp for Trailer | | 0.00 | 405.37 | |
| CASOE58372 | Invoice | 11/27/2024 | Water Electrolytes | | 0.00 | 327.82 | |
| MME | MUNICIPAL MAINTENANCE EQUIPMENT INC | | 11/27/2024 | EFT | 0.00 | 1,835.76 | 10005 |
| 028711 | Invoice | 11/27/2024 | Vac Con Drive Belt | | 0.00 | 1,835.76 | |
| SHREDD | SHREDDING SOURCE SOLUTIONS | | 11/27/2024 | EFT | 0.00 | 295.00 | 10006 |
| 8444 | Invoice | 11/27/2024 | Shredding Service | | 0.00 | 75.00 | |
| 8465 | Invoice | 11/27/2024 | Confidential Docuiment Shredding | | 0.00 | 110.00 | |
| 8511 | Invoice | 11/27/2024 | Confidential Document Shredding | | 0.00 | 110.00 | |
| STAEDD | STATE OF CALIFORNIA E.D.D. | | 11/29/2024 | Regular | 0.00 | 12,240.71 | 56062 |
| INV0000072 | Invoice | 11/29/2024 | STATE TAX W/H | | 0.00 | 12,240.71 | |
| AFLAC | AFLAC HEADQUARTERS | | 11/29/2024 | Regular | 0.00 | 2,070.10 | 56063 |
| INV0000042 | Invoice | 11/29/2024 | AFLAC CONTRIBUTION | | 0.00 | 901.33 | |
| INV0000043 | Invoice | 11/29/2024 | AFLAC CONTRIBUTION | | 0.00 | 1,168.77 | |
| CALIFS | CALIFORNIA STATE DISBURSEMENT UNIT | | 11/29/2024 | Regular | 0.00 | 1,061.07 | 56064 |
| INV0000045 | Invoice | 11/29/2024 | CHILD SUPPORT CONTRIBUTION | | 0.00 | 1,061.07 | |
| COMM F | COMMUNITY FOUNDATION FOR MONTEREY CC | | 11/29/2024 | Regular | 0.00 | 120.00 | 56065 |
| INV0000044 | Invoice | 11/29/2024 | CAPITAL CAMPAIGN DONATION | | 0.00 | 120.00 | |
| VANTAG | MISSION SQUARE-303584 | | 11/29/2024 | Regular | 0.00 | 11,021.59 | 56066 |
| INV0000041 | Invoice | 11/29/2024 | EMPLOYEE DEDUCTION | | 0.00 | 243.42 | |
| INV0000046 | Invoice | 11/29/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 573.74 | |
| INV0000047 | Invoice | 11/29/2024 | Directors' 7% Ret. Contr. | | 0.00 | 472.07 | |
| INV0000048 | Invoice | 11/29/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 7,645.00 | |
| INV0000049 | Invoice | 11/29/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 2,087.36 | |
| PRINCI | PRINCIPAL LIFE INSURANCE COMPANY | | 11/29/2024 | Regular | 0.00 | 3,756.15 | 56067 |
| INV0000039 | Invoice | 11/29/2024 | DENTAL INSURANCE | | 0.00 | 3,227.89 | |
| INV0000040 | Invoice | 11/29/2024 | VISION INSURANCE | | 0.00 | 528.26 | |
| SEIU L | SEIU LOCAL 521 | | 11/29/2024 | Regular | 0.00 | 1,383.33 | 56068 |
| INV0000064 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 23.00 | |
| INV0000065 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 1,360.33 | |
| SPOA | SOLEDAD POLICE OFFICERS ASSOCIATION | | 11/29/2024 | Regular | 0.00 | 780.00 | 56069 |
| INV0000068 | Invoice | 11/29/2024 | POLICE OFFICERS CONTRIBUTIONS | | 0.00 | 780.00 | |
| STPERS | STATE OF CALIFORNIA PERS | | 11/29/2024 | Regular | 0.00 | 52,470.21 | 56070 |
| INV0000050 | Invoice | 11/29/2024 | CHIEF & LIEUTENANT | | 0.00 | 3,448.01 | |
| INV0000051 | Invoice | 11/29/2024 | City of Soledad Conf PEPRA | | 0.00 | 295.10 | |
| INV0000052 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 9,054.70 | |
| INV0000053 | Invoice | 11/29/2024 | City of Soledad Regular Empl | | 0.00 | 9,494.55 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| INV0000054 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 5,856.58 | |
| INV0000055 | Invoice | 11/29/2024 | City of Soledad Conf. Employee | | 0.00 | 330.78 | |
| INV0000056 | Invoice | 11/29/2024 | City of Soledad Reg Managers | | 0.00 | 527.49 | |
| INV0000057 | Invoice | 11/29/2024 | City of Soledad Managers | | 0.00 | 764.87 | |
| INV0000058 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 2,354.89 | |
| INV0000059 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 2,284.04 | |
| INV0000060 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 338.91 | |
| INV0000061 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 5,852.30 | |
| INV0000062 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 4,648.31 | |
| INV0000063 | Invoice | 11/29/2024 | City of Soledad Regular Empl | | 0.00 | 7,219.68 | |
| | **Void** | | 11/29/2024 | Regular | 0.00 | 0.00 | 56071 |
| SUNLIF | SUN LIFE ASSURANCE COMPANY OF CANADA | | 11/29/2024 | Regular | 0.00 | 2,267.14 | 56072 |
| INV0000066 | Invoice | 11/29/2024 | LIFE, AD&D, LTD | | 0.00 | 1,893.55 | |
| INV0000067 | Invoice | 11/29/2024 | SUPPLEMENTAL | | 0.00 | 373.59 | |
| UNIWAY | UNITED WAY MONTEREY COUNTY | | 11/29/2024 | Regular | 0.00 | 2.00 | 56073 |
| INV0000069 | Invoice | 11/29/2024 | UNITED WAY CONTRIBUTIONS | | 0.00 | 2.00 | |
| ALCANA | ALCANTAR ACE HARDWARE | | 11/27/2024 | Regular | 0.00 | 819.78 | 56074 |
| 2864/1 | Invoice | 11/27/2024 | Sink Faucet | | 0.00 | 10.47 | |
| 3033/1 | Invoice | 11/27/2024 | Brass Valve | | 0.00 | 21.84 | |
| 3055/1 | Credit Memo | 11/27/2024 | Brass Valve | | 0.00 | -7.65 | |
| 3089/1 | Invoice | 11/27/2024 | Garment Hook | | 0.00 | 5.01 | |
| 3090/1 | Invoice | 11/27/2024 | Paint / Supplies / Oil | | 0.00 | 134.91 | |
| 3110/1 | Invoice | 11/27/2024 | Paint Supplies Well #10 | | 0.00 | 20.75 | |
| 3187/1 | Invoice | 11/27/2024 | Water Pressure Gauges | | 0.00 | 282.17 | |
| 3216/1 | Invoice | 11/27/2024 | Anchoring Spike | | 0.00 | 7.64 | |
| 3224/1 | Invoice | 11/27/2024 | Fasteners | | 0.00 | 16.91 | |
| 3228/1 | Invoice | 11/27/2024 | Fastners | | 0.00 | 10.23 | |
| 3234/1 | Invoice | 11/27/2024 | Roof Hatch Handles Well #10 | | 0.00 | 29.67 | |
| 3240/1 | Invoice | 11/27/2024 | Front Street Banners | | 0.00 | 69.58 | |
| 3252/1 | Invoice | 11/27/2024 | Tools / Supplies | | 0.00 | 73.80 | |
| 3282/1 | Invoice | 11/27/2024 | Fitness Center Repairs | | 0.00 | 2.82 | |
| 3295/1 | Invoice | 11/27/2024 | Paint Gym Door | | 0.00 | 48.02 | |
| 3306/1 | Invoice | 11/27/2024 | Gloves | | 0.00 | 8.73 | |
| 3312/1 | Invoice | 11/27/2024 | Edger Blade / Drill Bit Set | | 0.00 | 44.77 | |
| 3346/1 | Invoice | 11/27/2024 | Metal Attachment & Anchors | | 0.00 | 40.11 | |
| AMAZON | AMAZON CAPITAL SERVICES | | 11/27/2024 | Regular | 0.00 | 4,995.46 | 56075 |
| 11PY-TYGR-37FP | Invoice | 11/27/2024 | Memory Cards - CSI | | 0.00 | 35.16 | |
| 13XL-Y1GR-DTNH | Invoice | 11/27/2024 | Case for iPhone | | 0.00 | 29.43 | |
| 179J-G164-33CC | Invoice | 11/27/2024 | Electrical USB Hub for HR | | 0.00 | 7.87 | |
| 17FR-9NGP-3V7Q | Invoice | 11/27/2024 | Cove Base Mold | | 0.00 | 290.80 | |
| 19C7-RYJP-RLW7 | Invoice | 11/27/2024 | Eyewash Station Solution | | 0.00 | 149.01 | |
| 1C6Y-WNMV-3G... | Invoice | 11/27/2024 | PW Monitor | | 0.00 | 268.90 | |
| 1C9P-76N3-H9PJ | Invoice | 11/27/2024 | Log Splitter | | 0.00 | 2,403.49 | |
| 1DGK-VYLQ-4N7V | Invoice | 11/27/2024 | CH Key Tile for IT | | 0.00 | 20.60 | |
| 1DYW-V9LV-1K... | Invoice | 11/27/2024 | Iphone Replacement WWTP | | 0.00 | 214.15 | |
| 1FQ6-CQPL-99TQ | Invoice | 11/27/2024 | IT Keyboard | | 0.00 | 73.87 | |
| 1H6N-TVGJ-47T4 | Invoice | 11/27/2024 | IT Spare Case | | 0.00 | 16.37 | |
| 1J31-C3G3-1XVK | Invoice | 11/27/2024 | Phone Replacement Case | | 0.00 | 38.03 | |
| 1J3W-FJLL-31D6 | Invoice | 11/27/2024 | HR Speaker Replacement | | 0.00 | 64.74 | |
| 1JRG-1JCC-9NDT | Invoice | 11/27/2024 | USB Blooth Adapter | | 0.00 | 21.82 | |
| 1KCF-NV6T-DGR1 | Invoice | 11/27/2024 | Mouse for IT | | 0.00 | 65.54 | |
| 1L3X-3PTH-67JF | Invoice | 11/27/2024 | Relay Tester Replacement | | 0.00 | 100.06 | |
| 1LJG-MWXG-46... | Invoice | 11/27/2024 | Baseballs / Whiteboard | | 0.00 | 87.43 | |
| 1MFC-9NJP-3FFT | Invoice | 11/27/2024 | Spare IT PC | | 0.00 | 304.81 | |
| 1MJY-CG9L-F9JX | Invoice | 11/27/2024 | iPhone Replacement WWTP | | 0.00 | 203.19 | |
| 1RC3-KF1K-HTWH | Invoice | 11/27/2024 | IT Mousepad | | 0.00 | 9.70 | |
| 1THK-3GRY-1TL1 | Invoice | 11/27/2024 | City EOP Walkie Talkies | | 0.00 | 152.05 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| 1VCK-QJM3-1MYJ | Invoice | 11/27/2024 | Replacement Battery | | 0.00 | 162.92 | |
| 1WXP-D43M-4P91 | Invoice | 11/27/2024 | Battery Tester - WWTP | | 0.00 | 76.03 | |
| 1X4R-NHPF-1DYK | Invoice | 11/27/2024 | Chip Reader / Key Tags | | 0.00 | 123.03 | |
| 1YVP-41LJ-34KQ | Invoice | 11/27/2024 | Wireless Headset | | 0.00 | 76.46 | |
| BAILEY | BAILEY STREET LIMITED | | 11/27/2024 | Regular | 0.00 | 10,911.34 | 56076 |
| 100522539 | Invoice | 11/27/2024 | Chlorine - Plant | | 0.00 | 10,911.34 | |
| BLAVEA | BLACK & VEATCH CORPORATION | | 11/27/2024 | Regular | 0.00 | 40,244.69 | 56077 |
| 1448097 | Invoice | 11/27/2024 | WRF Assessment | | 0.00 | 40,244.69 | |
| BLOK MOD | BLOK MODULAR CONSTRUCTORS, INC. | | 11/27/2024 | Regular | 0.00 | 241,067.03 | 56078 |
| MOD0042-002 | Invoice | 11/27/2024 | Corp Yard Modular | | 0.00 | 241,067.03 | |
| BRENNT | BRENNTAG PACIFIC INC | | 11/27/2024 | Regular | 0.00 | 4,663.53 | 56079 |
| BPI475263 | Invoice | 11/27/2024 | La Cuesta Chemchlor Sodium | | 0.00 | 985.10 | |
| BPI475264 | Invoice | 11/27/2024 | Well #9 Chemchlor Sodium | | 0.00 | 2,529.29 | |
| PBI475262 | Invoice | 11/27/2024 | Well #7 Chemchlor Sodium | | 0.00 | 1,149.14 | |
| BUCKLE | BUCKLES-SMITH ELECTRIC CO. | | 11/27/2024 | Regular | 0.00 | 995.00 | 56080 |
| S137875186.003 | Invoice | 11/27/2024 | License Reneweal - PLC Panels | | 0.00 | 995.00 | |
| BURKE | BURKE, WILLIAMS & SORENSEN, LLP | | 11/27/2024 | Regular | 0.00 | 2,108.00 | 56081 |
| 331681 | Invoice | 11/27/2024 | Attorney Services | | 0.00 | 2,108.00 | |
| CAROLL | CAROLLO ENGINEERS, INC. | | 11/27/2024 | Regular | 0.00 | 144,999.80 | 56082 |
| FB58532-11 | Invoice | 11/27/2024 | Recycled Water Conveyance Project | | 0.00 | 141,331.30 | |
| FB58534-1 | Invoice | 11/27/2024 | Main St Sewer Pipeline | | 0.00 | 3,668.50 | |
| CINTAS | CINTAS CORPORATION NO. 3 | | 11/27/2024 | Regular | 0.00 | 430.41 | 56083 |
| 4209626999 | Invoice | 11/27/2024 | PW Uniforms | | 0.00 | 102.19 | |
| 4209627373 | Invoice | 11/27/2024 | PW Uniforms | | 0.00 | 328.22 | |
| CSG CO | CSG CONSULTANTS, INC. | | 11/27/2024 | Regular | 0.00 | 14,000.00 | 56084 |
| 58805 | Invoice | 11/27/2024 | Bldg Services | | 0.00 | 10,389.00 | |
| 58873 | Invoice | 11/27/2024 | Fire Services | | 0.00 | 2,261.00 | |
| B242055 | Invoice | 11/27/2024 | Bldg Plan Review | | 0.00 | 665.00 | |
| F241362 | Invoice | 11/27/2024 | Fire Plan Review | | 0.00 | 685.00 | |
| GUERR | DAMIAN GUERRERO | | 11/27/2024 | Regular | 0.00 | 4,000.00 | 56085 |
| 180 | Invoice | 11/27/2024 | Orchard Lane Park | | 0.00 | 4,000.00 | |
| DEPJUS | DEPARTMENT OF JUSTICE-STATE OF CA. | | 11/27/2024 | Regular | 0.00 | 160.00 | 56086 |
| 774954 | Invoice | 11/27/2024 | HR Livescans | | 0.00 | 160.00 | |
| DIAMONDBACK | DIAMONDBACK FIRE & RESCUE, INC | | 11/27/2024 | Regular | 0.00 | 41,979.57 | 56087 |
| 26485 | Invoice | 11/27/2024 | FD Truck Equipment | | 0.00 | 41,979.57 | |
| ALHAMB | DS SERVICES OF AMERICA, INC. | | 11/27/2024 | Regular | 0.00 | 467.57 | 56088 |
| 18185522112224 | Invoice | 11/27/2024 | Water & Dispenser | | 0.00 | 260.25 | |
| 21460558112124 | Invoice | 11/27/2024 | Water Service | | 0.00 | 207.32 | |
| ELCAMI | EL CAMINO ELECTRIC, INC. | | 11/27/2024 | Regular | 0.00 | 675.08 | 56089 |
| 7119 | Invoice | 11/27/2024 | Street Light Repair | | 0.00 | 361.29 | |
| 7121 | Invoice | 11/27/2024 | Street Light Repair | | 0.00 | 313.79 | |
| CIT | FIRST-CITIZENS BANK & TRUST CO | | 11/27/2024 | Regular | 0.00 | 467.66 | 56090 |
| 45871933 | Invoice | 11/27/2024 | Copier Charges | | 0.00 | 139.95 | |
| 45919360 | Invoice | 11/27/2024 | CH / WWTP Copier Lease | | 0.00 | 327.71 | |
| BRAVIL | FRANCISCO BRAVO | | 11/27/2024 | Regular | 0.00 | 1,846.33 | 56091 |
| 11062429330 | Invoice | 11/27/2024 | Subscriptions Update for Scanner | | 0.00 | 1,846.33 | |
| DELGADOGH | GHORETI S DELGADO B | | 11/27/2024 | Regular | 0.00 | 200.00 | 56092 |
| DOD_1 | Invoice | 11/27/2024 | Dia de los Muertos - Aztec Dancers | | 0.00 | 200.00 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| GRAINE | GRAINGER | | 11/27/2024 | Regular | 0.00 | 193.64 | 56093 |
| 9315812355 | Invoice | 11/27/2024 | Purple Spray Paint | | 0.00 | 193.64 | |
| GREENR | GREEN RUBBER-KENNEDY AG | | 11/27/2024 | Regular | 0.00 | 4,610.46 | 56094 |
| G-431089 | Invoice | 11/27/2024 | UV Station Repairs | | 0.00 | 207.67 | |
| S-791808 | Invoice | 11/27/2024 | Shaft - Stock for Esclator | | 0.00 | 2,327.03 | |
| S-791809 | Invoice | 11/27/2024 | Rewrap Brush | | 0.00 | 2,075.76 | |
| GREENS | GREEN'S ACCOUNTING | | 11/27/2024 | Regular | 0.00 | 16,682.82 | 56095 |
| 093024 | Invoice | 11/27/2024 | Finance Service September 2024 | | 0.00 | 16,682.82 | |
| GREENS | GREEN'S ACCOUNTING | | 11/27/2024 | Regular | 0.00 | 13,146.80 | 56096 |
| 103124 | Invoice | 11/27/2024 | Finance Services October 2024 | | 0.00 | 13,146.80 | |
| GREENS | GREEN'S ACCOUNTING | | 11/27/2024 | Regular | 0.00 | 13,447.54 | 56097 |
| 083124 | Invoice | 11/07/2024 | Finance Services - August 2024 | | 0.00 | 13,447.54 | |
| GYMREP | GUILLIEMO GARCIA | | 11/27/2024 | Regular | 0.00 | 1,450.00 | 56098 |
| 01200 | Invoice | 11/27/2024 | Fitness Center Repairs | | 0.00 | 1,450.00 | |
| HACH C | HACH COMPANY | | 11/27/2024 | Regular | 0.00 | 3,819.50 | 56099 |
| 14241582 | Invoice | 11/27/2024 | SC4500 Sensors | | 0.00 | 3,819.50 | |
| HAYWAR | HAYWARD LUMBER CO | | 11/27/2024 | Regular | 0.00 | 3,938.70 | 56100 |
| 640624 | Invoice | 11/27/2024 | Well #10 Pump House | | 0.00 | 3,938.70 | |
| HILINE | HI-LINE ELECTRIC COMPANY, INC. | | 11/27/2024 | Regular | 0.00 | 399.84 | 56101 |
| 11168308 | Invoice | 11/27/2024 | Shop Tools | | 0.00 | 287.40 | |
| 11168310 | Invoice | 11/27/2024 | Threadlocker | | 0.00 | 112.44 | |
| HYDROT | HYDRO TURF INC. | | 11/27/2024 | Regular | 0.00 | 360.53 | 56102 |
| 1797693 | Invoice | 11/27/2024 | Grass Seed | | 0.00 | 360.53 | |
| JAV la | J.A.V. Language Solutions LLC | | 11/27/2024 | Regular | 0.00 | 495.00 | 56103 |
| 24-1514 | Invoice | 11/27/2024 | Interpreting Services | | 0.00 | 495.00 | |
| VARGJA | JAVIER VARGAS | | 11/27/2024 | Regular | 0.00 | 300.00 | 56104 |
| 110424 | Invoice | 11/27/2024 | Musician - South County Senior Social | | 0.00 | 300.00 | |
| ESCARS | JOE ESCARSEGA | | 11/27/2024 | Regular | 0.00 | 464.00 | 56105 |
| 120624 | Invoice | 11/27/2024 | Taser Instructor Training | | 0.00 | 464.00 | |
| JOHNEL | JOHNSON ENGINEERED SYSTEMS INC. | | 11/27/2024 | Regular | 0.00 | 150.00 | 56106 |
| 4085401 | Invoice | 11/27/2024 | OLP Fire Alarm | | 0.00 | 150.00 | |
| ARREOL | JORGE ARREOLA | | 11/27/2024 | Regular | 0.00 | 583.72 | 56107 |
| 121124 | Invoice | 11/27/2024 | Field Training Program | | 0.00 | 583.72 | |
| LAWPRO | LAWSON PRODUCTS | | 11/27/2024 | Regular | 0.00 | 177.41 | 56108 |
| 9312005262 | Invoice | 11/27/2024 | Safety Hard Hat | | 0.00 | 177.41 | |
| MNS | MNS ENGINEERS, INC | | 11/27/2024 | Regular | 0.00 | 71,999.63 | 56109 |
| 87877 | Invoice | 11/27/2024 | Grant Writting | | 0.00 | 24,049.00 | |
| 87919 | Invoice | 11/27/2024 | Grant Writing BRIC / Levee | | 0.00 | 47,183.13 | |
| 87921 | Invoice | 11/27/2024 | UCDR Grant Admin | | 0.00 | 767.50 | |
| MPEXPR | MP EXPRESS, INC. | | 11/27/2024 | Regular | 0.00 | 651.97 | 56110 |
| 75850 | Invoice | 11/27/2024 | ACO Forms | | 0.00 | 651.97 | |
| NEWSV | NEWSV MEDIA | | 11/27/2024 | Regular | 0.00 | 183.18 | 56111 |
| 127869 | Invoice | 11/27/2024 | RFB Notice | | 0.00 | 183.18 | |
| OREAUT | O'REILLY AUTO PARTS | | 11/27/2024 | Regular | 0.00 | 555.82 | 56112 |
| 3566-219915 | Invoice | 11/27/2024 | Battery - Water Dept Trailer | | 0.00 | 283.30 | |
| 3566-220840 | Invoice | 11/27/2024 | Well #7 Radiator Flush | | 0.00 | 14.19 | |
| 3566-221894 | Credit Memo | 11/27/2024 | Vehicle Parts | | 0.00 | -200.39 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| 3566-221895 | Credit Memo | 11/27/2024 | Fleet Parts | | 0.00 | -99.06 | |
| 3566-222056 | Invoice | 11/27/2024 | ABS Sensor 03 Dakota | | 0.00 | 27.27 | |
| 3566-222062 | Invoice | 11/27/2024 | 03 Dakota Repairs | | 0.00 | 224.30 | |
| 3566-222781 | Invoice | 11/27/2024 | Battery | | 0.00 | 306.21 | |
| PACIAG | PACIFIC AG. RENTALS | | 11/27/2024 | Regular | 0.00 | 21,422.96 | 56113 |
| 1072286-0003 | Invoice | 11/27/2024 | Tractor & Kipper Rental | | 0.00 | 21,422.96 | |
| P.G.E. | PACIFIC GAS & ELECTRIC | | 11/27/2024 | Regular | 0.00 | 48,495.81 | 56114 |
| 111324 | Invoice | 11/27/2024 | Water Elect | | 0.00 | 44,961.65 | |
| 111324A | Invoice | 11/27/2024 | Miravale II Street Lights | | 0.00 | 133.66 | |
| 111324B | Invoice | 11/27/2024 | Orchard Lane Park | | 0.00 | 195.20 | |
| 111324C | Invoice | 11/27/2024 | Signals | | 0.00 | 248.32 | |
| 111324D | Invoice | 11/27/2024 | Orchard Villas Landscape | | 0.00 | 6.02 | |
| 111324E | Invoice | 11/27/2024 | Signals | | 0.00 | 161.81 | |
| 111324F | Invoice | 11/27/2024 | Lights | | 0.00 | 7.77 | |
| 111324G | Invoice | 11/27/2024 | Lights | | 0.00 | 51.75 | |
| 111324H | Invoice | 11/27/2024 | Gallardo Park Lights | | 0.00 | 835.87 | |
| 111424 | Invoice | 11/27/2024 | Fire Dept Elect | | 0.00 | 731.14 | |
| 111424A | Invoice | 11/27/2024 | Signals | | 0.00 | 80.16 | |
| 111524 | Invoice | 11/27/2024 | Water Dept | | 0.00 | 228.14 | |
| 111524A | Invoice | 11/27/2024 | 255 Soledad St | | 0.00 | 708.72 | |
| 111524B | Invoice | 11/27/2024 | Lights | | 0.00 | 130.08 | |
| 111524C | Invoice | 11/27/2024 | Signals | | 0.00 | 15.52 | |
| PAPE M | PAPE MATERIAL HANDLING INC. | | 11/27/2024 | Regular | 0.00 | 2,841.24 | 56115 |
| 18024388 | Invoice | 11/27/2024 | Forklift Rental | | 0.00 | 2,841.24 | |
| PENINS | PENINSULA WELDING & MEDICAL SUPPLY, INC. | | 11/27/2024 | Regular | 0.00 | 770.42 | 56116 |
| 270103 | Invoice | 11/27/2024 | Shop Supplies | | 0.00 | 302.76 | |
| 270104 | Invoice | 11/27/2024 | Shop Stock | | 0.00 | 467.66 | |
| PURPOW | PITNEY BOWES BANK INC PURCHASE POWER | | 11/27/2024 | Regular | 0.00 | 1,517.25 | 56117 |
| 111124 | Invoice | 11/27/2024 | Postage | | 0.00 | 1,517.25 | |
| PLACEW | PLACEWORKS, INC. | | 11/27/2024 | Regular | 0.00 | 440.00 | 56118 |
| SOL-05.0-1 | Invoice | 11/27/2024 | Pro Housing Designation | | 0.00 | 110.00 | |
| SOLE-05.0-83677 | Invoice | 11/27/2024 | Pro Housing Designation | | 0.00 | 330.00 | |
| PURPLE | PURPLE COMMUNICATION, INC. | | 11/27/2024 | Regular | 0.00 | 300.00 | 56119 |
| 85734-135117 | Invoice | 11/27/2024 | Purple App Sub | | 0.00 | 300.00 | |
| QUICOM | QUINN COMPANY | | 11/27/2024 | Regular | 0.00 | 753.02 | 56120 |
| PC020300235 | Invoice | 11/27/2024 | Hydraulic Hose | | 0.00 | 354.14 | |
| PC020300280 | Invoice | 11/27/2024 | Cat Loader Hose Repairs | | 0.00 | 398.88 | |
| RGS | REGIONAL GOVERNMENT SERVICES AUTHORITY | | 11/27/2024 | Regular | 0.00 | 1,737.50 | 56121 |
| 17696 | Invoice | 11/27/2024 | Recruting | | 0.00 | 1,737.50 | |
| REWORLD | REWORLD HOLDING CORPORATION FKA COVAN | | 11/27/2024 | Regular | 0.00 | 429.10 | 56122 |
| C1328284 | Invoice | 11/27/2024 | Evidence | | 0.00 | 429.10 | |
| ROSSRE | ROSS RECREATION EQUIPMENT | | 11/27/2024 | Regular | 0.00 | 671.73 | 56123 |
| I1585 | Invoice | 11/27/2024 | Dog Bags | | 0.00 | 671.73 | |
| TRC CO | ROSSARIO ANTHONY CATANIA | | 11/27/2024 | Regular | 0.00 | 4,726.44 | 56124 |
| 1209 | Invoice | 11/27/2024 | Labor Pump House Well #10 | | 0.00 | 4,726.44 | |
| RAUCHOR | RUBY RAUCHO | | 11/27/2024 | Regular | 0.00 | 56.25 | 56125 |
| 112024 | Invoice | 11/27/2024 | Volleyball Coach Refund | | 0.00 | 56.25 | |
| MEDCLE | SANDRA LOPEZ MEDINA | | 11/27/2024 | Regular | 0.00 | 4,022.50 | 56126 |
| 0716 | Invoice | 11/27/2024 | Trailer Janitorial | | 0.00 | 450.00 | |
| 0717 | Invoice | 11/27/2024 | City Hall Janitorial | | 0.00 | 2,257.50 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| 0721 | Invoice | 11/27/2024 | WWTP / Water Janitorial | | 0.00 | 980.00 | |
| 0722 | Invoice | 11/27/2024 | Blue Building Janitorial | | 0.00 | 335.00 | |
| SIGIRR | SIGNATURE IRRIGATION | | 11/27/2024 | Regular | 0.00 | 11.49 | 56127 |
| 54894 | Invoice | 11/27/2024 | Plant Leak Repair | | 0.00 | 11.49 | |
| SOLAUT | SOLEDAD AUTO PARTS | | 11/27/2024 | Regular | 0.00 | 807.79 | 56128 |
| 187495 | Invoice | 11/27/2024 | Materials for CAT Loader | | 0.00 | 345.84 | |
| 187610 | Invoice | 11/27/2024 | Parts for Well | | 0.00 | 461.95 | |
| SOLTRU | SOLEDAD TRUE VALUE | | 11/27/2024 | Regular | 0.00 | 275.92 | 56129 |
| 33323 | Invoice | 11/27/2024 | Keys | | 0.00 | 7.19 | |
| 340082 | Invoice | 11/27/2024 | Paint Roller / Batteries | | 0.00 | 34.92 | |
| 340084 | Invoice | 11/27/2024 | Sand Paper | | 0.00 | 2.82 | |
| 340144 | Invoice | 11/27/2024 | Splash Pad Maint | | 0.00 | 14.19 | |
| 340150 | Invoice | 10/02/2024 | Wood Screws | | 0.00 | 7.09 | |
| 340198 | Invoice | 11/27/2024 | Telescopic Valve | | 0.00 | 37.12 | |
| 340244 | Invoice | 11/27/2024 | Trailer Washer / Bolts | | 0.00 | 2.40 | |
| 340429 | Invoice | 11/27/2024 | Irrigation Parts | | 0.00 | 10.47 | |
| 340516 | Invoice | 11/27/2024 | Chain for Locks | | 0.00 | 13.07 | |
| 340609 | Invoice | 11/27/2024 | Metal Stakes | | 0.00 | 25.52 | |
| 340689 | Invoice | 11/27/2024 | Wooden Stakes | | 0.00 | 5.88 | |
| 341002 | Invoice | 11/27/2024 | Edger Blades | | 0.00 | 29.48 | |
| 341970 | Invoice | 11/27/2024 | Stair Edging | | 0.00 | 9.82 | |
| 341981 | Invoice | 11/27/2024 | Screws / Cable Ties | | 0.00 | 19.64 | |
| 341995 | Invoice | 11/27/2024 | Bullitin Board | | 0.00 | 27.29 | |
| 342023 | Invoice | 11/27/2024 | Wash Sink Parts | | 0.00 | 29.02 | |
| GEOMEE | SOUTHERN MONTEREY COUNTY MEMORIAL HC | | 11/27/2024 | Regular | 0.00 | 110.00 | 56130 |
| 90144456 | Invoice | 11/27/2024 | Pre Employment Testing | | 0.00 | 110.00 | |
| SPECT | SPECTRUM | | 11/27/2024 | Regular | 0.00 | 398.96 | 56131 |
| 107895501110724 | Invoice | 11/27/2024 | Corp Yard Internet | | 0.00 | 398.96 | |
| SPECT | SPECTRUM | | 11/27/2024 | Regular | 0.00 | 129.26 | 56132 |
| 156875601110724 | Invoice | 11/27/2024 | CH Backup | | 0.00 | 129.26 | |
| SURVEI | SURVEILLANCE GRID INTEGRATION INC. | | 11/27/2024 | Regular | 0.00 | 27,257.00 | 56133 |
| 2076 | Invoice | 11/27/2024 | Survailance Grid Upgrade | | 0.00 | 27,257.00 | |
| TMOBIL | T-MOBILE USA, INC | | 11/27/2024 | Regular | 0.00 | 140.16 | 56134 |
| 102124A | Invoice | 11/27/2024 | IT Phones | | 0.00 | 140.16 | |
| TMOBIL | T-MOBILE USA, INC | | 11/27/2024 | Regular | 0.00 | 1,182.05 | 56135 |
| 111224B | Invoice | 11/27/2024 | Cell Phone Service | | 0.00 | 1,182.05 | |
| TMOBIL | T-MOBILE USA, INC | | 11/27/2024 | Regular | 0.00 | 387.70 | 56136 |
| 111224 | Invoice | 11/27/2024 | Cell Phones | | 0.00 | 387.70 | |
| TMOBIL | T-MOBILE USA, INC | | 11/27/2024 | Regular | 0.00 | 317.38 | 56137 |
| 111224A | Invoice | 11/27/2024 | CED Dept Cell Phones | | 0.00 | 317.38 | |
| USBANP | U.S. BANK CORPORATE PAYMENT SYSTEM | | 11/27/2024 | Regular | 0.00 | 18,664.34 | 56138 |
| 110624DN | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 296.60 | |
| 110624DW | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 940.60 | |
| 110624FU | Invoice | 11/27/2024 | City Credit Charges | | 0.00 | 2,248.01 | |
| 110624HR | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 966.25 | |
| 110624JL | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 248.51 | |
| 110624JP | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 2,360.79 | |
| 110624MH | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 11,603.58 | |
| | **Void** | | 11/27/2024 | Regular | 0.00 | 0.00 | 56139 |
| | **Void** | | 11/27/2024 | Regular | 0.00 | 0.00 | 56140 |
| UNITED | UNITED RENTALS (NORTH AMERICA), INC. | | 11/27/2024 | Regular | 0.00 | 949.43 | 56141 |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| 241082530-001 | Invoice | 11/27/2024 | Mini Excavator Rental | | 0.00 | 949.43 | |
| VARI | VARI SALES CORPORATION | | 11/27/2024 | Regular | 0.00 | 698.33 | 56142 |
| 91172760 | Invoice | 11/27/2024 | Standing Desk | | 0.00 | 698.33 | |
| WALLAC | WALLACE GROUP | | 11/27/2024 | Regular | 0.00 | 45,338.28 | 56143 |
| 63712 | Invoice | 11/27/2024 | Recycled Water Project | | 0.00 | 4,975.00 | |
| 63713 | Invoice | 11/27/2024 | CM Front Street Project | | 0.00 | 40,363.28 | |
| HOBBYY | YADIRA HOBBY | | 11/27/2024 | Regular | 0.00 | 1,294.50 | 56144 |
| 28 | Invoice | 11/27/2024 | Vine & Dine Consultant | | 0.00 | 1,294.50 | |
| VEN01000 | RAMIREZ, SALVADOR | | 11/27/2024 | Regular | 0.00 | 30.84 | 56145 |
| INV0000001 | Invoice | 11/04/2024 | RAMIREZ, SALVADOR | | 0.00 | 30.84 | |
| VEN01002 | ROUSE, JOSHUA | | 11/27/2024 | Regular | 0.00 | 64.00 | 56146 |
| INV0000003 | Invoice | 11/04/2024 | ROUSE, JOSHUA | | 0.00 | 64.00 | |
| VEN01001 | SERRANO, DELFINA | | 11/27/2024 | Regular | 0.00 | 134.19 | 56147 |
| INV0000002 | Invoice | 11/04/2024 | SERRANO, DELFINA | | 0.00 | 134.19 | |
| USPOST | UNITED STATES POST OFFICE | | 12/09/2024 | Regular | 0.00 | 1,435.77 | 56148 |
| 49515 | Invoice | 12/09/2024 | Capital Campaign - Appeal Mailer Postage | | 0.00 | 1,435.77 | |
| MOCOAU | MONTEREY COUNTY AUDITOR-CONTROLLER | | 12/10/2024 | Regular | 0.00 | 225,732.00 | 56149 |
| 121024 | Invoice | 12/10/2024 | SA Sale Net Proceeds | | 0.00 | 225,732.00 | |
| MCPROP | MONTEREY COUNTY TAX COLLECTOR | | 12/10/2024 | Regular | 0.00 | 204.24 | 56150 |
| 121024A | Invoice | 12/10/2024 | 022-441-016-000 540 Gabilan Dr | | 0.00 | 204.24 | |
| STPERS | STATE OF CALIFORNIA PERS | | 11/29/2024 | Regular | 0.00 | 8.65 | 56151 |
| INV0000076 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 4.29 | |
| INV0000077 | Invoice | 11/29/2024 | City of Soledad Regular Empl | | 0.00 | 4.36 | |
| AFLAC | AFLAC HEADQUARTERS | | 12/13/2024 | Regular | 0.00 | 2,070.10 | 56152 |
| INV0000088 | Invoice | 12/13/2024 | AFLAC CONTRIBUTION | | 0.00 | 901.33 | |
| INV0000089 | Invoice | 12/13/2024 | AFLAC CONTRIBUTION | | 0.00 | 1,168.77 | |
| CALIFS | CALIFORNIA STATE DISBURSEMENT UNIT | | 12/13/2024 | Regular | 0.00 | 1,061.07 | 56153 |
| INV0000091 | Invoice | 12/13/2024 | CHILD SUPPORT CONTRIBUTION | | 0.00 | 1,061.07 | |
| COMM F | COMMUNITY FOUNDATION FOR MONTEREY CC | | 12/13/2024 | Regular | 0.00 | 120.00 | 56154 |
| INV0000090 | Invoice | 12/13/2024 | CAPITAL CAMPAIGN DONATION | | 0.00 | 120.00 | |
| VANTAG | MISSION SQUARE-303584 | | 12/13/2024 | Regular | 0.00 | 11,071.35 | 56155 |
| INV0000087 | Invoice | 12/13/2024 | EMPLOYEE DEDUCTION | | 0.00 | 243.42 | |
| INV0000092 | Invoice | 12/13/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 631.37 | |
| INV0000093 | Invoice | 12/13/2024 | Directors' 7% Ret. Contr. | | 0.00 | 472.07 | |
| INV0000094 | Invoice | 12/13/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 7,645.00 | |
| INV0000095 | Invoice | 12/13/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 2,079.49 | |
| PRINCI | PRINCIPAL LIFE INSURANCE COMPANY | | 12/13/2024 | Regular | 0.00 | 3,640.61 | 56156 |
| INV0000085 | Invoice | 12/13/2024 | DENTAL INSURANCE | | 0.00 | 3,125.64 | |
| INV0000086 | Invoice | 12/13/2024 | VISION INSURANCE | | 0.00 | 514.97 | |
| SEIU L | SEIU LOCAL 521 | | 12/13/2024 | Regular | 0.00 | 1,380.69 | 56157 |
| INV0000110 | Invoice | 12/13/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 23.00 | |
| INV0000111 | Invoice | 12/13/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 1,357.69 | |
| SPOA | SOLEDAD POLICE OFFICERS ASSOCIATION | | 12/13/2024 | Regular | 0.00 | 720.00 | 56158 |
| INV0000114 | Invoice | 12/13/2024 | POLICE OFFICERS CONTRIBUTIONS | | 0.00 | 720.00 | |
| STAEDD | STATE OF CALIFORNIA E.D.D. | | 12/13/2024 | Regular | 0.00 | 13,392.34 | 56159 |
| INV0000118 | Invoice | 12/13/2024 | STATE TAX W/H | | 0.00 | 13,089.58 | |
| INV0000122 | Invoice | 12/13/2024 | STATE TAX W/H | | 0.00 | 302.76 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| STPERS | STATE OF CALIFORNIA PERS | | 12/13/2024 | Regular | 0.00 | 54,021.57 | 56160 |
| INV0000096 | Invoice | 12/13/2024 | CHIEF & LIEUTENANT | | 0.00 | 3,448.01 | |
| INV0000097 | Invoice | 12/13/2024 | City of Soledad Conf PEPRA | | 0.00 | 295.10 | |
| INV0000098 | Invoice | 12/13/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 9,057.76 | |
| INV0000099 | Invoice | 12/13/2024 | City of Soledad Regular Empl | | 0.00 | 9,497.64 | |
| INV0000100 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 6,441.05 | |
| INV0000101 | Invoice | 12/13/2024 | City of Soledad Conf. Employee | | 0.00 | 330.78 | |
| INV0000102 | Invoice | 12/13/2024 | City of Soledad Reg Managers | | 0.00 | 527.49 | |
| INV0000103 | Invoice | 12/13/2024 | City of Soledad Managers | | 0.00 | 764.87 | |
| INV0000104 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 2,489.89 | |
| INV0000105 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 2,584.04 | |
| INV0000106 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 383.91 | |
| INV0000107 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 6,436.34 | |
| INV0000108 | Invoice | 12/13/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 4,606.15 | |
| INV0000109 | Invoice | 12/13/2024 | City of Soledad Regular Empl | | 0.00 | 7,158.54 | |
| | **Void** | | 12/13/2024 | Regular | 0.00 | 0.00 | 56161 |
| SUNLIF | SUN LIFE ASSURANCE COMPANY OF CANADA | | 12/13/2024 | Regular | 0.00 | 2,238.81 | 56162 |
| INV0000112 | Invoice | 12/13/2024 | LIFE, AD&D, LTD | | 0.00 | 1,868.64 | |
| INV0000113 | Invoice | 12/13/2024 | SUPPLEMENTAL | | 0.00 | 370.17 | |
| UNIWAY | UNITED WAY MONTEREY COUNTY | | 12/13/2024 | Regular | 0.00 | 2.00 | 56163 |
| INV0000115 | Invoice | 12/13/2024 | UNITED WAY CONTRIBUTIONS | | 0.00 | 2.00 | |
| STATEW | STATE WATER RESOURCES CONTROL BOARD | | 12/11/2024 | Regular | 0.00 | 1,542,438.11 | 56164 |
| 120124 | Invoice | 12/11/2024 | SRF Loan Payment | | 0.00 | 1,542,438.11 | |

**Bank Code APRAB Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 248 | 99 | 0.00 | 2,781,727.26 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 4 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 11 | 5 | 0.00 | 14,419.63 |
| | **259** | **108** | **0.00** | **2,796,146.89** |

# All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 248 | 99 | 0.00 | 2,781,727.26 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 4 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 11 | 5 | 0.00 | 14,419.63 |
| | **259** | **108** | **0.00** | **2,796,146.89** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 999 | POOLED CASH | 11/2024 | 936,618.23 |
| 999 | POOLED CASH | 12/2024 | 1,859,528.66 |
| | | | **2,796,146.89** |

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6184, A Resolution of the City Council of the City of Soledad Approving Amendment No. 2 of the Summary of Job Classifications and Salary Schedule for Fiscal Year 2024/25**

**TO:** **Honorable Mayor Anna Velazquez and City Council**

**FROM:** **Francine Uy, Human Resources Manager**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad adopt Resolution No.6184, "Approving Amendment No. 2 of the Summary of Job Classifications and Salary Schedule for Fiscal Year 2024/25".

## Executive Summary

On January 1, 2025, California State Law will increase the State's minimum wage to $16.50 per hour for all employers regardless of the number of employees. The City has various part-time seasonal positions that are affected by this increase. CalPERS also requires that the City has an approved Salary Schedule for the payment of wages, and as such, an amended Summary of Job Classifications and Salary Schedule is presented for City Council approval.

## Background

Each year, the City is required to adopt a Summary of Job Classifications and Salary Schedule, which reflects all Council-approved classifications and compensation. Amendments to the Schedule may occur during the fiscal year and are submitted to Council for approval.

On January 1, 2025, State law will increase the 2025 minimum wage to $16.50 per hour for all employers regardless of the number of employees. As a result, it is necessary to make adjustments to some of the City's part-time hourly pay rates. A Resolution and updated FY 24/25 Salary Schedule are attached for Council consideration.

## Review & Analysis

On June 19, 2024, the City Council adopted the FY 24/25 Budget, which included the Summary of Job Classifications and Salary Schedule. Amendment No. 2 to the FY 24/25 Salary Schedule is necessary to memorialize the increase in the minimum wage for some of the City's part-time Recreation and

Intern/Youth Commission positions, which are currently set at the 2024 minimum wage, to avoid compaction between subordinates and supervisors.

The proposed increases are as follows:

| Classification | 2024 Hourly Rate | 2025 Hourly Rate | % of Increase |
|---|---|---|---|
| Intern/Youth Commissioner | $16.00 | $16.50 | 3.13% |
| Recreation Leader I | $16.00 | $16.50 | 3.13% |
| Recreation Leader II | $16.50 | $17.00 | 3.03% |

Interns are Students who are provided with an opportunity to gain work experience. The goal is to gain knowledge from on-the-job exposure.

Youth Commissioners are Students who help coordinate youth outreach and engagement activities, such as the Youth Council and the General Plan.

A Recreation Leader I is a new, untrained staff who will provide basic recreation program help. A Recreation Leader II is an experienced ongoing staff with money-handling responsibility and higher program responsibility.

**Financial Considerations**

There is no financial impact with the adoption of this resolution. Increases were factored into the FY 2024/25 Budget when it was prepared.

**Alternatives**

- Adopt the resolution.
- Modify the resolution.
- Do not adopt the resolution. This is not recommended as the City would violate California State Law.

**Planning/CEQA**

The adoption of the resolution Approving Amendment No. 2 of the Summary of Job Classifications and Salary Schedule for Fiscal Year 24/25, is not considered a project for the purposes of CEQA and has no potential for resulting in either a direct or indirect impact on the environment.

**Public Notice Requirements**

None required.

Attachment(s):
Resolution No. 6184
Exhibit A. Page 1 of 2
Exhibit A. Page 2 of 2

**RESOLUTION NO. 6184**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING AMENDMENT NO. 2 OF THE SUMMARY OF JOB CLASSIFICATIONS AND SALARY SCHEDULE FOR FISCAL YEAR 2024/25**

**WHEREAS,** each year, the City maintains job descriptions for each position and a Summary of Job Classifications and Salary Schedule that sets forth all existing job classifications and salary steps; and

**WHEREAS,** the adoption of an annual Summary of Job Classifications and Salary Schedule is required by CalPERS; and

**WHEREAS,** the City Council desires to make changes to the pay rates for certain part-time positions to comply with the State of California increase in minimum wage, and to avoid compaction issues in pay rates between subordinates and supervisors.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the City Council of the City of Soledad hereby approves Amendment No. 2 to the City's FY 24/25 Summary of Job Classifications and Salary Schedule in the form attached hereto as **"Exhibit A"**, and by this reference, incorporated herein.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting duly held on the 18th day of December 2024 by the following vote:

**AYES**, and in favor thereof, Councilmembers:

**NOES,** Councilmembers:

**ABSENT,** Councilmembers:

**ABSTAIN,** Councilmembers:

_____
ANNA M. VELAZQUEZ, Mayor

ATTEST:

_____
MEGAN HUNTER, City Clerk

Approved with FY 2024/25 Budget - 6/19/24
Reso. No. 6120-SA-2024-01

Amendment No. 1 - 7/17/24 - Reso. No. 6125
Amendment No. 2 - 12/4/24 - Reso. No. 6184

**EXHIBIT "A"**

## Section One of Classification and Compensation Plan
## SUMMARY OF JOB CLASSIFICATIONS AND SALARY SCHEDULE

| Classification | FLSA Exempt Status | See Footnote | Salary Range | Salary Schedule | FOUR AND ONE-HALF PERCENT STEP ADVANCEMENT MONTHLY SALARY Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | # Auth. Positions |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ELECTED OFFICIAL** | | | | | | | | | | | | | |
| Mayor and City Council | N/A | (14) | N/A | N/A | Mayor; $1,050/month and City Council; $950/month | | | | | | | | 5.00 |
| **COUNCIL ELECTED OFFICIAL** | | | | | | | | | | | | | |
| Planning Commission | N/A | | N/A | N/A | $150/meeting | | | | | | | | 5.00 |
| **EXECUTIVE MANAGEMENT GROUP (EM)** | | | | | | | | | | | | | |
| City Manager | Exempt | (11) | N/A | N/A | $19,933.33/month | | | | | | | | 1.00 |
| Director of Information Technology | Exempt | (7) | 78 | EM | $11,052.08 | $11,549.42 | $12,069.15 | $12,612.26 | $13,179.81 | | | | 1.00 |
| Parks and Recreation Director | Exempt | (2)(7) | 78 | EM | $11,052.08 | $11,549.42 | $12,069.15 | $12,612.26 | $13,179.81 | | | | 1.00 |
| Community & Economic Development Director | Exempt | (7) | 91 | EM | $13,039.40 | $13,626.17 | $14,239.35 | $14,880.12 | $15,549.73 | | | | 1.00 |
| Public Works Director | Exempt | (7) | 91 | EM | $13,039.40 | $13,626.17 | $14,239.35 | $14,880.12 | $15,549.73 | | | | 1.00 |
| Police Chief | Exempt | (7) | 86 | EM | $14,755.80 | $15,419.81 | $16,113.70 | $16,838.82 | $17,596.56 | | | | 1.00 |
| **UNREPRESENTED CONFIDENTIAL GROUP (CF)** | | | | | | | | | | | | | |
| Administrative Assistant (Confidential) | | (8) | 52 | CF | $4,905.65 | $5,126.40 | $5,357.09 | $5,598.16 | $5,850.08 | | | | 0.80 |
| Police Administrative Services Manager | Exempt | (3)(8) | 55 | CF | $6,221.56 | $6,501.53 | $6,794.10 | $7,099.84 | $7,419.33 | | | | 1.00 |
| Executive Assistant to the City Manager | | (8) | 58 | CF | $6,695.96 | $6,997.27 | $7,312.15 | $7,641.20 | $7,985.05 | | | | 1.00 |
| Management Analyst | Exempt | (4)(9) | 62 | MM | $7,759.02 | $8,108.17 | $8,473.04 | $8,854.33 | $9,252.77 | | | | 3.00 |
| Human Resources Manager | Exempt | (8) | 70 | CF | $8,417.26 | $8,796.04 | $9,191.86 | $9,605.49 | $10,037.74 | | | | 1.00 |
| Community Engagement Manager | Exempt | (8) | 70 | CF | $8,417.26 | $8,796.04 | $9,191.86 | $9,605.49 | $10,037.74 | | | | 1.00 |
| Public Works Manager | Exempt | (8) | 71 | CF | $9,563.44 | $9,993.80 | $10,443.52 | $10,913.47 | $11,404.58 | | | | 2.00 |
| City Engineer | Exempt | (8) | 88 | CF | $11,806.03 | $12,337.30 | $12,892.48 | $13,472.64 | $14,078.91 | | | | 0.00 |
| Water Resources Manager | Exempt | (9)(13) | 88 | CF | $11,806.03 | $12,337.30 | $12,892.48 | $13,472.64 | $14,078.91 | | | | 1.00 |
| Deputy Police Chief | Exempt | (8) | 83 | CF | $12,318.27 | $12,872.59 | $13,451.86 | $14,057.19 | $14,689.76 | | | | 0.00 |
| **PROFESSIONAL/MID-MGMT (MM)** | | | | | | | | | | | | | |
| Police Records Supervisor | | (9) | 47 | MM | $5,379.70 | $5,621.78 | $5,874.76 | $6,139.13 | $6,415.39 | | | | 1.00 |
| Property and Evidence Supervisor | | (9) | 47 | MM | $5,379.70 | $5,621.78 | $5,874.76 | $6,139.13 | $6,415.39 | | | | 1.00 |
| Information Technology Technician | | (9) | 47 | MM | $5,379.70 | $5,621.78 | $5,874.76 | $6,139.13 | $6,415.39 | | | | 1.00 |
| Assistant Planner | | (9) | 48 | MM | $5,514.19 | $5,762.33 | $6,021.63 | $6,292.61 | $6,575.77 | | | | 0.00 |
| Economic Development Coordinator | Exempt | (9) | 52 | MM | $6,079.39 | $6,342.91 | $6,638.85 | $6,937.60 | $7,249.79 | | | | 1.00 |
| Community Engagement Coordinator | Exempt | (9) | 52 | MM | $6,079.39 | $6,342.91 | $6,638.85 | $6,937.60 | $7,249.79 | | | | 1.00 |
| Associate Planner | Exempt | (9) | 52 | MM | $6,079.39 | $6,342.91 | $6,638.85 | $6,937.60 | $7,249.79 | | | | 1.00 |
| Recreation Supervisor | Exempt | (9) | 55 | MM | $6,101.93 | $6,376.52 | $6,663.46 | $6,963.31 | $7,276.66 | | | | 1.00 |
| Assistant Engineer | | (9) | 66 | MM | $6,637.26 | $6,935.94 | $7,248.06 | $7,574.22 | $7,915.06 | | | | 1.00 |
| Laboratory Analyst | Exempt | (9) | 56 | MM | $6,702.53 | $7,004.15 | $7,319.33 | $7,648.70 | $7,992.89 | | | | 0.00 |
| Utility Maintenance Supervisor | | (12) | 59 | MM | $7,209.31 | $7,533.73 | $7,872.75 | $8,227.02 | $8,597.24 | | | | 1.00 |
| Wastewater Collections System Supervisor | | (9) | 59 | MM | $7,209.31 | $7,533.73 | $7,872.75 | $8,227.02 | $8,597.24 | | | | 1.00 |
| Water Reclamation Shift Supervisor | | (9) | 59 | MM | $7,209.31 | $7,533.73 | $7,872.75 | $8,227.02 | $8,597.24 | | | | 2.00 |
| Senior Planner | Exempt | (9) | 67 | MM | $7,783.33 | $8,133.58 | $8,499.59 | $8,882.07 | $9,281.77 | | | | ** |
| Laboratory Director | Exempt | (9) | 67 | MM | $7,783.33 | $8,133.58 | $8,499.59 | $8,882.07 | $9,281.77 | | | | 0.00 |
| Building Official | Exempt | (9) | 69 | MM | $9,201.11 | $9,615.16 | $10,047.84 | $10,499.99 | $10,972.49 | | | | 0.00 |
| Associate Civil Engineer | Exempt | (9) | 78 | MM | $8,894.57 | $9,294.82 | $9,713.09 | $10,150.18 | $10,606.94 | | | | 1.00 |
| Water Reclamation Chief Plant Operator | Exempt | (9) | 72 | MM | $9,240.71 | $9,656.54 | $10,091.09 | $10,545.19 | $11,019.72 | | | | 1.00 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **CLASSIFIED (CL)** | | | | | | | | | | | | | |
| Office Specialist | | (3)(10) | 34 | CL | $4,131.74 | $4,317.67 | $4,511.97 | $4,715.00 | $4,927.18 | | | | 0.00 |
| Maintenance Worker | | (10) | 38 | CL | $4,555.25 | $4,760.23 | $4,974.44 | $5,198.29 | $5,432.22 | | | | 7.00 |
| Customer Service Utility Billing Technician | | (10) | 39 | CL | $4,666.35 | $4,876.34 | $5,095.77 | $5,325.08 | $5,564.71 | | | | 2.00 |
| Administrative Assistant | | (10) | 39 | CL | $4,666.35 | $4,876.34 | $5,095.77 | $5,325.08 | $5,564.71 | | | | 2.00 |
| Recreation Program Coordinator | | (10) | 39 | CL | $4,666.35 | $4,876.34 | $5,095.77 | $5,325.08 | $5,564.71 | | | | 2.00 |
| Senior Maintenance Worker | | (10) | 41 | CL | $4,899.67 | $5,120.15 | $5,350.56 | $5,591.33 | $5,842.94 | | | | 1.00 |
| Mechanic/Maintenance Worker | | (10) | 43 | CL | $5,144.65 | $5,376.16 | $5,618.09 | $5,870.90 | $6,135.09 | | | | 1.00 |
| Community Services Officer | | (5)(10) | 46 | CL | $5,166.79 | $5,399.30 | $5,642.27 | $5,896.17 | $6,161.50 | | | | 3.00 |
| Victim Assistance Advocate | | (10) | 46 | CL | $5,166.79 | $5,399.30 | $5,642.27 | $5,896.17 | $6,161.50 | | | | 1.00 |
| Building Permit Technician | | (10) | 48 | CL | $5,163.84 | $5,396.22 | $5,639.05 | $5,892.80 | $6,157.98 | | | | 1.00 |
| Utility Maintenance Mechanic | | (10)(12) | 49 | CL | $5,557.45 | $5,807.54 | $6,068.88 | $6,341.98 | $6,627.37 | | | | 3.00 |
| Fleet Mechanic | | (10) | 50 | CL | $5,584.70 | $5,836.01 | $6,098.63 | $6,373.07 | $6,659.85 | | | | 1.00 |
| Electrician | | (10) | 51 | CL | $6,253.36 | $6,534.76 | $6,828.82 | $7,136.12 | $7,457.24 | | | | 1.00 |
| Senior Utility Maintenance Mechanic | | (10) | 51 | CL | $6,253.36 | $6,534.76 | $6,828.82 | $7,136.12 | $7,457.24 | | | | 1.00 |
| Water Systems Operator | | (10) | 51 | CL | $6,253.36 | $6,534.76 | $6,828.82 | $7,136.12 | $7,457.24 | | | | 4.00 |
| Executive Assistant | | (10) | 53 | CL | $6,006.95 | $6,277.27 | $6,559.74 | $6,854.93 | $7,163.40 | | | | 1.00 |
| Senior Water Systems Operator | | (10) | 58 | CL | $6,590.52 | $6,887.09 | $7,197.01 | $7,520.88 | $7,859.32 | | | | 0.00 |
| Water Reclamation Operator-In-Training | | (6)(10) | 38 | CL | $4,555.25 | $4,760.23 | $4,974.44 | $5,198.29 | $5,432.22 | | | | 6.00 |
| Water Reclamation Operator I | | (10) | 45 | CL | $5,401.88 | $5,644.97 | $5,898.99 | $6,164.45 | $6,441.85 | | | | |
| Water Reclamation Operator II | | (10) | 51 | CL | $6,253.36 | $6,534.76 | $6,828.82 | $7,136.12 | $7,457.24 | | | | |
| **POLICE SERGEANT (PS)** | | | | | | | | | | | | | |
| Police Sergeant* | | (1) | 59 | PS | $9,679.92 | $10,115.51 | $10,570.71 | $11,046.39 | $11,543.48 | $12,062.94 | $12,605.77 | $13,173.03 | 5.00 |
| **POLICE OFFICER (PO)** | | | | | | | | | | | | | |
| Police Officer | | (1) | 45 | PO | $7,043.01 | $7,359.95 | $7,691.15 | $8,037.25 | $8,398.93 | | | | 13.00 |
| Police Officer II* | | (1) | 45 | PO | $7,043.01 | $7,359.95 | $7,691.15 | $8,037.25 | $8,398.93 | $8,776.88 | $9,171.84 | $9,584.57 | |
| **SEASONAL/PART-TIME (HOURLY RATE)** | | | | | | | | | | | | | |
| Police Cadet - Trainee | | | | | $27.00 | | | | | | | | |
| Intern/Youth Commissioner | | (15) | | | $16.50 | $17.24 | $18.02 | $18.83 | $19.68 | | | | |
| Facility Custodial Lead | | | | | $18.00 | $18.81 | $19.66 | $20.54 | $21.47 | | | | |
| Recreation Program Supervisor | | | | | $17.50 | $18.29 | $19.11 | $19.97 | $20.87 | | | | |
| Recreation Leader II | | (15) | | | $17.00 | $17.77 | $18.56 | $19.40 | $20.27 | | | | |
| Recreation Leader I | | (15) | | | $16.50 | $17.24 | $18.02 | $18.83 | $19.68 | | | | |
| Recreation Program Assistant | | | | | $20.00 | $20.90 | $21.84 | $22.82 | $23.85 | | | | |
| Program Instructor II | | | | | $24.00 | $25.08 | $26.21 | $27.39 | $28.62 | | | | |
| Program Instructor III | | | | | $27.00 | $28.22 | $29.48 | $30.81 | $32.20 | | | | |
| **Footnotes:** | | | | | | | | | | **Total Authorized Positions:** | | | **95.80** |

* Upon completion of Employee's 5th year of service in Police Officer or Police Sergeant classification, Employee will be eligible to receive 3 future step increases

*(1) Pursuant to Resolution No. 6113, effective 7/6/24, four percent (4%) COLA for Police Sergeant and Police Officer classifications.*

*(2) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24,Reclassification of Recreation Manager to Parks and Recreation Director effective 7/6/24.*

*(3) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24, Reallocation of one (1) FTE to a new classification of Police Administrative Services Manager. Office Specialist to remain vacant and unfunded.*

*(4) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24, Reallocation of one (1) FTE to Management Analyst (PW), One (1) Utility Maintenance Mechanic to remain vacant and unfunded.*

*(5) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24, Reclassification of one and one-half (1.5) Animal Control Officers and one and one-half (1.5) Code Enforcement/Community Services Officers to three (3) Community Services Officers.*

*(6) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24, Added one (1) additional FTE for Water Reclamation Operator-In-Training to be assigned to Wastewater Collections.*

*(7) Pursuant to Reso. No. 6124, effective 7/6/24, four percent (4%) COLA increase for certain Executive Management classifications.*

*(8) Pursuant to Reso. No. 6123, effective 7/6/24, four percent (4%) COLA increase for Unrepresented and Confidential classifications.*

*(9) Pursuant to Reso. No. 6122, effective 7/6/24, four percent (4%) COLA increase for Professional/Mid-Management Unit classifications.*

*(10) Pursuant to Reso. No. 6135, effective 7/6/24, four percent (4%) COLA for General Unit classifications.*

*(11) Pursuant to Reso. No. 6154, effective 6/1/24, Amendment No. 1 to Employment Agreement.*

*(12) Pursuant to Reso. No. 6163, Council approved reinstatement of (1) UMM position, reallocation of Maintenance Manager to new Utility Maintenance Supervisor, elimination of Maintenance Manager job classification, and approval of salary and job description for Utility Maintenance Supervisor.*
*(13) Pursuant to Reso. No. 6180, Council approved change in Salary Range for the Water Resources Manager classification from Range 71 (MM) to Range 88 (CF).*
*(14) Pursuant to Ordinance No. 771, Council approved increased Council compensation effective 12/7/24.*

*(15) Pursuant to Reso. No. 6184, Council approved 2025 State law minimum wage adjustment.*

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Mutual Aid to the City of Gonzales for Temporary Wastewater Final Treatment and Disposal**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Don Wilcox, Public Works Director/City Engineer**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

By Minute Motion, confirm staff's recommendation to provide mutual aid to the City of Gonzales by accepting treated wastewater from Gonzales into the City of Soledad sanitary sewer system for final treatment and disposal.

## Executive Summary

The City of Gonzales has requested mutual aid assistance to temporarily provide final treatment and disposal of some of their wastewater effluent while they expand their Wastewater Treatment Plan (WWTP) disposal facilities. This is a similar situation to when Soledad provided wastewater treatment mutual aid to the Chualar community and wastewater sludge treatment for the City of Greenfield. The Soledad Wastewater Reclamation Facility (WRF) has adequate capacity, and the mutual aid requested requires negligible staff time. Staff proposes using Soledad's current wastewater rate table to determine appropriate charges for this service.

## Background

On December 6, 2024, City of Gonzales Public Works staff contacted Soledad Public Works staff to request mutual aid for Gonzales to truck wastewater effluent from the Gonzales Wastewater Treatment Plant (WWTP) to discharge into the City of Soledad's sanitary sewer collection system for final treatment and disposal at the Soledad Water Reclamation Facility (WRF) until an emergency expansion project for wastewater effluent disposal is completed by the City of Gonzales at their WWTP by approximately January 17, 2025. The City of Gonzales City Council met on December 11, 2024, and declared an emergency as necessary to expedite construction of additional WWTP effluent disposal facilities.

Soledad staff met virtually with CA Water Board staff and City of Gonzales staff on Tuesday, December 10, 2024, to discuss this temporary situation whereby Water Board staff supports the process described above as needed to provide Gonzales WWTP temporary relief until the expansion

is completed.

**Review & Analysis**

The Soledad Sanitary Sewer Collection System as well as the WRF have sufficient capacity to convey, treat and dispose of the treated wastewater Gonzales needs to temporarily dispose of. The Soledad WRF is only at 55% of its treatment capacity of 5.5 MGD, and the Gonzales mutual aid is projected to be less than 0.1 MGD. Therefore, Soledad has adequate capacity to collect, treat and dispose of the Gonzales WWTP effluent. Soledad and Gonzales staff are working on the most efficient way to transfer the wastewater as the trucking expense is by far the most expensive element of this transfer of wastewater effluent from Gonzales to Soledad.

**Financial Considerations**

Soledad does not currently have a rate in place for final treatment of wastewater effluent that has already been treated as our current rate table only has rates for treatment of raw wastewater - $7399.87/MG plus $656.41/k pounds BOD plus $693.88/k pounds TSS. Therefore, staff will use the rate for raw wastewater and adjust the raw wastewater rate to a treated wastewater rate based on the Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) ratios of raw wastewater compared to the Gonzales treated wastewater.

**Alternatives**

- Approve the resolution as presented; or
- Modify the resolution; or
- Do not approve the Resolution. This is not recommended as there is negligible impact to the City of Soledad and Gonzales would need to find another temporary disposal option much further away, and trucking liquids in large quantities is very expensive.

**Planning/CEQA**

The proposed project is categorically exempt under Class 1 Existing Facilities, having met the qualifying criteria provided under CEQA Guidelines Section 15301. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The effluent will be discharged into an already existing sanitary sewer system and will not require any improvements to process.

**Public Notice Requirements**

None Required.

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6185, A Resolution of the City Council of the City of Soledad Approving a Subordination Agreement with Keybank National Association concerning the Gabilan Family Apartments Project**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Mike Rodriquez, City Attorney**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad consider adopting Resolution No. 6185, Approving a Subordination Agreement with Keybank National Association Concerning the Gabilan Family Apartments Project.

## Executive Summary

Orchard Gabilan Associates is requesting that the City Council consider approval of a Subordination Agreement with lender Keybank National Association. In 2007, the City of Soledad entered into a $1.6 million Loan Agreement through the Home Investment Partnerships Act with Orchard to help offset construction costs for the Gabilan Family Apartments Project, an 84-unit facility located on Gabilan Drive in Soledad. As a condition of the Loan Agreement, Orchard was required to enter into a Regulatory Agreement concerning 11 of the new units so that they would remain available to low-income households during the 55-year term of the loan. Orchard is now seeking a new loan of $17.9 million from Keybank with the primary purpose of refinancing the Project to repay the existing first mortgage loan on the property. The new loan is conditioned on the City agreeing to subordinate its interest in the Project to the Keybank loan.

## Background

In 2007, the City of Soledad entered into a $1.6 million Loan Agreement ("Home Loan") with Orchard Gabilan Associates ("Orchard") pursuant to the Home Investments Partnerships Act. The purpose of the Home Loan was to help with the construction costs of the Gabilan Family Apartments Project ("Project"), which consists of 84 units. As a condition of receiving loan funds, Orchard was required to enter into a Regulatory Agreement with the City to ensure the ongoing availability of 11 Project units to low-income households. The Home Loan is secured by a Note and Deed of Trust with Assignment of Rents. Although provisions in the Home Loan accommodate prepayment of a portion of the loan with Cash Flow Balance when available, the bulk of the unpaid principal balance of the Note, plus any

unpaid interest, is due 55 years from the date of the execution of the Home Loan, which would be in 2062.

Orchard is seeking to refinance the Project in the principal amount of $17.8 million, subject to final underwriting and approval through Keybank National Association ("Lender"). As a condition of making the loan, the Lender requires that the lien created by Lender's Loan be superior to the lien that was created by the City's Home Loan.

**Review & Analysis**

Subordination requests of the type made by Orchard and Lender are not unusual or unanticipated during the life of a housing development project. In fact, the original Home Loan between the City and Orchard specifically recognized that the City's loan and lien would be subordinate to both construction and permanent loans for the Project and authorized execution of the same. As is noted above, the City's interest in the project, $1.6 million, is significantly less than the Lender's proposed $17.9 million loan. The new loan proceeds are to be used to refinance the Project, repaying the existing first mortgage loan on the property.

Staff has determined that approval of the Subordination Agreement is reasonable, and in the absence of a default on the involved loan, would not alter or eliminate the requirements of the original Home Loan or Regulatory Agreement. The form of the Subordination Agreement is the industry standard used for such transactions.

**Financial Considerations**

Adoption of Resolution No. 6185 does not impact any current City Fund as there is no financial requirement.

**Alternatives**

- Adopt the Resolution.
- Do not adopt the Resolution.

**Planning/CEQA**

The proposed Subordination Agreement is not a project as defined by the California Environmental Quality Act (CEQA Guidelines Section 15378) because the matter does not cause a direct or foreseeable indirect physical change on or in the environment.

**Public Notice Requirements**

None.

Attachment(s):
Resolution No. 6185
Exhibit A

**RESOLUTION NO. 6185**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING A SUBORDINATION AGREEMENT WITH KEYBANK NATIONAL ASSOCIATION CONCERNING THE GABILAN FAMILY HOMES PROJECT**

**WHEREAS**, in 2007, the City of Soledad entered into a Loan Agreement ("Agreement") with Orchard Gabilan Associates ("Orchard") in connection with the construction and development of the multifamily housing project known as Gabilan Family Homes; and

**WHEREAS,** by the terms of the Agreement and its accompanying Regulatory Agreement, in return for receipt of a loan of $1.6 Million Dollars of Home Program funds, Orchard agreed to provisions that regulated the availability and occupancy of 11 of the Project's 84 units to low-income households for the 55-year term of the loan; and

**WHEREAS,** Orchard has notified the City that it is seeking to refinance the original Project in the principal amount of $17.8 Million Dollars through Keybank National Association ("Lender") and has requested that the Agency agree to subordinate its interest in the Project to the interest of the Lender; and

**WHEREAS**, the proposed subordination would only affect the afore-referenced regulatory provision in the event of a default on the new loan; and

**WHEREAS**, the original Home Loan Agreement between the City and Orchard anticipated that the City would need to subordinate its interest in the Project to other lenders during the term of the Home Loan; and

**WHEREAS,** Staff has reviewed the proposed Subordination Agreement and now recommends that the City Council approve the Subordination Agreement in order to ensure the ongoing financial stability of the Project.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Soledad that the "Subordination Agreement" between the City and Lender Keybank National Association, a copy of which is attached hereto as **Exhibit "A"** and by this reference incorporated herein, is hereby approved and the City Manager is authorized and directed to execute the same on the City's behalf.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting held on the 18th day of December 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

_____
ANNA M. VELASQUEZ, Mayor

Attest:

_____
Darlene Noriega, Deputy Clerk

EXHIBIT A

Prepared by, and after recording
return to:
Lanre A. Popoola, Esquire
Troutman Pepper Hamilton Sanders LLP
P.O. Box 1122
Richmond, VA 23218

**SUBORDINATION AGREEMENT**

**GOVERNMENTAL ENTITY**

**(Revised 10-15-2024)**

Freddie Mac Loan Number: _____
Property Name: Gabilan Family Apartments

**SUBORDINATION AGREEMENT**

**GOVERNMENTAL ENTITY**

**(Revised 10-15-2024)**

THIS SUBORDINATION AGREEMENT ("**Agreement**") is entered into this ___ day of _____, 2025, by and between (i) **KEYBANK NATIONAL ASSOCIATION**, a national banking association organized and existing under the laws of the United States of America ("**Senior Lender**") and (ii) **CITY OF SOLEDAD**, a municipal corporation organized and and existing under the laws of the State of California ("**Subordinate Lender**").

**RECITALS**

A. ORCHARD GABILAN ASSOCIATIONS, a limited partnership organized under the laws of the State of California (**"Borrower"**) is the owner of certain land located in _____ County, California, described in Exhibit A ("**Land**"). The Land is improved with a multifamily rental housing project ("**Improvements**").

B. Senior Lender has made or is making a loan to Borrower in the original principal amount of $ _____ ("**Senior Loan**") upon the terms and conditions of a Multifamily Loan and Security Agreement dated as of _____, 2025, between Senior Lender and Borrower ("**Senior Loan Agreement**") in connection with the Mortgaged Property. The Senior Loan is secured by a Multifamily Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing dated as of the date of the Senior Loan Agreement ("**Senior Mortgage**") encumbering the Land, the Improvements and related personal and other property described and defined in the Senior Mortgage as the "**Mortgaged Property**."

C. Pursuant to a **Loan Agreement** dated November 7, 2007 between Subordinate Lender and Borrower ("**Subordinate Loan Agreement**"), Subordinate Lender has made or is making a loan to Borrower in the original principal amount of $1,600,000.00 ("**Subordinate Loan**"). The Subordinate Loan is or will be secured by a Deed of Trust with Assignment of Rents dated November 7, 2007 ("**Subordinate Mortgage**") encumbering all or a portion of the Mortgaged Property.

D. The Senior Mortgage will be recorded in the land records of Monterey County, California ("**Recording Office**") contemporaneously with this Agreement. The Subordinate Mortgage is recorded in the Recording Office at **_____.**

E. The execution and delivery of this Agreement is a condition of Senior making of the Senior Loan.

## AGREEMENT

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**1. Definitions.** The following terms, when used in this Agreement (including, as appropriate, when used in the above recitals), will have the following meanings:

The terms "**Condemnation**," "**Imposition Reserve Deposits**," "**Impositions**," "**Leases,**" "**Rents**" and "**Restoration**," as well as any term used in this Agreement and not otherwise defined in this Agreement, will have the meanings given to those terms in the Senior Loan Agreement.

"**Bankruptcy Proceeding**" means any bankruptcy, reorganization, insolvency, composition, restructuring, dissolution, liquidation, receivership, assignment for the benefit of creditors, or custodianship action or proceeding under any federal or state law with respect to Borrower, any guarantor of any of the Senior Indebtedness, any of their respective properties, or any of their respective partners, members, officers, directors, or shareholders.

"**Borrower**" means all persons or entities identified as "Borrower" in the first Recital of this Agreement, together with their successors and assigns, and any other person or entity who acquires title to the Mortgaged Property after the date of this Agreement; provided that the term "Borrower" will not include Senior Lender if Senior Lender acquires title to the Mortgaged Property.

"**Casualty**" means the occurrence of damage to or loss of all or any portion of the Mortgaged Property by fire or other casualty.

"**Enforcement Action**" means any of the following actions taken by or at the direction of Subordinate Lender: the acceleration of all or any part of the Subordinate Indebtedness, the advertising of or commencement of any foreclosure or trustee's sale proceedings, the exercise of any power of sale, the acceptance of a deed or assignment in lieu of foreclosure or sale, the collecting of Rents, the obtaining of or seeking of the appointment of a receiver, the seeking of default interest, the taking of possession or control of any of the Mortgaged Property, the commencement of any suit or other legal, administrative, or arbitration proceeding based upon the Subordinate Note or any other of the Subordinate Loan Documents, the exercising of any banker's lien or rights of set-off or recoupment, or the exercise of any other remedial action against Borrower, any other party liable for any of the Subordinate Indebtedness or obligated under any of the Subordinate Loan Documents, or the Mortgaged Property.

"**Enforcement Action Notice**" means a Notice given from Subordinate Lender to Senior Lender following one or more Subordinate Mortgage Default(s) and the expiration of any applicable notice or cure periods, setting forth in reasonable detail the Subordinate

Mortgage Default(s) and the Enforcement Actions proposed to be taken by Subordinate Lender.

"**Lien**" means any lien, encumbrance, estate or other interest, recorded against or secured by the Mortgaged Property.

"**Loss Proceeds**" means all monies received or to be received under any insurance policy, from any condemning authority, or from any other source, as a result of any Condemnation or Casualty.

"**Notice**" means all notices, requests, demands, consents, approvals or other communication pursuant to this Agreement provided in accordance with the provisions of Section 10.

"**Regulatory Agreement**" means the **Regulatory Agreement** between Borrower and Subordinate Lender dated November 7, 2007 and recorded at _____ in the Recording Office of Monterey County, California.

"**Senior Indebtedness**" means the "Indebtedness" as defined in the Senior Loan Agreement.

"**Senior Lender**" means the "Lender" as defined in the Senior Mortgage. When any other person or entity becomes the legal holder of the Senior Note, such other person or entity will automatically become Senior Lender.

"**Senior Loan Documents**" means the "Loan Documents" as defined in the Senior Loan Agreement, as such documents may be amended.

"**Senior Mortgage Default**" means any act, failure to act, event, condition, or occurrence which constitutes, or which with the giving of Notice or the passage of time, or both, would constitute, an "Event of Default" as defined in the Senior Loan Agreement.

"**Senior Note**" means the promissory note or other evidence of the Senior Indebtedness and any replacement of the Senior Note.

"**Subordinate Indebtedness**" means all sums evidenced or secured or guaranteed by, or otherwise due and payable to Subordinate Lender pursuant to, the Subordinate Loan Documents.

"**Subordinate Lender**" means the person or entity named as such in the first paragraph of this Agreement and any other person or entity who becomes the legal holder of the Subordinate Note after the date of this Agreement.

"**Subordinate Loan Documents**" means the Subordinate Mortgage, the Subordinate Note, the Subordinate Loan Agreement, the Regulatory Agreement and all other documents at

any time evidencing, securing, guaranteeing, or otherwise delivered in connection with the Subordinate Indebtedness, as such documents may be amended.

"**Subordinate Mortgage Default**" means any act, failure to act, event, condition, or occurrence which allows (but for any contrary provision of this Agreement), Subordinate Lender to take an Enforcement Action.

"**Subordinate Note**" means the promissory note or other evidence of the Subordinate Indebtedness and any replacement of the Subordinate Note.

"**Surplus Cash**" means, with respect to any period, any revenues of Borrower remaining after paying, or setting aside funds for paying, all the following:

(a) All sums due or currently required to be paid under the Senior Loan Documents, including any reserves and Imposition Reserve Deposits.

(b) All reasonable operating expenses of the Mortgaged Property, including real estate taxes, insurance premiums, utilities, building maintenance, painting and repairs, management fees, payroll, administrative expenses, legal expenses and audit expenses (excluding any developer fees payable with respect to the Mortgaged Property).

**2. Subordinate Lender's Representations and Warranties.**

(a) Subordinate Lender represents and warrants that each of the following is true as of the date of this Agreement:

(i) Subordinate Lender is now the owner and holder of the Subordinate Loan Documents.

(ii) No Subordinate Mortgage Default has occurred and is continuing.

(iii) The current unpaid principal balance of the Subordinate Indebtedness is $_____.

(iv) No scheduled payments under the Subordinate Note have been prepaid.

(b) Without the prior written consent of Senior Lender, Subordinate Lender will not do any of the following:

(i) Pledge, assign, transfer, convey, or sell any interest in the Subordinate Indebtedness or any of the Subordinate Loan Documents.

(ii) Take any action which has the effect of increasing the Subordinate Indebtedness, except to cure a Senior Mortgage Default as contemplated under Section 5(a) of this Agreement.

(iii) Accept any prepayment of the Subordinate Indebtedness.

**3. Terms of Subordination.**

(a) Agreement to Subordinate. The Subordinate Indebtedness is and will at all times continue to be subject and subordinate in right of payment to the prior payment in full of the Senior Indebtedness. Each of the Subordinate Loan Documents is, and will at all times remain, subject and subordinate in all respects to the liens, terms, covenants, conditions, operations, and effects of each of the Senior Loan Documents.

(b) Subordination of Subrogation Rights. If Subordinate Lender, by indemnification, subrogation or otherwise, acquires any Lien on any of the Mortgaged Property, then that Lien will be fully subject and subordinate to the receipt by Senior Lender of payment in full of the Senior Indebtedness, and to the Senior Loan Documents, to the same extent as the Subordinate Indebtedness and the Subordinate Loan Documents are subordinate pursuant to this Agreement.

(c) Payments Before Senior Mortgage Default ; Soft Subordinate Debt. Until the occurrence of a Senior Mortgage Default, Subordinate Lender will be entitled to retain for its own account all payments of the principal of and interest on the Subordinate Indebtedness pursuant to the Subordinate Loan Documents; provided that Subordinate Lender expressly agrees that it will not accept any such payment that is made more than 10 days in advance of its due date and provided further that Subordinate Lender will not accept any payment in an amount that exceeds 75% of then available Surplus Cash.

(d) Payments After Senior Mortgage Default or Bankruptcy.

(i) Immediately upon Subordinate Lender's receipt of Notice or actual knowledge of a Senior Mortgage Default, Subordinate Lender will not accept any payments of the Subordinate Indebtedness, and the provisions of Section 3(d) of this Agreement will apply.

(ii) If Subordinate Lender receives any of the following, whether voluntarily or by action of law, after a Senior Mortgage Default of which Subordinate Lender has actual knowledge (or is deemed to have actual knowledge as provided in Section 4(c)) or has been given Notice, such will be received and held in trust for Senior Lender:

(A) Any payment, property, or asset of any kind or in any form in connection with the Subordinate Indebtedness.

(B) Any proceeds from any Enforcement Action.

(C) Any payment, property, or asset in or in connection with any Bankruptcy Proceeding.

(iii) Subordinate Lender will promptly remit, in kind and properly endorsed as necessary, all such payments, properties, and assets described in Section 3(d)(ii) to Senior Lender. Senior Lender will apply any payment, asset, or property so received from Subordinate Lender to the Senior Indebtedness in such order, amount (with respect to any asset or property other than immediately available funds), and manner as Senior Lender determines in its sole and absolute discretion.

(e) Bankruptcy. Without the prior written consent of Senior Lender, Subordinate Lender will not commence, or join with any other creditor in commencing, any Bankruptcy Proceeding. In the event of a Bankruptcy Proceeding, Subordinate Lender will not vote affirmatively in favor of any plan of reorganization or liquidation unless Senior Lender has also voted affirmatively in favor of such plan.

**4. Default Under Subordinate Loan Documents.**

(a) Notice of Subordinate Mortgage Default and Cure Rights.

(i) Subordinate Lender will deliver to Senior Lender a copy of each Notice delivered by Subordinate Lender pursuant to the Subordinate Loan Documents within 5 Business Days of sending such Notice to Borrower. Neither giving nor failing to give a Notice to Senior Lender pursuant to this Section 4(a) will affect the validity of any Notice given by Subordinate Lender to Borrower.

(ii) For a period of 90 days following delivery to Senior Lender of an Enforcement Action Notice, Senior Lender will have the right, but not the obligation, to cure any Subordinate Mortgage Default. However, if such Subordinate Mortgage Default is a non-monetary default and is not capable of being cured within such 90-day period and Senior Lender has commenced and is diligently pursuing such cure to completion, Senior Lender will have such additional period of time as may be required to cure such Subordinate Mortgage Default or until such time, if ever, as Senior Lender takes either of the following actions:

(A) Discontinues its pursuit of any cure.

(B) Delivers to Subordinate Lender Senior Lender's written consent to the Enforcement Action described in the Enforcement Action Notice.

(iii) Senior Lender will not be subrogated to the rights of Subordinate Lender under the Subordinate Loan Documents as a result of Senior Lender having cured any Subordinate Mortgage Default.

(iv) Subordinate Lender acknowledges that all amounts advanced or expended by Senior Lender in accordance with the Senior Loan Documents or to cure a Subordinate Mortgage Default will be added to and become a part of the Senior Indebtedness and will be secured by the lien of the Senior Mortgage.

(b) Subordinate Lender's Exercise of Remedies After Notice to Senior Lender.

(i) In the event of a Subordinate Mortgage Default, Subordinate Lender will not commence any Enforcement Action until 90 days after Subordinate Lender has delivered to Senior Lender an Enforcement Action Notice. During such 90-day period or such longer period as provided in Section 4(a), Subordinate Lender will be entitled to seek specific performance to enforce covenants and agreements of Borrower relating to income, rent, or affordability restrictions contained in the Regulatory Agreement, subject to Senior Lender's right to cure a Subordinate Mortgage Default set forth in Section 4(a).

(ii) Subordinate Lender may not commence any other Enforcement Action, including any foreclosure action under the Subordinate Loan Documents, until the earlier of:

(A) The expiration of such 90-day period or such longer period as provided in Section 4(a).

(B) The delivery by Senior Lender to Subordinate Lender of Senior Lender's written consent to such Enforcement Action by Subordinate Lender.

(iii) Subordinate Lender acknowledges that Senior Lender may grant or refuse consent to Subordinate Lender's Enforcement Action in Senior Lender's sole and absolute discretion. At the expiration of such 90-day period or such longer period as provided in Section 4(a) and, subject to Senior Lender's right to cure set forth in Section 4(a), Subordinate Lender may commence any Enforcement Action.

(iv) Senior Lender may pursue all rights and remedies available to it under the Senior Loan Documents, at law, or in equity, regardless of any Enforcement Action Notice or Enforcement Action by Subordinate Lender. No action or failure to act on the part of Senior Lender in the event of a Subordinate Mortgage Default or commencement of an Enforcement Action will constitute a waiver on the part of Senior Lender of any provision of the Senior Loan Documents or this Agreement.

(c) Cross Default. Subordinate Lender acknowledges that a Subordinate Mortgage Default constitutes a Senior Mortgage Default. Accordingly, upon the occurrence of a Subordinate Mortgage Default, Subordinate Lender will be deemed to have actual knowledge of a Senior Mortgage Default. If Subordinate Lender notifies Senior Lender in writing that any Subordinate Mortgage Default of which Senior Lender has received Notice has been cured or waived, as determined by Subordinate Lender in its sole discretion, then provided that Senior Lender has not conducted a sale of the Mortgaged Property pursuant to its rights under the Senior Loan Documents, any Senior Mortgage Default under the Senior Loan Documents arising solely from such Subordinate Mortgage Default will be deemed cured, and the Senior Loan will be reinstated.

**5. Default Under Senior Loan Documents.**

(a) Notice of Senior Mortgage Default and Cure Rights.

(i) Senior Lender will deliver to Subordinate Lender a copy of any Notice sent by Senior Lender to Borrower of a Senior Mortgage Default within 5 Business Days of sending such Notice to Borrower. Failure of Senior Lender to send Notice to Subordinate Lender will not prevent the exercise of Senior Lender's rights and remedies under the Senior Loan Documents.

(ii) Subordinate Lender will have the right, but not the obligation, to cure any monetary Senior Mortgage Default within 30 days following the date of such Notice. During such 30-day period Senior Lender will be entitled to continue to pursue its remedies under the Senior Loan Documents.

(iii) Subordinate Lender may, within 90 days after the date of the Notice, cure a non-monetary Senior Mortgage Default if during such 90-day period, Subordinate Lender keeps current all payments required under the Senior Loan Documents. If such a non-monetary Senior Mortgage Default creates an unacceptable level of risk relative to the Mortgaged Property, or Senior Lender's secured position relative to the Mortgaged Property, as determined by Senior Lender in its sole discretion, then during such 90-day period Senior Lender may exercise all available rights and remedies to protect and preserve the Mortgaged Property and the Rents, revenues and other proceeds from the Mortgaged Property.

(iv) All amounts paid by Subordinate Lender to Senior Lender to cure a Senior Mortgage Default will be deemed to have been advanced by Subordinate Lender pursuant to, and will be secured by the lien of, the Subordinate Mortgage. Notwithstanding anything in this Section 5(a) to the contrary, Subordinate Lender's right to cure any Senior Mortgage Default will terminate immediately upon the occurrence of any Bankruptcy Proceeding.

(b) Release of Mortgaged Property.

(i) Subordinate Lender consents to and authorizes any future release by Senior Lender of all or any portion of the Mortgaged Property from the lien, operation, and effect of the Senior Loan Documents. Subordinate Lender waives to the fullest extent permitted by law, all equitable or other rights it may have in connection with the release of all or any portion of the Mortgaged Property, including any right to require Senior Lender to do any of the following:

(A) To conduct a separate sale of any portion of the Mortgaged Property.

(B) To exhaust its remedies against all or any portion of the Mortgaged Property or any combination of portions of the Mortgaged Property or any other collateral for the Senior Indebtedness.

(C) To proceed against Borrower, any other party that may be liable for any of the Senior Indebtedness (including any general partner of Borrower if Borrower is a partnership), all or any portion of the Mortgaged Property or combination of portions of the Mortgaged Property or any other collateral, before proceeding against all or such portions or combination of portions of the Mortgaged Property as Senior Lender determines. Subordinate Lender waives to the fullest extent permitted by law any and all benefits under California Civil Code Sections 2845, 2849 and 2850.

(ii) Subordinate Lender consents to and authorizes, at the option of Senior Lender, the sale, either separately or together, of all or any portion of the Mortgaged Property. Subordinate Lender acknowledges that without Notice to Subordinate Lender and without affecting any of the provisions of this Agreement, Senior Lender may do any of the following:

(A) Extend the time for or waive any payment or performance under the Senior Loan Documents.

(B) Modify or amend in any respect any provision of the Senior Loan Documents.

(C) Modify, exchange, surrender, release, and otherwise deal with any additional collateral for the Senior Indebtedness.

(c) Termination Upon Foreclosure. The lien of the Subordinate Loan Documents will automatically terminate upon the acquisition by Senior Lender or by a third-party purchaser of title to the Mortgaged Property pursuant to a foreclosure of, deed in lieu of foreclosure, or trustee's sale or other exercise of a power of sale or similar disposition under the Senior Mortgage.

**6. Conflicts.** If there is any conflict or inconsistency between the terms of the Subordinate Loan Documents and the terms of this Agreement, then the terms of this Agreement will control. Borrower acknowledges that the terms and provisions of this Agreement will not, and will not be deemed to do any of the following:

(a) Extend Borrower's time to cure any Senior Mortgage Default or Subordinate Mortgage Default.

(b) Give Borrower the right to receive notice of any Senior Mortgage Default or Subordinate Mortgage Default, other than that, if any, provided, respectively under the Senior Loan Documents or the Subordinate Loan Documents.

(c) Create any other right or benefit for Borrower as against Senior Lender or Subordinate Lender.

**7. Rights and Obligations of Subordinate Lender Under the Subordinate Loan Documents and of Senior Lender under the Senior Loan Documents.**

(a) Insurance.

(i) All requirements pertaining to insurance under the Subordinate Loan Documents (including requirements relating to amounts and types of coverages, deductibles and special endorsements) will be deemed satisfied if Borrower complies with the insurance requirements under the Senior Loan Documents and of Senior Lender.

(ii) All original policies of insurance required pursuant to the Senior Loan Documents will be held by Senior Lender.

(iii) Nothing in this Section 7(a) will preclude Subordinate Lender from requiring that it be named as a mortgagee and loss payee, as its interest may appear, under all policies of property damage insurance maintained by Borrower with respect to the Mortgaged Property, provided such action does not affect the priority of payment of Loss Proceeds, or that Subordinate Lender be named as an additional insured under all policies of liability insurance maintained by Borrower with respect to the Mortgaged Property.

(b) Condemnation or Casualty.

In the event of a Condemnation or a Casualty, the following provisions will apply:

(i) The rights of Subordinate Lender (under the Subordinate Loan Documents or otherwise) to participate in any proceeding or action relating to a Condemnation or a Casualty, or to participate or join in any settlement of, or to adjust, any claims resulting from a Condemnation or a Casualty, will

be and remain subordinate in all respects to Senior Lender's rights under the Senior Loan Documents, and Subordinate Lender will be bound by any settlement or adjustment of a claim resulting from a Condemnation or a Casualty made by Senior Lender.

(ii) All Loss Proceeds will be applied either to payment of the costs and expenses of Restoration or to payment on account of the Senior Indebtedness, as and in the manner determined by Senior Lender in its sole discretion; provided however, Senior Lender agrees to consult with Subordinate Lender in determining the application of Casualty proceeds. In the event of any disagreement between Senior Lender and Subordinate Lender over the application of Casualty proceeds, the decision of Senior Lender, in its sole discretion, will prevail.

(iii) If Senior Lender holds Loss Proceeds, or monitors the disbursement of Loss Proceeds, Subordinate Lender will not do so. Nothing contained in this Agreement will be deemed to require Senior Lender to act for or on behalf of Subordinate Lender in connection with any Restoration or to hold or monitor any Loss Proceeds in trust for or otherwise on behalf of Subordinate Lender, and all or any Loss Proceeds may be commingled with any funds of Senior Lender.

(iv) If Senior Lender elects to apply Loss Proceeds to payment on account of the Senior Indebtedness, and if the application of such Loss Proceeds results in the payment in full of the entire Senior Indebtedness, any remaining Loss Proceeds held by Senior Lender will be paid to Subordinate Lender unless another party has asserted a claim to the remaining Loss Proceeds.

(c) Modification of Subordinate Loan Documents. Subordinate Lender agrees that, until the principal of, interest on and all other amounts payable under the Senior Loan Documents have been paid in full, it will not, without the prior written consent of Senior Lender, increase the amount of the Subordinate Loan, increase the required payments due under the Subordinate Loan, decrease the term of the Subordinate Loan, increase the interest rate on the Subordinate Loan, or otherwise amend the Subordinate Loan terms in a manner that creates an adverse effect upon Senior Lender under the Senior Loan Documents. If Subordinate Lender either (i) amends the Subordinate Loan Documents in the manner set forth above or (ii) assigns the Subordinate Loan without Senior Lender's consent, then such amendment or assignment will be void ab initio and of no effect whatsoever.

(d) Modification of Senior Loan Documents. Senior Lender may amend, waive, postpone, extend, renew, replace, reduce or otherwise modify any provisions of the Senior Loan Documents without the necessity of obtaining the consent of or providing Notice to Subordinate Lender, and without affecting any of the provisions of this Agreement. Notwithstanding the foregoing, Senior Lender may not modify any provision of the Senior Loan Documents that increases the Senior

Indebtedness, except for increases in the Senior Indebtedness that result from advances made by Senior Lender to protect the security or lien priority of Senior Lender under the Senior Loan Documents or to cure defaults under the Subordinate Loan Documents.

(e) Commercial or Retail Leases. If requested, Subordinate Lender will enter into attornment and non-disturbance agreements with all tenants under commercial or retail Leases, if any, to whom Senior Lender has granted attornment and non-disturbance, on the same terms and conditions given by Senior Lender.

(f) Consent Rights. Whenever the Subordinate Loan Documents give Subordinate Lender approval or consent rights with respect to any matter, and a right of approval or consent for the same or substantially the same matter is also granted to Senior Lender pursuant to the Senior Loan Documents or otherwise, Senior Lender's approval or consent or failure to approve or consent will be binding on Subordinate Lender. None of the other provisions of Section 7 are intended to be in any way in limitation of the provisions of this Section 7(f).

(g) Escrows. Except as provided in this Section 7(g), and regardless of any contrary provision in the Subordinate Loan Documents, Subordinate Lender will not collect any escrows for any cost or expense related to the Mortgaged Property or for any portion of the Subordinate Indebtedness. However, if Senior Lender is not collecting escrow payments for one or more Impositions, Subordinate Lender may collect escrow payments for such Impositions; provided that all payments so collected by Subordinate Lender will be held in trust by Subordinate Lender to be applied only to the payment of such Impositions.

(h) Certification. Within 10 days after request by Senior Lender, Subordinate Lender will furnish Senior Lender with a statement, duly acknowledged and certified setting forth the then-current amount and terms of the Subordinate Indebtedness, confirming that there exists no default under the Subordinate Loan Documents (or describing any default that does exist), and certifying to such other information with respect to the Subordinate Indebtedness as Senior Lender may request.

**8. Refinancing.** Subordinate Lender agrees that its agreement to subordinate under this Agreement will extend to any new mortgage debt which is for the purpose of refinancing all or any part of the Senior Indebtedness (including reasonable and necessary costs associated with the closing and/or the refinancing, and any reasonable increase in proceeds for rehabilitation in the context of a preservation transaction). All terms and covenants of this Agreement will inure to the benefit of any holder of any such refinanced debt, and all references to the Senior Loan Documents and Senior Lender will mean, respectively, the refinance loan documents and the holder of such refinanced debt.

**9. Governmental Powers.** Nothing in this Agreement is intended, nor will it be construed, to in any way limit the exercise by Subordinate Lender of its governmental powers (including police, regulatory and taxing powers) with respect to Borrower or the Mortgaged

Property to the same extent as if it were not a party to this Agreement or the transactions contemplated by this Agreement.

**10. Notices.**

(a) Any Notice required or permitted to be given pursuant to this Agreement will be in writing and will be deemed to have been duly and sufficiently given if (i) personally delivered with proof of delivery (any Notice so delivered will be deemed to have been received at the time so delivered), or (ii) sent by a national overnight courier service (such as FedEx) designating earliest available delivery (any Notice so delivered will be deemed to have been received on the next Business Day following receipt by the courier), or (iii) sent by United States registered or certified mail, return receipt requested, postage prepaid, at a post office regularly maintained by the United States Postal Service (any Notice so sent will be deemed to have been received on the date of delivery as confirmed by the return receipt), addressed to the respective parties as follows:

Notices intended for Senior Lender will be addressed to:

KEYBANK NATIONAL ASSOCIATION
c/o KeyBank Real Estate Capital - Servicing Department
11501 Outlook Street, Suite 300, Mailcode: KS-01-11-0501
Overland Park, Kansas 66211
Attention: Servicing Manager

Notices intended for Subordinate Lender will be addressed to:

CITY OF SOLEDAD
[Address]
Attention:

(b) Any party, by Notice given pursuant to this Section 10, may change the person or persons and/or address or addresses, or designate an additional person or persons or an additional address or addresses, for its Notices, but Notice of a change of address will only be effective upon receipt. Neither party will refuse or reject delivery of any Notice given in accordance with this Section 10.

**11. Reserved.**

**12. Miscellaneous Provisions.**

(a) Assignments/Successors. This Agreement will be binding upon and will inure to the benefit of the respective legal successors and permitted assigns of the parties to this Agreement. Without prior notice to or the consent of the Subordinate Lender or the Borrower, the Senior Lender may freely transfer or assign the Senior Loan

and the Senior Loan Documents, including this Agreement, in whole or in part, and the Subordinate Lender acknowledges and agrees that any future legal holder of the Senior Note will automatically be a legal successor and permitted assignee of Senior Lender hereunder, without the necessity of any further action or instrument. No other party will be entitled to any benefits under this Agreement, whether as a third-party beneficiary or otherwise.

(b) No Partnership or Joint Venture. Nothing in this Agreement or in any of the Senior Loan Documents or Subordinate Loan Documents will be deemed to constitute Senior Lender as a joint venturer or partner of Subordinate Lender.

(c) Further Assurances. Upon Notice from Senior Lender, Subordinate Lender will execute and deliver such additional instruments and documents, and will take such actions, as are required by Senior Lender to further evidence or implement the provisions and intent of this Agreement.

(d) Amendment. This Agreement may be amended, changed, modified, altered or terminated only by a written instrument signed by the parties to this Agreement or their successors or assigns.

(e) Governing Law. This Agreement will be governed by the laws of the State in which the Land is located.

(f) Severable Provisions. If any one or more of the provisions contained in this Agreement, or any application of any such provisions, is invalid, illegal, or unenforceable in any respect, the validity, legality, enforceability, and application of the remaining provisions contained in this Agreement will not in any way be affected or impaired.

(g) Term. The term of this Agreement will commence on the date of this Agreement and will continue until the earliest to occur of the following events:

(i) The payment of all the Senior Indebtedness; provided that this Agreement will be reinstated in the event any payment on account of the Senior Indebtedness is avoided, set aside, rescinded or repaid by Senior Lender.

(ii) The payment of all the Subordinate Indebtedness other than by reason of payments which Subordinate Lender is obligated to remit to Senior Lender pursuant to this Agreement.

(iii) The acquisition by Senior Lender or by a third-party purchaser of title to the Mortgaged Property pursuant to a foreclosure of, deed in lieu of foreclosure, or trustee's sale or other exercise of a power of sale or similar disposition under the Senior Mortgage.

(iv) With the prior written consent of Senior Lender, without limiting the provisions of Section 4(b)(iv), the acquisition by Subordinate Lender of title to the Mortgaged Property subject to the Senior Mortgage pursuant to a foreclosure, or a deed in lieu of foreclosure, of (or the exercise of a power of sale under) the Subordinate Mortgage.

(h) Counterparts. This Agreement may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument.

(i) Entire Agreement. This Agreement represents the entire understanding and agreement between the parties regarding the matters addressed in this Agreement, and will supersede and cancel any prior agreements regarding such matters.

(j) Authority. Each person executing this Agreement on behalf of a party to this Agreement represents and warrants that such person is duly and validly authorized to do so on behalf of such party with full right and authority to execute this Agreement and to bind such party with respect to all of its obligations under this Agreement.

(k) No Waiver. No failure or delay on the part of any party to this Agreement in exercising any right, power, or remedy under this Agreement will operate as a waiver of such right, power, or remedy, nor will any single or partial exercise of any such right, power or remedy preclude any other or further exercise of such right, power, or remedy or the exercise of any other right, power or remedy under this Agreement.

(l) Remedies. Each party to this Agreement acknowledges that if any party fails to comply with its obligations under this Agreement, the other parties will have all rights available at law and in equity, including the right to obtain specific performance of the obligations of such defaulting party and injunctive relief.

**13. Attached Riders.** The following Riders are attached to this Agreement:

None

**14. Attached Exhibits.** The following Exhibits, if marked with an "X" in the space provided, are attached to this Agreement:

|X| Exhibit A Description of the Land (required)
|__| Exhibit B Ground Lease Description (if applicable)

**[SIGNATURE AND ACKNOWLEDGMENT PAGES FOLLOW]**

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

**SENIOR LENDER:**

**KEYBANK NATIONAL ASSOCIATION**, a national banking association

By _____
Kelly Blodgett
Vice President

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____ before me, _____,
(Insert Name and Title of the Officer)

personally appeared KELLY BLODGETT, Vice President of KEYBANK NATIONAL ASSOCIATION, a national banking association, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature_____**(Seal)**

**SUBORDINATE LENDER:**

**CITY OF SOLEDAD**

By: _____
Name: _____
Title: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____ before me, _____,
(Insert Name and Title of the Officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature_____**(Seal)**

## CONSENT OF BORROWER

Borrower acknowledges receipt of a copy of this Subordination Agreement, dated _____, 2025, by and between KEYBANK NATIONAL ASSOCIATION, a national banking association and CITY OF SOLEDAD and consents to the agreement of the parties set forth in this Agreement.

**BORROWER:**

ORCHARD GABILAN ASSOCIATIONS, a California limited partnership

By: _____
Name: _____
Title: _____

Date: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____ before me, _____,
(Insert Name and Title of the Officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature_____**(Seal)**

[Notary Block for recordation]

**EXHIBIT A**

LEGAL DESCRIPTION

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6186, A Resolution of The City Council of the City of Soledad Approving and Authorizing the City Manager to Execute Amendment No. 3 to the CSG Consultants Inc. Agreement Extending the Contract Term Until June 30, 2025 in the Amount Not to Exceed $225,000 for Fiscal Year 24/25 and Adding Planning Services to the Scope**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Megan Hunter, City Manager**

**THROUGH:**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad consider and adopt Resolution No. 6186, "Approving and Authorizing the City Manager to Execute Amendment No. 3 to the CSG Consultants Inc. Agreement Extending the Contract Term Until June 30, 2025 in the Amount not to Exceed $225,000 for Fiscal Year 24/25 and Adding Planning Services to the Scope".

## Executive Summary

CSG Consultants Inc. has been providing professional services to the City of Soledad since 2011 for a Contract Building Official, building plan review, civil plan review, stormwater compliance, permit intake, and enforcing construction and demolition recycling requirements. On June 19, 2024, Amendment No. 2 was approved extending the contract term until December 31, 2024 for an amount not to exceed $225,000. This was to allow City staff time to issue a new Request for Proposals (RFP) for these services to ensure an open and fair contracting process. Unfortunately, due to staff vacancies, the RFP was not issued in a timely manner. Thus, it is recommended that the contract be extended until June 30, 2025 to allow for the completion of the RFP and contracting process before the end Fiscal Year 24/25. In addition, planning services will be added to the scope to assist with the backlog due to the planner vacancy.

## Background

CSG Consultants Inc. has been providing services to the City of Soledad since 2011, mainly for residential and commercial plan checks, fire inspections, and backup inspection services. Funding for these projects has been paid directly by applicants through the payment of permit fees to the City.

In July of 2016, the City entered into a side letter with CSG to provide Permit Technician Services to assist at the front counter. On October 3, 2016, the Building Official retired from the City of Soledad. Since that time, CSG no longer provides the City with Permit Technician services but does provide the City with a Contracted Building Official and has continued to perform plan check services. In order to continue quality service to the public in a progressive manner, CSG Consultants has been providing inspection services to the City on a part-time basis.

Due to an increase in State reporting requirements, CSG has assumed additional responsibilities for civil engineering and stormwater review, which were previously undertaken by Harris and Associates. CSG also supports the City of Soledad in adhering to the complex construction and demolition recycling requirements.

On June 21, 2023, the City Council approved Amendment No. 1 of the contract for professional services with CSG Consultants, extending the contract for an additional year with the intention of conducting a Request for Proposals (RFP) for the 2024-2025 Fiscal Year. Unfortunately, staff was unable to initiate the RFP process before the end of Fiscal Year 23/24 and consequently, on June 19, 2024, the Council approved Amendment No. 2 to extend the contract for an additional six months.

**Review & Analysis**

The current contract for CSG, approved in June 2024, is set to expire on December 31, 2024. City staff is requesting to amend the current contract to extend it until June 30, 2025, the end of the fiscal year. This extension will allow the City time to prepare a request for proposal/qualifications (RFP/RFQ) to solicit proposals for building inspections and plan review, civil engineering and stormwater review, fire plan check and inspection, and planning services and award contract services before the end of the fiscal year on June 30, 2025.

Over the last eighteen months, the Community and Economic Development Department has struggled with vacancies. In early July 2023, the Community and Economic Development Director resigned, and a replacement was not found until seven months later. In July 2024, the City's only full-time planner resigned, leaving staff struggling to keep up with various casework. This has caused some project delays to important projects. Thus, it is recommended that CSG's scope of services be amended to include planning. This will allow for projects to be reviewed more expeditiously until a new planner is hired. Currently, the City is recruiting for both the Community and Economic Development Director and Senior/Associate Planner, but is confident the RFP process can be completed by June 30, 2025.

| CSG Services Provided | FY 23-24 Rates (Per Hour) | FY 24-25 Rates (Per Hour) |
|---|---|---|
| Building Official | $139.00 | $146.00 |
| Fire Plan Review | $127.00 | $137.00 |
| Building Inspector | $110.00 | $116.00 |
| Fire Inspector | | $133.00 |
| Building /Civil /Stormwater Plan Check | 75% of Building Plan Check Fees | 75% of Building Plan Check Fees |
| Engineering Services | $147.00 - $247.00 | $154.00 - $237.00 |
| Principal Planner | New | $215.00 |
| Senior Planner | New | $190.00 |
| Associate Planner | New | $155.00 |
| Assistant Planner | New | $135.00 |

| | | |
|---|---|---|
| Planning Technician | New | $80.00 |

The proposed Scope of Services and staff is in detailed and attached in Exhibit "A". The City budgeted $225,000 for these services, which are recouped through fees.

**Financial Considerations**

The total contract amount with CSG is anticipated to be less than $225,000 in Fiscal Year 24/25 and will be funded by a combination of applicant deposits and fees. If a large project is submitted requiring complex plan review, a future amendment may be required to add funds. However, these expenditures will be covered by fees from the developer.

**Alternatives**

- Approve the Resolution and proposed contract amendment for FY 24-25; or
- Approve the Resolution with modifications to the proposed contract; or
- Do not approve the contract amendment. This would require immediate consideration of an alternate way to provide these services.

**Planning/CEQA**

The contract amendment is not considered a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378) because it does not cause a direct or foreseeable indirect physical change on or in the environment.

**Public Notice Requirements**

Not required.

Attachment(s):
Resolution No. 6186
Exhibit A
Attachment A

**RESOLUTION NO. 6186**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE CSG CONSULTANTS, INC. AGREEMENT EXTENDING THE CONTRACT TERM UNTIL JUNE 30, 2025 IN AN AMOUNT NOT TO EXCEED $225,000 FOR FISCAL YEAR 24/25 AND ADDING PLANNING SERVICES TO THE SCOPE**

**WHEREAS**, in 2011 the City entered into an Agreement with CSG Consultants Inc. to provide plan check review and building inspection services to the City of Soledad; and

**WHEREAS**, the City has continued to utilize CSG Consultant, Inc. services to provide a Contract Building Official; building, fire, civil and stormwater plan reviews; building, fire, and stormwater inspections; and construction and demolition ordinance compliance; and

**WHEREAS**, the City wants to continue those services as well as add planning support to address a case backlog due to staff vacancies and to ensure the expeditious processing of planning entitlements and building permits and safety of various construction projects; and

**WHEREAS,** these services will be funded by a combination of building permit applicant deposits and building, fire, engineering, and planning fees; and

**WHEREAS**, it is recommended that the Council approve amendment No. 3 extending the contract term to June 30, 2025, the end of the fiscal year, to allow staff adequate time to complete a Request for Proposal process for these services and consider other qualified firms to contract with in the future; and

**WHEREAS,** proposed Amendment No. 3 to the professional services is not considered a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378)

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Soledad that Amendment No. 3 of the Professional Services Agreement between the City and CSG Consultants, Inc., in an amount not to exceed $225,000 for Fiscal Year 24/25, a copy of which is attached hereto as **"Exhibit A"** and by this reference incorporated herein, is hereby approved and the City Manager is authorized and directed to execute the same on Behalf of the City.

**FURTHER BE IT RESOLVED** that the City Council of the City of Soledad approve the addition of planning services as outlined in the attached proposal labeled "**Exhibit A"**.

**PASSED AND ADOPTED** at a meeting of the City Council of the City of Soledad duly held on the 18th day of December 2024, by the following vote:

**AYES, and in favor thereof, Councilmembers:**

**NOES,** Councilmembers:

**ABSENT,** Councilmembers:

**ABSTAIN,** Councilmembers:

_____
ANNA M. VELAZQUEZ, Mayor

ATTEST:

_____
MEGAN HUNTER, City Clerk

550 Pilgrim Drive
Foster City, CA 94404
*phone* 650.522.2500
*fax* 650.522.2599

**www.csgengr.com**

November 25, 2024

Community Development Director
City of Soledad
248 Main Street
Soledad, CA 93960

**Re: Contract Extension – January 1, 2025 to April 30, 2025**

Dear Ms. Yang,

**CSG Consultants** (CSG) appreciates the opportunity to submit our proposal to renew our contract for a 4-month period (01/01/2025 - 4/30/25) for building and engineering consultant services for the City of Soledad (City).

## Scope of Services

CSG proposes to continue performing all requested services, including building plan review, building inspection, permit technician, fire inspection, engineering plan review, and stormwater plan review and inspection.

**John LaTorra**, CSG's Regional Manager, will serve as the primary contact for this contract. His contact information is as follows:

> **John LaTorra,** *Regional Manager*
> ***cell*** (650) 208-4264 | johnl@csgengr.com

Once a project is identified, Mr. LaTorra will work with CSG's service managers to ensure the City receives timely responses. **Crickett Brinkman** will serve as the primary contact for all permit and plan review processing and oversees the Newman office where plans will be processed. **Sandra Meditch, PE**, will serve as the manager for engineering services.

## Cost of Services

CSG will perform the requested services according to the hourly rates included herein. **Services will be performed for a not to exceed amount of $150,000.**

Please feel free to contact Mr. LaTorra with any questions you may have regarding our proposal and/or services. We greatly look forward to the opportunity to continue providing building and engineering services to the City of Soledad.

Sincerely,

Cyrus Kianpour, PE, PLS
*President*, CSG Consultants, Inc.

## FEE SCHEDULE

CSG's fee schedule which includes fees for personnel providing the proposed scope of work is provided in the table below. We will coordinate the pickup and return of all plans via CSG staff or a licensed courier service. Plan review based on a percentage of plan check fees includes initial plan review and two subsequent reviews. Additional reviews, deferred submittals, revisions and RFIs will be charged at the appropriate hourly rate below. RFIs for larger developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the City.

| PERSONNEL / REVIEW TYPE | ALL INCLUSIVE FEE / HOURLY RATE |
|---|---|
| **BUILDING SERVICES** | |
| Building Plan Review | 75% of City's Plan Check Fee |
| Structural Plan Review Only | 50% of City's Plan Check Fee |
| Expedited Building Plan Review | 95% of City's Plan Check Fee |
| Building Plan Review | $137 |
| CASp Plan Review/Consultation | $147 |
| Expedited Plan Review (Hourly) | 1.5 x Hourly Rate |
| Building Official | $146 |
| Building Inspector | $116 |
| Permit Technician | $78 |
| **FIRE PREVENTION SERVICES** | |
| Fire Plan Review | 75% of City's Plan Check Fees |
| Fire Plan Review (Hourly) | $137 |
| Fire Inspector | $133 |
| Overtime | 1.5 x Hourly Rate |
| **ENGINEERING PLAN REVIEW SERVICES** | |
| Principal Engineer | $237 |
| Senior Project Manager | $226 |
| Associate Engineer | $182 |
| Assistant Engineer | $154 |

*All hourly rates include salaries, benefits, workers compensation insurance, local travel, and miscellaneous office expenses. Should the scope of work change, or circumstances develop which necessitate special handling, CSG will notify the Agency prior to proceeding. Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate. Depending on project size and scope, CSG's percentage-based expedited plan review rate may be adjusted if mutually agreed upon between the Agency and CSG. Hourly rates for publicly funded projects will be based on current prevailing wage rates. On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region. CSG will mail an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30-days from receipt of invoice.*



CSG
CONSULTANTS

# CITY OF SOLEDAD

## Statement of Qualifications for Planning & Environmental Services

DECEMBER 10, 2024

www.csgengr.com


Qualifications Prepared By
**CSG CONSULTANTS**

3707 W. Garden Grove Blvd., Suite 100 | Orange, CA 92868
TEL : 714.568.1010 | FAX : 714.568.1028

# COVER LETTER

Employee-Owned

December 10, 2024

Megan Hunter
City Manager
City of Soledad
248 Main Street
Soledad, CA 93960

**Subject: Statement of Qualifications for Planning & Environmental Services**

Dear Ms. Hunter:

**CSG Consultants, Inc.** (CSG) would like to thank the City of Soledad (City) for the opportunity to present its statement of qualifications for Planning and Environmental services. CSG has an extensive track record of providing building, engineering, and fire prevention services to the City and we value this longstanding relationship. We appreciate the City's consideration of our statement of qualifications, where we detail additional CSG Planning and Environmental Planning services that could be utilized by the City to supplement current staff, improve coordination and reduce workloads across divisions.

**PROJECT CONTACTS**

**Ethan Edwards, AICP**
V.P. of Planning Services
714.699.4297
ethane@csgengr.com

**Gina Paolini**
Senior Planner
530.957.1461 Mobile
ginap@csgengr.com

We understand one of the primary needs for the City is to increase staffing levels and enhance the organizational capacity to address existing workload challenges. CSG staff acts as a seamless extension of the City, facilitating coordination between departments and improving overall efficiency. Our personnel easily integrate into existing departments—sharing knowledge across disciplines to help eliminate information silos that may exist.

For over 30 years (since 1991), CSG has been providing a host of professional municipal services to the public sector. Our staff currently provides building plan review and inspection; fire prevention; code enforcement; planning; environmental services; engineering design; construction management and inspection; land development review, plan check, map check; staff augmentation; full-service project management services; and other services to over 250 public agencies throughout California. A small sampling of local client agencies CSG serves include:

- *City of Carmel-By-The-Sea*
- *City of Seaside*
- *City of Monterey*
- *County of Monterey*
- *City of Salinas*
- *City of Hollister*
- *City of Watsonville*
- *City of Scotts Valley*
- *City of Santa Cruz*
- *County of Santa Cruz*
- *City of Morgan Hill*
- *City of Gilroy*
- *City of Los Banos*
- *Town of Los Gatos*

Mr. Ethan Edwards, AICP, CSG's Vice President of Planning Services, will serve as the Quality Assurance and Quality Control (QA/QC) manager. Mr. Bradley J. Misner, AICP, CSG's Director of Planning Services for Northern California, will serve as the client manager and QA/QC provider. Ms. Gina Paolini, Senior Planner, will serve as the main point of contact for the City. Contact information for Mr. Edwards and Ms. Paolini is provided above.

We look forward to assisting the City in any capacity where our services may be needed. Ms. Paolini would be happy to answer any questions regarding CSG's services and/or our statement of qualifications.

Sincerely,

**Cyrus Kianpour, PE, PLS**
*President, CSG Consultants, Inc.*

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# 2. COMPANY PROFILE

## FIRM PROFILE

CSG Consultants, Inc. (CSG) is an employee-owned California company with its local and headquarters office in Foster City, California. Additional support is available from our other offices in Newman, Orange, Paso Robles, Pleasanton, Sacramento, and San Jose. Founded in 1991, CSG performs work solely for public agencies, eliminating the potential for conflicts of interest between developers and agencies. In this way, we can focus exclusively on the specific needs of our municipal clients. CSG has grown steadily in both revenue and staff size, and now has over 350 employees serving customers throughout California.

| | |
|---|---|
| **NAME OF FIRM:** | CSG Consultants, Inc. |
| **YEARS IN BUSINESS:** | 33 (Established in 1991) |
| **PRIMARY CONTACT:** | **Gina Paolini** \| *Senior Planner*<br>530.957.1461 ***cell*** \| ginap@csgengr.com ***email*** |
| **HEADQUARTERS:** | 550 Pilgrim Drive, **Foster City**, CA 94404 |
| **REGIONAL OFFICES:** | 3875 Hopyard Road, Suite 141, ***Pleasanton***, CA 94588<br>3150 Almaden Expressway #255, ***San Jose***, CA 95118<br>1303 J Street, Suite 270, ***Sacramento,*** CA 95814<br>930 Fresno Street, ***Newman***, CA 95360<br>806 9th Street, Suite 2A, ***Paso Robles***, CA 93446<br>3707 W. Garden Grove Boulevard, Suite #100, ***Orange***, CA 92868 |
| **EMPLOYEES:** | 350+ |
| **TYPE OF BUSINESS:** | California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749 |

Our multi-disciplined municipal services staff consists of the following types of professionals:



## COMPREHENSIVE MUNICIPAL SERVICES

CSG provides a wide range of services to community development and public works departments, serving as an extension of agency staff. We are customer-centric and organized into the lines of business outlined below, each managed by highly experienced industry experts.



### PLANNING, ENVIRONMENTAL, AND SUSTAINABILITY

*Staff Augmentation for Current and Advance Planning • Project Management Including Plan Amendments • CEQA Environmental Review • Energy Efficiency, Water Conservation, Solid Waste Program Development • AB32 Compliance/Climate Action Plan Development and Implementation • Greenhouse Gas Reduction Strategies • Grant Writing and Grant Management*



### BUILDING AND FIRE LIFE SAFETY

*Building Department Administration • Building Plan Review and Inspection • Fire Plan Review and Inspection • Structural Plan Review • OSHPD3 Review • CASp Assessment and Inspection • Public Facilities Assessment • LEED/Green Building Services • Code Compliance/Enforcement • Staff Augmentation*



### PUBLIC WORKS ENGINEERING AND DESIGN

*Capital Improvement Project Design: Transportation/Roadway, Water and Sewer Utilities, Traffic Engineering • Development Review/Plan Check • Surveying and Mapping • Stormwater Program Compliance (NPDES, QSP/QSD)*



### CIP PROJECT AND PROGRAM MANAGEMENT

*Capital Improvement Program Development and Implementation • Federal and State Grant Administration • Rule 20A Undergrounding • Staff Augmentation Including: Design Consultant Coordination, Projects Scoping, RFP Preparation*



### CONSTRUCTION MANAGEMENT AND INSPECTION

*Contract Administration Including: Resident Engineer Oversight, Inspection, and Construction Management • Constructibility/Bidability Reviews • Cost and Schedule Control • Claims Avoidance*



### INFORMATION TECHNOLOGY

*GreenVue Permitting Software • Digital Plan Review • Electronic Archiving • Web-Based Construction Management and Asset Management • Project Management • GIS and IT Support*

# 3. Organization and Staffing

## TEAM AND ORGANIZATIONAL STRUCTURE

CSG's business model is to serve as an extension of municipal staff. Our team members excel at customer service and maintain CSG's high standards of integrity, responsiveness, and work quality. We do this seamlessly, minimizing disruption to the City's existing workflows and processes.

The majority of the 350+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel, having held positions within communities facing similar development concerns as the City of Soledad, bring a wealth of ideas, experience, and solutions. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity.



## CSG STAFF PROFILES

Included below are brief staff profiles of CSG staff. Resumes for staff have been included in the appendix.

### Ethan Edwards, AICP (Vice President of Planning Services)

**About:** Mr. Edwards serves as the Vice President of Planning Services for CSG Consultants. To this role, he brings expertise in current and advanced planning, design review, coastal development review and CEOA, project and planning staff management, and professional practice building from over 24 years of increasingly complex land use planning and management experience in Orange and Los Angeles Counties, northern California, and the State of Oregon. Prior to joining CSG, Mr. Edwards served as a planner for several public and private sector organizations and has served in various management roles including Community Development Director, Planning Manager, and Principal Planner.

**Relevant Experience/Projects:**

- *The District at South Bay – City of Carson, CA (Project Manager)*
- *Planning Services – City of El Segundo, CA (Principal Planner)*
- *Planning Services – City of Garden Grove, CA (Principal Planner)*

### Gina Paolini (Senior Planner)

**About:** Ms. Paolini brings more than 30 years of planning experience to CSG, including expertise in CEQA review, current planning, permit center procedures and code enforcement. She also possesses a comprehensive knowledge of General Planning Law, The Subdivision Map Act, and other state and federal laws related to planning (SB330 and SB35). Ms. Paolini has spent 23 years alone managing public sector planning agencies.

**Relevant Experience/Projects:**

- *Principal Planner – City of Morgan Hill, CA*
- *Management Specialist – County of Monterey, CA*
- *Senior Planner/Principal Planner – City of Scotts Valley & County of El Dorado, CA*

### Lorraine Weiss (Principal Planner)

**About:** Ms. Weiss serves as a Principal Planner for CSG Consultants and provides planning assistance to public agency clients using her knowledge of land use entitlements, development processes, CEQA, public engagement, and policy analysis for municipalities. Ms. Weiss is a land use planner with over 30 years of experience, has well-developed communication, organizational, and project management skills, and is passionate about contributing to creating a sense of place through community input and quality design.

**Relevant Experience/Projects:**

- *Planning Services – Town of Corte Madera, CA (Principal Planner )*
- *Planning Services – City of Mill Valley, CA (Principal Planner)*
- *Planning, Environmental, & Sustainability Program Management Services – Town of Colma, CA (Principal Planner)*

### Lance Lowe, AICP (Senior Planner)

**About:** Mr. Lowe is a Professional Planner with over 26 years of Planning and Project Management experience in both the public and private sectors. His experience includes serving as a Senior and Principal Planner for the City of Grass Valley, Associate Planner and Transit Manager for the City of Auburn, Associate Planner/Project Manager for the City of Woodland, Associate and Assistant Planner with the County of Yolo and Forward Planner with John Laing Homes.

**Relevant Experience/Projects:**

- *Development Code Updates and Fire Station CDBG/NEPA Compliance – City of Plymouth, CA*
- *Environmental & Justice Element – City of Gustine, CA*
- *Sherwood Recreation Center & Chinatown Revitalization Plan CDBG/NEPA Compliance – City of Salinas, CA*

### Nick Bateman (Associate Planner)

**About:** Mr. Bateman serves as an Associate Planner for CSG, having more than 7 years of experience in the public and

private sectors. Through his experience as an Associate Planner, Environmental Planner, and Assistant Planner—he has developed skills that include CEQA/NEPA document preparation, current planning, project coordination, map-making with ARC GIS, and public presentations.

**Relevant Experience/Projects:**

- *Associate Planner – Town of Paradise, CA*
- *Commercial Encroachment Project – City of Sonora, CA*
- *Street Naming & Addressing Policy/Procedure – City of Mountain House, CA*

## Emma Goldsmith (Associate Planner)

**About:** Ms. Goldsmith is an experienced Planner who is well-versed in preparing regional transportation and housing plans. She excels at synthesizing information from reports, case studies, and local/state/federal laws. Through her experience, Ms. Goldsmith has developed a deep knowledgebase surrounding city planning documents such as general plans and zoning codes—while gaining familiarity with regional planning documents that include Regional Transportation Plans (RTP) and the Regional Housing Needs Allocation (RHNA) process. Additionally, her understanding of state and federal planning laws that include the California Environmental Quality Act (CEQA), SB-743, the National Environmental Policy Act (NEPA) and the Infrastructure Investment and Jobs Act (IIJA) is a tremendous asset to CSG and our clients.

**Relevant Experience/Projects:**

- *Assistant Planner – City of Sonora, CA*
- *Associate Planner/Assistant Planner – Stanislaus Council of Governments – Modesto, CA*

## Kathleen Gallagher (Senior Sustainability Manager/Principal)

**About:** Ms. Gallagher has a successful track record of developing and implementing cost-effective sustainability programs to meet compliance targets in Climate Action Plans, SB 1383 Compliance Plans and Zero Waste Plans. Ms. Gallagher has 29 years of experience as a collaborative leader who can implement a wide range of sustainability projects for client cities to achieve their goals. Recent projects include developing new franchise agreements, managing negotiations process for cities' compliance with SB 1383; initiating and managing grants and approval for 3 new solar projects, expanding electric vehicle charging infrastructure with grant funding, community engagement project development, and implementing electrification projects to meet greenhouse gas reduction targets. Ms. Gallagher served in the public sector for over 11 years for a joint powers authority of 12 member cities, managing all aspects of diversion compliance. Her public sector experience gives her excellent insight and understanding of the unique challenges that city staff face which inform her successful solutions to meeting sustainability targets.

**Relevant Experience/Projects:**

- *Integrated Waste Management Manager – South Bay Joint Powers Authority*
- *Sustainability Programs Manager – San Mateo County Jurisdiction*

## Alexander J. Rocco, GISP (GIS Manager)

**About:** Mr. Rocco is a highly skilled GIS Manager for CSG with a strong technical and analytical background. He has more than 25 years of experience in managing, consulting, and developing in the GIS field. He specializes in utilizing GIS technologies to increase total staff efficiency.

**Relevant Experience/Projects:**

- *GIS Analyst/Administrator – City of Carson, CA*
- *Senior GIS Programmer – GIS Planning, Berkeley, CA*
- *GIS Analyst – CH2M Hill, Santa Ana, CA*

## Glenn Lajoie, AICP (Principal, Director of Environmental Planning)

**About:** Mr. Lajoie has over 35 years of experience in the environmental planning profession. Mr. Lajoie's diverse background includes a wide range of CEQA/ NEPA compliance studies, including policy, development, and infrastructure projects. He has served in various roles on projects, including Project Director, Project Manager, Quality Control, and lead for navigating complex regulatory processes. Mr. Lajoie has an extensive background with agencies throughout California. The geographic context is wide ranging including: resort and destination projects in the Town of Mammoth Lakes; numerous infrastructure and desalination project reviews in the Community of Cambria; downtown high rise and mixed-use proposals in Long Beach; city center and neighborhood revitalization opportunities in Lancaster; buildout of the City's Business Park Master Plan in Cypress; over two million square feet of expansion for

the Raytheon Corporate facility in El Segundo; campus modernization and enhancement projects in the University of California, Riverside; the master plan update for the Hotel del Coronado; and the 2035 General Plan Update for Buena Park.

**Relevant Experience/Projects:**

- *Janss Marketplace Hotel EIR – City of Thousand Oaks, CA (Project Director)*
- *1890 South Coast Highway Mixed-Use Redevelopment Project IS/MND – Laguna Beach, CA (Project Director)*
- *ARCO Commercial Center and Car Wash Project – Plymouth, CA (Project Director)*

## Liza Debies (Senior Environmental Planner)

**About:** Ms. Debies has more than 12 years of professional experience and more than 8 years of experience in managing the preparation of CEQA and NEPA documents, including EIRs, IS/MNDs, Addenda, Environmental Assessments (EAs), and Categorical Exemptions and Categorical Exclusions. She has completed CEQA and/or NEPA documentation for public infrastructure, materials recovery facilities (MRFs), mixed-use developments, residential, commercial, retail, transportation, industrial, recreational, and institutional projects. She has expertise in aesthetics, land use and planning and land use compatibility, transportation and circulation, utilities and services systems, and alternatives analysis, as well as in evaluating large public infrastructure projects.

**Relevant Experience/Projects:**

- *1890 South Coast Highway, Mixed-Use Redevelopment Project IS/MND – City of Laguna Beach, CA (Senior Project Manager)*
- *Mixed-Use Special District Project Supplemental EIR – City of Walnut Creek, CA (Senior Project Manager)*
- *2023-2031 (6$^{th}$ Cycle) Housing Element Update Program EIR – Pleasanton, CA (Senior Project Manager)*

## Kelli Allen (Associate Environmental Planner)

**About:** Ms. Allen serves as an Associate Environmental Planner for CSG Consultants with 2 years' experience in the environmental planning field. She is a recent graduate of UCLA, earning two Bachelor of Arts Degrees in Environmental Studies and Political Science. Ms. Allen has experience preparing environmental impact reports, initial studies/mitigated negative declarations, and safety elements. Ms. Allen recently assisted in the preparation of an IS/MND for a proposed gas station, car wash, and commercial project in the City of Plymouth, and an EIR for a proposed dual hotel and retail use in the City of Thousand Oaks and is currently preparing an IS/MND for a mixed-use redevelopment project in Laguna Beach. Ms. Allen has experience drafting presentations and communicating with public agencies and clients, and writing administrative CEQA documents, including Project Descriptions, Notices of Availability, Preparation, and Determination, and OPR summary documents.

**Relevant Experience/Projects:**

- *Janss Marketplace Hotel EIR – City of Thousand Oaks, CA (Lead Analyst)*
- *1890 South Coast Highway, Mixed-Use Redevelopment Project IS/MND – City of Laguna Beach, CA (Lead Analyst)*
- *ARCO Commercial Center and Car Wash Project – Plymouth, CA (Lead Analyst)*

## Colby Gonzalez (Assistant Environmental Planner)

**About:** Colby Gonzalez has 2 years of professional experience in working with environmental documents, including EIRs, IS/MNDs, Addenda, and Categorical Exemptions. He has worked as a paralegal on CEQA and NEPA lawsuits for mixed-use projects, housing projects, industrial manufacturing projects, and warehouse projects. He also has experience with Clean Water Act and the Montana Environmental Policy Act ("MEPA").

**Relevant Experience/Projects:**

- *Janss Marketplace Specific Plan Project (Environmental Documentation) – City of Thousand Oaks, CA (Lead Analyst)*
- *Pritchard Field Improvement Project (Environmental Assessment) – City of Bell, CA*
- *Iron Planet Auction (IS/MND Peer Review) – County of San Bernardino, CA*

# 4. Overview of Services

CSG views every assignment and project as an opportunity to build long-lasting, meaningful working relationships with our clients. We ensure a clear line of communication with every client, stakeholder, agency, decisionmaker, and project team member to ensure assignments and projects achieve and exceed expectations. We are solutions-oriented, focused on teamwork, and maintain a high level of professionalism in everything we do. Our mission is to consistently meet or exceed our client's expectations in a responsible and efficient manner.

At CSG, we act as project managers in most of our efforts, but we are first and foremost planners. Our goal is to always perform as a "partner planner" for our clients, providing additional support and services to existing agency staff members. CSG's project managers bring decades of project management experience, implementing best practices, while delivering work products on time and within budget.

A comprehensive approach to project management includes attention to land use planning, economic feasibility, urban design, and the environment. Our project management philosophy is built upon the anticipation of, and preparation for, all issues that may arise throughout the project process. By constantly considering and developing the appropriate process and plan to address political, environmental, social, and design challenges/opportunities, we can better serve the City while delivering the highest quality product. Our management team of senior professionals will work in close partnership with City staff to ensure continuous coordination of our proposed services. They will assist the City in determining planning and environmental review requirements with support from additional CSG planners and technical staff that allow our team to provide a wide range of services in a cost-effective manner.

With each assignment, we assemble our CSG team and partner with technical subconsultants most appropriate and experienced for the required analysis. Our subconsultant team of experts has worked together with the Planning and Environmental Planning team for many years, assuring continuity and the understanding of expectations for concise writing styles, analysis, documentation, and time management. In addition, upon initiation of a project, each team member along with the subconsultant team will be provided with the agreed upon scope of work, project schedule and budget, and will attend project initiation meetings, as needed. CSG's Project Manager will serve as the main point of contact, ensuring a consistent flow of information between City staff, CSG, and subconsultants.

## CURRENT AND ADVANCED PLANNING

At CSG we believe that changing environmental conditions, increased need for housing, diminishing raw land inventory, complex mobility issues, urban infill opportunities, and economic feasibility are all becoming pivotal factors driving projects and the future of development. Our team fuses thoughtful creativity with function, practicality with aesthetics, and connecting places with people.

CSG's approach to current and long-range planning is to "dig in" and become familiar with the City's General Plan, Zoning Code, other development process resources, ongoing projects, and development trends so that we may best assist the City. Our staff planners perform planning activities, such as (but not limited to):

- *Analyzing a project's compliance with the City's plans, policies, and regulations. Our staff is familiar with conducting site plan review, plan checks, and design review; historic review, evaluating Tentative Maps, development permits, conditional use permits, and other permits; and conducting General Plan and zoning amendments;*
- *Reviewing and processing both ministerial and discretionary applications;*
- *Researching, compiling, and analyzing social, economic, environmental, and associated data;*
- *Preparing the necessary long-range planning documents and amendments;*
- *Meeting with developers, their consultants and other project proponents, such as property owners and other interested groups. We recognize that these are important groups and individuals to any project; and*

- *Providing public counter services, including but not limited to, answering general questions and processing Zoning Clearances, Accessory Dwelling Unit Zone Clearances, Temporary Use Permits, Home Occupation Permits, and/or Short-Term Rentals permits.*

Members of our staff are actively working in a variety of methods both hybrid and full-time in agency offices, holding regular office hours, and answering public inquiries by email, mail, or telephone, whichever schedule the client wishes. Our staff are available to attend community meetings and present at public hearings; prepare staff reports, resolutions, ordinances; and prepare in-person and/or electronic presentations.

CSG staff also has knowledge and experience in providing affordable housing support, preparing and administering grants, preparing parking studies, performing fiscal and economic analyses, as well as providing Geographic GIS assistance.

### Current Planning

CSG's Planning team provides contract staff support, entitlement services, and project management for a variety of types of projects. We excel at interfacing with public agencies and elected officials, tackling a wide range of current planning issues, and serving as case planners, applicant liaisons, or even assisting the public at the counter. Our staff planners perform daily planning activities, including (but not limited to):

- *Zoning review and compliance;*
- *Project entitlement services;*
- *Subdivision Map Act compliance;*
- *Site plan review and design review;*
- *Plan check;*
- *Construction inspection services based on approved plans and conditions of approval; and*
- *Other services as needed.*

Our planning staff also serve as an extension of City staff, preparing staff reports, ordinances, resolutions, and making presentations to Zoning Hearing Administrators, Design Review Boards, Planning Commissions, City Councils or Boards of Supervisors.

### Advanced Planning

CSG's planners are well versed in the creation and management of long-range policy documents, and assist communities with community engagement, visioning, goal setting and implementation, as well as project coordination for applicants and their consultant teams. Our team has prepared General Plans, Specific Plans as well as Community and Area Plans, Climate Action and Adaptation Plans, Design Guidelines, Zoning Code updates, and Economic Development Plans.

## ENVIRONMENTAL PLANNING SERVICES

CSG has the environmental staff resources to manage and prepare clear, concise, and legally defensible environmental documents under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for projects of all types, including development, infrastructure improvements, ecological enhancements, and policy adoption documents, such as General Plans and Specific Plans. CSG will serve as an extension of City staff to ensure that the entire environmental review process is conducted in a comprehensive manner. Our objective is to provide premium services to our clients, along with highly accurate technical documentation and impact determinations.

We can assist the City with recommendations and scoping for the appropriate CEQA and NEPA documentation and, should an EIR be the determined clearance, CSG can lead the preparation of response to comments and any required findings of facts/statement of overriding considerations. We are also ready to assist the City with project stakeholder

coordination, filing of public notices (including electronic filing with the State Clearinghouse), participation in public hearings, peer review of technical studies, and complete project management services throughout the environmental review process.

Our range of types of CEQA studies includes (but is not limited to):

- *Categorical Exemptions;*
- *Initial Studies (with all applicable technical reports to support an adequate determination;)*
- *Negative Declarations;*
- *Mitigated Negative Declarations;*
- *Environmental Impact Reports (EIRs);*
- *Project/Program/Focused/Supplemental/Subsequent EIRs;*
- *Addendum to previously approved and certified environmental analyses;*
- *Consistency checklists;*
- *Mitigation monitoring programs;*
- *All notices required per CEQA such as Notices of Intent/Preparation/Determination; and,*
- *Providing peer review of CEQA documents prepared by project applicants.*

## Approach to Environmental Planning

CSG planners are environmental stewards for our natural and built environments. CSG's approach to environmental documentation is to understand and analyze each project based on the pertinent environmental issues. CSG's methods emphasizes technically solid, impartial analysis, and active management to keep projects on schedule and within budget. Our approach entails an efficient process to ensure that studies are comprehensive, objective, technically accurate, and complete, while maintaining a focus on the schedule established for review. Our management style includes consistent and regular interaction and communications between staff, the CSG team, and other interested/responsible governmental agencies and parties, as appropriate, allowing for frequent exchange of information without loss of time or resources. We pride ourselves on our ability to turn products around quickly and effectively without sacrificing quality and accuracy.

We understand the importance of confirming the Project Description as early in the process as possible to ensure consistency between technical documents and avoid the need to redo analyses. We also complete a comprehensive review of the project to determine whether it is exempt from environmental review. If it is determined the project is not exempt, CSG then proceeds with the preparation of an Initial Study pursuant to Appendix G of the CEQA Guidelines in consultation with the City. The Initial Study provides a screening and threshold review for each topical area to confirm and proceed with the appropriate CEQA clearance review. CSG also considers recent legislation and court decisions pertaining to environmental review, along with City requirements.

Additionally, and more specifically, we embrace the following steps in the review process:

- *Establish a communications protocol and technical leads, including subconsultants and other key team members to ensure project critical information is efficiently and accurately conveyed across the team;*
- *Ensure roles/responsibilities are clear for efficient management of assignments and quality control of services and deliverables;*
- *Determine key project description details with the City early to facilitate accurate and consistent reviews and analysis;*
- *Agree on initial project schedule and budget and a protocol for updating status during project phases;*
- *Verify that the technical approach/scope of services, as conveyed in the proposal, meets City's expectations following completion of the Project Description; and,*
- *Collaborate upfront with the City on standard templates for project deliverables, including peer review technical memoranda and CEQA document components.*

## GIS – GEOSPATIAL DATA ANALYSIS AND MAPPING

At CSG, in addition to project managers and planners, we are data analysts and visualization specialists. Our goal is to always perform as a "partner" for our clients in whichever role we serve, providing additional support and services to existing agency staff members. CSG's project managers bring decades of management experience, implementing best practices, while delivering work products on time and within budget.

We believe that a comprehensive approach to project management includes attention to the client's goals, resources, and capabilities. Our project management philosophy is built upon the anticipation of, and preparation for, all issues that may arise. By constantly considering and developing the appropriate process and plan to address political, environmental, social, and technical challenges/opportunities, we can better serve the City while delivering the highest quality product. Our management team of senior professionals will work in close partnership with City staff to ensure continuous coordination of our proposed services. They will assist the City in determining GIS needs, and in identifying and implementing solutions, with support from our junior planning personnel and technical staff who allow our team to provide a wide range of services in a cost-effective manner.

CSG takes a client-focused approach to GIS administration and support. In addition to implementing industry "best practices" for server maintenance and database management, we provide all levels of service, from training and staff development, to conducting advance analyses and preparing final maps and exhibits. We excel at managing, integrating, and utilizing multiple GIS and IT platforms, including ArcGIS Enterprise, GIS Online, and permitting systems such as Accela, EnerGov, and GreenVue. We can prepare custom GIS web applications using VertGIS.

Our GIS team is led by Mr. Alexander J. Rocco, GISP, GIS Administrator/Manager. Mr. Rocco has attained over 25 years of experience in managing, consulting, and developing in the GIS field. He specializes in providing web-based GIS applications and utilizing GIS technologies to increase total staff efficiency. He leads a CSG team of experienced and certified GIS analysts, planners, and project managers who use a variety of geospatial analytic platforms to gather data, conduct complex studies, and prepare clear and concise maps for long-range plans and environmental documents.

## SUSTAINABILITY SERVICES

Our Sustainability staff at CSG has over 30 years of experience in developing and managing sustainability programs that lead to measurable and successful results for our jurisdictions. We excel at designing cost-effective and innovative solutions to achieve sustainability goals.

### Climate Action Plan Development & Program Implementation

CSG develops Climate Action Plans (CAP) tailored to a jurisdictions' unique characteristics and provides customized programs and policies to reduce greenhouse gas (GHG) emissions. We work collaboratively with our jurisdictions to identify cost-effective programs and policies to comply with California's GHG emission reduction goals and mitigate the negative impacts of climate change.

We align the CAP's GHG reduction targets to meet Senate Bill 32 target of 40% reduction by 2030, and Executive Order B-55-18, which set a carbon neutrality target by 2045. CSG can customize the GHG reduction targets based on our client's sustainability goals.

CSG is unique because we not only develop CAPs, we also provide CAP program implementation. Our real-world experience includes working with community groups, non-profits, and facilitating task forces to increase energy efficiency, water conservation, and reduce waste to meet sustainability goals.

Our CAP Development & CAP Program implementation services include:

- *Develop Community & Municipal GHG Inventory;*
- *Provide GHG forecasting and target setting;*
- *Design GHG reduction programs;*
- *Implement-impact, cost-effective GHG reduction programs;*
- *Facilitate Community Engagement;*
- *Present to City Councils and Task Force;*

- *Provide Climate Adaptation Strategies; and,*
- *Manage Grants to fund CAP Programs.*

### Compliance Assistance with SB 1383 and Other Diversion Mandates

CSG provides planning, design, implementation, and reporting services to support jurisdictions' compliance with SB 1383 (Organics Diversion Mandate).

Additional compliance assistance is available for:

- *AB 341 (Mandatory Commercial Recycling);*
- *AB 1826 (Mandatory Commercial Organics Recycling); and,*
- *AB 939 (Integrated Waste Management Mandate).*

Our comprehensive understanding of regulatory requirements results in our clients meeting mandates cost-effectively.

### Recycling/Solid Waste Program Management (Zero Waste Planning)

CSG develops Recycling/Solid Waste Programs to dramatically reduce waste to landfill and provides implementation strategies designed for our clients' unique characteristics. Our staff have worked in both the public and private sectors, and we have a comprehensive understanding of the challenges public agencies face. Using our in-depth experience, we design cost-effective recycling, composting and zero waste program solutions.

We also implement Recycling/Solid Waste Programs that prioritize higher impact and cost-effective options to meet zero waste targets and sustainability goals.

Our Solid Waste/Recycling Program Management Services include:

- *Design effective diversion programs;*
- *Implement programs to meet regulatory compliance;*
- *Provide funding alternatives to pay for new programs;*
- *Develop ordinances and policies;*
- *Provide staff augmentation; and,*
- *Complete grant management to fund new programs.*

### Franchise Agreement Compliance Monitoring & Recycling/Solid Waste Program Development

CSG has extensive experience in franchise agreement compliance monitoring to review contractors' operator performance standards, records, and franchise fee payments for accuracy and regulatory compliance. CSG's compliance monitoring enables jurisdictions to understand if their hauler is adequately meeting performance requirements, providing accurate franchise fee payments, and delivering on other requirements in their franchise agreement.

CSG also provides jurisdictions with new program recommendations to meet regulatory requirements, additional performance standards, and new funding options to pay for programs.

Our franchise agreement compliance monitoring and program development services include:

- *Analyze diversion rates, collection programs, technical assistance, processing capabilities;*
- *Identify/evaluate fee alternatives for sustained program funding;*
- *Develop new diversion programs to meet mandates;*
- *Design new performance standards, incentives, and penalties;*
- *Provide training for commercial technical assistance; and,*
- *Manage CalRecycle compliance reports.*

# 5. Fee Schedule

## HOURLY RATE SCHEDULE

CSG's Hourly Fee Schedule is provided in the Table below:

**Table 1**
**Hourly Rate Schedule-CSG**

| PERSONNEL / ROLE | HOURLY RATE |
|---|---|
| **Environmental Planning** | |
| Principal-in-Charge | $260 |
| Sustainability Programs Manager | $200 |
| Sustainability Programs Analyst | $170 |
| Environmental Planning Director | $260 |
| Senior Environmental Planner | $210 |
| Associate Environmental Planner | $170 |
| Assistant Environmental Planner | $140 |
| **Planning** | |
| Planning Director | $230 |
| Planning Manager | $220 |
| Principal Planner | $215 |
| Senior Planner | $190 |
| Associate Planner | $155 |
| Assistant Planner | $135 |
| Planning Technician | $80 |
| **GIS Mapping & Analysis** | |
| GIS Technician | $80 |
| GIS Analyst | $100 |
| GIS Manager | $140 |
| Document Publications Specialist | $105 |

## TERMS

- *All hourly rates include overhead costs including but not limited to salaries, benefits, workers' compensation insurance, local travel, and miscellaneous office expenses.*
- *Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.*
- *On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region.*
- *CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.*
- *This fee proposal is valid for a period of 90 days from date of submittal.*

# 6. Relevant Projects/Services

Resumes for staff members are provided in Appendix A. Our track record of success is outstanding, and we encourage you to contact our references. The following is a small sampling of on-call contracts and projects performed under our On-Call Planning and Environmental consulting services.

## CLIENT REFERENCES/RELEVANT PROJECTS

***Client:*** Town of Colma | *On-Call Planning, Environmental, and Sustainability Program Management Services 2014-Ongoing*
***Reference:*** Daniel Barros, City Manager | 1198 El Camino Real, Colma, CA 94404
650.997.8318 | danielb@colma.ca.gov

### Planning, Environmental, and Sustainability Program Management Services | Town of Colma, California

***2014 - Ongoing***

CSG has provided complete Planning Staff Augmentation services to the Town of Colma since 2011. During this time, CSG Planners have served as the Town's planning staff, including City Planner, which included processing of moderate and large development applications. Examples of specific policy planning services included updating the Town's Climate Action Plan, completion of its Local Hazard Mitigation Plan, Development Fee Ordinance, Smoking Ordinance, Housing Ordinances, and Economic Development Plans. CSG staff recently managed an update to the Town's General Plan and its associated EIR, Housing Element Update Sixth Cycle, Zoning Code and Zoning Map Update, Streetscape Master Plan for Serramonte Boulevard and Collins Avenue, and the Town's first Bicycle and Pedestrian Master Plan.

### General Plan 2040 and EIR and Housing Element Update | Town of Colma, California

***Adopted March 2022 and Housing Element certified on March 2024***

As part of services for the Town, CSG Consultants were tasked with updating the Town's General Plan and preparing the associated EIR. The General Plan 2040, initiated in 2019, was adopted by the City Council on March 23, 2022. CSG also worked on the Town's Housing Element Update for its 6$^{th}$ Cycle, with the document adopted by the City Council in January 2024, and certified by State Housing and Community Development Agency in March 2024. These two projects included community outreach and public meetings with multiple presentations as part of the process.

### Zoning Code Update and Map Update | Town of Colma, California

***Adopted February 2024***

CSG Consultants prepared the Town of Colma Zoning Code Update and Map Update for compliance with the Town's General Plan 2040 and Housing Element Update and State mandates. To ensure compliance with the General Plan 2040, the Zoning Code Update included full review and correction of the previous code, community outreach, and public meetings throughout the adoption process. The Zoning Code Update effort aimed to be a user- friendly document with many sections amended and new sections added, including Objective Design Standards.

***Client:*** City of Rocklin | *Housing Element Update Implementation 2024-Ongoing*
***Reference:*** Anna Leanza, Principal Planner | 3970 Rocklin Road, Rocklin, CA 95677
916.625.5161 | anna.leanza@rocklin.ca.us

### Housing Element Update Implementation | City of Rocklin, CA

***March 2024 - Ongoing***

CSG is assisting the City of Rocklin to process land use changes to both the General Plan Land Use Map and Zoning Map, as well as to update/modify the Zoning Ordinance and relevant General Development Plans to implement the City's Regional Housing Needs Allocation (RHNA) sites inventory consistent with the City of Rocklin Housing Element 2021-2029. Working closely with City staff, CSG assists to process and complete the General Plan, Zoning, and General Development Plan amendments needed to reflect the land use and zoning designations required for the new RHNA sites. The work includes preparation of draft Staff Reports, Resolutions, Ordinances, Findings, Conditions of Approval, and associated exhibits for Planning Commission and City Council hearings, and attendance at Planning Commission, City Council meetings, and stakeholder informational meetings, as required. Work commenced in March 2024, with an anticipated completion date of December 2024.

***Client:*** City of Mill Valley | *On-Call Planning Services*
*2022-Ongoing*
***Reference:*** Patrick Kelly, Planning and Building Director | 26 Corte Madera Avenue, Mill Valley, CA 94941
415.388.4039 | pkelly@cityofmillvalley.org

**Planning Staff Augmentation Services | City of Mill Valley, California**
***2022 - Ongoing***
CSG provides current planning services to the City of Mill Valley. Services include reviewing conditional use permits and single-family development permits to comply with the city's design guidelines and neighborhood compatibility review and working with applicants and city staff to create compatible development projects within the existing districts, downtown, and historical neighborhoods. For these projects, staff services include project management; completeness reviews; the preparation of public notices, Zoning Administrator, Planning Commission and City Council staff reports, approval letters; presentation of projects to these authorities; and follow-up with conditions of project approval. Significant development projects that our staff have managed include: the Mill Valley Lumber Yard Redevelopment for the renovation and conversion of the Mill Valley Lumber Yard from manufacturing use to mixed commercial/live-work use; 550 Miller Avenue Mixed Use Development, which includes the redevelopment of one house/commercial space into a 7-unit residential project that included commercial space, shared parking, and 2 residential units; and the Bayside Park Pier Reconstruction, which included the preparation of NEPA compliant environmental documents and multi-jurisdictional permitting for the reconstruction of a storm-damaged public pier.

***Client:*** Town of Corte Madera | *Planning Services*
*2022-Ongoing*
***Reference:*** Amy Lyle, Community Development Director | 240 Tamal Vista Blvd., Suite 110, Corte Madera, CA 94925
415.927.5050 | alyle@tcmmail.org

**Planning Staff Augmentation Services | Town of Corte Madera, California**
***2022 - Ongoing***
CSG provides current planning services to the Town of Corte Madera. Services include responding to public inquiries, reviewing conditional use permits and single-family development permits to comply with the town's design guidelines and standard development regulations. For these projects, staff services include completeness reviews; preparing public notices and approval letters; and follow-up with conditions of project approval.

***Client:*** City of Walnut Creek | *Environmental Support Services*
*2021-Ongoing*
***Reference:*** Chip Griffin, Principal Planner| 1666 North Main Street, Walnut Creek, CA 94596
925.943.5899| cgriffin@walnut-creek.org

**Mixed Use Special District Project Supplemental EIR | City of Walnut Creek, California**
***2024***
Prior to CSG, Ms. Debies managed the preparation of a Supplemental EIR for the Mixed-Use Special District Project in the City of Walnut Creek. The project would create an Auto Sales–Custom Manufacturing Mixed Use Special District overlay on approximately 6.2 acres owned or controlled by Toyota Walnut Creek. The Final EIR was published in February 2024 and public hearings are anticipated in Spring/Summer 2024.

***Client:*** City of Pleasanton | *Environmental Support Services*
*2022-2023*
***Reference:*** Ellen Clark, Director of Community Development| P.O. Box 250, Pleasanton, CA 94566
925.931.5606| eclark@cityofpleasantonca.gov

**2023-2031 (6th Cycle) Housing Element Update Program EIR | City of Pleasanton, California**
***2022-2023***
Prior to CSG, Ms. Debies managed the preparation of the Housing Element Update Program EIR for the City of Pleasanton. Under Ms. Debies' management, the City prepared streamlined CEQA documents for several of the housing sites identified in the Housing Element Update. The Housing Element was approved and Program EIR certified in January 2023.

***Client:*** City of Sonora | *On-Call Planning and Environmental Services*
***Reference:*** Melissa Eads, City Administrator | 94 North Washington Street, Sonora, California 95370
209.532.4541 | meads@sonora.com

**Planning Staff Augmentation and Environmental Review Services | City of Sonora, California**
***2021-Ongoing***
CSG provides day to day planning services to the City of Sonora. CSG services include regular maintenance of the zoning ordinance, including the recent addition of the Accessory Dwelling Unit Ordinance. CSG is currently working with the City of Sonora to update the sixth cycle of the Housing Element Update and continues to make updates to the zoning ordinance to assure compliance with State requirements. In addition, CSG is leading the City's efforts to develop a long-term strategic plan for growth in the community, which is to be centered on a comprehensive General Plan Update, including extensive outreach, consideration of Sphere of Influence opportunity areas and economic development strategies along major corridors in the City. The work program includes a Program EIR, Zoning Code Update and Climate Action Plan. Recent environmental review assistance has included CEQA review for the proposed Subaru dealership and policy documents and supporting CEQA review for the Housing Element Update, Safety Element Update, Hazard Mitigation Plan.

***Client:*** City of Thousand Oaks | *On-Call Planning and Environmental Services*
*2021-Ongoing*
***Reference:*** Scott Kolwitz, Principal Planner| 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362
805.449.2319|skolwitz@toaks.org

**Staff Augmentation Services | City of Thousand Oaks, California**
***2021 - Ongoing***
CSG staff currently work with the City of Thousand Oaks to provide staff augmentation planning services by reviewing plans for compliance with zoning, design standards, and procedural requirements. Additionally, our staff help research land use issues, trends, and best practices, and assist with the preparation of new land use regulations and environmental impact reports.

**Janss Marketplace Hotel EIR | City of Thousand Oaks, California**
***2022-2023***
CSG prepared an EIR to evaluate the potential environmental impacts of the development of a hotel at 225 North Moorpark Road in Thousand Oaks. The proposed project includes demolition of the current two-story retail building, to be replaced by a five-story dual hotel and retail pad; the creation of a map to designate airspace rights; and a zoning change to the footprint of the hotel to increase the building's height limitation.

**EV Charger Infrastructure | City of Thousand Oaks, California**
***2022***
The City of Thousand Oaks proposed to implement an electric vehicle charging facility at the City's Municipal Service Center, located at 1993 Rancho Conejo Boulevard. This project installed the electric vehicle charging infrastructure necessary for Thousand Oaks Transit's (TOT) transition to a battery electric fleet. CSG determined the project qualified for a Categorical Exclusion pursuant to the National Environmental Policy Act (NEPA), and this project has been constructed.

***Client:*** City of Carson| *On-Call Planning and Environmental Services*
*2016-Ongoing*
***Reference:*** Saied Naaseh, Community Development Director| 701 E. Carson Street, Carson, CA 90745
310.952.1761 x 13654|snaaseh@carson.ca.us

**Planning and Environmental Services | City of Carson, California**
***2016-Ongoing***
CSG provides on-call planning and environmental services to the City of Carson. As part of this process, our Planning Lead manages technical consultants, provides document review, conducts community outreach, and attends community and City Council meetings. Our staff is currently managing The District at South Bay Specific Plan amendment for a modification to the permitted land uses and development standards for a portion of its 157-acres. The site remains undeveloped, as it was used as a landfill site for the deposition of waste/refuse from areas throughout Los Angeles County between 1959 and 1965, prior to the incorporation of the City of Carson.

***Client:*** City of Fullerton| *On-Call Planning Services*
*2021-Ongoing*
***Reference:*** Sunayana Thomas, Community and Economic Development Director | 303 W. Commonwealth Avenue, CA 92832
714.738.6837|sunayana.thomas@cityoffullerton.com

**Planning Staff Augmentation and Project Management Services l City of Fullerton, California**
CSG provides current planning services to the City of Fullerton. Services include customer service in the permit center, answering development related questions at the public planning counter, and reviewing use permits and single-family development permits to comply with the city's zoning code to ensure compatible development projects within the existing districts, downtown, and historical neighborhoods. Additionally, CSG has provided high-level project management services for the processing of large scale, mixed use and TOD development projects, Disposition of Surplus Land, single family subdivisions, adaptive reuse projects, new urban designed outdoor dining uses, and a privately owned public parking structure. For these projects CSG's services include project management, completeness reviews, prepare public notices, prepare, Planning Commission and City Council staff reports, present projects to these authorities, prepare approval letters, and follow-up with conditions of project approval.

***Client:*** City of Segundo| *On-Call Planning Services*
*2016-Ongoing*
***Reference:*** Eduardo Schonborn, Planning Manager| 350 Main Street, El Segundo, CA 90245
310.524.2312| eschonborn@elsegundo.org

**Planning Services | City of El Segundo, California**
***2016-Ongoing***
CSG staff provides project management and entitlement processing services for the City of El Segundo. We currently manage several high-profile projects, including a ±140-acre mixed use site on the former Raytheon manufacturing site and a mixed-use media campus. Another noteworthy project is the Smoky Hollow Specific Plan Amendment and EIR for the Grand Kansas II Project. CSG staff provides entitlement project management and conducted a peer review of the environmental documentation for this office and commercial development. Our services also include Site Plan Review, Specific Plan Amendments, Coastal Development Permits, public outreach and grant administration.

***Client:*** City of Garden Grove| *Planning Services*
*2014-Ongoing*
***Reference:*** Maria Parra, Planning Manager| 11222 Acacia Parkway, Garden Grove, CA 92840
714.741.5323|mariap@ggcity.org

**Planning Staff Augmentation and Project Management Services | City of Garden Grove, California**
***2014-Ongoing***
CSG staff currently provides project management and staff augment planning services to the City of Garden Grove. Staff manages the entitlement process for various priority developments and serves as the main point of contact representing the City. Staff also provides plan review, plan check, and public counter coverage services.

***Client:*** City of Jackson| *On-Call Planning Services*
*2022-Ongoing*
***Reference:*** Yvonne Kimball, City Manager| 33 Broadway, Jackson, CA 95642
209.223.1646|ykimball@ci.jackson.ca.us

**Planning Services | City of Jackson, California**
***2022-Ongoing***
The City of Jackson contracted CSG to provide support for their Current and Long-Range Planning needs. The Current Planning duties included project reviews, acting as liaison between applicant and other City departments, processing and presenting projects for City's Design Review Committee, Planning Commission and City Council's determinations, and reviewing of CEQA exemptions and Initial Study/MND of projects. Long Range planning duties included City's General Plan Update and Housing Element Update.

***Client:*** City of Plymouth | *Planning and Environmental Services*
*2023-Ongoing*

***Reference:*** Margaret Roberts, City Manager| 9426 Main Street, Plymouth, CA 95660
209.245.6491 ext. 257|mroberts@cityofplymouth.org

**Planning and Environmental Services | City of Plymouth, California**
***2023-Ongoing***
CSG is currently assisting the City with contract planning and environmental services. Work includes support with entitlement process of moderate and major projects including Conditional Use Permits and a commercial center in Downtown District including its environmental process (IS/MND), in addition to processing a major 160-acre 234 residential, RV resort and open space project and its EIR peer review. CSG is also assisting with City's Housing Element Update process.

**ARCO Commercial Center and Car Wash Project IS/MND | City of Plymouth, California**
***2023-Ongoing***
CSG prepared an IS/MND to evaluate the potential environmental impacts of the development of an ARCO fueling facility gas station, AM/PM retail facility, and car wash at 18725 State Route 49 in the City of Plymouth. The proposed project includes a lot line adjustment such that the existing retail businesses remain. The public review draft was published in February 2024 and the environmental review is ongoing.

***Client:*** City of Laguna Beach | *Environmental Support Services*
*2023-Ongoing*
***Reference:*** Anthony Viera, Principal Planner| 505 Forest Avenue, Laguna Beach, CA 92651
949.497.0398| aviera@lagunabeachcity.net

**1890 South Coast Highway, Mixed-Use Redevelopment Project IS/MND | City of Laguna Beach**
CSG is preparing an IS/MND for a proposed mixed-use, two-story retail and residential structure and subterranean garage adjacent to South Coast Highway in the City of Laguna Beach. The proposed project includes the demolition of an existing car wash facility and the construction of a new 8, 204 square-foot mixed-use retail and residential structure with 5,221 square-feet of deck area, over a subterranean garage.

# APPENDIX A

## Resumes

# Ethan Edwards, AICP

VICE PRESIDENT OF PLANNING SERVICES

Mr. Edwards currently serves as the Vice President of Planning Services at CSG Consultants. In this role, he leverages over 25 years of progressively responsible experience in land use planning and management across Orange and Los Angeles Counties, Northern California, and Oregon. His expertise encompasses current and advanced planning, design review, coastal development review, CEQA compliance, project and staff management, and professional practice development. Before joining CSG, Mr. Edwards held planning positions in both the public and private sectors, including leadership roles as Community Development Director, Planning Manager, and Principal Planner.

***Education***

*Bachelor of Science, Urban and Regional Planning*
*California State Polytechnic University*
*Pomona, California*

*Masters Coursework, Public Policy & Administration, California State University, Long Beach, California*

***Professional Affiliations***

*American Planning Association (APA)*

- *Orange County Chapter*
- *Los Angeles Chapter*
- *Northern Chapter*
- *Central Chapter*

*American Institute of Certified Planners (AICP)*

*International City/County Management Association*

*Association of Environmental Professionals (AEP)*

## CSG Relevant Experience

**Acting Community Development Director/Planning Manager I City of Carson, CA.** As Acting Planning Manager and Community Development Director for the City of Carson, Mr. Edwards oversaw the Planning Department, including CSG staff, and managed project scheduling, budgeting, and agenda preparation. He also participated in public hearings, managed the City's on-call environmental and design consultants, and provided strategic direction for the comprehensive General Plan Update.

**Principal Planner I City of El Segundo, CA.** In his role as a contract Principal Planner, Mr. Edwards managed complex discretionary and administrative permits, including Development Agreement negotiations and environmental impact report management. He also prepared agendas, reviewed and authored reports, and delivered presentations to elected officials, commissions, and community groups.

## Relevant Previous Experience

**Planner I City of Huntington Beach, CA.** At the City of Huntington Beach, Mr. Edwards managed discretionary and administrative permits, mentored staff, prepared and reviewed agendas and reports, and interpreted zoning regulations as the Zoning Administrator Liaison. He also supervised environmental consultants and developed strategies for streamlining permit processing and enhancing customer service.

**Planning Manager I Baysinger Partners Architecture, Portland, OR.** As Planning Manager at Baysinger Partners Architecture, Mr. Edwards supervised the planning and entitlement division, managed staff priorities and the department budget, and handled public and private development project applications. He also provided contract Planning Director services, coordinated with consultants and provided project management and professional practice development.

**Planner I City of Beaverton, OR.** Mr. Edwards managed current planning projects, assisted with design review code revisions, and delivered presentations to elected officials, commissions, and community groups. He also served as the City staff liaison for an inter-jurisdictional commuter rail project and committee.

**Associate Planner I City of Santa Monica, CA.** While at the City of Santa Monica, Mr. Edwards presented to the zoning administrator, planning commission, and architectural review board. He also prepared reports for various entitlement projects and provided customer service assistance to the public.

# Gina Paolini

**SENIOR PLANNER**

Ms. Paolini brings more than 30 years of planning experience to CSG, including expertise in CEQA review, current planning, permit center procedures and code enforcement. She also possesses a comprehensive knowledge of General Planning Law, The Subdivision Map Act, and other state and federal laws related to planning (SB330 and SB35). Ms. Paolini has spent 23 years alone managing public sector planning agencies.

***Education***

*Bachelor of Science*
*City and Regional Planning*
*California Polytechnic State University,*
*San Luis Obispo, California*

***Professional Affiliations***

*Ongoing Training Through UC Extensions and San Francisco Bay Area Planning and Urban Research Association (SPUR)*

*Annual CEQA and Land Use Updates and Housing Law Updates*

## Relevant Experience

**Senior Planner | CSG Consultants.** As a contract planner, Ms. Paolini has provided staff augmentation to the following City's:

- City of Colma –Long-range and current planning assistance
- City of Malibu – Review of Coastal Development Projects and preparation of staff reports to the Planning Commission
- City of Gustine – Support City with Housing Element Update process and community engagement, prepared Environmental Justice Element

**Principal Planner | City of Morgan Hill, CA.** Ms. Paolini served as the Principal Planner for the City of Morgan Hill for a nine-year period. In this role, she was responsible for providing technical reviews of all staff reports and public hearing notices, while managing the publication of the Planning Commission agenda. Ms. Paolini also managed, coached and mentored planning and support staff, in addition to collaborating with clerical staff to update procedures manuals. Notable programs/projects she was directly involved with during her time with the City include:

- Principal-in-Charge of the City's Growth Control Program, known as the "Residential Development Control System."
- Principal-in-Charge of the development of the Objective Design Standards, as well as SB 330 and SB 35 residential development processes
- Processed more than 1,300 residential units after the adoption of the City's Object Design Standards
- Coordinated review of NEPA compliance and HUD funding documentation for 100% Affordable Housing developments

**Management Specialist | County of Monterey, CA.** As Management Specialist for the Code Enforcement Division, Ms. Paolini assisted the Chief Building Official with administrative oversight of staff—including planning, organizing, scheduling, assigning and managing the work of technical and support personnel. She was also responsible for analyzing and recommending improvements for the Code Enforcement Hearing Officer program, including new policies and procedures to facilitate success. Additional duties included providing land use expertise to Code Enforcement staff and acting as a liaison for the Planning Department to help clear cases.

**Senior Planner/Principal Planner | County of El Dorado, CA.** For a 12-year period, Ms. Paolini served as Senior Planner/Principal Planner for El Dorado County, managing the Planning Division for Development Services. In this role, she supervised staff planners and consultants in a variety of planning functions, including current planning, permit compliance, and permit center operations. Ms. Paolini also worked directly with the Deputy Director and fiscal unit to review monthly invoices, in addition to working with clerical staff to update Development Services applications.

**Senior Planner | City of Scotts Valley, CA.** For more than four years, Ms. Paolini served as Senior Planner for the City of Scotts Valley, supervising planners in a variety of planning functions. These included, but were not limited to current planning, permit compliance, permit counter and grant administration. She was responsible for interviewing, hiring, training and evaluating new planning staff—while also overseeing the work of existing planning staff assigned to work for the City. Additionally, Ms. Paolini prepared annual State of the City reports and worked with the Director to prepare yearly budgets.

# Glenn Lajoie, AICP

**PRINCIPAL, DIRECTOR OF ENVIRONMENTAL PLANNING**

Mr. Lajoie has over 35 years of experience in the practice of CEQA/NEPA environmental review and Community Planning for clients and agencies throughout California. His range of environmental review studies has included policy, land development and infrastructure projects. Along with an extensive background in CEQA/NEPA, his practices have also encompassed policy planning programs, such as General Plans, Specific Plans, neighborhood studies and due diligence analysis. Mr. Lajoie's skill set includes project and budget management, quality assurance, meeting facilitation, agency staff service assistance, and third party/peer review verification of analysis and findings. His primary objective as a professional planner has always focused on assuring integrity, quality and legal defensibility of analysis and processes, culminating in win-win solutions for clients and communities.

Mr. Lajoie has an extensive background with local and regional agencies throughout California. The geographic context is wide ranging including: resort and destination projects in the Town of Mammoth Lakes; numerous infrastructure and water availability/desalination project reviews in the Community of Cambria; city center and neighborhood revitalization opportunities in Lancaster: over two million square feet of expansion for the Raytheon Corporate facility in El Segundo; Long Point (Terranea Resort) in Rancho Palos Verdes; downtown high rise and mixed-use proposals in Long Beach; The 2035 General Plan Update for Buena Park; buildout of the Cypress Business Park Master Plan in Cypress; campus modernization and enhancement projects at the University of California, Riverside and the master plan for beautification and growth at the Hotel Del Coronado.

***Education***

*Master's Degree in Public Policy and Administration, California State University, Long Beach, California*

*Bachelor of Arts, Geography/ Urban Studies, California State University, Long Beach, California*

***Professional Affiliations***

*American Planning Association (APA)*

*Association of Environmental Professionals (AEP)*

## Relevant Project Experience

- Amazon Delivery Station IS/MND, West Covina
- Beverly Hills Gardens and Montage Hotel Mixed Use Project EIR
- Brookhurst/Adams Intersection Improvements EIR, Huntington Beach
- Dana Point Town Center IS/MND, Dana Point
- Department of Water and Power Specific Plan Amendment EIR, Seal Beach
- Downtown Fairfield Justice Center Campus IS/MND, Solano County
- Historic Downtown Upland Specific Plan/EIR, Upland
- Hyundai North American Corporate Campus EIR, Fountain Valley
- In-house CEQA Training, Laguna Beach
- Janss Marketplace Hotel EIR, Thousand Oaks
- Lincoln (Nelles) Specific Plan EIR, Whittier
- Mammoth Yosemite Airport Regional Air Service IS/MND, Mammoth Lakes
- Manteca Marketplace Section 15183 CEQA Consistency Checklist, Manteca
- Mission Viejo Medical Center Office Building EIR
- North Third Street Mixed Use IS/MND, Burbank
- Oasis Road Specific Plan Master EIR, Redding
- On-call Environmental Planning Service, Calaveras County
- On-call CEQA Review, Colma
- Palmdale Transit Village Specific Plan/EIR, Palmdale
- Piercy Road Industrial Warehouse IS/MND, San Jose
- Robinson Ranch North EIR, Yucaipa
- South Pasadena Downtown Revitalization Project EIR, South Pasadena
- South San Francisco 2040 General Plan Update EIR
- Southeast Development Area Specific Plan Program EIR, Fresno
- The Colonies at San Antonio Specific Plan EIR, Upland

# Bradley Misner, AICP

DIRECTOR OF PLANNING SERVICES (NORTHERN CALIFORNIA)

To his role as Director of Planning Services for Northern California for CSG Consultants, Mr. Misner brings expertise gained from over 25 years in the field, including extensive public agency employment experience. His wide range of municipal planning skills and experience includes current and policy planning, zoning law creation and administration, and public administration.

## Relevant Experience

**Community Development Director | City of Benicia, California.** Mr. Misner directed the Planning and Building Division functions and managed consultants; prepared and managed department budget ($3 million); served as the Zoning Administrator; was a member of the Executive Management Team; responsible for implementation of electronic plan review and application submission, permit tracking automation, and development process improvements; and directed and coordinated housing policy discussions and preparation of Housing Element.

**Community Development Director | City of Millbrae, California.** Mr. Misner served as Interim Director in September 2018, hired permanently in January 2019; directed functions and services of the Planning, Housing, Economic Development, Building, and Code Enforcement divisions; directed and supported the Planning Commission; provided project management for significant TOD developments; prepared policy support and prepared reports, recommendations to City Council; and managed department budget ($2.9 million).

**Director of Planning and Neighborhood Services | City of Milpitas, California.** Mr. Misner directed the City Planning, Housing, and Neighborhood Services Divisions, managing 14 full-time employees and various consultants, and a $3.6 million department budget. He was responsible for hiring, training and mentoring planning, housing, and code enforcement staff. Additional responsibilities included the City's General Plan Update and associated consultant and budget management, and serving as liaison to the Planning Commission and as a member of the Executive Management Team.

**Principal and Owner | Davis and Misner, LLC, Danville, California.** Mr. Misner provided project management and consulting services to private clients and municipalities in California. His work included project review, report preparation and analysis, compliance review with General Plan policies and Zoning Ordinance regulations.

**Principal Planner | City of Santa Monica, California.** Mr. Misner worked in several roles of increasing responsibility during his 18-year tenure with the City's Planning Division. As Principal Planner, he supervised a team of five planners, one staff assistant and various consultants; was a member of four-person team which drafted a comprehensive update to the City's Zoning Ordinance established in 1988. Other accomplishments and duties in his planning roles included:

- Preparing and presenting staff reports involving major projects and policy analysis to the Planning Commission and City Council
- Assisting the Director as Ombudsman to the Business Community
- Serving as a member of a public/private alliance established for business retention and attraction
- Analyzing, processing, and negotiating complex land-use applications and development agreements
- Preparing reports and presenting recommendations to Planning Commission/City Council

### *Education*

*Bachelor of Science, Geography and Group Social Science*
*Western Michigan University | Kalamazoo, Michigan*

*Continuing Education Coursework:*

- *Land Use Law*
- *California Environmental Quality Act (CEQA)*
- *Subdivision Law*

*University of California, Los Angeles – Extension | Los Angeles, California*

### *Professional Affiliations*

*American Planning Association*

*American Institute of Certified Planners*

# Lorraine Weiss

**PRINCIPAL PLANNER**

Lorraine Weiss serves as a Principal Planner II for CSG Consultants and provides planning assistance to our public agency clients using her knowledge of land use entitlements, development processes, CEQA, public engagement, and policy analysis for municipalities.

Ms. Weiss is a land use planner with over 30 years of experience, has well-developed communication, organizational, and project management skills, and is passionate about contributing to creating a sense of place through community input and quality design.

***Education***

*UC Extension, Landscape Architecture courses*

*CEQA Update and Land Use Law Courses*

*Bachelor of Science, Urban and Regional Planning*
*California Polytechnic University, Pomona*
*Pomona, California*

***Certifications***

*Certificate in Urban Design*

*San Francisco Center for Architecture and Urban Studies*

***Professional Affiliations***

*American Planning Association (APA)*
*Association of Environmental Professionals (AEP)*

## Relevant Experience

**Consulting Principal Planner l Town of Colma, California.** Ms. Weiss serves as Principal Planner for the Town of Colma where she manages staff, was project manager for discretionary permit cases, legislative amendments and long range planning efforts including the Accessory Dwelling Unit Ordinance and Zoning Code Update. Ms. Weiss conducts project review, completeness reviews, prepares staff reports and notices, presents to elected officials, commissions, stakeholders and coordinates with applicants and their teams as part of these efforts.

**Consulting Principal Planner l City of Mill Valley, California.** Ms. Weiss serves as Principal Planner for the City of Mill Valley where she manages a variety of development applications, reviews and processes entitlements for planning projects. Ms. Weiss services also include the preparation of staff reports with findings and conditions of approval and presentations to the Zoning Administrator, Planning Commission and City Council.

**Consulting Principal Planner | San Francisco Bay Area, California.** Ms. Weiss provided project management services for a variety of development and redevelopment projects (residential, multi-family residential, commercial office and retail, mixed-use, industrial, educational, and institutional) for local jurisdictions in the San Francisco Bay Area. She was also responsible for entitlement processing, project management of entire project life cycles, management and preparation of environmental documents in accordance with CEQA, as well as a variety of municipal code amendments. She also:

- Conducted site analyses, design reviews, environmental reviews, regulatory reviews and analyses, and prepared recommendations on complex land use development projects, adhering to fiscal and timeline constraints.
- Performed ordinance and resolution preparation for a variety of zoning text modifications and special projects.

Ms. Weiss has provided planning consulting services to various Bay Area jurisdictions including Town of Belvedere, Town of Corte Madera, City of Daly City, City of Larkspur, City of Menlo Park, Town of Moraga, City of Mountain View, City of Palo Alto, City of Redwood City, Town of San Anselmo, City of San Mateo, City of San Rafael, City of Sausalito, and City of Walnut Creek.

# Nick Bateman

**ASSOCIATE PLANNER**

Mr. Bateman serves as an Associate Planner for CSG, having more than seven years of experience in the public and private sectors. Through his previous experience as an Associate Planner, Environmental Planner, and Assistant Planner, he has developed skills that include current planning, CEQA/NEPA document preparation, project coordination, map-making with ARC GIS, and public presentations.

***Education***

*Bachelor of Arts, Human Geography and Planning (Supplemental Certificate in Land Use and Environmental Planning)*
*California State University*
*Chico, California*

## Relevant Experience

**Associate Planner | Paradise, California.** As an Associate Planner, Mr. Bateman was contracted as a staff planner with the Town of Paradise to help during the initial rebuild after the Camp Fire. In this role, he worked closely with the public, educating residents on their properties and permitting requirements. Mr. Bateman also handled project management for complex entitlements, communicated project details to other town departments, made presentations to the planning commission/city council, and authorized permits. Additionally, he authored grants that awarded the town nearly $250,000 to help pay for a new general plan housing element and a complex records digitization project.

**Burnt Barn Distillery Project ISMND / Paradise, California.** Mr. Bateman prepared the Initial Study / Mitigated Negative declaration for the Burnt Barn Distillery Project, a distillery in Paradise California. The project involves the establishment of a new 4,800 square foot structure housing a distillery. (2021)

**Paradise Boutique Apartments Conditional Use Permit Modification Project IS / Paradise, California.** Mr. Bateman prepared the Initial Study / Negative Declaration analyzing potential environmental impacts of the conversion of a residential care facility to market rate apartments. (2022)

**Lavi Parcel Map Application Project ISMND / Paradise, California.** Mr. Bateman Prepared the Initial Study / Negative Declaration analyzing potential environmental impacts of a small land division including a minor residential development. (2022)

**Environmental Planner | Transcon Environmental, Santa Rosa, California.** Mr. Bateman served as an Environmental Planner for Transcon Environmental and was responsible for preparing environmental assessments and initial studies for small and large scale projects. He coordinated activities between Transcon Environmental and PG&E for an ongoing utility maintenance contract. Additionally, Mr. Bateman gained experience by reviewing commercial cannabis entitlement applications for Humboldt County.

**Beale WAPA Interconnection Project Environmental Assessment / Yuba County, California.** Mr. Bateman assisted in the preparation of the Environmental Assessment to evaluate potential impacts of an electrical utility unterconnection to bring power to the Beale Airforce Base. The project included a 5-mile interconnection between transmission lines and a new substation located on the base. (2018-2019)

**Digital 299 Broadband Project ISMND / Various locations.** Mr. Bateman assisted in the preparation of the Initial Study/Mitigated Negative Declaration to evaluate and mitigate impacts from this 300-mile broadband installation project following SR 299. (2018-2019)

# Lance E. Lowe, AICP

**SENIOR PLANNER**

Mr. Lowe is a Professional Planner with over 26 years of Planning and Project Management experience in both the public and private sectors. His experience includes serving as a Senior and Principal Planner for the City of Grass Valley, Associate Planner and Transit Manager for the City of Auburn, Associate Planner/Project Manager for the City of Woodland, Associate and Assistant Planner with the County of Yolo and Forward Planner with a New Home Builder.

## Relevant Experience

**Senior Planner, CSG Consultants, Inc.:**

- City of Plymouth, Development Code Updates and Fire Station CDBG/NEPA Compliance.
- City of Gustine, Environmental Justice Element.
- City of Salinas, Sherwood Recreation Center, and Chinatown Revitalization Plan CDBG/NEPA Compliance (on-going).

**Principal Planner 2018 to 2023, Senior Planner 2015 to 2018**
**City of Grass Valley Community Development Department:**

- Project Manager, $3.5 million CDBG award
- 2019-2027 Housing Element update
- Supervise support staff
- Successfully manage and complete a wide variety of current and long-range projects from pre-application to project construction
- Present legislative and discretionary development proposals to advisory committees, Planning Commission, and City Council
- Prepare complex reports on land use, housing, development impact fees, etc.
- Prepare CEQA documents including Initial Studies, Mitigated Negative Declarations, Tiered Mitigated Negative Declarations and corresponding Mitigation Monitoring and Reporting Programs
- Review and present and/or approve development proposals, subdivision maps, parcel maps, site plans, landscape plans, design review, sign plans, and business licenses in accordance with City goals, policies and objectives
- Coordinate and manage planning consultants, contracts and budgets

**Associate Planner 2007 to 2015 & Transit Manager 2014 to 2015**
**City of Auburn Community Development Department:**

- Same tasks as outlined above
- Managed Auburn Transit staff, budgets, state and federal grants, and associated transit projects.

### *Education*

*Bachelor of Arts in Geography, Option: Planning and Development of Rural Environment, California State University, Chico, California*

*Associate of Science, Building Inspection, Butte College, Oroville, California*

### *Professional Affiliations*

*American Planning Association*

*American Institute of Certified Planners #018656*

*Urban Land Institute Member*

*Leadership Nevada County Graduate*

*Leadership Auburn Graduate*

*Yolo County Employee Achievement Award, Honorable Mention*

*Yolo County Employee Achievement Award*

# Emma Goldsmith

**ASSOCIATE PLANNER I**

Ms. Goldsmith is an experienced Planner who is well-versed in current and advanced planning methods. Through her experience, Ms. Goldsmith has developed a deep knowledgebase surrounding city planning documents and procedures, from permit issuance to zoning code updates—while also gaining experience with regional planning documents, such as the Regional Transportation Plans (RTP) and the Regional Housing Needs Allocation (RHNA) process.

***Education***

*Bachelor of Science, Environmental Policy Analysis and Planning, University of California, Davis, Davis, California*

## CSG Relevant Experience

**Assistant Planner | Town of Colma, CA.** Ms. Goldsmith serves as a contract planner for the Town of Colma where she processes planning entitlements and provides front counter and plan check services. In Colma, Ms. Goldsmith gained experience with cemetery zoning procedures and provided support on lot line adjustments, Design Review Permits, Use Permits, and the Model Water Efficient Landscape Ordinance.

**Assistant Planner | City of Pacifica, CA.** Ms. Goldsmith processes tree permits for encroachment, pruning, and removal at the City of Pacifica. She is responsible for tree permit noticing; processing approvals, denials, and appeals; responding to public inquiries; and preparing permitting templates and handouts.

**Assistant Planner | City of San Carlos, CA.** Ms. Goldsmith serves as a contract planner for the City of San Carlos where she processes planning entitlements, provides front counter support, and plan check services. In San Carlos, Ms. Goldsmith gained experience reviewing single-family residential development under Objective Design Standards.

**Assistant Planner and Permit Technician| City of Sonora, CA.** Ms. Goldsmith worked directly with the Community Development Director to issue building permits and manage development projects. While at the City of Sonora, Ms. Goldsmith:

- Oversaw all aspects of Planning Commission including preparing agendas, minutes, staff reports, and public notices.
- Prepared the entitlements for a mixed-use 12-unit building. Over a year-long period, this included three staff report(s), presenting to the Planning Commission, and preparing appeal materials for City Council.
- Provided support on two code cases, one of which required a Site Plan and Design Review Permit. This included conducting site visits, coordinating with City departments to prepare a staff report, and acting as intermediary for the project applicant.
- Assisted with the Transient Use Permit code update by preparing new language, the staff report for City Council, and presenting to the City Council.

## Other Relevant Experience

**Associate Planner/Assistant Planner | Stanislaus Council of Governments.** Ms. Goldsmith served the Stanislaus Council of Governments in Modesto, CA as both an Assistant Planner (2021-2022) and Associate Planner (2022-2023) prior to joining CSG Consultants. In these roles, she was responsible for monitoring state and federal regulations and programs to maintain regional compliance. Additional duties included:

- Providing project management support by leading project management meetings, reviewing consultant deliverables, and conducting in-person data gathering efforts such as site visits and public outreach

- Gathering, interpreting, and sharing regional data as the liaison between federal, state and local agencies
- Preparing and presenting monthly reports to seven advisory committees, while identifying recommendations for the Policy Board
- Coordinating with the public, community-based organizations, and local agencies to address questions on public planning processes

**Research Assistant | UC Davis Institute of Transportation Studies.** As a Research Assistant for the UC Davis Institute of Transportation Studies, Ms. Goldsmith conducted a qualitative analysis for a 230-page academic study of seven cities in California. She reviewed more than 50 documents related to local ordinances, policies, programs, and projects for transit-oriented development, transit, and active transportation.

**Undergraduate Research Fellow | National Center for Sustainable Transportation.** As an Undergraduate Research Fellow for the National Center for Sustainable Transportation in Davis, California, Ms. Goldsmith developed preliminary research finding for a 40-page report on transit-oriented development for the Cities of San Francisco, Oakland and San Jose. She synthesized and communicated the findings to these three central Bay Area cities in a 20-minute presentation.

# Alexander J. Rocco, GISP

GIS MANAGER

Mr. Rocco is a highly skilled GIS Manager for CSG with a strong technical and analytical background. He has more than 25 years of experience in managing, consulting, and developing in the GIS field. He specializes in utilizing GIS technologies to increase total staff efficiency.

- Project Coordination
- Department Liaison
- Quality Assurance
- Manage Development/Integration
- Training & Development
- Research Technologies
- Budget Administration
- Technical Leadership
- Development of Specifications

## Professional Experience

**GIS Administrator| City of Carson, California.** Mr. Rocco managed the implementation of GIS for the entire city. He was in charge of development and implementation of applications, manipulation and analysis of data from various sources, as well as cartographic production serving various departments. He created and maintained web based applications using ArcGIS Enterprise and GIS Online. Additionally, he supervised GIS analysts, technicians and interns.

- Designed and developed Proprietary Information System, an ESRI Web AppBuilder application that allows users to get an assortment of information about a parcel from various sources.
- Built a Field Maps application for NPDES inspections and data collection/reporting.
- Developed the Carson Drone Program to replace aerial imagery and capture time lapse video and images for new construction and provide aerial views for Public Works and Planning projects.
- Developed an automated Mail Merge System that uses Python to communicate between ArcGIS ModelBuilder and VBA macros in Office products, therefore cutting down staff hours.
- Created a Visual Claims Mapping Tool for Risk Management in Experience Builder which resulted in the City receiving the PRISM 2023 Eagle Award for the Innovation and Excellence in Development and Implementation of a Best Practice category.

**GIS Analyst| City of Carson, California.** Mr. Rocco performed GIS-based analysis and manipulation of databases to support a variety of city operations. He designed and produced high-quality cartographic output suitable for publication and public display.

**Instructor | California State University, Long Beach.** Mr. Rocco taught Desktop ArcInfo and Workstation ArcInfo modules for the CSULB extension program, as well as the South Bay Council of Governments.

**Senior GIS Programmer | GIS Planning, Berkeley, California.** In this role, Mr. Rocco performed data and code manipulation for economic development web sites and planning applications using ESRI's ArcIMS and ASP.

**GIS Analyst | CH2M Hill, Santa Ana, California.** Mr. Rocco performed database manipulation, cartographic production, applications development, and geographic and spatial analysist using ArcInfo on UNIX systems.

### *Technical Skills*

*Expert using ESRI products in a Windows environment*

*Skilled in GIS related software (AutoCAD/Google SketchUp, Adobe products, and all Microsoft Office software)*
*Experience with web development using ESRI Web API's, Experience Builder, HTML, JavaScript, XML and ASP*
*Proficient with Python, Arcade, VB Script, and ArcSDE*

*Server Administration/Security*

### *Education*

*Certified GIS Professional (GISCI)*
*Part 107 Remote Pilot Certificate – Small Unmanned Aircraft Systems (FAA)*

*Graduate Studies*
*California State University, Long Beach*

*BA, Political Science & Geography, San Diego State University, San Diego, CA*

# Kathleen Gallagher

**SENIOR SUSTAINABILITY MANAGER, PRINCIPAL**

Ms. Gallagher has a successful track record of developing and implementing cost-effective sustainability programs to meet compliance targets in Climate Action Plans, SB 1383 Compliance Plans and Zero Waste Plans. Ms. Gallagher has 29 years of experience as a collaborative leader who can implement a wide range of sustainability projects for client cities to achieve their goals.

Recent projects include developing new franchise agreements, managing negotiations process for cities' compliance with SB 1383; initiating and managing grants and approval for 3 new solar projects, expanding electric vehicle charging infrastructure with grant funding, community engagement project development, and implementing electrification projects to meet greenhouse gas reduction targets. Ms. Gallagher served in the public sector for over 11 years for a joint powers authority of 12 member cities, managing all aspects of diversion compliance. Her public sector experience gives her excellent insight and understanding of the unique challenges that city staff face which inform her successful solutions to meeting sustainability targets.

## Recent Project Experience

**Integrated Waste Management Manager | South Bay Joint Powers Authority**

Ms. Gallagher managed all aspects of the Joint Powers Authority including:

- Developed new franchise agreement, Request for Proposal (RFP) to improve commercial/organics diversion and performance requirements. Results: diversion rate doubled with minimal rate impact.
- Presented to elected officials, task forces, community groups
- Managed Proposition 218 notification process
- Developed CALGreen compliance program
- Managed landfill agreement compliance, provided technical expertise regarding negative impacts of landfill expansion
- Initiated Green Business Certification program
- Completed CalRecycle compliance reporting, on-site audits

**Sustainability Program Manager | San Mateo County Jurisdiction**

Ms. Gallagher manages all aspects of sustainability for city including:

- Developed Climate Action Plan to meet the greenhouse gas reduction (GHG) targets
- Implemented high impact GHG reductions programs: energy efficiency programs, solar projects, water efficiency projects
- Developed Ordinances & Policies with implementation assistance
- Developed new organics/recycling programs for franchise agreement with diversion performance standards
- Trained staff for CalRecycle reporting/compliance
- Implemented Climate Action Planning Workshops
- Presentations to elected officials, task forces, community groups
- Awarded Beacon for Best Sustainability Program Implementation

### *Education*

***University of Michigan***
*Ann Arbor, MI*

*Political Science/Environmental Resources*

*Financial Consultant Certification*

### *Professional Certifications/Affiliations*

- *Sustainability Management Certification*
- *Regional Climate Action Planning Task Force*
- *California Resource Recovery Association (CRRA*
- *Local Governments for Sustainability/ICLEI*

### *Skills*

*Implement High Impact Sustainability Programs*

*Develop Climate Action Plans*

*Energy Efficiency/Solar Project Development*

*SB 1383 Compliance*

*CalGreen Compliance*

*CalRecycle Compliance Reporting*

*Public Education & Outreach Development*

*Environmental Preferable Purchasing Policy Development*

*Presentations to Elected Officials, Community Groups*

*Grant Writing/Grant Management*

### *Awards*

*Beacon Award Winner Sustainability Program Implementation & Greenhouse Gas Emission Reductions-Silver Level*

# Liza Debies

SENIOR ENVIRONMENTAL PLANNER

Liza Debies has more than 12 years of professional experience and more than 8 years of experience in managing the preparation of CEQA and NEPA documents, including EIRs, IS/MNDs, Addenda, Environmental Assessments (EAs), and Categorical Exemptions and Categorical Exclusions. She has completed CEQA and/or NEPA documentation for public infrastructure, materials recovery facilities (MRFs), mixed-use developments, residential, commercial, retail, transportation, industrial, recreational, and institutional projects. She has expertise in aesthetics, land use and planning and land use compatibility, transportation and circulation, utilities and services systems, and alternatives analysis, as well as in evaluating large public infrastructure projects.

***Education***

*Bachelor of Arts, Environmental Studies Minor in Anthropology, with Honors, Pitzer College, Claremont, California*

*Study Abroad, visiting student in Biotechnology, Athlone Institute of Technology, Ireland, 2011*

## CSG Relevant Experience

**Janss Marketplace Specific Plan Project | City of Thousand Oaks, CA.** Ms. Debies is providing senior review of the Janss Marketplace Specific Plan environmental topics review for the City of Thousand Oaks, to assist the City in determining further environmental and technical analysis necessary pursuant to CEQA. The Specific Plan describes allowable future land uses, infrastructure, and implementation requirements for projects within the bounds of the Specific Plan area.

**In-N-Out Burger Project Consistency Checklist |City of Bell, CA.** Ms. Debies prepared a 15183 general plan consistency checklist for the development of an In-N-Out Burger fast food restaurant in the City of Bell.

**Iron Planet Auction IS/MND Peer Review| Town of Yermo, CA** – Ms. Debies performed senior review of a peer review for the IS/MND prepared for a surplus military grade equipment auction project in Yermo and created a memorandum detailing suggestions and revisions to be incorporated in the final CEQA document.

## Relevant Project Experience

**Solid Waste and Recycling Transfer Station Replacement Project EIR, City of Berkeley, California.** Ms. Debies managed the preparation of the Solid Waste and Recycling Transfer Station Replacement Project EIR for the City of Berkeley Public Works Department, Zero Waste Division (Zero Waste Division).

**2023–2031 (6th Cycle) Housing Element Update Program EIR, City of Pleasanton, California.** Ms. Debies managed the preparation of the Housing Element Update Program EIR for the City of Pleasanton. Under Ms. Debies's management, the City prepared streamlined CEQA documents for several of the housing sites identified in the Housing Element Update.

**Walnut Creek – Mixed Use Special District Project Supplemental EIR, City of Walnut Creek, California.** Ms. Debies managed the preparation of a Supplemental EIR for the Mixed Use Special District Project in the City of Walnut Creek. The project would create an Auto Sales–Custom Manufacturing Mixed Use Special District overlay on approximately 6.2 acres owned or controlled by Toyota Walnut Creek.

**Oak Park Properties Specific Plan EIR, City of Pleasant Hill, California.** Ms. Debies managed the preparation of an EIR for a 15-acre Program Area, which included a new public library, housing, and athletic fields.

# Kelli Allen

**ASSOCIATE ENVIRONMENTAL PLANNER**

Kelli Allen serves as an Associate Environmental Planner for CSG Consultants and is currently providing staff support to CSG clients. Ms. Allen's background aligns well with her roles and growth as a contributor to the environmental practice and CEQA compliance study assignments at CSG. Ms. Allen is a recent graduate of UCLA, earning a Bachelor of Arts Degree in Geography, with a focus on Environmental Studies, and in Political Science. Her responsibilities with the project review will include research and background baseline information for various topical areas.

***Education***

*Bachelor of Arts Degree,*
*Geography/Environmental Studies and Political Science with International Relations Concentration.*
*University of California*
*Los Angeles*

*Minor in Global Studies*
*University of California*
*Los Angeles*

*Wildlands Studies Belize Program*
*Concentration in Environmental Conservation*
*Environmental Wildlands Studies*
*Environmental Field Survey*
*Wildlands Environment and Culture*
*Western Washington University*

***Professional Affiliations***

*Association of Environmental Professionals Member*

## Relevant Project Experience

**Janss Marketplace Hotel EIR | City of Thousand Oaks, California.** Ms. Allen assisted in the preparation of an environmental impact report to evaluate the potential environmental impacts of the development of a hotel at 225 North Moorpark Road in Thousand Oaks. The proposed project includes demolition of the current two-story retail building, to be replaced by a five-story dual hotel and retail pad, the creation of a map to designate airspace rights, and a zoning change to the footprint of the hotel to increase the building's height limitation. (2022-2023).

**ARCO Commercial Center and Car Wash Project | Plymouth, California.** Ms. Allen assisted in the preparation of an initial study/mitigated negative declaration to evaluate the potential environmental impacts of the development of a commercial store, gas station, and car wash at 18725 CA 49 in Plymouth. The proposed project includes development of the currently vegetated site to construct a fuel canopy, car wash, convenience store, and parking lot, a general plan amendment, and a zoning change to accommodate the high-traffic commercial use in the downtown area. (2023)

**1890 South Coast Highway IS/MND | Laguna Beach, California.** Ms. Allen is assisting in the preparation of an initial study/mitigated negative declaration to evaluate the potential environmental impacts of the development of a mixed-use retail and residential project at 1890 South Coast Highway in Laguna Beach. The proposed project involves the demolition of an existing car wash facility to be replaced by a mixed-use retail and residential complex with a subterranean garage and approximately 5,200 square feet of deck area. (2023-On-going)

**Safety Element Update | Gustine, California.** Ms. Allen is assisting in the preparation of a safety element update for the City of Gustine. The element evaluates the future hazard risks associated with fire, flood, dam inundation, seismic and geologic conditions, cybercrime, outdated emergency services infrastructure and staffing, and climate change in Gustine. (2023)

**Sewer Line Reconstruction Project IS/MND | Millbrae, California.** Ms. Allen is assisting in the preparation of an initial study/mitigated negative declaration to evaluate the potential environmental impacts of the development of upgraded sewer infrastructure in the City of Millbrae. (2023-On-going)

**M&J Pallet Building IS/MND | San Bernardino, California.** Ms. Allen assisted in the preparation of an initial study/mitigated negative declaration to evaluate the potential environmental impacts of the development of a pallet building warehouse the County of San Bernardino. The proposed project involves the demolition of all existing on-site improvements, to be replaced by an approximately 22,267 square foot commercial warehouse and parking and circulation system improvements. (2023)

# Colby Gonzalez

**ASSISTANT ENVIRONMENTAL PLANNER**

Colby Gonzalez has 2 years of professional experience in working with environmental documents, including EIRs, IS/MNDs, Addenda, and Categorical Exemptions. He has worked as a paralegal on CEQA and NEPA lawsuits for mixed-use projects, housing projects, industrial manufacturing projects, and warehouse projects. He also has experience with Clean Water Act and the Montana Environmental Policy Act ("MEPA").

***Education***

*Bachelor of Arts in Environmental Studies,*

*Graduated Magna Cum Laude*
*Montana State University,*
*Bozeman, Montana*

## CSG Relevant Experience

**Pritchard Field Improvement Project Environmental Assessment | City of Bell, CA.** Mr. Gonzalez is currently preparing the environmental assessment required by the National Environmental Policy Act for a community park project in the City of Bell which would include two new playgrounds, a dog park, and picnic area in a severely underserved community.

**Janss Marketplace Specific Plan Project Environmental Documentation | City of Thousand Oaks, Ventura County, CA.** Mr. Gonzalez is currently assisting with the preparation of the environmental documentation for the Janss Marketplace Specific Plan in the City of Thousand Oaks. This Specific Plan would create a detailed plan describing allowable future land uses, infrastructure, and implementation requirements for projects within the bounds of the Specific Plan area.

**In-N-Out Burger Project | City of Bell, CA.** Mr. Gonzalez assisted with the preparation of a 15183 Consistency Checklist for the development of an In-N-Out Burger fast food restaurant in the City of Bell.

**Iron Planet Auction IS/MND Peer Review | San Bernardino County, CA.** Mr. Gonzalez performed a peer review of the IS/MND prepared for a surplus military grade equipment auction project in Yermo and created a memorandum detailing suggestions and revisions to be incorporated in the final CEQA document. Mr. Gonzalez's peer review concluded that the project was located on a former leaking underground storage tank site which was not disclosed in the IS/MND.

## Previous Relevant Experience

**Pentair Warehouse Expansion Project | City of Moorpark, CA.** Mr. Gonzalez prepared proof of service and filed a Notice of Intent to File Suit Under CEQA. Supporters Alliance for Environmental Responsibility alleged that an EIR was required due to a fair argument that the project may contain unmitigated environmental impacts.

**1489 West Sunset Boulevard Mixed Use Residential Project | City of Los Angeles, CA.** Mr. Gonzalez prepared an appeal of the Zoning Administrators approval of a categorical exemption from CEQA for the project due to air quality impacts and noise impacts which precluded the project from a Class 32 urban infill exemption.

**1111 West Sunset Boulevard Mixed Use Project | City of Los Angeles, CA.** Mr. Gonzalez prepared an appeal due to a significant health risk associated with unmitigated indoor air quality impacts. Experts found that wood products used in building materials and furnishings for the project would contain formaldehyde, a cancer-causing chemical which was not disclosed in the EIR prepared for the project.



CSG CONSULTANTS

**Foster City • Orange • Sacramento • Pleasanton • San Jose • Newman • Paso Robles**

## PROJECT CONTACT


**Gina Paolini | Senior Planner**

CSG Consultants
3707 W Garden Grove Blvd, Suite 100
Orange, California, 92868

**Tel:** 530.957.1461
**Fax:** 714.568.1028

**Email:** ginap@csgengr.com
**Website:** www.csgengr.com

December 18, 2024

# CONTRACT AMENDMENT NUMBER 3
## TO THE CONTRACT TITLED:

## CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF SOLEDAD AND CSG CONSULTANTS, INC.

On December 18, 2024, the City Council of the City of Soledad Adopted Resolution No. 6186, "Approving and Authorizing the City Manager to Execute Amendment No. 3 to the CSG Consultants Inc. Agreement Extending the Contract Term Until June 30, 2025 in the Amount not to Exceed $225,000 for Fiscal Year 24/25 and Adding Planning Services to the Scope".

By this Amendment:

1. The Consulting Services Agreement between the City of Soledad and CSG Consultants, Inc. is amended to include planning services as outlined in the attached proposal (**"Exhibit A"**).

2. The term of the aforesaid Agreement is extended through June 30, 2025 in an amount not to exceed $225,000 for Fiscal Year 24/25.

Megan Hunter
City Manager
City of Soledad

Cyrus Kianpour, PE, PLS
President
CSG Consultants, Inc.

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6187, A Resolution of the City Council of the City of Soledad Approving the Purchase of Replacement Traffic Cameras from SurveillanceGRID Integration Inc.in an Amount Not to Exceed $55,000; Authorizing the City Manager to Execute Said Contract on Behalf of the City of Soledad; and Approving a Budget Amendment to Increase the SLESF Revenues by $94,663.46 and Increase the General Fund Police Department Operating Budget by the Same Amount**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Damon C. Wasson, Chief of Police**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad consider and adopt Resolution No. 6187, "A Resolution of the City Council of the City of Soledad Approving the Purchase of Replacement Traffic Cameras from SurveillanceGRID Integration Inc. in an Amount Not to Exceed $55,000; Authorizing the City Manager to Execute Said Contract on Behalf of the City of Soledad; and Approving a Budget Amendment to Increase the SLESF Revenues by $94,663.46 and Increase the General Fund Police Department Operating Budget by the Same Amount."

## Executive Summary

Since 2015, the City of Soledad has partnered with SurveillanceGRID to incorporate a seamless security system throughout the city and on city property. The security system includes an integrated camera system that covers the entrance and exit routes at all three (3) city entrance points, school zones, the cemetery, Los Coches Adobe, the Wastewater Reclamation Facility, and the city water storage tanks. This camera system has been instrumental in keeping Soledad's citizens, residents, and visitors safe. Numerous crimes have been solved with the aid and assistance of the traffic safety camera system. The current camera system hardware is reaching the end of its life cycle for electronics. Breakthroughs in camera technology, coupled with the fact that some replacement parts have been discontinued require upgrading to more technologically advanced cameras to maintain the system. This year the City received an allocation of $94,663.46 through the Supplemental Law Enforcement Services Funds (SLESF) and will use this funding for upgrading twenty-four (24) cameras.

**Background**

In 2015, the City of Soledad implemented a traffic safety camera system through SurveillanceGrid. These cameras have been a critical tool in deterring and solving crime. After an exceptionally egregious double murder a couple of years ago, the Soledad City Council approved $70,000 in FY22/23 for the purchase and installation of additional cameras for the system. The City was in the process of adding four (4) new cameras to the system when a computer chip shortage happened, and cameras were hard to get. One camera at 8th and Monterey was installed. Now that this chip issue has been resolved, the City is ready to move forward and update the older traffic cameras that are in danger of failing.

**Review & Analysis**

The SurveillanceGrid system has been reliable, but twenty-four (24) cameras are near their end of life and must be replaced. Most electronic equipment, such as cameras, reach the end of life after approximately three (3) to five (5) years, depending on usage, climate, and location. The city cameras were not all installed simultaneously, so it is time for a cyclical change with twenty-four (24) of the cameras. Lenses are becoming cloudy, thermal and night vision are not as clear, and internal electronic components are beginning to wear out. Since the implementation of the camera system, the Soledad Police Department (SPD) has been able to solve two (2) child abductions, drive-by shootings, and several murders. It has assisted allied agencies and cities with criminal activity migrating from locations outside the city limits. The city camera system can link up with non-city camera systems to include the school district and shopping centers, all of which, if needed, can be reviewed and monitored by SPD.

SPD and IT met to discuss upgrading and replacing the existing camera system. IT was shown the proposal and the specifications relating to the cameras and the need for replacement. IT agreed that the cameras and system were end-of-life and needed to be replaced, updated, or upgraded. The quote for replacing the cameras is for twenty-four (24) cameras, all the upgrades, and labor.

In addition to the SurveillanceGrid cameras, the City Council authorized the purchase of six (6) FLOCK cameras for key locations at City entrances/exits near the freeway. These cameras have been installed and will work in tandem with the SurveillanceGrid cameras. Police and IT staff considered replacing some of the SurveillanceGrid cameras with FLOCK, but FLOCK cameras are much more expensive, roughly $2,000 more per camera. Thus, staff decided upgrading the current SurveillanceGrid system is a better approach as SPD has been satisfied with the services of SurveillanceGrid.

Although this was not included in the FY 24/25 Budget, the City recently received Supplemental Law Enforcement Services Funds (SLESF) for law enforcement activities in the amount of $94,663.46. In addition to approving the purchase of cameras through SurveillanceGrid, it is requested that City Council approve a Budget Amendment to increase the SLESF Revenues by $94,663.46 and increase the General Fund Police Department Operating Budget accordingly. The City would use these funds for the camera upgrades.
All City purchases of supplies and equipment in excess of fifty thousand dollars ($50,000) are usually subject to the bidding requirements set forth in Soledad Municipal Code Section 3.24.040. However, exceptions from such procedures are provided in Section 3.24.040 when “the commodity, product or equipment can be obtained from only one vendor” and/or where “because of differences in the kinds or types of the particular commodity, product or equipment available on the market, it would be to the City’s advantage to make a selection on the basis of suitability to the City’s needs, rather than on the basis of price.” Both of these exceptions apply in the instant case, where the involved cameras must be

purchased from SurveillanceGRID in order to be easily integrated with the City's existing surveillance system. The appropriate language for use of these exceptions has been added to the resolution approving the purchase of the replacement cameras.

**Financial Considerations**

As noted above, the City recently received Supplemental Law Enforcement Services Funds (SLESF) in the amount of $94,663.46. These funds can only be used for law enforcement activities, so it is recommended that up to $55,000 of SLESF be used for the camera upgrades. As part of the action, staff is requesting that the City Council approve a budget amendment to allow the revenue to be posted and the SPD operating budget to be increased to allow for this expenditure.

**Alternatives**

- Adopt the proposed Resolution.
- Do not adopt the proposed resolution. Staff does not recommend this option as it would cause the camera system not to function as it was intended and would create gaps in the current traffic safety camera system.

**Planning/CEQA**

The proposed replacement of older cameras on existing traffic signals and light poles is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378) because the matter does not cause a direct or foreseeable indirect physical change on or in the environment.

**Public Notice Requirements**

Not required.

Attachment(s):
Resolution No. 6187

**RESOLUTION NO. 6187**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING THE PURCHASE OF REPLACEMENT TRAFFIC FROM SURVEILLANCEGRID INTEGRATION INC. IN AN AMOUNT NOT TO EXCEED $55,000; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF SOLEDAD; AND APPROVING A BUDGET AMENDMENT TO INCREASE SLESF REVENUES BY $94,663.46 AND INCREASE THE GENERAL FUND POLICE DEPARTMENT OPERATING BUDGET BY THE SAME AMOUNT**

**WHEREAS,** the Soledad Police Department (SPD) first implemented city-wide traffic safety cameras through SurveillanceGRID Integration Inc. (SurveillanceGrid) in 2015; and

**WHEREAS,** the Surveillance Grid system includes an integrated camera system that covers the entrance and exit routes at all three (3) city entrance points, school zones, the cemetery, Los Coches Adobe, the Wastewater Reclamation Facility, and the city water storage tanks; and

**WHEREAS,** this camera system is a critical crime-fighting tool and has been instrumental in keeping Soledad's citizens, residents, and visitors safe; and

**WHEREAS,** the current camera system hardware is reaching the end of its life, and breakthroughs in camera technology, coupled with the fact that some replacement parts have been discontinued require upgrading to more technologically advanced cameras to maintain the system; and

**WHEREAS,** after conferring with the experts at SurveillanceGRID and with the City IT Department, it has been determined twenty-four (24) of the cameras in the traffic safety system need to be replaced, and

**WHEREAS**, the city traffic safety camera system, when upgraded will be able to fully integrate with the SPD FLOCK cameras, the local school camera system, as well as the county, and statewide FLOCK camera systems along the freeway, and

**WHEREAS**, in October 2024, the City received additional State Law Enforcement Services Funds (SLESF) of $94,663.46 which were not budgeted; and

**WHEREAS**, SLESF Funds can only be used for police services, and it would be an appropriate use of SLESF funds to purchase the replacement cameras for the City traffic safety camera system; and

**WHEREAS**, staff recommends a budget amendment to increase the SLESF revenue by $94,663.46 and an increase to the General Fund Police Department operating budget by $94,663.46; and

**WHEREAS**, although City purchases of supplies and equipment in excess of fifty thousand dollars ($50,000) are usually subject to the bidding requirements set forth in Soledad Municipal Code Section 3.24.040, Section 3.24.040 exempts purchases from bidding when "the commodity, product or equipment can be obtained from only one vendor" and/or where "because of differences in the kinds or types of the particular commodity, product or equipment available on the market, it would be to the City's advantage to make a selection on the basis of suitability to the City's needs, rather than on the basis of price," both of which apply in the instant circumstances; and **WHEREAS**, the proposed replacement of older cameras on existing traffic signals and light poles is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378) because the matter does not cause a direct or foreseeable indirect physical change on or in the environment.

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

1. The purchase of the above-referenced desired equipment is exempt from the bidding requirements set forth in Soledad Municipal Code Section 3.24.040 pursuant to Subsection A.(3) as the desired equipment can be obtained from only one vendor and/or Subsection A.(4) because due to differences in the kinds or types of the particular equipment available on the market, it would be to the City's advantage to make a selection on the basis of suitability to the City's specific needs (suitability with the existing SurveillanceGRID system) rather than on the basis of price.

2. That the purchase of twenty-four (24) replacement traffic safety cameras from SurveillanceGRID Integrated Inc. is hereby approved based upon the quotation attached as **"EXHIBIT A"** and by reference incorporated herein in an amount not to exceed $55,000. Upon completion of the associated contract to the satisfaction of the City Manager and City Attorney, the Council directs and authorizes the City Manager to execute said contract on behalf of the City of Soledad.

3. The City Council approves a budget amendment to increase SLESF revenue by $94,663.46 and increase the General Fund Police Department operating budget by $94,663.46.

**PASSED AND ADOPTED** by at least a four-fifths majority of the City Council of the City of Soledad at a regular meeting duly held on the 18th day of December 2024 by the following vote:

**AYES,** and in favor thereof Councilmembers:

**NOES,** Councilmembers:

**ABSENT,** Councilmembers:

**ABSTAIN,** Councilmembers:

_____
ANNA M. VELASQUEZ, Mayor

ATTEST:

_____
MEGAN HUNTER, City Clerk

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6188, A Resolution of the City Council of the City of Soledad Approving a Contract Change Order for Construction Services with Plummerbuilt Inc. for the Amount of $127,320 plus a 20% Construction Contingency ($25,465) for a Total Not-to-Exceed Amount of $756,535 for the Water Reclamation Facility Metal Building Project and Authorizing the City Manager to Execute Said Contract Change Order on Behalf of the City of Soledad.**

**TO:** **Honorable Mayor Anna Velazquez and City Council**

**FROM:** **Alex Ramos, Assistant Engineer, Don Wilcox, Public Works Director / City Engineer**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad consider and adopt Resolution No. 6188, "A Resolution of the City Council of the City of Soledad Approving a Contract Change Order for Construction Services with Plummerbuilt Inc for the Amount of $127,320 Plus a 20% Contingency ($25,465) for a Total Not-to-Exceed Amount of $756,535 for the Water Reclamation Facility Metal Building Project and Authorizing the City Manager to Execute said Contract Change Order on Behalf of the City of Soledad".

## Executive Summary

To ensure the City's future needs are met and to reduce maintenance costs and extend the lifespan of the new Water Reclamation Facility Metal (Vehicle Storage) Building, Staff has been working closely with the Contractor to discuss items to incorporate into this project to help deliver the best possible product. After careful review and consideration, Staff requested a Contract Change Order to include the installation of a 52-foot floor drain, insulation to the building (walls, doors, roof), and sewer re-alignment for future sewer connections to install a restroom and wash station. Additionally, Staff recommends a 20% construction contingency to account for any issues during construction.

## Background

The City of Soledad Public Works Department has long desired to purchase a metal vehicle storage building for the heavy equipment and vehicles at the Water Reclamation Facility. On May 15, 2024, the City Council approved a contract for Construction Services with Plummerbuilt Inc. for the Water

Reclamation Facility Metal Building Project in a not-to-exceed amount of $603,750.

City staff has been working closely with the Contractor to ensure the City's needs are fully met with this building at the Water Reclamation Facility. After careful review and consideration, Staff requested a change order from the Contractor to incorporate the items in Contract Change Order No. 1 (CCO 1).

**Review & Analysis**

As part of this change order, Staff requested that a 52-foot floor drain be installed within the metal building, spanning the three bays, to capture any vehicle and equipment runoff. This is to capture any leaks from the vehicles or equipment, whether oil, gas, or sewage from the City's jetter and vactor trucks housed in the new building, from the maintenance or routine work performed on the City's collection system. This will prevent slip hazards and help maintain a clean and safe work area.

This change order also includes the installation of insulation to the building (doors, walls, roofs) to help regulate the temperature inside, reduce the noise produced from rain or wind, and prevent condensation within the structure that can create rust, prolonging the overall service life of the building. Although the building's primary purpose is to serve as a storage facility for the vehicles/equipment, it also serves as a location for Staff to conduct routine maintenance and inspections of the vehicles/equipment in an ideal working environment year-round, regardless of the temperature or weather conditions.

This change order also includes stub-outs in the foundation for future sewer connections to install a restroom and wash station. The nearest location to the new metal building will be the adjacent maintenance building (blue building), which already has staff using the facilities. In an emergency or contact with harsh chemicals or raw sewage, Staff should have a wash-out area readily available and nearby. Considering the size of the building, Staff believes the building warrants its own restroom and wash station. The original concept was to have a sewer stub-out located in the back. However, Staff recommends that the sewer be re-aligned to incorporate a restroom and wash station for the facility within the building's northwest corner in the future.

Staff also recommends a construction contingency, as the contractor may encounter potential conflicts during the activities described above. The 20% contingency, for $25,465, will enable this project to continue if any issues arise during construction.

**Financial Considerations**

This Contract Change Order is to be funded through the Wastewater Capital Outlay - Improvements: 310-0000-57000

$603,750 – Original Construction Contract Amount (Including a 5% Contingency)

Change Order Breakdown as follows:
$73,240 – 52-Foot Floor Drain
$ 5,160 – Roof Insulation
$21,185 – Wall Insulation
$17,284 – Insulated Roll Up Doors
$10,450 – Sewer Re-Alignment

$127,320 – This Change Order
$25,465 – 20% Contingency
**$152,785 – Total for CCO 1 (Including 20% Contingency)**

**$756,535 – New Construction Contract Amount**

**Alternatives**

- Approve the resolution as presented; or
- Modify the resolution; or
- Do not approve the Resolution. This is not recommended, as the items contained in the CCO 1 allow for a better product to be delivered to the City, prolonging the building's useful service life and providing staff with a safe and ideal working environment year-round to conduct routine maintenance and inspection on the vehicles/equipment.

**Planning/CEQA**

The Soledad Water Reclamation Facility Storage Building Project, which involves the installation of a metal prefabricated building within the footprint of the existing Water Reclamation Facility, is Categorically Exempt Pursuant to the California Environmental Quality Act (CEQA) under guidelines Section 15332 – Infill (Class 32). This Project is exempt because it meets the following conditions: (a) The project is consistent with the applicable general plan designation and all applicable general plan policies, as well as with applicable zoning designation and regulations. (b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses. (c) The project site has no value as a habitat for endangered, rare, or threatened species. (d) Approval of the project would not result in any significant effects relating to traffic, noise, air, or water quality. (e) All required utilities and public services can adequately serve the site.

**Public Notice Requirements**

None Required.

Attachment(s):
Resolution No. 6188
Exhibit A - Metal Building CCO 1

**RESOLUTION NO. 6188**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING A CONTRACT CHANGE ORDER FOR CONSTRUCTION SERVICES WITH PLUMMERBUILT INC FOR THE AMOUNT OF $127,320 PLUS A 20% CONSTRUCTION CONTINGENCY ($25,465) FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $756,535 FOR THE WATER RECLAMATION FACILITY METAL BUILDING PROJECT AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID CONTRACT CHANGE ORDER ON BEHALF OF THE CITY OF SOLEDAD**

**WHEREAS,** the City of Soledad Public Works Department has had a longstanding goal of purchasing a Metal Storage Building for the heavy equipment and vehicles found at the Water Reclamation Facility (WRF) to protect some of the City's most significant investments and assets; and

**WHEREAS,** Staff identified a need to provide adequate protection for these vehicles and equipment, which are currently being stored out in the open making them vulnerable to weathering and the corrosive environment found at the plant and as a result, limiting the expected service life of the vehicles warranting extensive and costly maintenance or repairs; and

**WHEREAS,** on May 15, 2024, the City Council approved a contract for Construction Services with Plummerbuilt Inc. in the total not-to-exceed amount of $603,750 for the installation of a metal vehicle storage building to house the Sewer Van, Jetter Truck, and Combo Truck which each vehicle serves a crucial role in assisting Staff in performing inspections, cleanings, and flushing of the sewer and storm infrastructure in the entire city; and

**WHEREAS**, to ensure the City's future needs are met to reduce maintenance costs and extend the lifespan of the new metal vehicle storage building at the Water Reclamation Facility, Staff requested a change order to incorporate the items outlined in Contract Change Order No. 1 (CCO 1); and

**WHEREAS**, this change order includes the request to install a 52-ft floor drain spanning across the three bays, installation of insulation to the metal building (roof, walls, doors), and re-aligning the stub-outs for future sewer connections; and

**WHEREAS**, Staff is also recommending a 20% construction contingency for $25,465 to account for any issues during the construction of the activities described above; and

**WHEREAS**, CCO 1 and construction contingency shall be funded through the use of Wastewater Funds; and

**WHEREAS**, this project is Categorically Exempt, having met the qualifying criteria under CEQA guidelines Section 15332 – Infill (Class 32).

**NOW THEREFORE, BE IT HEREBY RESOLVED,** by the Council of the City of Soledad that a Contract Change Order for Construction Services with Plummerbuilt Inc in the

amount of $127,320 plus a 20% Construction Contingency in the amount of $25,465 for a total not-to-exceed amount of $756,535, a copy of the Change Order is attached hereto as **"Exhibit A"**, and by this reference incorporated herein, is hereby approved and the City Manager is hereby authorized and directed to execute the same on behalf of the City.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting duly held on the 18th day of December 2024 by the following vote:

**AYES,** and in favor thereof, Councilmembers:

**NOES,** Councilmembers:

**ABSENT,** Councilmembers:

**ABSTAIN,** Councilmembers:

_____
ANNA M. VELAZQUEZ, Mayor

ATTEST:

_____
MEGAN HUNTER, City Clerk

Exhibit - A

City of Soledad

# CONTRACT CHANGE ORDER

| CCO Number | CIP Number | Change Order Requested by: | Project Name |
|---|---|---|---|
| 1 | | [X] Engineer [ ] Contractor | WWRF - Metal Storage Building |

CONTRACTOR: **Plummerbuilt Inc**

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

**Change Required: Building Features Improvements as follows:**

1. 52-foot floor drain along the center with 3-inch draining to to existing storm drain.
2. Roof Instulation - 3inch with Vinyle face
3. Wall Instulation at 4-inch with vinyle face.
4. Insulated Roll up doors
5. Realigned 4-inch Sewer with 3 flow slab termination plus cleenout and dry water source under slab

**Cost Summary:** For this work, the contractor will be paid the sum below, this sum constitutes full compensation, including all mark ups for this change.

**Total agreed lump sum price =** $ 127,319.00

**Attachments:** Cost Request breakdown proposal by Plummerbuilt

Net Cost of this Change Order: **$ 127,319.00** [X] increase [ ] decrease

Net Time for this Change Order: **7 days** [X] increase [ ] decrease

## CHANGE IN CONTRACT PRICE

| | |
|---|---|
| Original Contact Price: | $ 575,000.00 |
| Net Change from Previous Change Orders: | $ - |
| Net Change from this Change Order: | $ 127,319.00 |
| New Contract Price: | $ 702,319.00 |

## CHANGE IN CONTRACT TIME

| | |
|---|---|
| Original Contact Time (Calendar Days): | 240 days |
| Net Change from Previous Change Orders: | 0 days |
| Net Change from this Change Order: | 7 days |
| New Contract Time (Calendar Days): | 247 days |

**RESIDENT ENGINEER RECOMMENDATION**

| SIGNATURE: | (PRINT NAME & TITLE) | DATE |
|---|---|---|
| | **Patrick Riddell, Resident Engineer** | |

**PROJECT MANAGER APPROVAL:**

| SIGNATURE: | (PRINT NAME & TITLE) | DATE |
|---|---|---|
| A Lo Garza | **Amando Garza, Project Manager** | 11/25/2024 |

**DEPARTMENT HEAD APPROVAL:**

| SIGNATURE: | (PRINT NAME & TITLE) | DATE |
|---|---|---|
| | **Donald Wilcox, Pubilic Works Director** | |

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

**CONTRACTOR ACCEPTANCE::**

| SIGNATURE: | (PRINT NAME & TITLE) | DATE |
|---|---|---|
| Gena Plummerbuilt | **Gena Plummerbuilt, Plummerbuilt Project Manager** | 11/25/24 |

City of Solecad
Metal Storage Building
Change Order No. 1 - November 2024
Constractor: Plummerbuilt Inc

| | Description | Costs |
|---|---|---|
| 1 | 52 feet Floor Drain with 3-inch connection to Storm Drain | $ 73,240.00 |
| 2 | Roof Insulation (3-inch Vinyl faced insulation) | $ 5,160.00 |
| 3 | Wall Insulation (all walls with 4-inch Vinyl insulation) | $ 21,185.00 |
| 4 | Roll-up INSULATED doors (in lieu of non-insulated) | $ 17,284.00 |
| 5 | Sewer Re-Alignment and with 3 termination, 1 cleanout , plus water line | $ 10,450.00 |
| | Subtotal | $ 127,319.00 |

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Presentation on the Assembly Bill 413 (AB413)**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Juan Huerta, Assistant Engineer, Don Wilcox, Public Works Director/City Engineer**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad receive a presentation regarding Assembly Bill 413 (AB413).

## Executive Summary

Assembly Bill 413 is a bill passed by the California Legislature on October 10, 2023, which is meant to reduce pedestrian injuries and fatalities by prohibiting the parking of cars within 20 feet of the driver-approach side of all intersections. This presentation is meant to inform the City Council on this issue.

## Background

The California Legislature passed Assembly Bill 413 on October 10, 2023. This law went into effect on January 1, 2024, but included a year grace period before enforcement begins on January 1, 2025. AB 413 is an unfunded state-mandated law that is meant to improve pedestrian safety by prohibiting vehicles from parking within 20 feet of the driver's approach side of any marked or unmarked crosswalk or 15 feet from a bulb out. This means that starting January 1, 2025, any vehicle that is parked within 20 feet of the driver's approach side of any marked or unmarked crosswalk or within 15 feet of a bulb out at an intersection can be cited by law enforcement. This law is meant to improve pedestrian safety by giving approaching drivers a clearer sight line of any pedestrians who are potentially stepping off the curb and onto the roadway. The city is mandated to uphold this law and is planning a variety of ways to implement and inform the public about this issue.

## Review & Analysis

The city is not in a financial position to paint the curbs on all of the city's intersections to comply with AB 413. However, over time as roadways are improved the city will update the intersections to meet the new code requirements. For example, as part of the Front Street Maintenance Project, the city plans to remove any diagonal parking spaces that would place a vehicle in violation of the new law.

The city also plans to implement AB 413 by conducting a widespread public outreach campaign. Public Works staff in conjunction with Community Engagement have prepared public outreach material to share with the community about the new parking restrictions. In addition, the staff has prepared a video explaining the new law, which demonstrates the associated safety reasons for its passage. The city will enforce the law on a complaint basis and explain how to report a violation to Code Enforcement.

**Financial Considerations**

The new law is considered an unfunded mandate. It is impossible to calculate the costs of full implementation. In some cases, implementation will require additional engineering services. For example, the city invested almost $20,000 in traffic engineering to justify the addition of stop signs to limit the impact of the new law on Front Street, which could have wiped out more parking and caused the destruction of parts of the medians.

**Alternatives**

- Receive the presentation with no further action; or
- Receive the presentation and provide additional direction to staff.

**Planning/CEQA**

This is a presentation only and is not considered a project for the purposes of CEQA.

**Public Notice Requirements**

Not required.

Attachment(s):
AB 413 Presentation

# AB 413: CALIFORNIA'S DAYLIGHTING BILL

BY: JUAN HUERTA

ASSISTANT ENGINEER

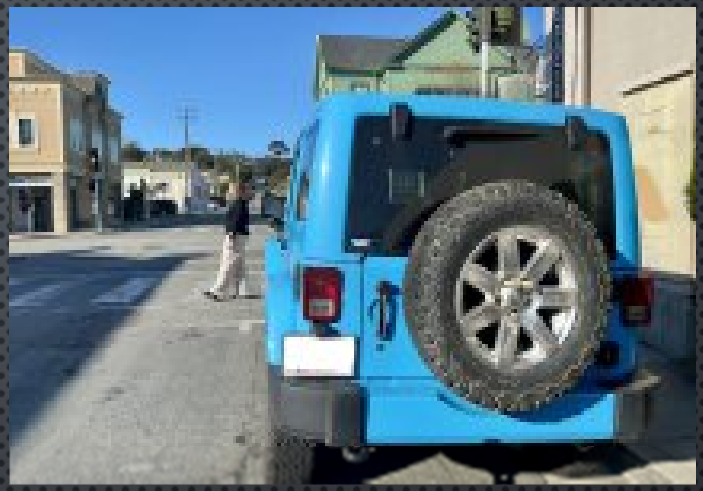


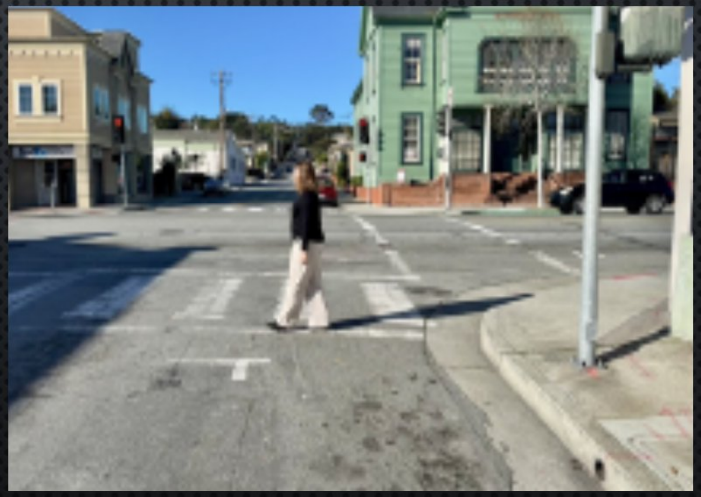
# WHAT IS AB 413?

- AB 413 was passed by the California legislature on October 10,2023 and went into effect without enforcement January 1,2024, with enforcement of the law beginning January 1, 2025
- California Bill AB 413 is a bill that makes it illegal to park within 20 feet of a marked or unmarked crosswalk or within 15 feet of a bulb out anywhere in the state of California
- AB 413 is an unfunded state mandated law, This means all cities are required to implement this law but do not receive funding from the state to do this

# IMPORTANT FACTS

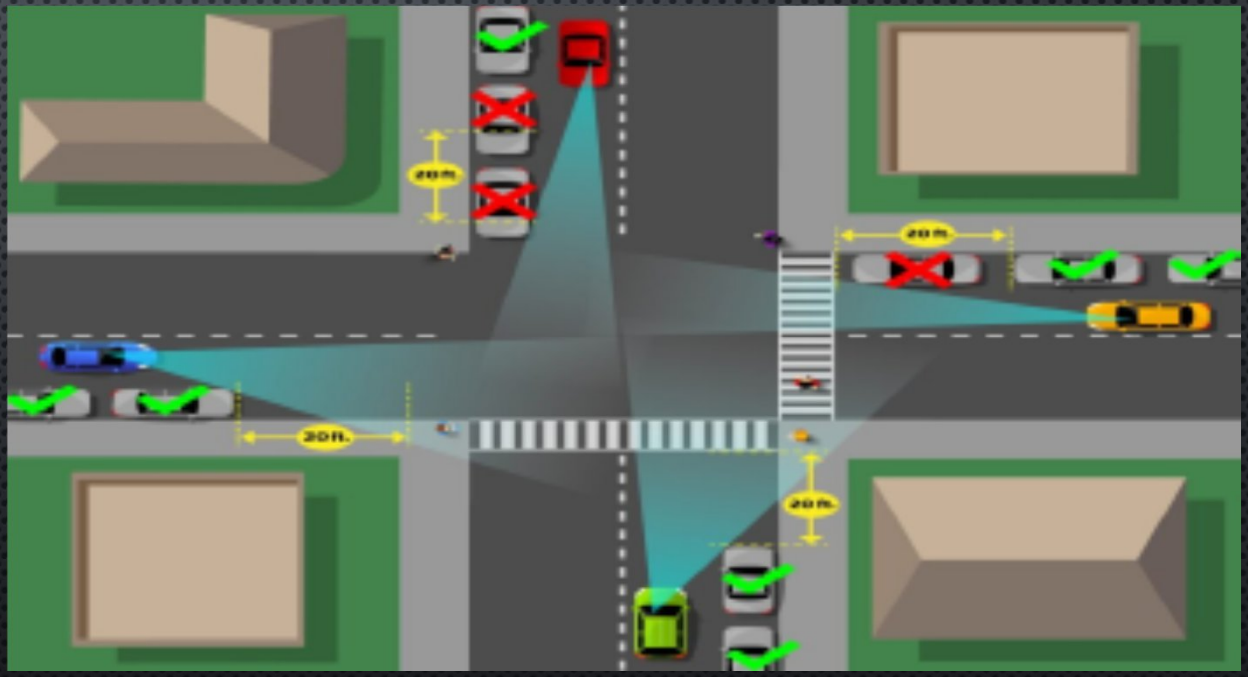
- 20 FEET IS THE ABOUT THE SAME LENGTH AS A FOUR-DOOR PICKUP TRUCK
- A PARKED CAR AT AN INTERSECTION CAN SIGNIFICANTLY IMPACT DRIVER'S LINE OF SIGHT TO APPROACHING PEDESTRIANS





# WHAT THIS MEANS FOR SOLEDAD

- PARKING WILL BE REMOVED IN SOME AREAS OF TOWN MOST NOTABLY ON MAIN, SOLEDAD AND KIDDER ST
- ANYONE WHO PARKS 20 FEET FROM AN INTERSECTION ON THE DRIVER SIDE CAN BE CITED BY PD



# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Consideration of the Appropriation and Allocation of Community Development Block Grant (CDBG) Program Income Funds in the Amount not to Exceed $500,000 to Eligible Activities in Accordance with the State CDBG Program Income Policy**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Hortencia Vargas, Economic Development Coordinator, Beatriz Trujillo, Acting Community and Economic Development Director**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council receive the staff report and provide direction to staff regarding the appropriation and allocation of Community Development Block Grant (CDBG) Program Income funds in the amount not to exceed $500,000 to eligible activities, in accordance with the State CDBG Program Income Policy.

## Executive Summary

The City of Soledad has successfully leveraged Community Development Block Grant (CDBG) funding to support local businesses and residents through initiatives such as business assistance loans, housing rehabilitation, and homeownership programs. The repayment of these loans has generated Program Income (PI), which must be allocated to eligible activities in compliance with federal and state regulations.
Eligible uses of PI include:

- Public Improvements: Projects that enhance community infrastructure, such as parks, streets, sidewalks, and other public facilities.
- Housing Programs: Providing payment assistance loans to improve housing affordability and conditions for eligible low- and- moderate income households.
- Economic Development Programs: Business loans to promote job creation, retention, and economic growth.

Staff is seeking Council's direction on the allocating CDBG Program Income funds not to exceed $500,000 to one or more of these eligible activities, ensuring compliance while addressing community needs.

**Background**

The Community and Economic Development Department had previously received direction from the City Council to prepare and submit an application in response to the 2024 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA). Despite diligent efforts, City Staff were unable to complete and submit the required application materials by the October 29, 2024 deadline. While this missed opportunity represents a significant setback in securing CDBG funding for these critical programs, City Staff have identified an alternative funding source to support the City Council's priorities. The City can utilize CDBG Program Income (PI), derived from repaid business loans, to advance eligible initiatives. Under federal regulations (24 CFR Part 570.489(e)), CDBG PI may be allocated to activities such as business loans, housing rehabilitation, and homeownership assistance.

To ensure compliance with CDBG Program Income Policy, PI must be allocated through one of the following options:

1. Amend an Existing Standard Agreement:
    - Integrate PI into an active CDBG agreement.
    - The City currently has an active grant (Grant No. 22-CDBG-ED-30043) with $750,000 allocated to the Business Assistance Loan Program with approximately $300,000 available for business loans.
2. Submit a "Program Income Only" Application:
   Use PI exclusively for new eligible activities.
    - Two eligible programs are project-ready:
        - Homebuyer Assistance Program: Recently approved by Council to provide zero-interest deferred payment loans to eligible households.
        - Community Center Improvements: Eligible as a public facilities project, benefiting the community, where 63% of residents are low- to moderate-income.
3. Return Program Income to the State:
    - If no action is taken, funds must be returned to the California Department of Housing and Community Development (HCD).

Staff recommends Council consider options that align with community priorities and ensure compliance with program regulations.

**Review & Analysis**

Currently, the City has approximately $500,000 in Program Income available across its CDBG-Economic Development (Fund 262) and CDBG-Housing Program (Fund 261). Council direction is needed to determine how to allocate these funds effectively, ensuring alignment with local needs and regulatory compliance.

**Allocation Options:**

**1. Allocate to Active CDBG Program (Grant No. 22-CDBG-ED-30043)**

- Approximately $300,000 remains available for business loans under this grant. Allocating an additional $500,000 would expand the City's capacity to support local businesses and drive economic growth.

**2. Submit a "Program Income Only" Application:**

- Homebuyer Assistance Program: Council has approved guidelines providing a foundation for offering zero-interest deferred loans to eligible households. This program would address the community's housing affordability challenges.
- Community Center Improvements: Public facilities upgrades are underway, but additional funding is needed. Allocating PI would help ensure project completion, addressing a critical

community need.

By allocating PI, the City can continue to leverage CDBG resources effectively, avoiding the need to return funds to the State. Staff seeks Council's guidance on the allocation of $500,000 in CDBG Program Income. A proactive and strategic approach will ensure compliance with federal and state regulations while advancing the City's economic development and housing goals. Thoughtful allocation of these funds will maximize their impact and sustain the City's track record of leveraging CDBG resources to benefit the community.

**Financial Considerations**

Allocating CDBG Program Income will bring additional grant funding to the City and will provide for some administrative costs. There is no negative impact to the City's General Fund.

**Alternatives**

1. Allocate Program Income to the Active CDBG Business Loan Program (Grant No. 22-CDBG-ED-30043):
   Allocate the entire $500,000 to the active Business Loan Program to expand funding for small business loans. This approach would support local economic growth by increasing opportunities for business creation, retention, and job development.
2. Submit a "Program Income Only" Application for the Homebuyer Assistance Program:
   Use the $500,000 to fund a new Homebuyer Assistance Program, which would provide zero-interest deferred loans to eligible households. This option addresses the community's housing affordability challenges and establishes a new housing initiative aligned with Council-approved guidelines.
3. Submit a "Program Income Only" Application for Community Center Improvements:
   Direct the $500,000 toward public facilities improvements at the Community Center. This would ensure the completion of vital upgrades benefiting a community where 63% of residents qualify as low- to moderate-income, addressing a critical infrastructure need.
4. Allocate Program Income Across Multiple Activities:
   Divide the $500,000 between the active Business Loan Program and a "Program Income Only" application for either the Homebuyer Assistance Program or Community Center Improvements or other eligible activity. This hybrid approach would allow the City to address both economic development and community infrastructure needs simultaneously.

**Planning/CEQA**

Pursuant to Section 21065 of the CEQA guidelines, a "project" is defined as a "whole action" subject to a public agency's discretionary funding or approval that has the potential to either (1) cause a direct physical change in the environment or (2) cause a reasonably foreseeable indirect physical change in the environment. The proposed consideration is the appropriation and reallocation of funds of existing CDBG Program income funds to an existing active CDBG Grant program. This action will not cause a direct physical change to the environment. Any development project resulting from the allocation of these funds may be subject to subsequent CEQA review and analysis.

**Public Notice Requirements**

Not required.

Attachment(s):

# Allocation of CDBG Program Income Funding

City Council Meeting

December 18, 2024

Presented by: Community & Economic Development Department

# Community Development Block Grant (CDBG) PROGRAM INCOME POLICY

**City of Soledad CDBG Program: Leveraging Resources for Community Growth**

The City of Soledad has effectively utilized Community Development Block Grant (CDBG) funding to support local businesses and residents through key initiatives, including:

- Business assistance loans
- Housing rehabilitation
- Homeownership programs

As loans are repaid, the resulting funds are classified as **Program Income (PI)** in accordance with federal regulations (24 CFR Part 570.489(e)).

# PROGRAM INCOME OVERVIEW & ALLOCATION OF FUNDS

The City has generated approximately **$500,000** from the repayment of CDBG Housing and Business Assistance Loans.

In order for the City to be in line with Program Income Policy, the City must allocate PI through one of the following options:

1. Amend an Existing Standard Agreement
2. Submit a “Program Income Only” Application
3. Return PI to the State

# ALLOCATION OPTIONS:

**Amend an Existing Standard Agreement -** The city has only one active CDBG Program (Grant No. 22-CDBG-ED-30043 – Business Assistance Loan Program)

- Approximately $300,000 remains available for business loans under this grant. Allocating an additional $500,000 would expand the City's capacity to support local businesses and drive economic growth.

**Submit a "Program Income Only" Application -** The city has two projects eligible and ready for funding under the Program Income- Only Application:

- **Community Center Improvements:** Public facilities upgrades are underway, but additional funding is needed. Allocating PI would help ensure project completion, addressing a critical community need.

- **Homebuyer Assistance Program:** Council-approved guidelines providing a foundation for offering zero-interest deferred loans to eligible households. This program would address the community's housing affordability challenges and although the $500,

# Allocation Options – Community Development

**Allocate to Active CDBG Program (Grant No. 22-CDBG-ED-30043)**

- Approximately $300,000 remains available for business loans under this grant. Allocating an additional $500,000 would expand the City's capacity to support local businesses and drive economic growth.

Submit a "Program Income Only" Application:

- **Homebuyer Assistance Program:** Council-approved guidelines providing a foundation for offering zero-interest deferred loans to eligible households. This program would address the community's housing affordability challenges.

- **Community Center Improvements:** Public facilities upgrades are underway, but additional funding is needed. Allocating PI would help ensure project completion, addressing a critical community need.

# DISCUSSION OF ALTERNATIVES:

1. **Expand CDBG Business Loan Program:**
   Allocate full funding to support small business loans, fostering local economic growth, job creation, and retention.

2. **Community Center Improvements:**
   Invest in critical upgrades to benefit low- to moderate-income residents and improve public facilities.

3. **Homebuyer Assistance Program:**
   Use funds for zero-interest deferred loans, addressing housing affordability and supporting eligible households.

4. **Hybrid Allocation:**
   Split funds between the Business Loan Program and either the Homebuyer Assistance Program or Community Center Improvements to balance economic and community needs.

# Thank you

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Receive and Accept the Mini-Grants Closeout Report**

**TO:** **Honorable Mayor Anna Velazquez and City Council**

**FROM:** **Jesus Valenzuela**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council receive and accept the Mini-Grants Closeout Report.

## Executive Summary

The City of Soledad City Council created the Soledad Mini-Grants Program to support local organizations working to make Soledad a better place, with each grant not exceeding the amount of $5,000 per organization. Four organizations were awarded a Mini-Grant from the City of Soledad in 2024 to sport youth sports, a community garden, and spay and neutering services. The total amount the City of Soledad spent on this project was $16,100 in Fiscal Year 23/24. Additional funds were not budgeted for the program in FY 24/25 to allow the Council to consider its funding priorities especially as American Rescue Plan Act (ARPA) funds have been depleted. As the City kicks off its strategic planning process in early 2025, it is a good opportunity to reassess this program for future funding.

## Background

On April 6, 2022, the City Council received a presentation regarding the allocation of $50,000 for a mini-grants program for eligible nonprofits by Policy No. 480 and Resolution No. 3660 (Soledad City Council April 17, 2005). The item was brought back on March 1, 2023, to support non-profit organizations that are improving Soledad and helping increase resident participation in the community. On April 5, 2023, the Council approved the program.

Staff conducted significant outreach, ultimately receiving nine timely applications. On June 21, 2023, Staff recommended that the City Council approve all nine applications, explaining that all met the minimal criteria established on April 5, 2023. During the presentation, Staff conceded that the criteria for receiving an award were so basic that it was difficult to distinguish between proposals. As a result, the City Council voted to reject the full slate of applications and directed staff to return with more concrete criteria for Council consideration.

After researching several cities with similar small grant programs, it was recommended that the City Council adopt criteria similar to the City of Gonzales' Community Action Grant Program. Gonzales' Program is well structured and has a simple but more detailed application process that includes a scoring rubric that will allow the rating and ranking of applications. On September 20, 2023, the Council approved a revamped set of criteria for the approval of the Mini-Grants.

Staff prepared the application materials to launch the program and hosted four information sessions via Zoom. Staff also made it available so that any organization that needed a session outside of those four could have a one-on-one meeting. These sessions were mandatory to apply for funding. After the Office of Community Engagement conducted the four workshops, seven organizations expressed interest in submitting applications. Four organizations submitted complete applications.

These applications were rated on a 1-5 scale based on the following:

- Community Benefit: To what extent does the project benefit the community, especially related to improving residents' health, well-being, and quality of life in Soledad and achieving Soledad's mission?
- Leadership: Is there significant Soledad resident leadership in devising the project and ongoing throughout the project?
- Reach: How many residents will benefit from the project? Is there to be involvement, collaboration, and/or partnership with other organizations/groups?
- Cost Effective: Are the projected expenditures reasonable for the project scope, including the number of residents involved and to benefit?
- Leveraging of Resources: What resources has the group secured or will seek to support the project's success beyond this program's funding? What are the sources of in-kind support (e.g., volunteers, donated supplies/materials, etc.)?
- Completeness of Application: Is the application complete? Does the group communicate why it should be awarded a grant and how it will ensure stewardship of the grant award?

On April 23, 2024, staff returned to Council with the recommendation to approve funding for the Methodist Church of Soledad, South County Animal Rescue (SCAR), Soledad Little League, and Our Neighborhood Pet Project (ONPP).

**Review & Analysis**

The four organizations completed their proposed scope of work with great results. The following are their deliverables:

- The Methodist Church of Soledad was awarded $3,600 to build a community garden. Many low-income families have little access to fresh vegetables. This community garden provided a place for families to get those needed vegetables and build a community through gardening. Funds were used to purchase garden and irrigation materials. The Methodist Church organized a planting day and a ribbon cutting on September 13, 2024. Community members planted corn, celery, squash, and a donated apple tree. Since then, they have had over 35 people attend meetings to maintain the garden.
- South County Animal Rescue (SCAR) was awarded $5,000. This organization set aside funds to provide access to spay and neuter services to sixty pets through its voucher program (SNAP) for Soledad residents.
- Soledad Little League was awarded $5,000. The Little League purchased 190 shirts for its players, which was important to the Little League, given its financial struggles. The League strived to ensure that costs were not impediments to kids' participation.

- Our Neighborhood Pet Project (ONPP) was awarded $2,500. This project provided low-income families in Soledad with spay and neuter services vouchers. ONPP sponsored a spay and neuter clinic in Soledad, providing surgeries for 60 cats and 10 dogs. They verified the addresses and provided service to 32 families from Soledad.

**Financial Considerations**

The total cost for the Mini-Grant Program was $16,100 under the 2023/24 fiscal year. If Council wishes to budget for another round of Mini Grants, we would have to amend the budget at mid-year budget and determine a revenue source. It is recommended that the Council consider whether this is a funding priority their the strategic planning process that will start in January 2025 and will be completed before the development of the Fiscal Year 25/26 budget.

**Alternatives**

- Accept report as presented; or
- Do not accept the report and ask for additional information.

**Planning/CEQA**

The City of Soledad has determined that the proposed action of providing mini grants for non-profit programming and scholarships is not a project as defined by the California Environmental Quality Act (CEQA) per Guidelines Section 15378 because this matter has no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378.

**Public Notice Requirements**

Not required.

Attachment(s):
Mini Grants Presentation

December - 2024

# Mini Grants

# Four Organizations Funded

- Soledad Little League

- SCAR

- Our Neighborhood Pet Project

- United Methodist Church

# Soledad Little League

Purchased 190 shirts for their players










# SCAR

To hold a dog event in Sprint of 2025

To spay and neuter 20 Soledad-owned mid to large dogs







# United Methodist

Purchased eight beds for planting various vegetables such as squash, celery, bell pepper, oregano.

Held events where 35 people volunteered.








# Our Neighborhood Pet Project

Held a spay and neuter event
that provided surgery for 60 cats and 10 dogs

Provided service to 32 Soledad families








# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Revisit and Discuss City of Soledad Resolution No. 5278, Declaring The City Of Soledad As A Sanctuary City For All Residents, Regardless Of Immigrant Status and Provide Direction as Necessary.**

**TO:** **Honorable Mayor Anna Velazquez and City Council**

**FROM:** **Jesus Valenzuela**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad revisit and discuss Resolution No. 5278, Declaring the City of Soledad as a Sanctuary City for all Residents, Regardless of Immigrant Status, and provide staff direction on desired further action.

## Executive Summary

In 2017 the Soledad City Council approved Resolution No. 5278, designating itself a "Sanctuary City". In light of President-Elect Trump's commitment to engage in enhanced immigration enforcement in the coming year, Mayor Anna Velazquez requested that Staff bring Resolution No. 5278 back to Council for discussion to explain the meaning and scope of the City's designation as a Sanctuary City and to discuss what additional steps, if any, the Council and Staff can take to assure immigrant that they can continue to interact with City employees and programs without fear of reprisal.

## Background

During the February 15, 2017 Soledad City Council meeting, then Councilmember Anna Velazquez directed Staff to prepare and provide the Council with a resolution to consider declaring the City of Soledad a “Sanctuary City.” A “Sanctuary City” is a designation used to describe a city, county or other governmental agency that has in some manner memorialized its commitment to refrain from using agency resources, including personnel, or to be otherwise involved in the enforcement of federal immigration restrictions and regulations. Several states and local jurisdictions throughout the United States have adopted such sanctuary policies and/or taken on the sanctuary mantle in 2017.

On March 16, 2017, the City Council adopted Resolution No. 5278, Declaring the City of Soledad as a Sanctuary City for all Residents, Regardless of Immigrant Status. This resolution established the following policies:

1. That the City will not use City resources, and particularly its police force, to enforce federal

immigration law. More specifically, this means that the City will not use City resources to investigate, question, detail or apprehend individuals on the basis of civil violations of federal immigration law. There is a carve-out that would allow participation for enforcement actions that involve criminal activity and the protection of public safety; otherwise, the Department would find itself unable to provide assistance in matters where the well-being of the City's residents was at risk; and

2. That the City will take no direct action against individuals merely on the basis of immigrant status; and
3. That disincentives to the use of City services by immigrants will be mitigated by ensuring the confidentiality of the application process for such services; and
4. That the City will refrain from participation in any federal program requiring the registration of individuals on the basis of religious affiliation, race, national or ethnic origin, gender identity or sexual orientation.

This action was reinforced in October of 2017 when the State of California adopted SB 54, The California Values Act. The Act establishes that no state or local resources may be used to assist federal immigration enforcement and that State schools, hospitals and courthouses are "safe spaces" for everyone in the State.

During the December 4, 2024, meeting, Mayor Anna Velazquez directed staff to bring this item back to the Council to refresh the public's recollection of the meaning and intent of the City's efforts and to discuss whether any additional actions should be taken in light of the planned uptick in federal immigration enforcement.

**Review & Analysis**

Both the California Values Act and Resolution No. 5278 were adopted to reassure immigrant families that accessing essential city services and participating in critical programs will not expose them to immigration enforcement actions by the City or the federal government. These measures aim to ensure that immigrants within the City feel safe seeking law enforcement assistance, utilizing healthcare services, and pursuing educational opportunities without fear of deportation. While the City cannot prevent federal immigration enforcement, it can ensure that its employees, programs, and services are not used to facilitate federal enforcement efforts.

Recently, the County of Monterey established the Monterey County Immigrant Rights Ad Hoc Committee. This committee aims to unite key stakeholders from immigrant communities to make recommendations, improve communication, and help the County prepare for and protect immigrant residents (see Attachment 1 for details). The City may benefit from monitoring the committee's progress and similar initiatives by other state and local governments. These efforts could guide the City in identifying additional measures to protect immigrant access to essential services and enhance communication about their rights.

It is worth noting that Resolution No. 5278 carries potential risks for the City. Under Executive Order

13768, jurisdictions identified as "sanctuary" and found noncompliant with federal immigration law may face the loss of federal funding unless such funding is otherwise mandated by law. Specifically, Order 13768 grants discretion to the Attorney General and Homeland Security Secretary to penalize jurisdictions that fail to comply with 8 U.S.C. § 1373. This statute prohibits federal, state, or local entities from restricting the sharing of information regarding an individual's citizenship or immigration status with federal immigration authorities.

If deemed noncompliant, the City may become ineligible for federal grants, except those deemed necessary for law enforcement purposes. Such a loss of funding could have significant implications for the City's future budgets and its ability to provide essential services.

City staff seeks direction from the Council on additional steps to ensure that immigrant families feel safe and supported within the community. It is vital to maintain trust between the immigrant community and local law enforcement. To that end, staff has engaged with the California Department of Justice and partnered with various nonprofit organizations that provide "Know Your Rights" presentations and comprehensive immigration support services.

The City has a pivotal role in fostering a safe and inclusive environment for all residents, including immigrant families. Staff recommends that the Council provide guidance on further actions to support these goals while addressing any financial and legal challenges that may arise.

**Financial Considerations**

There is no direct cost associated with implementing the sanctuary policies set forth in Resolution No. 5278. However, as noted above, there is some possibility that by declaring itself a Sanctuary City and adopting policies that essentially remove the City from the enforcement of federal immigration law, the City may be penalized through the loss of future federal funding for a variety of City projects.

**Alternatives**

- Give staff direction on steps for serving the immigrant population
- Take no action at this time.

**Planning/CEQA**

The proposed request for direction is a ministerial action not considered a project under the California Environmental Quality Act (CEQA).

**Public Notice Requirements**

None

Attachment(s):
Monterey County Immigration Rights Ad Hoc Committee

Revised Resolution re sanctuary city 3-16-17.
SR Sanctuary City

**Monterey County Board of Supervisors**
**Referral Submittal Form**

**Referral No. 2024.15**
**Assignment Date: 12/3/24**

**SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:**

| Date: 11/7/2024 | Submitted By: Supervisor Luis Alejo and Supervisor Lopez | District #: 1 and 3 |
|---|---|---|

Referral Title: **Immigrant Rights Ad Hoc Committee**

Referral Purpose: In light of the election of a new presidential administration who has threatened to take unprecedented actions against immigrants, this referral seeks to create a Monterey County Immigrants Rights Ad Hoc Committee that will bring together key immigrant community stakeholders that could make recommendations, enhance communication and assist the County of Monterey in preparing and protecting our immigrant community in Monterey County against any unconstitutional and draconian federal actions.

Brief Referral Description: President-Elect Donald Trump has committed to take drastic and severe actions against immigrants across our nation, including mass detentions and deportations of immigrants. Preparations for such draconian actions are expected to ramp up over the next few months, and would not only impact undocumented immigrants, but entire families with also U.S. citizens, Dreamers and lawful permanent resident family members. It would also have drastic adverse impacts on our two largest industries and workforces: agriculture and hospitality. Monterey County has the highest percentage of immigrants out of any county in California with 28.9% foreign born.

The purpose of establishing an Immigrant Rights Ad Hoc Committee is to facilitate bringing nonprofits, agriculture, hospitality, education, labor, local law enforcement, attorney, healthcare and other stakeholders together to help make recommendations, enhance communication, and help deploy resources in defense and in protection of our immigrant communities in Monterey County.

| **Classification - Implication** | **Mode of Response** |
|---|---|
| ☐Ministerial / Minor<br>☐Land Use Policy<br>☐Social Policy<br>☐ Budget Policy<br>**X** Other: **Immigration** | ☐ Memo **X** Board Report **X** Presentation<br>**Requested Response Timeline**<br>**X** 2 weeks ☐ 1 month ☐ 8 weeks<br>☐ Status reports until completed<br>☐ Other: _____ ☐ Specific Date: _____ |

**ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office:**

| Department(s): County Counsel and CAO | Referral Lead: Susan Blitch/Nick Chiulos | Board Date: 12/3/24 |
|---|---|---|

**REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:**

| Department(s): | | Original Date: |
|---|---|---|

**ANALYSIS - Completed by Department and copied to Board Offices and CAO:**

Department analysis of resources required/impact on existing department priorities to complete referral:

| Analysis Completed By:<br>_____<br>Date: _____ | **Department's Recommended Response Timeline**<br>☐ By requested date<br>☐ 2 weeks ☐ 1 month ☐ 6 weeks ☐ 6 months<br>☐ 1 year ☐ Other/Specific Date:_____ |
|---|---|

**REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:**

| Referral Response Date: | Board Item No.: | Referrals List Deletion: |
|---|---|---|

**RESOLUTION NO. 5278**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD DECLARING THE CITY OF SOLEDAD AS A SANCTUARY CITY FOR ALL RESIDENTS, REGARDLESS OF IMMIGRATION STATUS**

**WHEREAS**, the City of Soledad has historically welcomed individuals of all racial, ethnic, religious and national backgrounds, including a large immigrant population, and has greatly benefitted from the contributions of its rich and diverse residential base; and

**WHEREAS**, Soledad's immigrant population has and will continue to contribute to the City's economic and social prosperity by maintaining its role as a significant part of the City's work force, by establishing and patronizing local businesses, by contributing to arts and culture, and through the achievement of significant educational accomplishments, and

**WHEREAS**, establishing and maintaining a relationship of trust, respect, and open communication between City officials and residents is essential to the City's mission of the efficient delivery of public services in partnership with its community, an effort which ensures public safety and due process, a prosperous economic environment, opportunities for our youth, and a high quality of life for residents; and

**WHEREAS**, many citizens, including residents of the City of Soledad, have expressed concern with regard to recent immigration-based federal policies and actions, and are fearful that said policies and actions will have a significant adverse impact on the existing relationship of cooperation and trust between the City and its immigrant population that will ultimately result in irreparable harm to local city operations and the well-being of the City's residents; and

**WHEREAS**, the City of Soledad desires to address the concerns and fears of its residents in relation to immigration status while at the same time being mindful that it must maintain positions on federal policy that do not affect the financial stability of the City in ways that are detrimental to the health and safety of its residents; and

**WHEREAS**, many cities and towns throughout the United States have been designated "Sanctuary Cities" through the adoption of resolutions, ordinances, policies and practices that demonstrate their commitment to equal, respectful and dignified treatment of all people, regardless of their immigration status; and

**WHEREAS**, in light of the foregoing, the City Council of the City of Soledad desires to memorialize and clearly articulate its commitment to the equal, respectful and dignified treatment of its citizenry by unequivocally stating that it will provide a sanctuary to all residents who are fearful of recent federal policy and action pertaining to immigration status by assuring them that the City will not expend funds nor use its resources to administer federal immigration law, which should remain under the exclusive authority of the federal government, unless legally required to do so.

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

1. The City of Soledad hereby declares itself as a place of sanctuary in that no City resources may be used to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals or any other such personal information unless and until such assistance is required by federal or state statute, regulation, or court decision. This prohibition includes, but is not limited to, the use of City resources or personnel, including the City's law enforcement officers, to investigate, question, detain, apprehend, or otherwise participate in such authorities, and/or register persons based solely on a civil violation of federal immigration law. Said prohibition will not, however, forbid City cooperation with federal immigration agencies in matters that involve criminal activity and the protection of public safety or in instances in which the individual to whom requested information pertains provides his or her consent.

2. City of Soledad officials, including its law enforcement officers, will refrain from taking direct action against any individual based solely on his/her actual or perceived immigration status, nor will any individual be held in local custody for a civil immigration hold unless the individual has been convicted or charged with felony offenses, or is a sex or arson registrant. All holds will comply with the provisions of the Truth Act (AB 2792). The Council encourages the Soledad Police Chief and Police Department to continue their ongoing efforts to build and maintain trust with all communities served by the Department.

3. The City Council directs all City departments to review their confidentiality policies in order to ensure that eligible individuals are not deterred from seeking or engaging with City services as a result of their immigration status.

4. City of Soledad officials will not use any public resources or follow any federal program requiring the registration of individuals on the basis of religious affiliation, race, national or ethnic origin, gender, gender identity or sexual orientation.

5. Nothing in this Resolution should be construed or implemented to conflict with any obligation legally imposed by court order or federal law. The City Manager will provide the City Council with notice when the federal government requests or mandates the use of City resources to enforce federal immigration laws. City Staff will also continue to monitor any efforts by the federal government to withhold or withdraw federal funding as a result of the City's policies to protect and defend its diverse community, and will take action necessary to protect such funding.

6. The Soledad City Council commends the work of local institutions and individuals who join in building a climate of trust and support for our immigrant community.

7. This Resolution is not intended to create or form the basis of liability on the part of the City, its agencies, departments, officers, employees, or agents. It is also not intended to

create any new rights for breach of which the City is liable for money or any other damages to any person who claims that such breach proximately caused injury.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a special meeting duly held on the 21st day of March, 2017, by the following vote:

**AYES**, and in favor thereof, Councilmembers:

**NOES**, Councilmembers:

**ABSTAIN**, Councilmembers:

**ABSENT**, Councilmembers:

_____
FRED J. LEDESMA, MAYOR

Attest:

_____
MICHAEL McHATTEN, CITY CLERK

Business Item No. B-1

# COUNCIL COMMUNICATIONS

**SUBJECT:** **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD DECLARING THE CITY OF SOLEDAD AS A SANCTUARY CITY FOR ALL RESIDENTS, REGARDLESS OF IMMIGRANT STATUS**

**MEETING DATE:** **March 21, 2017**

## Recommendation

It is recommended that the City Council of the City of Soledad consider adoption of Resolution No. **5278**, Declaring the City of Soledad as a Sanctuary City for all Residents, Regardless of Immigrant Status.

## Background

At the February 15, 2017 Soledad City Council meeting, Council Member Anna Velazquez requested that Staff prepare and provide the Council with a resolution for consideration declaring the City of Soledad a "Sanctuary City." "Sanctuary City" is a designation used to describe a city, county or other governmental agency that has in some manner memorialized its commitment to refrain from using agency resources, including personnel, or to be otherwise involved in the enforcement of federal immigration restrictions and regulations. A number of states and local jurisdictions throughout the United States have adopted such sanctuary policies and/or have taken on the sanctuary mantle. (It is my understanding that there is an effort to have the entire State of California declared a "Sanctuary State.") As of this date, the federal government has not taken a position on the legality of sanctuary policies, and there is no precedential case law in this regard.

Sanctuary policies have been in the news recently as a response to the newly installed Trump administration's plans and actions to address perceived problems with illegal immigration. During the course of the presidential campaign, President Trump outlined a number of proposed efforts to stem the tide of illegal immigration, including the construction of a wall on the U.S.-Mexico border, a variety of limits on legal immigration and guest worker visas, and using the amount of federal financial assistance necessary to sustain the residence of an immigrant in the country as the basis for limiting immigration. Post-election, on January 25, 2017, President Trump signed Executive Order 13768 "Enhancing Public Safety in the Interior of the United States" which, among other matters, significantly broadened the scope of offenses for which immigrants may be considered a priority for deportation. All of these efforts are purported to be a means of protecting American workers and creating jobs for U.S. citizens.

The foregoing efforts and plans to impose tighter controls on immigration, when paired with President Trump's initial efforts to protect national security and prevent terrorism by the issuance of two Executive Orders which temporarily prohibit the entry of immigrants from a handful of specified countries, have caused immigrants throughout the country, state, and Monterey County, to express increased concerns about their safety and ongoing status as U.S. residents.

**Review and Analysis**

After a review of a variety of "Sanctuary City" resolutions and Staff reports, newspaper and magazine articles and treatises on immigration issues, Staff has prepared the attached Resolution for the Council's consideration. The Resolution provides the rationale for the City's proposed action, by recognizing the economic and social contributions made by the City's immigrant population, and then enacts a series of policies and directives meant to provide immigrants with reassurance that the City is committed to the equal, respectful and dignified treatment of all of its residents, regardless of immigration status.

Among other actions, Resolution No. 5278 establishes the following sanctuary policies:

1. That the City will not use City resources, and particularly its police force, to enforce federal immigration law. More specifically, this means that the City will not use City resources to investigate, question, detail or apprehend individuals on the basis of civil violations of federal immigration law. There is a carve-out that would allow participation for enforcement actions that involve criminal activity and the protection of public safety; otherwise, the Department would find itself unable to provide assistance in matters where the well-being of the City's residents was at risk; and

2. That the City will take no direct action against individuals merely on the basis of immigrant status; and

3. That disincentives to the use of City services by immigrants will be mitigated by ensuring the confidentiality of the application process for such services; and

4. That the City will refrain from participation in any federal program requiring the registration of individuals on the basis of religious affiliation, race, national or ethnic origin, gender identity or sexual orientation.

These policies appear to have been adopted, with minor variation, in all of the sanctuary resolutions that were available for review, and address the major concerns expressed by immigration advocates and the immigrant population itself.

It is worth noting that adoption of Resolution No. 5278 is not without potential adverse consequences to the City. Pursuant to the provisions of the previously referenced Executive Order 13768, agencies which declare themselves to be "sanctuary" jurisdictions and which do not comply with and enforce federal immigration law will not receive federal funding, unless otherwise mandated by law. The Order goes on to specify that the Attorney General and the Homeland Security Secretary have discretion to determine that jurisdictions that do not comply with 8 U.S.C. 1373, which mandates that "a Federal, State or local government entity or official may not prohibit, or in any way restrict, any government entity or local government or official

from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual" will be ineligible for federal grants, except as deemed necessary for law enforcement purposes.

In light of the foregoing, it would be reasonable to anticipate that there is some possibility that the City's ability to receive federal funding for a variety of programs may be jeopardized by designating itself as a Sanctuary City and adopting sanctuary policies. Federal funds are currently being used by the City for the purchase of a new fire engine, for the COPS Grant program, and in the agreement between the City and the Hospital District for the use of a $1.9 million dollar CDBG grant for hospital improvements. Many pending City projects will need to rely on federal funds, flowing through the state CDBG program, in order to be completed.

While a detailed analysis of the legality of Executive Order 13768 is beyond the scope of this memorandum, suffice it to say that there is good reason to believe that significant portions of the Order may be unenforceable. As an initial point, existing case law stands for the proposition that the use of federal funds that were already received or promised cannot be subsequently conditioned upon compliance with new law, regulations or conditions. None of the City's existing federal grants were expressly conditioned on compliance with and/or enforcement of new or existing immigration law, and as such, cannot be subsequently conditioned in this manner. Therefore, the City should be in no danger of losing federal grants and other forms of federal funding that have already been received or promised.

With respect to the prospective application of Executive Order 13768, the Supreme Court has held that Constitutional principles prohibit the federal government from compelling the states to enact or administer federal regulatory programs. In *Printz v. United States* (1997) 521 U.S. 898, the Court struck down the portion of the federal Brady Act requiring local law enforcement officers to temporarily conduct background checks for handgun purchases, essentially holding that the federal government is responsible for enforcing its own laws and is without the authority to "commandeer" state and local officials for federal purposes or otherwise dictate what state and local officials may or may not do while on the job. This and similar Supreme Court holdings should prevent Executive Order 13768's mandate that local governmental officials and employees administer federal immigration regulations and policies.

Moreover, provisions of Executive Order 13768 that condition receipt of federal funding upon compliance with the Order appear to run afoul of the Supreme Court's position on what is known as the "anti-coercion doctrine." In *National Federation of Independent Business v. Sebelius* (2012) 567 U.S. ___, the Court held that those portions of the Affordable Care Act by which Congress proposed to withhold 100% of the states' Medicaid funding if Medicaid programs were not expanded in accordance with the Act's provisions, were unconstitutional. The Court reasoned that while states could voluntarily and knowingly accept the terms of federal programs such as those contained in the Act, a threat to impose a significant monetary penalty for non-compliance with such programs amounted to coercion and left the states with no other option but to acquiesce to the proposed Medicaid expansion. In other words, by the terms of the Act, the states really had no viable option in the matter. The holding in *National Federation* is clearly applicable to the instant case, where the City's rejection of the requirements of Executive Order 13768 through the adoption of sanctuary policies may result in the loss of a significant amount of federal funding.

A cautious approach to the matters raised above would be to wait to declare sanctuary status until after the issue of potential federal funding penalties imposed on sanctuary cities has been resolved. However, this approach ignores the potential harm that may be suffered by the immigrant population in the interim.

In anticipation of concerns regarding federal funding issues associated with sanctuary cities and policies, Resolution No. 5278 has been crafted to clearly state that it is not the City's intent to conflict with any obligation legally imposed by federal law. This should provide some protection from potential funding losses the City may engender in declaring itself as a Sanctuary City. The Resolution also contains language that requires the City Manager to monitor federal efforts to withhold or withdraw federal funding, to notify the Council of the same, and that directs staff to take action necessary to safeguard such funding. Such notice will also provide the Council with the opportunity to reconsider all or a portion of its sanctuary policies in the event federal funding appears to be in jeopardy.

**Financial Considerations**

There is no direct cost associated with the implementation of the sanctuary polices set forth in Resolution No. 5278. However, as was noted above, there is some possibility that by declaring itself a Sanctuary City and adopting policies that essentially remove the City from the enforcement of federal immigration law, the City may be penalized through the loss of future federal funding for a variety of City projects.

**Alternatives:**

The City could refrain from declaring itself a Sanctuary City until the potential consequences of such action have been fully vetted. Alternatively, the City could adopt a resolution that merely states its objections to the current path the federal administration is taking with respect to immigration, and that urges the administration to take affirmative steps to amend immigration laws in a manner that will respect and accommodate the immigrant population.

**Public Notice Requirements:**

None.

_____

Michael McHatten, City Manager

Attachment: Resolution No. 5278

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Consideration of Appointment of Mayor Pro Tempore and Various Appointments to Council and City Committees**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Darlene Noriega, Deputy City Clerk**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council appoint the Mayor Pro Tempore for the 2025 term. According to the current rotation policy, Councilmember Fernando Cabrera would be appointed as Mayor Pro Tem for the year 2025. It is also recommended that the Mayor and City Councilmembers review the current list of all Council appointments to regional boards and council committees and provide any necessary direction regarding regular and alternate appointments.

## Executive Summary

Typically each December, appointments to various regional boards such as TAMC and city committees have been made. Under the City Council Rules, Policies, and Procedures, the Mayor appoints to these boards and committees with Council approval. However, over the past several years, the Mayor has asked Councilmembers about their interests in serving on a particular board or committee during the meeting before making selections and then the Council approves these appointments. For Mayor Pro Tem, the Council has established a rotation schedule under the Council Rules, Policies, and Procedures and the next member to serve in this role is Councilmember Cabrera. Council approval is also required for this appointment.

## Background

It is customary to re-evaluate the list of regional board and city committee assignments in December to allow newly elected councilmembers to participate after the certification of the November election. This year, the City Council reviewed these appointments after the March 5th Special Election that resulted in the election of Councilmember Ansaldo Sanchez. In addition, Councilmember Banuelos was appointed as an alternate to the Solid Waste Authority after Mayor Pro Tem Corralejo could no longer serve. With the recent election of Councilmember Caldera, it is important to review the assignments again and update appointments. With the departure of Former Mayor Pro Tem Corralejo, there are vacancies on the Affordable Housing and Policies and Procedures Subcommittees. At this time, the City Council also rotates the position of Mayor Pro Tem.

**Review & Analysis**

Under the City Council Rules, Policies, and Procedures, the Mayor has the authority to nominate and select members to serve on the regional boards and committees. The Council, unless other statutory requirements exist, approves these appointments. However, over the years, the City Council has actively participated in discussions with the Mayor around these appointments. In this way, the Mayor can gauge Councilmembers' interests and availability and make consensus selections in public view. Councilmembers can also discuss the desired goals for these positions. It is vital to ensure vacancies are filled, especially to regional boards such as TAMC and MST, to make sure that Soledad is well representative and the City has a voice in decisions around regional resource allocation. The Mayor and Councilmembers should review the list and determine if changes are needed and fill any vacancies created by the departure of former Mayor Pro Tem Corralejo. The City has a vacancy for the alternate position on AMBAG and vacancies on the Affordable Housing and Policies and Procedures Subcommittees. Pursuant to Resolution No. 5674 adopted on January 6, 2021, the City amended the City of Soledad Rules, Policies, and Procedures specific to the election of Mayor Pro-Tempore. Article III, Section 2, Appointment of Mayor Pro Tempore, states as follows: After the certification of each municipal election (or regularly scheduled election) and at the seating of a new Mayor Pro Tempore, the City Council shall review the Mayor Pro Tempore rotation list for the next two years. The Mayor Pro Tempore should serve on a rotating basis so that each councilmember serves one (1) year as Mayor Pro Tempore during his/her four (4) year term. In the event of an occurrence that creates a disruption in the regular rotation of the Mayor Pro Tempore, the Council shall consider the following principles in developing the rotation list: The rotation history of the previous four years The Mayor Pro Tempore serves for approximately a one-year period, and In the event that two or more Councilmembers have not served as Mayor Pro Tempore and have equal tenure in office, the one who received the most votes in the previous election should be placed higher on the rotation list. Based on past appointments and existing terms and the desired goal to ensure a rotation in which every councilmember serves as the Mayor Pro Tempore, rotations for the next two years would likely look as follows : Rotating Schedule 2024 - Maria Corralejo 2025 - Fernando Cabrera 2026 - Fernando Ansaldo-Sanchez 2027 - Evarista Banuelos 2028 - Ben Caldera. It is recommended that the Council finalize the appointments at this meeting so that Councilmembers are able to start their assignments in the new year.

**Financial Considerations**

Councilmembers receive a monthly stipend of $950 per month for attending Council meetings and attending to other Council business. In some cases, Councilmembers may receive a meeting stipend for attending regional board meetings, but this is not paid through the City.

**Alternatives**

Appoint Mayor Pro Tem and make other appointments to regional boards and committees. Do not appoint a Mayor Pro Tem and do not make other appointments to regional boards and committees and provide direction to staff. This is not recommended as it is important to have representation on these boards and committees as we start 2025.

**Planning/CEQA**

The appointment of Mayor Pro Tem and Councilmembers to boards and committees is not an action under CEQA.

**Public Notice Requirements**

None

Attachment(s):
2024 Current Committees List

City of Soledad
Summary of City Council
Committee List
As of 12/2024

**COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES, BOARDS & COMMISSIONS**

| Agencies, Boards and Commissions | Appointed | Staff | Meeting Date/Time/ Location |
|---|---|---|---|
| **Name** | | **Liaison** | |
| **AMBAG –** Association of Monterey Bay Area Governments Board | Rep: Anna M. Velazquez<br>Alt: _____ | Community Economic Development Director | 2nd Wednesday of Every month<br>6:00 p.m.<br>24580 Silver Cloud Court, Monterey.<br>*Meetings are being via Zoom. |
| **CAC –** Citizen Advisory Committee | Law Enforcement Rep:<br>Chief Damon Wasson<br><br>Citizen Rep: Fernando Cabrera | Police Chief | 2nd Thursday of each month<br>Time:<br>*Meetings are being held virtually |
| **MAYORS –** Monterey County Mayors' Association | Rep: Anna M. Velazquez | City Manager | 1st Friday of Every Month<br>Time: 12:00<br>Location:<br>This meeting rotates throughout the cities of Monterey County. |
| **MST –** Monterey Salinas Transit District | Rep: Anna M. Velazquez<br>Alt: Fernando Cabrera | Public Works Director | 2nd Monday of Every Month<br>10:00 a.m.<br>19 Upper Ragsdale, Ste. 100<br>Monterey, CA 93940<br>*Meetings are being held virtually. |
| **SVSWA –** Salinas Valley Solid Waste Authority | Rep: Fernando Ansaldo-Sánchez<br>Alt: Eva Banuelos | Public Works Director | 3rd Thursday of Every Month<br>6:00 p.m.<br>117 Fourth St. Gonzales, CA 93926 |
| **TAMC –** Transportation Agency of Monterey County | Rep: Fernando Cabrera<br>Alt: Anna M. Velazquez | Public Works Director | 4th Wednesday of Every Month<br>9:00 a.m.<br>1428 Abbott St. Salinas, CA 93901 |

City of Soledad
Summary of City Council
Committee List
As of 12/2024

**COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES, BOARDS & COMMISSIONS**

| | | | |
|---|---|---|---|
| **MBAAPCD –** Monterey Bay Area Air Pollution Control District | This appointment is selected by the City Selection Committee. | City Manager | 3rd Wednesday of every month<br>(Except January and July)<br>1:30 p.m.<br>24580 Silver Cloud Court, Monterey |
| **3CE –** Central Coast Community Energy | The representative under the JPA is City of Gonzales, Mayor Rios | Public Works Director | Policy Board Meetings<br>1st Wednesday (8x per year) 10:30 a.m.<br>70 Garden Court., Suite 340<br>Monterey, CA 93940 |
| **SSVBA** - South Salinas Valley Broadband Authority | Rep: Fernando Cabrera<br>Alt: Anna M. Velazquez | City Manager | This group meets every quarter, on the 3rd Thursday of that month.<br>Time: 9:00 a.m.<br>They meet in person at the Greenfield City Hall, 599 El Camino Real |

City of Soledad
Summary of City Council
As of 12/2024

## AD-HOC COMMITTEES LIST

| Committee Name | Role | Appointed | Staff Liaison | Meeting Date/Time/ Location |
|---|---|---|---|---|
| Affordable Housing Sub Committee | Review Affordable Housing Agreements with developers that require Inclusionary Housing pursuant to City ordinances and make recommendations to the City Council. | Anna M. Velazquez | Community & Economic Development Director | As needed |
| Policies & Procedures Sub Committee | Review Policies and Procedures and make recommendations to the City Council. | Anna M. Velazquez | City Manager | As needed |
| Soledad City Council Legislative Committee | Composed of two Councilmembers who meet with the City's lobbyist and City staff to track important legislative bills and packages as well as to recommend a legislative platform. | Fernando Ansaldo-Sanchez<br>Fernando Cabrera | Community Engagement Manager | 2nd Thurs. of each month<br>Soledad City Hall |

City of Soledad
Summary of City Council
As of 12/2024

## CITY COMMISSIONS LIST

| Commission Name | Role | Appointed | Staff Liaison | Meeting Date/Time/ Location |
|---|---|---|---|---|
| Planning Commission | Meets to administer the Soledad General Plan and Zoning Code, makes decisions on projects, and provides recommendations to the City Council on larger projects and amendments to the Zoning Code. | Roberto Cruz<br>Josefina Aguilera<br>Lorenzo Sanchez<br>Sergio Diaz<br>Sandy Fuerte | Community & Economic Development Director | 2nd Thursday of every month<br>248 Main Street, Soledad<br>Council Chamber<br>6:00 p.m. |

City of Soledad
Summary of City Council Committee List
As of 12/2024

## LIAISON APPOINTMENTS TO OUTSIDE LOCAL ORGANIZATIONS

| Liaison Committee Name | Role | Appointed | Staff Liaison | Meeting Date/Time/ Location |
|---|---|---|---|---|
| Soledad Historical Society (SHS) | Serve as the City's rep. to the organization and report SHS's activities to the Council and seek guidance from the Council as to general matters related to SHS's activities | Rep: Fernando Cabrera<br>Alt: Anna M. Velazquez | Community/Economic Development Dir. | 2nd Wednesday of each month<br>10:00 a.m. |

# COUNCIL COMMUNICATION

**SUBJECT:** **Minutes**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Darlene Noriega, Deputy City Clerk**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

Minutes

City of Soledad
Joint City Council/Successor Agency/Housing Authority/Successor Housing Agency/
Regular Meeting
December 04, 2024

CALL TO ORDER
Mayor Velazquez Called the Joint City Council/ Successor Agency/ Housing Authority/ Successor Housing Agency/ Regular Meeting to order at 6:06 p.m.

ROLL CALL
The Following Councilmembers/Agency members were present when the meeting was called to order:

| | |
|---|---|
| Mayor/Chair | Anna M. Velazquez |
| Mayor Pro Tem/Vice Chair | Maria Corralejo |
| Councilmember/Agency Member | Fernando Cabrera – Arrived at 6:10 p.m. |
| Councilmember/Agency Member | Fernando Ansaldo-Sánchez |
| Councilmember/Agency Member | Evarista Bañuelos |

THE FOLLOWING COUNCILMEMBER WAS ABSENT

None

PLEDGE OF ALLIGIANCE

Chris Lopez led the Pledge of Allegiance

ADDITIONS/MODIFICATIONS TO THE AGENDA

City Manager Hunter requested one modification:

Consent Calendar item C-1, Minutes from 11/06/2024 and 11/20/2024, be considered before Section VII, Resolution No. 6175.

Mayor Velazquez agreed to the modification.

CONSENT CALENDAR

There were no public comments.

Motion: Councilmember Corralejo made a motion to approve item C-1. The motion was seconded by Councilmember Banuelos and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Corralejo, Banuelos, Ansaldo-Sanchez, Cabrera, Velazquez |
| Noes: | None |

Abstain: None
Absent: None

C-1. Minutes of 11-06-2024
Minutes of 11-20-2024

PUBLIC COMMENT

None

COUNCIL PRESENTATIONS

A Proclamation of the City Council of the City of Soledad will be presented to Mayor Pro Tempore Maria Corralejo in Honor and Recognition of her dedicated service to the City and Citizens of Soledad

Mayor Velazquez presented the proclamation. The Mayor, Councilmembers, and City Manager Hunter thanked Mayor Pro Tem Corralejo and noted her accomplishments.

Mayor Pro Tem Corralejo thanked the City Council and the City of Soledad for choosing her to serve the Community.

Supervisor Chris Lopez thanked Mayor Pro Tem Corralejo for her service to the City of Soledad and all the South Monterey County Cities.

Mr. Max Schell thanked Mayor Pro Tem Corralejo for all her efforts in the City of Soledad.

Frank Corralejo gave public comment and thanked Mayor Pro Tem Corralejo for her service and gave further information regarding the great accomplishments that Mayor Pro Tem Corralejo has accomplished through the years of being a part of the City of Soledad.

Deputy City Clerk Darlene Noriega read a Public Comment that was received via email:
Veronica Gutierrez thanked Mayor Pro Tem Corralejo for outstanding leadership, and accomplishments while serving on the City Council, and her support of local businesses.

CERTIFICATION OF NOVEMBER 5, 2024, ELECTION

1. Resolution No. 6175, A Resolution of the City Council of the City of Soledad Declaring the Canvass of Returns and Results of the Consolidated General Municipal Election held on November 5, 2024

Attorney Mike Rodriquez presented the Resolution.

Motion: Councilmember Ansaldo-Sanchez made a motion to approve Resolution No. 6175. The motion was seconded by Councilmember Cabrera and carried by the following vote:

Action
Ayes: Ansaldo-Sanchez, Cabrera, Banuelos, Corralejo, Velazquez
Noes: None
Abstain: None

Absent: None

OATH OF OFFICE ADMINISTERED TO INCOMING MAYOR/COUNCILMEMBERS

1. Oath of Office Administered to Evarista Banuelos by Monterey County, District 3 Supervisor Chris Lopez.

2. Oath of Office Administered to Benjamin Caldera by Graig Stephens, Soledad Historical Society President.

3. Oath of Office Administered to Anna M. Velazquez by City of Sand City, California Mayor Mary Ann Carbone

MEETING RECESS

Mayor Velazquez recessed the meeting for refreshments at 6:43 p.m.

MEETING RECONVENED

Mayor Velazquez reconvened the meeting at 7:19 p.m.

At this time Mayor Pro Tem Maria Corralejo stepped down from the council dais and allowed newly elected Councilmember Ben Caldera take the seat on the council.

CONSENT CALENDAR

There were no public comments.

Councilmember Ansaldo-Sanchez requested to have separate comment for item no. C-11.

Mayor Velazquez has requested to have separate discussion for item no. C-4 and C-13.

Motion: Councilmember Cabrera made a motion to approve items C-1, C-2, C-3, C-5, C-6, C-7, C-8, C-9, C-10, C-12, C-14 and C-15. The motion was seconded by Councilmember Ansaldo-Sanchez and carried by the following vote:

Action
Ayes: Cabrera, Ansaldo-Sanchez, Caldera, Banuelos, Velazquez
Noes: None
Abstain: None
Absent: None

C-2. Warrants 55932 - 56061

C-3. Human Resources Activity Report

C-5. Cal Fire Department Activity Report

C-6. Police Department Activity Report

C-7. Community Engagement Department Activity Report
C-8. Community and Economic Development Department

C-9. Parks and Recreation Activity Report

C-10. Resolution No. Resolution No. 6176, A Resolution of the City Council of the City of Soledad Accepting the 2024 Crack Seal Project (No. T23-02) as Complete by Pavement Coatings Co. and Authorizing the Release of Retention in the Amount of $21,169.75

C-12. Resolution No. No. 6178, A Resolution of The City Council of the City of Soledad Approving and Authorizing the City Manager to Execute Amendment No. 1 to the Placeworks, Inc. Agreement in an Amount not to Exceed $79,900 for the City's 2045 General Plan Update and 2023-2031 Housing Element Implementation

C-14. Resolution No. 6182, A Resolution of the City Council of the City of Soledad Approving the Application for the Whale Tail Competitive Grants Program for $48,788 and Authorizing the City Manager to Execute Said Application on Behalf of the City of Soledad

C-15. Resolution No. 6183, A Resolution of the City Council of the City of Soledad Approving the Purchase of Getac Body Worn Cameras and Cloud Storage in an Amount not to Exceed $60,000 from PCN Strategies, Inc. and Authorizing the City Manager to Execute Said Contract on Behalf of the City of Soledad

Motion: Councilmember Banuelos made a motion to approve items C-4, C-11 and C-13. The motion was seconded by Councilmember Cabrera and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Banuelos, Cabrera, Caldera, Ansaldo Sanchez, Velazquez |
| Noes: | None |
| Abstain: | None |
| Absent: | None |

C-4. Public Works Activity Report

Mayor Velazquez congratulated the Public Works Department on the completion of the Levy project.

Public Works Director Don Wilcox presented a brief history of the project.

C-11. Resolution No. 6177, A Resolution of the City Council of the City of Soledad Approving a Consulting Services Agreement with Harris & Associates to Provide Professional Design Services for a Highway Safety Improvement Program (HSIP) Cycle 11 Project in the Not-to-Exceed Amount of $144,790 and Authorizing the City Manager to Execute Said Consulting Services Agreement on Behalf of the City of Soledad. Pauline Tomasini thanked the City for getting more involved in the Christmas event and is looking forward to the event.

Assistant Engineer Alex Ramos presented the staff report and clarified the requested information.

Deputy City Clerk Darlene Noriega received a public comment via email from the Monterey-Salinas Transit (MST). The public comment was read into the minutes.

Mayor Velazquez requested that public outreach be done regarding providing MST services.

C-13. Resolution No. 6180, A Resolution of the City Council of the City of Soledad Approving an Amendment to the Existing Salary Range for the Water Resources Manager Classification Effective December 7, 2024

Public Works Director Don Wilcox presented the staff report and clarified the requested information.

BUSINESS

B-1. Resolution No. 6179, A Resolution of the City Council of the City of Soledad Approving a Contract Change Order for Construction Services with Monterey Peninsula Engineering for the Amount of $323,500 Plus a 20% Contingency ($64,700) for a Total Not-to-Exceed Amount of $388,200 for the Front Street Maintenance Project and Authorizing the City Manager to Execute said Contract Change Order on Behalf of the City of Soledad

Assistant Engineer Alex Ramos presented the staff report.

There were no public comments.

Councilmembers had numerous questions and comments.

Motion: Councilmember Ansaldo-Sanchez made a motion to approve Resolution No. 6179. The motion was seconded by Councilmember Banuelos and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Ansaldo-Sanchez, Banuelos, Caldera, Cabrera, Velazquez |
| Noes: | None |
| Abstain: | None |
| Absent: | None |

B-2. Receive City Council Direction to Convert Various Intersections to Multi-Way Stop Control within the City of Soledad Assistant Engineer Alex Ramos presented the staff report. Public Works Director Don Wilcox was also present in the meeting and available to answer questions.

Public Works Director Don Wilcox presented the staff report. Leo Trujillo was present via Zoom and presented a PowerPoint presentation.

There were no public comments.

Council Action:
No action was taken.
The presentation was received by the City Council.

B-3. Resolution No. 6181, A Resolution Approving the Use of General Fund Operating Reserves and a

Budget Amendment in an Amount not to Exceed $50,000 for Professional Services to Initiate a Parcel Tax for the Soledad Fire Department

City Manager Megan Hunter presented the staff report and PowerPoint presentation.

Finance Director Mike Howard clarified the information presented in the PowerPoint presentation. There were no public comments.

Councilmembers had numerous comments.

Motion: Councilmember Cabrera made a motion to approve Resolution No. 6181. The motion was seconded by Councilmember Banuelos and carried by the following vote:

Action

| | |
|---|---|
| Ayes: | Cabrera, Banuelos, Caldera, Ansaldo-Sanchez, Velazquez |
| Noes: | None |
| Abstain: | None |
| Absent: | None |

MAYOR'S ANNOUNCEMENTS AND REPORTS

1. On 11/16 she attended the Soledad murals ribbon cutting.
2. On 11/20 She attended a meeting with City Manager Hunter and Monterey County Office of Education Early Learning Program Senior Director Sonya Jaramillo.
3. On 11/21 – 11/22 she attended the California Transit Association Annual Conference.
4. She met with the Helio Industry Housing Developers to discuss housing opportunities in Soledad.
5. She has met with different non-profits regarding the Know Your Rights forum.
6. On 12/02 she attended the LAFCO Board meeting.
7. She met with the Solidarity Network regarding working with the immigrant community regarding Know Your Rights.
8. On 11/11 she attended the Soledad Veterans Day event.
9. She gave praise to the Soledad Ace Hardware for providing fresh Christmas trees.

COUNCILMEMBERS' ACKNOWLEDGEMENTS AND REPORTS

Councilmember Cabrera had 2 items to report:
1. On 11/16 he attended the Soledad murals ribbon cutting.
2. On 12/04 he attended the TAMC meeting.

Councilmember Ansaldo-Sanchez had 4 items to report:
1. On 11/11 he attended the Soledad Veterans Day event.
2. On 11/16 he attended the Soledad murals ribbon cutting.
3. On 11/21 he attended the SVSWA meeting.
4. On 11/30 he visited the reopening of the Las Palmas Restaurant in Soledad

Councilmember Caldera had 1 item to report:
1. On 12/03 he attended a meeting with City Manager Hunter regarding onboarding to the city council.

Councilmember Banuelos had 5 items to report:
1. On 11/11 she attended the Soledad Veterans Day event and the Salinas event.
2. On 11/16 she attended the Soledad murals ribbon cutting.

3. She attended the Soledad Cemetery Board meeting.
4. She attended the Christmas Parade committee meeting.
5. On 12/03 she met with City Manager Hunter regarding the city council meeting agenda.

CITY MANAGERS' REPORT

City Manager Hunter reported 10 items:
1. She reminded the council that the City offices will be closed from 12/24 – 01/01/2025.
2. She will be taking time off 12/19 – 01/03/2025.
3. Chief Wasson will be in charge while she is on vacation.
4. The City of Soledad will be having a Christmas Tree lighting on 12/06.
5. The City of Soledad will be having their annual Christmas Parade on 12/07.
6. The Cops Giving Tree is scheduled for 12/13.
7. Cookies with Santa is scheduled for 12/14.
8. The ribbon cutting for the Community Center stage will also be held on 12/14.
9. She gave a brief update regarding the Community Center kitchen and gym lighting.
10. Staff will be reaching out to the council soon regarding the strategic planning process.

FUTURE AGENDA ITEMS

Councilmember Cabrera requested 1 future agenda item:
1. He would like more study sessions regarding future projects coming to the City.

Councilmember Ansaldo-Sanchez requested 3 future agenda items:
1. He would like an update on the Miramonte project.
2. He would like to know if anything has been done regarding the new parking law for parking 15ft from stop signs.
3. He would like to have more information presented regarding Know Your Rights.

Councilmember Caldera had no future agenda items.

Councilmember Banuelos had no future agenda items.

City Manager Hunter suggested having a discussion item in January regarding Miramonte.

Mayor Velazquez would like to make sure the City brings back the Sanctuary City Resolution in order to move forward strategically.

ADJOURNMENT

Meeting adjourned at 9:52 p.m.

Minutes Approved: December 18, 2024

_____
ANNA M. VELAZQUEZ, Mayor/Chair

_____
MEGAN HUNTER, City Manager

# COUNCIL COMMUNICATION

**SUBJECT:** **Warrants**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Mike Howard, Finance Director**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**



Soledad, CA

# Check Report

By Check Number

Date Range: -

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| **Bank Code: APRAB-Mechanics Bank** | | | | | | | |
| ADQUAL | A&D AGRICULTURAL & SAFETY SUPPLIES | | 11/27/2024 | EFT | 0.00 | 86.68 | 10002 |
| 268113 | Invoice | 11/27/2024 | Gloves | | 0.00 | 4.35 | |
| 268200 | Invoice | 11/27/2024 | Gloves - Collection Dept | | 0.00 | 82.33 | |
| CANNOA | CANNON CORPORATION | | 11/27/2024 | EFT | 0.00 | 11,469.00 | 10003 |
| 90117 | Invoice | 11/27/2024 | CH / PD Generator Upgrade | | 0.00 | 95.00 | |
| 90247 | Invoice | 11/27/2024 | PH & SCADA Consulting | | 0.00 | 1,420.00 | |
| 90337 | Invoice | 11/27/2024 | Well Upgrades #4 | | 0.00 | 9,954.00 | |
| FASTEN | FASTENAL COMPANY | | 11/27/2024 | EFT | 0.00 | 733.19 | 10004 |
| CASOE58294 | Invoice | 11/27/2024 | Galv Clamp for Trailer | | 0.00 | 405.37 | |
| CASOE58372 | Invoice | 11/27/2024 | Water Electrolytes | | 0.00 | 327.82 | |
| MME | MUNICIPAL MAINTENANCE EQUIPMENT INC | | 11/27/2024 | EFT | 0.00 | 1,835.76 | 10005 |
| 028711 | Invoice | 11/27/2024 | Vac Con Drive Belt | | 0.00 | 1,835.76 | |
| SHREDD | SHREDDING SOURCE SOLUTIONS | | 11/27/2024 | EFT | 0.00 | 295.00 | 10006 |
| 8444 | Invoice | 11/27/2024 | Shredding Service | | 0.00 | 75.00 | |
| 8465 | Invoice | 11/27/2024 | Confidential Docuiment Shredding | | 0.00 | 110.00 | |
| 8511 | Invoice | 11/27/2024 | Confidential Document Shredding | | 0.00 | 110.00 | |
| STAEDD | STATE OF CALIFORNIA E.D.D. | | 11/29/2024 | Regular | 0.00 | 12,240.71 | 56062 |
| INV0000072 | Invoice | 11/29/2024 | STATE TAX W/H | | 0.00 | 12,240.71 | |
| AFLAC | AFLAC HEADQUARTERS | | 11/29/2024 | Regular | 0.00 | 2,070.10 | 56063 |
| INV0000042 | Invoice | 11/29/2024 | AFLAC CONTRIBUTION | | 0.00 | 901.33 | |
| INV0000043 | Invoice | 11/29/2024 | AFLAC CONTRIBUTION | | 0.00 | 1,168.77 | |
| CALIFS | CALIFORNIA STATE DISBURSEMENT UNIT | | 11/29/2024 | Regular | 0.00 | 1,061.07 | 56064 |
| INV0000045 | Invoice | 11/29/2024 | CHILD SUPPORT CONTRIBUTION | | 0.00 | 1,061.07 | |
| COMM F | COMMUNITY FOUNDATION FOR MONTEREY CC | | 11/29/2024 | Regular | 0.00 | 120.00 | 56065 |
| INV0000044 | Invoice | 11/29/2024 | CAPITAL CAMPAIGN DONATION | | 0.00 | 120.00 | |
| VANTAG | MISSION SQUARE-303584 | | 11/29/2024 | Regular | 0.00 | 11,021.59 | 56066 |
| INV0000041 | Invoice | 11/29/2024 | EMPLOYEE DEDUCTION | | 0.00 | 243.42 | |
| INV0000046 | Invoice | 11/29/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 573.74 | |
| INV0000047 | Invoice | 11/29/2024 | Directors' 7% Ret. Contr. | | 0.00 | 472.07 | |
| INV0000048 | Invoice | 11/29/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 7,645.00 | |
| INV0000049 | Invoice | 11/29/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 2,087.36 | |
| PRINCI | PRINCIPAL LIFE INSURANCE COMPANY | | 11/29/2024 | Regular | 0.00 | 3,756.15 | 56067 |
| INV0000039 | Invoice | 11/29/2024 | DENTAL INSURANCE | | 0.00 | 3,227.89 | |
| INV0000040 | Invoice | 11/29/2024 | VISION INSURANCE | | 0.00 | 528.26 | |
| SEIU L | SEIU LOCAL 521 | | 11/29/2024 | Regular | 0.00 | 1,383.33 | 56068 |
| INV0000064 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 23.00 | |
| INV0000065 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 1,360.33 | |
| SPOA | SOLEDAD POLICE OFFICERS ASSOCIATION | | 11/29/2024 | Regular | 0.00 | 780.00 | 56069 |
| INV0000068 | Invoice | 11/29/2024 | POLICE OFFICERS CONTRIBUTIONS | | 0.00 | 780.00 | |
| STPERS | STATE OF CALIFORNIA PERS | | 11/29/2024 | Regular | 0.00 | 52,470.21 | 56070 |
| INV0000050 | Invoice | 11/29/2024 | CHIEF & LIEUTENANT | | 0.00 | 3,448.01 | |
| INV0000051 | Invoice | 11/29/2024 | City of Soledad Conf PEPRA | | 0.00 | 295.10 | |
| INV0000052 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 9,054.70 | |
| INV0000053 | Invoice | 11/29/2024 | City of Soledad Regular Empl | | 0.00 | 9,494.55 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| INV0000054 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 5,856.58 | |
| INV0000055 | Invoice | 11/29/2024 | City of Soledad Conf. Employee | | 0.00 | 330.78 | |
| INV0000056 | Invoice | 11/29/2024 | City of Soledad Reg Managers | | 0.00 | 527.49 | |
| INV0000057 | Invoice | 11/29/2024 | City of Soledad Managers | | 0.00 | 764.87 | |
| INV0000058 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 2,354.89 | |
| INV0000059 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 2,284.04 | |
| INV0000060 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 338.91 | |
| INV0000061 | Invoice | 11/29/2024 | City of Soledad Police | | 0.00 | 5,852.30 | |
| INV0000062 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 4,648.31 | |
| INV0000063 | Invoice | 11/29/2024 | City of Soledad Regular Empl | | 0.00 | 7,219.68 | |
| | **Void** | | 11/29/2024 | Regular | 0.00 | 0.00 | 56071 |
| SUNLIF | SUN LIFE ASSURANCE COMPANY OF CANADA | | 11/29/2024 | Regular | 0.00 | 2,267.14 | 56072 |
| INV0000066 | Invoice | 11/29/2024 | LIFE, AD&D, LTD | | 0.00 | 1,893.55 | |
| INV0000067 | Invoice | 11/29/2024 | SUPPLEMENTAL | | 0.00 | 373.59 | |
| UNIWAY | UNITED WAY MONTEREY COUNTY | | 11/29/2024 | Regular | 0.00 | 2.00 | 56073 |
| INV0000069 | Invoice | 11/29/2024 | UNITED WAY CONTRIBUTIONS | | 0.00 | 2.00 | |
| ALCANA | ALCANTAR ACE HARDWARE | | 11/27/2024 | Regular | 0.00 | 819.78 | 56074 |
| 2864/1 | Invoice | 11/27/2024 | Sink Faucet | | 0.00 | 10.47 | |
| 3033/1 | Invoice | 11/27/2024 | Brass Valve | | 0.00 | 21.84 | |
| 3055/1 | Credit Memo | 11/27/2024 | Brass Valve | | 0.00 | -7.65 | |
| 3089/1 | Invoice | 11/27/2024 | Garment Hook | | 0.00 | 5.01 | |
| 3090/1 | Invoice | 11/27/2024 | Paint / Supplies / Oil | | 0.00 | 134.91 | |
| 3110/1 | Invoice | 11/27/2024 | Paint Supplies Well #10 | | 0.00 | 20.75 | |
| 3187/1 | Invoice | 11/27/2024 | Water Pressure Gauges | | 0.00 | 282.17 | |
| 3216/1 | Invoice | 11/27/2024 | Anchoring Spike | | 0.00 | 7.64 | |
| 3224/1 | Invoice | 11/27/2024 | Fasteners | | 0.00 | 16.91 | |
| 3228/1 | Invoice | 11/27/2024 | Fastners | | 0.00 | 10.23 | |
| 3234/1 | Invoice | 11/27/2024 | Roof Hatch Handles Well #10 | | 0.00 | 29.67 | |
| 3240/1 | Invoice | 11/27/2024 | Front Street Banners | | 0.00 | 69.58 | |
| 3252/1 | Invoice | 11/27/2024 | Tools / Supplies | | 0.00 | 73.80 | |
| 3282/1 | Invoice | 11/27/2024 | Fitness Center Repairs | | 0.00 | 2.82 | |
| 3295/1 | Invoice | 11/27/2024 | Paint Gym Door | | 0.00 | 48.02 | |
| 3306/1 | Invoice | 11/27/2024 | Gloves | | 0.00 | 8.73 | |
| 3312/1 | Invoice | 11/27/2024 | Edger Blade / Drill Bit Set | | 0.00 | 44.77 | |
| 3346/1 | Invoice | 11/27/2024 | Metal Attachment & Anchors | | 0.00 | 40.11 | |
| AMAZON | AMAZON CAPITAL SERVICES | | 11/27/2024 | Regular | 0.00 | 4,995.46 | 56075 |
| 11PY-TYGR-37FP | Invoice | 11/27/2024 | Memory Cards - CSI | | 0.00 | 35.16 | |
| 13XL-Y1GR-DTNH | Invoice | 11/27/2024 | Case for iPhone | | 0.00 | 29.43 | |
| 179J-G164-33CC | Invoice | 11/27/2024 | Electrical USB Hub for HR | | 0.00 | 7.87 | |
| 17FR-9NGP-3V7Q | Invoice | 11/27/2024 | Cove Base Mold | | 0.00 | 290.80 | |
| 19C7-RYJP-RLW7 | Invoice | 11/27/2024 | Eyewash Station Solution | | 0.00 | 149.01 | |
| 1C6Y-WNMV-3G... | Invoice | 11/27/2024 | PW Monitor | | 0.00 | 268.90 | |
| 1C9P-76N3-H9PJ | Invoice | 11/27/2024 | Log Splitter | | 0.00 | 2,403.49 | |
| 1DGK-VYLQ-4N7V | Invoice | 11/27/2024 | CH Key Tile for IT | | 0.00 | 20.60 | |
| 1DYW-V9LV-1K... | Invoice | 11/27/2024 | Iphone Replacement WWTP | | 0.00 | 214.15 | |
| 1FQ6-CQPL-99TQ | Invoice | 11/27/2024 | IT Keyboard | | 0.00 | 73.87 | |
| 1H6N-TVGJ-47T4 | Invoice | 11/27/2024 | IT Spare Case | | 0.00 | 16.37 | |
| 1J31-C3G3-1XVK | Invoice | 11/27/2024 | Phone Replacement Case | | 0.00 | 38.03 | |
| 1J3W-FJLL-31D6 | Invoice | 11/27/2024 | HR Speaker Replacement | | 0.00 | 64.74 | |
| 1JRG-1JCC-9NDT | Invoice | 11/27/2024 | USB Blooth Adapter | | 0.00 | 21.82 | |
| 1KCF-NV6T-DGR1 | Invoice | 11/27/2024 | Mouse for IT | | 0.00 | 65.54 | |
| 1L3X-3PTH-67JF | Invoice | 11/27/2024 | Relay Tester Replacement | | 0.00 | 100.06 | |
| 1LJG-MWXG-46... | Invoice | 11/27/2024 | Baseballs / Whiteboard | | 0.00 | 87.43 | |
| 1MFC-9NJP-3FFT | Invoice | 11/27/2024 | Spare IT PC | | 0.00 | 304.81 | |
| 1MJY-CG9L-F9JX | Invoice | 11/27/2024 | iPhone Replacement WWTP | | 0.00 | 203.19 | |
| 1RC3-KF1K-HTWH | Invoice | 11/27/2024 | IT Mousepad | | 0.00 | 9.70 | |
| 1THK-3GRY-1TL1 | Invoice | 11/27/2024 | City EOP Walkie Talkies | | 0.00 | 152.05 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| 1VCK-QJM3-1MYJ | Invoice | 11/27/2024 | Replacement Battery | | 0.00 | 162.92 | |
| 1WXP-D43M-4P91 | Invoice | 11/27/2024 | Battery Tester - WWTP | | 0.00 | 76.03 | |
| 1X4R-NHPF-1DYK | Invoice | 11/27/2024 | Chip Reader / Key Tags | | 0.00 | 123.03 | |
| 1YVP-41LJ-34KQ | Invoice | 11/27/2024 | Wireless Headset | | 0.00 | 76.46 | |
| BAILEY | BAILEY STREET LIMITED | | 11/27/2024 | Regular | 0.00 | 10,911.34 | 56076 |
| 100522539 | Invoice | 11/27/2024 | Chlorine - Plant | | 0.00 | 10,911.34 | |
| BLAVEA | BLACK & VEATCH CORPORATION | | 11/27/2024 | Regular | 0.00 | 40,244.69 | 56077 |
| 1448097 | Invoice | 11/27/2024 | WRF Assessment | | 0.00 | 40,244.69 | |
| BLOK MOD | BLOK MODULAR CONSTRUCTORS, INC. | | 11/27/2024 | Regular | 0.00 | 241,067.03 | 56078 |
| MOD0042-002 | Invoice | 11/27/2024 | Corp Yard Modular | | 0.00 | 241,067.03 | |
| BRENNT | BRENNTAG PACIFIC INC | | 11/27/2024 | Regular | 0.00 | 4,663.53 | 56079 |
| BPI475263 | Invoice | 11/27/2024 | La Cuesta Chemchlor Sodium | | 0.00 | 985.10 | |
| BPI475264 | Invoice | 11/27/2024 | Well #9 Chemchlor Sodium | | 0.00 | 2,529.29 | |
| PBI475262 | Invoice | 11/27/2024 | Well #7 Chemchlor Sodium | | 0.00 | 1,149.14 | |
| BUCKLE | BUCKLES-SMITH ELECTRIC CO. | | 11/27/2024 | Regular | 0.00 | 995.00 | 56080 |
| S137875186.003 | Invoice | 11/27/2024 | License Reneweal - PLC Panels | | 0.00 | 995.00 | |
| BURKE | BURKE, WILLIAMS & SORENSEN, LLP | | 11/27/2024 | Regular | 0.00 | 2,108.00 | 56081 |
| 331681 | Invoice | 11/27/2024 | Attorney Services | | 0.00 | 2,108.00 | |
| CAROLL | CAROLLO ENGINEERS, INC. | | 11/27/2024 | Regular | 0.00 | 144,999.80 | 56082 |
| FB58532-11 | Invoice | 11/27/2024 | Recycled Water Conveyance Project | | 0.00 | 141,331.30 | |
| FB58534-1 | Invoice | 11/27/2024 | Main St Sewer Pipeline | | 0.00 | 3,668.50 | |
| CINTAS | CINTAS CORPORATION NO. 3 | | 11/27/2024 | Regular | 0.00 | 430.41 | 56083 |
| 4209626999 | Invoice | 11/27/2024 | PW Uniforms | | 0.00 | 102.19 | |
| 4209627373 | Invoice | 11/27/2024 | PW Uniforms | | 0.00 | 328.22 | |
| CSG CO | CSG CONSULTANTS, INC. | | 11/27/2024 | Regular | 0.00 | 14,000.00 | 56084 |
| 58805 | Invoice | 11/27/2024 | Bldg Services | | 0.00 | 10,389.00 | |
| 58873 | Invoice | 11/27/2024 | Fire Services | | 0.00 | 2,261.00 | |
| B242055 | Invoice | 11/27/2024 | Bldg Plan Review | | 0.00 | 665.00 | |
| F241362 | Invoice | 11/27/2024 | Fire Plan Review | | 0.00 | 685.00 | |
| GUERR | DAMIAN GUERRERO | | 11/27/2024 | Regular | 0.00 | 4,000.00 | 56085 |
| 180 | Invoice | 11/27/2024 | Orchard Lane Park | | 0.00 | 4,000.00 | |
| DEPJUS | DEPARTMENT OF JUSTICE-STATE OF CA. | | 11/27/2024 | Regular | 0.00 | 160.00 | 56086 |
| 774954 | Invoice | 11/27/2024 | HR Livescans | | 0.00 | 160.00 | |
| DIAMONDBACK | DIAMONDBACK FIRE & RESCUE, INC | | 11/27/2024 | Regular | 0.00 | 41,979.57 | 56087 |
| 26485 | Invoice | 11/27/2024 | FD Truck Equipment | | 0.00 | 41,979.57 | |
| ALHAMB | DS SERVICES OF AMERICA, INC. | | 11/27/2024 | Regular | 0.00 | 467.57 | 56088 |
| 18185522112224 | Invoice | 11/27/2024 | Water & Dispenser | | 0.00 | 260.25 | |
| 21460558112124 | Invoice | 11/27/2024 | Water Service | | 0.00 | 207.32 | |
| ELCAMI | EL CAMINO ELECTRIC, INC. | | 11/27/2024 | Regular | 0.00 | 675.08 | 56089 |
| 7119 | Invoice | 11/27/2024 | Street Light Repair | | 0.00 | 361.29 | |
| 7121 | Invoice | 11/27/2024 | Street Light Repair | | 0.00 | 313.79 | |
| CIT | FIRST-CITIZENS BANK & TRUST CO | | 11/27/2024 | Regular | 0.00 | 467.66 | 56090 |
| 45871933 | Invoice | 11/27/2024 | Copier Charges | | 0.00 | 139.95 | |
| 45919360 | Invoice | 11/27/2024 | CH / WWTP Copier Lease | | 0.00 | 327.71 | |
| BRAVIL | FRANCISCO BRAVO | | 11/27/2024 | Regular | 0.00 | 1,846.33 | 56091 |
| 11062429330 | Invoice | 11/27/2024 | Subscriptions Update for Scanner | | 0.00 | 1,846.33 | |
| DELGADOGH | GHORETI S DELGADO B | | 11/27/2024 | Regular | 0.00 | 200.00 | 56092 |
| DOD_1 | Invoice | 11/27/2024 | Dia de los Muertos - Aztec Dancers | | 0.00 | 200.00 | |

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|---|---|---|---|---|---|---|---|
| GRAINE | GRAINGER | | 11/27/2024 | Regular | 0.00 | 193.64 | 56093 |
| 9315812355 | Invoice | 11/27/2024 | Purple Spray Paint | | 0.00 | 193.64 | |
| GREENR | GREEN RUBBER-KENNEDY AG | | 11/27/2024 | Regular | 0.00 | 4,610.46 | 56094 |
| G-431089 | Invoice | 11/27/2024 | UV Station Repairs | | 0.00 | 207.67 | |
| S-791808 | Invoice | 11/27/2024 | Shaft - Stock for Esclator | | 0.00 | 2,327.03 | |
| S-791809 | Invoice | 11/27/2024 | Rewrap Brush | | 0.00 | 2,075.76 | |
| GREENS | GREEN'S ACCOUNTING | | 11/27/2024 | Regular | 0.00 | 16,682.82 | 56095 |
| 093024 | Invoice | 11/27/2024 | Finance Service September 2024 | | 0.00 | 16,682.82 | |
| GREENS | GREEN'S ACCOUNTING | | 11/27/2024 | Regular | 0.00 | 13,146.80 | 56096 |
| 103124 | Invoice | 11/27/2024 | Finance Services October 2024 | | 0.00 | 13,146.80 | |
| GREENS | GREEN'S ACCOUNTING | | 11/27/2024 | Regular | 0.00 | 13,447.54 | 56097 |
| 083124 | Invoice | 11/07/2024 | Finance Services - August 2024 | | 0.00 | 13,447.54 | |
| GYMREP | GUILLIEMO GARCIA | | 11/27/2024 | Regular | 0.00 | 1,450.00 | 56098 |
| 01200 | Invoice | 11/27/2024 | Fitness Center Repairs | | 0.00 | 1,450.00 | |
| HACH C | HACH COMPANY | | 11/27/2024 | Regular | 0.00 | 3,819.50 | 56099 |
| 14241582 | Invoice | 11/27/2024 | SC4500 Sensors | | 0.00 | 3,819.50 | |
| HAYWAR | HAYWARD LUMBER CO | | 11/27/2024 | Regular | 0.00 | 3,938.70 | 56100 |
| 640624 | Invoice | 11/27/2024 | Well #10 Pump House | | 0.00 | 3,938.70 | |
| HILINE | HI-LINE ELECTRIC COMPANY, INC. | | 11/27/2024 | Regular | 0.00 | 399.84 | 56101 |
| 11168308 | Invoice | 11/27/2024 | Shop Tools | | 0.00 | 287.40 | |
| 11168310 | Invoice | 11/27/2024 | Threadlocker | | 0.00 | 112.44 | |
| HYDROT | HYDRO TURF INC. | | 11/27/2024 | Regular | 0.00 | 360.53 | 56102 |
| 1797693 | Invoice | 11/27/2024 | Grass Seed | | 0.00 | 360.53 | |
| JAV la | J.A.V. Language Solutions LLC | | 11/27/2024 | Regular | 0.00 | 495.00 | 56103 |
| 24-1514 | Invoice | 11/27/2024 | Interpreting Services | | 0.00 | 495.00 | |
| VARGJA | JAVIER VARGAS | | 11/27/2024 | Regular | 0.00 | 300.00 | 56104 |
| 110424 | Invoice | 11/27/2024 | Musician - South County Senior Social | | 0.00 | 300.00 | |
| ESCARS | JOE ESCARSEGA | | 11/27/2024 | Regular | 0.00 | 464.00 | 56105 |
| 120624 | Invoice | 11/27/2024 | Taser Instructor Training | | 0.00 | 464.00 | |
| JOHNEL | JOHNSON ENGINEERED SYSTEMS INC. | | 11/27/2024 | Regular | 0.00 | 150.00 | 56106 |
| 4085401 | Invoice | 11/27/2024 | OLP Fire Alarm | | 0.00 | 150.00 | |
| ARREOL | JORGE ARREOLA | | 11/27/2024 | Regular | 0.00 | 583.72 | 56107 |
| 121124 | Invoice | 11/27/2024 | Field Training Program | | 0.00 | 583.72 | |
| LAWPRO | LAWSON PRODUCTS | | 11/27/2024 | Regular | 0.00 | 177.41 | 56108 |
| 9312005262 | Invoice | 11/27/2024 | Safety Hard Hat | | 0.00 | 177.41 | |
| MNS | MNS ENGINEERS, INC | | 11/27/2024 | Regular | 0.00 | 71,999.63 | 56109 |
| 87877 | Invoice | 11/27/2024 | Grant Writting | | 0.00 | 24,049.00 | |
| 87919 | Invoice | 11/27/2024 | Grant Writing BRIC / Levee | | 0.00 | 47,183.13 | |
| 87921 | Invoice | 11/27/2024 | UCDR Grant Admin | | 0.00 | 767.50 | |
| MPEXPR | MP EXPRESS, INC. | | 11/27/2024 | Regular | 0.00 | 651.97 | 56110 |
| 75850 | Invoice | 11/27/2024 | ACO Forms | | 0.00 | 651.97 | |
| NEWSV | NEWSV MEDIA | | 11/27/2024 | Regular | 0.00 | 183.18 | 56111 |
| 127869 | Invoice | 11/27/2024 | RFB Notice | | 0.00 | 183.18 | |
| OREAUT | O'REILLY AUTO PARTS | | 11/27/2024 | Regular | 0.00 | 555.82 | 56112 |
| 3566-219915 | Invoice | 11/27/2024 | Battery - Water Dept Trailer | | 0.00 | 283.30 | |
| 3566-220840 | Invoice | 11/27/2024 | Well #7 Radiator Flush | | 0.00 | 14.19 | |
| 3566-221894 | Credit Memo | 11/27/2024 | Vehicle Parts | | 0.00 | -200.39 | |

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|---|---|---|---|---|---|---|---|
| 3566-221895 | Credit Memo | 11/27/2024 | Fleet Parts | | 0.00 | -99.06 | |
| 3566-222056 | Invoice | 11/27/2024 | ABS Sensor 03 Dakota | | 0.00 | 27.27 | |
| 3566-222062 | Invoice | 11/27/2024 | 03 Dakota Repairs | | 0.00 | 224.30 | |
| 3566-222781 | Invoice | 11/27/2024 | Battery | | 0.00 | 306.21 | |
| PACIAG | PACIFIC AG. RENTALS | | 11/27/2024 | Regular | 0.00 | 21,422.96 | 56113 |
| 1072286-0003 | Invoice | 11/27/2024 | Tractor & Kipper Rental | | 0.00 | 21,422.96 | |
| P.G.E. | PACIFIC GAS & ELECTRIC | | 11/27/2024 | Regular | 0.00 | 48,495.81 | 56114 |
| 111324 | Invoice | 11/27/2024 | Water Elect | | 0.00 | 44,961.65 | |
| 111324A | Invoice | 11/27/2024 | Miravale II Street Lights | | 0.00 | 133.66 | |
| 111324B | Invoice | 11/27/2024 | Orchard Lane Park | | 0.00 | 195.20 | |
| 111324C | Invoice | 11/27/2024 | Signals | | 0.00 | 248.32 | |
| 111324D | Invoice | 11/27/2024 | Orchard Villas Landscape | | 0.00 | 6.02 | |
| 111324E | Invoice | 11/27/2024 | Signals | | 0.00 | 161.81 | |
| 111324F | Invoice | 11/27/2024 | Lights | | 0.00 | 7.77 | |
| 111324G | Invoice | 11/27/2024 | Lights | | 0.00 | 51.75 | |
| 111324H | Invoice | 11/27/2024 | Gallardo Park Lights | | 0.00 | 835.87 | |
| 111424 | Invoice | 11/27/2024 | Fire Dept Elect | | 0.00 | 731.14 | |
| 111424A | Invoice | 11/27/2024 | Signals | | 0.00 | 80.16 | |
| 111524 | Invoice | 11/27/2024 | Water Dept | | 0.00 | 228.14 | |
| 111524A | Invoice | 11/27/2024 | 255 Soledad St | | 0.00 | 708.72 | |
| 111524B | Invoice | 11/27/2024 | Lights | | 0.00 | 130.08 | |
| 111524C | Invoice | 11/27/2024 | Signals | | 0.00 | 15.52 | |
| PAPE M | PAPE MATERIAL HANDLING INC. | | 11/27/2024 | Regular | 0.00 | 2,841.24 | 56115 |
| 18024388 | Invoice | 11/27/2024 | Forklift Rental | | 0.00 | 2,841.24 | |
| PENINS | PENINSULA WELDING & MEDICAL SUPPLY, INC. | | 11/27/2024 | Regular | 0.00 | 770.42 | 56116 |
| 270103 | Invoice | 11/27/2024 | Shop Supplies | | 0.00 | 302.76 | |
| 270104 | Invoice | 11/27/2024 | Shop Stock | | 0.00 | 467.66 | |
| PURPOW | PITNEY BOWES BANK INC PURCHASE POWER | | 11/27/2024 | Regular | 0.00 | 1,517.25 | 56117 |
| 111124 | Invoice | 11/27/2024 | Postage | | 0.00 | 1,517.25 | |
| PLACEW | PLACEWORKS, INC. | | 11/27/2024 | Regular | 0.00 | 440.00 | 56118 |
| SOL-05.0-1 | Invoice | 11/27/2024 | Pro Housing Designation | | 0.00 | 110.00 | |
| SOLE-05.0-83677 | Invoice | 11/27/2024 | Pro Housing Designation | | 0.00 | 330.00 | |
| PURPLE | PURPLE COMMUNICATION, INC. | | 11/27/2024 | Regular | 0.00 | 300.00 | 56119 |
| 85734-135117 | Invoice | 11/27/2024 | Purple App Sub | | 0.00 | 300.00 | |
| QUICOM | QUINN COMPANY | | 11/27/2024 | Regular | 0.00 | 753.02 | 56120 |
| PC020300235 | Invoice | 11/27/2024 | Hydraulic Hose | | 0.00 | 354.14 | |
| PC020300280 | Invoice | 11/27/2024 | Cat Loader Hose Repairs | | 0.00 | 398.88 | |
| RGS | REGIONAL GOVERNMENT SERVICES AUTHORITY | | 11/27/2024 | Regular | 0.00 | 1,737.50 | 56121 |
| 17696 | Invoice | 11/27/2024 | Recruting | | 0.00 | 1,737.50 | |
| REWORLD | REWORLD HOLDING CORPORATION FKA COVAN | | 11/27/2024 | Regular | 0.00 | 429.10 | 56122 |
| C1328284 | Invoice | 11/27/2024 | Evidence | | 0.00 | 429.10 | |
| ROSSRE | ROSS RECREATION EQUIPMENT | | 11/27/2024 | Regular | 0.00 | 671.73 | 56123 |
| I1585 | Invoice | 11/27/2024 | Dog Bags | | 0.00 | 671.73 | |
| TRC CO | ROSSARIO ANTHONY CATANIA | | 11/27/2024 | Regular | 0.00 | 4,726.44 | 56124 |
| 1209 | Invoice | 11/27/2024 | Labor Pump House Well #10 | | 0.00 | 4,726.44 | |
| RAUCHOR | RUBY RAUCHO | | 11/27/2024 | Regular | 0.00 | 56.25 | 56125 |
| 112024 | Invoice | 11/27/2024 | Volleyball Coach Refund | | 0.00 | 56.25 | |
| MEDCLE | SANDRA LOPEZ MEDINA | | 11/27/2024 | Regular | 0.00 | 4,022.50 | 56126 |
| 0716 | Invoice | 11/27/2024 | Trailer Janitorial | | 0.00 | 450.00 | |
| 0717 | Invoice | 11/27/2024 | City Hall Janitorial | | 0.00 | 2,257.50 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| 0721 | Invoice | 11/27/2024 | WWTP / Water Janitorial | | 0.00 | 980.00 | |
| 0722 | Invoice | 11/27/2024 | Blue Building Janitorial | | 0.00 | 335.00 | |
| SIGIRR | SIGNATURE IRRIGATION | | 11/27/2024 | Regular | 0.00 | 11.49 | 56127 |
| 54894 | Invoice | 11/27/2024 | Plant Leak Repair | | 0.00 | 11.49 | |
| SOLAUT | SOLEDAD AUTO PARTS | | 11/27/2024 | Regular | 0.00 | 807.79 | 56128 |
| 187495 | Invoice | 11/27/2024 | Materials for CAT Loader | | 0.00 | 345.84 | |
| 187610 | Invoice | 11/27/2024 | Parts for Well | | 0.00 | 461.95 | |
| SOLTRU | SOLEDAD TRUE VALUE | | 11/27/2024 | Regular | 0.00 | 275.92 | 56129 |
| 33323 | Invoice | 11/27/2024 | Keys | | 0.00 | 7.19 | |
| 340082 | Invoice | 11/27/2024 | Paint Roller / Batteries | | 0.00 | 34.92 | |
| 340084 | Invoice | 11/27/2024 | Sand Paper | | 0.00 | 2.82 | |
| 340144 | Invoice | 11/27/2024 | Splash Pad Maint | | 0.00 | 14.19 | |
| 340150 | Invoice | 10/02/2024 | Wood Screws | | 0.00 | 7.09 | |
| 340198 | Invoice | 11/27/2024 | Telescopic Valve | | 0.00 | 37.12 | |
| 340244 | Invoice | 11/27/2024 | Trailer Washer / Bolts | | 0.00 | 2.40 | |
| 340429 | Invoice | 11/27/2024 | Irrigation Parts | | 0.00 | 10.47 | |
| 340516 | Invoice | 11/27/2024 | Chain for Locks | | 0.00 | 13.07 | |
| 340609 | Invoice | 11/27/2024 | Metal Stakes | | 0.00 | 25.52 | |
| 340689 | Invoice | 11/27/2024 | Wooden Stakes | | 0.00 | 5.88 | |
| 341002 | Invoice | 11/27/2024 | Edger Blades | | 0.00 | 29.48 | |
| 341970 | Invoice | 11/27/2024 | Stair Edging | | 0.00 | 9.82 | |
| 341981 | Invoice | 11/27/2024 | Screws / Cable Ties | | 0.00 | 19.64 | |
| 341995 | Invoice | 11/27/2024 | Bullitin Board | | 0.00 | 27.29 | |
| 342023 | Invoice | 11/27/2024 | Wash Sink Parts | | 0.00 | 29.02 | |
| GEOMEE | SOUTHERN MONTEREY COUNTY MEMORIAL HC | | 11/27/2024 | Regular | 0.00 | 110.00 | 56130 |
| 90144456 | Invoice | 11/27/2024 | Pre Employment Testing | | 0.00 | 110.00 | |
| SPECT | SPECTRUM | | 11/27/2024 | Regular | 0.00 | 398.96 | 56131 |
| 107895501110724 | Invoice | 11/27/2024 | Corp Yard Internet | | 0.00 | 398.96 | |
| SPECT | SPECTRUM | | 11/27/2024 | Regular | 0.00 | 129.26 | 56132 |
| 156875601110724 | Invoice | 11/27/2024 | CH Backup | | 0.00 | 129.26 | |
| SURVEI | SURVEILLANCE GRID INTEGRATION INC. | | 11/27/2024 | Regular | 0.00 | 27,257.00 | 56133 |
| 2076 | Invoice | 11/27/2024 | Survailance Grid Upgrade | | 0.00 | 27,257.00 | |
| TMOBIL | T-MOBILE USA, INC | | 11/27/2024 | Regular | 0.00 | 140.16 | 56134 |
| 102124A | Invoice | 11/27/2024 | IT Phones | | 0.00 | 140.16 | |
| TMOBIL | T-MOBILE USA, INC | | 11/27/2024 | Regular | 0.00 | 1,182.05 | 56135 |
| 111224B | Invoice | 11/27/2024 | Cell Phone Service | | 0.00 | 1,182.05 | |
| TMOBIL | T-MOBILE USA, INC | | 11/27/2024 | Regular | 0.00 | 387.70 | 56136 |
| 111224 | Invoice | 11/27/2024 | Cell Phones | | 0.00 | 387.70 | |
| TMOBIL | T-MOBILE USA, INC | | 11/27/2024 | Regular | 0.00 | 317.38 | 56137 |
| 111224A | Invoice | 11/27/2024 | CED Dept Cell Phones | | 0.00 | 317.38 | |
| USBANP | U.S. BANK CORPORATE PAYMENT SYSTEM | | 11/27/2024 | Regular | 0.00 | 18,664.34 | 56138 |
| 110624DN | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 296.60 | |
| 110624DW | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 940.60 | |
| 110624FU | Invoice | 11/27/2024 | City Credit Charges | | 0.00 | 2,248.01 | |
| 110624HR | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 966.25 | |
| 110624JL | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 248.51 | |
| 110624JP | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 2,360.79 | |
| 110624MH | Invoice | 11/27/2024 | City Credit Card Charges | | 0.00 | 11,603.58 | |
| | **Void** | | 11/27/2024 | Regular | 0.00 | 0.00 | 56139 |
| | **Void** | | 11/27/2024 | Regular | 0.00 | 0.00 | 56140 |
| UNITED | UNITED RENTALS (NORTH AMERICA), INC. | | 11/27/2024 | Regular | 0.00 | 949.43 | 56141 |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| 241082530-001 | Invoice | 11/27/2024 | Mini Excavator Rental | | 0.00 | 949.43 | |
| VARI | VARI SALES CORPORATION | | 11/27/2024 | Regular | 0.00 | 698.33 | 56142 |
| 91172760 | Invoice | 11/27/2024 | Standing Desk | | 0.00 | 698.33 | |
| WALLAC | WALLACE GROUP | | 11/27/2024 | Regular | 0.00 | 45,338.28 | 56143 |
| 63712 | Invoice | 11/27/2024 | Recycled Water Project | | 0.00 | 4,975.00 | |
| 63713 | Invoice | 11/27/2024 | CM Front Street Project | | 0.00 | 40,363.28 | |
| HOBBYY | YADIRA HOBBY | | 11/27/2024 | Regular | 0.00 | 1,294.50 | 56144 |
| 28 | Invoice | 11/27/2024 | Vine & Dine Consultant | | 0.00 | 1,294.50 | |
| VEN01000 | RAMIREZ, SALVADOR | | 11/27/2024 | Regular | 0.00 | 30.84 | 56145 |
| INV0000001 | Invoice | 11/04/2024 | RAMIREZ, SALVADOR | | 0.00 | 30.84 | |
| VEN01002 | ROUSE, JOSHUA | | 11/27/2024 | Regular | 0.00 | 64.00 | 56146 |
| INV0000003 | Invoice | 11/04/2024 | ROUSE, JOSHUA | | 0.00 | 64.00 | |
| VEN01001 | SERRANO, DELFINA | | 11/27/2024 | Regular | 0.00 | 134.19 | 56147 |
| INV0000002 | Invoice | 11/04/2024 | SERRANO, DELFINA | | 0.00 | 134.19 | |
| USPOST | UNITED STATES POST OFFICE | | 12/09/2024 | Regular | 0.00 | 1,435.77 | 56148 |
| 49515 | Invoice | 12/09/2024 | Capital Campaign - Appeal Mailer Postage | | 0.00 | 1,435.77 | |
| MOCOAU | MONTEREY COUNTY AUDITOR-CONTROLLER | | 12/10/2024 | Regular | 0.00 | 225,732.00 | 56149 |
| 121024 | Invoice | 12/10/2024 | SA Sale Net Proceeds | | 0.00 | 225,732.00 | |
| MCPROP | MONTEREY COUNTY TAX COLLECTOR | | 12/10/2024 | Regular | 0.00 | 204.24 | 56150 |
| 121024A | Invoice | 12/10/2024 | 022-441-016-000 540 Gabilan Dr | | 0.00 | 204.24 | |
| STPERS | STATE OF CALIFORNIA PERS | | 11/29/2024 | Regular | 0.00 | 8.65 | 56151 |
| INV0000076 | Invoice | 11/29/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 4.29 | |
| INV0000077 | Invoice | 11/29/2024 | City of Soledad Regular Empl | | 0.00 | 4.36 | |
| AFLAC | AFLAC HEADQUARTERS | | 12/13/2024 | Regular | 0.00 | 2,070.10 | 56152 |
| INV0000088 | Invoice | 12/13/2024 | AFLAC CONTRIBUTION | | 0.00 | 901.33 | |
| INV0000089 | Invoice | 12/13/2024 | AFLAC CONTRIBUTION | | 0.00 | 1,168.77 | |
| CALIFS | CALIFORNIA STATE DISBURSEMENT UNIT | | 12/13/2024 | Regular | 0.00 | 1,061.07 | 56153 |
| INV0000091 | Invoice | 12/13/2024 | CHILD SUPPORT CONTRIBUTION | | 0.00 | 1,061.07 | |
| COMM F | COMMUNITY FOUNDATION FOR MONTEREY CC | | 12/13/2024 | Regular | 0.00 | 120.00 | 56154 |
| INV0000090 | Invoice | 12/13/2024 | CAPITAL CAMPAIGN DONATION | | 0.00 | 120.00 | |
| VANTAG | MISSION SQUARE-303584 | | 12/13/2024 | Regular | 0.00 | 11,071.35 | 56155 |
| INV0000087 | Invoice | 12/13/2024 | EMPLOYEE DEDUCTION | | 0.00 | 243.42 | |
| INV0000092 | Invoice | 12/13/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 631.37 | |
| INV0000093 | Invoice | 12/13/2024 | Directors' 7% Ret. Contr. | | 0.00 | 472.07 | |
| INV0000094 | Invoice | 12/13/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 7,645.00 | |
| INV0000095 | Invoice | 12/13/2024 | DEFERRED-EMPLOYEE PORTION | | 0.00 | 2,079.49 | |
| PRINCI | PRINCIPAL LIFE INSURANCE COMPANY | | 12/13/2024 | Regular | 0.00 | 3,640.61 | 56156 |
| INV0000085 | Invoice | 12/13/2024 | DENTAL INSURANCE | | 0.00 | 3,125.64 | |
| INV0000086 | Invoice | 12/13/2024 | VISION INSURANCE | | 0.00 | 514.97 | |
| SEIU L | SEIU LOCAL 521 | | 12/13/2024 | Regular | 0.00 | 1,380.69 | 56157 |
| INV0000110 | Invoice | 12/13/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 23.00 | |
| INV0000111 | Invoice | 12/13/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 1,357.69 | |
| SPOA | SOLEDAD POLICE OFFICERS ASSOCIATION | | 12/13/2024 | Regular | 0.00 | 720.00 | 56158 |
| INV0000114 | Invoice | 12/13/2024 | POLICE OFFICERS CONTRIBUTIONS | | 0.00 | 720.00 | |
| STAEDD | STATE OF CALIFORNIA E.D.D. | | 12/13/2024 | Regular | 0.00 | 13,392.34 | 56159 |
| INV0000118 | Invoice | 12/13/2024 | STATE TAX W/H | | 0.00 | 13,089.58 | |
| INV0000122 | Invoice | 12/13/2024 | STATE TAX W/H | | 0.00 | 302.76 | |

| Vendor Number / Payable # | Vendor Name / Payable Type | Post Date | Payment Date / Payable Description | Payment Type | Discount Amount / Discount Amount | Payment Amount / Payable Amount | Number |
|---|---|---|---|---|---|---|---|
| STPERS | STATE OF CALIFORNIA PERS | | 12/13/2024 | Regular | 0.00 | 54,021.57 | 56160 |
| INV0000096 | Invoice | 12/13/2024 | CHIEF & LIEUTENANT | | 0.00 | 3,448.01 | |
| INV0000097 | Invoice | 12/13/2024 | City of Soledad Conf PEPRA | | 0.00 | 295.10 | |
| INV0000098 | Invoice | 12/13/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 9,057.76 | |
| INV0000099 | Invoice | 12/13/2024 | City of Soledad Regular Empl | | 0.00 | 9,497.64 | |
| INV0000100 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 6,441.05 | |
| INV0000101 | Invoice | 12/13/2024 | City of Soledad Conf. Employee | | 0.00 | 330.78 | |
| INV0000102 | Invoice | 12/13/2024 | City of Soledad Reg Managers | | 0.00 | 527.49 | |
| INV0000103 | Invoice | 12/13/2024 | City of Soledad Managers | | 0.00 | 764.87 | |
| INV0000104 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 2,489.89 | |
| INV0000105 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 2,584.04 | |
| INV0000106 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 383.91 | |
| INV0000107 | Invoice | 12/13/2024 | City of Soledad Police | | 0.00 | 6,436.34 | |
| INV0000108 | Invoice | 12/13/2024 | EMPLOYEE CONTRIBUTION | | 0.00 | 4,606.15 | |
| INV0000109 | Invoice | 12/13/2024 | City of Soledad Regular Empl | | 0.00 | 7,158.54 | |
| | **Void** | | 12/13/2024 | Regular | 0.00 | 0.00 | 56161 |
| SUNLIF | SUN LIFE ASSURANCE COMPANY OF CANADA | | 12/13/2024 | Regular | 0.00 | 2,238.81 | 56162 |
| INV0000112 | Invoice | 12/13/2024 | LIFE, AD&D, LTD | | 0.00 | 1,868.64 | |
| INV0000113 | Invoice | 12/13/2024 | SUPPLEMENTAL | | 0.00 | 370.17 | |
| UNIWAY | UNITED WAY MONTEREY COUNTY | | 12/13/2024 | Regular | 0.00 | 2.00 | 56163 |
| INV0000115 | Invoice | 12/13/2024 | UNITED WAY CONTRIBUTIONS | | 0.00 | 2.00 | |
| STATEW | STATE WATER RESOURCES CONTROL BOARD | | 12/11/2024 | Regular | 0.00 | 1,542,438.11 | 56164 |
| 120124 | Invoice | 12/11/2024 | SRF Loan Payment | | 0.00 | 1,542,438.11 | |

**Bank Code APRAB Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 248 | 99 | 0.00 | 2,781,727.26 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 4 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 11 | 5 | 0.00 | 14,419.63 |
| | **259** | **108** | **0.00** | **2,796,146.89** |

# All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 248 | 99 | 0.00 | 2,781,727.26 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 4 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 11 | 5 | 0.00 | 14,419.63 |
| | **259** | **108** | **0.00** | **2,796,146.89** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 999 | POOLED CASH | 11/2024 | 936,618.23 |
| 999 | POOLED CASH | 12/2024 | 1,859,528.66 |
| | | | **2,796,146.89** |

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6184, A Resolution of the City Council of the City of Soledad Approving Amendment No. 2 of the Summary of Job Classifications and Salary Schedule for Fiscal Year 2024/25**

**TO:** **Honorable Mayor Anna Velazquez and City Council**

**FROM:** **Francine Uy, Human Resources Manager**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad adopt Resolution No.6184, "Approving Amendment No. 2 of the Summary of Job Classifications and Salary Schedule for Fiscal Year 2024/25".

## Executive Summary

On January 1, 2025, California State Law will increase the State's minimum wage to $16.50 per hour for all employers regardless of the number of employees. The City has various part-time seasonal positions that are affected by this increase. CalPERS also requires that the City has an approved Salary Schedule for the payment of wages, and as such, an amended Summary of Job Classifications and Salary Schedule is presented for City Council approval.

## Background

Each year, the City is required to adopt a Summary of Job Classifications and Salary Schedule, which reflects all Council-approved classifications and compensation. Amendments to the Schedule may occur during the fiscal year and are submitted to Council for approval.

On January 1, 2025, State law will increase the 2025 minimum wage to $16.50 per hour for all employers regardless of the number of employees. As a result, it is necessary to make adjustments to some of the City's part-time hourly pay rates. A Resolution and updated FY 24/25 Salary Schedule are attached for Council consideration.

## Review & Analysis

On June 19, 2024, the City Council adopted the FY 24/25 Budget, which included the Summary of Job Classifications and Salary Schedule. Amendment No. 2 to the FY 24/25 Salary Schedule is necessary to memorialize the increase in the minimum wage for some of the City's part-time Recreation and

Intern/Youth Commission positions, which are currently set at the 2024 minimum wage, to avoid compaction between subordinates and supervisors.

The proposed increases are as follows:

| Classification | 2024 Hourly Rate | 2025 Hourly Rate | % of Increase |
|---|---|---|---|
| Intern/Youth Commissioner | $16.00 | $16.50 | 3.13% |
| Recreation Leader I | $16.00 | $16.50 | 3.13% |
| Recreation Leader II | $16.50 | $17.00 | 3.03% |

Interns are Students who are provided with an opportunity to gain work experience. The goal is to gain knowledge from on-the-job exposure.

Youth Commissioners are Students who help coordinate youth outreach and engagement activities, such as the Youth Council and the General Plan.

A Recreation Leader I is a new, untrained staff who will provide basic recreation program help. A Recreation Leader II is an experienced ongoing staff with money-handling responsibility and higher program responsibility.

**Financial Considerations**

There is no financial impact with the adoption of this resolution. Increases were factored into the FY 2024/25 Budget when it was prepared.

**Alternatives**

- Adopt the resolution.
- Modify the resolution.
- Do not adopt the resolution. This is not recommended as the City would violate California State Law.

**Planning/CEQA**

The adoption of the resolution Approving Amendment No. 2 of the Summary of Job Classifications and Salary Schedule for Fiscal Year 24/25, is not considered a project for the purposes of CEQA and has no potential for resulting in either a direct or indirect impact on the environment.

**Public Notice Requirements**

None required.

Attachment(s):
Resolution No. 6184
Exhibit A. Page 1 of 2
Exhibit A. Page 2 of 2

**RESOLUTION NO. 6184**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING AMENDMENT NO. 2 OF THE SUMMARY OF JOB CLASSIFICATIONS AND SALARY SCHEDULE FOR FISCAL YEAR 2024/25**

**WHEREAS,** each year, the City maintains job descriptions for each position and a Summary of Job Classifications and Salary Schedule that sets forth all existing job classifications and salary steps; and

**WHEREAS,** the adoption of an annual Summary of Job Classifications and Salary Schedule is required by CalPERS; and

**WHEREAS,** the City Council desires to make changes to the pay rates for certain part-time positions to comply with the State of California increase in minimum wage, and to avoid compaction issues in pay rates between subordinates and supervisors.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the City Council of the City of Soledad hereby approves Amendment No. 2 to the City's FY 24/25 Summary of Job Classifications and Salary Schedule in the form attached hereto as **"Exhibit A"**, and by this reference, incorporated herein.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting duly held on the 18th day of December 2024 by the following vote:

**AYES**, and in favor thereof, Councilmembers:

**NOES,** Councilmembers:

**ABSENT,** Councilmembers:

**ABSTAIN,** Councilmembers:

_____
ANNA M. VELAZQUEZ, Mayor

ATTEST:

_____
MEGAN HUNTER, City Clerk

Approved with FY 2024/25 Budget - 6/19/24
Reso. No. 6120-SA-2024-01

Amendment No. 1 - 7/17/24 - Reso. No. 6125
Amendment No. 2 - 12/4/24 - Reso. No. 6184

**EXHIBIT "A"**

## Section One of Classification and Compensation Plan
## SUMMARY OF JOB CLASSIFICATIONS AND SALARY SCHEDULE

| Classification | FLSA Exempt Status | See Footnote | Salary Range | Salary Schedule | FOUR AND ONE-HALF PERCENT STEP ADVANCEMENT MONTHLY SALARY Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | # Auth. Positions |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ELECTED OFFICIAL** | | | | | | | | | | | | | |
| Mayor and City Council | N/A | (14) | N/A | N/A | Mayor; $1,050/month and City Council; $950/month | | | | | | | | 5.00 |
| **COUNCIL ELECTED OFFICIAL** | | | | | | | | | | | | | |
| Planning Commission | N/A | | N/A | N/A | $150/meeting | | | | | | | | 5.00 |
| **EXECUTIVE MANAGEMENT GROUP (EM)** | | | | | | | | | | | | | |
| City Manager | Exempt | (11) | N/A | N/A | $19,933.33/month | | | | | | | | 1.00 |
| Director of Information Technology | Exempt | (7) | 78 | EM | $11,052.08 | $11,549.42 | $12,069.15 | $12,612.26 | $13,179.81 | | | | 1.00 |
| Parks and Recreation Director | Exempt | (2)(7) | 78 | EM | $11,052.08 | $11,549.42 | $12,069.15 | $12,612.26 | $13,179.81 | | | | 1.00 |
| Community & Economic Development Director | Exempt | (7) | 91 | EM | $13,039.40 | $13,626.17 | $14,239.35 | $14,880.12 | $15,549.73 | | | | 1.00 |
| Public Works Director | Exempt | (7) | 91 | EM | $13,039.40 | $13,626.17 | $14,239.35 | $14,880.12 | $15,549.73 | | | | 1.00 |
| Police Chief | Exempt | (7) | 86 | EM | $14,755.80 | $15,419.81 | $16,113.70 | $16,838.82 | $17,596.56 | | | | 1.00 |
| **UNREPRESENTED CONFIDENTIAL GROUP (CF)** | | | | | | | | | | | | | |
| Administrative Assistant (Confidential) | | (8) | 52 | CF | $4,905.65 | $5,126.40 | $5,357.09 | $5,598.16 | $5,850.08 | | | | 0.80 |
| Police Administrative Services Manager | Exempt | (3)(8) | 55 | CF | $6,221.56 | $6,501.53 | $6,794.10 | $7,099.84 | $7,419.33 | | | | 1.00 |
| Executive Assistant to the City Manager | | (8) | 58 | CF | $6,695.96 | $6,997.27 | $7,312.15 | $7,641.20 | $7,985.05 | | | | 1.00 |
| Management Analyst | Exempt | (4)(9) | 62 | MM | $7,759.02 | $8,108.17 | $8,473.04 | $8,854.33 | $9,252.77 | | | | 3.00 |
| Human Resources Manager | Exempt | (8) | 70 | CF | $8,417.26 | $8,796.04 | $9,191.86 | $9,605.49 | $10,037.74 | | | | 1.00 |
| Community Engagement Manager | Exempt | (8) | 70 | CF | $8,417.26 | $8,796.04 | $9,191.86 | $9,605.49 | $10,037.74 | | | | 1.00 |
| Public Works Manager | Exempt | (8) | 71 | CF | $9,563.44 | $9,993.80 | $10,443.52 | $10,913.47 | $11,404.58 | | | | 2.00 |
| City Engineer | Exempt | (8) | 88 | CF | $11,806.03 | $12,337.30 | $12,892.48 | $13,472.64 | $14,078.91 | | | | 0.00 |
| Water Resources Manager | Exempt | (9)(13) | 88 | CF | $11,806.03 | $12,337.30 | $12,892.48 | $13,472.64 | $14,078.91 | | | | 1.00 |
| Deputy Police Chief | Exempt | (8) | 83 | CF | $12,318.27 | $12,872.59 | $13,451.86 | $14,057.19 | $14,689.76 | | | | 0.00 |
| **PROFESSIONAL/MID-MGMT (MM)** | | | | | | | | | | | | | |
| Police Records Supervisor | | (9) | 47 | MM | $5,379.70 | $5,621.78 | $5,874.76 | $6,139.13 | $6,415.39 | | | | 1.00 |
| Property and Evidence Supervisor | | (9) | 47 | MM | $5,379.70 | $5,621.78 | $5,874.76 | $6,139.13 | $6,415.39 | | | | 1.00 |
| Information Technology Technician | | (9) | 47 | MM | $5,379.70 | $5,621.78 | $5,874.76 | $6,139.13 | $6,415.39 | | | | 1.00 |
| Assistant Planner | | (9) | 48 | MM | $5,514.19 | $5,762.33 | $6,021.63 | $6,292.61 | $6,575.77 | | | | 0.00 |
| Economic Development Coordinator | Exempt | (9) | 52 | MM | $6,079.39 | $6,342.91 | $6,638.85 | $6,937.60 | $7,249.79 | | | | 1.00 |
| Community Engagement Coordinator | Exempt | (9) | 52 | MM | $6,079.39 | $6,342.91 | $6,638.85 | $6,937.60 | $7,249.79 | | | | 1.00 |
| Associate Planner | Exempt | (9) | 52 | MM | $6,079.39 | $6,342.91 | $6,638.85 | $6,937.60 | $7,249.79 | | | | 1.00 |
| Recreation Supervisor | Exempt | (9) | 55 | MM | $6,101.93 | $6,376.52 | $6,663.46 | $6,963.31 | $7,276.66 | | | | 1.00 |
| Assistant Engineer | | (9) | 66 | MM | $6,637.26 | $6,935.94 | $7,248.06 | $7,574.22 | $7,915.06 | | | | 1.00 |
| Laboratory Analyst | Exempt | (9) | 56 | MM | $6,702.53 | $7,004.15 | $7,319.33 | $7,648.70 | $7,992.89 | | | | 0.00 |
| Utility Maintenance Supervisor | | (12) | 59 | MM | $7,209.31 | $7,533.73 | $7,872.75 | $8,227.02 | $8,597.24 | | | | 1.00 |
| Wastewater Collections System Supervisor | | (9) | 59 | MM | $7,209.31 | $7,533.73 | $7,872.75 | $8,227.02 | $8,597.24 | | | | 1.00 |
| Water Reclamation Shift Supervisor | | (9) | 59 | MM | $7,209.31 | $7,533.73 | $7,872.75 | $8,227.02 | $8,597.24 | | | | 2.00 |
| Senior Planner | Exempt | (9) | 67 | MM | $7,783.33 | $8,133.58 | $8,499.59 | $8,882.07 | $9,281.77 | | | | ** |
| Laboratory Director | Exempt | (9) | 67 | MM | $7,783.33 | $8,133.58 | $8,499.59 | $8,882.07 | $9,281.77 | | | | 0.00 |
| Building Official | Exempt | (9) | 69 | MM | $9,201.11 | $9,615.16 | $10,047.84 | $10,499.99 | $10,972.49 | | | | 0.00 |
| Associate Civil Engineer | Exempt | (9) | 78 | MM | $8,894.57 | $9,294.82 | $9,713.09 | $10,150.18 | $10,606.94 | | | | 1.00 |
| Water Reclamation Chief Plant Operator | Exempt | (9) | 72 | MM | $9,240.71 | $9,656.54 | $10,091.09 | $10,545.19 | $11,019.72 | | | | 1.00 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **CLASSIFIED (CL)** | | | | | | | | | | | | | |
| Office Specialist | | (3)(10) | 34 | CL | $4,131.74 | $4,317.67 | $4,511.97 | $4,715.00 | $4,927.18 | | | | 0.00 |
| Maintenance Worker | | (10) | 38 | CL | $4,555.25 | $4,760.23 | $4,974.44 | $5,198.29 | $5,432.22 | | | | 7.00 |
| Customer Service Utility Billing Technician | | (10) | 39 | CL | $4,666.35 | $4,876.34 | $5,095.77 | $5,325.08 | $5,564.71 | | | | 2.00 |
| Administrative Assistant | | (10) | 39 | CL | $4,666.35 | $4,876.34 | $5,095.77 | $5,325.08 | $5,564.71 | | | | 2.00 |
| Recreation Program Coordinator | | (10) | 39 | CL | $4,666.35 | $4,876.34 | $5,095.77 | $5,325.08 | $5,564.71 | | | | 2.00 |
| Senior Maintenance Worker | | (10) | 41 | CL | $4,899.67 | $5,120.15 | $5,350.56 | $5,591.33 | $5,842.94 | | | | 1.00 |
| Mechanic/Maintenance Worker | | (10) | 43 | CL | $5,144.65 | $5,376.16 | $5,618.09 | $5,870.90 | $6,135.09 | | | | 1.00 |
| Community Services Officer | | (5)(10) | 46 | CL | $5,166.79 | $5,399.30 | $5,642.27 | $5,896.17 | $6,161.50 | | | | 3.00 |
| Victim Assistance Advocate | | (10) | 46 | CL | $5,166.79 | $5,399.30 | $5,642.27 | $5,896.17 | $6,161.50 | | | | 1.00 |
| Building Permit Technician | | (10) | 48 | CL | $5,163.84 | $5,396.22 | $5,639.05 | $5,892.80 | $6,157.98 | | | | 1.00 |
| Utility Maintenance Mechanic | | (10)(12) | 49 | CL | $5,557.45 | $5,807.54 | $6,068.88 | $6,341.98 | $6,627.37 | | | | 3.00 |
| Fleet Mechanic | | (10) | 50 | CL | $5,584.70 | $5,836.01 | $6,098.63 | $6,373.07 | $6,659.85 | | | | 1.00 |
| Electrician | | (10) | 51 | CL | $6,253.36 | $6,534.76 | $6,828.82 | $7,136.12 | $7,457.24 | | | | 1.00 |
| Senior Utility Maintenance Mechanic | | (10) | 51 | CL | $6,253.36 | $6,534.76 | $6,828.82 | $7,136.12 | $7,457.24 | | | | 1.00 |
| Water Systems Operator | | (10) | 51 | CL | $6,253.36 | $6,534.76 | $6,828.82 | $7,136.12 | $7,457.24 | | | | 4.00 |
| Executive Assistant | | (10) | 53 | CL | $6,006.95 | $6,277.27 | $6,559.74 | $6,854.93 | $7,163.40 | | | | 1.00 |
| Senior Water Systems Operator | | (10) | 58 | CL | $6,590.52 | $6,887.09 | $7,197.01 | $7,520.88 | $7,859.32 | | | | 0.00 |
| Water Reclamation Operator-In-Training | | (6)(10) | 38 | CL | $4,555.25 | $4,760.23 | $4,974.44 | $5,198.29 | $5,432.22 | | | | 6.00 |
| Water Reclamation Operator I | | (10) | 45 | CL | $5,401.88 | $5,644.97 | $5,898.99 | $6,164.45 | $6,441.85 | | | | |
| Water Reclamation Operator II | | (10) | 51 | CL | $6,253.36 | $6,534.76 | $6,828.82 | $7,136.12 | $7,457.24 | | | | |
| **POLICE SERGEANT (PS)** | | | | | | | | | | | | | |
| Police Sergeant* | | (1) | 59 | PS | $9,679.92 | $10,115.51 | $10,570.71 | $11,046.39 | $11,543.48 | $12,062.94 | $12,605.77 | $13,173.03 | 5.00 |
| **POLICE OFFICER (PO)** | | | | | | | | | | | | | |
| Police Officer | | (1) | 45 | PO | $7,043.01 | $7,359.95 | $7,691.15 | $8,037.25 | $8,398.93 | | | | 13.00 |
| Police Officer II* | | (1) | 45 | PO | $7,043.01 | $7,359.95 | $7,691.15 | $8,037.25 | $8,398.93 | $8,776.88 | $9,171.84 | $9,584.57 | |
| **SEASONAL/PART-TIME (HOURLY RATE)** | | | | | | | | | | | | | |
| Police Cadet - Trainee | | | | | $27.00 | | | | | | | | |
| Intern/Youth Commissioner | | (15) | | | $16.50 | $17.24 | $18.02 | $18.83 | $19.68 | | | | |
| Facility Custodial Lead | | | | | $18.00 | $18.81 | $19.66 | $20.54 | $21.47 | | | | |
| Recreation Program Supervisor | | | | | $17.50 | $18.29 | $19.11 | $19.97 | $20.87 | | | | |
| Recreation Leader II | | (15) | | | $17.00 | $17.77 | $18.56 | $19.40 | $20.27 | | | | |
| Recreation Leader I | | (15) | | | $16.50 | $17.24 | $18.02 | $18.83 | $19.68 | | | | |
| Recreation Program Assistant | | | | | $20.00 | $20.90 | $21.84 | $22.82 | $23.85 | | | | |
| Program Instructor II | | | | | $24.00 | $25.08 | $26.21 | $27.39 | $28.62 | | | | |
| Program Instructor III | | | | | $27.00 | $28.22 | $29.48 | $30.81 | $32.20 | | | | |
| **Footnotes:** | | | | | | | | | | **Total Authorized Positions:** | | | **95.80** |

* Upon completion of Employee's 5th year of service in Police Officer or Police Sergeant classification, Employee will be eligible to receive 3 future step increases

*(1) Pursuant to Resolution No. 6113, effective 7/6/24, four percent (4%) COLA for Police Sergeant and Police Officer classifications.*

*(2) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24,Reclassification of Recreation Manager to Parks and Recreation Director effective 7/6/24.*

*(3) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24, Reallocation of one (1) FTE to a new classification of Police Administrative Services Manager. Office Specialist to remain vacant and unfunded.*

*(4) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24, Reallocation of one (1) FTE to Management Analyst (PW), One (1) Utility Maintenance Mechanic to remain vacant and unfunded.*

*(5) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24, Reclassification of one and one-half (1.5) Animal Control Officers and one and one-half (1.5) Code Enforcement/Community Services Officers to three (3) Community Services Officers.*

*(6) Pursuant to Reso. No. 6120-SA-2024-01, effective 7/6/24, Added one (1) additional FTE for Water Reclamation Operator-In-Training to be assigned to Wastewater Collections.*

*(7) Pursuant to Reso. No. 6124, effective 7/6/24, four percent (4%) COLA increase for certain Executive Management classifications.*

*(8) Pursuant to Reso. No. 6123, effective 7/6/24, four percent (4%) COLA increase for Unrepresented and Confidential classifications.*

*(9) Pursuant to Reso. No. 6122, effective 7/6/24, four percent (4%) COLA increase for Professional/Mid-Management Unit classifications.*

*(10) Pursuant to Reso. No. 6135, effective 7/6/24, four percent (4%) COLA for General Unit classifications.*

*(11) Pursuant to Reso. No. 6154, effective 6/1/24, Amendment No. 1 to Employment Agreement.*

*(12) Pursuant to Reso. No. 6163, Council approved reinstatement of (1) UMM position, reallocation of Maintenance Manager to new Utility Maintenance Supervisor, elimination of Maintenance Manager job classification, and approval of salary and job description for Utility Maintenance Supervisor.*
*(13) Pursuant to Reso. No. 6180, Council approved change in Salary Range for the Water Resources Manager classification from Range 71 (MM) to Range 88 (CF).*
*(14) Pursuant to Ordinance No. 771, Council approved increased Council compensation effective 12/7/24.*

*(15) Pursuant to Reso. No. 6184, Council approved 2025 State law minimum wage adjustment.*

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Mutual Aid to the City of Gonzales for Temporary Wastewater Final Treatment and Disposal**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Don Wilcox, Public Works Director/City Engineer**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

By Minute Motion, confirm staff's recommendation to provide mutual aid to the City of Gonzales by accepting treated wastewater from Gonzales into the City of Soledad sanitary sewer system for final treatment and disposal.

## Executive Summary

The City of Gonzales has requested mutual aid assistance to temporarily provide final treatment and disposal of some of their wastewater effluent while they expand their Wastewater Treatment Plan (WWTP) disposal facilities. This is a similar situation to when Soledad provided wastewater treatment mutual aid to the Chualar community and wastewater sludge treatment for the City of Greenfield. The Soledad Wastewater Reclamation Facility (WRF) has adequate capacity, and the mutual aid requested requires negligible staff time. Staff proposes using Soledad's current wastewater rate table to determine appropriate charges for this service.

## Background

On December 6, 2024, City of Gonzales Public Works staff contacted Soledad Public Works staff to request mutual aid for Gonzales to truck wastewater effluent from the Gonzales Wastewater Treatment Plant (WWTP) to discharge into the City of Soledad's sanitary sewer collection system for final treatment and disposal at the Soledad Water Reclamation Facility (WRF) until an emergency expansion project for wastewater effluent disposal is completed by the City of Gonzales at their WWTP by approximately January 17, 2025. The City of Gonzales City Council met on December 11, 2024, and declared an emergency as necessary to expedite construction of additional WWTP effluent disposal facilities.

Soledad staff met virtually with CA Water Board staff and City of Gonzales staff on Tuesday, December 10, 2024, to discuss this temporary situation whereby Water Board staff supports the process described above as needed to provide Gonzales WWTP temporary relief until the expansion

is completed.

**Review & Analysis**

The Soledad Sanitary Sewer Collection System as well as the WRF have sufficient capacity to convey, treat and dispose of the treated wastewater Gonzales needs to temporarily dispose of. The Soledad WRF is only at 55% of its treatment capacity of 5.5 MGD, and the Gonzales mutual aid is projected to be less than 0.1 MGD. Therefore, Soledad has adequate capacity to collect, treat and dispose of the Gonzales WWTP effluent. Soledad and Gonzales staff are working on the most efficient way to transfer the wastewater as the trucking expense is by far the most expensive element of this transfer of wastewater effluent from Gonzales to Soledad.

**Financial Considerations**

Soledad does not currently have a rate in place for final treatment of wastewater effluent that has already been treated as our current rate table only has rates for treatment of raw wastewater - $7399.87/MG plus $656.41/k pounds BOD plus $693.88/k pounds TSS. Therefore, staff will use the rate for raw wastewater and adjust the raw wastewater rate to a treated wastewater rate based on the Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) ratios of raw wastewater compared to the Gonzales treated wastewater.

**Alternatives**

- Approve the resolution as presented; or
- Modify the resolution; or
- Do not approve the Resolution. This is not recommended as there is negligible impact to the City of Soledad and Gonzales would need to find another temporary disposal option much further away, and trucking liquids in large quantities is very expensive.

**Planning/CEQA**

The proposed project is categorically exempt under Class 1 Existing Facilities, having met the qualifying criteria provided under CEQA Guidelines Section 15301. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. The effluent will be discharged into an already existing sanitary sewer system and will not require any improvements to process.

**Public Notice Requirements**

None Required.

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6185, A Resolution of the City Council of the City of Soledad Approving a Subordination Agreement with Keybank National Association concerning the Gabilan Family Apartments Project**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Mike Rodriquez, City Attorney**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad consider adopting Resolution No. 6185, Approving a Subordination Agreement with Keybank National Association Concerning the Gabilan Family Apartments Project.

## Executive Summary

Orchard Gabilan Associates is requesting that the City Council consider approval of a Subordination Agreement with lender Keybank National Association. In 2007, the City of Soledad entered into a $1.6 million Loan Agreement through the Home Investment Partnerships Act with Orchard to help offset construction costs for the Gabilan Family Apartments Project, an 84-unit facility located on Gabilan Drive in Soledad. As a condition of the Loan Agreement, Orchard was required to enter into a Regulatory Agreement concerning 11 of the new units so that they would remain available to low-income households during the 55-year term of the loan. Orchard is now seeking a new loan of $17.9 million from Keybank with the primary purpose of refinancing the Project to repay the existing first mortgage loan on the property. The new loan is conditioned on the City agreeing to subordinate its interest in the Project to the Keybank loan.

## Background

In 2007, the City of Soledad entered into a $1.6 million Loan Agreement ("Home Loan") with Orchard Gabilan Associates ("Orchard") pursuant to the Home Investments Partnerships Act. The purpose of the Home Loan was to help with the construction costs of the Gabilan Family Apartments Project ("Project"), which consists of 84 units. As a condition of receiving loan funds, Orchard was required to enter into a Regulatory Agreement with the City to ensure the ongoing availability of 11 Project units to low-income households. The Home Loan is secured by a Note and Deed of Trust with Assignment of Rents. Although provisions in the Home Loan accommodate prepayment of a portion of the loan with Cash Flow Balance when available, the bulk of the unpaid principal balance of the Note, plus any

unpaid interest, is due 55 years from the date of the execution of the Home Loan, which would be in 2062.

Orchard is seeking to refinance the Project in the principal amount of $17.8 million, subject to final underwriting and approval through Keybank National Association ("Lender"). As a condition of making the loan, the Lender requires that the lien created by Lender's Loan be superior to the lien that was created by the City's Home Loan.

**Review & Analysis**

Subordination requests of the type made by Orchard and Lender are not unusual or unanticipated during the life of a housing development project. In fact, the original Home Loan between the City and Orchard specifically recognized that the City's loan and lien would be subordinate to both construction and permanent loans for the Project and authorized execution of the same. As is noted above, the City's interest in the project, $1.6 million, is significantly less than the Lender's proposed $17.9 million loan. The new loan proceeds are to be used to refinance the Project, repaying the existing first mortgage loan on the property.

Staff has determined that approval of the Subordination Agreement is reasonable, and in the absence of a default on the involved loan, would not alter or eliminate the requirements of the original Home Loan or Regulatory Agreement. The form of the Subordination Agreement is the industry standard used for such transactions.

**Financial Considerations**

Adoption of Resolution No. 6185 does not impact any current City Fund as there is no financial requirement.

**Alternatives**

- Adopt the Resolution.
- Do not adopt the Resolution.

**Planning/CEQA**

The proposed Subordination Agreement is not a project as defined by the California Environmental Quality Act (CEQA Guidelines Section 15378) because the matter does not cause a direct or foreseeable indirect physical change on or in the environment.

**Public Notice Requirements**

None.

Attachment(s):
Resolution No. 6185
Exhibit A

**RESOLUTION NO. 6185**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING A SUBORDINATION AGREEMENT WITH KEYBANK NATIONAL ASSOCIATION CONCERNING THE GABILAN FAMILY HOMES PROJECT**

**WHEREAS**, in 2007, the City of Soledad entered into a Loan Agreement ("Agreement") with Orchard Gabilan Associates ("Orchard") in connection with the construction and development of the multifamily housing project known as Gabilan Family Homes; and

**WHEREAS,** by the terms of the Agreement and its accompanying Regulatory Agreement, in return for receipt of a loan of $1.6 Million Dollars of Home Program funds, Orchard agreed to provisions that regulated the availability and occupancy of 11 of the Project's 84 units to low-income households for the 55-year term of the loan; and

**WHEREAS,** Orchard has notified the City that it is seeking to refinance the original Project in the principal amount of $17.8 Million Dollars through Keybank National Association ("Lender") and has requested that the Agency agree to subordinate its interest in the Project to the interest of the Lender; and

**WHEREAS**, the proposed subordination would only affect the afore-referenced regulatory provision in the event of a default on the new loan; and

**WHEREAS**, the original Home Loan Agreement between the City and Orchard anticipated that the City would need to subordinate its interest in the Project to other lenders during the term of the Home Loan; and

**WHEREAS,** Staff has reviewed the proposed Subordination Agreement and now recommends that the City Council approve the Subordination Agreement in order to ensure the ongoing financial stability of the Project.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Soledad that the "Subordination Agreement" between the City and Lender Keybank National Association, a copy of which is attached hereto as **Exhibit "A"** and by this reference incorporated herein, is hereby approved and the City Manager is authorized and directed to execute the same on the City's behalf.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting held on the 18th day of December 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

_____
ANNA M. VELASQUEZ, Mayor

Attest:

_____
Darlene Noriega, Deputy Clerk

EXHIBIT A

Prepared by, and after recording
return to:
Lanre A. Popoola, Esquire
Troutman Pepper Hamilton Sanders LLP
P.O. Box 1122
Richmond, VA 23218

**SUBORDINATION AGREEMENT**

**GOVERNMENTAL ENTITY**

**(Revised 10-15-2024)**

Freddie Mac Loan Number: _____
Property Name: Gabilan Family Apartments

**SUBORDINATION AGREEMENT**

**GOVERNMENTAL ENTITY**

**(Revised 10-15-2024)**

THIS SUBORDINATION AGREEMENT ("**Agreement**") is entered into this ___ day of _____, 2025, by and between (i) **KEYBANK NATIONAL ASSOCIATION**, a national banking association organized and existing under the laws of the United States of America ("**Senior Lender**") and (ii) **CITY OF SOLEDAD**, a municipal corporation organized and and existing under the laws of the State of California ("**Subordinate Lender**").

**RECITALS**

A. ORCHARD GABILAN ASSOCIATIONS, a limited partnership organized under the laws of the State of California (**"Borrower"**) is the owner of certain land located in _____ County, California, described in Exhibit A ("**Land**"). The Land is improved with a multifamily rental housing project ("**Improvements**").

B. Senior Lender has made or is making a loan to Borrower in the original principal amount of $ _____ ("**Senior Loan**") upon the terms and conditions of a Multifamily Loan and Security Agreement dated as of _____, 2025, between Senior Lender and Borrower ("**Senior Loan Agreement**") in connection with the Mortgaged Property. The Senior Loan is secured by a Multifamily Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing dated as of the date of the Senior Loan Agreement ("**Senior Mortgage**") encumbering the Land, the Improvements and related personal and other property described and defined in the Senior Mortgage as the "**Mortgaged Property**."

C. Pursuant to a **Loan Agreement** dated November 7, 2007 between Subordinate Lender and Borrower ("**Subordinate Loan Agreement**"), Subordinate Lender has made or is making a loan to Borrower in the original principal amount of $1,600,000.00 ("**Subordinate Loan**"). The Subordinate Loan is or will be secured by a Deed of Trust with Assignment of Rents dated November 7, 2007 ("**Subordinate Mortgage**") encumbering all or a portion of the Mortgaged Property.

D. The Senior Mortgage will be recorded in the land records of Monterey County, California ("**Recording Office**") contemporaneously with this Agreement. The Subordinate Mortgage is recorded in the Recording Office at **_____.**

E. The execution and delivery of this Agreement is a condition of Senior making of the Senior Loan.

## AGREEMENT

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**1. Definitions.** The following terms, when used in this Agreement (including, as appropriate, when used in the above recitals), will have the following meanings:

The terms "**Condemnation**," "**Imposition Reserve Deposits**," "**Impositions**," "**Leases,**" "**Rents**" and "**Restoration**," as well as any term used in this Agreement and not otherwise defined in this Agreement, will have the meanings given to those terms in the Senior Loan Agreement.

"**Bankruptcy Proceeding**" means any bankruptcy, reorganization, insolvency, composition, restructuring, dissolution, liquidation, receivership, assignment for the benefit of creditors, or custodianship action or proceeding under any federal or state law with respect to Borrower, any guarantor of any of the Senior Indebtedness, any of their respective properties, or any of their respective partners, members, officers, directors, or shareholders.

"**Borrower**" means all persons or entities identified as "Borrower" in the first Recital of this Agreement, together with their successors and assigns, and any other person or entity who acquires title to the Mortgaged Property after the date of this Agreement; provided that the term "Borrower" will not include Senior Lender if Senior Lender acquires title to the Mortgaged Property.

"**Casualty**" means the occurrence of damage to or loss of all or any portion of the Mortgaged Property by fire or other casualty.

"**Enforcement Action**" means any of the following actions taken by or at the direction of Subordinate Lender: the acceleration of all or any part of the Subordinate Indebtedness, the advertising of or commencement of any foreclosure or trustee's sale proceedings, the exercise of any power of sale, the acceptance of a deed or assignment in lieu of foreclosure or sale, the collecting of Rents, the obtaining of or seeking of the appointment of a receiver, the seeking of default interest, the taking of possession or control of any of the Mortgaged Property, the commencement of any suit or other legal, administrative, or arbitration proceeding based upon the Subordinate Note or any other of the Subordinate Loan Documents, the exercising of any banker's lien or rights of set-off or recoupment, or the exercise of any other remedial action against Borrower, any other party liable for any of the Subordinate Indebtedness or obligated under any of the Subordinate Loan Documents, or the Mortgaged Property.

"**Enforcement Action Notice**" means a Notice given from Subordinate Lender to Senior Lender following one or more Subordinate Mortgage Default(s) and the expiration of any applicable notice or cure periods, setting forth in reasonable detail the Subordinate

Mortgage Default(s) and the Enforcement Actions proposed to be taken by Subordinate Lender.

"**Lien**" means any lien, encumbrance, estate or other interest, recorded against or secured by the Mortgaged Property.

"**Loss Proceeds**" means all monies received or to be received under any insurance policy, from any condemning authority, or from any other source, as a result of any Condemnation or Casualty.

"**Notice**" means all notices, requests, demands, consents, approvals or other communication pursuant to this Agreement provided in accordance with the provisions of Section 10.

"**Regulatory Agreement**" means the **Regulatory Agreement** between Borrower and Subordinate Lender dated November 7, 2007 and recorded at _____ in the Recording Office of Monterey County, California.

"**Senior Indebtedness**" means the "Indebtedness" as defined in the Senior Loan Agreement.

"**Senior Lender**" means the "Lender" as defined in the Senior Mortgage. When any other person or entity becomes the legal holder of the Senior Note, such other person or entity will automatically become Senior Lender.

"**Senior Loan Documents**" means the "Loan Documents" as defined in the Senior Loan Agreement, as such documents may be amended.

"**Senior Mortgage Default**" means any act, failure to act, event, condition, or occurrence which constitutes, or which with the giving of Notice or the passage of time, or both, would constitute, an "Event of Default" as defined in the Senior Loan Agreement.

"**Senior Note**" means the promissory note or other evidence of the Senior Indebtedness and any replacement of the Senior Note.

"**Subordinate Indebtedness**" means all sums evidenced or secured or guaranteed by, or otherwise due and payable to Subordinate Lender pursuant to, the Subordinate Loan Documents.

"**Subordinate Lender**" means the person or entity named as such in the first paragraph of this Agreement and any other person or entity who becomes the legal holder of the Subordinate Note after the date of this Agreement.

"**Subordinate Loan Documents**" means the Subordinate Mortgage, the Subordinate Note, the Subordinate Loan Agreement, the Regulatory Agreement and all other documents at

any time evidencing, securing, guaranteeing, or otherwise delivered in connection with the Subordinate Indebtedness, as such documents may be amended.

"**Subordinate Mortgage Default**" means any act, failure to act, event, condition, or occurrence which allows (but for any contrary provision of this Agreement), Subordinate Lender to take an Enforcement Action.

"**Subordinate Note**" means the promissory note or other evidence of the Subordinate Indebtedness and any replacement of the Subordinate Note.

"**Surplus Cash**" means, with respect to any period, any revenues of Borrower remaining after paying, or setting aside funds for paying, all the following:

(a) All sums due or currently required to be paid under the Senior Loan Documents, including any reserves and Imposition Reserve Deposits.

(b) All reasonable operating expenses of the Mortgaged Property, including real estate taxes, insurance premiums, utilities, building maintenance, painting and repairs, management fees, payroll, administrative expenses, legal expenses and audit expenses (excluding any developer fees payable with respect to the Mortgaged Property).

**2. Subordinate Lender's Representations and Warranties.**

(a) Subordinate Lender represents and warrants that each of the following is true as of the date of this Agreement:

(i) Subordinate Lender is now the owner and holder of the Subordinate Loan Documents.

(ii) No Subordinate Mortgage Default has occurred and is continuing.

(iii) The current unpaid principal balance of the Subordinate Indebtedness is $_____.

(iv) No scheduled payments under the Subordinate Note have been prepaid.

(b) Without the prior written consent of Senior Lender, Subordinate Lender will not do any of the following:

(i) Pledge, assign, transfer, convey, or sell any interest in the Subordinate Indebtedness or any of the Subordinate Loan Documents.

(ii) Take any action which has the effect of increasing the Subordinate Indebtedness, except to cure a Senior Mortgage Default as contemplated under Section 5(a) of this Agreement.

(iii) Accept any prepayment of the Subordinate Indebtedness.

**3. Terms of Subordination.**

(a) Agreement to Subordinate. The Subordinate Indebtedness is and will at all times continue to be subject and subordinate in right of payment to the prior payment in full of the Senior Indebtedness. Each of the Subordinate Loan Documents is, and will at all times remain, subject and subordinate in all respects to the liens, terms, covenants, conditions, operations, and effects of each of the Senior Loan Documents.

(b) Subordination of Subrogation Rights. If Subordinate Lender, by indemnification, subrogation or otherwise, acquires any Lien on any of the Mortgaged Property, then that Lien will be fully subject and subordinate to the receipt by Senior Lender of payment in full of the Senior Indebtedness, and to the Senior Loan Documents, to the same extent as the Subordinate Indebtedness and the Subordinate Loan Documents are subordinate pursuant to this Agreement.

(c) Payments Before Senior Mortgage Default ; Soft Subordinate Debt. Until the occurrence of a Senior Mortgage Default, Subordinate Lender will be entitled to retain for its own account all payments of the principal of and interest on the Subordinate Indebtedness pursuant to the Subordinate Loan Documents; provided that Subordinate Lender expressly agrees that it will not accept any such payment that is made more than 10 days in advance of its due date and provided further that Subordinate Lender will not accept any payment in an amount that exceeds 75% of then available Surplus Cash.

(d) Payments After Senior Mortgage Default or Bankruptcy.

(i) Immediately upon Subordinate Lender's receipt of Notice or actual knowledge of a Senior Mortgage Default, Subordinate Lender will not accept any payments of the Subordinate Indebtedness, and the provisions of Section 3(d) of this Agreement will apply.

(ii) If Subordinate Lender receives any of the following, whether voluntarily or by action of law, after a Senior Mortgage Default of which Subordinate Lender has actual knowledge (or is deemed to have actual knowledge as provided in Section 4(c)) or has been given Notice, such will be received and held in trust for Senior Lender:

(A) Any payment, property, or asset of any kind or in any form in connection with the Subordinate Indebtedness.

(B) Any proceeds from any Enforcement Action.

(C) Any payment, property, or asset in or in connection with any Bankruptcy Proceeding.

(iii) Subordinate Lender will promptly remit, in kind and properly endorsed as necessary, all such payments, properties, and assets described in Section 3(d)(ii) to Senior Lender. Senior Lender will apply any payment, asset, or property so received from Subordinate Lender to the Senior Indebtedness in such order, amount (with respect to any asset or property other than immediately available funds), and manner as Senior Lender determines in its sole and absolute discretion.

(e) Bankruptcy. Without the prior written consent of Senior Lender, Subordinate Lender will not commence, or join with any other creditor in commencing, any Bankruptcy Proceeding. In the event of a Bankruptcy Proceeding, Subordinate Lender will not vote affirmatively in favor of any plan of reorganization or liquidation unless Senior Lender has also voted affirmatively in favor of such plan.

**4. Default Under Subordinate Loan Documents.**

(a) Notice of Subordinate Mortgage Default and Cure Rights.

(i) Subordinate Lender will deliver to Senior Lender a copy of each Notice delivered by Subordinate Lender pursuant to the Subordinate Loan Documents within 5 Business Days of sending such Notice to Borrower. Neither giving nor failing to give a Notice to Senior Lender pursuant to this Section 4(a) will affect the validity of any Notice given by Subordinate Lender to Borrower.

(ii) For a period of 90 days following delivery to Senior Lender of an Enforcement Action Notice, Senior Lender will have the right, but not the obligation, to cure any Subordinate Mortgage Default. However, if such Subordinate Mortgage Default is a non-monetary default and is not capable of being cured within such 90-day period and Senior Lender has commenced and is diligently pursuing such cure to completion, Senior Lender will have such additional period of time as may be required to cure such Subordinate Mortgage Default or until such time, if ever, as Senior Lender takes either of the following actions:

(A) Discontinues its pursuit of any cure.

(B) Delivers to Subordinate Lender Senior Lender's written consent to the Enforcement Action described in the Enforcement Action Notice.

(iii) Senior Lender will not be subrogated to the rights of Subordinate Lender under the Subordinate Loan Documents as a result of Senior Lender having cured any Subordinate Mortgage Default.

(iv) Subordinate Lender acknowledges that all amounts advanced or expended by Senior Lender in accordance with the Senior Loan Documents or to cure a Subordinate Mortgage Default will be added to and become a part of the Senior Indebtedness and will be secured by the lien of the Senior Mortgage.

(b) Subordinate Lender's Exercise of Remedies After Notice to Senior Lender.

(i) In the event of a Subordinate Mortgage Default, Subordinate Lender will not commence any Enforcement Action until 90 days after Subordinate Lender has delivered to Senior Lender an Enforcement Action Notice. During such 90-day period or such longer period as provided in Section 4(a), Subordinate Lender will be entitled to seek specific performance to enforce covenants and agreements of Borrower relating to income, rent, or affordability restrictions contained in the Regulatory Agreement, subject to Senior Lender's right to cure a Subordinate Mortgage Default set forth in Section 4(a).

(ii) Subordinate Lender may not commence any other Enforcement Action, including any foreclosure action under the Subordinate Loan Documents, until the earlier of:

(A) The expiration of such 90-day period or such longer period as provided in Section 4(a).

(B) The delivery by Senior Lender to Subordinate Lender of Senior Lender's written consent to such Enforcement Action by Subordinate Lender.

(iii) Subordinate Lender acknowledges that Senior Lender may grant or refuse consent to Subordinate Lender's Enforcement Action in Senior Lender's sole and absolute discretion. At the expiration of such 90-day period or such longer period as provided in Section 4(a) and, subject to Senior Lender's right to cure set forth in Section 4(a), Subordinate Lender may commence any Enforcement Action.

(iv) Senior Lender may pursue all rights and remedies available to it under the Senior Loan Documents, at law, or in equity, regardless of any Enforcement Action Notice or Enforcement Action by Subordinate Lender. No action or failure to act on the part of Senior Lender in the event of a Subordinate Mortgage Default or commencement of an Enforcement Action will constitute a waiver on the part of Senior Lender of any provision of the Senior Loan Documents or this Agreement.

(c) Cross Default. Subordinate Lender acknowledges that a Subordinate Mortgage Default constitutes a Senior Mortgage Default. Accordingly, upon the occurrence of a Subordinate Mortgage Default, Subordinate Lender will be deemed to have actual knowledge of a Senior Mortgage Default. If Subordinate Lender notifies Senior Lender in writing that any Subordinate Mortgage Default of which Senior Lender has received Notice has been cured or waived, as determined by Subordinate Lender in its sole discretion, then provided that Senior Lender has not conducted a sale of the Mortgaged Property pursuant to its rights under the Senior Loan Documents, any Senior Mortgage Default under the Senior Loan Documents arising solely from such Subordinate Mortgage Default will be deemed cured, and the Senior Loan will be reinstated.

**5. Default Under Senior Loan Documents.**

(a) Notice of Senior Mortgage Default and Cure Rights.

(i) Senior Lender will deliver to Subordinate Lender a copy of any Notice sent by Senior Lender to Borrower of a Senior Mortgage Default within 5 Business Days of sending such Notice to Borrower. Failure of Senior Lender to send Notice to Subordinate Lender will not prevent the exercise of Senior Lender's rights and remedies under the Senior Loan Documents.

(ii) Subordinate Lender will have the right, but not the obligation, to cure any monetary Senior Mortgage Default within 30 days following the date of such Notice. During such 30-day period Senior Lender will be entitled to continue to pursue its remedies under the Senior Loan Documents.

(iii) Subordinate Lender may, within 90 days after the date of the Notice, cure a non-monetary Senior Mortgage Default if during such 90-day period, Subordinate Lender keeps current all payments required under the Senior Loan Documents. If such a non-monetary Senior Mortgage Default creates an unacceptable level of risk relative to the Mortgaged Property, or Senior Lender's secured position relative to the Mortgaged Property, as determined by Senior Lender in its sole discretion, then during such 90-day period Senior Lender may exercise all available rights and remedies to protect and preserve the Mortgaged Property and the Rents, revenues and other proceeds from the Mortgaged Property.

(iv) All amounts paid by Subordinate Lender to Senior Lender to cure a Senior Mortgage Default will be deemed to have been advanced by Subordinate Lender pursuant to, and will be secured by the lien of, the Subordinate Mortgage. Notwithstanding anything in this Section 5(a) to the contrary, Subordinate Lender's right to cure any Senior Mortgage Default will terminate immediately upon the occurrence of any Bankruptcy Proceeding.

(b) Release of Mortgaged Property.

(i) Subordinate Lender consents to and authorizes any future release by Senior Lender of all or any portion of the Mortgaged Property from the lien, operation, and effect of the Senior Loan Documents. Subordinate Lender waives to the fullest extent permitted by law, all equitable or other rights it may have in connection with the release of all or any portion of the Mortgaged Property, including any right to require Senior Lender to do any of the following:

(A) To conduct a separate sale of any portion of the Mortgaged Property.

(B) To exhaust its remedies against all or any portion of the Mortgaged Property or any combination of portions of the Mortgaged Property or any other collateral for the Senior Indebtedness.

(C) To proceed against Borrower, any other party that may be liable for any of the Senior Indebtedness (including any general partner of Borrower if Borrower is a partnership), all or any portion of the Mortgaged Property or combination of portions of the Mortgaged Property or any other collateral, before proceeding against all or such portions or combination of portions of the Mortgaged Property as Senior Lender determines. Subordinate Lender waives to the fullest extent permitted by law any and all benefits under California Civil Code Sections 2845, 2849 and 2850.

(ii) Subordinate Lender consents to and authorizes, at the option of Senior Lender, the sale, either separately or together, of all or any portion of the Mortgaged Property. Subordinate Lender acknowledges that without Notice to Subordinate Lender and without affecting any of the provisions of this Agreement, Senior Lender may do any of the following:

(A) Extend the time for or waive any payment or performance under the Senior Loan Documents.

(B) Modify or amend in any respect any provision of the Senior Loan Documents.

(C) Modify, exchange, surrender, release, and otherwise deal with any additional collateral for the Senior Indebtedness.

(c) Termination Upon Foreclosure. The lien of the Subordinate Loan Documents will automatically terminate upon the acquisition by Senior Lender or by a third-party purchaser of title to the Mortgaged Property pursuant to a foreclosure of, deed in lieu of foreclosure, or trustee's sale or other exercise of a power of sale or similar disposition under the Senior Mortgage.

**6. Conflicts.** If there is any conflict or inconsistency between the terms of the Subordinate Loan Documents and the terms of this Agreement, then the terms of this Agreement will control. Borrower acknowledges that the terms and provisions of this Agreement will not, and will not be deemed to do any of the following:

(a) Extend Borrower's time to cure any Senior Mortgage Default or Subordinate Mortgage Default.

(b) Give Borrower the right to receive notice of any Senior Mortgage Default or Subordinate Mortgage Default, other than that, if any, provided, respectively under the Senior Loan Documents or the Subordinate Loan Documents.

(c) Create any other right or benefit for Borrower as against Senior Lender or Subordinate Lender.

**7. Rights and Obligations of Subordinate Lender Under the Subordinate Loan Documents and of Senior Lender under the Senior Loan Documents.**

(a) Insurance.

(i) All requirements pertaining to insurance under the Subordinate Loan Documents (including requirements relating to amounts and types of coverages, deductibles and special endorsements) will be deemed satisfied if Borrower complies with the insurance requirements under the Senior Loan Documents and of Senior Lender.

(ii) All original policies of insurance required pursuant to the Senior Loan Documents will be held by Senior Lender.

(iii) Nothing in this Section 7(a) will preclude Subordinate Lender from requiring that it be named as a mortgagee and loss payee, as its interest may appear, under all policies of property damage insurance maintained by Borrower with respect to the Mortgaged Property, provided such action does not affect the priority of payment of Loss Proceeds, or that Subordinate Lender be named as an additional insured under all policies of liability insurance maintained by Borrower with respect to the Mortgaged Property.

(b) Condemnation or Casualty.

In the event of a Condemnation or a Casualty, the following provisions will apply:

(i) The rights of Subordinate Lender (under the Subordinate Loan Documents or otherwise) to participate in any proceeding or action relating to a Condemnation or a Casualty, or to participate or join in any settlement of, or to adjust, any claims resulting from a Condemnation or a Casualty, will

be and remain subordinate in all respects to Senior Lender's rights under the Senior Loan Documents, and Subordinate Lender will be bound by any settlement or adjustment of a claim resulting from a Condemnation or a Casualty made by Senior Lender.

(ii) All Loss Proceeds will be applied either to payment of the costs and expenses of Restoration or to payment on account of the Senior Indebtedness, as and in the manner determined by Senior Lender in its sole discretion; provided however, Senior Lender agrees to consult with Subordinate Lender in determining the application of Casualty proceeds. In the event of any disagreement between Senior Lender and Subordinate Lender over the application of Casualty proceeds, the decision of Senior Lender, in its sole discretion, will prevail.

(iii) If Senior Lender holds Loss Proceeds, or monitors the disbursement of Loss Proceeds, Subordinate Lender will not do so. Nothing contained in this Agreement will be deemed to require Senior Lender to act for or on behalf of Subordinate Lender in connection with any Restoration or to hold or monitor any Loss Proceeds in trust for or otherwise on behalf of Subordinate Lender, and all or any Loss Proceeds may be commingled with any funds of Senior Lender.

(iv) If Senior Lender elects to apply Loss Proceeds to payment on account of the Senior Indebtedness, and if the application of such Loss Proceeds results in the payment in full of the entire Senior Indebtedness, any remaining Loss Proceeds held by Senior Lender will be paid to Subordinate Lender unless another party has asserted a claim to the remaining Loss Proceeds.

(c) Modification of Subordinate Loan Documents. Subordinate Lender agrees that, until the principal of, interest on and all other amounts payable under the Senior Loan Documents have been paid in full, it will not, without the prior written consent of Senior Lender, increase the amount of the Subordinate Loan, increase the required payments due under the Subordinate Loan, decrease the term of the Subordinate Loan, increase the interest rate on the Subordinate Loan, or otherwise amend the Subordinate Loan terms in a manner that creates an adverse effect upon Senior Lender under the Senior Loan Documents. If Subordinate Lender either (i) amends the Subordinate Loan Documents in the manner set forth above or (ii) assigns the Subordinate Loan without Senior Lender's consent, then such amendment or assignment will be void ab initio and of no effect whatsoever.

(d) Modification of Senior Loan Documents. Senior Lender may amend, waive, postpone, extend, renew, replace, reduce or otherwise modify any provisions of the Senior Loan Documents without the necessity of obtaining the consent of or providing Notice to Subordinate Lender, and without affecting any of the provisions of this Agreement. Notwithstanding the foregoing, Senior Lender may not modify any provision of the Senior Loan Documents that increases the Senior

Indebtedness, except for increases in the Senior Indebtedness that result from advances made by Senior Lender to protect the security or lien priority of Senior Lender under the Senior Loan Documents or to cure defaults under the Subordinate Loan Documents.

(e) Commercial or Retail Leases. If requested, Subordinate Lender will enter into attornment and non-disturbance agreements with all tenants under commercial or retail Leases, if any, to whom Senior Lender has granted attornment and non-disturbance, on the same terms and conditions given by Senior Lender.

(f) Consent Rights. Whenever the Subordinate Loan Documents give Subordinate Lender approval or consent rights with respect to any matter, and a right of approval or consent for the same or substantially the same matter is also granted to Senior Lender pursuant to the Senior Loan Documents or otherwise, Senior Lender's approval or consent or failure to approve or consent will be binding on Subordinate Lender. None of the other provisions of Section 7 are intended to be in any way in limitation of the provisions of this Section 7(f).

(g) Escrows. Except as provided in this Section 7(g), and regardless of any contrary provision in the Subordinate Loan Documents, Subordinate Lender will not collect any escrows for any cost or expense related to the Mortgaged Property or for any portion of the Subordinate Indebtedness. However, if Senior Lender is not collecting escrow payments for one or more Impositions, Subordinate Lender may collect escrow payments for such Impositions; provided that all payments so collected by Subordinate Lender will be held in trust by Subordinate Lender to be applied only to the payment of such Impositions.

(h) Certification. Within 10 days after request by Senior Lender, Subordinate Lender will furnish Senior Lender with a statement, duly acknowledged and certified setting forth the then-current amount and terms of the Subordinate Indebtedness, confirming that there exists no default under the Subordinate Loan Documents (or describing any default that does exist), and certifying to such other information with respect to the Subordinate Indebtedness as Senior Lender may request.

**8. Refinancing.** Subordinate Lender agrees that its agreement to subordinate under this Agreement will extend to any new mortgage debt which is for the purpose of refinancing all or any part of the Senior Indebtedness (including reasonable and necessary costs associated with the closing and/or the refinancing, and any reasonable increase in proceeds for rehabilitation in the context of a preservation transaction). All terms and covenants of this Agreement will inure to the benefit of any holder of any such refinanced debt, and all references to the Senior Loan Documents and Senior Lender will mean, respectively, the refinance loan documents and the holder of such refinanced debt.

**9. Governmental Powers.** Nothing in this Agreement is intended, nor will it be construed, to in any way limit the exercise by Subordinate Lender of its governmental powers (including police, regulatory and taxing powers) with respect to Borrower or the Mortgaged

Property to the same extent as if it were not a party to this Agreement or the transactions contemplated by this Agreement.

**10. Notices.**

(a) Any Notice required or permitted to be given pursuant to this Agreement will be in writing and will be deemed to have been duly and sufficiently given if (i) personally delivered with proof of delivery (any Notice so delivered will be deemed to have been received at the time so delivered), or (ii) sent by a national overnight courier service (such as FedEx) designating earliest available delivery (any Notice so delivered will be deemed to have been received on the next Business Day following receipt by the courier), or (iii) sent by United States registered or certified mail, return receipt requested, postage prepaid, at a post office regularly maintained by the United States Postal Service (any Notice so sent will be deemed to have been received on the date of delivery as confirmed by the return receipt), addressed to the respective parties as follows:

Notices intended for Senior Lender will be addressed to:

KEYBANK NATIONAL ASSOCIATION
c/o KeyBank Real Estate Capital - Servicing Department
11501 Outlook Street, Suite 300, Mailcode: KS-01-11-0501
Overland Park, Kansas 66211
Attention: Servicing Manager

Notices intended for Subordinate Lender will be addressed to:

CITY OF SOLEDAD
[Address]
Attention:

(b) Any party, by Notice given pursuant to this Section 10, may change the person or persons and/or address or addresses, or designate an additional person or persons or an additional address or addresses, for its Notices, but Notice of a change of address will only be effective upon receipt. Neither party will refuse or reject delivery of any Notice given in accordance with this Section 10.

**11. Reserved.**

**12. Miscellaneous Provisions.**

(a) Assignments/Successors. This Agreement will be binding upon and will inure to the benefit of the respective legal successors and permitted assigns of the parties to this Agreement. Without prior notice to or the consent of the Subordinate Lender or the Borrower, the Senior Lender may freely transfer or assign the Senior Loan

and the Senior Loan Documents, including this Agreement, in whole or in part, and the Subordinate Lender acknowledges and agrees that any future legal holder of the Senior Note will automatically be a legal successor and permitted assignee of Senior Lender hereunder, without the necessity of any further action or instrument. No other party will be entitled to any benefits under this Agreement, whether as a third-party beneficiary or otherwise.

(b) No Partnership or Joint Venture. Nothing in this Agreement or in any of the Senior Loan Documents or Subordinate Loan Documents will be deemed to constitute Senior Lender as a joint venturer or partner of Subordinate Lender.

(c) Further Assurances. Upon Notice from Senior Lender, Subordinate Lender will execute and deliver such additional instruments and documents, and will take such actions, as are required by Senior Lender to further evidence or implement the provisions and intent of this Agreement.

(d) Amendment. This Agreement may be amended, changed, modified, altered or terminated only by a written instrument signed by the parties to this Agreement or their successors or assigns.

(e) Governing Law. This Agreement will be governed by the laws of the State in which the Land is located.

(f) Severable Provisions. If any one or more of the provisions contained in this Agreement, or any application of any such provisions, is invalid, illegal, or unenforceable in any respect, the validity, legality, enforceability, and application of the remaining provisions contained in this Agreement will not in any way be affected or impaired.

(g) Term. The term of this Agreement will commence on the date of this Agreement and will continue until the earliest to occur of the following events:

(i) The payment of all the Senior Indebtedness; provided that this Agreement will be reinstated in the event any payment on account of the Senior Indebtedness is avoided, set aside, rescinded or repaid by Senior Lender.

(ii) The payment of all the Subordinate Indebtedness other than by reason of payments which Subordinate Lender is obligated to remit to Senior Lender pursuant to this Agreement.

(iii) The acquisition by Senior Lender or by a third-party purchaser of title to the Mortgaged Property pursuant to a foreclosure of, deed in lieu of foreclosure, or trustee's sale or other exercise of a power of sale or similar disposition under the Senior Mortgage.

(iv) With the prior written consent of Senior Lender, without limiting the provisions of Section 4(b)(iv), the acquisition by Subordinate Lender of title to the Mortgaged Property subject to the Senior Mortgage pursuant to a foreclosure, or a deed in lieu of foreclosure, of (or the exercise of a power of sale under) the Subordinate Mortgage.

(h) Counterparts. This Agreement may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument.

(i) Entire Agreement. This Agreement represents the entire understanding and agreement between the parties regarding the matters addressed in this Agreement, and will supersede and cancel any prior agreements regarding such matters.

(j) Authority. Each person executing this Agreement on behalf of a party to this Agreement represents and warrants that such person is duly and validly authorized to do so on behalf of such party with full right and authority to execute this Agreement and to bind such party with respect to all of its obligations under this Agreement.

(k) No Waiver. No failure or delay on the part of any party to this Agreement in exercising any right, power, or remedy under this Agreement will operate as a waiver of such right, power, or remedy, nor will any single or partial exercise of any such right, power or remedy preclude any other or further exercise of such right, power, or remedy or the exercise of any other right, power or remedy under this Agreement.

(l) Remedies. Each party to this Agreement acknowledges that if any party fails to comply with its obligations under this Agreement, the other parties will have all rights available at law and in equity, including the right to obtain specific performance of the obligations of such defaulting party and injunctive relief.

**13. Attached Riders.** The following Riders are attached to this Agreement:

None

**14. Attached Exhibits.** The following Exhibits, if marked with an "X" in the space provided, are attached to this Agreement:

|X| Exhibit A Description of the Land (required)
|__| Exhibit B Ground Lease Description (if applicable)

**[SIGNATURE AND ACKNOWLEDGMENT PAGES FOLLOW]**

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

**SENIOR LENDER:**

**KEYBANK NATIONAL ASSOCIATION**, a national banking association

By _____
Kelly Blodgett
Vice President

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____ before me, _____,
(Insert Name and Title of the Officer)

personally appeared KELLY BLODGETT, Vice President of KEYBANK NATIONAL ASSOCIATION, a national banking association, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature_____**(Seal)**

**SUBORDINATE LENDER:**

**CITY OF SOLEDAD**

By: _____
Name: _____
Title: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____ before me, _____,
(Insert Name and Title of the Officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature_____**(Seal)**

## CONSENT OF BORROWER

Borrower acknowledges receipt of a copy of this Subordination Agreement, dated _____, 2025, by and between KEYBANK NATIONAL ASSOCIATION, a national banking association and CITY OF SOLEDAD and consents to the agreement of the parties set forth in this Agreement.

**BORROWER:**

ORCHARD GABILAN ASSOCIATIONS, a California limited partnership

By: _____
Name: _____
Title: _____

Date: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of _____

County of _____

On _____ before me, _____,
(Insert Name and Title of the Officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her authorized capacity, and that by her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.

Signature_____**(Seal)**

[Notary Block for recordation]

**EXHIBIT A**

LEGAL DESCRIPTION

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6186, A Resolution of The City Council of the City of Soledad Approving and Authorizing the City Manager to Execute Amendment No. 3 to the CSG Consultants Inc. Agreement Extending the Contract Term Until June 30, 2025 in the Amount Not to Exceed $225,000 for Fiscal Year 24/25 and Adding Planning Services to the Scope**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Megan Hunter, City Manager**

**THROUGH:**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad consider and adopt Resolution No. 6186, "Approving and Authorizing the City Manager to Execute Amendment No. 3 to the CSG Consultants Inc. Agreement Extending the Contract Term Until June 30, 2025 in the Amount not to Exceed $225,000 for Fiscal Year 24/25 and Adding Planning Services to the Scope".

## Executive Summary

CSG Consultants Inc. has been providing professional services to the City of Soledad since 2011 for a Contract Building Official, building plan review, civil plan review, stormwater compliance, permit intake, and enforcing construction and demolition recycling requirements. On June 19, 2024, Amendment No. 2 was approved extending the contract term until December 31, 2024 for an amount not to exceed $225,000. This was to allow City staff time to issue a new Request for Proposals (RFP) for these services to ensure an open and fair contracting process. Unfortunately, due to staff vacancies, the RFP was not issued in a timely manner. Thus, it is recommended that the contract be extended until June 30, 2025 to allow for the completion of the RFP and contracting process before the end Fiscal Year 24/25. In addition, planning services will be added to the scope to assist with the backlog due to the planner vacancy.

## Background

CSG Consultants Inc. has been providing services to the City of Soledad since 2011, mainly for residential and commercial plan checks, fire inspections, and backup inspection services. Funding for these projects has been paid directly by applicants through the payment of permit fees to the City.

In July of 2016, the City entered into a side letter with CSG to provide Permit Technician Services to assist at the front counter. On October 3, 2016, the Building Official retired from the City of Soledad. Since that time, CSG no longer provides the City with Permit Technician services but does provide the City with a Contracted Building Official and has continued to perform plan check services. In order to continue quality service to the public in a progressive manner, CSG Consultants has been providing inspection services to the City on a part-time basis.

Due to an increase in State reporting requirements, CSG has assumed additional responsibilities for civil engineering and stormwater review, which were previously undertaken by Harris and Associates. CSG also supports the City of Soledad in adhering to the complex construction and demolition recycling requirements.

On June 21, 2023, the City Council approved Amendment No. 1 of the contract for professional services with CSG Consultants, extending the contract for an additional year with the intention of conducting a Request for Proposals (RFP) for the 2024-2025 Fiscal Year. Unfortunately, staff was unable to initiate the RFP process before the end of Fiscal Year 23/24 and consequently, on June 19, 2024, the Council approved Amendment No. 2 to extend the contract for an additional six months.

**Review & Analysis**

The current contract for CSG, approved in June 2024, is set to expire on December 31, 2024. City staff is requesting to amend the current contract to extend it until June 30, 2025, the end of the fiscal year. This extension will allow the City time to prepare a request for proposal/qualifications (RFP/RFQ) to solicit proposals for building inspections and plan review, civil engineering and stormwater review, fire plan check and inspection, and planning services and award contract services before the end of the fiscal year on June 30, 2025.

Over the last eighteen months, the Community and Economic Development Department has struggled with vacancies. In early July 2023, the Community and Economic Development Director resigned, and a replacement was not found until seven months later. In July 2024, the City's only full-time planner resigned, leaving staff struggling to keep up with various casework. This has caused some project delays to important projects. Thus, it is recommended that CSG's scope of services be amended to include planning. This will allow for projects to be reviewed more expeditiously until a new planner is hired. Currently, the City is recruiting for both the Community and Economic Development Director and Senior/Associate Planner, but is confident the RFP process can be completed by June 30, 2025.

| CSG Services Provided | FY 23-24 Rates (Per Hour) | FY 24-25 Rates (Per Hour) |
|---|---|---|
| Building Official | $139.00 | $146.00 |
| Fire Plan Review | $127.00 | $137.00 |
| Building Inspector | $110.00 | $116.00 |
| Fire Inspector | | $133.00 |
| Building /Civil /Stormwater Plan Check | 75% of Building Plan Check Fees | 75% of Building Plan Check Fees |
| Engineering Services | $147.00 - $247.00 | $154.00 - $237.00 |
| Principal Planner | New | $215.00 |
| Senior Planner | New | $190.00 |
| Associate Planner | New | $155.00 |
| Assistant Planner | New | $135.00 |

| | | |
|---|---|---|
| Planning Technician | New | $80.00 |

The proposed Scope of Services and staff is in detailed and attached in Exhibit "A". The City budgeted $225,000 for these services, which are recouped through fees.

**Financial Considerations**

The total contract amount with CSG is anticipated to be less than $225,000 in Fiscal Year 24/25 and will be funded by a combination of applicant deposits and fees. If a large project is submitted requiring complex plan review, a future amendment may be required to add funds. However, these expenditures will be covered by fees from the developer.

**Alternatives**

- Approve the Resolution and proposed contract amendment for FY 24-25; or
- Approve the Resolution with modifications to the proposed contract; or
- Do not approve the contract amendment. This would require immediate consideration of an alternate way to provide these services.

**Planning/CEQA**

The contract amendment is not considered a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378) because it does not cause a direct or foreseeable indirect physical change on or in the environment.

**Public Notice Requirements**

Not required.

Attachment(s):
Resolution No. 6186
Exhibit A
Attachment A

**RESOLUTION NO. 6186**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 3 TO THE CSG CONSULTANTS, INC. AGREEMENT EXTENDING THE CONTRACT TERM UNTIL JUNE 30, 2025 IN AN AMOUNT NOT TO EXCEED $225,000 FOR FISCAL YEAR 24/25 AND ADDING PLANNING SERVICES TO THE SCOPE**

**WHEREAS**, in 2011 the City entered into an Agreement with CSG Consultants Inc. to provide plan check review and building inspection services to the City of Soledad; and

**WHEREAS**, the City has continued to utilize CSG Consultant, Inc. services to provide a Contract Building Official; building, fire, civil and stormwater plan reviews; building, fire, and stormwater inspections; and construction and demolition ordinance compliance; and

**WHEREAS**, the City wants to continue those services as well as add planning support to address a case backlog due to staff vacancies and to ensure the expeditious processing of planning entitlements and building permits and safety of various construction projects; and

**WHEREAS,** these services will be funded by a combination of building permit applicant deposits and building, fire, engineering, and planning fees; and

**WHEREAS**, it is recommended that the Council approve amendment No. 3 extending the contract term to June 30, 2025, the end of the fiscal year, to allow staff adequate time to complete a Request for Proposal process for these services and consider other qualified firms to contract with in the future; and

**WHEREAS,** proposed Amendment No. 3 to the professional services is not considered a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378)

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Soledad that Amendment No. 3 of the Professional Services Agreement between the City and CSG Consultants, Inc., in an amount not to exceed $225,000 for Fiscal Year 24/25, a copy of which is attached hereto as **"Exhibit A"** and by this reference incorporated herein, is hereby approved and the City Manager is authorized and directed to execute the same on Behalf of the City.

**FURTHER BE IT RESOLVED** that the City Council of the City of Soledad approve the addition of planning services as outlined in the attached proposal labeled "**Exhibit A"**.

**PASSED AND ADOPTED** at a meeting of the City Council of the City of Soledad duly held on the 18th day of December 2024, by the following vote:

**AYES, and in favor thereof, Councilmembers:**

**NOES,** Councilmembers:

**ABSENT,** Councilmembers:

**ABSTAIN,** Councilmembers:

_____
ANNA M. VELAZQUEZ, Mayor

ATTEST:

_____
MEGAN HUNTER, City Clerk

550 Pilgrim Drive
Foster City, CA 94404
*phone* 650.522.2500
*fax* 650.522.2599

**www.csgengr.com**

November 25, 2024

Community Development Director
City of Soledad
248 Main Street
Soledad, CA 93960

**Re: Contract Extension – January 1, 2025 to April 30, 2025**

Dear Ms. Yang,

**CSG Consultants** (CSG) appreciates the opportunity to submit our proposal to renew our contract for a 4-month period (01/01/2025 - 4/30/25) for building and engineering consultant services for the City of Soledad (City).

## Scope of Services

CSG proposes to continue performing all requested services, including building plan review, building inspection, permit technician, fire inspection, engineering plan review, and stormwater plan review and inspection.

**John LaTorra**, CSG's Regional Manager, will serve as the primary contact for this contract. His contact information is as follows:

> **John LaTorra,** *Regional Manager*
> ***cell*** (650) 208-4264 | johnl@csgengr.com

Once a project is identified, Mr. LaTorra will work with CSG's service managers to ensure the City receives timely responses. **Crickett Brinkman** will serve as the primary contact for all permit and plan review processing and oversees the Newman office where plans will be processed. **Sandra Meditch, PE**, will serve as the manager for engineering services.

## Cost of Services

CSG will perform the requested services according to the hourly rates included herein. **Services will be performed for a not to exceed amount of $150,000.**

Please feel free to contact Mr. LaTorra with any questions you may have regarding our proposal and/or services. We greatly look forward to the opportunity to continue providing building and engineering services to the City of Soledad.

Sincerely,

Cyrus Kianpour, PE, PLS
*President*, CSG Consultants, Inc.

## FEE SCHEDULE

CSG's fee schedule which includes fees for personnel providing the proposed scope of work is provided in the table below. We will coordinate the pickup and return of all plans via CSG staff or a licensed courier service. Plan review based on a percentage of plan check fees includes initial plan review and two subsequent reviews. Additional reviews, deferred submittals, revisions and RFIs will be charged at the appropriate hourly rate below. RFIs for larger developments will be performed at an hourly rate, and turnaround times will be agreed upon in advance with the City.

| PERSONNEL / REVIEW TYPE | ALL INCLUSIVE FEE / HOURLY RATE |
|---|---|
| **BUILDING SERVICES** | |
| Building Plan Review | 75% of City's Plan Check Fee |
| Structural Plan Review Only | 50% of City's Plan Check Fee |
| Expedited Building Plan Review | 95% of City's Plan Check Fee |
| Building Plan Review | $137 |
| CASp Plan Review/Consultation | $147 |
| Expedited Plan Review (Hourly) | 1.5 x Hourly Rate |
| Building Official | $146 |
| Building Inspector | $116 |
| Permit Technician | $78 |
| **FIRE PREVENTION SERVICES** | |
| Fire Plan Review | 75% of City's Plan Check Fees |
| Fire Plan Review (Hourly) | $137 |
| Fire Inspector | $133 |
| Overtime | 1.5 x Hourly Rate |
| **ENGINEERING PLAN REVIEW SERVICES** | |
| Principal Engineer | $237 |
| Senior Project Manager | $226 |
| Associate Engineer | $182 |
| Assistant Engineer | $154 |

*All hourly rates include salaries, benefits, workers compensation insurance, local travel, and miscellaneous office expenses. Should the scope of work change, or circumstances develop which necessitate special handling, CSG will notify the Agency prior to proceeding. Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate. Depending on project size and scope, CSG's percentage-based expedited plan review rate may be adjusted if mutually agreed upon between the Agency and CSG. Hourly rates for publicly funded projects will be based on current prevailing wage rates. On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region. CSG will mail an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30-days from receipt of invoice.*



CSG
CONSULTANTS

# CITY OF SOLEDAD

## Statement of Qualifications for Planning & Environmental Services

DECEMBER 10, 2024

www.csgengr.com


Qualifications Prepared By
**CSG CONSULTANTS**

3707 W. Garden Grove Blvd., Suite 100 | Orange, CA 92868
TEL : 714.568.1010 | FAX : 714.568.1028

# COVER LETTER

Employee-Owned

December 10, 2024

Megan Hunter
City Manager
City of Soledad
248 Main Street
Soledad, CA 93960

**Subject: Statement of Qualifications for Planning & Environmental Services**

Dear Ms. Hunter:

**CSG Consultants, Inc.** (CSG) would like to thank the City of Soledad (City) for the opportunity to present its statement of qualifications for Planning and Environmental services. CSG has an extensive track record of providing building, engineering, and fire prevention services to the City and we value this longstanding relationship. We appreciate the City's consideration of our statement of qualifications, where we detail additional CSG Planning and Environmental Planning services that could be utilized by the City to supplement current staff, improve coordination and reduce workloads across divisions.

**PROJECT CONTACTS**

**Ethan Edwards, AICP**
V.P. of Planning Services
714.699.4297
ethane@csgengr.com

**Gina Paolini**
Senior Planner
530.957.1461 Mobile
ginap@csgengr.com

We understand one of the primary needs for the City is to increase staffing levels and enhance the organizational capacity to address existing workload challenges. CSG staff acts as a seamless extension of the City, facilitating coordination between departments and improving overall efficiency. Our personnel easily integrate into existing departments—sharing knowledge across disciplines to help eliminate information silos that may exist.

For over 30 years (since 1991), CSG has been providing a host of professional municipal services to the public sector. Our staff currently provides building plan review and inspection; fire prevention; code enforcement; planning; environmental services; engineering design; construction management and inspection; land development review, plan check, map check; staff augmentation; full-service project management services; and other services to over 250 public agencies throughout California. A small sampling of local client agencies CSG serves include:

- *City of Carmel-By-The-Sea*
- *City of Seaside*
- *City of Monterey*
- *County of Monterey*
- *City of Salinas*
- *City of Hollister*
- *City of Watsonville*
- *City of Scotts Valley*
- *City of Santa Cruz*
- *County of Santa Cruz*
- *City of Morgan Hill*
- *City of Gilroy*
- *City of Los Banos*
- *Town of Los Gatos*

Mr. Ethan Edwards, AICP, CSG's Vice President of Planning Services, will serve as the Quality Assurance and Quality Control (QA/QC) manager. Mr. Bradley J. Misner, AICP, CSG's Director of Planning Services for Northern California, will serve as the client manager and QA/QC provider. Ms. Gina Paolini, Senior Planner, will serve as the main point of contact for the City. Contact information for Mr. Edwards and Ms. Paolini is provided above.

We look forward to assisting the City in any capacity where our services may be needed. Ms. Paolini would be happy to answer any questions regarding CSG's services and/or our statement of qualifications.

Sincerely,

**Cyrus Kianpour, PE, PLS**
*President, CSG Consultants, Inc.*

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# 2. COMPANY PROFILE

## FIRM PROFILE

CSG Consultants, Inc. (CSG) is an employee-owned California company with its local and headquarters office in Foster City, California. Additional support is available from our other offices in Newman, Orange, Paso Robles, Pleasanton, Sacramento, and San Jose. Founded in 1991, CSG performs work solely for public agencies, eliminating the potential for conflicts of interest between developers and agencies. In this way, we can focus exclusively on the specific needs of our municipal clients. CSG has grown steadily in both revenue and staff size, and now has over 350 employees serving customers throughout California.

| | |
|---|---|
| **NAME OF FIRM:** | CSG Consultants, Inc. |
| **YEARS IN BUSINESS:** | 33 (Established in 1991) |
| **PRIMARY CONTACT:** | **Gina Paolini** \| *Senior Planner*<br>530.957.1461 ***cell*** \| ginap@csgengr.com ***email*** |
| **HEADQUARTERS:** | 550 Pilgrim Drive, **Foster City**, CA 94404 |
| **REGIONAL OFFICES:** | 3875 Hopyard Road, Suite 141, ***Pleasanton***, CA 94588<br>3150 Almaden Expressway #255, ***San Jose***, CA 95118<br>1303 J Street, Suite 270, ***Sacramento,*** CA 95814<br>930 Fresno Street, ***Newman***, CA 95360<br>806 9th Street, Suite 2A, ***Paso Robles***, CA 93446<br>3707 W. Garden Grove Boulevard, Suite #100, ***Orange***, CA 92868 |
| **EMPLOYEES:** | 350+ |
| **TYPE OF BUSINESS:** | California Corporation • Incorporated June 15, 2000 • Federal ID: 91-2053749 |

Our multi-disciplined municipal services staff consists of the following types of professionals:



## COMPREHENSIVE MUNICIPAL SERVICES

CSG provides a wide range of services to community development and public works departments, serving as an extension of agency staff. We are customer-centric and organized into the lines of business outlined below, each managed by highly experienced industry experts.



### PLANNING, ENVIRONMENTAL, AND SUSTAINABILITY

*Staff Augmentation for Current and Advance Planning • Project Management Including Plan Amendments • CEQA Environmental Review • Energy Efficiency, Water Conservation, Solid Waste Program Development • AB32 Compliance/Climate Action Plan Development and Implementation • Greenhouse Gas Reduction Strategies • Grant Writing and Grant Management*



### BUILDING AND FIRE LIFE SAFETY

*Building Department Administration • Building Plan Review and Inspection • Fire Plan Review and Inspection • Structural Plan Review • OSHPD3 Review • CASp Assessment and Inspection • Public Facilities Assessment • LEED/Green Building Services • Code Compliance/Enforcement • Staff Augmentation*



### PUBLIC WORKS ENGINEERING AND DESIGN

*Capital Improvement Project Design: Transportation/Roadway, Water and Sewer Utilities, Traffic Engineering • Development Review/Plan Check • Surveying and Mapping • Stormwater Program Compliance (NPDES, QSP/QSD)*



### CIP PROJECT AND PROGRAM MANAGEMENT

*Capital Improvement Program Development and Implementation • Federal and State Grant Administration • Rule 20A Undergrounding • Staff Augmentation Including: Design Consultant Coordination, Projects Scoping, RFP Preparation*



### CONSTRUCTION MANAGEMENT AND INSPECTION

*Contract Administration Including: Resident Engineer Oversight, Inspection, and Construction Management • Constructibility/Bidability Reviews • Cost and Schedule Control • Claims Avoidance*



### INFORMATION TECHNOLOGY

*GreenVue Permitting Software • Digital Plan Review • Electronic Archiving • Web-Based Construction Management and Asset Management • Project Management • GIS and IT Support*

# 3. Organization and Staffing

## TEAM AND ORGANIZATIONAL STRUCTURE

CSG's business model is to serve as an extension of municipal staff. Our team members excel at customer service and maintain CSG's high standards of integrity, responsiveness, and work quality. We do this seamlessly, minimizing disruption to the City's existing workflows and processes.

The majority of the 350+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel, having held positions within communities facing similar development concerns as the City of Soledad, bring a wealth of ideas, experience, and solutions. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity.

**QA/QC MANAGER**

**Ethan Edwards, AICP**
*Vice President of Planning Services*

**CONTRACT MANAGER**

**Bradley Misner, AICP**
*Director of Planning Services (NorCal)*

**PLANNING STAFF**

**Gina Paolini**
*Senior Planner*

**Lorraine Weiss**
*Principal Planner*

**Lance Lowe, AICP**
*Senior Planner*

**Nick Bateman**
*Associate Planner*

**Emma Goldsmith**
*Associate Planner*

**Alex Rocco**
*GIS Manager*

**Kathleen Gallagher**
*Senior Sustainability Manager*

**ENVIRONMENTAL STAFF**

**Glenn Lajoie, AICP**
*Director of Environmental Services*

**Liza Debies**
*Senior Environmental Planner*

**Kelli Allen**
*Associate Environmental Planner*

**Colby Gonzales**
*Assistant Environmental Planner*

## CSG STAFF PROFILES

Included below are brief staff profiles of CSG staff. Resumes for staff have been included in the appendix.

### Ethan Edwards, AICP (Vice President of Planning Services)

**About:** Mr. Edwards serves as the Vice President of Planning Services for CSG Consultants. To this role, he brings expertise in current and advanced planning, design review, coastal development review and CEOA, project and planning staff management, and professional practice building from over 24 years of increasingly complex land use planning and management experience in Orange and Los Angeles Counties, northern California, and the State of Oregon. Prior to joining CSG, Mr. Edwards served as a planner for several public and private sector organizations and has served in various management roles including Community Development Director, Planning Manager, and Principal Planner.

**Relevant Experience/Projects:**

- *The District at South Bay – City of Carson, CA (Project Manager)*
- *Planning Services – City of El Segundo, CA (Principal Planner)*
- *Planning Services – City of Garden Grove, CA (Principal Planner)*

### Gina Paolini (Senior Planner)

**About:** Ms. Paolini brings more than 30 years of planning experience to CSG, including expertise in CEQA review, current planning, permit center procedures and code enforcement. She also possesses a comprehensive knowledge of General Planning Law, The Subdivision Map Act, and other state and federal laws related to planning (SB330 and SB35). Ms. Paolini has spent 23 years alone managing public sector planning agencies.

**Relevant Experience/Projects:**

- *Principal Planner – City of Morgan Hill, CA*
- *Management Specialist – County of Monterey, CA*
- *Senior Planner/Principal Planner – City of Scotts Valley & County of El Dorado, CA*

### Lorraine Weiss (Principal Planner)

**About:** Ms. Weiss serves as a Principal Planner for CSG Consultants and provides planning assistance to public agency clients using her knowledge of land use entitlements, development processes, CEQA, public engagement, and policy analysis for municipalities. Ms. Weiss is a land use planner with over 30 years of experience, has well-developed communication, organizational, and project management skills, and is passionate about contributing to creating a sense of place through community input and quality design.

**Relevant Experience/Projects:**

- *Planning Services – Town of Corte Madera, CA (Principal Planner )*
- *Planning Services – City of Mill Valley, CA (Principal Planner)*
- *Planning, Environmental, & Sustainability Program Management Services – Town of Colma, CA (Principal Planner)*

### Lance Lowe, AICP (Senior Planner)

**About:** Mr. Lowe is a Professional Planner with over 26 years of Planning and Project Management experience in both the public and private sectors. His experience includes serving as a Senior and Principal Planner for the City of Grass Valley, Associate Planner and Transit Manager for the City of Auburn, Associate Planner/Project Manager for the City of Woodland, Associate and Assistant Planner with the County of Yolo and Forward Planner with John Laing Homes.

**Relevant Experience/Projects:**

- *Development Code Updates and Fire Station CDBG/NEPA Compliance – City of Plymouth, CA*
- *Environmental & Justice Element – City of Gustine, CA*
- *Sherwood Recreation Center & Chinatown Revitalization Plan CDBG/NEPA Compliance – City of Salinas, CA*

### Nick Bateman (Associate Planner)

**About:** Mr. Bateman serves as an Associate Planner for CSG, having more than 7 years of experience in the public and

private sectors. Through his experience as an Associate Planner, Environmental Planner, and Assistant Planner—he has developed skills that include CEQA/NEPA document preparation, current planning, project coordination, map-making with ARC GIS, and public presentations.

**Relevant Experience/Projects:**

- *Associate Planner – Town of Paradise, CA*
- *Commercial Encroachment Project – City of Sonora, CA*
- *Street Naming & Addressing Policy/Procedure – City of Mountain House, CA*

## Emma Goldsmith (Associate Planner)

**About:** Ms. Goldsmith is an experienced Planner who is well-versed in preparing regional transportation and housing plans. She excels at synthesizing information from reports, case studies, and local/state/federal laws. Through her experience, Ms. Goldsmith has developed a deep knowledgebase surrounding city planning documents such as general plans and zoning codes—while gaining familiarity with regional planning documents that include Regional Transportation Plans (RTP) and the Regional Housing Needs Allocation (RHNA) process. Additionally, her understanding of state and federal planning laws that include the California Environmental Quality Act (CEQA), SB-743, the National Environmental Policy Act (NEPA) and the Infrastructure Investment and Jobs Act (IIJA) is a tremendous asset to CSG and our clients.

**Relevant Experience/Projects:**

- *Assistant Planner – City of Sonora, CA*
- *Associate Planner/Assistant Planner – Stanislaus Council of Governments – Modesto, CA*

## Kathleen Gallagher (Senior Sustainability Manager/Principal)

**About:** Ms. Gallagher has a successful track record of developing and implementing cost-effective sustainability programs to meet compliance targets in Climate Action Plans, SB 1383 Compliance Plans and Zero Waste Plans. Ms. Gallagher has 29 years of experience as a collaborative leader who can implement a wide range of sustainability projects for client cities to achieve their goals. Recent projects include developing new franchise agreements, managing negotiations process for cities' compliance with SB 1383; initiating and managing grants and approval for 3 new solar projects, expanding electric vehicle charging infrastructure with grant funding, community engagement project development, and implementing electrification projects to meet greenhouse gas reduction targets. Ms. Gallagher served in the public sector for over 11 years for a joint powers authority of 12 member cities, managing all aspects of diversion compliance. Her public sector experience gives her excellent insight and understanding of the unique challenges that city staff face which inform her successful solutions to meeting sustainability targets.

**Relevant Experience/Projects:**

- *Integrated Waste Management Manager – South Bay Joint Powers Authority*
- *Sustainability Programs Manager – San Mateo County Jurisdiction*

## Alexander J. Rocco, GISP (GIS Manager)

**About:** Mr. Rocco is a highly skilled GIS Manager for CSG with a strong technical and analytical background. He has more than 25 years of experience in managing, consulting, and developing in the GIS field. He specializes in utilizing GIS technologies to increase total staff efficiency.

**Relevant Experience/Projects:**

- *GIS Analyst/Administrator – City of Carson, CA*
- *Senior GIS Programmer – GIS Planning, Berkeley, CA*
- *GIS Analyst – CH2M Hill, Santa Ana, CA*

## Glenn Lajoie, AICP (Principal, Director of Environmental Planning)

**About:** Mr. Lajoie has over 35 years of experience in the environmental planning profession. Mr. Lajoie's diverse background includes a wide range of CEQA/ NEPA compliance studies, including policy, development, and infrastructure projects. He has served in various roles on projects, including Project Director, Project Manager, Quality Control, and lead for navigating complex regulatory processes. Mr. Lajoie has an extensive background with agencies throughout California. The geographic context is wide ranging including: resort and destination projects in the Town of Mammoth Lakes; numerous infrastructure and desalination project reviews in the Community of Cambria; downtown high rise and mixed-use proposals in Long Beach; city center and neighborhood revitalization opportunities in Lancaster; buildout of the City's Business Park Master Plan in Cypress; over two million square feet of expansion for

the Raytheon Corporate facility in El Segundo; campus modernization and enhancement projects in the University of California, Riverside; the master plan update for the Hotel del Coronado; and the 2035 General Plan Update for Buena Park.

**Relevant Experience/Projects:**

- *Janss Marketplace Hotel EIR – City of Thousand Oaks, CA (Project Director)*
- *1890 South Coast Highway Mixed-Use Redevelopment Project IS/MND – Laguna Beach, CA (Project Director)*
- *ARCO Commercial Center and Car Wash Project – Plymouth, CA (Project Director)*

## Liza Debies (Senior Environmental Planner)

**About:** Ms. Debies has more than 12 years of professional experience and more than 8 years of experience in managing the preparation of CEQA and NEPA documents, including EIRs, IS/MNDs, Addenda, Environmental Assessments (EAs), and Categorical Exemptions and Categorical Exclusions. She has completed CEQA and/or NEPA documentation for public infrastructure, materials recovery facilities (MRFs), mixed-use developments, residential, commercial, retail, transportation, industrial, recreational, and institutional projects. She has expertise in aesthetics, land use and planning and land use compatibility, transportation and circulation, utilities and services systems, and alternatives analysis, as well as in evaluating large public infrastructure projects.

**Relevant Experience/Projects:**

- *1890 South Coast Highway, Mixed-Use Redevelopment Project IS/MND – City of Laguna Beach, CA (Senior Project Manager)*
- *Mixed-Use Special District Project Supplemental EIR – City of Walnut Creek, CA (Senior Project Manager)*
- *2023-2031 (6$^{th}$ Cycle) Housing Element Update Program EIR – Pleasanton, CA (Senior Project Manager)*

## Kelli Allen (Associate Environmental Planner)

**About:** Ms. Allen serves as an Associate Environmental Planner for CSG Consultants with 2 years' experience in the environmental planning field. She is a recent graduate of UCLA, earning two Bachelor of Arts Degrees in Environmental Studies and Political Science. Ms. Allen has experience preparing environmental impact reports, initial studies/mitigated negative declarations, and safety elements. Ms. Allen recently assisted in the preparation of an IS/MND for a proposed gas station, car wash, and commercial project in the City of Plymouth, and an EIR for a proposed dual hotel and retail use in the City of Thousand Oaks and is currently preparing an IS/MND for a mixed-use redevelopment project in Laguna Beach. Ms. Allen has experience drafting presentations and communicating with public agencies and clients, and writing administrative CEQA documents, including Project Descriptions, Notices of Availability, Preparation, and Determination, and OPR summary documents.

**Relevant Experience/Projects:**

- *Janss Marketplace Hotel EIR – City of Thousand Oaks, CA (Lead Analyst)*
- *1890 South Coast Highway, Mixed-Use Redevelopment Project IS/MND – City of Laguna Beach, CA (Lead Analyst)*
- *ARCO Commercial Center and Car Wash Project – Plymouth, CA (Lead Analyst)*

## Colby Gonzalez (Assistant Environmental Planner)

**About:** Colby Gonzalez has 2 years of professional experience in working with environmental documents, including EIRs, IS/MNDs, Addenda, and Categorical Exemptions. He has worked as a paralegal on CEQA and NEPA lawsuits for mixed-use projects, housing projects, industrial manufacturing projects, and warehouse projects. He also has experience with Clean Water Act and the Montana Environmental Policy Act ("MEPA").

**Relevant Experience/Projects:**

- *Janss Marketplace Specific Plan Project (Environmental Documentation) – City of Thousand Oaks, CA (Lead Analyst)*
- *Pritchard Field Improvement Project (Environmental Assessment) – City of Bell, CA*
- *Iron Planet Auction (IS/MND Peer Review) – County of San Bernardino, CA*

# 4. Overview of Services

CSG views every assignment and project as an opportunity to build long-lasting, meaningful working relationships with our clients. We ensure a clear line of communication with every client, stakeholder, agency, decisionmaker, and project team member to ensure assignments and projects achieve and exceed expectations. We are solutions-oriented, focused on teamwork, and maintain a high level of professionalism in everything we do. Our mission is to consistently meet or exceed our client's expectations in a responsible and efficient manner.

At CSG, we act as project managers in most of our efforts, but we are first and foremost planners. Our goal is to always perform as a "partner planner" for our clients, providing additional support and services to existing agency staff members. CSG's project managers bring decades of project management experience, implementing best practices, while delivering work products on time and within budget.

A comprehensive approach to project management includes attention to land use planning, economic feasibility, urban design, and the environment. Our project management philosophy is built upon the anticipation of, and preparation for, all issues that may arise throughout the project process. By constantly considering and developing the appropriate process and plan to address political, environmental, social, and design challenges/opportunities, we can better serve the City while delivering the highest quality product. Our management team of senior professionals will work in close partnership with City staff to ensure continuous coordination of our proposed services. They will assist the City in determining planning and environmental review requirements with support from additional CSG planners and technical staff that allow our team to provide a wide range of services in a cost-effective manner.

With each assignment, we assemble our CSG team and partner with technical subconsultants most appropriate and experienced for the required analysis. Our subconsultant team of experts has worked together with the Planning and Environmental Planning team for many years, assuring continuity and the understanding of expectations for concise writing styles, analysis, documentation, and time management. In addition, upon initiation of a project, each team member along with the subconsultant team will be provided with the agreed upon scope of work, project schedule and budget, and will attend project initiation meetings, as needed. CSG's Project Manager will serve as the main point of contact, ensuring a consistent flow of information between City staff, CSG, and subconsultants.

## CURRENT AND ADVANCED PLANNING

At CSG we believe that changing environmental conditions, increased need for housing, diminishing raw land inventory, complex mobility issues, urban infill opportunities, and economic feasibility are all becoming pivotal factors driving projects and the future of development. Our team fuses thoughtful creativity with function, practicality with aesthetics, and connecting places with people.

CSG's approach to current and long-range planning is to "dig in" and become familiar with the City's General Plan, Zoning Code, other development process resources, ongoing projects, and development trends so that we may best assist the City. Our staff planners perform planning activities, such as (but not limited to):

- *Analyzing a project's compliance with the City's plans, policies, and regulations. Our staff is familiar with conducting site plan review, plan checks, and design review; historic review, evaluating Tentative Maps, development permits, conditional use permits, and other permits; and conducting General Plan and zoning amendments;*
- *Reviewing and processing both ministerial and discretionary applications;*
- *Researching, compiling, and analyzing social, economic, environmental, and associated data;*
- *Preparing the necessary long-range planning documents and amendments;*
- *Meeting with developers, their consultants and other project proponents, such as property owners and other interested groups. We recognize that these are important groups and individuals to any project; and*

- *Providing public counter services, including but not limited to, answering general questions and processing Zoning Clearances, Accessory Dwelling Unit Zone Clearances, Temporary Use Permits, Home Occupation Permits, and/or Short-Term Rentals permits.*

Members of our staff are actively working in a variety of methods both hybrid and full-time in agency offices, holding regular office hours, and answering public inquiries by email, mail, or telephone, whichever schedule the client wishes. Our staff are available to attend community meetings and present at public hearings; prepare staff reports, resolutions, ordinances; and prepare in-person and/or electronic presentations.

CSG staff also has knowledge and experience in providing affordable housing support, preparing and administering grants, preparing parking studies, performing fiscal and economic analyses, as well as providing Geographic GIS assistance.

### Current Planning

CSG's Planning team provides contract staff support, entitlement services, and project management for a variety of types of projects. We excel at interfacing with public agencies and elected officials, tackling a wide range of current planning issues, and serving as case planners, applicant liaisons, or even assisting the public at the counter. Our staff planners perform daily planning activities, including (but not limited to):

- *Zoning review and compliance;*
- *Project entitlement services;*
- *Subdivision Map Act compliance;*
- *Site plan review and design review;*
- *Plan check;*
- *Construction inspection services based on approved plans and conditions of approval; and*
- *Other services as needed.*

Our planning staff also serve as an extension of City staff, preparing staff reports, ordinances, resolutions, and making presentations to Zoning Hearing Administrators, Design Review Boards, Planning Commissions, City Councils or Boards of Supervisors.

### Advanced Planning

CSG's planners are well versed in the creation and management of long-range policy documents, and assist communities with community engagement, visioning, goal setting and implementation, as well as project coordination for applicants and their consultant teams. Our team has prepared General Plans, Specific Plans as well as Community and Area Plans, Climate Action and Adaptation Plans, Design Guidelines, Zoning Code updates, and Economic Development Plans.

## ENVIRONMENTAL PLANNING SERVICES

CSG has the environmental staff resources to manage and prepare clear, concise, and legally defensible environmental documents under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for projects of all types, including development, infrastructure improvements, ecological enhancements, and policy adoption documents, such as General Plans and Specific Plans. CSG will serve as an extension of City staff to ensure that the entire environmental review process is conducted in a comprehensive manner. Our objective is to provide premium services to our clients, along with highly accurate technical documentation and impact determinations.

We can assist the City with recommendations and scoping for the appropriate CEQA and NEPA documentation and, should an EIR be the determined clearance, CSG can lead the preparation of response to comments and any required findings of facts/statement of overriding considerations. We are also ready to assist the City with project stakeholder

coordination, filing of public notices (including electronic filing with the State Clearinghouse), participation in public hearings, peer review of technical studies, and complete project management services throughout the environmental review process.

Our range of types of CEQA studies includes (but is not limited to):

- *Categorical Exemptions;*
- *Initial Studies (with all applicable technical reports to support an adequate determination;)*
- *Negative Declarations;*
- *Mitigated Negative Declarations;*
- *Environmental Impact Reports (EIRs);*
- *Project/Program/Focused/Supplemental/Subsequent EIRs;*
- *Addendum to previously approved and certified environmental analyses;*
- *Consistency checklists;*
- *Mitigation monitoring programs;*
- *All notices required per CEQA such as Notices of Intent/Preparation/Determination; and,*
- *Providing peer review of CEQA documents prepared by project applicants.*

## Approach to Environmental Planning

CSG planners are environmental stewards for our natural and built environments. CSG's approach to environmental documentation is to understand and analyze each project based on the pertinent environmental issues. CSG's methods emphasizes technically solid, impartial analysis, and active management to keep projects on schedule and within budget. Our approach entails an efficient process to ensure that studies are comprehensive, objective, technically accurate, and complete, while maintaining a focus on the schedule established for review. Our management style includes consistent and regular interaction and communications between staff, the CSG team, and other interested/responsible governmental agencies and parties, as appropriate, allowing for frequent exchange of information without loss of time or resources. We pride ourselves on our ability to turn products around quickly and effectively without sacrificing quality and accuracy.

We understand the importance of confirming the Project Description as early in the process as possible to ensure consistency between technical documents and avoid the need to redo analyses. We also complete a comprehensive review of the project to determine whether it is exempt from environmental review. If it is determined the project is not exempt, CSG then proceeds with the preparation of an Initial Study pursuant to Appendix G of the CEQA Guidelines in consultation with the City. The Initial Study provides a screening and threshold review for each topical area to confirm and proceed with the appropriate CEQA clearance review. CSG also considers recent legislation and court decisions pertaining to environmental review, along with City requirements.

Additionally, and more specifically, we embrace the following steps in the review process:

- *Establish a communications protocol and technical leads, including subconsultants and other key team members to ensure project critical information is efficiently and accurately conveyed across the team;*
- *Ensure roles/responsibilities are clear for efficient management of assignments and quality control of services and deliverables;*
- *Determine key project description details with the City early to facilitate accurate and consistent reviews and analysis;*
- *Agree on initial project schedule and budget and a protocol for updating status during project phases;*
- *Verify that the technical approach/scope of services, as conveyed in the proposal, meets City's expectations following completion of the Project Description; and,*
- *Collaborate upfront with the City on standard templates for project deliverables, including peer review technical memoranda and CEQA document components.*

## GIS – GEOSPATIAL DATA ANALYSIS AND MAPPING

At CSG, in addition to project managers and planners, we are data analysts and visualization specialists. Our goal is to always perform as a "partner" for our clients in whichever role we serve, providing additional support and services to existing agency staff members. CSG's project managers bring decades of management experience, implementing best practices, while delivering work products on time and within budget.

We believe that a comprehensive approach to project management includes attention to the client's goals, resources, and capabilities. Our project management philosophy is built upon the anticipation of, and preparation for, all issues that may arise. By constantly considering and developing the appropriate process and plan to address political, environmental, social, and technical challenges/opportunities, we can better serve the City while delivering the highest quality product. Our management team of senior professionals will work in close partnership with City staff to ensure continuous coordination of our proposed services. They will assist the City in determining GIS needs, and in identifying and implementing solutions, with support from our junior planning personnel and technical staff who allow our team to provide a wide range of services in a cost-effective manner.

CSG takes a client-focused approach to GIS administration and support. In addition to implementing industry "best practices" for server maintenance and database management, we provide all levels of service, from training and staff development, to conducting advance analyses and preparing final maps and exhibits. We excel at managing, integrating, and utilizing multiple GIS and IT platforms, including ArcGIS Enterprise, GIS Online, and permitting systems such as Accela, EnerGov, and GreenVue. We can prepare custom GIS web applications using VertGIS.

Our GIS team is led by Mr. Alexander J. Rocco, GISP, GIS Administrator/Manager. Mr. Rocco has attained over 25 years of experience in managing, consulting, and developing in the GIS field. He specializes in providing web-based GIS applications and utilizing GIS technologies to increase total staff efficiency. He leads a CSG team of experienced and certified GIS analysts, planners, and project managers who use a variety of geospatial analytic platforms to gather data, conduct complex studies, and prepare clear and concise maps for long-range plans and environmental documents.

## SUSTAINABILITY SERVICES

Our Sustainability staff at CSG has over 30 years of experience in developing and managing sustainability programs that lead to measurable and successful results for our jurisdictions. We excel at designing cost-effective and innovative solutions to achieve sustainability goals.

### Climate Action Plan Development & Program Implementation

CSG develops Climate Action Plans (CAP) tailored to a jurisdictions' unique characteristics and provides customized programs and policies to reduce greenhouse gas (GHG) emissions. We work collaboratively with our jurisdictions to identify cost-effective programs and policies to comply with California's GHG emission reduction goals and mitigate the negative impacts of climate change.

We align the CAP's GHG reduction targets to meet Senate Bill 32 target of 40% reduction by 2030, and Executive Order B-55-18, which set a carbon neutrality target by 2045. CSG can customize the GHG reduction targets based on our client's sustainability goals.

CSG is unique because we not only develop CAPs, we also provide CAP program implementation. Our real-world experience includes working with community groups, non-profits, and facilitating task forces to increase energy efficiency, water conservation, and reduce waste to meet sustainability goals.

Our CAP Development & CAP Program implementation services include:

- *Develop Community & Municipal GHG Inventory;*
- *Provide GHG forecasting and target setting;*
- *Design GHG reduction programs;*
- *Implement-impact, cost-effective GHG reduction programs;*
- *Facilitate Community Engagement;*
- *Present to City Councils and Task Force;*

- *Provide Climate Adaptation Strategies; and,*
- *Manage Grants to fund CAP Programs.*

### Compliance Assistance with SB 1383 and Other Diversion Mandates

CSG provides planning, design, implementation, and reporting services to support jurisdictions' compliance with SB 1383 (Organics Diversion Mandate).

Additional compliance assistance is available for:

- *AB 341 (Mandatory Commercial Recycling);*
- *AB 1826 (Mandatory Commercial Organics Recycling); and,*
- *AB 939 (Integrated Waste Management Mandate).*

Our comprehensive understanding of regulatory requirements results in our clients meeting mandates cost-effectively.

### Recycling/Solid Waste Program Management (Zero Waste Planning)

CSG develops Recycling/Solid Waste Programs to dramatically reduce waste to landfill and provides implementation strategies designed for our clients' unique characteristics. Our staff have worked in both the public and private sectors, and we have a comprehensive understanding of the challenges public agencies face. Using our in-depth experience, we design cost-effective recycling, composting and zero waste program solutions.

We also implement Recycling/Solid Waste Programs that prioritize higher impact and cost-effective options to meet zero waste targets and sustainability goals.

Our Solid Waste/Recycling Program Management Services include:

- *Design effective diversion programs;*
- *Implement programs to meet regulatory compliance;*
- *Provide funding alternatives to pay for new programs;*
- *Develop ordinances and policies;*
- *Provide staff augmentation; and,*
- *Complete grant management to fund new programs.*

### Franchise Agreement Compliance Monitoring & Recycling/Solid Waste Program Development

CSG has extensive experience in franchise agreement compliance monitoring to review contractors' operator performance standards, records, and franchise fee payments for accuracy and regulatory compliance. CSG's compliance monitoring enables jurisdictions to understand if their hauler is adequately meeting performance requirements, providing accurate franchise fee payments, and delivering on other requirements in their franchise agreement.

CSG also provides jurisdictions with new program recommendations to meet regulatory requirements, additional performance standards, and new funding options to pay for programs.

Our franchise agreement compliance monitoring and program development services include:

- *Analyze diversion rates, collection programs, technical assistance, processing capabilities;*
- *Identify/evaluate fee alternatives for sustained program funding;*
- *Develop new diversion programs to meet mandates;*
- *Design new performance standards, incentives, and penalties;*
- *Provide training for commercial technical assistance; and,*
- *Manage CalRecycle compliance reports.*

# 5. Fee Schedule

## HOURLY RATE SCHEDULE

CSG's Hourly Fee Schedule is provided in the Table below:

**Table 1**
**Hourly Rate Schedule-CSG**

| PERSONNEL / ROLE | HOURLY RATE |
|---|---|
| **Environmental Planning** | |
| Principal-in-Charge | $260 |
| Sustainability Programs Manager | $200 |
| Sustainability Programs Analyst | $170 |
| Environmental Planning Director | $260 |
| Senior Environmental Planner | $210 |
| Associate Environmental Planner | $170 |
| Assistant Environmental Planner | $140 |
| **Planning** | |
| Planning Director | $230 |
| Planning Manager | $220 |
| Principal Planner | $215 |
| Senior Planner | $190 |
| Associate Planner | $155 |
| Assistant Planner | $135 |
| Planning Technician | $80 |
| **GIS Mapping & Analysis** | |
| GIS Technician | $80 |
| GIS Analyst | $100 |
| GIS Manager | $140 |
| Document Publications Specialist | $105 |

## TERMS

- *All hourly rates include overhead costs including but not limited to salaries, benefits, workers' compensation insurance, local travel, and miscellaneous office expenses.*
- *Overtime services and services provided outside of normal business hours will be billed at 1.5x the applicable hourly rate.*
- *On July 1 of each year following the contract start year, CSG will initiate an hourly rate increase based on change in CPI for the applicable region.*
- *CSG will mail/email an invoice every month for services rendered during the previous month. Unless otherwise agreed, payment terms are 30 days from receipt of invoice.*
- *This fee proposal is valid for a period of 90 days from date of submittal.*

# 6. Relevant Projects/Services

Resumes for staff members are provided in Appendix A. Our track record of success is outstanding, and we encourage you to contact our references. The following is a small sampling of on-call contracts and projects performed under our On-Call Planning and Environmental consulting services.

## CLIENT REFERENCES/RELEVANT PROJECTS

***Client:*** Town of Colma | *On-Call Planning, Environmental, and Sustainability Program Management Services 2014-Ongoing*
***Reference:*** Daniel Barros, City Manager | 1198 El Camino Real, Colma, CA 94404
650.997.8318 | danielb@colma.ca.gov

### Planning, Environmental, and Sustainability Program Management Services | Town of Colma, California

***2014 - Ongoing***

CSG has provided complete Planning Staff Augmentation services to the Town of Colma since 2011. During this time, CSG Planners have served as the Town's planning staff, including City Planner, which included processing of moderate and large development applications. Examples of specific policy planning services included updating the Town's Climate Action Plan, completion of its Local Hazard Mitigation Plan, Development Fee Ordinance, Smoking Ordinance, Housing Ordinances, and Economic Development Plans. CSG staff recently managed an update to the Town's General Plan and its associated EIR, Housing Element Update Sixth Cycle, Zoning Code and Zoning Map Update, Streetscape Master Plan for Serramonte Boulevard and Collins Avenue, and the Town's first Bicycle and Pedestrian Master Plan.

### General Plan 2040 and EIR and Housing Element Update | Town of Colma, California

***Adopted March 2022 and Housing Element certified on March 2024***

As part of services for the Town, CSG Consultants were tasked with updating the Town's General Plan and preparing the associated EIR. The General Plan 2040, initiated in 2019, was adopted by the City Council on March 23, 2022. CSG also worked on the Town's Housing Element Update for its 6$^{th}$ Cycle, with the document adopted by the City Council in January 2024, and certified by State Housing and Community Development Agency in March 2024. These two projects included community outreach and public meetings with multiple presentations as part of the process.

### Zoning Code Update and Map Update | Town of Colma, California

***Adopted February 2024***

CSG Consultants prepared the Town of Colma Zoning Code Update and Map Update for compliance with the Town's General Plan 2040 and Housing Element Update and State mandates. To ensure compliance with the General Plan 2040, the Zoning Code Update included full review and correction of the previous code, community outreach, and public meetings throughout the adoption process. The Zoning Code Update effort aimed to be a user- friendly document with many sections amended and new sections added, including Objective Design Standards.

***Client:*** City of Rocklin | *Housing Element Update Implementation 2024-Ongoing*
***Reference:*** Anna Leanza, Principal Planner | 3970 Rocklin Road, Rocklin, CA 95677
916.625.5161 | anna.leanza@rocklin.ca.us

### Housing Element Update Implementation | City of Rocklin, CA

***March 2024 - Ongoing***

CSG is assisting the City of Rocklin to process land use changes to both the General Plan Land Use Map and Zoning Map, as well as to update/modify the Zoning Ordinance and relevant General Development Plans to implement the City's Regional Housing Needs Allocation (RHNA) sites inventory consistent with the City of Rocklin Housing Element 2021-2029. Working closely with City staff, CSG assists to process and complete the General Plan, Zoning, and General Development Plan amendments needed to reflect the land use and zoning designations required for the new RHNA sites. The work includes preparation of draft Staff Reports, Resolutions, Ordinances, Findings, Conditions of Approval, and associated exhibits for Planning Commission and City Council hearings, and attendance at Planning Commission, City Council meetings, and stakeholder informational meetings, as required. Work commenced in March 2024, with an anticipated completion date of December 2024.

***Client:*** City of Mill Valley | *On-Call Planning Services*
*2022-Ongoing*
***Reference:*** Patrick Kelly, Planning and Building Director | 26 Corte Madera Avenue, Mill Valley, CA 94941
415.388.4039 | pkelly@cityofmillvalley.org

**Planning Staff Augmentation Services | City of Mill Valley, California**
***2022 - Ongoing***
CSG provides current planning services to the City of Mill Valley. Services include reviewing conditional use permits and single-family development permits to comply with the city's design guidelines and neighborhood compatibility review and working with applicants and city staff to create compatible development projects within the existing districts, downtown, and historical neighborhoods. For these projects, staff services include project management; completeness reviews; the preparation of public notices, Zoning Administrator, Planning Commission and City Council staff reports, approval letters; presentation of projects to these authorities; and follow-up with conditions of project approval. Significant development projects that our staff have managed include: the Mill Valley Lumber Yard Redevelopment for the renovation and conversion of the Mill Valley Lumber Yard from manufacturing use to mixed commercial/live-work use; 550 Miller Avenue Mixed Use Development, which includes the redevelopment of one house/commercial space into a 7-unit residential project that included commercial space, shared parking, and 2 residential units; and the Bayside Park Pier Reconstruction, which included the preparation of NEPA compliant environmental documents and multi-jurisdictional permitting for the reconstruction of a storm-damaged public pier.

***Client:*** Town of Corte Madera | *Planning Services*
*2022-Ongoing*
***Reference:*** Amy Lyle, Community Development Director | 240 Tamal Vista Blvd., Suite 110, Corte Madera, CA 94925
415.927.5050 | alyle@tcmmail.org

**Planning Staff Augmentation Services | Town of Corte Madera, California**
***2022 - Ongoing***
CSG provides current planning services to the Town of Corte Madera. Services include responding to public inquiries, reviewing conditional use permits and single-family development permits to comply with the town's design guidelines and standard development regulations. For these projects, staff services include completeness reviews; preparing public notices and approval letters; and follow-up with conditions of project approval.

***Client:*** City of Walnut Creek | *Environmental Support Services*
*2021-Ongoing*
***Reference:*** Chip Griffin, Principal Planner| 1666 North Main Street, Walnut Creek, CA 94596
925.943.5899| cgriffin@walnut-creek.org

**Mixed Use Special District Project Supplemental EIR | City of Walnut Creek, California**
***2024***
Prior to CSG, Ms. Debies managed the preparation of a Supplemental EIR for the Mixed-Use Special District Project in the City of Walnut Creek. The project would create an Auto Sales–Custom Manufacturing Mixed Use Special District overlay on approximately 6.2 acres owned or controlled by Toyota Walnut Creek. The Final EIR was published in February 2024 and public hearings are anticipated in Spring/Summer 2024.

***Client:*** City of Pleasanton | *Environmental Support Services*
*2022-2023*
***Reference:*** Ellen Clark, Director of Community Development| P.O. Box 250, Pleasanton, CA 94566
925.931.5606| eclark@cityofpleasantonca.gov

**2023-2031 (6th Cycle) Housing Element Update Program EIR | City of Pleasanton, California**
***2022-2023***
Prior to CSG, Ms. Debies managed the preparation of the Housing Element Update Program EIR for the City of Pleasanton. Under Ms. Debies' management, the City prepared streamlined CEQA documents for several of the housing sites identified in the Housing Element Update. The Housing Element was approved and Program EIR certified in January 2023.

***Client:*** City of Sonora | *On-Call Planning and Environmental Services*
***Reference:*** Melissa Eads, City Administrator | 94 North Washington Street, Sonora, California 95370
209.532.4541 | meads@sonora.com

**Planning Staff Augmentation and Environmental Review Services | City of Sonora, California**
***2021-Ongoing***
CSG provides day to day planning services to the City of Sonora. CSG services include regular maintenance of the zoning ordinance, including the recent addition of the Accessory Dwelling Unit Ordinance. CSG is currently working with the City of Sonora to update the sixth cycle of the Housing Element Update and continues to make updates to the zoning ordinance to assure compliance with State requirements. In addition, CSG is leading the City's efforts to develop a long-term strategic plan for growth in the community, which is to be centered on a comprehensive General Plan Update, including extensive outreach, consideration of Sphere of Influence opportunity areas and economic development strategies along major corridors in the City. The work program includes a Program EIR, Zoning Code Update and Climate Action Plan. Recent environmental review assistance has included CEQA review for the proposed Subaru dealership and policy documents and supporting CEQA review for the Housing Element Update, Safety Element Update, Hazard Mitigation Plan.

***Client:*** City of Thousand Oaks | *On-Call Planning and Environmental Services*
*2021-Ongoing*
***Reference:*** Scott Kolwitz, Principal Planner| 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362
805.449.2319|skolwitz@toaks.org

**Staff Augmentation Services | City of Thousand Oaks, California**
***2021 - Ongoing***
CSG staff currently work with the City of Thousand Oaks to provide staff augmentation planning services by reviewing plans for compliance with zoning, design standards, and procedural requirements. Additionally, our staff help research land use issues, trends, and best practices, and assist with the preparation of new land use regulations and environmental impact reports.

**Janss Marketplace Hotel EIR | City of Thousand Oaks, California**
***2022-2023***
CSG prepared an EIR to evaluate the potential environmental impacts of the development of a hotel at 225 North Moorpark Road in Thousand Oaks. The proposed project includes demolition of the current two-story retail building, to be replaced by a five-story dual hotel and retail pad; the creation of a map to designate airspace rights; and a zoning change to the footprint of the hotel to increase the building's height limitation.

**EV Charger Infrastructure | City of Thousand Oaks, California**
***2022***
The City of Thousand Oaks proposed to implement an electric vehicle charging facility at the City's Municipal Service Center, located at 1993 Rancho Conejo Boulevard. This project installed the electric vehicle charging infrastructure necessary for Thousand Oaks Transit's (TOT) transition to a battery electric fleet. CSG determined the project qualified for a Categorical Exclusion pursuant to the National Environmental Policy Act (NEPA), and this project has been constructed.

***Client:*** City of Carson| *On-Call Planning and Environmental Services*
*2016-Ongoing*
***Reference:*** Saied Naaseh, Community Development Director| 701 E. Carson Street, Carson, CA 90745
310.952.1761 x 13654|snaaseh@carson.ca.us

**Planning and Environmental Services | City of Carson, California**
***2016-Ongoing***
CSG provides on-call planning and environmental services to the City of Carson. As part of this process, our Planning Lead manages technical consultants, provides document review, conducts community outreach, and attends community and City Council meetings. Our staff is currently managing The District at South Bay Specific Plan amendment for a modification to the permitted land uses and development standards for a portion of its 157-acres. The site remains undeveloped, as it was used as a landfill site for the deposition of waste/refuse from areas throughout Los Angeles County between 1959 and 1965, prior to the incorporation of the City of Carson.

***Client:*** City of Fullerton| *On-Call Planning Services*
*2021-Ongoing*
***Reference:*** Sunayana Thomas, Community and Economic Development Director | 303 W. Commonwealth Avenue, CA 92832
714.738.6837|sunayana.thomas@cityoffullerton.com

**Planning Staff Augmentation and Project Management Services l City of Fullerton, California**
CSG provides current planning services to the City of Fullerton. Services include customer service in the permit center, answering development related questions at the public planning counter, and reviewing use permits and single-family development permits to comply with the city's zoning code to ensure compatible development projects within the existing districts, downtown, and historical neighborhoods. Additionally, CSG has provided high-level project management services for the processing of large scale, mixed use and TOD development projects, Disposition of Surplus Land, single family subdivisions, adaptive reuse projects, new urban designed outdoor dining uses, and a privately owned public parking structure. For these projects CSG's services include project management, completeness reviews, prepare public notices, prepare, Planning Commission and City Council staff reports, present projects to these authorities, prepare approval letters, and follow-up with conditions of project approval.

***Client:*** City of Segundo| *On-Call Planning Services*
*2016-Ongoing*
***Reference:*** Eduardo Schonborn, Planning Manager| 350 Main Street, El Segundo, CA 90245
310.524.2312| eschonborn@elsegundo.org

**Planning Services | City of El Segundo, California**
***2016-Ongoing***
CSG staff provides project management and entitlement processing services for the City of El Segundo. We currently manage several high-profile projects, including a ±140-acre mixed use site on the former Raytheon manufacturing site and a mixed-use media campus. Another noteworthy project is the Smoky Hollow Specific Plan Amendment and EIR for the Grand Kansas II Project. CSG staff provides entitlement project management and conducted a peer review of the environmental documentation for this office and commercial development. Our services also include Site Plan Review, Specific Plan Amendments, Coastal Development Permits, public outreach and grant administration.

***Client:*** City of Garden Grove| *Planning Services*
*2014-Ongoing*
***Reference:*** Maria Parra, Planning Manager| 11222 Acacia Parkway, Garden Grove, CA 92840
714.741.5323|mariap@ggcity.org

**Planning Staff Augmentation and Project Management Services | City of Garden Grove, California**
***2014-Ongoing***
CSG staff currently provides project management and staff augment planning services to the City of Garden Grove. Staff manages the entitlement process for various priority developments and serves as the main point of contact representing the City. Staff also provides plan review, plan check, and public counter coverage services.

***Client:*** City of Jackson| *On-Call Planning Services*
*2022-Ongoing*
***Reference:*** Yvonne Kimball, City Manager| 33 Broadway, Jackson, CA 95642
209.223.1646|ykimball@ci.jackson.ca.us

**Planning Services | City of Jackson, California**
***2022-Ongoing***
The City of Jackson contracted CSG to provide support for their Current and Long-Range Planning needs. The Current Planning duties included project reviews, acting as liaison between applicant and other City departments, processing and presenting projects for City's Design Review Committee, Planning Commission and City Council's determinations, and reviewing of CEQA exemptions and Initial Study/MND of projects. Long Range planning duties included City's General Plan Update and Housing Element Update.

***Client:*** City of Plymouth | *Planning and Environmental Services*
*2023-Ongoing*

***Reference:*** Margaret Roberts, City Manager| 9426 Main Street, Plymouth, CA 95660
209.245.6491 ext. 257|mroberts@cityofplymouth.org

**Planning and Environmental Services | City of Plymouth, California**
***2023-Ongoing***
CSG is currently assisting the City with contract planning and environmental services. Work includes support with entitlement process of moderate and major projects including Conditional Use Permits and a commercial center in Downtown District including its environmental process (IS/MND), in addition to processing a major 160-acre 234 residential, RV resort and open space project and its EIR peer review. CSG is also assisting with City's Housing Element Update process.

**ARCO Commercial Center and Car Wash Project IS/MND | City of Plymouth, California**
***2023-Ongoing***
CSG prepared an IS/MND to evaluate the potential environmental impacts of the development of an ARCO fueling facility gas station, AM/PM retail facility, and car wash at 18725 State Route 49 in the City of Plymouth. The proposed project includes a lot line adjustment such that the existing retail businesses remain. The public review draft was published in February 2024 and the environmental review is ongoing.

***Client:*** City of Laguna Beach | *Environmental Support Services*
*2023-Ongoing*
***Reference:*** Anthony Viera, Principal Planner| 505 Forest Avenue, Laguna Beach, CA 92651
949.497.0398| aviera@lagunabeachcity.net

**1890 South Coast Highway, Mixed-Use Redevelopment Project IS/MND | City of Laguna Beach**
CSG is preparing an IS/MND for a proposed mixed-use, two-story retail and residential structure and subterranean garage adjacent to South Coast Highway in the City of Laguna Beach. The proposed project includes the demolition of an existing car wash facility and the construction of a new 8, 204 square-foot mixed-use retail and residential structure with 5,221 square-feet of deck area, over a subterranean garage.

# APPENDIX A

## Resumes

# Ethan Edwards, AICP

VICE PRESIDENT OF PLANNING SERVICES

Mr. Edwards currently serves as the Vice President of Planning Services at CSG Consultants. In this role, he leverages over 25 years of progressively responsible experience in land use planning and management across Orange and Los Angeles Counties, Northern California, and Oregon. His expertise encompasses current and advanced planning, design review, coastal development review, CEQA compliance, project and staff management, and professional practice development. Before joining CSG, Mr. Edwards held planning positions in both the public and private sectors, including leadership roles as Community Development Director, Planning Manager, and Principal Planner.

***Education***

*Bachelor of Science, Urban and Regional Planning*
*California State Polytechnic University*
*Pomona, California*

*Masters Coursework, Public Policy & Administration, California State University, Long Beach, California*

***Professional Affiliations***

*American Planning Association (APA)*

- *Orange County Chapter*
- *Los Angeles Chapter*
- *Northern Chapter*
- *Central Chapter*

*American Institute of Certified Planners (AICP)*

*International City/County Management Association*

*Association of Environmental Professionals (AEP)*

## CSG Relevant Experience

**Acting Community Development Director/Planning Manager I City of Carson, CA.** As Acting Planning Manager and Community Development Director for the City of Carson, Mr. Edwards oversaw the Planning Department, including CSG staff, and managed project scheduling, budgeting, and agenda preparation. He also participated in public hearings, managed the City's on-call environmental and design consultants, and provided strategic direction for the comprehensive General Plan Update.

**Principal Planner I City of El Segundo, CA.** In his role as a contract Principal Planner, Mr. Edwards managed complex discretionary and administrative permits, including Development Agreement negotiations and environmental impact report management. He also prepared agendas, reviewed and authored reports, and delivered presentations to elected officials, commissions, and community groups.

## Relevant Previous Experience

**Planner I City of Huntington Beach, CA.** At the City of Huntington Beach, Mr. Edwards managed discretionary and administrative permits, mentored staff, prepared and reviewed agendas and reports, and interpreted zoning regulations as the Zoning Administrator Liaison. He also supervised environmental consultants and developed strategies for streamlining permit processing and enhancing customer service.

**Planning Manager I Baysinger Partners Architecture, Portland, OR.** As Planning Manager at Baysinger Partners Architecture, Mr. Edwards supervised the planning and entitlement division, managed staff priorities and the department budget, and handled public and private development project applications. He also provided contract Planning Director services, coordinated with consultants and provided project management and professional practice development.

**Planner I City of Beaverton, OR.** Mr. Edwards managed current planning projects, assisted with design review code revisions, and delivered presentations to elected officials, commissions, and community groups. He also served as the City staff liaison for an inter-jurisdictional commuter rail project and committee.

**Associate Planner I City of Santa Monica, CA.** While at the City of Santa Monica, Mr. Edwards presented to the zoning administrator, planning commission, and architectural review board. He also prepared reports for various entitlement projects and provided customer service assistance to the public.

# Gina Paolini

**SENIOR PLANNER**

Ms. Paolini brings more than 30 years of planning experience to CSG, including expertise in CEQA review, current planning, permit center procedures and code enforcement. She also possesses a comprehensive knowledge of General Planning Law, The Subdivision Map Act, and other state and federal laws related to planning (SB330 and SB35). Ms. Paolini has spent 23 years alone managing public sector planning agencies.

### *Education*

*Bachelor of Science*
*City and Regional Planning*
*California Polytechnic State University,*
*San Luis Obispo, California*

### *Professional Affiliations*

*Ongoing Training Through UC Extensions and San Francisco Bay Area Planning and Urban Research Association (SPUR)*

*Annual CEQA and Land Use Updates and Housing Law Updates*

## Relevant Experience

**Senior Planner | CSG Consultants.** As a contract planner, Ms. Paolini has provided staff augmentation to the following City's:

- City of Colma –Long-range and current planning assistance
- City of Malibu – Review of Coastal Development Projects and preparation of staff reports to the Planning Commission
- City of Gustine – Support City with Housing Element Update process and community engagement, prepared Environmental Justice Element

**Principal Planner | City of Morgan Hill, CA.** Ms. Paolini served as the Principal Planner for the City of Morgan Hill for a nine-year period. In this role, she was responsible for providing technical reviews of all staff reports and public hearing notices, while managing the publication of the Planning Commission agenda. Ms. Paolini also managed, coached and mentored planning and support staff, in addition to collaborating with clerical staff to update procedures manuals. Notable programs/projects she was directly involved with during her time with the City include:

- Principal-in-Charge of the City's Growth Control Program, known as the "Residential Development Control System."
- Principal-in-Charge of the development of the Objective Design Standards, as well as SB 330 and SB 35 residential development processes
- Processed more than 1,300 residential units after the adoption of the City's Object Design Standards
- Coordinated review of NEPA compliance and HUD funding documentation for 100% Affordable Housing developments

**Management Specialist | County of Monterey, CA.** As Management Specialist for the Code Enforcement Division, Ms. Paolini assisted the Chief Building Official with administrative oversight of staff—including planning, organizing, scheduling, assigning and managing the work of technical and support personnel. She was also responsible for analyzing and recommending improvements for the Code Enforcement Hearing Officer program, including new policies and procedures to facilitate success. Additional duties included providing land use expertise to Code Enforcement staff and acting as a liaison for the Planning Department to help clear cases.

**Senior Planner/Principal Planner | County of El Dorado, CA.** For a 12-year period, Ms. Paolini served as Senior Planner/Principal Planner for El Dorado County, managing the Planning Division for Development Services. In this role, she supervised staff planners and consultants in a variety of planning functions, including current planning, permit compliance, and permit center operations. Ms. Paolini also worked directly with the Deputy Director and fiscal unit to review monthly invoices, in addition to working with clerical staff to update Development Services applications.

**Senior Planner | City of Scotts Valley, CA.** For more than four years, Ms. Paolini served as Senior Planner for the City of Scotts Valley, supervising planners in a variety of planning functions. These included, but were not limited to current planning, permit compliance, permit counter and grant administration. She was responsible for interviewing, hiring, training and evaluating new planning staff—while also overseeing the work of existing planning staff assigned to work for the City. Additionally, Ms. Paolini prepared annual State of the City reports and worked with the Director to prepare yearly budgets.

# Glenn Lajoie, AICP

**PRINCIPAL, DIRECTOR OF ENVIRONMENTAL PLANNING**

Mr. Lajoie has over 35 years of experience in the practice of CEQA/NEPA environmental review and Community Planning for clients and agencies throughout California. His range of environmental review studies has included policy, land development and infrastructure projects. Along with an extensive background in CEQA/NEPA, his practices have also encompassed policy planning programs, such as General Plans, Specific Plans, neighborhood studies and due diligence analysis. Mr. Lajoie's skill set includes project and budget management, quality assurance, meeting facilitation, agency staff service assistance, and third party/peer review verification of analysis and findings. His primary objective as a professional planner has always focused on assuring integrity, quality and legal defensibility of analysis and processes, culminating in win-win solutions for clients and communities.

Mr. Lajoie has an extensive background with local and regional agencies throughout California. The geographic context is wide ranging including: resort and destination projects in the Town of Mammoth Lakes; numerous infrastructure and water availability/desalination project reviews in the Community of Cambria; city center and neighborhood revitalization opportunities in Lancaster: over two million square feet of expansion for the Raytheon Corporate facility in El Segundo; Long Point (Terranea Resort) in Rancho Palos Verdes; downtown high rise and mixed-use proposals in Long Beach; The 2035 General Plan Update for Buena Park; buildout of the Cypress Business Park Master Plan in Cypress; campus modernization and enhancement projects at the University of California, Riverside and the master plan for beautification and growth at the Hotel Del Coronado.

### *Education*

*Master's Degree in Public Policy and Administration, California State University, Long Beach, California*

*Bachelor of Arts, Geography/ Urban Studies, California State University, Long Beach, California*

### *Professional Affiliations*

*American Planning Association (APA)*

*Association of Environmental Professionals (AEP)*

## Relevant Project Experience

- Amazon Delivery Station IS/MND, West Covina
- Beverly Hills Gardens and Montage Hotel Mixed Use Project EIR
- Brookhurst/Adams Intersection Improvements EIR, Huntington Beach
- Dana Point Town Center IS/MND, Dana Point
- Department of Water and Power Specific Plan Amendment EIR, Seal Beach
- Downtown Fairfield Justice Center Campus IS/MND, Solano County
- Historic Downtown Upland Specific Plan/EIR, Upland
- Hyundai North American Corporate Campus EIR, Fountain Valley
- In-house CEQA Training, Laguna Beach
- Janss Marketplace Hotel EIR, Thousand Oaks
- Lincoln (Nelles) Specific Plan EIR, Whittier
- Mammoth Yosemite Airport Regional Air Service IS/MND, Mammoth Lakes
- Manteca Marketplace Section 15183 CEQA Consistency Checklist, Manteca
- Mission Viejo Medical Center Office Building EIR
- North Third Street Mixed Use IS/MND, Burbank
- Oasis Road Specific Plan Master EIR, Redding
- On-call Environmental Planning Service, Calaveras County
- On-call CEQA Review, Colma
- Palmdale Transit Village Specific Plan/EIR, Palmdale
- Piercy Road Industrial Warehouse IS/MND, San Jose
- Robinson Ranch North EIR, Yucaipa
- South Pasadena Downtown Revitalization Project EIR, South Pasadena
- South San Francisco 2040 General Plan Update EIR
- Southeast Development Area Specific Plan Program EIR, Fresno
- The Colonies at San Antonio Specific Plan EIR, Upland

# Bradley Misner, AICP

DIRECTOR OF PLANNING SERVICES (NORTHERN CALIFORNIA)

To his role as Director of Planning Services for Northern California for CSG Consultants, Mr. Misner brings expertise gained from over 25 years in the field, including extensive public agency employment experience. His wide range of municipal planning skills and experience includes current and policy planning, zoning law creation and administration, and public administration.

## Relevant Experience

**Community Development Director | City of Benicia, California.** Mr. Misner directed the Planning and Building Division functions and managed consultants; prepared and managed department budget ($3 million); served as the Zoning Administrator; was a member of the Executive Management Team; responsible for implementation of electronic plan review and application submission, permit tracking automation, and development process improvements; and directed and coordinated housing policy discussions and preparation of Housing Element.

**Community Development Director | City of Millbrae, California.** Mr. Misner served as Interim Director in September 2018, hired permanently in January 2019; directed functions and services of the Planning, Housing, Economic Development, Building, and Code Enforcement divisions; directed and supported the Planning Commission; provided project management for significant TOD developments; prepared policy support and prepared reports, recommendations to City Council; and managed department budget ($2.9 million).

**Director of Planning and Neighborhood Services | City of Milpitas, California.** Mr. Misner directed the City Planning, Housing, and Neighborhood Services Divisions, managing 14 full-time employees and various consultants, and a $3.6 million department budget. He was responsible for hiring, training and mentoring planning, housing, and code enforcement staff. Additional responsibilities included the City's General Plan Update and associated consultant and budget management, and serving as liaison to the Planning Commission and as a member of the Executive Management Team.

**Principal and Owner | Davis and Misner, LLC, Danville, California.** Mr. Misner provided project management and consulting services to private clients and municipalities in California. His work included project review, report preparation and analysis, compliance review with General Plan policies and Zoning Ordinance regulations.

**Principal Planner | City of Santa Monica, California.** Mr. Misner worked in several roles of increasing responsibility during his 18-year tenure with the City's Planning Division. As Principal Planner, he supervised a team of five planners, one staff assistant and various consultants; was a member of four-person team which drafted a comprehensive update to the City's Zoning Ordinance established in 1988. Other accomplishments and duties in his planning roles included:

- Preparing and presenting staff reports involving major projects and policy analysis to the Planning Commission and City Council
- Assisting the Director as Ombudsman to the Business Community
- Serving as a member of a public/private alliance established for business retention and attraction
- Analyzing, processing, and negotiating complex land-use applications and development agreements
- Preparing reports and presenting recommendations to Planning Commission/City Council

### *Education*

*Bachelor of Science, Geography and Group Social Science*
*Western Michigan University | Kalamazoo, Michigan*

*Continuing Education Coursework:*

- *Land Use Law*
- *California Environmental Quality Act (CEQA)*
- *Subdivision Law*

*University of California, Los Angeles – Extension | Los Angeles, California*

### *Professional Affiliations*

*American Planning Association*

*American Institute of Certified Planners*

# Lorraine Weiss

**PRINCIPAL PLANNER**

Lorraine Weiss serves as a Principal Planner II for CSG Consultants and provides planning assistance to our public agency clients using her knowledge of land use entitlements, development processes, CEQA, public engagement, and policy analysis for municipalities.

Ms. Weiss is a land use planner with over 30 years of experience, has well-developed communication, organizational, and project management skills, and is passionate about contributing to creating a sense of place through community input and quality design.

***Education***

*UC Extension, Landscape Architecture courses*

*CEQA Update and Land Use Law Courses*

*Bachelor of Science, Urban and Regional Planning*
*California Polytechnic University, Pomona*
*Pomona, California*

***Certifications***

*Certificate in Urban Design*

*San Francisco Center for Architecture and Urban Studies*

***Professional Affiliations***

*American Planning Association (APA)*
*Association of Environmental Professionals (AEP)*

## Relevant Experience

**Consulting Principal Planner l Town of Colma, California.** Ms. Weiss serves as Principal Planner for the Town of Colma where she manages staff, was project manager for discretionary permit cases, legislative amendments and long range planning efforts including the Accessory Dwelling Unit Ordinance and Zoning Code Update. Ms. Weiss conducts project review, completeness reviews, prepares staff reports and notices, presents to elected officials, commissions, stakeholders and coordinates with applicants and their teams as part of these efforts.

**Consulting Principal Planner l City of Mill Valley, California.** Ms. Weiss serves as Principal Planner for the City of Mill Valley where she manages a variety of development applications, reviews and processes entitlements for planning projects. Ms. Weiss services also include the preparation of staff reports with findings and conditions of approval and presentations to the Zoning Administrator, Planning Commission and City Council.

**Consulting Principal Planner | San Francisco Bay Area, California.** Ms. Weiss provided project management services for a variety of development and redevelopment projects (residential, multi-family residential, commercial office and retail, mixed-use, industrial, educational, and institutional) for local jurisdictions in the San Francisco Bay Area. She was also responsible for entitlement processing, project management of entire project life cycles, management and preparation of environmental documents in accordance with CEQA, as well as a variety of municipal code amendments. She also:

- Conducted site analyses, design reviews, environmental reviews, regulatory reviews and analyses, and prepared recommendations on complex land use development projects, adhering to fiscal and timeline constraints.
- Performed ordinance and resolution preparation for a variety of zoning text modifications and special projects.

Ms. Weiss has provided planning consulting services to various Bay Area jurisdictions including Town of Belvedere, Town of Corte Madera, City of Daly City, City of Larkspur, City of Menlo Park, Town of Moraga, City of Mountain View, City of Palo Alto, City of Redwood City, Town of San Anselmo, City of San Mateo, City of San Rafael, City of Sausalito, and City of Walnut Creek.

# Nick Bateman

**ASSOCIATE PLANNER**

Mr. Bateman serves as an Associate Planner for CSG, having more than seven years of experience in the public and private sectors. Through his previous experience as an Associate Planner, Environmental Planner, and Assistant Planner, he has developed skills that include current planning, CEQA/NEPA document preparation, project coordination, map-making with ARC GIS, and public presentations.

***Education***

*Bachelor of Arts, Human Geography and Planning (Supplemental Certificate in Land Use and Environmental Planning)*
*California State University*
*Chico, California*

## Relevant Experience

**Associate Planner | Paradise, California.** As an Associate Planner, Mr. Bateman was contracted as a staff planner with the Town of Paradise to help during the initial rebuild after the Camp Fire. In this role, he worked closely with the public, educating residents on their properties and permitting requirements. Mr. Bateman also handled project management for complex entitlements, communicated project details to other town departments, made presentations to the planning commission/city council, and authorized permits. Additionally, he authored grants that awarded the town nearly $250,000 to help pay for a new general plan housing element and a complex records digitization project.

**Burnt Barn Distillery Project ISMND / Paradise, California.** Mr. Bateman prepared the Initial Study / Mitigated Negative declaration for the Burnt Barn Distillery Project, a distillery in Paradise California. The project involves the establishment of a new 4,800 square foot structure housing a distillery. (2021)

**Paradise Boutique Apartments Conditional Use Permit Modification Project IS / Paradise, California.** Mr. Bateman prepared the Initial Study / Negative Declaration analyzing potential environmental impacts of the conversion of a residential care facility to market rate apartments. (2022)

**Lavi Parcel Map Application Project ISMND / Paradise, California.** Mr. Bateman Prepared the Initial Study / Negative Declaration analyzing potential environmental impacts of a small land division including a minor residential development. (2022)

**Environmental Planner | Transcon Environmental, Santa Rosa, California.** Mr. Bateman served as an Environmental Planner for Transcon Environmental and was responsible for preparing environmental assessments and initial studies for small and large scale projects. He coordinated activities between Transcon Environmental and PG&E for an ongoing utility maintenance contract. Additionally, Mr. Bateman gained experience by reviewing commercial cannabis entitlement applications for Humboldt County.

**Beale WAPA Interconnection Project Environmental Assessment / Yuba County, California.** Mr. Bateman assisted in the preparation of the Environmental Assessment to evaluate potential impacts of an electrical utility unterconnection to bring power to the Beale Airforce Base. The project included a 5-mile interconnection between transmission lines and a new substation located on the base. (2018-2019)

**Digital 299 Broadband Project ISMND / Various locations.** Mr. Bateman assisted in the preparation of the Initial Study/Mitigated Negative Declaration to evaluate and mitigate impacts from this 300-mile broadband installation project following SR 299. (2018-2019)

# Lance E. Lowe, AICP

**SENIOR PLANNER**

Mr. Lowe is a Professional Planner with over 26 years of Planning and Project Management experience in both the public and private sectors. His experience includes serving as a Senior and Principal Planner for the City of Grass Valley, Associate Planner and Transit Manager for the City of Auburn, Associate Planner/Project Manager for the City of Woodland, Associate and Assistant Planner with the County of Yolo and Forward Planner with a New Home Builder.

## Relevant Experience

**Senior Planner, CSG Consultants, Inc.:**

- City of Plymouth, Development Code Updates and Fire Station CDBG/NEPA Compliance.
- City of Gustine, Environmental Justice Element.
- City of Salinas, Sherwood Recreation Center, and Chinatown Revitalization Plan CDBG/NEPA Compliance (on-going).

**Principal Planner 2018 to 2023, Senior Planner 2015 to 2018**
**City of Grass Valley Community Development Department:**

- Project Manager, $3.5 million CDBG award
- 2019-2027 Housing Element update
- Supervise support staff
- Successfully manage and complete a wide variety of current and long-range projects from pre-application to project construction
- Present legislative and discretionary development proposals to advisory committees, Planning Commission, and City Council
- Prepare complex reports on land use, housing, development impact fees, etc.
- Prepare CEQA documents including Initial Studies, Mitigated Negative Declarations, Tiered Mitigated Negative Declarations and corresponding Mitigation Monitoring and Reporting Programs
- Review and present and/or approve development proposals, subdivision maps, parcel maps, site plans, landscape plans, design review, sign plans, and business licenses in accordance with City goals, policies and objectives
- Coordinate and manage planning consultants, contracts and budgets

**Associate Planner 2007 to 2015 & Transit Manager 2014 to 2015**
**City of Auburn Community Development Department:**

- Same tasks as outlined above
- Managed Auburn Transit staff, budgets, state and federal grants, and associated transit projects.

### *Education*

*Bachelor of Arts in Geography, Option: Planning and Development of Rural Environment, California State University, Chico, California*

*Associate of Science, Building Inspection, Butte College, Oroville, California*

### *Professional Affiliations*

*American Planning Association*

*American Institute of Certified Planners #018656*

*Urban Land Institute Member*

*Leadership Nevada County Graduate*

*Leadership Auburn Graduate*

*Yolo County Employee Achievement Award, Honorable Mention*

*Yolo County Employee Achievement Award*

# Emma Goldsmith

**ASSOCIATE PLANNER I**

Ms. Goldsmith is an experienced Planner who is well-versed in current and advanced planning methods. Through her experience, Ms. Goldsmith has developed a deep knowledgebase surrounding city planning documents and procedures, from permit issuance to zoning code updates—while also gaining experience with regional planning documents, such as the Regional Transportation Plans (RTP) and the Regional Housing Needs Allocation (RHNA) process.

***Education***

*Bachelor of Science, Environmental Policy Analysis and Planning, University of California, Davis, Davis, California*

## CSG Relevant Experience

**Assistant Planner | Town of Colma, CA.** Ms. Goldsmith serves as a contract planner for the Town of Colma where she processes planning entitlements and provides front counter and plan check services. In Colma, Ms. Goldsmith gained experience with cemetery zoning procedures and provided support on lot line adjustments, Design Review Permits, Use Permits, and the Model Water Efficient Landscape Ordinance.

**Assistant Planner | City of Pacifica, CA.** Ms. Goldsmith processes tree permits for encroachment, pruning, and removal at the City of Pacifica. She is responsible for tree permit noticing; processing approvals, denials, and appeals; responding to public inquiries; and preparing permitting templates and handouts.

**Assistant Planner | City of San Carlos, CA.** Ms. Goldsmith serves as a contract planner for the City of San Carlos where she processes planning entitlements, provides front counter support, and plan check services. In San Carlos, Ms. Goldsmith gained experience reviewing single-family residential development under Objective Design Standards.

**Assistant Planner and Permit Technician| City of Sonora, CA.** Ms. Goldsmith worked directly with the Community Development Director to issue building permits and manage development projects. While at the City of Sonora, Ms. Goldsmith:

- Oversaw all aspects of Planning Commission including preparing agendas, minutes, staff reports, and public notices.
- Prepared the entitlements for a mixed-use 12-unit building. Over a year-long period, this included three staff report(s), presenting to the Planning Commission, and preparing appeal materials for City Council.
- Provided support on two code cases, one of which required a Site Plan and Design Review Permit. This included conducting site visits, coordinating with City departments to prepare a staff report, and acting as intermediary for the project applicant.
- Assisted with the Transient Use Permit code update by preparing new language, the staff report for City Council, and presenting to the City Council.

## Other Relevant Experience

**Associate Planner/Assistant Planner | Stanislaus Council of Governments.** Ms. Goldsmith served the Stanislaus Council of Governments in Modesto, CA as both an Assistant Planner (2021-2022) and Associate Planner (2022-2023) prior to joining CSG Consultants. In these roles, she was responsible for monitoring state and federal regulations and programs to maintain regional compliance. Additional duties included:

- Providing project management support by leading project management meetings, reviewing consultant deliverables, and conducting in-person data gathering efforts such as site visits and public outreach

- Gathering, interpreting, and sharing regional data as the liaison between federal, state and local agencies
- Preparing and presenting monthly reports to seven advisory committees, while identifying recommendations for the Policy Board
- Coordinating with the public, community-based organizations, and local agencies to address questions on public planning processes

**Research Assistant | UC Davis Institute of Transportation Studies.** As a Research Assistant for the UC Davis Institute of Transportation Studies, Ms. Goldsmith conducted a qualitative analysis for a 230-page academic study of seven cities in California. She reviewed more than 50 documents related to local ordinances, policies, programs, and projects for transit-oriented development, transit, and active transportation.

**Undergraduate Research Fellow | National Center for Sustainable Transportation.** As an Undergraduate Research Fellow for the National Center for Sustainable Transportation in Davis, California, Ms. Goldsmith developed preliminary research finding for a 40-page report on transit-oriented development for the Cities of San Francisco, Oakland and San Jose. She synthesized and communicated the findings to these three central Bay Area cities in a 20-minute presentation.

# Alexander J. Rocco, GISP

GIS MANAGER

Mr. Rocco is a highly skilled GIS Manager for CSG with a strong technical and analytical background. He has more than 25 years of experience in managing, consulting, and developing in the GIS field. He specializes in utilizing GIS technologies to increase total staff efficiency.

- Project Coordination
- Department Liaison
- Quality Assurance
- Manage Development/Integration
- Training & Development
- Research Technologies
- Budget Administration
- Technical Leadership
- Development of Specifications

## Professional Experience

**GIS Administrator| City of Carson, California.** Mr. Rocco managed the implementation of GIS for the entire city. He was in charge of development and implementation of applications, manipulation and analysis of data from various sources, as well as cartographic production serving various departments. He created and maintained web based applications using ArcGIS Enterprise and GIS Online. Additionally, he supervised GIS analysts, technicians and interns.

- Designed and developed Proprietary Information System, an ESRI Web AppBuilder application that allows users to get an assortment of information about a parcel from various sources.
- Built a Field Maps application for NPDES inspections and data collection/reporting.
- Developed the Carson Drone Program to replace aerial imagery and capture time lapse video and images for new construction and provide aerial views for Public Works and Planning projects.
- Developed an automated Mail Merge System that uses Python to communicate between ArcGIS ModelBuilder and VBA macros in Office products, therefore cutting down staff hours.
- Created a Visual Claims Mapping Tool for Risk Management in Experience Builder which resulted in the City receiving the PRISM 2023 Eagle Award for the Innovation and Excellence in Development and Implementation of a Best Practice category.

**GIS Analyst| City of Carson, California.** Mr. Rocco performed GIS-based analysis and manipulation of databases to support a variety of city operations. He designed and produced high-quality cartographic output suitable for publication and public display.

**Instructor | California State University, Long Beach.** Mr. Rocco taught Desktop ArcInfo and Workstation ArcInfo modules for the CSULB extension program, as well as the South Bay Council of Governments.

**Senior GIS Programmer | GIS Planning, Berkeley, California.** In this role, Mr. Rocco performed data and code manipulation for economic development web sites and planning applications using ESRI's ArcIMS and ASP.

**GIS Analyst | CH2M Hill, Santa Ana, California.** Mr. Rocco performed database manipulation, cartographic production, applications development, and geographic and spatial analysist using ArcInfo on UNIX systems.

### *Technical Skills*

*Expert using ESRI products in a Windows environment*

*Skilled in GIS related software (AutoCAD/Google SketchUp, Adobe products, and all Microsoft Office software)*

*Experience with web development using ESRI Web API's, Experience Builder, HTML, JavaScript, XML and ASP*

*Proficient with Python, Arcade, VB Script, and ArcSDE*

*Server Administration/Security*

### *Education*

*Certified GIS Professional (GISCI)*

*Part 107 Remote Pilot Certificate – Small Unmanned Aircraft Systems (FAA)*

*Graduate Studies California State University, Long Beach*

*BA, Political Science & Geography, San Diego State University, San Diego, CA*

# Kathleen Gallagher

**SENIOR SUSTAINABILITY MANAGER, PRINCIPAL**

Ms. Gallagher has a successful track record of developing and implementing cost-effective sustainability programs to meet compliance targets in Climate Action Plans, SB 1383 Compliance Plans and Zero Waste Plans. Ms. Gallagher has 29 years of experience as a collaborative leader who can implement a wide range of sustainability projects for client cities to achieve their goals.

Recent projects include developing new franchise agreements, managing negotiations process for cities' compliance with SB 1383; initiating and managing grants and approval for 3 new solar projects, expanding electric vehicle charging infrastructure with grant funding, community engagement project development, and implementing electrification projects to meet greenhouse gas reduction targets. Ms. Gallagher served in the public sector for over 11 years for a joint powers authority of 12 member cities, managing all aspects of diversion compliance. Her public sector experience gives her excellent insight and understanding of the unique challenges that city staff face which inform her successful solutions to meeting sustainability targets.

## Recent Project Experience

**Integrated Waste Management Manager | South Bay Joint Powers Authority**

Ms. Gallagher managed all aspects of the Joint Powers Authority including:

- Developed new franchise agreement, Request for Proposal (RFP) to improve commercial/organics diversion and performance requirements. Results: diversion rate doubled with minimal rate impact.
- Presented to elected officials, task forces, community groups
- Managed Proposition 218 notification process
- Developed CALGreen compliance program
- Managed landfill agreement compliance, provided technical expertise regarding negative impacts of landfill expansion
- Initiated Green Business Certification program
- Completed CalRecycle compliance reporting, on-site audits

**Sustainability Program Manager | San Mateo County Jurisdiction**

Ms. Gallagher manages all aspects of sustainability for city including:

- Developed Climate Action Plan to meet the greenhouse gas reduction (GHG) targets
- Implemented high impact GHG reductions programs: energy efficiency programs, solar projects, water efficiency projects
- Developed Ordinances & Policies with implementation assistance
- Developed new organics/recycling programs for franchise agreement with diversion performance standards
- Trained staff for CalRecycle reporting/compliance
- Implemented Climate Action Planning Workshops
- Presentations to elected officials, task forces, community groups
- Awarded Beacon for Best Sustainability Program Implementation

### *Education*

***University of Michigan***
*Ann Arbor, MI*

*Political Science/Environmental Resources*

*Financial Consultant Certification*

### *Professional Certifications/Affiliations*

- *Sustainability Management Certification*
- *Regional Climate Action Planning Task Force*
- *California Resource Recovery Association (CRRA*
- *Local Governments for Sustainability/ICLEI*

### *Skills*

*Implement High Impact Sustainability Programs*

*Develop Climate Action Plans*

*Energy Efficiency/Solar Project Development*

*SB 1383 Compliance*

*CalGreen Compliance*

*CalRecycle Compliance Reporting*

*Public Education & Outreach Development*

*Environmental Preferable Purchasing Policy Development*

*Presentations to Elected Officials, Community Groups*

*Grant Writing/Grant Management*

### *Awards*

*Beacon Award Winner Sustainability Program Implementation & Greenhouse Gas Emission Reductions-Silver Level*

# Liza Debies

SENIOR ENVIRONMENTAL PLANNER

Liza Debies has more than 12 years of professional experience and more than 8 years of experience in managing the preparation of CEQA and NEPA documents, including EIRs, IS/MNDs, Addenda, Environmental Assessments (EAs), and Categorical Exemptions and Categorical Exclusions. She has completed CEQA and/or NEPA documentation for public infrastructure, materials recovery facilities (MRFs), mixed-use developments, residential, commercial, retail, transportation, industrial, recreational, and institutional projects. She has expertise in aesthetics, land use and planning and land use compatibility, transportation and circulation, utilities and services systems, and alternatives analysis, as well as in evaluating large public infrastructure projects.

***Education***

*Bachelor of Arts, Environmental Studies Minor in Anthropology, with Honors, Pitzer College, Claremont, California*

*Study Abroad, visiting student in Biotechnology, Athlone Institute of Technology, Ireland, 2011*

## CSG Relevant Experience

**Janss Marketplace Specific Plan Project | City of Thousand Oaks, CA.** Ms. Debies is providing senior review of the Janss Marketplace Specific Plan environmental topics review for the City of Thousand Oaks, to assist the City in determining further environmental and technical analysis necessary pursuant to CEQA. The Specific Plan describes allowable future land uses, infrastructure, and implementation requirements for projects within the bounds of the Specific Plan area.

**In-N-Out Burger Project Consistency Checklist |City of Bell, CA.** Ms. Debies prepared a 15183 general plan consistency checklist for the development of an In-N-Out Burger fast food restaurant in the City of Bell.

**Iron Planet Auction IS/MND Peer Review| Town of Yermo, CA** – Ms. Debies performed senior review of a peer review for the IS/MND prepared for a surplus military grade equipment auction project in Yermo and created a memorandum detailing suggestions and revisions to be incorporated in the final CEQA document.

## Relevant Project Experience

**Solid Waste and Recycling Transfer Station Replacement Project EIR, City of Berkeley, California.** Ms. Debies managed the preparation of the Solid Waste and Recycling Transfer Station Replacement Project EIR for the City of Berkeley Public Works Department, Zero Waste Division (Zero Waste Division).

**2023–2031 (6th Cycle) Housing Element Update Program EIR, City of Pleasanton, California.** Ms. Debies managed the preparation of the Housing Element Update Program EIR for the City of Pleasanton. Under Ms. Debies's management, the City prepared streamlined CEQA documents for several of the housing sites identified in the Housing Element Update.

**Walnut Creek – Mixed Use Special District Project Supplemental EIR, City of Walnut Creek, California.** Ms. Debies managed the preparation of a Supplemental EIR for the Mixed Use Special District Project in the City of Walnut Creek. The project would create an Auto Sales–Custom Manufacturing Mixed Use Special District overlay on approximately 6.2 acres owned or controlled by Toyota Walnut Creek.

**Oak Park Properties Specific Plan EIR, City of Pleasant Hill, California.** Ms. Debies managed the preparation of an EIR for a 15-acre Program Area, which included a new public library, housing, and athletic fields.

# Kelli Allen

**ASSOCIATE ENVIRONMENTAL PLANNER**

Kelli Allen serves as an Associate Environmental Planner for CSG Consultants and is currently providing staff support to CSG clients. Ms. Allen's background aligns well with her roles and growth as a contributor to the environmental practice and CEQA compliance study assignments at CSG. Ms. Allen is a recent graduate of UCLA, earning a Bachelor of Arts Degree in Geography, with a focus on Environmental Studies, and in Political Science. Her responsibilities with the project review will include research and background baseline information for various topical areas.

***Education***

*Bachelor of Arts Degree,*
*Geography/Environmental Studies and Political Science with International Relations Concentration.*
*University of California*
*Los Angeles*

*Minor in Global Studies*
*University of California*
*Los Angeles*

*Wildlands Studies Belize Program*
*Concentration in Environmental Conservation*
*Environmental Wildlands Studies*
*Environmental Field Survey*
*Wildlands Environment and Culture*
*Western Washington University*

***Professional Affiliations***

*Association of Environmental Professionals Member*

## Relevant Project Experience

**Janss Marketplace Hotel EIR | City of Thousand Oaks, California.** Ms. Allen assisted in the preparation of an environmental impact report to evaluate the potential environmental impacts of the development of a hotel at 225 North Moorpark Road in Thousand Oaks. The proposed project includes demolition of the current two-story retail building, to be replaced by a five-story dual hotel and retail pad, the creation of a map to designate airspace rights, and a zoning change to the footprint of the hotel to increase the building's height limitation. (2022-2023).

**ARCO Commercial Center and Car Wash Project | Plymouth, California.** Ms. Allen assisted in the preparation of an initial study/mitigated negative declaration to evaluate the potential environmental impacts of the development of a commercial store, gas station, and car wash at 18725 CA 49 in Plymouth. The proposed project includes development of the currently vegetated site to construct a fuel canopy, car wash, convenience store, and parking lot, a general plan amendment, and a zoning change to accommodate the high-traffic commercial use in the downtown area. (2023)

**1890 South Coast Highway IS/MND | Laguna Beach, California.** Ms. Allen is assisting in the preparation of an initial study/mitigated negative declaration to evaluate the potential environmental impacts of the development of a mixed-use retail and residential project at 1890 South Coast Highway in Laguna Beach. The proposed project involves the demolition of an existing car wash facility to be replaced by a mixed-use retail and residential complex with a subterranean garage and approximately 5,200 square feet of deck area. (2023-On-going)

**Safety Element Update | Gustine, California.** Ms. Allen is assisting in the preparation of a safety element update for the City of Gustine. The element evaluates the future hazard risks associated with fire, flood, dam inundation, seismic and geologic conditions, cybercrime, outdated emergency services infrastructure and staffing, and climate change in Gustine. (2023)

**Sewer Line Reconstruction Project IS/MND | Millbrae, California.** Ms. Allen is assisting in the preparation of an initial study/mitigated negative declaration to evaluate the potential environmental impacts of the development of upgraded sewer infrastructure in the City of Millbrae. (2023-On-going)

**M&J Pallet Building IS/MND | San Bernardino, California.** Ms. Allen assisted in the preparation of an initial study/mitigated negative declaration to evaluate the potential environmental impacts of the development of a pallet building warehouse the County of San Bernardino. The proposed project involves the demolition of all existing on-site improvements, to be replaced by an approximately 22,267 square foot commercial warehouse and parking and circulation system improvements. (2023)

# Colby Gonzalez

**ASSISTANT ENVIRONMENTAL PLANNER**

Colby Gonzalez has 2 years of professional experience in working with environmental documents, including EIRs, IS/MNDs, Addenda, and Categorical Exemptions. He has worked as a paralegal on CEQA and NEPA lawsuits for mixed-use projects, housing projects, industrial manufacturing projects, and warehouse projects. He also has experience with Clean Water Act and the Montana Environmental Policy Act ("MEPA").

***Education***

*Bachelor of Arts in Environmental Studies,*

*Graduated Magna Cum Laude*
*Montana State University,*
*Bozeman, Montana*

## CSG Relevant Experience

**Pritchard Field Improvement Project Environmental Assessment | City of Bell, CA.** Mr. Gonzalez is currently preparing the environmental assessment required by the National Environmental Policy Act for a community park project in the City of Bell which would include two new playgrounds, a dog park, and picnic area in a severely underserved community.

**Janss Marketplace Specific Plan Project Environmental Documentation | City of Thousand Oaks, Ventura County, CA.** Mr. Gonzalez is currently assisting with the preparation of the environmental documentation for the Janss Marketplace Specific Plan in the City of Thousand Oaks. This Specific Plan would create a detailed plan describing allowable future land uses, infrastructure, and implementation requirements for projects within the bounds of the Specific Plan area.

**In-N-Out Burger Project | City of Bell, CA.** Mr. Gonzalez assisted with the preparation of a 15183 Consistency Checklist for the development of an In-N-Out Burger fast food restaurant in the City of Bell.

**Iron Planet Auction IS/MND Peer Review | San Bernardino County, CA.** Mr. Gonzalez performed a peer review of the IS/MND prepared for a surplus military grade equipment auction project in Yermo and created a memorandum detailing suggestions and revisions to be incorporated in the final CEQA document. Mr. Gonzalez's peer review concluded that the project was located on a former leaking underground storage tank site which was not disclosed in the IS/MND.

## Previous Relevant Experience

**Pentair Warehouse Expansion Project | City of Moorpark, CA.** Mr. Gonzalez prepared proof of service and filed a Notice of Intent to File Suit Under CEQA. Supporters Alliance for Environmental Responsibility alleged that an EIR was required due to a fair argument that the project may contain unmitigated environmental impacts.

**1489 West Sunset Boulevard Mixed Use Residential Project | City of Los Angeles, CA.** Mr. Gonzalez prepared an appeal of the Zoning Administrators approval of a categorical exemption from CEQA for the project due to air quality impacts and noise impacts which precluded the project from a Class 32 urban infill exemption.

**1111 West Sunset Boulevard Mixed Use Project | City of Los Angeles, CA.** Mr. Gonzalez prepared an appeal due to a significant health risk associated with unmitigated indoor air quality impacts. Experts found that wood products used in building materials and furnishings for the project would contain formaldehyde, a cancer-causing chemical which was not disclosed in the EIR prepared for the project.



CSG CONSULTANTS

**Foster City • Orange • Sacramento • Pleasanton • San Jose • Newman • Paso Robles**

## PROJECT CONTACT


**Gina Paolini | Senior Planner**

CSG Consultants
3707 W Garden Grove Blvd, Suite 100
Orange, California, 92868

**Tel:** 530.957.1461
**Fax:** 714.568.1028

**Email:** ginap@csgengr.com
**Website:** www.csgengr.com

December 18, 2024

# CONTRACT AMENDMENT NUMBER 3
## TO THE CONTRACT TITLED:

## CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF SOLEDAD AND CSG CONSULTANTS, INC.

On December 18, 2024, the City Council of the City of Soledad Adopted Resolution No. 6186, "Approving and Authorizing the City Manager to Execute Amendment No. 3 to the CSG Consultants Inc. Agreement Extending the Contract Term Until June 30, 2025 in the Amount not to Exceed $225,000 for Fiscal Year 24/25 and Adding Planning Services to the Scope".

By this Amendment:

1. The Consulting Services Agreement between the City of Soledad and CSG Consultants, Inc. is amended to include planning services as outlined in the attached proposal (**"Exhibit A"**).

2. The term of the aforesaid Agreement is extended through June 30, 2025 in an amount not to exceed $225,000 for Fiscal Year 24/25.

Megan Hunter
City Manager
City of Soledad

Cyrus Kianpour, PE, PLS
President
CSG Consultants, Inc.

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6187, A Resolution of the City Council of the City of Soledad Approving the Purchase of Replacement Traffic Cameras from SurveillanceGRID Integration Inc.in an Amount Not to Exceed $55,000; Authorizing the City Manager to Execute Said Contract on Behalf of the City of Soledad; and Approving a Budget Amendment to Increase the SLESF Revenues by $94,663.46 and Increase the General Fund Police Department Operating Budget by the Same Amount**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Damon C. Wasson, Chief of Police**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad consider and adopt Resolution No. 6187, "A Resolution of the City Council of the City of Soledad Approving the Purchase of Replacement Traffic Cameras from SurveillanceGRID Integration Inc. in an Amount Not to Exceed $55,000; Authorizing the City Manager to Execute Said Contract on Behalf of the City of Soledad; and Approving a Budget Amendment to Increase the SLESF Revenues by $94,663.46 and Increase the General Fund Police Department Operating Budget by the Same Amount."

## Executive Summary

Since 2015, the City of Soledad has partnered with SurveillanceGRID to incorporate a seamless security system throughout the city and on city property. The security system includes an integrated camera system that covers the entrance and exit routes at all three (3) city entrance points, school zones, the cemetery, Los Coches Adobe, the Wastewater Reclamation Facility, and the city water storage tanks. This camera system has been instrumental in keeping Soledad's citizens, residents, and visitors safe. Numerous crimes have been solved with the aid and assistance of the traffic safety camera system. The current camera system hardware is reaching the end of its life cycle for electronics. Breakthroughs in camera technology, coupled with the fact that some replacement parts have been discontinued require upgrading to more technologically advanced cameras to maintain the system. This year the City received an allocation of $94,663.46 through the Supplemental Law Enforcement Services Funds (SLESF) and will use this funding for upgrading twenty-four (24) cameras.

**Background**

In 2015, the City of Soledad implemented a traffic safety camera system through SurveillanceGrid. These cameras have been a critical tool in deterring and solving crime. After an exceptionally egregious double murder a couple of years ago, the Soledad City Council approved $70,000 in FY22/23 for the purchase and installation of additional cameras for the system. The City was in the process of adding four (4) new cameras to the system when a computer chip shortage happened, and cameras were hard to get. One camera at 8th and Monterey was installed. Now that this chip issue has been resolved, the City is ready to move forward and update the older traffic cameras that are in danger of failing.

**Review & Analysis**

The SurveillanceGrid system has been reliable, but twenty-four (24) cameras are near their end of life and must be replaced. Most electronic equipment, such as cameras, reach the end of life after approximately three (3) to five (5) years, depending on usage, climate, and location. The city cameras were not all installed simultaneously, so it is time for a cyclical change with twenty-four (24) of the cameras. Lenses are becoming cloudy, thermal and night vision are not as clear, and internal electronic components are beginning to wear out. Since the implementation of the camera system, the Soledad Police Department (SPD) has been able to solve two (2) child abductions, drive-by shootings, and several murders. It has assisted allied agencies and cities with criminal activity migrating from locations outside the city limits. The city camera system can link up with non-city camera systems to include the school district and shopping centers, all of which, if needed, can be reviewed and monitored by SPD.

SPD and IT met to discuss upgrading and replacing the existing camera system. IT was shown the proposal and the specifications relating to the cameras and the need for replacement. IT agreed that the cameras and system were end-of-life and needed to be replaced, updated, or upgraded. The quote for replacing the cameras is for twenty-four (24) cameras, all the upgrades, and labor.

In addition to the SurveillanceGrid cameras, the City Council authorized the purchase of six (6) FLOCK cameras for key locations at City entrances/exits near the freeway. These cameras have been installed and will work in tandem with the SurveillanceGrid cameras. Police and IT staff considered replacing some of the SurveillanceGrid cameras with FLOCK, but FLOCK cameras are much more expensive, roughly $2,000 more per camera. Thus, staff decided upgrading the current SurveillanceGrid system is a better approach as SPD has been satisfied with the services of SurveillanceGrid.

Although this was not included in the FY 24/25 Budget, the City recently received Supplemental Law Enforcement Services Funds (SLESF) for law enforcement activities in the amount of $94,663.46. In addition to approving the purchase of cameras through SurveillanceGrid, it is requested that City Council approve a Budget Amendment to increase the SLESF Revenues by $94,663.46 and increase the General Fund Police Department Operating Budget accordingly. The City would use these funds for the camera upgrades.
All City purchases of supplies and equipment in excess of fifty thousand dollars ($50,000) are usually subject to the bidding requirements set forth in Soledad Municipal Code Section 3.24.040. However, exceptions from such procedures are provided in Section 3.24.040 when “the commodity, product or equipment can be obtained from only one vendor” and/or where “because of differences in the kinds or types of the particular commodity, product or equipment available on the market, it would be to the City’s advantage to make a selection on the basis of suitability to the City’s needs, rather than on the basis of price.” Both of these exceptions apply in the instant case, where the involved cameras must be

purchased from SurveillanceGRID in order to be easily integrated with the City's existing surveillance system. The appropriate language for use of these exceptions has been added to the resolution approving the purchase of the replacement cameras.

**Financial Considerations**

As noted above, the City recently received Supplemental Law Enforcement Services Funds (SLESF) in the amount of $94,663.46. These funds can only be used for law enforcement activities, so it is recommended that up to $55,000 of SLESF be used for the camera upgrades. As part of the action, staff is requesting that the City Council approve a budget amendment to allow the revenue to be posted and the SPD operating budget to be increased to allow for this expenditure.

**Alternatives**

- Adopt the proposed Resolution.
- Do not adopt the proposed resolution. Staff does not recommend this option as it would cause the camera system not to function as it was intended and would create gaps in the current traffic safety camera system.

**Planning/CEQA**

The proposed replacement of older cameras on existing traffic signals and light poles is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378) because the matter does not cause a direct or foreseeable indirect physical change on or in the environment.

**Public Notice Requirements**

Not required.

Attachment(s):
Resolution No. 6187

**RESOLUTION NO. 6187**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING THE PURCHASE OF REPLACEMENT TRAFFIC FROM SURVEILLANCEGRID INTEGRATION INC. IN AN AMOUNT NOT TO EXCEED $55,000; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID CONTRACT ON BEHALF OF THE CITY OF SOLEDAD; AND APPROVING A BUDGET AMENDMENT TO INCREASE SLESF REVENUES BY $94,663.46 AND INCREASE THE GENERAL FUND POLICE DEPARTMENT OPERATING BUDGET BY THE SAME AMOUNT**

**WHEREAS,** the Soledad Police Department (SPD) first implemented city-wide traffic safety cameras through SurveillanceGRID Integration Inc. (SurveillanceGrid) in 2015; and

**WHEREAS,** the Surveillance Grid system includes an integrated camera system that covers the entrance and exit routes at all three (3) city entrance points, school zones, the cemetery, Los Coches Adobe, the Wastewater Reclamation Facility, and the city water storage tanks; and

**WHEREAS,** this camera system is a critical crime-fighting tool and has been instrumental in keeping Soledad's citizens, residents, and visitors safe; and

**WHEREAS,** the current camera system hardware is reaching the end of its life, and breakthroughs in camera technology, coupled with the fact that some replacement parts have been discontinued require upgrading to more technologically advanced cameras to maintain the system; and

**WHEREAS,** after conferring with the experts at SurveillanceGRID and with the City IT Department, it has been determined twenty-four (24) of the cameras in the traffic safety system need to be replaced, and

**WHEREAS**, the city traffic safety camera system, when upgraded will be able to fully integrate with the SPD FLOCK cameras, the local school camera system, as well as the county, and statewide FLOCK camera systems along the freeway, and

**WHEREAS**, in October 2024, the City received additional State Law Enforcement Services Funds (SLESF) of $94,663.46 which were not budgeted; and

**WHEREAS**, SLESF Funds can only be used for police services, and it would be an appropriate use of SLESF funds to purchase the replacement cameras for the City traffic safety camera system; and

**WHEREAS**, staff recommends a budget amendment to increase the SLESF revenue by $94,663.46 and an increase to the General Fund Police Department operating budget by $94,663.46; and

**WHEREAS**, although City purchases of supplies and equipment in excess of fifty thousand dollars ($50,000) are usually subject to the bidding requirements set forth in Soledad Municipal Code Section 3.24.040, Section 3.24.040 exempts purchases from bidding when "the commodity, product or equipment can be obtained from only one vendor" and/or where "because of differences in the kinds or types of the particular commodity, product or equipment available on the market, it would be to the City's advantage to make a selection on the basis of suitability to the City's needs, rather than on the basis of price," both of which apply in the instant circumstances; and **WHEREAS**, the proposed replacement of older cameras on existing traffic signals and light poles is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378) because the matter does not cause a direct or foreseeable indirect physical change on or in the environment.

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

1. The purchase of the above-referenced desired equipment is exempt from the bidding requirements set forth in Soledad Municipal Code Section 3.24.040 pursuant to Subsection A.(3) as the desired equipment can be obtained from only one vendor and/or Subsection A.(4) because due to differences in the kinds or types of the particular equipment available on the market, it would be to the City's advantage to make a selection on the basis of suitability to the City's specific needs (suitability with the existing SurveillanceGRID system) rather than on the basis of price.

2. That the purchase of twenty-four (24) replacement traffic safety cameras from SurveillanceGRID Integrated Inc. is hereby approved based upon the quotation attached as **"EXHIBIT A"** and by reference incorporated herein in an amount not to exceed $55,000. Upon completion of the associated contract to the satisfaction of the City Manager and City Attorney, the Council directs and authorizes the City Manager to execute said contract on behalf of the City of Soledad.

3. The City Council approves a budget amendment to increase SLESF revenue by $94,663.46 and increase the General Fund Police Department operating budget by $94,663.46.

**PASSED AND ADOPTED** by at least a four-fifths majority of the City Council of the City of Soledad at a regular meeting duly held on the 18th day of December 2024 by the following vote:

**AYES,** and in favor thereof Councilmembers:

**NOES,** Councilmembers:

**ABSENT,** Councilmembers:

**ABSTAIN,** Councilmembers:

_____
ANNA M. VELASQUEZ, Mayor

ATTEST:

_____
MEGAN HUNTER, City Clerk

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Resolution No. 6188, A Resolution of the City Council of the City of Soledad Approving a Contract Change Order for Construction Services with Plummerbuilt Inc. for the Amount of $127,320 plus a 20% Construction Contingency ($25,465) for a Total Not-to-Exceed Amount of $756,535 for the Water Reclamation Facility Metal Building Project and Authorizing the City Manager to Execute Said Contract Change Order on Behalf of the City of Soledad.**

**TO:** **Honorable Mayor Anna Velazquez and City Council**

**FROM:** **Alex Ramos, Assistant Engineer, Don Wilcox, Public Works Director / City Engineer**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad consider and adopt Resolution No. 6188, "A Resolution of the City Council of the City of Soledad Approving a Contract Change Order for Construction Services with Plummerbuilt Inc for the Amount of $127,320 Plus a 20% Contingency ($25,465) for a Total Not-to-Exceed Amount of $756,535 for the Water Reclamation Facility Metal Building Project and Authorizing the City Manager to Execute said Contract Change Order on Behalf of the City of Soledad".

## Executive Summary

To ensure the City's future needs are met and to reduce maintenance costs and extend the lifespan of the new Water Reclamation Facility Metal (Vehicle Storage) Building, Staff has been working closely with the Contractor to discuss items to incorporate into this project to help deliver the best possible product. After careful review and consideration, Staff requested a Contract Change Order to include the installation of a 52-foot floor drain, insulation to the building (walls, doors, roof), and sewer re-alignment for future sewer connections to install a restroom and wash station. Additionally, Staff recommends a 20% construction contingency to account for any issues during construction.

## Background

The City of Soledad Public Works Department has long desired to purchase a metal vehicle storage building for the heavy equipment and vehicles at the Water Reclamation Facility. On May 15, 2024, the City Council approved a contract for Construction Services with Plummerbuilt Inc. for the Water

Reclamation Facility Metal Building Project in a not-to-exceed amount of $603,750.

City staff has been working closely with the Contractor to ensure the City's needs are fully met with this building at the Water Reclamation Facility. After careful review and consideration, Staff requested a change order from the Contractor to incorporate the items in Contract Change Order No. 1 (CCO 1).

**Review & Analysis**

As part of this change order, Staff requested that a 52-foot floor drain be installed within the metal building, spanning the three bays, to capture any vehicle and equipment runoff. This is to capture any leaks from the vehicles or equipment, whether oil, gas, or sewage from the City's jetter and vactor trucks housed in the new building, from the maintenance or routine work performed on the City's collection system. This will prevent slip hazards and help maintain a clean and safe work area.

This change order also includes the installation of insulation to the building (doors, walls, roofs) to help regulate the temperature inside, reduce the noise produced from rain or wind, and prevent condensation within the structure that can create rust, prolonging the overall service life of the building. Although the building's primary purpose is to serve as a storage facility for the vehicles/equipment, it also serves as a location for Staff to conduct routine maintenance and inspections of the vehicles/equipment in an ideal working environment year-round, regardless of the temperature or weather conditions.

This change order also includes stub-outs in the foundation for future sewer connections to install a restroom and wash station. The nearest location to the new metal building will be the adjacent maintenance building (blue building), which already has staff using the facilities. In an emergency or contact with harsh chemicals or raw sewage, Staff should have a wash-out area readily available and nearby. Considering the size of the building, Staff believes the building warrants its own restroom and wash station. The original concept was to have a sewer stub-out located in the back. However, Staff recommends that the sewer be re-aligned to incorporate a restroom and wash station for the facility within the building's northwest corner in the future.

Staff also recommends a construction contingency, as the contractor may encounter potential conflicts during the activities described above. The 20% contingency, for $25,465, will enable this project to continue if any issues arise during construction.

**Financial Considerations**

This Contract Change Order is to be funded through the Wastewater Capital Outlay - Improvements: 310-0000-57000

$603,750 – Original Construction Contract Amount (Including a 5% Contingency)

Change Order Breakdown as follows:
$73,240 – 52-Foot Floor Drain
$ 5,160 – Roof Insulation
$21,185 – Wall Insulation
$17,284 – Insulated Roll Up Doors
$10,450 – Sewer Re-Alignment

$127,320 – This Change Order
$25,465 – 20% Contingency
**$152,785 – Total for CCO 1 (Including 20% Contingency)**

**$756,535 – New Construction Contract Amount**

**Alternatives**

- Approve the resolution as presented; or
- Modify the resolution; or
- Do not approve the Resolution. This is not recommended, as the items contained in the CCO 1 allow for a better product to be delivered to the City, prolonging the building's useful service life and providing staff with a safe and ideal working environment year-round to conduct routine maintenance and inspection on the vehicles/equipment.

**Planning/CEQA**

The Soledad Water Reclamation Facility Storage Building Project, which involves the installation of a metal prefabricated building within the footprint of the existing Water Reclamation Facility, is Categorically Exempt Pursuant to the California Environmental Quality Act (CEQA) under guidelines Section 15332 – Infill (Class 32). This Project is exempt because it meets the following conditions: (a) The project is consistent with the applicable general plan designation and all applicable general plan policies, as well as with applicable zoning designation and regulations. (b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses. (c) The project site has no value as a habitat for endangered, rare, or threatened species. (d) Approval of the project would not result in any significant effects relating to traffic, noise, air, or water quality. (e) All required utilities and public services can adequately serve the site.

**Public Notice Requirements**

None Required.

Attachment(s):
Resolution No. 6188
Exhibit A - Metal Building CCO 1

**RESOLUTION NO. 6188**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD APPROVING A CONTRACT CHANGE ORDER FOR CONSTRUCTION SERVICES WITH PLUMMERBUILT INC FOR THE AMOUNT OF $127,320 PLUS A 20% CONSTRUCTION CONTINGENCY ($25,465) FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $756,535 FOR THE WATER RECLAMATION FACILITY METAL BUILDING PROJECT AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID CONTRACT CHANGE ORDER ON BEHALF OF THE CITY OF SOLEDAD**

**WHEREAS,** the City of Soledad Public Works Department has had a longstanding goal of purchasing a Metal Storage Building for the heavy equipment and vehicles found at the Water Reclamation Facility (WRF) to protect some of the City's most significant investments and assets; and

**WHEREAS,** Staff identified a need to provide adequate protection for these vehicles and equipment, which are currently being stored out in the open making them vulnerable to weathering and the corrosive environment found at the plant and as a result, limiting the expected service life of the vehicles warranting extensive and costly maintenance or repairs; and

**WHEREAS,** on May 15, 2024, the City Council approved a contract for Construction Services with Plummerbuilt Inc. in the total not-to-exceed amount of $603,750 for the installation of a metal vehicle storage building to house the Sewer Van, Jetter Truck, and Combo Truck which each vehicle serves a crucial role in assisting Staff in performing inspections, cleanings, and flushing of the sewer and storm infrastructure in the entire city; and

**WHEREAS**, to ensure the City's future needs are met to reduce maintenance costs and extend the lifespan of the new metal vehicle storage building at the Water Reclamation Facility, Staff requested a change order to incorporate the items outlined in Contract Change Order No. 1 (CCO 1); and

**WHEREAS**, this change order includes the request to install a 52-ft floor drain spanning across the three bays, installation of insulation to the metal building (roof, walls, doors), and re-aligning the stub-outs for future sewer connections; and

**WHEREAS**, Staff is also recommending a 20% construction contingency for $25,465 to account for any issues during the construction of the activities described above; and

**WHEREAS**, CCO 1 and construction contingency shall be funded through the use of Wastewater Funds; and

**WHEREAS**, this project is Categorically Exempt, having met the qualifying criteria under CEQA guidelines Section 15332 – Infill (Class 32).

**NOW THEREFORE, BE IT HEREBY RESOLVED,** by the Council of the City of Soledad that a Contract Change Order for Construction Services with Plummerbuilt Inc in the

amount of $127,320 plus a 20% Construction Contingency in the amount of $25,465 for a total not-to-exceed amount of $756,535, a copy of the Change Order is attached hereto as **"Exhibit A"**, and by this reference incorporated herein, is hereby approved and the City Manager is hereby authorized and directed to execute the same on behalf of the City.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting duly held on the 18th day of December 2024 by the following vote:

**AYES,** and in favor thereof, Councilmembers:

**NOES,** Councilmembers:

**ABSENT,** Councilmembers:

**ABSTAIN,** Councilmembers:

_____
ANNA M. VELAZQUEZ, Mayor

ATTEST:

_____
MEGAN HUNTER, City Clerk

Exhibit - A

City of Soledad

# CONTRACT CHANGE ORDER

| CCO Number | CIP Number | Change Order Requested by: | Project Name |
|---|---|---|---|
| 1 | | [X] Engineer [ ] Contractor | WWRF - Metal Storage Building |

CONTRACTOR: **Plummerbuilt Inc**

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

**Change Required: Building Features Improvements as follows:**

1. 52-foot floor drain along the center with 3-inch draining to to existing storm drain.
2. Roof Instulation - 3inch with Vinyle face
3. Wall Instulation at 4-inch with vinyle face.
4. Insulated Roll up doors
5. Realigned 4-inch Sewer with 3 flow slab termination plus cleenout and dry water source under slab

**Cost Summary:** For this work, the contractor will be paid the sum below, this sum constitutes full compensation, including all mark ups for this change.

**Total agreed lump sum price =** $ 127,319.00

**Attachments:** Cost Request breakdown proposal by Plummerbuilt

Net Cost of this Change Order: **$ 127,319.00** [X] increase [ ] decrease

Net Time for this Change Order: **7 days** [X] increase [ ] decrease

## CHANGE IN CONTRACT PRICE

| | |
|---|---|
| Original Contact Price: | $ 575,000.00 |
| Net Change from Previous Change Orders: | $ - |
| Net Change from this Change Order: | $ 127,319.00 |
| New Contract Price: | $ 702,319.00 |

## CHANGE IN CONTRACT TIME

| | |
|---|---|
| Original Contact Time (Calendar Days): | 240 days |
| Net Change from Previous Change Orders: | 0 days |
| Net Change from this Change Order: | 7 days |
| New Contract Time (Calendar Days): | 247 days |

**RESIDENT ENGINEER RECOMMENDATION**

| SIGNATURE: | (PRINT NAME & TITLE) | DATE |
|---|---|---|
| | **Patrick Riddell, Resident Engineer** | |

**PROJECT MANAGER APPROVAL:**

| SIGNATURE: | (PRINT NAME & TITLE) | DATE |
|---|---|---|
| A Lo Garza | **Amando Garza, Project Manager** | 11/25/2024 |

**DEPARTMENT HEAD APPROVAL:**

| SIGNATURE: | (PRINT NAME & TITLE) | DATE |
|---|---|---|
| | **Donald Wilcox, Pubilic Works Director** | |

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

**CONTRACTOR ACCEPTANCE::**

| SIGNATURE: | (PRINT NAME & TITLE) | DATE |
|---|---|---|
| Gena Plummerbuilt | **Gena Plummerbuilt, Plummerbuilt Project Manager** | 11/25/24 |

City of Solecad
Metal Storage Building
Change Order No. 1 - November 2024
Constractor: Plummerbuilt Inc

| | Description | Costs |
|---|---|---|
| 1 | 52 feet Floor Drain with 3-inch connection to Storm Drain | $ 73,240.00 |
| 2 | Roof Insulation (3-inch Vinyl faced insulation) | $ 5,160.00 |
| 3 | Wall Insulation (all walls with 4-inch Vinyl insulation) | $ 21,185.00 |
| 4 | Roll-up INSULATED doors (in lieu of non-insulated) | $ 17,284.00 |
| 5 | Sewer Re-Alignment and with 3 termination, 1 cleanout , plus water line | $ 10,450.00 |
| | Subtotal | $ 127,319.00 |

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Presentation on the Assembly Bill 413 (AB413)**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Juan Huerta, Assistant Engineer, Don Wilcox, Public Works Director/City Engineer**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad receive a presentation regarding Assembly Bill 413 (AB413).

## Executive Summary

Assembly Bill 413 is a bill passed by the California Legislature on October 10, 2023, which is meant to reduce pedestrian injuries and fatalities by prohibiting the parking of cars within 20 feet of the driver-approach side of all intersections. This presentation is meant to inform the City Council on this issue.

## Background

The California Legislature passed Assembly Bill 413 on October 10, 2023. This law went into effect on January 1, 2024, but included a year grace period before enforcement begins on January 1, 2025. AB 413 is an unfunded state-mandated law that is meant to improve pedestrian safety by prohibiting vehicles from parking within 20 feet of the driver's approach side of any marked or unmarked crosswalk or 15 feet from a bulb out. This means that starting January 1, 2025, any vehicle that is parked within 20 feet of the driver's approach side of any marked or unmarked crosswalk or within 15 feet of a bulb out at an intersection can be cited by law enforcement. This law is meant to improve pedestrian safety by giving approaching drivers a clearer sight line of any pedestrians who are potentially stepping off the curb and onto the roadway. The city is mandated to uphold this law and is planning a variety of ways to implement and inform the public about this issue.

## Review & Analysis

The city is not in a financial position to paint the curbs on all of the city's intersections to comply with AB 413. However, over time as roadways are improved the city will update the intersections to meet the new code requirements. For example, as part of the Front Street Maintenance Project, the city plans to remove any diagonal parking spaces that would place a vehicle in violation of the new law.

The city also plans to implement AB 413 by conducting a widespread public outreach campaign. Public Works staff in conjunction with Community Engagement have prepared public outreach material to share with the community about the new parking restrictions. In addition, the staff has prepared a video explaining the new law, which demonstrates the associated safety reasons for its passage. The city will enforce the law on a complaint basis and explain how to report a violation to Code Enforcement.

**Financial Considerations**

The new law is considered an unfunded mandate. It is impossible to calculate the costs of full implementation. In some cases, implementation will require additional engineering services. For example, the city invested almost $20,000 in traffic engineering to justify the addition of stop signs to limit the impact of the new law on Front Street, which could have wiped out more parking and caused the destruction of parts of the medians.

**Alternatives**

- Receive the presentation with no further action; or
- Receive the presentation and provide additional direction to staff.

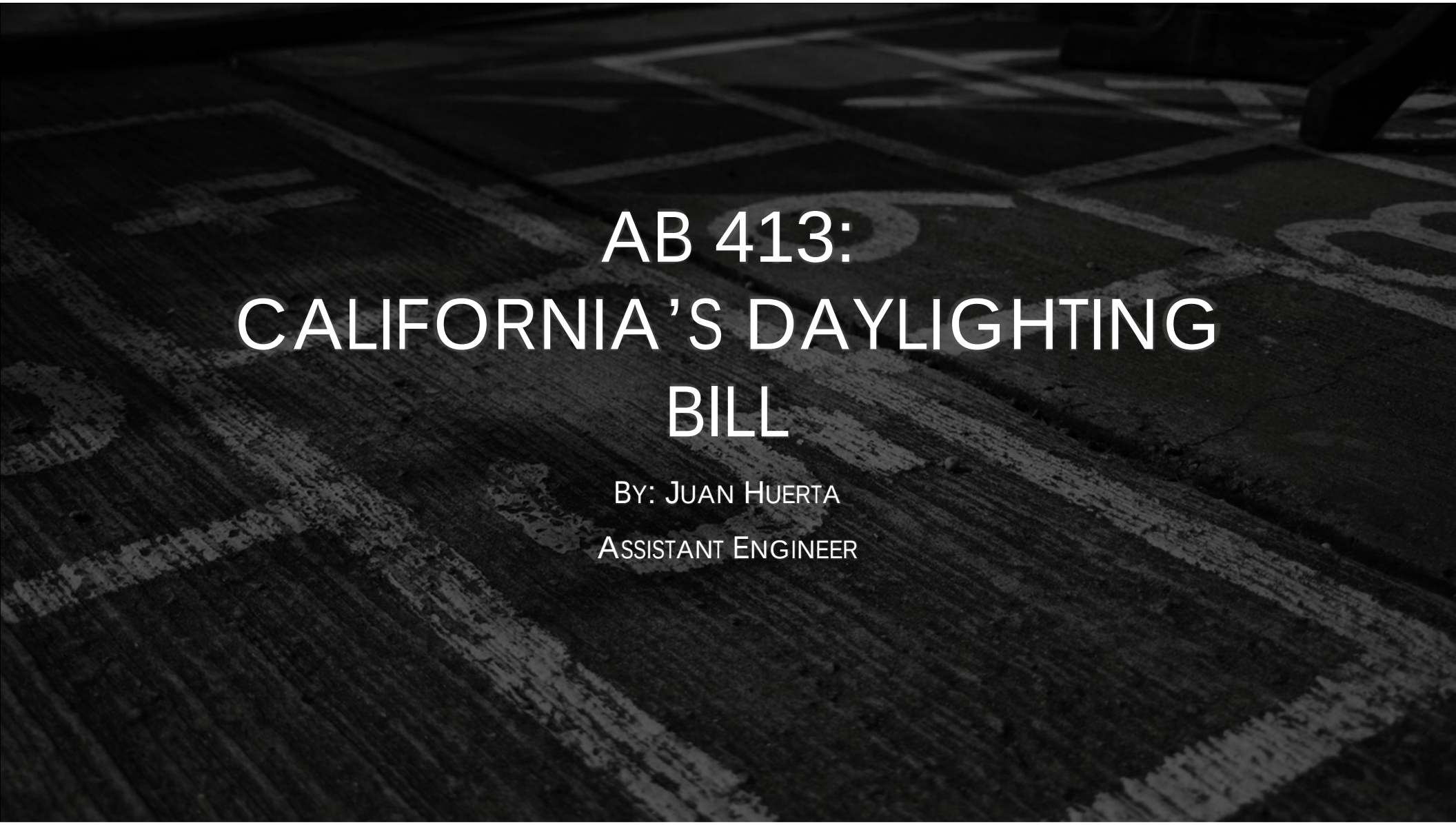
**Planning/CEQA**

This is a presentation only and is not considered a project for the purposes of CEQA.

**Public Notice Requirements**

Not required.

Attachment(s):
AB 413 Presentation



# AB 413: CALIFORNIA'S DAYLIGHTING BILL

BY: JUAN HUERTA

ASSISTANT ENGINEER

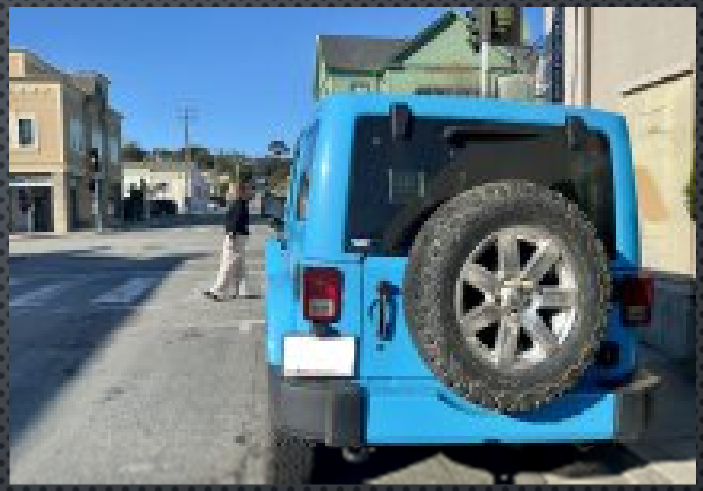


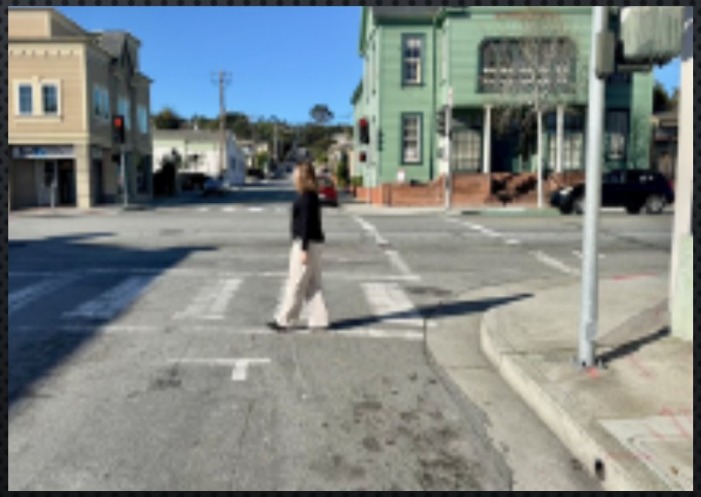
# WHAT IS AB 413?

- AB 413 was passed by the California legislature on October 10,2023 and went into effect without enforcement January 1,2024, with enforcement of the law beginning January 1, 2025
- California Bill AB 413 is a bill that makes it illegal to park within 20 feet of a marked or unmarked crosswalk or within 15 feet of a bulb out anywhere in the state of California
- AB 413 is an unfunded state mandated law, This means all cities are required to implement this law but do not receive funding from the state to do this

# IMPORTANT FACTS

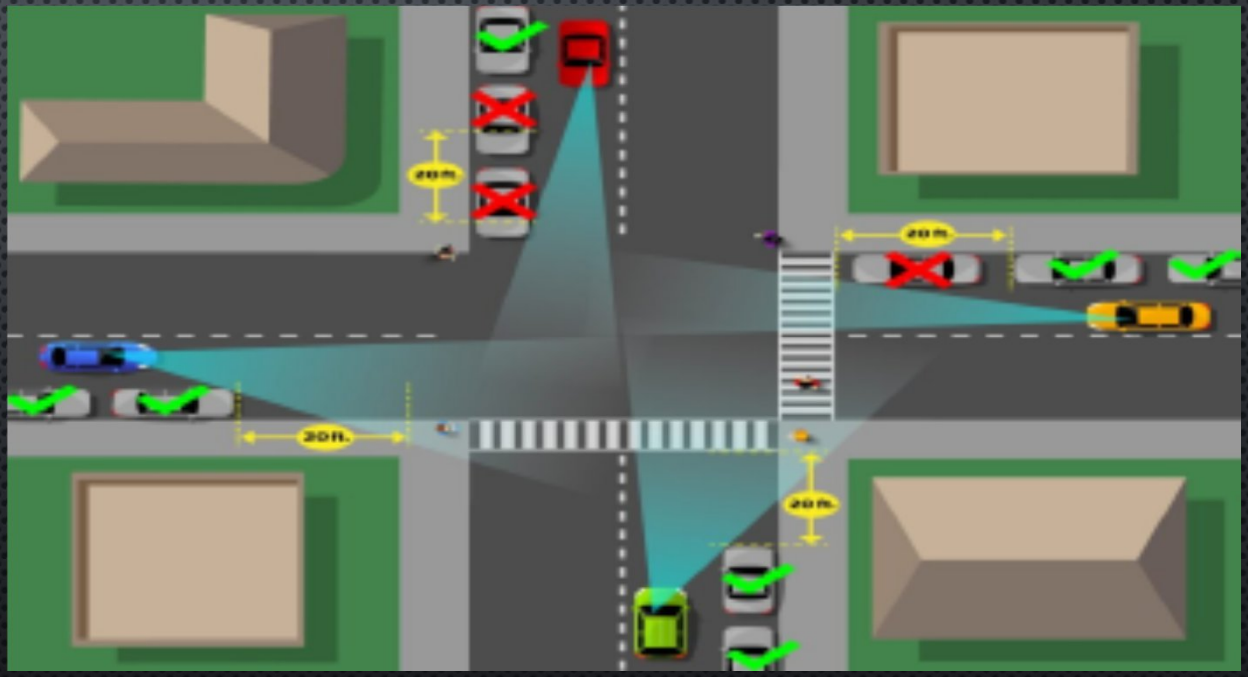
- 20 FEET IS THE ABOUT THE SAME LENGTH AS A FOUR-DOOR PICKUP TRUCK
- A PARKED CAR AT AN INTERSECTION CAN SIGNIFICANTLY IMPACT DRIVER'S LINE OF SIGHT TO APPROACHING PEDESTRIANS





# WHAT THIS MEANS FOR SOLEDAD

- PARKING WILL BE REMOVED IN SOME AREAS OF TOWN MOST NOTABLY ON MAIN, SOLEDAD AND KIDDER ST
- ANYONE WHO PARKS 20 FEET FROM AN INTERSECTION ON THE DRIVER SIDE CAN BE CITED BY PD



# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Consideration of the Appropriation and Allocation of Community Development Block Grant (CDBG) Program Income Funds in the Amount not to Exceed $500,000 to Eligible Activities in Accordance with the State CDBG Program Income Policy**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Hortencia Vargas, Economic Development Coordinator, Beatriz Trujillo, Acting Community and Economic Development Director**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council receive the staff report and provide direction to staff regarding the appropriation and allocation of Community Development Block Grant (CDBG) Program Income funds in the amount not to exceed $500,000 to eligible activities, in accordance with the State CDBG Program Income Policy.

## Executive Summary

The City of Soledad has successfully leveraged Community Development Block Grant (CDBG) funding to support local businesses and residents through initiatives such as business assistance loans, housing rehabilitation, and homeownership programs. The repayment of these loans has generated Program Income (PI), which must be allocated to eligible activities in compliance with federal and state regulations.
Eligible uses of PI include:

- Public Improvements: Projects that enhance community infrastructure, such as parks, streets, sidewalks, and other public facilities.
- Housing Programs: Providing payment assistance loans to improve housing affordability and conditions for eligible low- and- moderate income households.
- Economic Development Programs: Business loans to promote job creation, retention, and economic growth.

Staff is seeking Council's direction on the allocating CDBG Program Income funds not to exceed $500,000 to one or more of these eligible activities, ensuring compliance while addressing community needs.

**Background**

The Community and Economic Development Department had previously received direction from the City Council to prepare and submit an application in response to the 2024 Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA). Despite diligent efforts, City Staff were unable to complete and submit the required application materials by the October 29, 2024 deadline. While this missed opportunity represents a significant setback in securing CDBG funding for these critical programs, City Staff have identified an alternative funding source to support the City Council's priorities. The City can utilize CDBG Program Income (PI), derived from repaid business loans, to advance eligible initiatives. Under federal regulations (24 CFR Part 570.489(e)), CDBG PI may be allocated to activities such as business loans, housing rehabilitation, and homeownership assistance.

To ensure compliance with CDBG Program Income Policy, PI must be allocated through one of the following options:

1. Amend an Existing Standard Agreement:
    - Integrate PI into an active CDBG agreement.
    - The City currently has an active grant (Grant No. 22-CDBG-ED-30043) with $750,000 allocated to the Business Assistance Loan Program with approximately $300,000 available for business loans.
2. Submit a "Program Income Only" Application:
   Use PI exclusively for new eligible activities.
    - Two eligible programs are project-ready:
        - Homebuyer Assistance Program: Recently approved by Council to provide zero-interest deferred payment loans to eligible households.
        - Community Center Improvements: Eligible as a public facilities project, benefiting the community, where 63% of residents are low- to moderate-income.
3. Return Program Income to the State:
    - If no action is taken, funds must be returned to the California Department of Housing and Community Development (HCD).

Staff recommends Council consider options that align with community priorities and ensure compliance with program regulations.

**Review & Analysis**

Currently, the City has approximately $500,000 in Program Income available across its CDBG-Economic Development (Fund 262) and CDBG-Housing Program (Fund 261). Council direction is needed to determine how to allocate these funds effectively, ensuring alignment with local needs and regulatory compliance.

**Allocation Options:**

**1. Allocate to Active CDBG Program (Grant No. 22-CDBG-ED-30043)**

- Approximately $300,000 remains available for business loans under this grant. Allocating an additional $500,000 would expand the City's capacity to support local businesses and drive economic growth.

**2. Submit a "Program Income Only" Application:**

- Homebuyer Assistance Program: Council has approved guidelines providing a foundation for offering zero-interest deferred loans to eligible households. This program would address the community's housing affordability challenges.
- Community Center Improvements: Public facilities upgrades are underway, but additional funding is needed. Allocating PI would help ensure project completion, addressing a critical

community need.

By allocating PI, the City can continue to leverage CDBG resources effectively, avoiding the need to return funds to the State. Staff seeks Council's guidance on the allocation of $500,000 in CDBG Program Income. A proactive and strategic approach will ensure compliance with federal and state regulations while advancing the City's economic development and housing goals. Thoughtful allocation of these funds will maximize their impact and sustain the City's track record of leveraging CDBG resources to benefit the community.

**Financial Considerations**

Allocating CDBG Program Income will bring additional grant funding to the City and will provide for some administrative costs. There is no negative impact to the City's General Fund.

**Alternatives**

1. Allocate Program Income to the Active CDBG Business Loan Program (Grant No. 22-CDBG-ED-30043):
   Allocate the entire $500,000 to the active Business Loan Program to expand funding for small business loans. This approach would support local economic growth by increasing opportunities for business creation, retention, and job development.
2. Submit a "Program Income Only" Application for the Homebuyer Assistance Program:
   Use the $500,000 to fund a new Homebuyer Assistance Program, which would provide zero-interest deferred loans to eligible households. This option addresses the community's housing affordability challenges and establishes a new housing initiative aligned with Council-approved guidelines.
3. Submit a "Program Income Only" Application for Community Center Improvements:
   Direct the $500,000 toward public facilities improvements at the Community Center. This would ensure the completion of vital upgrades benefiting a community where 63% of residents qualify as low- to moderate-income, addressing a critical infrastructure need.
4. Allocate Program Income Across Multiple Activities:
   Divide the $500,000 between the active Business Loan Program and a "Program Income Only" application for either the Homebuyer Assistance Program or Community Center Improvements or other eligible activity. This hybrid approach would allow the City to address both economic development and community infrastructure needs simultaneously.

**Planning/CEQA**

Pursuant to Section 21065 of the CEQA guidelines, a "project" is defined as a "whole action" subject to a public agency's discretionary funding or approval that has the potential to either (1) cause a direct physical change in the environment or (2) cause a reasonably foreseeable indirect physical change in the environment. The proposed consideration is the appropriation and reallocation of funds of existing CDBG Program income funds to an existing active CDBG Grant program. This action will not cause a direct physical change to the environment. Any development project resulting from the allocation of these funds may be subject to subsequent CEQA review and analysis.

**Public Notice Requirements**

Not required.

Attachment(s):

# Allocation of CDBG Program Income Funding

City Council Meeting

December 18, 2024

Presented by: Community & Economic Development Department

# Community Development Block Grant (CDBG) PROGRAM INCOME POLICY

**City of Soledad CDBG Program: Leveraging Resources for Community Growth**

The City of Soledad has effectively utilized Community Development Block Grant (CDBG) funding to support local businesses and residents through key initiatives, including:

- Business assistance loans
- Housing rehabilitation
- Homeownership programs

As loans are repaid, the resulting funds are classified as **Program Income (PI)** in accordance with federal regulations (24 CFR Part 570.489(e)).

# PROGRAM INCOME OVERVIEW & ALLOCATION OF FUNDS

The City has generated approximately **$500,000** from the repayment of CDBG Housing and Business Assistance Loans.

In order for the City to be in line with Program Income Policy, the City must allocate PI through one of the following options:

1. Amend an Existing Standard Agreement
2. Submit a “Program Income Only” Application
3. Return PI to the State

# ALLOCATION OPTIONS:

**Amend an Existing Standard Agreement -** The city has only one active CDBG Program (Grant No. 22-CDBG-ED-30043 – Business Assistance Loan Program)

- Approximately $300,000 remains available for business loans under this grant. Allocating an additional $500,000 would expand the City's capacity to support local businesses and drive economic growth.

**Submit a "Program Income Only" Application -** The city has two projects eligible and ready for funding under the Program Income- Only Application:

- **Community Center Improvements:** Public facilities upgrades are underway, but additional funding is needed. Allocating PI would help ensure project completion, addressing a critical community need.

- **Homebuyer Assistance Program:** Council-approved guidelines providing a foundation for offering zero-interest deferred loans to eligible households. This program would address the community's housing affordability challenges and although the $500,

# Allocation Options – Community Development

**Allocate to Active CDBG Program (Grant No. 22-CDBG-ED-30043)**

- Approximately $300,000 remains available for business loans under this grant. Allocating an additional $500,000 would expand the City's capacity to support local businesses and drive economic growth.

Submit a "Program Income Only" Application:

- **Homebuyer Assistance Program:** Council-approved guidelines providing a foundation for offering zero-interest deferred loans to eligible households. This program would address the community's housing affordability challenges.

- **Community Center Improvements:** Public facilities upgrades are underway, but additional funding is needed. Allocating PI would help ensure project completion, addressing a critical community need.

# DISCUSSION OF ALTERNATIVES:

1. **Expand CDBG Business Loan Program:**
   Allocate full funding to support small business loans, fostering local economic growth, job creation, and retention.

2. **Community Center Improvements:**
   Invest in critical upgrades to benefit low- to moderate-income residents and improve public facilities.

3. **Homebuyer Assistance Program:**
   Use funds for zero-interest deferred loans, addressing housing affordability and supporting eligible households.

4. **Hybrid Allocation:**
   Split funds between the Business Loan Program and either the Homebuyer Assistance Program or Community Center Improvements to balance economic and community needs.

# Thank you

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Receive and Accept the Mini-Grants Closeout Report**

**TO:** **Honorable Mayor Anna Velazquez and City Council**

**FROM:** **Jesus Valenzuela**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council receive and accept the Mini-Grants Closeout Report.

## Executive Summary

The City of Soledad City Council created the Soledad Mini-Grants Program to support local organizations working to make Soledad a better place, with each grant not exceeding the amount of $5,000 per organization. Four organizations were awarded a Mini-Grant from the City of Soledad in 2024 to sport youth sports, a community garden, and spay and neutering services. The total amount the City of Soledad spent on this project was $16,100 in Fiscal Year 23/24. Additional funds were not budgeted for the program in FY 24/25 to allow the Council to consider its funding priorities especially as American Rescue Plan Act (ARPA) funds have been depleted. As the City kicks off its strategic planning process in early 2025, it is a good opportunity to reassess this program for future funding.

## Background

On April 6, 2022, the City Council received a presentation regarding the allocation of $50,000 for a mini-grants program for eligible nonprofits by Policy No. 480 and Resolution No. 3660 (Soledad City Council April 17, 2005). The item was brought back on March 1, 2023, to support non-profit organizations that are improving Soledad and helping increase resident participation in the community. On April 5, 2023, the Council approved the program.

Staff conducted significant outreach, ultimately receiving nine timely applications. On June 21, 2023, Staff recommended that the City Council approve all nine applications, explaining that all met the minimal criteria established on April 5, 2023. During the presentation, Staff conceded that the criteria for receiving an award were so basic that it was difficult to distinguish between proposals. As a result, the City Council voted to reject the full slate of applications and directed staff to return with more concrete criteria for Council consideration.

After researching several cities with similar small grant programs, it was recommended that the City Council adopt criteria similar to the City of Gonzales' Community Action Grant Program. Gonzales' Program is well structured and has a simple but more detailed application process that includes a scoring rubric that will allow the rating and ranking of applications. On September 20, 2023, the Council approved a revamped set of criteria for the approval of the Mini-Grants.

Staff prepared the application materials to launch the program and hosted four information sessions via Zoom. Staff also made it available so that any organization that needed a session outside of those four could have a one-on-one meeting. These sessions were mandatory to apply for funding. After the Office of Community Engagement conducted the four workshops, seven organizations expressed interest in submitting applications. Four organizations submitted complete applications.

These applications were rated on a 1-5 scale based on the following:

- Community Benefit: To what extent does the project benefit the community, especially related to improving residents' health, well-being, and quality of life in Soledad and achieving Soledad's mission?
- Leadership: Is there significant Soledad resident leadership in devising the project and ongoing throughout the project?
- Reach: How many residents will benefit from the project? Is there to be involvement, collaboration, and/or partnership with other organizations/groups?
- Cost Effective: Are the projected expenditures reasonable for the project scope, including the number of residents involved and to benefit?
- Leveraging of Resources: What resources has the group secured or will seek to support the project's success beyond this program's funding? What are the sources of in-kind support (e.g., volunteers, donated supplies/materials, etc.)?
- Completeness of Application: Is the application complete? Does the group communicate why it should be awarded a grant and how it will ensure stewardship of the grant award?

On April 23, 2024, staff returned to Council with the recommendation to approve funding for the Methodist Church of Soledad, South County Animal Rescue (SCAR), Soledad Little League, and Our Neighborhood Pet Project (ONPP).

**Review & Analysis**

The four organizations completed their proposed scope of work with great results. The following are their deliverables:

- The Methodist Church of Soledad was awarded $3,600 to build a community garden. Many low-income families have little access to fresh vegetables. This community garden provided a place for families to get those needed vegetables and build a community through gardening. Funds were used to purchase garden and irrigation materials. The Methodist Church organized a planting day and a ribbon cutting on September 13, 2024. Community members planted corn, celery, squash, and a donated apple tree. Since then, they have had over 35 people attend meetings to maintain the garden.
- South County Animal Rescue (SCAR) was awarded $5,000. This organization set aside funds to provide access to spay and neuter services to sixty pets through its voucher program (SNAP) for Soledad residents.
- Soledad Little League was awarded $5,000. The Little League purchased 190 shirts for its players, which was important to the Little League, given its financial struggles. The League strived to ensure that costs were not impediments to kids' participation.

- Our Neighborhood Pet Project (ONPP) was awarded $2,500. This project provided low-income families in Soledad with spay and neuter services vouchers. ONPP sponsored a spay and neuter clinic in Soledad, providing surgeries for 60 cats and 10 dogs. They verified the addresses and provided service to 32 families from Soledad.

**Financial Considerations**

The total cost for the Mini-Grant Program was $16,100 under the 2023/24 fiscal year. If Council wishes to budget for another round of Mini Grants, we would have to amend the budget at mid-year budget and determine a revenue source. It is recommended that the Council consider whether this is a funding priority their the strategic planning process that will start in January 2025 and will be completed before the development of the Fiscal Year 25/26 budget.

**Alternatives**

- Accept report as presented; or
- Do not accept the report and ask for additional information.

**Planning/CEQA**

The City of Soledad has determined that the proposed action of providing mini grants for non-profit programming and scholarships is not a project as defined by the California Environmental Quality Act (CEQA) per Guidelines Section 15378 because this matter has no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378.

**Public Notice Requirements**

Not required.

Attachment(s):
Mini Grants Presentation

December - 2024

# Mini Grants

# Four Organizations Funded

- Soledad Little League
- SCAR
- Our Neighborhood Pet Project
- United Methodist Church

# Soledad LittleLeague

Purchased 190 shirts for their players










# SCAR

To hold a dog event in Sprint of 2025

To spay and neuter 20 Soledad-owned mid to large dogs







# United Methodist

Purchased eight beds for planting various vegetables such as squash, celery, bell pepper, oregano.

Held events where 35 people volunteered.








# Our Neighborhood Pet Project

Held a spay and neuter event
that provided surgery for 60 cats and 10 dogs

Provided service to 32 Soledad families








# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Revisit and Discuss City of Soledad Resolution No. 5278, Declaring The City Of Soledad As A Sanctuary City For All Residents, Regardless Of Immigrant Status and Provide Direction as Necessary.**

**TO:** **Honorable Mayor Anna Velazquez and City Council**

**FROM:** **Jesus Valenzuela**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council of the City of Soledad revisit and discuss Resolution No. 5278, Declaring the City of Soledad as a Sanctuary City for all Residents, Regardless of Immigrant Status, and provide staff direction on desired further action.

## Executive Summary

In 2017 the Soledad City Council approved Resolution No. 5278, designating itself a "Sanctuary City". In light of President-Elect Trump's commitment to engage in enhanced immigration enforcement in the coming year, Mayor Anna Velazquez requested that Staff bring Resolution No. 5278 back to Council for discussion to explain the meaning and scope of the City's designation as a Sanctuary City and to discuss what additional steps, if any, the Council and Staff can take to assure immigrant that they can continue to interact with City employees and programs without fear of reprisal.

## Background

During the February 15, 2017 Soledad City Council meeting, then Councilmember Anna Velazquez directed Staff to prepare and provide the Council with a resolution to consider declaring the City of Soledad a “Sanctuary City.” A “Sanctuary City” is a designation used to describe a city, county or other governmental agency that has in some manner memorialized its commitment to refrain from using agency resources, including personnel, or to be otherwise involved in the enforcement of federal immigration restrictions and regulations. Several states and local jurisdictions throughout the United States have adopted such sanctuary policies and/or taken on the sanctuary mantle in 2017.

On March 16, 2017, the City Council adopted Resolution No. 5278, Declaring the City of Soledad as a Sanctuary City for all Residents, Regardless of Immigrant Status. This resolution established the following policies:

1. That the City will not use City resources, and particularly its police force, to enforce federal

immigration law. More specifically, this means that the City will not use City resources to investigate, question, detail or apprehend individuals on the basis of civil violations of federal immigration law. There is a carve-out that would allow participation for enforcement actions that involve criminal activity and the protection of public safety; otherwise, the Department would find itself unable to provide assistance in matters where the well-being of the City's residents was at risk; and

2. That the City will take no direct action against individuals merely on the basis of immigrant status; and
3. That disincentives to the use of City services by immigrants will be mitigated by ensuring the confidentiality of the application process for such services; and
4. That the City will refrain from participation in any federal program requiring the registration of individuals on the basis of religious affiliation, race, national or ethnic origin, gender identity or sexual orientation.

This action was reinforced in October of 2017 when the State of California adopted SB 54, The California Values Act. The Act establishes that no state or local resources may be used to assist federal immigration enforcement and that State schools, hospitals and courthouses are "safe spaces" for everyone in the State.

During the December 4, 2024, meeting, Mayor Anna Velazquez directed staff to bring this item back to the Council to refresh the public's recollection of the meaning and intent of the City's efforts and to discuss whether any additional actions should be taken in light of the planned uptick in federal immigration enforcement.

**Review & Analysis**

Both the California Values Act and Resolution No. 5278 were adopted to reassure immigrant families that accessing essential city services and participating in critical programs will not expose them to immigration enforcement actions by the City or the federal government. These measures aim to ensure that immigrants within the City feel safe seeking law enforcement assistance, utilizing healthcare services, and pursuing educational opportunities without fear of deportation. While the City cannot prevent federal immigration enforcement, it can ensure that its employees, programs, and services are not used to facilitate federal enforcement efforts.

Recently, the County of Monterey established the Monterey County Immigrant Rights Ad Hoc Committee. This committee aims to unite key stakeholders from immigrant communities to make recommendations, improve communication, and help the County prepare for and protect immigrant residents (see Attachment 1 for details). The City may benefit from monitoring the committee's progress and similar initiatives by other state and local governments. These efforts could guide the City in identifying additional measures to protect immigrant access to essential services and enhance communication about their rights.

It is worth noting that Resolution No. 5278 carries potential risks for the City. Under Executive Order

13768, jurisdictions identified as "sanctuary" and found noncompliant with federal immigration law may face the loss of federal funding unless such funding is otherwise mandated by law. Specifically, Order 13768 grants discretion to the Attorney General and Homeland Security Secretary to penalize jurisdictions that fail to comply with 8 U.S.C. § 1373. This statute prohibits federal, state, or local entities from restricting the sharing of information regarding an individual's citizenship or immigration status with federal immigration authorities.

If deemed noncompliant, the City may become ineligible for federal grants, except those deemed necessary for law enforcement purposes. Such a loss of funding could have significant implications for the City's future budgets and its ability to provide essential services.

City staff seeks direction from the Council on additional steps to ensure that immigrant families feel safe and supported within the community. It is vital to maintain trust between the immigrant community and local law enforcement. To that end, staff has engaged with the California Department of Justice and partnered with various nonprofit organizations that provide "Know Your Rights" presentations and comprehensive immigration support services.

The City has a pivotal role in fostering a safe and inclusive environment for all residents, including immigrant families. Staff recommends that the Council provide guidance on further actions to support these goals while addressing any financial and legal challenges that may arise.

**Financial Considerations**

There is no direct cost associated with implementing the sanctuary policies set forth in Resolution No. 5278. However, as noted above, there is some possibility that by declaring itself a Sanctuary City and adopting policies that essentially remove the City from the enforcement of federal immigration law, the City may be penalized through the loss of future federal funding for a variety of City projects.

**Alternatives**

- Give staff direction on steps for serving the immigrant population
- Take no action at this time.

**Planning/CEQA**

The proposed request for direction is a ministerial action not considered a project under the California Environmental Quality Act (CEQA).

**Public Notice Requirements**

None

Attachment(s):
Monterey County Immigration Rights Ad Hoc Committee

Revised Resolution re sanctuary city 3-16-17.
SR Sanctuary City

**Monterey County Board of Supervisors**
**Referral Submittal Form**

**Referral No. 2024.15**
**Assignment Date: 12/3/24**

**SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:**

| Date: 11/7/2024 | Submitted By: Supervisor Luis Alejo and Supervisor Lopez | District #: 1 and 3 |
|---|---|---|

Referral Title: **Immigrant Rights Ad Hoc Committee**

Referral Purpose: In light of the election of a new presidential administration who has threatened to take unprecedented actions against immigrants, this referral seeks to create a Monterey County Immigrants Rights Ad Hoc Committee that will bring together key immigrant community stakeholders that could make recommendations, enhance communication and assist the County of Monterey in preparing and protecting our immigrant community in Monterey County against any unconstitutional and draconian federal actions.

Brief Referral Description: President-Elect Donald Trump has committed to take drastic and severe actions against immigrants across our nation, including mass detentions and deportations of immigrants. Preparations for such draconian actions are expected to ramp up over the next few months, and would not only impact undocumented immigrants, but entire families with also U.S. citizens, Dreamers and lawful permanent resident family members. It would also have drastic adverse impacts on our two largest industries and workforces: agriculture and hospitality. Monterey County has the highest percentage of immigrants out of any county in California with 28.9% foreign born.

The purpose of establishing an Immigrant Rights Ad Hoc Committee is to facilitate bringing nonprofits, agriculture, hospitality, education, labor, local law enforcement, attorney, healthcare and other stakeholders together to help make recommendations, enhance communication, and help deploy resources in defense and in protection of our immigrant communities in Monterey County.

| **Classification - Implication** | **Mode of Response** |
|---|---|
| ☐Ministerial / Minor<br>☐Land Use Policy<br>☐Social Policy<br>☐ Budget Policy<br>**X** Other: **Immigration** | ☐ Memo **X** Board Report **X** Presentation<br>**Requested Response Timeline**<br>**X** 2 weeks ☐ 1 month ☐ 8 weeks<br>☐ Status reports until completed<br>☐ Other: _____ ☐ Specific Date: _____ |

**ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office:**

| Department(s): County Counsel and CAO | Referral Lead: Susan Blitch/Nick Chiulos | Board Date: 12/3/24 |
|---|---|---|

**REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:**

| Department(s): | | Original Date: |
|---|---|---|

**ANALYSIS - Completed by Department and copied to Board Offices and CAO:**

Department analysis of resources required/impact on existing department priorities to complete referral:

| Analysis Completed By:<br>_____<br>Date: _____ | **Department's Recommended Response Timeline**<br>☐ By requested date<br>☐ 2 weeks ☐ 1 month ☐ 6 weeks ☐ 6 months<br>☐ 1 year ☐ Other/Specific Date:_____ |
|---|---|

**REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:**

| Referral Response Date: | Board Item No.: | Referrals List Deletion: |
|---|---|---|

**RESOLUTION NO. 5278**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD DECLARING THE CITY OF SOLEDAD AS A SANCTUARY CITY FOR ALL RESIDENTS, REGARDLESS OF IMMIGRATION STATUS**

**WHEREAS**, the City of Soledad has historically welcomed individuals of all racial, ethnic, religious and national backgrounds, including a large immigrant population, and has greatly benefitted from the contributions of its rich and diverse residential base; and

**WHEREAS**, Soledad's immigrant population has and will continue to contribute to the City's economic and social prosperity by maintaining its role as a significant part of the City's work force, by establishing and patronizing local businesses, by contributing to arts and culture, and through the achievement of significant educational accomplishments, and

**WHEREAS**, establishing and maintaining a relationship of trust, respect, and open communication between City officials and residents is essential to the City's mission of the efficient delivery of public services in partnership with its community, an effort which ensures public safety and due process, a prosperous economic environment, opportunities for our youth, and a high quality of life for residents; and

**WHEREAS**, many citizens, including residents of the City of Soledad, have expressed concern with regard to recent immigration-based federal policies and actions, and are fearful that said policies and actions will have a significant adverse impact on the existing relationship of cooperation and trust between the City and its immigrant population that will ultimately result in irreparable harm to local city operations and the well-being of the City's residents; and

**WHEREAS**, the City of Soledad desires to address the concerns and fears of its residents in relation to immigration status while at the same time being mindful that it must maintain positions on federal policy that do not affect the financial stability of the City in ways that are detrimental to the health and safety of its residents; and

**WHEREAS**, many cities and towns throughout the United States have been designated "Sanctuary Cities" through the adoption of resolutions, ordinances, policies and practices that demonstrate their commitment to equal, respectful and dignified treatment of all people, regardless of their immigration status; and

**WHEREAS**, in light of the foregoing, the City Council of the City of Soledad desires to memorialize and clearly articulate its commitment to the equal, respectful and dignified treatment of its citizenry by unequivocally stating that it will provide a sanctuary to all residents who are fearful of recent federal policy and action pertaining to immigration status by assuring them that the City will not expend funds nor use its resources to administer federal immigration law, which should remain under the exclusive authority of the federal government, unless legally required to do so.

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

1. The City of Soledad hereby declares itself as a place of sanctuary in that no City resources may be used to assist in the enforcement of federal immigration law or to gather or disseminate information regarding the immigration status of individuals or any other such personal information unless and until such assistance is required by federal or state statute, regulation, or court decision. This prohibition includes, but is not limited to, the use of City resources or personnel, including the City's law enforcement officers, to investigate, question, detain, apprehend, or otherwise participate in such authorities, and/or register persons based solely on a civil violation of federal immigration law. Said prohibition will not, however, forbid City cooperation with federal immigration agencies in matters that involve criminal activity and the protection of public safety or in instances in which the individual to whom requested information pertains provides his or her consent.

2. City of Soledad officials, including its law enforcement officers, will refrain from taking direct action against any individual based solely on his/her actual or perceived immigration status, nor will any individual be held in local custody for a civil immigration hold unless the individual has been convicted or charged with felony offenses, or is a sex or arson registrant. All holds will comply with the provisions of the Truth Act (AB 2792). The Council encourages the Soledad Police Chief and Police Department to continue their ongoing efforts to build and maintain trust with all communities served by the Department.

3. The City Council directs all City departments to review their confidentiality policies in order to ensure that eligible individuals are not deterred from seeking or engaging with City services as a result of their immigration status.

4. City of Soledad officials will not use any public resources or follow any federal program requiring the registration of individuals on the basis of religious affiliation, race, national or ethnic origin, gender, gender identity or sexual orientation.

5. Nothing in this Resolution should be construed or implemented to conflict with any obligation legally imposed by court order or federal law. The City Manager will provide the City Council with notice when the federal government requests or mandates the use of City resources to enforce federal immigration laws. City Staff will also continue to monitor any efforts by the federal government to withhold or withdraw federal funding as a result of the City's policies to protect and defend its diverse community, and will take action necessary to protect such funding.

6. The Soledad City Council commends the work of local institutions and individuals who join in building a climate of trust and support for our immigrant community.

7. This Resolution is not intended to create or form the basis of liability on the part of the City, its agencies, departments, officers, employees, or agents. It is also not intended to

create any new rights for breach of which the City is liable for money or any other damages to any person who claims that such breach proximately caused injury.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a special meeting duly held on the 21st day of March, 2017, by the following vote:

**AYES**, and in favor thereof, Councilmembers:

**NOES**, Councilmembers:

**ABSTAIN**, Councilmembers:

**ABSENT**, Councilmembers:

_____
FRED J. LEDESMA, MAYOR

Attest:

_____
MICHAEL McHATTEN, CITY CLERK

Business Item No. B-1

# COUNCIL COMMUNICATIONS

**SUBJECT:** **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD DECLARING THE CITY OF SOLEDAD AS A SANCTUARY CITY FOR ALL RESIDENTS, REGARDLESS OF IMMIGRANT STATUS**

**MEETING DATE:** **March 21, 2017**

## Recommendation

It is recommended that the City Council of the City of Soledad consider adoption of Resolution No. **5278**, Declaring the City of Soledad as a Sanctuary City for all Residents, Regardless of Immigrant Status.

## Background

At the February 15, 2017 Soledad City Council meeting, Council Member Anna Velazquez requested that Staff prepare and provide the Council with a resolution for consideration declaring the City of Soledad a "Sanctuary City." "Sanctuary City" is a designation used to describe a city, county or other governmental agency that has in some manner memorialized its commitment to refrain from using agency resources, including personnel, or to be otherwise involved in the enforcement of federal immigration restrictions and regulations. A number of states and local jurisdictions throughout the United States have adopted such sanctuary policies and/or have taken on the sanctuary mantle. (It is my understanding that there is an effort to have the entire State of California declared a "Sanctuary State.") As of this date, the federal government has not taken a position on the legality of sanctuary policies, and there is no precedential case law in this regard.

Sanctuary policies have been in the news recently as a response to the newly installed Trump administration's plans and actions to address perceived problems with illegal immigration. During the course of the presidential campaign, President Trump outlined a number of proposed efforts to stem the tide of illegal immigration, including the construction of a wall on the U.S.-Mexico border, a variety of limits on legal immigration and guest worker visas, and using the amount of federal financial assistance necessary to sustain the residence of an immigrant in the country as the basis for limiting immigration. Post-election, on January 25, 2017, President Trump signed Executive Order 13768 "Enhancing Public Safety in the Interior of the United States" which, among other matters, significantly broadened the scope of offenses for which immigrants may be considered a priority for deportation. All of these efforts are purported to be a means of protecting American workers and creating jobs for U.S. citizens.

The foregoing efforts and plans to impose tighter controls on immigration, when paired with President Trump's initial efforts to protect national security and prevent terrorism by the issuance of two Executive Orders which temporarily prohibit the entry of immigrants from a handful of specified countries, have caused immigrants throughout the country, state, and Monterey County, to express increased concerns about their safety and ongoing status as U.S. residents.

**Review and Analysis**

After a review of a variety of "Sanctuary City" resolutions and Staff reports, newspaper and magazine articles and treatises on immigration issues, Staff has prepared the attached Resolution for the Council's consideration. The Resolution provides the rationale for the City's proposed action, by recognizing the economic and social contributions made by the City's immigrant population, and then enacts a series of policies and directives meant to provide immigrants with reassurance that the City is committed to the equal, respectful and dignified treatment of all of its residents, regardless of immigration status.

Among other actions, Resolution No. 5278 establishes the following sanctuary policies:

1. That the City will not use City resources, and particularly its police force, to enforce federal immigration law. More specifically, this means that the City will not use City resources to investigate, question, detail or apprehend individuals on the basis of civil violations of federal immigration law. There is a carve-out that would allow participation for enforcement actions that involve criminal activity and the protection of public safety; otherwise, the Department would find itself unable to provide assistance in matters where the well-being of the City's residents was at risk; and

2. That the City will take no direct action against individuals merely on the basis of immigrant status; and

3. That disincentives to the use of City services by immigrants will be mitigated by ensuring the confidentiality of the application process for such services; and

4. That the City will refrain from participation in any federal program requiring the registration of individuals on the basis of religious affiliation, race, national or ethnic origin, gender identity or sexual orientation.

These policies appear to have been adopted, with minor variation, in all of the sanctuary resolutions that were available for review, and address the major concerns expressed by immigration advocates and the immigrant population itself.

It is worth noting that adoption of Resolution No. 5278 is not without potential adverse consequences to the City. Pursuant to the provisions of the previously referenced Executive Order 13768, agencies which declare themselves to be "sanctuary" jurisdictions and which do not comply with and enforce federal immigration law will not receive federal funding, unless otherwise mandated by law. The Order goes on to specify that the Attorney General and the Homeland Security Secretary have discretion to determine that jurisdictions that do not comply with 8 U.S.C. 1373, which mandates that "a Federal, State or local government entity or official may not prohibit, or in any way restrict, any government entity or local government or official

from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual" will be ineligible for federal grants, except as deemed necessary for law enforcement purposes.

In light of the foregoing, it would be reasonable to anticipate that there is some possibility that the City's ability to receive federal funding for a variety of programs may be jeopardized by designating itself as a Sanctuary City and adopting sanctuary policies. Federal funds are currently being used by the City for the purchase of a new fire engine, for the COPS Grant program, and in the agreement between the City and the Hospital District for the use of a $1.9 million dollar CDBG grant for hospital improvements. Many pending City projects will need to rely on federal funds, flowing through the state CDBG program, in order to be completed.

While a detailed analysis of the legality of Executive Order 13768 is beyond the scope of this memorandum, suffice it to say that there is good reason to believe that significant portions of the Order may be unenforceable. As an initial point, existing case law stands for the proposition that the use of federal funds that were already received or promised cannot be subsequently conditioned upon compliance with new law, regulations or conditions. None of the City's existing federal grants were expressly conditioned on compliance with and/or enforcement of new or existing immigration law, and as such, cannot be subsequently conditioned in this manner. Therefore, the City should be in no danger of losing federal grants and other forms of federal funding that have already been received or promised.

With respect to the prospective application of Executive Order 13768, the Supreme Court has held that Constitutional principles prohibit the federal government from compelling the states to enact or administer federal regulatory programs. In *Printz v. United States* (1997) 521 U.S. 898, the Court struck down the portion of the federal Brady Act requiring local law enforcement officers to temporarily conduct background checks for handgun purchases, essentially holding that the federal government is responsible for enforcing its own laws and is without the authority to "commandeer" state and local officials for federal purposes or otherwise dictate what state and local officials may or may not do while on the job. This and similar Supreme Court holdings should prevent Executive Order 13768's mandate that local governmental officials and employees administer federal immigration regulations and policies.

Moreover, provisions of Executive Order 13768 that condition receipt of federal funding upon compliance with the Order appear to run afoul of the Supreme Court's position on what is known as the "anti-coercion doctrine." In *National Federation of Independent Business v. Sebelius* (2012) 567 U.S. ___, the Court held that those portions of the Affordable Care Act by which Congress proposed to withhold 100% of the states' Medicaid funding if Medicaid programs were not expanded in accordance with the Act's provisions, were unconstitutional. The Court reasoned that while states could voluntarily and knowingly accept the terms of federal programs such as those contained in the Act, a threat to impose a significant monetary penalty for non-compliance with such programs amounted to coercion and left the states with no other option but to acquiesce to the proposed Medicaid expansion. In other words, by the terms of the Act, the states really had no viable option in the matter. The holding in *National Federation* is clearly applicable to the instant case, where the City's rejection of the requirements of Executive Order 13768 through the adoption of sanctuary policies may result in the loss of a significant amount of federal funding.

A cautious approach to the matters raised above would be to wait to declare sanctuary status until after the issue of potential federal funding penalties imposed on sanctuary cities has been resolved. However, this approach ignores the potential harm that may be suffered by the immigrant population in the interim.

In anticipation of concerns regarding federal funding issues associated with sanctuary cities and policies, Resolution No. 5278 has been crafted to clearly state that it is not the City's intent to conflict with any obligation legally imposed by federal law. This should provide some protection from potential funding losses the City may engender in declaring itself as a Sanctuary City. The Resolution also contains language that requires the City Manager to monitor federal efforts to withhold or withdraw federal funding, to notify the Council of the same, and that directs staff to take action necessary to safeguard such funding. Such notice will also provide the Council with the opportunity to reconsider all or a portion of its sanctuary policies in the event federal funding appears to be in jeopardy.

**Financial Considerations**

There is no direct cost associated with the implementation of the sanctuary polices set forth in Resolution No. 5278. However, as was noted above, there is some possibility that by declaring itself a Sanctuary City and adopting policies that essentially remove the City from the enforcement of federal immigration law, the City may be penalized through the loss of future federal funding for a variety of City projects.

**Alternatives:**

The City could refrain from declaring itself a Sanctuary City until the potential consequences of such action have been fully vetted. Alternatively, the City could adopt a resolution that merely states its objections to the current path the federal administration is taking with respect to immigration, and that urges the administration to take affirmative steps to amend immigration laws in a manner that will respect and accommodate the immigrant population.

**Public Notice Requirements:**

None.

_____

Michael McHatten, City Manager

Attachment: Resolution No. 5278

# CITY OF SOLEDAD
# STAFF REPORT

**SUBJECT:** **Consideration of Appointment of Mayor Pro Tempore and Various Appointments to Council and City Committees**

**TO:** **Honorable Mayor Velazquez and City Council**

**FROM:** **Darlene Noriega, Deputy City Clerk**

**THROUGH:** **Megan Hunter, City Manager**

**MEETING DATE:** **December 18, 2024**

## Recommendation

It is recommended that the City Council appoint the Mayor Pro Tempore for the 2025 term. According to the current rotation policy, Councilmember Fernando Cabrera would be appointed as Mayor Pro Tem for the year 2025. It is also recommended that the Mayor and City Councilmembers review the current list of all Council appointments to regional boards and council committees and provide any necessary direction regarding regular and alternate appointments.

## Executive Summary

Typically each December, appointments to various regional boards such as TAMC and city committees have been made. Under the City Council Rules, Policies, and Procedures, the Mayor appoints to these boards and committees with Council approval. However, over the past several years, the Mayor has asked Councilmembers about their interests in serving on a particular board or committee during the meeting before making selections and then the Council approves these appointments. For Mayor Pro Tem, the Council has established a rotation schedule under the Council Rules, Policies, and Procedures and the next member to serve in this role is Councilmember Cabrera. Council approval is also required for this appointment.

## Background

It is customary to re-evaluate the list of regional board and city committee assignments in December to allow newly elected councilmembers to participate after the certification of the November election. This year, the City Council reviewed these appointments after the March 5th Special Election that resulted in the election of Councilmember Ansaldo Sanchez. In addition, Councilmember Banuelos was appointed as an alternate to the Solid Waste Authority after Mayor Pro Tem Corralejo could no longer serve. With the recent election of Councilmember Caldera, it is important to review the assignments again and update appointments. With the departure of Former Mayor Pro Tem Corralejo, there are vacancies on the Affordable Housing and Policies and Procedures Subcommittees. At this time, the City Council also rotates the position of Mayor Pro Tem.

**Review & Analysis**

Under the City Council Rules, Policies, and Procedures, the Mayor has the authority to nominate and select members to serve on the regional boards and committees. The Council, unless other statutory requirements exist, approves these appointments. However, over the years, the City Council has actively participated in discussions with the Mayor around these appointments. In this way, the Mayor can gauge Councilmembers' interests and availability and make consensus selections in public view. Councilmembers can also discuss the desired goals for these positions. It is vital to ensure vacancies are filled, especially to regional boards such as TAMC and MST, to make sure that Soledad is well representative and the City has a voice in decisions around regional resource allocation. The Mayor and Councilmembers should review the list and determine if changes are needed and fill any vacancies created by the departure of former Mayor Pro Tem Corralejo. The City has a vacancy for the alternate position on AMBAG and vacancies on the Affordable Housing and Policies and Procedures Subcommittees. Pursuant to Resolution No. 5674 adopted on January 6, 2021, the City amended the City of Soledad Rules, Policies, and Procedures specific to the election of Mayor Pro-Tempore. Article III, Section 2, Appointment of Mayor Pro Tempore, states as follows: After the certification of each municipal election (or regularly scheduled election) and at the seating of a new Mayor Pro Tempore, the City Council shall review the Mayor Pro Tempore rotation list for the next two years. The Mayor Pro Tempore should serve on a rotating basis so that each councilmember serves one (1) year as Mayor Pro Tempore during his/her four (4) year term. In the event of an occurrence that creates a disruption in the regular rotation of the Mayor Pro Tempore, the Council shall consider the following principles in developing the rotation list: The rotation history of the previous four years The Mayor Pro Tempore serves for approximately a one-year period, and In the event that two or more Councilmembers have not served as Mayor Pro Tempore and have equal tenure in office, the one who received the most votes in the previous election should be placed higher on the rotation list. Based on past appointments and existing terms and the desired goal to ensure a rotation in which every councilmember serves as the Mayor Pro Tempore, rotations for the next two years would likely look as follows : Rotating Schedule 2024 - Maria Corralejo 2025 - Fernando Cabrera 2026 - Fernando Ansaldo-Sanchez 2027 - Evarista Banuelos 2028 - Ben Caldera. It is recommended that the Council finalize the appointments at this meeting so that Councilmembers are able to start their assignments in the new year.

**Financial Considerations**

Councilmembers receive a monthly stipend of $950 per month for attending Council meetings and attending to other Council business. In some cases, Councilmembers may receive a meeting stipend for attending regional board meetings, but this is not paid through the City.

**Alternatives**

Appoint Mayor Pro Tem and make other appointments to regional boards and committees. Do not appoint a Mayor Pro Tem and do not make other appointments to regional boards and committees and provide direction to staff. This is not recommended as it is important to have representation on these boards and committees as we start 2025.

**Planning/CEQA**

The appointment of Mayor Pro Tem and Councilmembers to boards and committees is not an action under CEQA.

**Public Notice Requirements**

None

Attachment(s):
2024 Current Committees List

City of Soledad
Summary of City Council
Committee List
As of 12/2024

**COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES, BOARDS & COMMISSIONS**

| Agencies, Boards and Commissions | Appointed | Staff | Meeting Date/Time/ Location |
|---|---|---|---|
| Name | | Liaison | |
| **AMBAG –** Association of Monterey Bay Area Governments Board | Rep: Anna M. Velazquez<br>Alt: _____ | Community Economic Development Director | 2nd Wednesday of Every month<br>6:00 p.m.<br>24580 Silver Cloud Court, Monterey.<br>*Meetings are being via Zoom. |
| **CAC –** Citizen Advisory Committee | Law Enforcement Rep:<br>Chief Damon Wasson<br><br>Citizen Rep: Fernando Cabrera | Police Chief | 2nd Thursday of each month<br>Time:<br>*Meetings are being held virtually |
| **MAYORS –** Monterey County Mayors' Association | Rep: Anna M. Velazquez | City Manager | 1st Friday of Every Month<br>Time: 12:00<br>Location:<br>This meeting rotates throughout the cities of Monterey County. |
| **MST –** Monterey Salinas Transit District | Rep: Anna M. Velazquez<br>Alt: Fernando Cabrera | Public Works Director | 2nd Monday of Every Month<br>10:00 a.m.<br>19 Upper Ragsdale, Ste. 100<br>Monterey, CA 93940<br>*Meetings are being held virtually. |
| **SVSWA –** Salinas Valley Solid Waste Authority | Rep: Fernando Ansaldo-Sánchez<br>Alt: Eva Banuelos | Public Works Director | 3rd Thursday of Every Month<br>6:00 p.m.<br>117 Fourth St. Gonzales, CA 93926 |
| **TAMC –** Transportation Agency of Monterey County | Rep: Fernando Cabrera<br>Alt: Anna M. Velazquez | Public Works Director | 4th Wednesday of Every Month<br>9:00 a.m.<br>1428 Abbott St. Salinas, CA 93901 |

City of Soledad
Summary of City Council
Committee List
As of 12/2024

**COUNCIL APPOINTMENTS TO OUTSIDE AGENCIES, BOARDS & COMMISSIONS**

| | | | |
|---|---|---|---|
| **MBAAPCD –** Monterey Bay Area Air Pollution Control District | This appointment is selected by the City Selection Committee. | City Manager | 3rd Wednesday of every month<br>(Except January and July)<br>1:30 p.m.<br>24580 Silver Cloud Court, Monterey |
| **3CE –** Central Coast Community Energy | The representative under the JPA is City of Gonzales, Mayor Rios | Public Works Director | Policy Board Meetings<br>1st Wednesday (8x per year) 10:30 a.m.<br>70 Garden Court., Suite 340<br>Monterey, CA 93940 |
| **SSVBA** - South Salinas Valley Broadband Authority | Rep: Fernando Cabrera<br>Alt: Anna M. Velazquez | City Manager | This group meets every quarter, on the 3rd Thursday of that month.<br>Time: 9:00 a.m.<br>They meet in person at the Greenfield City Hall, 599 El Camino Real |

City of Soledad
Summary of City Council
As of 12/2024

## AD-HOC COMMITTEES LIST

| Committee Name | Role | Appointed | Staff Liaison | Meeting Date/Time/ Location |
|---|---|---|---|---|
| Affordable Housing Sub Committee | Review Affordable Housing Agreements with developers that require Inclusionary Housing pursuant to City ordinances and make recommendations to the City Council. | Anna M. Velazquez | Community & Economic Development Director | As needed |
| Policies & Procedures Sub Committee | Review Policies and Procedures and make recommendations to the City Council. | Anna M. Velazquez | City Manager | As needed |
| Soledad City Council Legislative Committee | Composed of two Councilmembers who meet with the City's lobbyist and City staff to track important legislative bills and packages as well as to recommend a legislative platform. | Fernando Ansaldo-Sanchez<br>Fernando Cabrera | Community Engagement Manager | 2nd Thurs. of each month<br>Soledad City Hall |

City of Soledad
Summary of City Council
As of 12/2024

## CITY COMMISSIONS LIST

| Commission Name | Role | Appointed | Staff Liaison | Meeting Date/Time/ Location |
|---|---|---|---|---|
| Planning Commission | Meets to administer the Soledad General Plan and Zoning Code, makes decisions on projects, and provides recommendations to the City Council on larger projects and amendments to the Zoning Code. | Roberto Cruz<br>Josefina Aguilera<br>Lorenzo Sanchez<br>Sergio Diaz<br>Sandy Fuerte | Community & Economic Development Director | 2nd Thursday of every month<br>248 Main Street, Soledad<br>Council Chamber<br>6:00 p.m. |

City of Soledad
Summary of City Council Committee List
As of 12/2024

## LIAISON APPOINTMENTS TO OUTSIDE LOCAL ORGANIZATIONS

| Liaison Committee Name | Role | Appointed | Staff Liaison | Meeting Date/Time/ Location |
|---|---|---|---|---|
| Soledad Historical Society (SHS) | Serve as the City's rep. to the organization and report SHS's activities to the Council and seek guidance from the Council as to general matters related to SHS's activities | Rep: Fernando Cabrera<br>Alt: Anna M. Velazquez | Community/Economic Development Dir. | 2nd Wednesday of each month<br>10:00 a.m. |