



CITY COUNCIL MEETING

November 19, 2024 at 6:00 PM

Angels Fire House – 1404 Vallecito Road

AGENDA

To view or participate in the meeting online, please use the following link:

Join on your computer, mobile app or room device

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Meeting ID: 259 054 873 390

Passcode: NRF287

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Or call in (audio only)

[+1 209-662-6903,,253817460#](#) United States, Stockton

Phone Conference ID: 253 817 460#

[Find a local number](#) | [Reset PIN](#)

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In person public attendance will be available with limited seating. Seats are available on a first come, first served basis. Members of the public shall have the right to observe and offer public comment at the appropriate time.

CITY COUNCIL appreciates your interest and encourages your participation. Regularly scheduled meetings are held the 1st and 3rd Tuesday of each month. The Agenda is divided into two sections:

CONSENT AGENDA: These matters include routine financial and administration actions and are usually approved by a single majority vote.

REGULAR AGENDA: These items include significant financial and administration actions of special interest, hearings and work sessions. The numerical order of the items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Council Members. All questions shall be directed to the Mayor who, at his/her discretion, will refer to Staff.

Mayor Jennifer Herndon | **Vice Mayor** Isabel Moncada

Council Members Alvin Broglio, Michael Chimente, Caroline Schirato

Interim City Administrator Steve Williams | **City Attorney** Doug White

5:00 PM CLOSED SESSION

1. ROLL CALL

2. ADJOURN TO CLOSED SESSION

- A.** Conference with Labor Negotiations (Gov't Code Section 54957.6)
Employee Organization: City of Angels Employee Association (Miscellaneous)
City of Angels Firefighter Association
City of Angels Employee's Association (Exempt)
- B.** Public Employee Employment (Gov. Code Section 54957) Title: Fire Chief, Steve Williams, Interim City Administrator
- C.** Public Employee Discipline/Dismissal Release (Gov.Code,§ 54957), Steve William, Interim City Administrator,
- D.** Conference with Legal Counsel - Potential Litigation; Gov Code 54956.9 (1 case), Steve Williams, Interim City Administrator

6:00 PM REGULAR MEETING

3. ROLL CALL

4. PLEDGE OF ALLEGIANCE

5. REPORT OUT OF CLOSED SESSION

- A.** Conference with Labor Negotiations (Gov't Code Section 54957.6)
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6. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

7. PUBLIC COMMENT

The public may address the Council on any item of public interest not otherwise on the agenda that is within the jurisdiction of the city. No action may be taken. Matters to be addressed may be referred to City Staff or placed on a subsequent meeting Agenda. Speakers are limited to five minutes per person.

8. CONSENT AGENDA

- A.** Approve Draft Minutes of November 5, 2024, Rose Beristianos, City Clerk
- B.** AP Checks and Treasurer Report October, Michelle Gonzalez, Finance Director

9. REGULAR AGENDA

- A. Rural Recreation and Tourism Program - Utica Park Lightner Mine Expansion Project Update, Amy Augustine, City Planner
- B. Approve Resolution No. 24-85, Installation of Speed Cushions at Utica Park and Approving Task Order No. 4 in the Amount of \$9,000 for Boyer to Install Speed Bumps at Utica Park, Amy Augustine, City Planner
- C. Approve Resolution No. 24-86, Authorizing Acquisition of Formula Allocation Permanent Local Housing Allocation (PLHA) Funds and Approving a PLHA 5-year Plan, Amy Augustine, City Planner
- D. Discussion and Direction on All Hazards Planning Codes Introduction and Overview (including Heritage Road Program), Amy Augustine, City Planner
- E. Approve the Draft Prop 218 Notice, Michelle Gonzalez, Finance Director
- F. Approve Resolution No. 24-79, Revised Fee Schedule for Fiscal Year 2024-25, Michelle Gonzalez, Finance Director
- G. Approve Resolution No. 24-87, Awarding a Bid from Pavement Coatings Co in the amount of \$180,509.60 for Crack Sealing, Micro Surfacing, and Speed Tables, and Appropriating \$25,000 from Fund 205 to 205-7010-51076-000, Steve Williams, Interim City Administrator
- H. Clarifying and Approving the City Officials Handbook, Steve Williams, Interim City Administrator

10. ADMINISTRATION REPORT

- A. 584 S Main St - Former City Hall, Steve Williams, Interim City Administrator

11. COUNCIL REPORT

12. CALENDAR

- A. November
- B. December

13. FUTURE AGENDA ITEMS

14. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at City Hall 209-736-2181. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title II) Materials related to an item on this Agenda submitted to the City Council after distribution of the Agenda packet are available for public inspection at City Hall at 200 Monte Verda Street Ste. B, Angels Camp, CA 95222 during normal business hours. The Agenda is also available on line at www.angelscamp.gov.



CITY COUNCIL MEETING

November 05, 2024 at 5:00 PM

Angels Fire House – 1404 Vallecito Road

DRAFT MINUTES

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Mayor Jennifer Herndon **(PRESENT)** | Vice Mayor Isabel Moncada **(PRESENT)**

Council Members Alvin Broglio, Michael Chimento, Caroline Schirato **(ALL PRESENT)**

Interim City Administrator Steve Williams **(PRESENT)** | City Attorney **(PRESENT FOR CLOSED SESSION ONLY)**

5:00 PM CLOSED SESSION

1. ROLL CALL – **AS NOTED ABOVE**
2. ADJOURN TO CLOSED SESSION
 - A. Conference with Labor Negotiations (Gov't Code Section 54957.6)
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 - B. Public Employee Employment (Gov. Code Section 54957) Title: Fire Chief,
 Steve Williams, Interim City Administrator,
 - C. Public Employee Employment (Gov. Code Section 54957) Title: City Administrator,
 Steve Williams, Interim City Administrator,

6:00 PM REGULAR MEETING

3. ROLL CALL – **AS NOTED ABOVE**
4. PLEDGE OF ALLEGIANCE

- 5. REPORT OUT OF CLOSED SESSION
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Steve Williams, Interim City Administrator
 - C. Public Employee Employment (Gov. Code Section 54957) Title: City Administrator,
Steve Williams, Interim City Administrator

DIRECTION GIVEN TO STAFF ON ITEMS A AND B

ITEM C, INTERVIEWS TO BEGIN END OF NOVEMBER AND DECEMBER

- 6. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)
ACTION: MOTION TO APPROVE BY COUNCIL MEMBER CHIMENTE, SECONDED BY COUNCIL MEMBER BROGLIO, PASSED, 5 YES
- 7. PUBLIC COMMENT: **JESSE WALLACE STOOD AND SPOKE ON THE HISTORIC BUILDING, MONTE'S INN. WANTS TO PLAN AND RESTORE, REBUILD THE BUILDING TO SHOW AND IS LOOKING FOR ASSISTANCE WITH THE COUNTY**
- 8. CONSENT AGENDA
 - A. Approve Draft Minutes of October 15, 2024, Rose Beristianos, City Clerk
ACTION: MOTION TO APPROVE BY COUNCIL MEMBER BROGLIO, SECONDED BY COUNCIL MEMBER CHIMENTE, PASSED 3 YES, 2 ABSTAIN
- 9. REGULAR AGENDA
 - A. Discussion and Direction on Draft Prop 218 Notice and set Public Hearing, Michelle Gonzalez, Finance Director
DISCUSSION ON DRAFT, PROPOSED CHANGES DISCUSSED. PUBLIC HEARING SET FOR FEB 4, 2025 MEETING. MOTION TO APPROVE THE NOTIFICATION OF THE RATE STUDY WITH THE PROPOSED CHANGES AND INCLUDE A WORKSHOP BEFORE THE PUBLIC HEARING SET FOR FEBRUARY 4, 2025 BY COUNCIL MEMBER CHIMENTE, SECONDED BY COUNCIL MEMBER BROGLIO, PASSED 5 YES.
 - B. Rural Recreation and Tourism Program - Utica Park Lightner Mine Expansion Project Update, Amy Augustine, City Planner

UPDATE GIVEN

- 10. ADMINISTRATION REPORT – **STEVE WILLIAMS REPORTED OUT ON ALL ITEMS BELOW**
 - A. Monthly Report, Steve Williams, Interim City Administrator
 - B. Traffic Mitigation Study, Steve Williams, Interim City Administrator
 - C. 584 South Main, Steve Williams, Interim City Administrator
 - D. City Officials Handbook, Steve Williams, Interim City Administrator
- 11. COUNCIL REPORT – **ALL REPORTED OUT**
- 12. CALENDAR - **REVIEWED**
 - A. Nov and Dec 2024 Calendar

13. FUTURE AGENDA ITEMS

A. Updated Fee Schedule, Steve Williams, Interim City Administrator

COUNCIL MEMBER SCHIRATO MENTIONED ABOUT THE SCHOOL SAFETY COMMITTEE MEETING UPCOMING ON NOVEMBER 19, 2024 AND ASKED IF IT CAN SOMEHOW BE CHANGED TO NOT HAPPEN ON A COUNCIL MEETING DATE.

14. ADJOURNMENT

ACTION: MOTION TO ADJOURN THE MEETING AT 6:43PM BY COUNCIL MEMBER CHIMENTE SECONDED BY COUNCIL MEMBER BROGLIO, PASSED 5 YES

Jennifer Herndon, Mayor

Rose Beristianos, City Clerk



CITY HALL

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

MEETING DATE: November 19, 2024

TO: City Council

FROM: Michelle Gonzalez, Finance Director

RE: Monthly Accounts Payable (AP) Checks and Treasury Report

BACKGROUND

Accounts Payable and Treasury Reports for Council Review.

DISCUSSION

Staff is providing Council with the Accounts Payable and Treasury Report for the month of October, 2024

FISCAL IMPACT

No fiscal impact

ATTACHMENTS

1. Accounts Payable Checks October, 2024
2. Treasury Report October, 2024



Bank Reconciliation

Board Audit

User: mgonzalez
 Printed: 11/13/2024 - 4:01PM
 Date Range: 10/01/2024 - 10/31/2024
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 010 General Fund				
Department: 0000 No Dept				
0	Angels Camp Police Officer's Association	AUGUST POA DUES	10/17/2024	2,334.00
0	CSJVRMA	2ND QUARTER WORKERS COMP. PROGRAM	10/03/2024	57,980.00
0	Hunt & Sons LLC.	FUEL DELIVERY DATE 9-30-24	10/03/2024	2,383.00
0	Hunt & Sons LLC.	DELIVERY DATE 10/7/24	10/10/2024	1,326.77
0	Hunt & Sons LLC.	FUEL DELIVERY DATE 10/14/24	10/24/2024	4,261.64
0	Hunt & Sons LLC.	FUEL DELIVERY DATE 10-28-24	10/31/2024	1,229.75
93193	California Building Standards Commission	3RD QTR 2024	10/03/2024	233.00
93195	Dept. of Conservation	3RD QTR 2024	10/03/2024	231.53
93241	Operating Engineers Local Union No. 3	ASSOCIATION DUES SEPTEMBER 2024	10/17/2024	708.00
93249	Operating Engineers Local Union No. 3	AUGUST ASSOCIATION DUES	10/17/2024	784.00
10012401	CALPERS HEALTH	OCTOBER 2024- MEDICAL CLEARING	10/01/2024	36,388.65
10112401	Stanislaus County Department of Child Support	CHILD SUPPORT DEDUCTION 10/11/24	10/11/2024	440.00
10112402	Internal Revenue Service	MEDICARE	10/11/2024	23,862.64
10112403	Employment Development Dept.	STATE INCOME TAX	10/11/2024	4,457.79
10112404	Valic	DEFERRED COMP 10/11/24	10/11/2024	1,410.00
10112405	CalPERS Financial Reporting & Accounting Services	EMPLOYER CONTRIBUTION 9/22-10/5/24	10/11/2024	21,412.07
10152405	The Hartford	L&AD/D	10/15/2024	1,401.64
10252401	CalPERS Financial Reporting & Accounting Services	MEDICAL BENEFITS	10/25/2024	22,324.63
10252402	Stanislaus County Department of Child Support	CHILD SUPPORT DEDUCTION	10/25/2024	440.00
10252403	Internal Revenue Service	MEDICARE	10/25/2024	24,913.42
10252404	Employment Development Dept.	CA SDI	10/25/2024	4,632.36
Total for Department: 0000 No Dept				213,154.89
Department: 1000 City Officials				
0	CONETH SOLUTIONS, INC.	IT Services FY 2024-25	10/03/2024	398.95
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 G1 Microsoft 36	10/10/2024	189.90
93210	Calaveras County - Administration	VIDEOGRAPHER FOR COUNCIL MEETING 9/24	10/10/2024	386.57
93254	Calaveras County - Administration	VIDEOGRAPHER FOR OCUNCIL MEETING 10/16	10/24/2024	274.34
Total for Department: 1000 City Officials				1,249.76
Department: 1500 City Attorney				
0	White Brenner, LLP	Legal Services for Fiscal Year 2024-25 as per approved budget	10/03/2024	31,170.42
0	White Brenner, LLP	Legal Services for Fiscal Year 2024-25 as per approved budget	10/17/2024	8,134.53
Total for Department: 1500 City Attorney				39,304.95
Department: 2000 City Engineer				
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 G1 Microsoft 36	10/10/2024	34.53
93275	Dewberry Engineers Inc.	TO #20 - 2024/25 Transportation/Grant Assistance and City Projec	10/31/2024	19,442.51
Total for Department: 2000 City Engineer				19,477.04
Department: 3000 Finance & General Administrati				
0	Calaveras County - Treasurer/Tax Collector	058-014-012-000	10/10/2024	737.44
0	Calaveras County - Treasurer/Tax Collector	058-014-012-000	10/17/2024	115.50
0	Calaveras Power Agency	Power - City Locations	10/10/2024	1,037.36
0	CONETH SOLUTIONS, INC.	IT Services FY 2024-25	10/03/2024	3,191.63
0	CONETH SOLUTIONS, INC.	1 Desktop for Accountant Dell Optiplex SFF Plus 7020L Laptop f	10/10/2024	3,818.54
0	CSJVRMA	2ND QUARTER LIABILITY PROGRAM	10/03/2024	41,445.00
0	Employee Relations, Inc.	BACKGROUND CHECK FOR CITY HALL CLEANING	10/10/2024	87.00
0	Gateway Press	FROG DECAL PRINT FOR CITY HALL	10/24/2024	237.02
0	MuniServices	SUTA SERVICES FOR TAX QTR ENDING 6/30/24	10/24/2024	1,734.63
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 Barracuda	10/10/2024	253.69
93191	Calaveras Lumber Co., Inc.	INV-36479 BOLTS, NUTS, SCREWS X2	10/03/2024	1.40
93192	Calaveras County - Chamber of Commerce	PARTNER MEMBERSHIP RENEWAL	10/03/2024	535.00
93200	iWorQ Systems Inc	Community Development (Enterprise Package). iWorQ Systems Intern	10/03/2024	1,500.00
93212	Code Publishing Company	MUNICIPAL CODE-WEB UPDATE , NEW PAGES	10/10/2024	602.50
93213	COMPHEL HEATING & AIR CONDITIONING, INC	Remove existing AC system (1 of 3 units) and install new 3 ton s	10/10/2024	1,250.00
93221	Mountain Oasis Purified Water	WATER REFILLS FOR CITY HALL	10/10/2024	40.08
93224	Quadiant Finance USA, Inc	POSTAGE FOR ACCOUNT 7900 0440 8117 1088	10/10/2024	210.00
93229	Toshiba Financial Services	SERVICES 9/23-10/23/24	10/10/2024	903.89
10012401	CALPERS HEALTH	OCTOBER 2024- BENEFIT ADMINISTRATION FEES	10/01/2024	2,787.36
10152401	BASIC Pacific	MONTHLY FEE FOR COBRA ADMINISTRATION	10/15/2024	52.08
10212415	City of Angels	5103 UB	10/21/2024	407.48
10242401	WEX BANK	CONFIRMATION 532810252024	10/24/2024	14.00
Total for Department: 3000 Finance & General Admin				60,961.60
Department: 3002 Community Support				
0	Yiftee, Inc	Hop n' Shop Frog Bucks Gift Cards FY 2024-25	10/29/2024	25,000.00
Total for Department: 3002 Community Support				25,000.00
Department: 4000 Building & Planning Department				
0	Calaveras County - Treasurer/Tax Collector	058-014-012-000	10/10/2024	
0	Calaveras County - Treasurer/Tax Collector	058-014-012-000	10/17/2024	

0	Calaveras Power Agency	Power - City Locations	10/10/2024	45.52
0	CONETH SOLUTIONS, INC.	IT Services FY 2024-25	10/03/2024	
0	Interwest Consulting Group Inc.	GF B&P Projects/All Hazards Planning Codes/Planning Consultant	10/10/2024	
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 Barracuda	10/10/2024	
93193	California Building Standards Commission	3RD QTR 2024	10/03/2024	-23.30
93195	Dept. of Conservation	3RD QTR 2024	10/03/2024	-11.58
93200	iWorQ Systems Inc	Community Development (Enterprise Package). iWorQ Systems Intern	10/03/2024	9,000.00
93207	Roark Weber, P.E.	Surveyor services FY 2024-25	10/03/2024	2,566.25
93214	CSG Consultants, Inc.	BUILDING INSPECTOR SERVICES 8/31-9/27/24	10/10/2024	8,918.50
93221	Mountain Oasis Purified Water	WATER REFILLS FOR CITY HALL	10/10/2024	17.17
93224	Quadient Finance USA, Inc	POSTAGE FOR ACCOUNT 7900 0440 8117 1088	10/10/2024	90.00
93229	Toshiba Financial Services	SERVICES 9/23-10/23/24	10/10/2024	387.36
93275	Dewberry Engineers Inc.	TO #21 Private Property Planning and Encroachment Reviews	10/31/2024	11,254.78
93280	Roark Weber, P.E.	FOUNDRY LN ANGELS OAKS EXT.	10/31/2024	1,303.50
10212415	City of Angels	5124 UB	10/21/2024	200.52

Section 8, Item B.

Total for Department: 4000 Building & Planning Dep 35,076.56

Department: 6000 Fire Department

0	Calaveras County - Treasurer/Tax Collector	062-009-039-000	10/10/2024	165.00
0	Calaveras Power Agency	Power - City Locations	10/10/2024	351.52
0	CONETH SOLUTIONS, INC.	IT Services FY 2024-25	10/03/2024	718.12
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 G3 Microsoft 36	10/10/2024	379.79
93191	Calaveras Lumber Co., Inc.	INV-38747 WIRE CLIP	10/03/2024	80.09
93196	FailSafe Testing	SERVICES FOR ANGELS CAMP FIRE DEP.	10/03/2024	867.32
93217	Life - Assist, Inc.	SUPPLIES FOR ANGELS FIRE DEP.	10/10/2024	139.48
93218	L.N. Curtis & Sons	Hurst combi extrication E tool, battery, and battery charger -Mc	10/10/2024	14,059.60
93229	Toshiba Financial Services	SERVICES 9/23-10/23/24	10/10/2024	313.92
93240	Life - Assist, Inc.	SUPPLIES FOR ANGELS FIRE DEP.	10/17/2024	412.52
93253	AT&T Mobility	ON-CALL PHONES	10/24/2024	160.96
93277	Life - Assist, Inc.	SUPPLIES FOR ANGELS FIRE DEP.	10/31/2024	399.50
10212415	City of Angels	5105 UB	10/21/2024	214.04

Total for Department: 6000 Fire Department 18,261.86

Department: 6100 Police Department

0	Calaveras Power Agency	Power - City Locations	10/10/2024	554.44
0	CONETH SOLUTIONS, INC.	IT Services FY 2024-25	10/03/2024	957.50
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 G3 Microsoft 36	10/10/2024	379.79
0	Top Dog Police K9 Training & Consulting	MAINT. TRAINING FOR JODI MCDEARMID	10/03/2024	250.00
93201	O'Reilly Automotive, Inc.	BLOWER MOTOR -POLICE DEP.	10/03/2024	84.55
93216	Laurie Boire	CLEANING POLICE DEP. FOR SEPTEMBER 2024	10/10/2024	120.00
93219	MCI	LONG DISTANCE SERVICE	10/10/2024	45.21
93222	ANGELS CAMP CHEVRON	MAINT. ON 2020 FORD - POLICE INTERCCEPTOR	10/10/2024	368.90
93227	Sonora Chrysler Dodge Jeep Ram	REFERENCE CHCS27852 ACCOUNT 110-3168	10/10/2024	2,933.15
93229	Toshiba Financial Services	SERVICES 9/23-10/23/24	10/10/2024	317.19
93230	AT&T	BILLING SERVICES 10/4-11/3/24	10/17/2024	135.07
93232	Cal.net	BILLING PERIOD 11/2/24-12/2/24	10/17/2024	133.84
93255	CODE 3 WEAR	SUPPLIES FOR ANGELS POLICE DEP.	10/24/2024	567.95
93257	Department of Justice	SERVICES FOR ANGELS POLICE DEP.	10/24/2024	125.00
93262	Scott Kirkman	REIMB. - THREAT ASSESSMENT AND MANAGEMENT FOR SCHOO	10/24/2024	122.61
93264	Jodi Medearmid	PER DIEM- ATTENDING 4-DAY S.T.O.P TRAINING 10/5-10/18	10/24/2024	60.00
93265	ANGELS CAMP CHEVRON	2022 FORD MAINT. ANGELS POLICE DEP.	10/24/2024	131.84
10212415	City of Angels	5110 UB	10/21/2024	208.97

Total for Department: 6100 Police Department 7,496.01

Department: 7010 Public Works General

0	Calaveras County - Treasurer/Tax Collector	060-006-009-000	10/10/2024	495.00
0	Calaveras County - Treasurer/Tax Collector	060-010-045-000	10/17/2024	95.06
0	Calaveras Power Agency	Power - City Locations	10/10/2024	1,030.28
0	CONETH SOLUTIONS, INC.	IT Services FY 2024-25	10/03/2024	398.95
0	Employee Relations, Inc.	BACKGROUND CHECK FOR PUBLIC WORKS NEW HIRES	10/10/2024	40.69
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 G3 Microsoft 36	10/10/2024	189.90
93191	Calaveras Lumber Co., Inc.	INV-39333 SUPPLIES FOR PUBLIC WORKS	10/03/2024	327.44
93198	Gold Electric, Inc.	OPERATED BUCKET TRUCK ON 9/18, TO REMOVE BANNER	10/03/2024	202.50
93200	iWorQ Systems Inc	Public Works Package (Basic). iWorQ Systems Internet Software	10/03/2024	2,050.00
93201	O'Reilly Automotive, Inc.	WIPER BLADES, CAR WASH SUPPLIES	10/03/2024	97.01
93211	Campera Propane Service	TANK RENTAL FEE ACCT-5056780	10/10/2024	2.00
93220	MotherLode Answering Service, Inc.	BASIC SERVICE AND ADDITIONAL TRANSACTIONS	10/10/2024	126.68
93223	No Contract Pest Control, Inc.	PEST CONTROL SERVICES AT FARMER MARKET BUILDING	10/10/2024	108.00
93225	Rolleri Landscape Products	WHITE SAND -PUBLIC WORKS	10/10/2024	320.81
93226	Scott's Distributing	CLEANING SUPPLIES FOR PICKLED PORCH RESTROOM	10/10/2024	413.53
93232	Cal.net	BILLING PERIOD 11/2/24-12/2/24	10/17/2024	133.38
93236	Gold Electric, Inc.	LABOR 9/25 AND10/8 TO REMOVE AND INSTALL BANNER AND JE	10/17/2024	472.50
93243	Safe-T-Lite	ALUM. SIGN X3	10/17/2024	66.46
93245	St. Francis Electric	CONTRACT 16-1159	10/17/2024	541.50
93253	AT&T Mobility	ON-CALL PHONES	10/24/2024	17.35
93267	Pine Alley Saw Shop	MAINT. ON BACKPACK BLOWER BR 450	10/24/2024	45.00
93274	Campera Propane Service	PROPANE FUEL FOR UTICA PARK	10/31/2024	32.88
93279	Sam Berri Towing	2005 INTERNATIONAL DUMP TRUCK	10/31/2024	225.00
10212415	City of Angels	5104 UB	10/21/2024	3,028.38

Total for Department: 7010 Public Works General 10,460.30

Total for Fund:010 General Fund 430,442.97

Fund: 115 General Fund Projects

Department: 2011 General GF Grants

93231	Robert E. Boyer Construction, Inc.	Utica Park Expansion and Renovation Design and Build	10/17/2024	548,572.04
93260	GEOCON Consultants	Design Level Geotechnical Investigation and Evaluation for Park	10/24/2024	1
93276	GEOCON Consultants	Design Level Geotechnical Investigation and Evaluation for Park	10/31/2024	

Total for Department: 2011 General GF Grants

559,832.04

Section 8, Item B.

Department: 4000

93204	T & S West	Two bathroom stalls Utica Park 23/24	10/03/2024	
		Total for Department: 4000		175,180.00
		Total for Fund:115 General Fund Projects		735,012.04

Fund: 139 Transportation Projects

Department: 2010

93275	Dewberry Engineers Inc.	Transportation Projects/HSIP Signs/Non-Labor Costs	10/31/2024	12,405.69
		Total for Department: 2010		12,405.69
		Total for Fund:139 Transportation Projects		12,405.69

Fund: 245 Lighting/Landscape District

Department: 9003 Landscape & Lighting District

0	California Landscaping & Design Inc	BOXWOOD PLANTERS	10/24/2024	6,810.00
0	California Landscaping & Design Inc	LLD Landscaping Greenhorn Creek FY 2024-25	10/31/2024	8,887.50
93208	STEVE WILCOX	Reimb. for payment to Devil Mountain Wholesale Nursery	10/03/2024	484.34
93209	BURNOR OUTDOOR SERVICES	TREE PRUNING FOR GREENHORN CREEK	10/10/2024	1,500.00
93215	DARIO'S LANDSCAPING	REMOVED HIGH WEEDS, RAKING AND DUMP FEE	10/10/2024	400.00
93233	DARIO'S LANDSCAPING	CUT HIGH WEEDS, RAKING, HAULING	10/17/2024	600.00
10212401	City of Angels-LLD	LOT164 SMITH FLAT RD	10/21/2024	4,426.10
		Total for Department: 9003 Landscape & Lighting Di		23,107.94
		Total for Fund:245 Lighting/Landscape District		23,107.94

Fund: 272 TOT-Tourism

Department: 3002

0	Calaveras Power Agency	Power - City Locations	10/10/2024	813.96
10212415	City of Angels	5101 UB	10/21/2024	318.82
		Total for Department: 3002		1,132.78
		Total for Fund:272 TOT-Tourism		1,132.78

Fund: 300 Sewer O&M

Department: 0000 No Dept

93256	State Water Resources Control Board	FINANCING AGREEMENT CONTRACT NO -09812	10/24/2024	14,710.21
93269	MARSHA RUNQUIST	Refund Check 011306-000, 1194 BRET HARTE RD #4	10/24/2024	79.52
93270	VICTORIA WOODMAN	Refund Check 011297-000, 117 B DOGTOWN RD	10/24/2024	81.21
93271	JAIMIE GILLIES	Refund Check 011149-000, 1255 S MAIN ST	10/24/2024	50.27
93272	JOHN REDINGER	Refund Check 011474-000, 579 STONE CORRAL	10/24/2024	186.95
93273	MATTHEW WARREN	Refund Check 011151-000, 370 SMITH FLAT RD	10/24/2024	45.02
		Total for Department: 0000 No Dept		15,153.18

Department: 8000 Sewer O&M

0	Calaveras Power Agency	Power - City Locations	10/10/2024	11,202.12
0	CONETH SOLUTIONS, INC.	IT Services FY 2024-25	10/03/2024	558.53
0	DataProse LLC	BILL PERIOD 9/1-9/30 BILL PACKAGING AND POSTAGE	10/03/2024	859.27
0	Employee Relations, Inc.	BACKGROUND CHECK FOR PUBLIC WORKS NEW HIRES	10/10/2024	121.76
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 Barracuda	10/10/2024	120.84
0	Northstar Chemical	Water & Wastewater chemicals FY 2024-25	10/24/2024	4,291.28
0	Springbrook Holding Company LLC	CIVICPAY TRANSACTION FEES AND IVR FEE	10/03/2024	402.50
0	USABlueBook	SUPPLIES FOR WASTEWATER	10/17/2024	673.69
93189	Alpha Analytical Laboratories, Inc.	Water Testing Services FY 2024-25	10/03/2024	4,968.00
93191	Calaveras Lumber Co., Inc.	INV-37215 POWERSTRIP	10/03/2024	713.23
93197	Froggy's Auto Wash & Lube	SERVICES FOR 2012 F350 PICKUP - WASTEWATER DEP.	10/03/2024	107.80
93200	iWorQ Systems Inc	Public Works Package (Basic). iWorQ Systems Internet Software	10/03/2024	4,475.00
93203	Quill Corporation	ITEM NUMBER 901-24580412 SUPPLUES FOR WASTEWATER DEP.	10/03/2024	172.36
93205	Underground Service Alert of Northern California	2024 MEMBERSHIP FEE	10/03/2024	281.33
93206	Utica Water & Power Authority	S-126 WATER DATA COLLECTION	10/03/2024	400.00
93219	MCI	LONG DISTANCE SERVICE	10/10/2024	21.43
93220	MotherLode Answering Service, Inc.	BASIC SERVICE AND ADDITIONAL TRANSACTIONS	10/10/2024	88.68
93221	Mountain Oasis Purified Water	WATER REFILLS FOR WASTEWATER	10/10/2024	95.20
93228	Sonora Airco Gas & Gear	CYLINDER RENTAL	10/10/2024	8.00
93230	AT&T	BILLING SERVICES 10/4-11/3/24	10/17/2024	675.35
93232	Ca.net	BILLING PERIOD 11/2/24-12/2/24	10/17/2024	158.38
93234	Dewberry Engineers Inc.	TO #10 Sewer General Engineering	10/17/2024	2,913.40
93237	JEREMY HEISTER	GRADE III WASTEWATER EXAM FEE	10/17/2024	230.00
93248	XYLEM Water Solutions U.S.A., Inc.	WIPER HOLDER X75 -SUPPLIES FOR WASTEWATER	10/17/2024	22,652.87
93252	Angels Food Market	CLEANING SUPPLIES	10/24/2024	60.29
93261	Helix Environmental Solutions	SUPPLIES FOR WASTEWATER DEP.	10/24/2024	1,208.31
93268	Rolleri Excavation Inc.	Bio-solids hauling	10/24/2024	7,301.25
93275	Dewberry Engineers Inc.	TO #17 2024/25 Sewer General Engineering	10/31/2024	2,000.00
		Total for Department: 8000 Sewer O&M		66,760.87
		Total for Fund:300 Sewer O&M		81,914.05

Fund: 310 Sewer Capital Replacement

Department: 2022 Sewer Capital Replacement

93275	Dewberry Engineers Inc.	Sewer Replacement Project/Booster Way Sewer Project/Engineering Contr.	10/31/2024	51,230.64
		Total for Department: 2022 Sewer Capital Replaceme		

Fund: 315 Sewer Debt Service
 Department: 2021 Sewer Debt Service

93256	State Water Resources Control Board	FINANCING AGREEMENT CONTRACT NO -09812	10/24/2024	1,218.84
Total for Department: 2021 Sewer Debt Service				1,218.84
Total for Fund:315 Sewer Debt Service				1,218.84

Fund: 350 Water O&M
 Department: 8001 Water O&M

0	Calaveras Power Agency	Power - City Locations	10/10/2024	2,298.40
0	CONETH SOLUTIONS, INC.	IT Services FY 2024-25	10/03/2024	558.53
0	Dakota West	Treatment test T2	10/24/2024	65.00
0	DataProse LLC	BILL PERIOD 9/1-9/30 BILL PACKAGING AND POSTAGE	10/03/2024	597.12
0	Employee Relations, Inc.	BACKGROUND CHECK FOR PUBLIC WORKS NEW HIRES	10/10/2024	121.75
0	NEXUS TECHNOLOGIES	Software subscription services fiscal year 24-25 G3 Microsoft 36	10/10/2024	120.84
0	Springbrook Holding Company LLC	CIVICPAY TRANSACTION FEES AND IVR FEE	10/03/2024	402.50
93189	Alpha Analytical Laboratories, Inc.	Water Testing Services FY 2024-25	10/03/2024	951.00
93190	Angels Sheet Metal, Inc.	MAINT. AT THE WATER TREATMENT PLANT	10/03/2024	365.12
93191	Calaveras Lumber Co., Inc.	INV-39260 60LB REDI MIX CONCRETE	10/03/2024	2,352.06
93200	iWorQ Systems Inc	Public Works Package (Basic). iWorQ Systems Internet Software	10/03/2024	4,475.00
93201	O'Reilly Automotive, Inc.	WIPER BLADES OTHER SUPPLIES	10/03/2024	552.52
93202	Pace Supply Corp.	SUPPLIES FOR PUBLIC WORKS	10/03/2024	1,197.40
93205	Underground Service Alert of Northern California	2024 MEMBERSHIP FEE	10/03/2024	158.25
93220	MotherLode Answering Service, Inc.	BASIC SERVICE AND ADDITIONAL TRANSACTIONS	10/10/2024	38.00
93225	Rolleri Landscape Products	AB 3/4" 5 YARDS -PUBLIC WORKS	10/10/2024	429.56
93232	Cal.net	BILLING PERIOD 11/2/24-12/2/24	10/17/2024	168.38
93234	Dewberry Engineers Inc.	TO #11 Water Gen Engineering Services	10/17/2024	12,299.52
93242	Pace Supply Corp.	SUPPLIES FOR WATER TREATMENT PLANT	10/17/2024	643.31
93246	State Water Resources Control Board	WATER TREATMENT CERTIFICATION	10/17/2024	60.00
93247	LUCAS E WIEBE	WATER TREATMENT CERTIFICATION	10/17/2024	70.00
93258	Froggy's Auto Wash & Lube	2023 CHEVY SILVERADO MAINT.	10/24/2024	161.46
93259	General Plumbing Supply	REPAIR PARTS FOR PUBLIC WORKS	10/24/2024	496.05
93263	MARTIN MARIETTA MATERIALS	3/4" CLASS II AGG BASE -WATER TREATMENT PLANT SUPPLIES	10/24/2024	108.45
93266	Pace Supply Corp.	SUPPLIES FOR WATER TREATMENT	10/24/2024	1,253.07
93275	Dewberry Engineers Inc.	TO #18 2024/25 Water General Engineering	10/31/2024	1,184.70
93278	George Reed Inc.	SERVICES FOR PUBLIC WORKS	10/31/2024	371.83
Total for Department: 8001 Water O&M				31,499.82
Total for Fund:350 Water O&M				31,499.82

Fund: 365 Water Capital Replacement
 Department: 2032 Water Capital Replacement

93266	Pace Supply Corp.	AMR METERS	10/24/2024	5,066.10
Total for Department: 2032 Water Capital Replaceme				5,066.10
Total for Fund:365 Water Capital Replacement				5,066.10

Fund: 405 LAFCO Trust Fund
 Department: 9001 LAFCO

93194	CALAFCO	REMANING BALANCE FROM INV 2024-0005	10/03/2024	43.00
Total for Department: 9001 LAFCO				43.00
Total for Fund:405 LAFCO Trust Fund				43.00

Fund: 416 UWPA Resreve Fund
 Department: 3004

93206	Utica Water & Power Authority	Quarterly JPA Contributions for Water	10/03/2024	92,500.00
Total for Department: 3004				92,500.00
Total for Fund:416 UWPA Resreve Fund				92,500.00

Fund: 417 Retiree Health
 Department: 3000

0	Anthony Tacheira	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	291.15
0	Billy Brown	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	291.15
0	Faye Perata	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	291.15
0	Gary Burns	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	291.15
0	Judy King	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	67.08
0	Kitchell, Jonathan	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	255.81
0	Mary Kelly	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	46.30
0	Richard Soracco	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	46.30
0	Tinnin, Jennifer	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	46.30
0	William Nuttall	RETIREE BENEFIT OCTOBER 2024	10/17/2024	249.60
93238	JIM HESS	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	67.08
93239	Joseph Kitchell	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	300.41
93244	Pamela Satterfield	RETIREE BENEFIT -OCTOBER 2024	10/17/2024	46.30
Total for Department: 3000				2,289.78
Total for Fund:417 Retiree Health				2,289.78



CITY OF ANGELS

Section 8, Item B.

TREASURER'S REPORT For the Month Ended

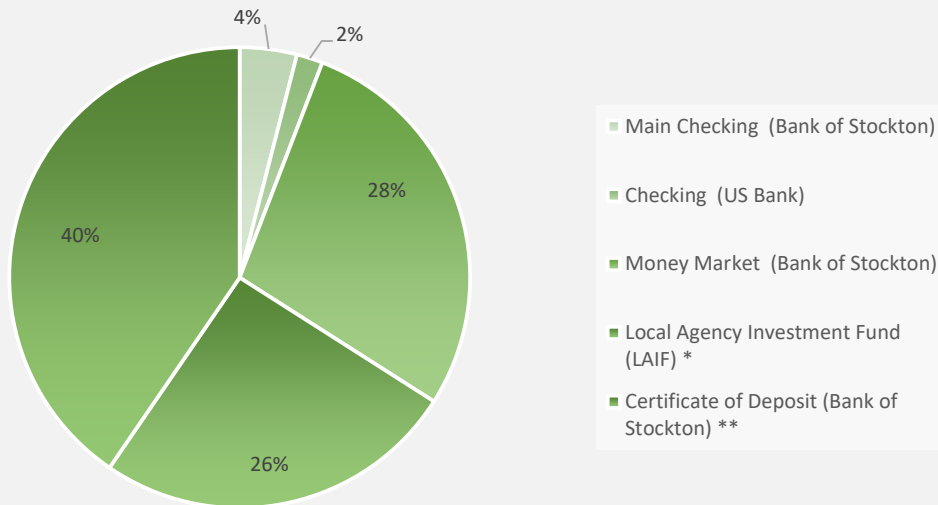
October 31, 2024

Operating Portfolios	Beginning Balance	Ending Balance	Accrued Interest	Bank Fees	% of Total
Main Checking (Bank of Stockton)	\$ 397,527	\$ 1,059,740	\$ 33	\$ 36	4%
Checking (US Bank)	462,164	485,658	-	415	2%
Money Market (Bank of Stockton)	8,825,117	7,452,664	27,547		28%
Local Agency Investment Fund (LAIF) *	6,750,193	6,750,193			26%
Certificate of Deposit (Bank of Stockton) **	10,651,499	10,693,426	41,927		40%
TOTAL OPERATING FUNDS	\$ 27,086,499	\$ 26,441,680	\$ 69,506	\$ 450	100%

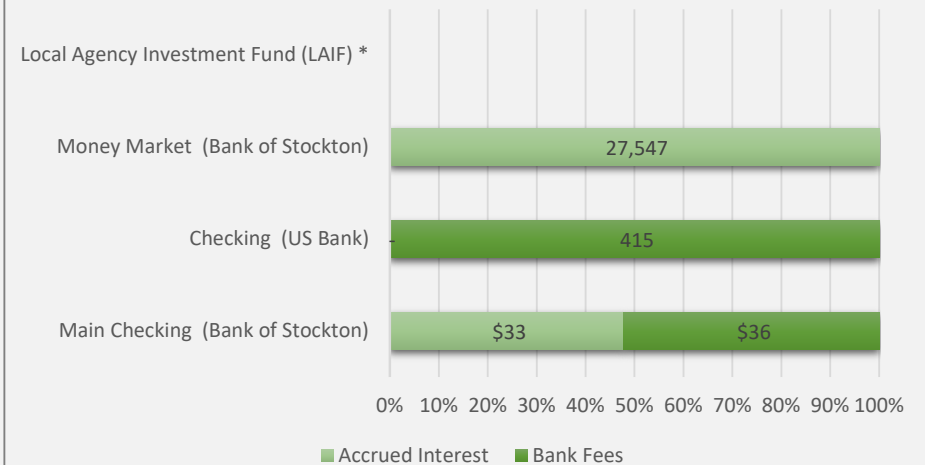
* Interest recorded Quarterly (June 2024)

** CD opened 6/27/2024 interest rate 5.10% Term 6 months

Composition of Operating Portfolios
October 31, 2024



Interest Earnings/Bank Fees
October 31, 2024



Total Interest Earned FY 23/24	\$	1,034,558
Total Interest Earned FY 24/25	\$	297,605



MEMORANDUM

City of Angels City Council

Date: November 19, 2024

To: City Council

From: Amy Augustine, AICP – Contract City Planner

Re: Rural Recreation and Tourism Program - Utica Park Lightner Mine Expansion Project Update

Recommendation:

Acknowledge and accept updates.

Background:

Consistent with direction from the City Council, attached is an update on the above-captioned project through November 12, 2024.

Strategic Plan Alignment

A4: Economic Development: Promote a wide variety of economic opportunities consistent with the city's social, cultural, environmental, and aesthetic resources. The proposed Rural Recreation and Tourism grant park project is intended to increase tourism through park enhancements including a stage, historical (cultural) interpretation trail, and improved pavilion for outdoor events. A new children's playground, adult/teen exercise equipment, bocce courts, hardcourts, improved pavilion and stage are intended to encourage social interactions with local theatre productions, local musical performances, movies in the park and enhanced outdoor spaces for other local events.

A5: Economic Development: Maintain and enhance the city's economic vitality while conserving the city's social, cultural, environmental, and aesthetic resources. See above.

B2 Community Identity: Design new development to be compatible with the natural, scenic, and cultural resources and rural character of Angels Camp. The Community Stakeholders Design Committee will assist with park design to ensure compatibility with cultural resources and rural character.

C7: Public Facilities and Services: Maintain or increase the levels of service currently available within Angels Camp for park facilities and infrastructure. The project will increase the size of Utica Park by 3.8± acres, add or improve numerous park amenities, and upgrade and expand infrastructure increasing the level of park facilities available to all age groups and ability levels for residents and visitors.

Discussion

Outdoor gym

Gym equipment has been ordered and rock set.

Pavillon

Lighting is completed. The structure is completed.

Mark Twain Statue

Plans are underway to return Mark Twain to the park after the new stairway is installed from SR 49.

Bocce Court

The bocce courts have been installed.

Hardcourts

The cement is scheduled for pouring 11/13 and 11/14.

Other

New sidewalks have been poured. Amphitheatre footings are planned for installation in the next two weeks.

Rain

Boyer will continue park construction through the Winter as weather permits.

Landscaping

Steve Williams and Amy Augustine met with the landscaping consultant team on 8/23/24 to review the City's needs related to irrigation and landscaping. Once a draft landscaping plan is available, it will be presented to the Utica Park Community Design Review Committee for review. Once established, the City will begin taking reservations for memorial trees to be planted at the park. An estimated 15 donated trees will be available. Additional trees may be added. It is anticipated that commemorative trees will cost approximately \$500 for a 15-gallon tree including a plaque. Staff recommends a reduced cost for trees and plaques commemorating veterans, at \$350.00.

Financial Impact

See attached budget.

Attachments

- A. Approved Site Layout
- B. Timeline
- C. Budget

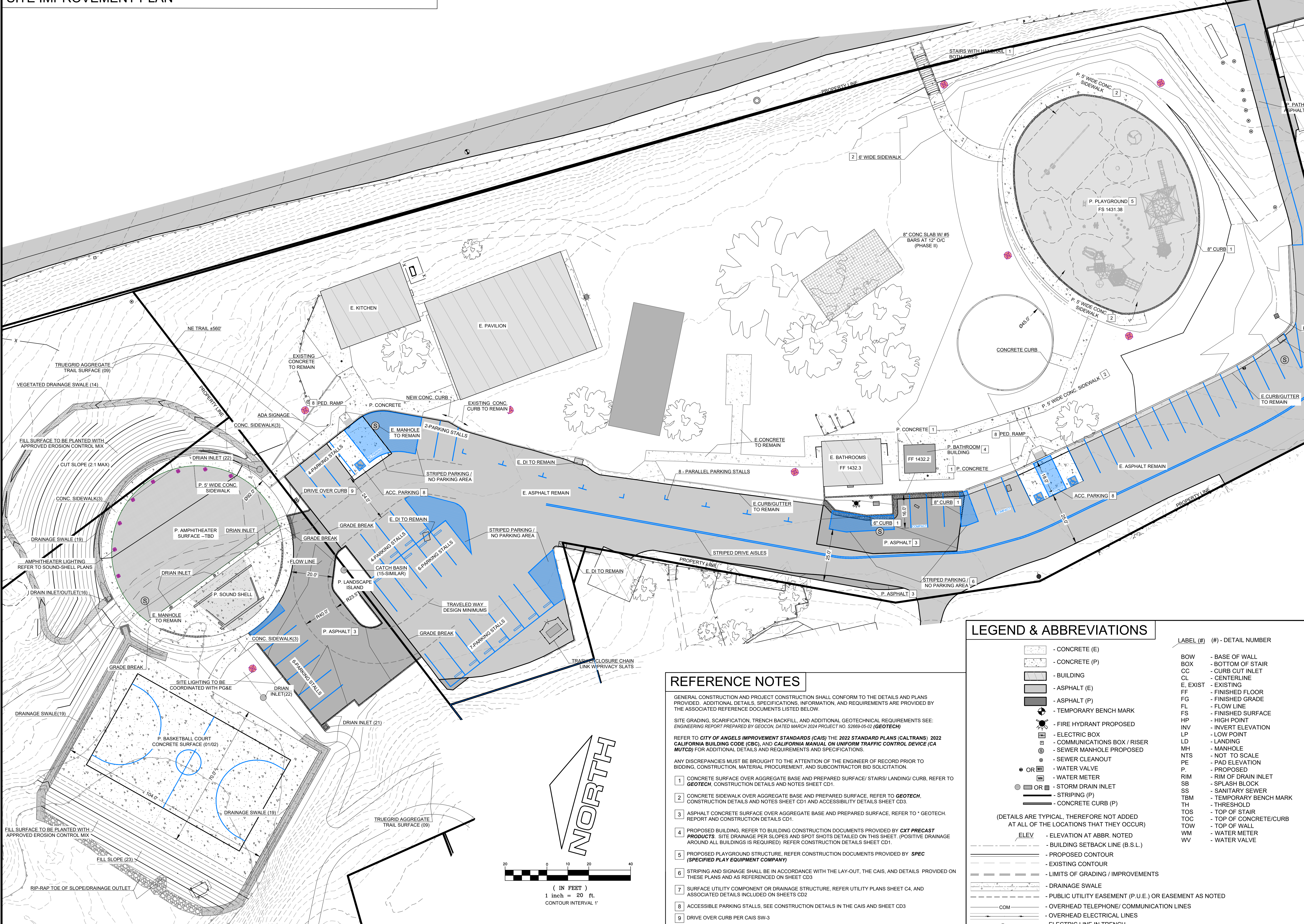
Utica Park Expansion May 2024				Work Breakdown Structure - All Activities															
#	Activity ID	Activity Name	Original Duration	Start	Finish	May	Jun	Jul	Aug	2024	Sep	Oct	Nov	Dec	2025	Jan	Feb	Mar	Apr
1	Utica Park Expansion May 2024			424	23-May-23 A	14-Mar-25													
2	Project Milestones			0															
3	Time Impact Assessment			196	27-Jun-23 A	01-May-24													
4	Time Impact 001 - Geo Tech Analysis			196	27-Jun-23 A	01-May-24													
5	Design Phase			241	23-May-23 A	02-Jul-24													
6	Construction Phase			228	01-May-24	14-Mar-25													
7	M-001	Mobilize	0	01-May-24															
8	M-150	Environmental Pre-con - City training (live oak)	1	01-May-24	01-May-24														
9	M-160	Protect in place/ Plant Protection / Demo Pre-con's	1	02-May-24	02-May-24														
10	Site Work			196	04-Jun-24	04-Mar-25													
11	Civil Mitigation - Mine Closures - Zone C			21	04-Jun-24	02-Jul-24													
12	B123-220	Ground Breaking Ceremony	1	04-Jun-24	04-Jun-24														
13	B123-100	Demo & Safe Off	5	05-Jun-24	11-Jun-24														
14	B123-110	Rough Grading - Playground Area	10	05-Jun-24	18-Jun-24														
15	B123-320	Install mine plugs	15	12-Jun-24	02-Jul-24														
16	Phase I - South End of Site (Playground Area)			95	19-Jun-24	29-Oct-24													
17	Playground Area			70	19-Jun-24	24-Sep-24													
18	B123-120	Playground Contractor to install playground (by others)	35	19-Jun-24	06-Aug-24														
19	G-150	Walls and trail stabilization	15	07-Aug-24	27-Aug-24														
20	B123-190	Entry Stairs	20	28-Aug-24	24-Sep-24														
21	Modular Restroom install			30	28-Aug-24	08-Oct-24													
22	RR1-260	Modular Restroom Installation	30	28-Aug-24	08-Oct-24														
23	Gym			15	09-Oct-24	29-Oct-24													
24	B123-130	Park Gym Installation	15	09-Oct-24	29-Oct-24														
25	Phase II - Remainder of Park			175	03-Jul-24	04-Mar-25													
26	B123-350	Lightner Site - Rough Grading	5	03-Jul-24	09-Jul-24														
27	B123-340	Parking Lot Reconfiguration	25	24-Jul-24	27-Aug-24														
28	B123-200	Pavillion Renovation	30	28-Aug-24	08-Oct-24														
29	B123-360	Lightner Site - Finish Grading	5	28-Aug-24	03-Sep-24														
30	B123-180	Site Concrete	22	09-Oct-24	07-Nov-24														
31	AMP-200	Amphitheater	50	23-Oct-24	31-Dec-24														
32	B123-140	Bocce Court	10	30-Oct-24	12-Nov-24														
33	L-157	Historical equipment & Par-course	12	08-Nov-24	25-Nov-24														
34	BR-360	Sports Court	25	01-Jan-25	04-Feb-25														
35	L-054	Interpretive Trail - Exercise Trails	10	01-Jan-25	14-Jan-25														
36	L-050	Interpretive Trail - ADA trails	10	01-Jan-25	14-Jan-25														
37	L-220	Site Signage	5	15-Jan-25	21-Jan-25														
38	KI-001	Kiosk	5	22-Jan-25	28-Jan-25														
39	Underground Utilities			30	10-Jul-24	20-Aug-24													
40	B123-150	Storm Drain	10	10-Jul-24	23-Jul-24														
41	UG-500	Sanitary Sewer - Tie ins	5	24-Jul-24	30-Jul-24														
42	B123-160	Site Electrical	20	24-Jul-24	20-Aug-24														
43	B123-330	Relocate Bulbout Utilities	10	24-Jul-24	06-Aug-24														
44	B123-170	Domestic Water	5	31-Jul-24	06-Aug-24														
45	Planting and Landscape			20	05-Feb-25	04-Mar-25													
46	L-310	Planting and Hydroseed at DS	10	05-Feb-25	18-Feb-25														
47	L-320	Planting and Hydroseed at RS	10	05-Feb-25	18-Feb-25														
48	L-370	Planting and Hydroseed at MC	5	19-Feb-25	25-Feb-25														
49	L-330	Planting and Hydroseed at OS	10	19-Feb-25	04-Mar-25														
50	Shade Structures (Add AIts)			18	15-Jan-25	07-Feb-25													
51	RS-900	Shade 1 - Add AIt	18	15-Jan-25	01-Feb-25														
52	RS-910	Shade 2 - Add AIt	5	03-Feb-25	07-Feb-25														
53	Completion and Commissioning			13	26-Feb-25	14-Mar-25													
54	COMPL-130	Contractor Completes Buildings	0		26-Feb-25														
55	COMPL-140	Owner Punch-list Creation	5	26-Feb-25	04-Mar-25														
56	COMPL-170	Punch-list Resolution	10	26-Feb-25	11-Mar-25														
57	COMPL-120	Contractor Completes Site Work	0		26-Feb-25														
58	COMPL-100	Record Drawings and closeouts	0	26-Feb-25	26-Feb-25														
59	COMPL-160	De-Mobilization	5	26-Feb-25	04-Mar-25														
60	COMPL-180	Final Clean-up	3	12-Mar-25	14-Mar-25														
61	COMPL-900	Substantial Completion	0		14-Mar-25														
62	COMPL-999	Final Completion	0		14-Mar-25														

Actual Work Critical Remaining Work Remaining Work Milestone

SITE IMPROVEMENT PLAN

Land & Structure
SURVEYING | ENGINEERING | DESIGN

105 SOUTH STEWART STREET, SONOMA, CALIFORNIA, 95370 T: 209.532.5173 F: 209.532.5220



REVISIONS:

rev	date	description

OWNER INFORMATION:
City of Angels
P.O. Box 667
Angels Camp, Ca 95222
Ph (209) 736.2181

SITE INFORMATION:
APN 060-006-006/008
1075 Utica Lane
Angels Camp, CA 95222

PROJECT INFORMATION:

A Site Improvement Plan for:
Utica Park
1075 Utica Lane
Angels Camp, CA 95222

ENGINEER OF RECORD:

09.24.24

ISSUE DATE: 09.24.24
DRAWN BY: ZPG
CHECKED BY: RC
SCALE: 1" = 20'
DRAWING: SITE PLAN
PROJECT NO: 23-07.06
SHEET: C2.1 OF: 7

REFERENCE NOTES

- GENERAL CONSTRUCTION AND PROJECT CONSTRUCTION SHALL CONFORM TO THE DETAILS AND PLANS PROVIDED. ADDITIONAL DETAILS, SPECIFICATIONS, INFORMATION, AND REQUIREMENTS ARE PROVIDED BY THE ASSOCIATED REFERENCE DOCUMENTS LISTED BELOW.
- SITE GRADING, SCARIFICATION, TRENCH BACKFILL, AND ADDITIONAL GEOTECHNICAL REQUIREMENTS SEE: ENGINEERING REPORT PREPARED BY GEOCON, DATED MARCH 2024 PROJECT NO. S2669-05-02 (GEOTECH)
- REFER TO CITY OF ANGELS IMPROVEMENT STANDARDS (CAIS) THE 2022 STANDARD PLANS (CALTRANS) 2022 CALIFORNIA BUILDING CODE (CBC), AND CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICE (CA MUTCD) FOR ADDITIONAL DETAILS AND REQUIREMENTS AND SPECIFICATIONS.
- ANY DISCREPANCIES MUST BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD PRIOR TO BIDDING, CONSTRUCTION, MATERIAL PROCUREMENT, AND SUBCONTRACTOR BID SOLICITATION.
- CONCRETE SURFACE OVER AGGREGATE BASE AND PREPARED SURFACE/ STAIRS/ LANDING/ CURB. REFER TO GEOTECH, CONSTRUCTION DETAILS AND NOTES SHEET CD1.
 - CONCRETE SIDEWALK OVER AGGREGATE BASE AND PREPARED SURFACE. REFER TO GEOTECH, CONSTRUCTION DETAILS AND NOTES SHEET CD1 AND ACCESSIBILITY DETAILS SHEET CD3.
 - ASPHALT CONCRETE SURFACE OVER AGGREGATE BASE AND PREPARED SURFACE. REFER TO GEOTECH, REPORT AND CONSTRUCTION DETAILS CD1.
 - PROPOSED BUILDING. REFER TO BUILDING CONSTRUCTION DOCUMENTS PROVIDED BY CXT PRECAST PRODUCTS. SITE DRAINAGE PER SLOPES AND SPOT SHOTS DETAILED ON THIS SHEET. (POSITIVE DRAINAGE AROUND ALL BUILDINGS IS REQUIRED). REFER CONSTRUCTION DETAILS SHEET CD1.
 - PROPOSED PLAYGROUND STRUCTURE. REFER CONSTRUCTION DOCUMENTS PROVIDED BY SPEC (SPECIFIED PLAY EQUIPMENT COMPANY).
 - STRIPING AND SIGNAGE SHALL BE IN ACCORDANCE WITH THE LAY-OUT, THE CAIS, AND DETAILS PROVIDED ON THESE PLANS AND AS REFERENCED ON SHEET CD3
 - SURFACE UTILITY COMPONENT OR DRAINAGE STRUCTURE. REFER UTILITY PLANS SHEET C4, AND ASSOCIATED DETAILS INCLUDED ON SHEETS CD2
 - ACCESSIBLE PARKING STALLS. SEE CONSTRUCTION DETAILS IN THE CAIS AND SHEET CD3
 - DRIVE OVER CURB PER CAIS SW-3

LEGEND & ABBREVIATIONS

	- CONCRETE (E)		LABEL (#) - DETAIL NUMBER
	- CONCRETE (P)	BOW	- BASE OF WALL
	- BUILDING	BOX	- BOTTOM OF STAIR
	- ASPHALT (E)	CC	- CURB CUT INLET
	- ASPHALT (P)	CL	- CENTERLINE
	- TEMPORARY BENCH MARK	E, EXIST	- EXISTING
	- FIRE HYDRANT PROPOSED	FF	- FINISHED FLOOR
	- ELECTRIC BOX	FG	- FINISHED GRADE
	- COMMUNICATIONS BOX / RISER	FL	- FLOW LINE
	- SEWER MANHOLE PROPOSED	FS	- FINISHED SURFACE
	- SEWER CLEANOUT	HP	- HIGH POINT
	- WATER VALVE	INV	- INVERT ELEVATION
	- WATER METER	LP	- LOW POINT
	- STORM DRAIN INLET	LD	- LANDING
	- STRIPING (P)	MH	- MANHOLE
	- CONCRETE CURB (P)	NTS	- NOT TO SCALE
		PE	- PAD ELEVATION
		P	- PROPOSED
		RIM	- RIM OF DRAIN INLET
		SB	- SPLASH BLOCK
		SS	- SANITARY SEWER
		TBM	- TEMPORARY BENCH MARK
		TH	- THRESHOLD
		TOS	- TOP OF STAIR
		TOC	- TOP OF CONCRETE/CURB
		TOW	- TOP OF WALL
		WM	- WATER METER
		WV	- WATER VALVE

(DETAILS ARE TYPICAL, THEREFORE NOT ADDED AT ALL OF THE LOCATIONS THAT THEY OCCUR)

ELEV - ELEVATION AT ABBR. NOTED

- BUILDING SETBACK LINE (B.S.L.)

- PROPOSED CONTOUR

- EXISTING CONTOUR

- LIMITS OF GRADING / IMPROVEMENTS

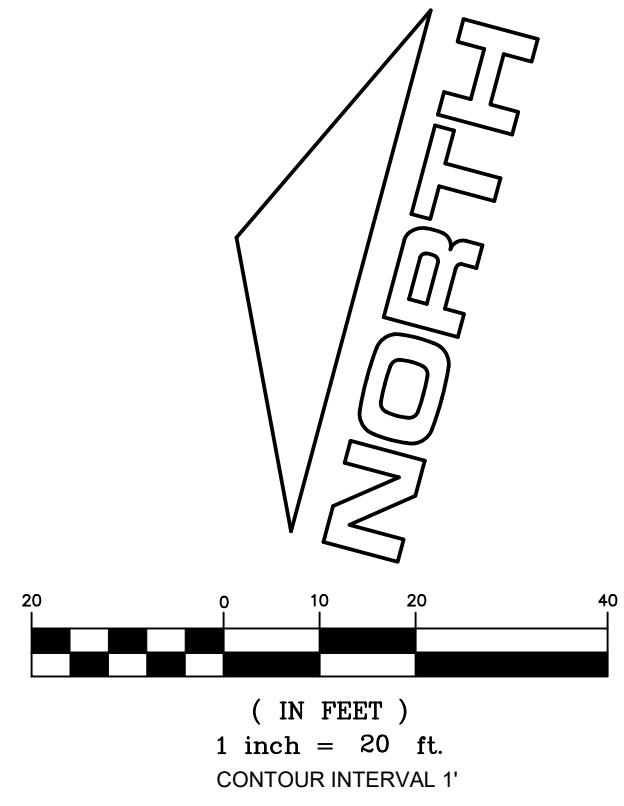
- DRAINAGE SWALE

- PUBLIC UTILITY EASEMENT (P.U.E.) OR EASEMENT AS NOTED

- OVERHEAD TELEPHONE/ COMMUNICATION LINES

- OVERHEAD ELECTRICAL LINES

- ELECTRIC LINE IN TRENCH



Utica Budget



Type	Description	Vendor	Budget Amount	Actuals	Balance	
1	Revenue Agreement	Rural Recreation and Tourism	\$3,000,000.00	\$2,067,845.52	\$932,154.48	
2	Revenue Agreement	Per Capita	\$177,952.00	\$177,952.00	\$0.00	
3	Revenue Agreement	CDBG CV (Bathrooms)	\$167,000.00	\$167,000.00	\$0.00	
4	Revenue Agreement	CDBG CV (Generator)	\$30,430.00	\$30,430.00	\$0.00	
5	Revenue Agreement	CDBG CV Additional Funds (Bathrooms)	\$49,355.00	\$49,355.00	\$0.00	
6	Revenue Agreement	CDBG CV Additional Funds (Generator)	\$17,000.00	\$0.00	\$17,000.00	
7	City Contribution	ARPA Funds	\$417,221.30	\$80,173.36	\$337,047.94	
8	Revenue Agreement	Angels Community Club	\$135,000.00	\$135,000.00	\$0.00	
9	City Contribution	Water/Wastewater	\$131,000.00	\$0.00	\$131,000.00	
10	City Contribution	General Fund Match for State Grant	\$57,166.00	\$16,553.50	\$40,612.50	
11	City Contribution	General Fund Contribution	\$60,000.00	\$60,000.00	\$0.00	
12		Total Revenue/Contribution Sources	\$4,242,124.30	\$2,784,309.38	\$1,457,814.92	
13						
14	Expense Contract	Land Purchase	Placer Title	\$325,071.00	\$325,071.00	\$0.00
15	Expense Contract	Phase 1 (Haz Materials)	Nelson Environmental	\$2,500.00	\$2,500.00	\$0.00
16	Expense Contract	Appraisal	Schuller Appraisals	\$2,500.00	\$2,500.00	\$0.00
17	Expense Contract	Planning Services	Augustine Planning	\$57,166.00	\$16,553.50	\$40,612.50
18	Expense Contract	Design and Construction	Boyer Construction	\$2,275,000.00	\$1,061,808.49	\$1,213,191.51
19	Expense Contract	CO #1 Mine Remediation	Boyer Construction	\$193,888.00	\$159,185.42	\$34,702.58
20	Expense Contract	CO #2	Boyer Construction	\$182,645.32	\$106,000.00	\$76,645.32
21	Expense Contract	CO #3 Gym Equipment/Base Rock	Boyer Construction	\$132,303.62	\$64,690.25	\$67,613.37
22	Expense Contract	Geotechnical Engineering - Original Agreement	Geocon	\$4,900.00	\$4,900.00	\$0.00
23	Expense Contract	Design-Level Investigation CO #1	Geocon	\$30,670.00	\$30,670.00	\$0.00
24	Expense Contract	Preliminary Evaluation CO #2	Geocon	\$4,800.00	\$4,800.00	\$0.00
25	Expense Contract	Design-Level Investigation CO #3	Geocon	\$20,023.00	\$20,023.00	\$0.00
26	Expense Contract	Design and Monitoring Remediation CO #4	Geocon	\$29,380.00	\$19,780.36	\$9,599.64
27	Expense Contract	Arborist Report	California Tree and Landscape	\$2,180.00	\$2,180.00	\$0.00
28	Expense Contract	Demolition	SJOOE	\$171,622.00	\$171,622.00	\$0.00
29	Expense Contract	Tree trimming (per arborist report)	Peffer's Tree Service	\$7,000.00	\$7,000.00	\$0.00
30	Expense Contract	Playground equipment and installation	SPEC	\$460,000.00	\$460,000.00	\$0.00
31	Expense Contract	Bathrooms	T&S West	\$309,000.00	\$293,550.00	\$15,450.00
32	Expense Contract	Generator	Pioneer Electric	\$30,430.00	\$30,430.00	\$0.00
33	Expense Contract	Signs for Park	Gateway Press	\$1,045.36	\$1,045.36	\$0.00
34		Total Expenses	\$4,242,124.30	\$2,784,309.38	\$1,457,814.92	
35		Balance	\$0.00	\$0.00	\$0.00	



MEMORANDUM

City of Angels City Council

Date: November 19, 2024

To: City Council

From: Amy Augustine, AICP City Planner

Re: Resolution 24-85 Approving the Installation of Speed Cushions at Utica Park and approving Task Order No. 4 in the Amount of \$9,000 for Boyer to Install Speed Bumps at Utica Park

Recommendation

The City Council may:

1. Approve Resolution 24-85, or
2. Modify Resolution 24-85; or
3. Deny Resolution 24-85

Background

During City Council public comment, a neighboring landowner requested installation of a speed bump on Utica Lane adjacent to Utica Park for safety reasons. The City Engineer reviewed the proposal and prepared the attached plans for two speed cushions consistent with engineering standards (**Attachment B**).

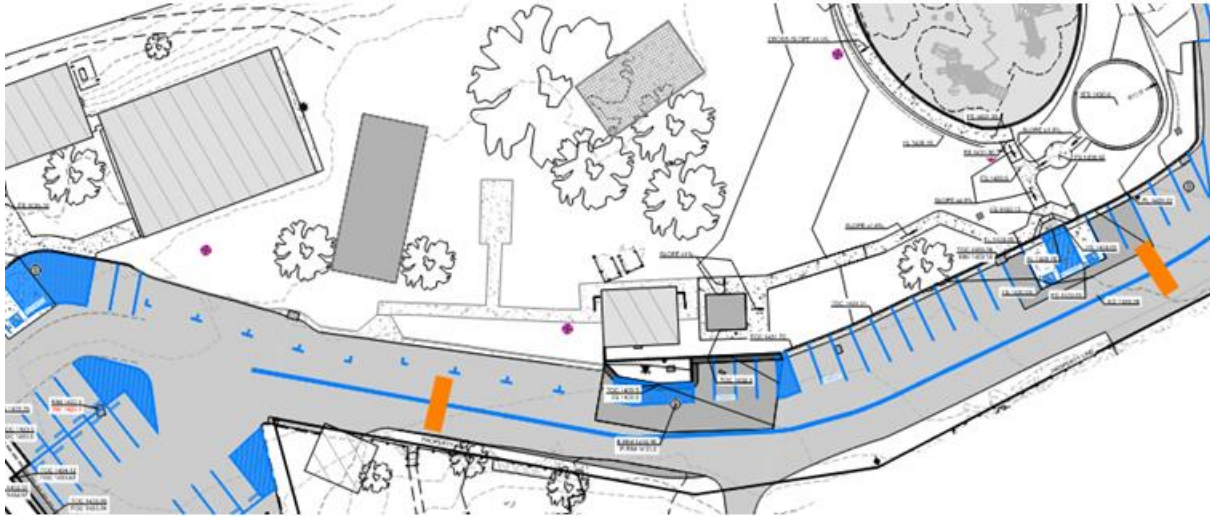
Strategic Plan Alignment

Conservation and Open Space - Protect the health and safety of people and property in the city from natural and man-made hazards. The installation of speed bumps along Utica Lane could enhance safety along that roadway.

Discussion

The City Council asked staff to identify a funding source and consider alternatives for the speed bumps, including a temporary speed bump. Staff identified funding in the City’s gas tax fund available for the \$9,000 cost to install the speed cushions. Staff requested input from Public Works and the City Engineer. Temporary speed cushions are noisy and increase complaints from neighboring property owners. Therefore, installation of the proposed permanent speed cushions is recommended.

The City Engineer recommended placement of up to two speed cushions within the driveway (Utica Lane) area, just south of the new ADA parking at the play area and another approximately 250’ – 300’ north, generally illustrated below.



Signs communicating the presence of speed cushion/humps is *recommended* for through roads. As this is a parking lot, signs are unnecessary.

A task order authorizing the installation of the speed bumps follows. Because Boyer already will be resurfacing the roadway in this area, the City is requesting this addition to Boyer’s existing contract.

Boyer task orders previously approved by the City Council are as follows:

Item	Description	Amount
Original Agreement	Current Contract	2,275,000.00
CO No. 1	Geotechnical – mine remediation	193,888.00
CO No. 2	Improve emergency access, fire hydrant	182,645.32
CO No. 3	Purchase outdoor gym equipment and materials	132,303.62
CO No. 4	Install Speed Bumps	\$9,000
	Total	\$2,792,836.94

Financial Impact

Funding speed bumps is proposed from the City’s Gas Tax fund.

Attachments

- A. Resolution 24-85
- B. Boyer Task Order #4 with Speed Cushion Design Detail

**CITY OF ANGELS
CITY COUNCIL
RESOLUTION No. 24-85**

A RESOLUTION OF THE CITY OF ANGELS CITY COUNCIL APPROVING THE INSTALLATION OF SPEED BUMPS AT UTICA PARK AND APPROVING TASK ORDER NO. 4 IN THE AMOUNT OF \$9,000 FOR BOYER TO INSTALL SPEED BUMPS AT UTICA PARK

WHEREAS, a neighboring landowner requested a speed bump along Utica Lane at Utica Park for safety reasons; and

WHEREAS, the City Engineer reviewed the request and provided a design for the speed bumps per Attachment A; and

WHEREAS, Boyer did provide a cost of \$9,000 to install the speed bumps in accordance with the City Engineer’s design; and

WHEREAS, on November 19, 2024, the City Council, at a regularly scheduled meeting, did review and consider the proposal;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Angels hereby approves Resolution 24-85 approving the installation of speed cushions at Utica Park and approving Task Order No. 4 in the amount of \$9,000 for Boyer to install the speed bumps at Utica Park passed and adopted this 19th day of November 2024, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jennifer Herndon Mayor

Rose Beristianos, City Clerk



HOME OF THE JUMPING FROG

**CHANGE ORDER AGREEMENT
FOR PROFESSIONAL SERVICES**

Contractor: Robert E. Boyer Construction, Inc.
Contract Date: April 11, 2023
Project: Utica Park/Lightner Mine Expansion

Change Order No. 4
Date: November 19, 2024

Client's Name: City of Angels
Client's Address: P.O. Box 667; 200 Monte Verda St., Bldg B Angels Camp, CA 95222

Attention: Steve Williams, Interim City Administrator
Telephone: (209) 736-1346

We hereby agree to make the following changes:
Amend the agreement to include **Attachment A.**

Current Contract Amount:	\$2,275,000
Change Order Agreement #1:	\$193,888 (mine remediation)
Change Order Agreement # 2:	\$182,645.32
Change Order Agreement #3:	\$132,303.62
Change Order Agreement # 4:	9,000.00
Revised Contract Amount:	\$2,792,836.94

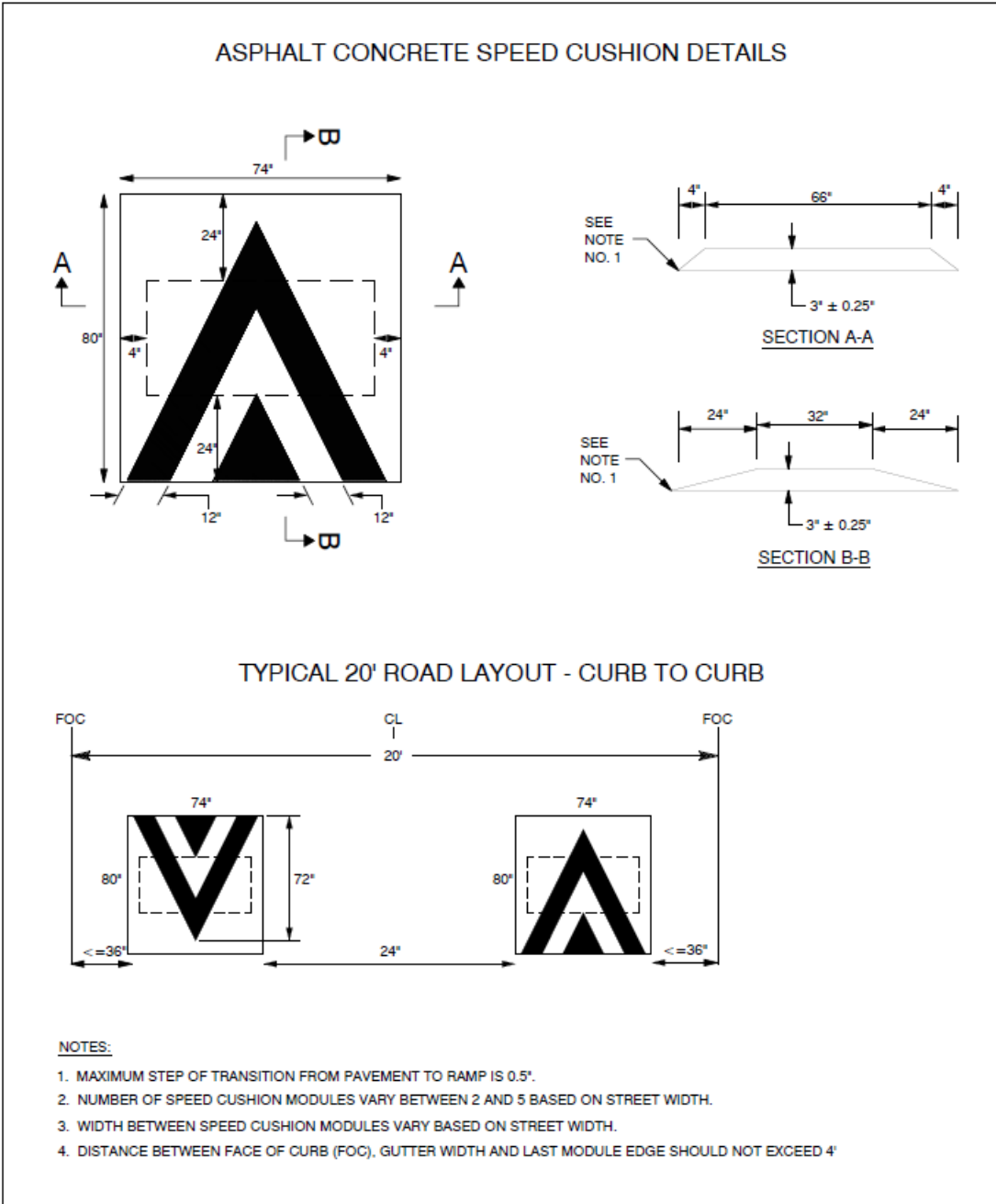
Authorized Signature (Boyer) _____

Accepted: The above estimated fees/costs relating to this Change Order are satisfactory and are hereby accepted. All services to be performed under the same terms and conditions as specified in the original contract.

Authorized Signature: _____
Steve Williams, Interim City Administrator

Date: _____

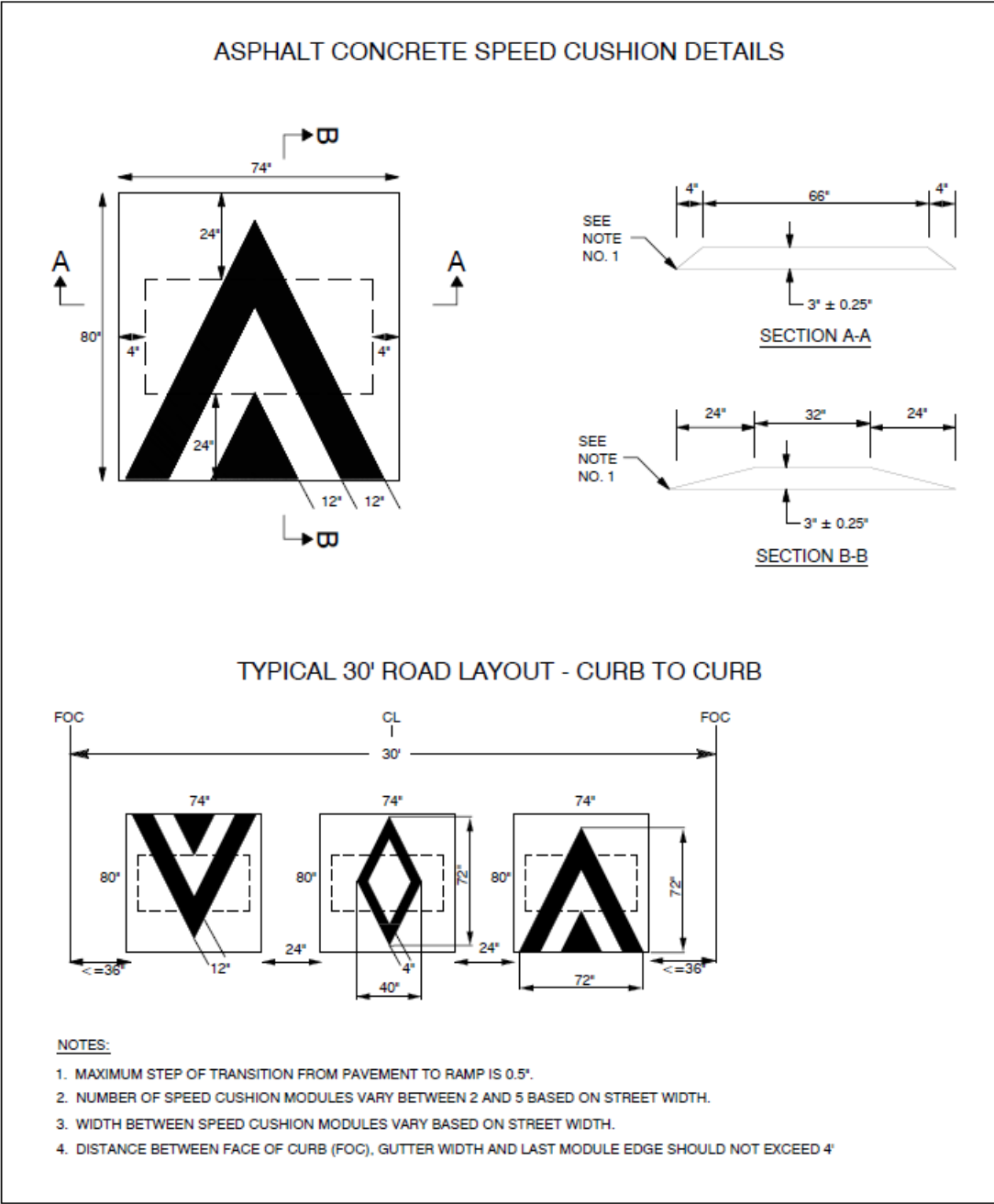
Attachment A
Speed Cushion Design 20' and 30' road



N.T.S

SPEED CUSHION
FIGURE A-9c

Oct 12, 2021
F:\04 - Traffic Calming\Speed Hump Policy - 2017...and beyond\Speed Hump Standards\figA-9c2_speed_cushion.dwg

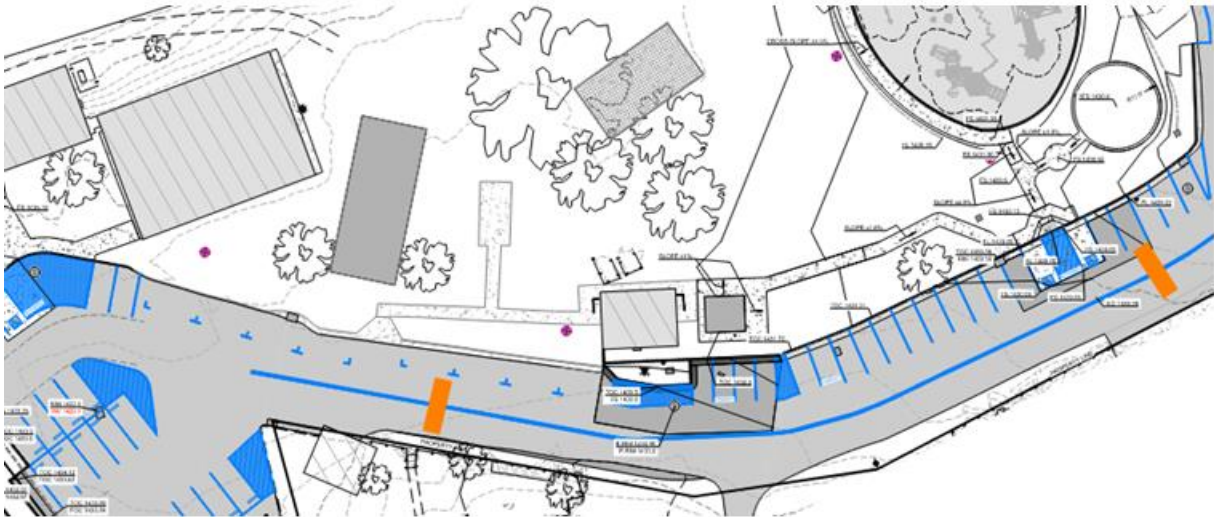


N.T.S

SPEED CUSHION
FIGURE A-95

Oct 06, 2021
F:\04 - Traffic Calming\Speed Hump Policy - 2017...and beyond\Speed Hump Standards\figA-9b2_speed_cushion.dwg

Figure 1: Approximate location Speed Cushions





MEMORANDUM

City of Angels City Council

Date: November 19, 2024

To: City Council Members

From: Amy Augustine, AICP – City Planner

RE: Resolution 24-86 Authorizing acquisition of Formula Allocation Permanent Local Housing Allocation (PLHA) Funds and Approving a PLHA 5-year Plan

Recommendation:

Approve Resolution 24-86 Authorizing acquisition of Formula Allocation Permanent Local Housing Allocation (PLHA) Funds and approving a PLHA 5-Year Plan.

Background:

On September 3, 2024, the City Council authorized staff to pursue PLHA funding. At that meeting, Sierra Hope and Habitat for Humanity asked the city to secure and make available the City’s formula allocation available through California’s Permanent Local Housing Allocation (PLHA) program. Council requested review and approval of the five-year plan. The attached resolution and 5-year plan are provided for Council review and approval to authorize proceeding with acquisition of PLHA funds.

NOTE: On October 15, 2024, the City Council approved Resolution 24-81 authorizing the application, but not the 5-year Plan. In accordance with the granting agency guidelines, a revised Resolution 24-86 is presented following the 30-day public review period for the 5-year Plan, which closed 11/18/24.

The City’s available formula allocation is: \$298,855

\$128,764 is available for Calendar Year (CY) 2021 and \$70,091 for CY 2022. The City missed claiming a 2020 CY allocation of \$127,049.

As previously discussed, to qualify for the remaining PLHA funds, the City must prepare a five-year plan and make funds available for one or more of the following eligible activities:

1. Predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing
2. Predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, including Accessory dwelling units (ADUs)
3. Capitalized reserves for services connected to the preservation and creation of new Permanent supportive housing.
4. Assisting persons who are experiencing or at-risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.

5. Accessibility modifications in Lower-income Owner-occupied housing.
6. Efforts to acquire and rehabilitate foreclosed or vacant homes and apartments.
7. Homeownership opportunities, including, but not limited to, down payment assistance.
8. Fiscal incentives made by a city within the county to incentivize approval of one or more Affordable housing Projects and/or matching funds invested by a city in an Affordable housing development Project. County fiscal incentives shall be in the form of a grant or low-interest loan to an Affordable housing Project. Matching funds investments by both the county and the city also shall be a grant or low interest deferred loan to the Affordable housing Project.

Given the limited funding available, the attached five-year plan focuses on the following four programs:

- Predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing
- Predevelopment, development, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, including Accessory dwelling units (ADUs)
- Capitalized reserves for services connected to the preservation and creation of new Permanent supportive housing.
- Assisting persons who are experiencing or at-risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing

Qualified entities will compete for the funds under these programs through a grant application to the City. A selection committee composed of, but not limited to, the following will evaluate and select a grantee or grantees and determine the amount of funding to be allocated to each:

- City Council member
- Planning Commissioner member
- City Finance Director
- City Administrator
- Representative of the Calaveras Continuum of Care
- Local builder
- Representative from The Resource Connection

Recommendations of the committee will be forwarded to the City Council for final approval.

Selection criteria is expected to include, but not be limited to:

- Consistency with Angels Camp General Plan 2020 Goal 2D. How well does the proposed project: Facilitate the provision of decent housing in a suitable environment for all income levels, ethnicities, age levels, sexes and for the disabled and at-risk families consistent with the demographics of the City's population.
- Income levels of those benefitted by the project (extremely low, very low, and low) – score highest
- Income levels of those benefitted by the project (moderate) – scores lower
- Number of people benefitted by the project
- Capacity of the non-profit organization to successfully complete the project
- Likelihood of funds allocated to provide for or contribute to project advancement or completion
- Contribution to meeting other Angels Camp General Plan 2020 goals including, but not limited to:

Goal 1A-2: infill development, mixed use, pedestrian friendly, transit oriented, reduces auto-dependency;

Goal 2A-5: Innovative approaches to the provision of housing for extremely low, very low, low- and moderate-income households;

Goal 2A-6: Achieve a balance between housing costs and income levels;

Any organization receiving a grant that is unable to complete expenditures consistent with the grant application will either be required to amend their project subject to reevaluation or return unspent funds.

To qualify for these funds the City must have a certified General Plan Housing Element and be current on all annual housing reports. The City meets both criteria.

Strategic Plan Alignment

The City's Strategic Plan does not identify housing programs as current priorities.

Discussion

GENERAL PLAN CONSISTENCY

The proposed program is consistent with the following goal and implementation program from General Plan 2020:

Goal 2D Facilitate the provision of decent housing in a suitable environment for all income levels, ethnicities, age levels, sexes and for the disabled and at-risk families consistent with the demographics of the City's population.

Implementation Program

2.D.n Pursue Funding

Pursue state and federal funding sources to assist in the development of housing for extremely low, very low, low- and moderate-income housing.

Financial Impact

The City could secure up to \$298,855 to assist local non-profit organizations in providing housing. The City may use up to 5% of this allocation for administration.

Attachments

Resolution 24-86
Attachment A - PLHA Five-Year Plan

Resolution No. 24-86

City of Angels City Council

**AUTHORIZING RESOLUTION OF THE CITY OF ANGELS CITY COUNCIL
AUTHORIZING THE APPLICATION AND ADOPTING THE PLHA PLAN FOR THE
PERMANENT LOCAL HOUSING ALLOCATION PROGRAM**

All/A necessary quorum and majority of the City Council Members of the City of Angels hereby consents to, adopts, and ratifies the following resolution:

- A. WHEREAS, the Department is authorized to provide up to \$296 million under the SB 2 Permanent Local Housing Allocation Program Formula Component from the Building Homes and Jobs Trust Fund for assistance to Cities and Counties (as described in Health and Safety Code section 50470 et seq. (Chapter 364, Statutes of 2017 (SB2))).
- B. WHEREAS the State of California (the "State"), Department of Housing and Community Development ("Department") issued a Notice of Funding Availability ("NOFA") dated 12/29/2023 under the Permanent Local Housing Allocation (PLHA) Program;
- C. WHEREAS the City of Angels is an eligible Local government who has applied for program funds to administer one or more eligible activities, or a Local or Regional Housing Trust Fund to whom an eligible Local government delegated its PLHA formula allocation.
- D. WHEREAS the Department may approve funding allocations for PLHA Program, subject to the terms and conditions of the Guidelines, NOFA, Program requirements, the Standard Agreement, and other contracts between the Department and PLHA grant recipients;

NOW THEREFORE BE IT RESOLVED THAT:

- 1. If Applicant receives a grant of PLHA funds from the Department pursuant to the above referenced PLHA NOFA, it represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules and laws regarding the PLHA Program, as well as any and all contracts Applicant may have with the Department.
- 2. Applicant is hereby authorized and directed to receive a PLHA grant, in an amount not to exceed the five-year estimate of the PLHA formula allocations, as stated in Appendix B of the current NOFA. \$298,855 in accordance with all applicable rules and laws.
- 3. Applicant hereby agrees to use the PLHA funds for eligible activities as approved by the Department and in accordance with all Program requirements, Guidelines, other rules

and laws, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

4. **Pursuant to Section 302(c)(4) of the Guidelines, Applicant’s PLHA Plan for the 2019-2023 Allocations is attached to this resolution, and Applicant hereby adopts this PLHA Plan and certifies compliance with all public notice, public comment, and public hearing requirements in accordance with the Guidelines.**
5. N/A
6. Applicant certifies that it has or will subgrant some or all of its PLHA funds to another entity or entities. Pursuant to Guidelines Section 302(c)(3), “entity” means a housing developer or program operator, but does not mean an administering Local government to whom a Local government may delegate its PLHA allocation.
7. Applicant certifies that its selection process of these subgrantees was or will be accessible to the public and avoided or shall avoid any conflicts of interest.
8. Pursuant to Applicant’s certification in this resolution, the PLHA funds will be expended only for eligible Activities and consistent with all program requirements.
9. Applicant certifies that, if funds are used for the acquisition, construction, or rehabilitation of for-sale housing projects or units with for-sale housing projects, the grantee shall record a deed restriction against the property that will ensure compliance with one of the requirements stated in Guidelines Section 302(c)(6)(A), (B), and (C).
10. Applicant certifies that, if funds are used for the development of an Affordable Rental Housing Development, the Local government shall make PLHA assistance in the form of a low-interest, deferred loan to the Sponsor of the Project, and such loan shall be evidenced through a Promissory Note secured by a Deed of Trust and a Regulatory Agreement shall restrict occupancy and rents in accordance with a Local government-approved underwriting of the Project for a term of at least 55 years.
11. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement, the PLHA Program Guidelines and any other applicable SB2 Guidelines published by the Department.
12. The City Administrator is authorized to execute the PLHA Program Application, the Mayor is authorized to execute the PLHA Standard Agreement and any subsequent amendments or modifications thereto. The City Administrator is authorized to execute any other documents which are related to the Program or the PLHA grant awarded to Applicant, as the Department may deem appropriate.

PASSED AND ADOPTED at a regular meeting of the City of Angels City Council this 19th day of November 2024, by the following vote:

AYES:

ABSTENSIONS:

NOES:

ABSENT:

Signature of Approving Officer: _____

Jennifer Herndon, Mayor
City of Angels City Council

CERTIFICATE OF THE ATTESTING OFFICER:

The undersigned, Officer of the City of Angels, Rose Beristianos, does hereby attest and certify that the foregoing Resolution and **Attachment A**, the PLHA Plan, is a true, full and correct copy of a resolution duly adopted at a meeting of the City of Angels which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is full force and effect as of the date hereof.

ATTEST: _____
Rose Beristianos, City Clerk
City of Angels

§302(c)(4) Plan

Rev. 07/16/24

§302(c)(4)(A) Describe the manner in which allocated funds will be used for eligible activities.
 Funds would be directly allocated, in the form of grants or loans to non-profits that provide housing services and/or support services consistent with the City of Angels Housing Element and General Plan 2020. Grant applications will be solicited and include a scoring criteria. Upon receipt of application(s), a community and support-services-based panel will score grants. It is anticipated that the top scoring applicant(s) will be invited to present their program, in person, to the community panel and answer questions. Panel recommendations will go before the City Council for final approval. The panel will allocate available funds accordingly. Once awarded, grantees will submit quarterly progress reports to the City. Should a project fail to proceed, unspent funds may be reallocated by the community panel, with the consent of the City Council, to an alternative applicant(s).

§302(c)(4)(B) Provide a description of the way the Local government will prioritize investments that increase the supply of housing for households with incomes at or below 60 percent of Area Median Income (AMI).
 The City will use the following criteria to prioritize investments to increase the supply of housing for households with incomes at or below 60 percent of Area Median Income by establishing selection (scoring) criteria for grant/loan applications that includes, but is not limited to:
 •Income levels of those benefitted by the project (extremely low, very low, and low) – score highest
 •Income levels of those benefitted by the project (moderate) – scores lower
 General Plan 2020 Goal 2D. How well does the proposed project: Facilitate the provision of decent housing in a suitable environment for all income levels, ethnicities, age levels, sexes and for the disabled and at-risk families consistent with the demographics of the City's population.
 •Number of people benefitted by the project
 •Capacity of the non-profit organization to successfully complete the project
 •Likelihood of funds allocated to provide for or contribute to project advancement or completion
 •Consistency with Angels Camp
 •Contribution to meeting other

§302(c)(4)(C) Provide a description of how the Plan is consistent with the programs set forth in the Local Government's Housing Element.
 Goal 2D: Facilitate the provision of decent housing in a suitable environment for all income levels, ethnicities, age levels, sexes and for the disabled and at-risk families consistent with the demographics of the City's population. Implementation Program 2.D.n: Pursue Funding - Pursue state and federal funding sources to assist in the development of housing for extremely low, very low, low-and moderate-income housing

§301(a)(1) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low-, very low-, low-, or moderate-income households, including necessary Operating subsidies.

§302(c)(4)(E)(i) Provide a detailed and complete description of how allocated funds will be used for each proposed Affordable Rental Housing Activity.
 Funding would be directly allocated to a non-profit seeking to develop, acquire, and/or rehabilitate or preserve multi-family or residential live-work, rental housing for the identified income categories including necessary operating subsidies. Grants or loans may be made towards planning, identifying partnerships, identifying land, preparing construction plans and applications and/or to construct, purchase and/or rehabilitate a wide variety of housing types located within walking distance of commercial uses and transit. Location within one mile of medical support services is encouraged. Applications for rehab and/or planning for multi-family or residential live-work housing is anticipated, alternatively operating subsidies may be sought.

Complete the table below for each proposed Affordable Rental Housing Activity to be funded with 2020-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the Activity as many times as needed to capture all of the AMI levels that will be assisted, but only show the percentage of annual funding allocated to the Activity one time (to avoid double counting).

Funding Allocation Year	2020	2021	2022												
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Affordable Rental Housing Activity		40%	40%												
§302(c)(4)(E)(ii) Area Median Income Level Served	50%	50%	50%												TOTAL
§302(c)(4)(E)(ii) Unmet share of the RHNA at the AMI Level Note: complete for years 2020, 2021, 2022 only	0	0	4												4
§302(c)(4)(E)(ii) Projected Number of Households Served	0	8	7												15
§302(c)(4)(E)(iv) Period of Affordability for the Proposed Affordable Rental Housing Activity (55 years required for rental housing projects)	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years	55 Years

§302(c)(4)(E)(iii) A description of major steps/actions and a proposed schedule for the implementation and completion of the Activity.
 1. Establish final grant and scoring criteria 2. Distribute Notice of Funding Availability to known non-profits in the region that support such activities 3. Score applications 4. City Council makes final award. 5. Contracting with grant recipient. 6. Recipient reports quarterly to City 7. Closeout.

§301(a)(2) The predevelopment, development, acquisition, rehabilitation, and preservation of Affordable rental and ownership housing, including Accessory Dwelling Units (ADUs), that meets the needs of a growing workforce earning up to 120 percent of AMI, or 150 percent of AMI in high-cost areas. ADUs shall be available for occupancy for a term of no less than 30 days.

§302(c)(4)(E)(i) Provide a detailed and complete description of how allocated funds will be used for each proposed Affordable Rental and Ownership Housing Activity.	Enter Percentage of Funds Allocated for Affordable Owner-occupied Workforce Housing	50%
---	--	------------

Funding would be directly allocated to a non-profit seeking to develop, acquire, and/or rehabilitate or preserve housing for rent or ownership for the identified income categories, including for ADUs. Grants or loans may be made towards planning, identifying partnerships, identifying land, preparing construction plans and applications and/or to directly construct, purchase and/or rehabilitate a wide variety of housing types for rent or ownership to the identified income categories. Applications contributing towards construction of new, for ownership, housing is anticipated.

Complete the table below for each proposed Affordable Rental and Ownership Housing Activity to be funded with 2020-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the Activity as many times as needed to capture all of the AMI levels that will be assisted, but only show the percentage of annual funding allocated to the Activity one time (to avoid double counting).

Funding Allocation Year	2020	2021	2022											
Type of Affordable Housing Activity		develop new	develop new											
§302(c)(4)(E)(i) Percentage of Funds Allocated for Each Affordable Housing Activity		45%	45%											
§302(c)(4)(E)(ii) Area Median Income Level Served	80%	80%	80%											TOTAL
§302(c)(4)(E)(ii) Unmet share of the RHNA at AMI Level Note: complete for years 2020, 2021, 2022 only	0	0	12											12
§302(c)(4)(E)(ii) Projected Number of Households Served	0	2	2											4
§302(c)(4)(E)(iv) Period of Affordability for the Proposed Activity (55 years required for rental housing projects)	55 years (rental), 30 years (owned)	55 years (rental), 30 years (owned)	55 years (rental), 30 years (owned)											

§302(c)(4)(E)(iii) A description of major steps/actions and a proposed schedule for the implementation and completion of each Affordable Rental and Ownership Housing project.
 1. Establish final grant and scoring criteria 2. Distribute Notice of Funding Availability to known non-profits in the region that support such activities 3. Score applications 4. City Council makes final award. 5. Contracting with grant recipient. 6. Recipient reports quarterly to City 7. Closeout.

§301(a)(6) Assisting persons who are experiencing or At risk of homelessness, including, but not limited to, providing rapid rehousing, rental assistance, supportive/case management services that allow people to obtain and retain housing, operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.

§302(c)(4)(E)(i) Provide a detailed and complete description of how allocated funds will be used for the proposed Activity.
 Direct grants will be made to non-profits providing services to those at-risk of homelessness including, but not limited to, funding to be used to provide rapid rehousing, rental assistance, and/or supportive/case management services including allowing people to obtain and retain housing. Operating costs and capital costs for new construction, rehabilitation, and preservation of permanent and transitional housing and supportive housing will be available.

Complete the table below for each proposed Activity to be funded with 2020-2023 PLHA allocations. If a single Activity will be assisting households at more than one level of Area Median Income, please list the Activity as many times as needed to capture all of the AMI levels that will be assisted, but only show the percentage of annual funding allocated to the Activity one time (to avoid double counting).

Funding Allocation Year	2020	2021	2022											
Type of Activity for Persons Experiencing or At Risk of Homelessness	Direct Grant													
§302(c)(4)(E)(i) Percentage of Funds Allocated for the Proposed Activity		10%	10%											



MEMORANDUM

City of Angels City Council

Date: November 19, 2024

To: City of Angels City Council

From: Amy Augustine, AICP – Contract City Planner

Re: All Hazards Planning Codes Introduction and Overview (including Heritage Road Program)

Recommendation:

1. Provide input on proposed code change including suggestions for public outreach
2. Provide input on the draft Heritage Road program

Background:

The City of Angels adopted the Calaveras County Multi-Jurisdictional Hazard Mitigation Plan in November of 2020. Plan “mitigation” actions included Program MU-6 to:

Update or prepare and adopt in the City Codes: Fire Safety standards, Flood Hazard prevention; grading, drainage, and erosion control standards; and post-disaster recovery standards.

The City applied for and, in July, 2022, received CAL OES Hazard Mitigation Grant Program funding to implement Program MU-6.

The City hired Interwest to draft code revisions with oversight from a steering committee composed of:

- City Planning Commissioner
- City Council member
- Fire Chief
- Fire Marshal
- Police Chief
- City Engineer
- Public Works Superintendent
- City Administrator
- City Planner

Topics addressed are:

- Fire
- Flood
- Grading
- Drainage and Erosion
- Emergency Response/Heritage Roads

The primary changes include consolidating scattered information for consistency and ease of location, updating old information, incorporating state requirements, and addressing issues unique to the City of Angels (e.g., Heritage Roads).

The Steering Committee completed its review in October 2024. The draft codes are now ready for release to the public for input.

Heritage Road standards were not included in code revisions. The City is undertaking that program separately and anticipates more extensive and targeted public input. A draft Heritage Road program is included here as an attachment for input.

Discussion

All draft updates completed for the project may be found at the following link:

<https://angelscamp.gov/> Both a redline/strikeout version (showing changes) and a clean version are available.

Staff will present a PowerPoint summarizing the code changes and taking initial input at the November 19, 2024 meeting. A similar presentation was made before the Planning Commission on November 14, 2024. Input from the Planning Commission will be provided at the meeting. The draft codes will then be released for a 30-day review period to the public.

You are being asked to identify any major issues that you might find in the draft codes, ask questions, and provide staff direction on recommended public outreach efforts. You are also being asked to provide input on the Draft Heritage Road Program.

Financial Impact

None. The project was funded by a CAL OES grant.

Attachments

Draft Heritage Road Program

Heritage Road Program Outline

1. City Staff will use the City's Draft Heritage Road Maps, drive each identified road, and create a list of recommended implementation programs for each roadway segment using the list below as a guide (e.g., identify where one-way roads or No Parking Signs or turnouts should be located)
2. City staff will contact landowners along each roadway segment and hold an on-site meeting, door-to-door survey, or similar outreach to discuss implementation program options for the subject road segment.
3. Upon reaching a consensus with property owners, City Staff will prepare a list or proposed actions and prepare a cost estimate, and list of priority roadways to implement the program.
4. Staff will report to the City Planning Commission and City Council identifying proposed program implementation actions and costs with a list of priorities and request approval and, as necessary, a budget to implement the program.
5. Those items requiring code amendments will be undertaken by staff.

Heritage Road Guidelines/Anticipated Implementation Programs (Subject to Change with Landowner Input)

PRIMARY GOAL: 24-foot CLEAR road ROW to be maintained at all times

PAVED ROADWAY 12' and UNDER:

- No parking within ROW on either side of the road
- One-way unless turnouts can be accommodated every [redacted] feet
- One-way unless community parking area can be established within [redacted] feet of all residences without on-street parking
- (Code Amendment) New residential construction, reconstruction (including replacement after a fire), or expansions of existing residences on or along these roadways will (at a minimum):

- i. Provide two off-street parking spaces if they do not already exist
 - ii. Dedicate ROW along property frontage to provide a minimum 24' roadway (may be reduced to no less than 12' width on the project side if the fire marshal determines that adequate area exists on the opposite side of the street to accommodate an additional 12' and there is a reasonable expectation that future development could accommodate.
 - iii. Dedication to allow for turnout construction may be required.
 - iv. No on-street parking
 - v. Rebuilding to a reduced or zero-foot setback shall require off-street parking
- Land divisions
 - i. Parcel splits or reconfigurations (i.e., Boundary line adjustment or merger) that would allow additional development:
Dedicate ROW along property frontage to provide a minimum 24' roadway (may be reduced to no less than 12' width on the project side if the fire marshal determines that adequate area exists on the opposite side of the street to accommodate an additional 12' and there is a reasonable expectation that future development could accommodate.
 - ii. Dedication to allow for turnout construction may be required.
 - iii. Map will be conditioned to allow no on-street parking

PAVED ROADWAY GREATER THAN 12' AND UP TO 23.99':

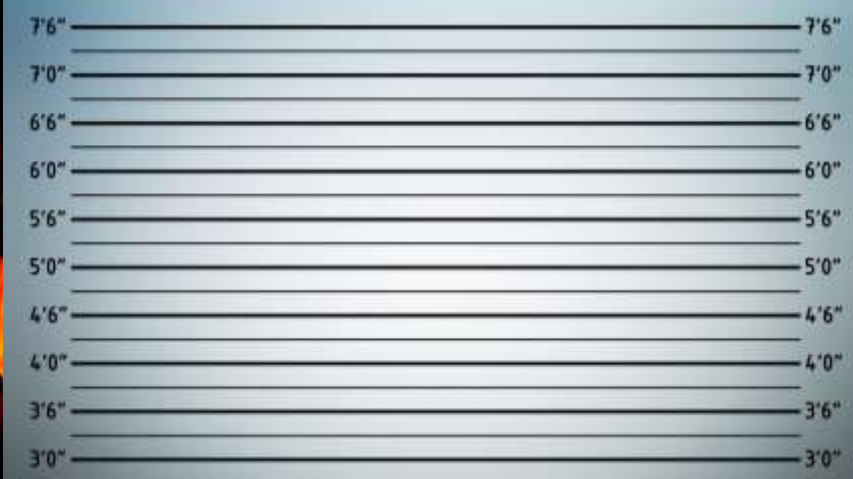
- No parking within ROW on at least one side of the road
- One-way or two-way with turnouts every feet, or as necessary to accommodate two-way traffic
- Community parking area established within feet of all residences without on-street parking
- (Code Amendment) New residential construction, reconstruction (including replacement after a fire), or expansions of existing residences on these roadways will (at a minimum):
 - i. Provide two off-street parking spaces if they do not already exist
 - ii. Dedicate ROW along property frontage to provide a minimum 24' roadway (may be reduced to no less than 12' width on the project side if the fire marshal determines that adequate area exists on the opposite side of the street to accommodate an additional 12' and there is a reasonable expectation that future development could accommodate.
 - iii. Dedication to allow for turnout construction may be required.
 - iv. No on-street parking

- Land divisions
 - i. Parcel splits or reconfigurations (i.e., Boundary line adjustment or merger) that would allow additional development:

Dedicate ROW along property frontage to provide a minimum 24' roadway (may be reduced to no less than 12' width on the project side if the fire marshal determines that adequate area exists on the opposite side of the street to accommodate an additional 12' and there is a reasonable expectation that future development could accommodate.

- ii. Dedication to allow for turnout construction may be required.
 - iii. Maps will be conditioned to allow no on-street parking

DRAFT



All Hazards Planning Codes

Comprehensive Update to
the City's Health and
Safety Codes



DATE: November 17, 2020

TO: City Council

FROM: Nathan Pry, Fire Marshal / Deputy Chief

RE: RESOLUTION IN SUPPORT CITY OF ANGELS CAMP HAZARD MITIGATION PROJECTS FOR THE 2021 CALAVERAS COUNTY OPERATIONAL AREA MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

RECOMMENDATION

Approve Resolution 20-46 approving the City of Angels Camp hazard mitigation projects for the 2021 Calaveras County Operational Area Multi-Jurisdictional Hazard Mitigation Plan

BACKGROUND/DISCUSSION

An update to the Calaveras County Operational Area Multi-Jurisdictional Hazard Mitigation Plan (Plan) is required every five years and is currently in progress.

The Plan provides a basis for preparing emergency response plans and is incorporated into the City (and County) general plans pursuant to state law. The Plan identifies the highest risk hazards facing all of Calaveras County, including the City. The draft list of those hazards follows:

Hazard Ranking
1. Wildfire
2. Drought
3. Severe Weather - Extreme Heat
4. Climate Change
5. Severe Weather - Winter Storms & Extreme Cold
6. Severe Weather - Wind
7. Flooding
8. Landslide/Debris Flow
9. Dam Failure
10. Earthquake
11. Land Subsidence (Sinkhole)
12. Volcano



Program (FEMA Reference #)	Short description
WF-2 <u>Integrate</u> Local Hazard Mitigation Plan into Safety Element of the General Plan	Self-explanatory
MU-14 Develop and Conduct a Multi-Hazard Seasonal Public Awareness Program	Self-explanatory
MU-13 Water storage tank	Redundant water storage tank for water supply in the City
MU-13 <u>Design</u> and Drill Water Well to Provide Water Supply	Redundant water supply supplementing surface water supply
MU-6 – Update Local Mitigation, Disaster Recovery, and All Hazards Planning Codes	Update or prepare and adopt in the City (and County) Codes: <u>Fire Safety standards; Flood Hazard prevention; grading, drainage, and erosion control standards; post-disaster recovery standards</u>
D-7 Reclaimed Water Line	Use reclaimed water for irrigation, possibly fire suppression
D-7 <u>Retrofit</u> Water Supply Systems	See preceding
WF-7 Create Defensible Space Around Structures and Infrastructure	Self-Explanatory
WF-8 <u>Conduct</u> Maintenance to Reduce Wildfire Risks	Self-Explanatory
WF-9 <u>Implement</u> a Fuels Management Program	Self-Explanatory
WF-11 <u>Increase</u> Wildfire Risk Awareness	Self-Explanatory
WF-12 <u>Educate</u> Property Owners about Wildfire Mitigation Techniques	Self-Explanatory
WF-12/MU-9 Private Property Owner Small Grant Mitigation Projects	Program to provide small grants to private property owners to undertake fuel load reduction or related hazard reduction programs on private property
F-15 <u>Sewer</u> and Water Line Relocation	East Trunk Sewer Line Project and Water Treatment Plant Generator
F-18 <u>Flood</u> Zone Relocation of Fire Station 1	New fire station at new location where emergency response is not impeded by flood zone
F-18/MU-13 <u>Redundant</u> Power Supply Project	Install Generators at City Hall/Emergency Operations Center and Fueling Station, Water Treatment Plant and Angels Lift Station
F-18 Redundant Data Storage Project	Provide cloud storage for City documentation to prevent loss from hazards
F-20/ER-5 <u>Protecting</u> and Restoring Natural Flood Mitigation Features	Repair erosion along Angels Creek/Finnegan Lane
WW-6/SW-7 <u>Severe</u> Weather Education for Vulnerable Populations	Self-Explanatory

HAZARD MITIGATION GRANT PROGRAM PLANNING SUBAPPLICATION

DISASTER NUMBER:	DR-4558
JURISDICTION NAME:	City of Angels
PLAN TITLE:	Update Local Mitigation, Disaster Recovery and All Hazards Planning Codes
CONTROL NUMBER:	PA-00000565

THE CONTROL NUMBER IS RECEIVED AT TIME OF SUCCESSFUL NOI SUBMITTAL



Cal OES

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**



U.S. Department of Homeland Security
Region 9
1111 Broadway, Suite 1200
Oakland, California 94607

FEMA

July 14, 2022

Mark S. Ghilarducci, Director
Governor's Authorized Representative
California Governor's Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655

Reference: Application Approval, HMGP DR-4558-565-022P
City of Angels
7% City of Angels All Hazard Planning Code Update Project
FIPS Code: 009-02112, Supplement 22

Dear Mark Ghilarducci:

We approve and issue Hazard Mitigation Grant Program (HMGP) funds for the City of Angels, HMGP DR-4558-565-022P, 7% City of Angels All Hazard Planning Code Update Project.

The total project cost is \$80,000. As shown in the enclosed Obligation Report – Supplement 22, we are obligating \$60,000 for the 75 percent Federal share; the 25 percent non-Federal share is \$20,000. These funds are available in SmartLink for immediate and eligible disbursements. The following is a summary of the approved funding:

Total Project Cost:	Federal Share (75%):	Non-Federal Share (25%):
\$80,000	\$60,000	\$20,000

Background

Hired
Interwest

Formed a
Steering
Committee

Steering Committee

City Council member

Section 9, Item D.

Planning Commission member

Fire Department – Fire Chief,
Fire Marshal

Police Department – Police Chief

City Engineer

City Planner

Public Works

City Administrator

Primary Topics for Code Updates

Fire

Flood

Grading

Drainage and Erosion
Control

Emergency Response/Heritage
Roads

All Codes

Establish

Consolidate

Eliminate conflicts and redundancy

Consistency with state mandates

Fire Codes – NEW!!!!

8.50 Fire Safety Regulations



Chapter 8.50 – Fire Safety Regulations

Defensible Space, weeds

Fuel load reduction & Maintenance

Sprinklering

Posting Addresses

Fire Flow/
Fire Hydrants

Gating

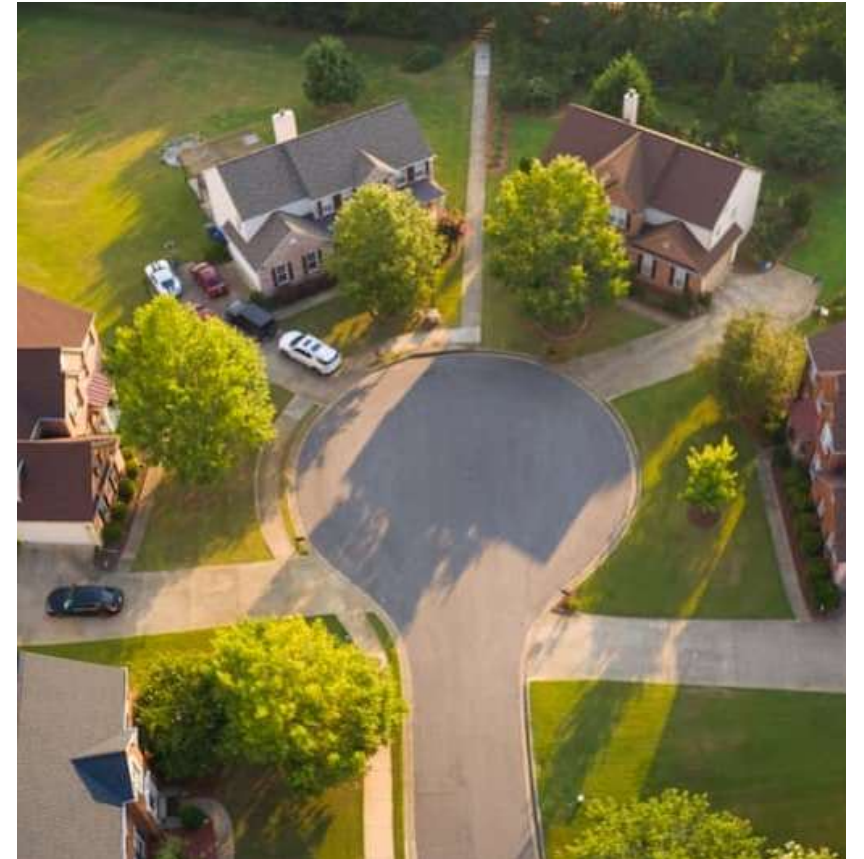
Who is whoe

ADDING Roads and Driveways (Title 11)



FIRE - Access/Ingress/Egress Subdivisions - 16.24.065

1. Secondary access
2. Ingress/egress
3. Turnouts
4. Cul-de-sac specifications
5. Adding Roads and Driveways, Title 11



Fire – MISCELLANEOUS

- Enforcement – Standardized Citywide (Penalties, Process)
– **Amended Title 1**
- Street signage – **Moved to Chapter 12.08 – Road Signs**
- Chapters 8.44 Controlled debris burns, ~~Section 8.16.090~~
~~Open burning~~
- 8.48 Fireworks use and restrictions – **updated to cross reference Admin CUP requirement in Title 17**
- ~~2.16 Volunteer Fire Department deleted~~
- ~~Chapters 8.10 Weed abatement, relocated to 8.50~~
- ~~Chapters 8.08 Buildings Destroyed by Fire, relocated to 8.50~~

Flood

Update the 1996 flood damage prevention ordinance (6.B.d)

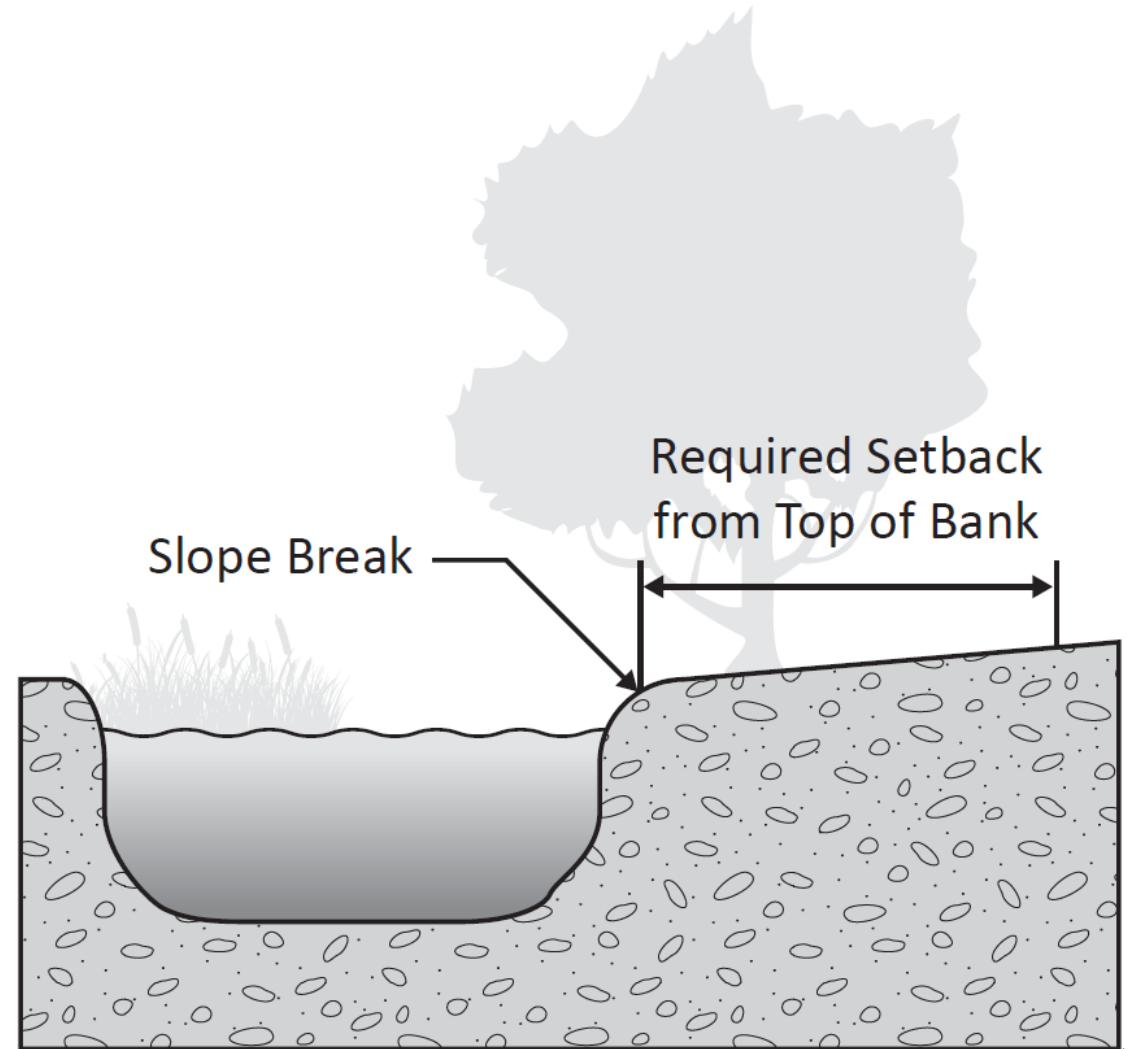


Updated Chapter 15.20 – **Flood Plain Management and Flood Damage Prevention**

- Replaced 1996 Code with current state requirements
- Added 15.20.700 Establish setbacks along creeks (6.B.q, 4.D.d, 4.G.c, 6.B.n, 11.B.b),

Creek and Stream Setbacks

Creek/Stream setbacks shall encompass the streambed channel, bed, and top of bank plus the landward edge (dripline) of riparian vegetation except as provided in 15.20.710



Creek and Stream Setbacks

15.20.710 Reduction of setbacks.

Creek and stream setbacks may be reduced with approval by the City Engineer when a study conducted by a qualified biologist or engineer, as applicable, makes a finding that a narrower setback:

- A. Would not increase the potential for erosion (generally based on existing vegetation, soil and slope stability), and
- B. Still encompasses the 100-year floodplain, and
- C. Fully protects riparian vegetation on the site (or may protect riparian vegetation through replanting on or off-site), or
- D. Is appropriate based on existing development near the stream in the vicinity; or
- E. Is necessary to avoid a private property “taking”
- F. Proposed new development within a creek/stream setback generally requires a landowner or developer to obtain a Lake or Streambed Alteration Agreement from the California Department of Fish and Wildlife.

When reduced setbacks are granted, design measures should be incorporated to protect riparian habitat by limiting the amount of clearing and fencing and/or locating such disturbances away from the stream.

Creek and Stream Setbacks

15.20.720 Construction of roadways and infrastructure construction.

- A. The number of road crossings for streams should be limited to the greatest extent possible.
 - 1. Roadway crossings should be designed perpendicular to streams.
 - 2. Culverts, piping, or lining intermittent or perennial streams by private entities is discouraged unless no feasible alternative exists.


Grading, Drainage, and Erosion Control **NEW**

Grading, Drainage and Erosion Control Manual

incorporated into the City
Standards

General Plan: Adopting a grading
ordinance with best management
practices (6.A.l and 4.C.f, 4.G.a)



 Section
15.30 Grading
(8 pages)

- Implemented and enforced by the **City Engineer**



15.30.070 Grading Permit Requirements

Anticipatory Grading

Grading in anticipation of new or expanded construction or development requiring a building or planning permit is prohibited.

Upon receipt of an application for building or development requiring a permit; the City may, at its discretion, issue a grading permit prior to issuance of the pending entitlement. The City may request assurances as necessary to ensure site remediation should site development fail to occur within one year after grading commences or an extension is granted by the City.

Grading permit is **NOT REQUIRED**

15.30.08

0

Grading

Permit

Exemptio

ns

- **Less than 50 cubic yards;**
- **Fills that include less than one acre of land area,** less than one foot in depth, natural terrain with a slope flatter than 1 vertical:5 horizontal
- **Cuts that include less than one acre of land area,** less than two feet below ground surface, no more than 50 cubic yards of material disposed off-site
- **Geotechnical, geological, or soil investigations**

15.30.09

0

Grading

Permit

Exemptio

ns

- **Maintenance of existing firebreaks, driveways, and roadways** with no significant grade or drainage changes
- **Trenching and grading incidental to the siting, construction or installation of City-approved underground utilities**
- **Permitted Solid waste disposal facilities, mining, quarrying, processing, and sale of aggregate products**

15.30.09
0
Grading
Permit
Exemptions

- **Cemetery excavations** and fills for individual burials.
- **Planting and growing row or field crops.**
Incorporate use of “best management practices”
- **Fuel reduction and fire protection measures** that do not substantially change the natural contour of the land and disturb less than one acre of soil.
- **Emergency work**

15.30.070 Grading Permit Requirements

Permit Required:

- If not exempted
- Requires engineered design
- Will obstruct the flow of water (e.g., dam construction, regardless of size), in a floodplain,
- Requires a streambed or lakebed alteration agreement under California Fish and Game Code Section 1600 et seq;
- Requires a United States Army Corps of Engineers permit under Section 10 or Section 404 of the federal Clean Water Act; or

15.30.070 Grading Permit Requirements

- Subject to **California Environmental Quality Act (“CEQA”)** review;
- May:
 - a. Endanger a structure intended for human or animal occupancy
 - b. Threaten stability of any public roadway
 - c. Adversely impact existing drainage, water, sewer, or other public facilities
 - d. Exacerbate existing flood conditions
 - e. Divert or modify drainage onto an adjacent parcel

Drainage and Erosion Control

- Adopting standards for erosion control (6.A.m, 9.A.d)
- Requiring drainage plans and studies to evaluate impacts on downstream facilities (and stormwater runoff) (6.B.f, 7H.c)



Emergency Response

Adopt an enabling ordinance for emergency operations plans and hazard mitigation plans (6.C.c) and replacing the City's 1958 Civil Defense Emergency Response codes



Emergency Response

**Chapter 2.12 ~~CIVIL DEFENSE AND DISASTER ORGANIZATION~~ becomes
EMERGENCY MANAGEMENT AND RESPONSE**

Other – Post Disaster Recovery

Adopt Post-disaster recovery procedures
to facilitate re-building



Adds – Post Disaster Recovery Provisions:

2.12.065 Powers of director following a disaster or emergency.

Following the proclamation of a local disaster or emergency as provided in this chapter, or the proclamation of a state of disaster or a state of extreme emergency by the Governor or the director of Cal OES, **in order to facilitate expedited reconstruction within the city, the director is empowered to allow the suspension of certain portions of the Angles Municipal Code when:**

1. The normal application of the code would be inconsistent with public health, safety, and welfare, and;
 2. The suspension is consistent with any federal or state statutes and regulations.
- B. To requisition necessary personnel or material of any city department or agency, including expedited employment of contract services needed to facilitate plan review and inspection services for post-disaster demolition and rebuild permits;
- C. To waive permit fees for post-disaster demolition and rebuild permits.
- D. To require businesses that provide building, construction, repair, and renovation services to submit to the city proof of a contractor's license in good standing, prior to commencement of work, in order to prevent post-disaster predatory practices.

Emergency Response: Heritage Roads

Formulating a mechanism(s) for addressing new development within the various neighborhoods served by legacy (heritage) roadways. Mechanisms to be considered include, but are not limited to: formation of community service areas for ongoing maintenance and future addition of turnouts, development capacity standards for various districts, alternative roadway designs, mediation, parking restrictions (Program 1.G.f and 3.A.0)



Heritage Road Program

Step 1: City Staff will use the City's Draft Heritage Road Maps, drive each identified road, and create a list of recommended implementation programs for each roadway segment using the list below as a guide (e.g., identify where one-way roads or No Parking Signs or turnouts should be located)

Step 2: City staff will contact landowners along each roadway segment and hold an on-site meeting, door-to-door survey, or similar outreach to discuss implementation program options for the subject road segment.

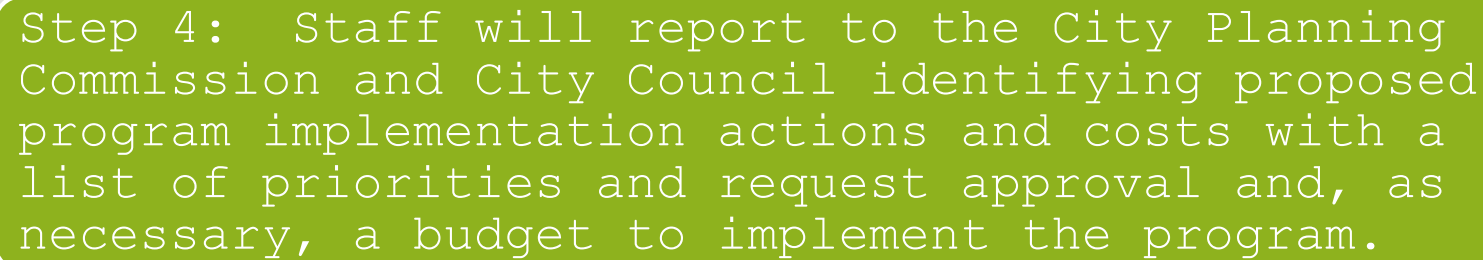


Heritage Road Program (Cont'd)

Step 3: Upon reaching a consensus with property owners, City Staff will prepare a list or proposed actions and prepare a cost estimate, and list of priority roadways to implement the program.



Step 4: Staff will report to the City Planning Commission and City Council identifying proposed program implementation actions and costs with a list of priorities and request approval and, as necessary, a budget to implement the program.



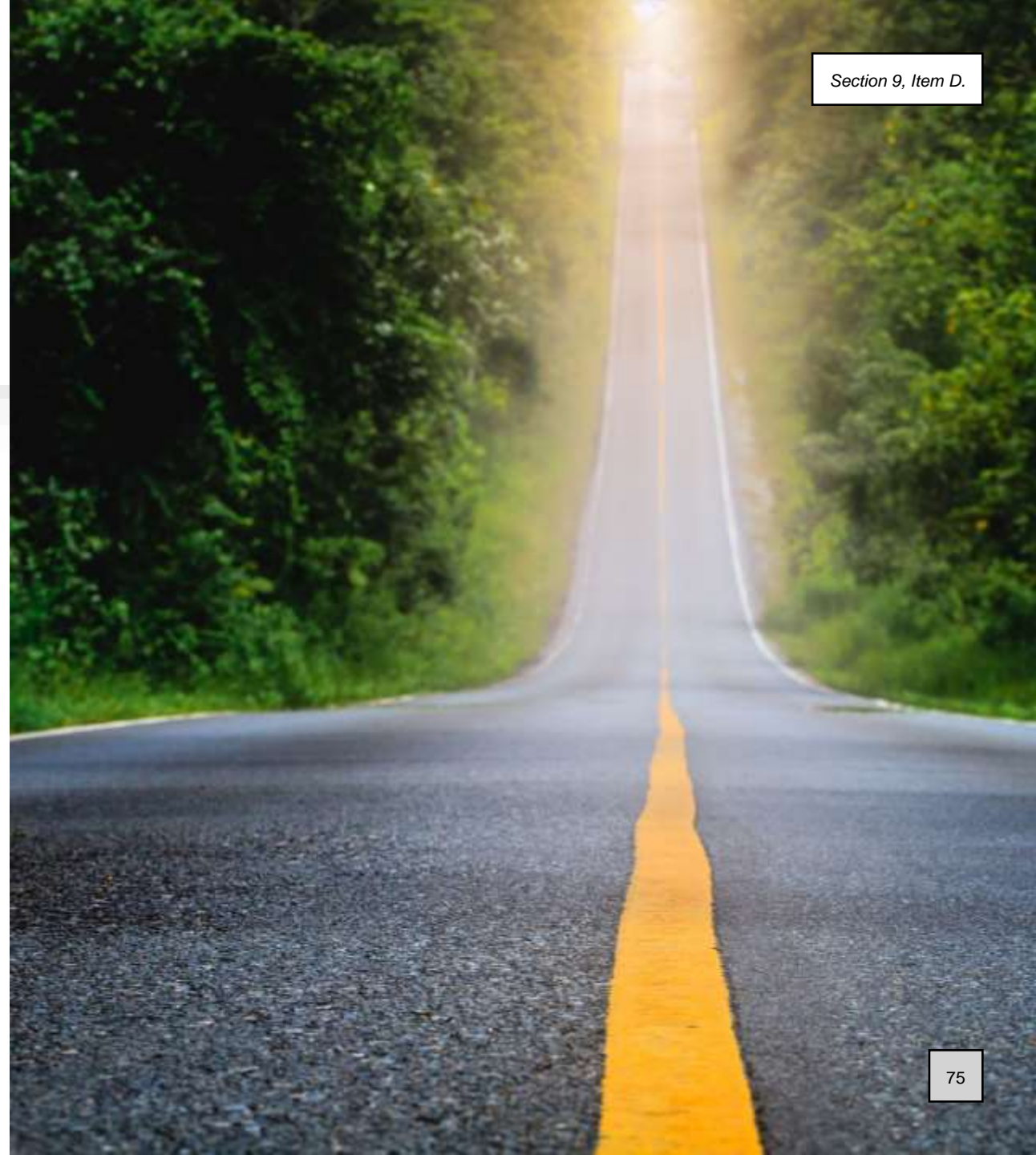
Step 5: Those items requiring code amendments will be undertaken by staff.



Heritage Road Guidelines/Implementation

PRIMARY GOAL:

24-foot CLEAR Road ROW
maintained at all times



Two Types
of
Heritage
Roadways

ROADWAY 12' and UNDER

**ROADWAY GREATER THAN 12.01'
AND UP TO 23.99'**

Guidelines

Under 12'

No parking within ROW **on either side of the road**

One-way unless turnouts can be accommodated every feet

12.1' – 23.99'

No parking within ROW **on at least one side of the road**

One-way or two-way with turnouts every feet, or as necessary to accommodate two-way traffic

Guidelines

Under 12'

One-way unless community parking area can be established within feet of all residences without on-street parking

12.1' – 23.99'

Community parking area established within feet of all residences without on-street parking

Heritage Road Guidelines (cont'd)

All:

(Code Amendment) New residential construction, reconstruction (including replacement after a fire), or expansions of existing residences on or along these roadways will (at a minimum):

- i. Provide two off-street parking spaces if they do not already exist
- ii. Dedicate ROW along property frontage to provide a minimum 24' roadway (may be reduced to no less than 12' width on the project side if the fire marshal determines that adequate area exists on the opposite side of the street to accommodate an additional 12' and there is a reasonable expectation that future development could accommodate).
- iii. Dedication to allow for turnout construction may be required.
- iv. No on-street parking
- v. Rebuilding to a reduced or zero-foot setback shall require off-street parking

Heritage Road Guidelines (cont'd)

All:

- Land divisions - Parcel splits or reconfigurations (i.e., Boundary line adjustment or merger) that would allow additional development:
 - Dedicate ROW along property frontage to provide a minimum 24' roadway (may be reduced to no less than 12' width on the project side if the fire marshal determines that adequate area exists on the opposite side of the street to accommodate an additional 12' and there is a reasonable expectation that future development could accommodate.
 - Dedication to allow for turnout construction may be required.
 - Map will be conditioned to allow no on-street parking

Misc. Clean-up

Sign Code
15.12 -
moved to
Title 17 -
Zoning Code

8.20 Garbage
Collection
Rates -
Deleted



CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

CITY OF ANGELS ALL HAZARDS CODE UPDATE

[Click here for documents](#)





CITY HALL

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: November 19, 2024
TO: City Council
FROM: Michelle Gonzalez, Finance Director
RE: **ACCEPTANCE OF DRAFT PROPOSITION 218 NOTICE**

RECOMMENDATION:

Staff recommends that the City Council:

1. **Accept the Draft Proposition 218 Notice:** The draft notice has been prepared to inform property owners of the proposed rate increases and their rights to participate in the public hearing process.

BACKGROUND:

In compliance with Proposition 218, the City is required to notify property owners of proposed rate increases and hold a public hearing to provide an opportunity for property owner feedback. This staff report requests the City Council’s acceptance of the draft Proposition 218 notice, which outlines proposed rate increases for water and wastewater services and seeks approval to set a date for the public hearing.

The proposed rate adjustments reflect maximum increases of 3% for water rates and 2% for wastewater rates. These rates have been carefully developed to cover the costs of maintaining sustainable and reliable services. However, it is important to note that these are the maximum allowable increases; actual adjustments each year may be less than 3% and 2% depending on operational and financial needs.

DISCUSSION:

Bartle Wells has completed the recommendations that were previously given at the Water and Wastewater Rate Study on July 16, August 28, and October 1, 2024.

Key Details of the Proposed Rates

1. **Water Service (3% Maximum Increase):** The City’s water rates are proposed to increase by up to 3% to address rising costs tied to supply challenges, infrastructure maintenance, and financial commitments to the Utica Water and Power Authority (UWPA). Rates are based on an average "Water Year 3," reflecting water supply variances and funding requirements.
2. **Wastewater Service (2% Maximum Increase):** Wastewater rates are set to increase by up to 2%, designed to support essential system maintenance and operational sustainability. The City’s wastewater services support approximately 1,732 connections, with the rate adjustments aligned to cover rising costs.





CITY HALL

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

3. **Low-Income Discount Program:** To assist low-income customers, the City has a discount program funded through non-rate sources, available to qualified residents based on the CARE program or similar income criteria.
4. **Compliance with Proposition 218:** The City adheres to the guidelines under Proposition 218, requiring a formal notification period, cost justification for the rates, and a public hearing at least 45 days after notifying property owners.

FINANCIAL IMPACT:

None.

ATTACHMENTS:

Draft Proposition 218 Notice





200 Monte Verda Street, Suite B
Angels Camp, CA 95222

**City of Angels Camp
Proposition 218 Notification
NOTICE TO PROPERTY OWNERS OF PUBLIC HEARING
ON WATER AND WASTEWATER RATES**

APN Number: <INSERT APN#>

<INSERT OWNER NAME>
<INSERT ADDRESS 1>
<INSERT ADDRESS 2>

Hearing Date & Time: February 4, 2025, at 6:00 PM or as soon thereafter as possible
Hearing Location: Angels Camp Fire Dept. 1404 Vallecito Rd, Angels Camp, CA 95222
Questions / More Information: City of Angels at (209) 736-2181

Why Am I Receiving This Notice?

You are receiving this notice in accordance with Proposition 218, a state law which requires providers of public utility services (including water and wastewater service) to notify rate payers of increases in proposed rates. The property listed above receives service from the **City of Angels Camp (“the City”)**.

This notice is intended to provide you with information on the service provided by the City, the reasons for the proposed rates, and the methods by which you can protest the proposed rates if you desire.

What Service Do Rates Fund?

The City provides water service to approximately 1,813 connections and wastewater service to 1,732 connections.

Why is a Rate Increase Needed?

Current rates do not reflect the full cost necessary to provide these services. The proposed rates are designed to sustainably operate and maintain each utility.

Basis of Proposed Rates

Article XIIIID of the California Constitution (also known as Proposition 218) requires that providers of public utility services levy service charges that are clearly linked to the cost of providing the service to each parcel. The cost of service calculation includes expenses such as debt service, labor, energy, chemicals and other supplies, and the cost of providing required maintenance of the system. The rates proposed herein are designed to meet all legal requirements and fairly and equitably recover the required revenue from all customers. The rates were developed by an independent consultant retained by the City and the final findings of that report, which include the detailed calculations showing the basis for these fees, are available on the **City of Angels web site under the Public Works Department section.**

Proposed Rate Changes

The City is proposing to eliminate the current structure for charging non-residential wastewater customers and charge a uniform rate for winter usage. The proposed changes are designed to comply with the legal requirements of Proposition 218. If approved, these rates will be adopted as maximum rates for the next five years.

Current and proposed water and wastewater service charges:

Current & Proposed Water Rates

<u>Monthly Fixed Rates</u>		<u>Meter Charges</u>				
Effective Date	Current	7/1/2025	7/1/2026	7/1/2027	7/1/2028	7/1/2029
Proposed Maximum Increase (%) ¹		3%	3%	3%	3%	3%
<u>Meter Size</u>						
5/8"	\$46.93	\$48.34	\$49.79	\$51.28	\$52.82	\$54.40
3/4"	\$70.40	\$72.51	\$74.69	\$76.92	\$79.23	\$81.60
1"	\$117.33	\$120.85	\$124.48	\$128.20	\$132.05	\$136.00
1 1/2"	\$234.65	\$241.70	\$248.95	\$256.40	\$264.10	\$272.00
2"	\$375.44	\$386.72	\$398.32	\$410.24	\$422.56	\$435.20
3"	\$703.95	\$725.10	\$746.85	\$769.20	\$792.30	\$816.00
4"	\$1,173.25	\$1,208.50	\$1,244.75	\$1,282.00	\$1,320.50	\$1,360.00
6"	\$2,346.51	\$2,417.00	\$2,489.50	\$2,564.00	\$2,641.00	\$2,720.00
Construction Meter	\$70.40	\$72.51	\$74.69	\$76.92	\$79.23	\$81.60
<u>Volumetric Rates</u>						
All use, \$ / hcf ²	\$1.69	\$1.74	\$1.79	\$1.84	\$1.90	\$1.96
<u>Monthly Fixed Rates</u>		<u>UWPA Fees (Water Year 3)</u>				
Proposed Maximum Increase (%) ³		6.22%	6.22%	6.22%	6.22%	5.00%
<u>Meter Size</u>						
5/8"	\$13.91	\$14.78	\$15.70	\$16.67	\$17.71	\$18.60
3/4"	\$20.86	\$22.16	\$23.54	\$25.01	\$26.57	\$27.89
1"	\$34.77	\$36.94	\$39.24	\$41.68	\$44.28	\$46.49
1 1/2"	\$69.55	\$73.88	\$78.48	\$83.36	\$88.55	\$92.98
2"	\$111.27	\$118.20	\$125.56	\$133.38	\$141.68	\$148.76
3"	\$208.64	\$221.63	\$235.43	\$250.08	\$265.65	\$278.93
4"	\$347.73	\$369.39	\$392.38	\$416.81	\$442.75	\$464.89
6"	\$695.46	\$738.77	\$784.76	\$833.61	\$885.51	\$929.78
Construction Meter	\$20.86	\$22.16	\$23.54	\$25.01	\$26.57	\$27.89

Current & Proposed Wastewater Rates

<u>Monthly Fixed Rates</u>						
Effective Date	Current	7/1/2025	7/1/2026	7/1/2027	7/1/2028	7/1/2029
Proposed Maximum Increase (%) ¹		2%	2%	2%	2%	2%
Residential Users	\$107.95	\$110.11	\$112.31	\$114.56	\$116.85	\$119.19
Non-Residential Minimum Charges ⁴	\$136.30	\$139.03	\$141.81	\$144.65	\$147.54	\$150.49
<u>Volumetric Rates</u>						
Non-Residential Users, \$ / hcf, winter use ⁵	Various	\$0.0212	\$0.0216	\$0.0220	\$0.0224	\$0.0228

¹ Represents maximum annual % increases, actual annual % increases implemented may be less than proposed as approved by City Council each year.

² HCF = hundred cubic feet or approximately 748 gallons.

³ Should UWPA declare a water year 4, 5, or 6, the City may automatically recalculate rates for passthrough fees.

⁴ Mixed class users are subject to one minimum commercial charge per commercial account plus one residential charge per residential dwelling unit.

⁵ Winter use is calculated as the monthly use from January - April of the prior year divided by four.

Where Does Our Water Come From?

The City’s water supply is provided through a Joint Powers Agreement (JPA) between the City of Angels and Union Public Utility District (UPUD). The JPA, known as Utica Water and Power Authority (UWPA), has served the City and its partner agency since 1995 when local officials purchased the 27-mile-long flumes, ditches, and two powerhouses from PG&E.

From 1995 to 2013 communities served by UWPA received water from the North Fork Stanislaus River at little to no cost. This availability of this nearly cost-free service was dependent upon three factors. The first factor is water availability in good water years for hydro-power generation. Water availability is outside of human control and dependent upon snowpack within a given year. Less water results in less power generation resulting in less revenue to offset low to no cost water to customers. This leads to the second factor, power generation. The ability to sell power is not only affected by the amount of Sierra snowpack but also the energy markets. The system, once innovative, has been disrupted by advances in renewable energy sources as well as competition from natural gas. And finally, the third factor influencing low cost water is the lack of investment in the maintenance and security of the gold mine era distribution system.

Today, maintenance deferral is less and less of an option for savings, and the agency is challenged with funding the impending FERC relicensing requiring a financial investment and reserve strategy, and the changing energy markets are chipping away at what was once a low-cost water supply.

The system also experienced unprecedented dry years between the years of 2012-2015, combined with the factors previously discussed, has drained UWPA reserves.

The study is based on an average UWPA water year 3 and there would be a deficit if they average a water year 4, 5, or 6. Member agencies have the responsibility to ensure the financial viability of the JPA.

Proposed UWPA fees are based on an average water year (Water Year 3), with larger meters paying more in proportion to the customer’s meter capacity.

UWPA Fee Passthrough

Should Utica Water and Power Authority (UWPA) declare a Water Year 4, 5, or 6 and passthrough additional costs to the City (“Pass-Through Amount”), the City may automatically recalculate its rates to include the Pass-Through Amount. If this occurs, the automatic City rate adjustment will not require a public hearing or any additional action by the City Council. At least 30 days before the effective date of the adjustment, the City will provide its customers with notice of the expected adjustment(s), which will generally be calculated as the total projected cost increase divided by the projected meter equivalents.

Low Income Discount Program

To help offset the impact of rate increases for low income customers, the City has established a low income discount program utilizing non-rate sources of revenue (late payment fees). The applicant may only apply for their permanent residence and must be the bill payer of record and must provide a copy of a current PG&E bill showing participation in the PG&E CARE Program, or required documentation verifying a household income at or below 200% of the federal poverty guidelines. For more information on the program please contact: 209-736-2181.

Compliance with Proposition 218

Proposition 218 requires that public utility providers follow a strictly defined process for increasing fees such as water and wastewater service rates. Generally speaking, the City must 1) inform affected property owners of the proposed rates, 2) clearly demonstrate the amounts of the proposed rates are cost justified (the cost of service study is on file at the City and 3) hold a public hearing no less than 45 days after noticing property owners, at which the City hears all protests to the proposed rates. These rates are subject to “majority protest,” meaning they **cannot be imposed** if a majority of affected property owners submit **written** protests opposing the rates.

To Protest This Change

- 1) Notify the City in writing (200 Monte Verda Street, Suite B, Angels Camp, CA 95222, Attn: City Clerk) prior to the close of the February 4, 2025 public hearing that you oppose the proposed increase to either the water rates, wastewater rates, or both. You must identify the property affected by the proposed rates and the property owner must sign the **written protest**. OR
- 2) Attend the February 4, 2025 public hearing at the time and place identified on page 1 of this notice and submit a written protest before the close of the public hearing.

Pursuant to California Government Code 53759, there will be a 120 day statute of limitations for challenging any new, increased, or extended fees, including water and wastewater rates.

**CITY HALL**

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: November 19, 2024
TO: City Council
FROM: Michelle Gonzalez, Finance Director
RE: **ADOPTION OF RESOLUTION NO. 24-79 REVISE MASTER FEE SCHEDULE FOR FISCAL YEAR 2024-25**

RECOMMENDATION:

Adopt Resolution No. 24-79, establishing new Fee Schedule for the Fiscal Year 2024-25.

BACKGROUND:

On October 1, 2024, the proposed fee schedule was presented to the City Council for adoption. The City Council approved the Administrative, Public Works, Police, and Fire fees but did not approve the Building, Engineering, and Planning fees. The Council requested that staff revisit the California Construction Cost Index (CCCI) rate of 9.4% and explore potential reductions for specific line items.

DISCUSSION:

After review, the City Planner determined that only Impact fees need to incorporate the CCCI rate of 9.4%. All other Building, Engineering, and Planning fees can be adjusted with the CPI rate of 3.2%. The proposed revisions to the Master Fee Schedule for Fiscal Year 2024-25 reflect necessary adjustments to ensure that fees keep pace with inflation and industry-specific cost increases. Where applicable, fees have been increased by 3.2%, in alignment with the Consumer Price Index (CPI) for the San Francisco region, helping to maintain the City's ability to recover costs for services provided.

FINANCIAL IMPACT:

The amounts charged cover the actual costs of staff time, so no additional financial impacts are anticipated.

ATTACHMENTS:

1. Resolution No. 24-79
2. Exhibit A Revised Fee Schedule Fiscal Year 2024-25





Building Permit & Plan Check Fees

Fee Changes Effective 10/01/2024

Building fees are set in accordance with standards established pursuant to the California Building Code except for some fees which include an inspection charge. All fees shall be adjusted annually on July 1st of each year in accordance with the California Construction Cost Index. All costs exclude legal fees which may be charged at cost by the City when necessary.

Description	Fee
Building Permit Fees (by valuations)	Based on valuation per Building Code x 1.00%
Inspection	\$58.00
Red Tag Violations	Double the calculated building permit fee for project
DEMOLITION MOVING	
Demolition permit	\$147.00
House moving permit	\$61.00
ENERGY CAL-GREEN	
Energy plan check - Residential	\$54.00
Energy plan check - Commercial	\$107.00
Cal Green plan check – Residential	\$54.00
Cal Green plan check - Commercial	\$107.00
ELECTRICAL	
ESS Controllers Services up to 200 AMP each	\$37.00
ESS Controllers Services over 200 AMP each	\$58.00
Temporary power	\$58.00
Misc. electrical permit	\$25.00
Subpanel	\$12.00
Residential roof mounted solar up to 15 kW (photovoltaic)	\$464.00
Residential roof mounted solar above 15 kW (photovoltaic)	\$492.00 + \$15/kw above 15 kw
Residential roof mounted solar up to 10 kW (photovoltaic)	\$480.00
Residential roof mounted solar above 10 kW (photovoltaic)	\$492.00 + \$15/kw above 10 kw
HVAC	
HVAC change-out	\$305.00
MECHANICAL	
Misc. mechanical permit	\$12.00
ROOFING	
Re-roof	\$258.00
Re-roof Commercial	\$516.00



Description	Fee
PLUMBING	
Utility application fee	\$31.00
Gas line system	\$88.00
Misc. plumbing permit	\$11.00
Fire sprinklers	\$258.00
Water heater	\$160.00
Swimming Pools* Fees are subject to increase based on additional options of the project	
Residential – Pool Only	\$619.00
Residential – Pool & Spa	\$800.00
Commercial – Pool Only	\$841.00
Sewer deposit	\$150.00
Water deposit	\$100.00
Plan Check Fees *	
Standard	
Plan check of building or structure reviewed by staff within the established standard turnaround time.	65% of Building Permit fee per plan check, but not less than \$122.00
Additional Plan Check	
Additional plan check of building or structure reviewed by staff within the established standard turnaround time.	\$98.00
Combination Plan Check	
Plan check fee for building requiring review from more than one department staff person. (Fire Dept., Planning Dept., and Building Dept.).	65% of Building Permit fee charge per department, but not less than \$122.00 per department
Express	
Plan check of building or structure reviewed by staff in half the time of standard service** – cutting the plan check turnaround time by 50%.	2x the Standard Plan Check fee
Plan Rechecking	50% of the Building Permit fee
Vacant Building Fees	
Vacant Property Management Plan Fee Year 1	\$340
Vacant Property Management Plan Fee Year 2	\$680
Vacant Property Management Plan Fee Year 3	\$1,010
Vacant Property Inspection Fee (Annual)	\$340
Building Inspector	\$95.00/Hour
Building Official	\$168.00/Hour
CASp – Certified Access Specialist	\$142.00/Hour
City Engineer – Private Properties	\$200.00/Hour
City Surveyor	\$100.00/Hour
Building Technician	\$65.00/Hour
City Clerk	\$65.00/Hour
*Includes building code charge plus cost of one inspection	
** Standard service is 6 weeks/Express service less than 3 weeks	
Notes: Any revision cost will be hourly	



Planning Fees

Fee Changes Effective 10/01/2024

*For multiple entitlements requested under the same application deposits shall be 100% of the largest fee plus 50% of each of the other fees except for costs of preparing environmental documentation, unless otherwise specified. Costs for environmental review are not subject to a 50% discount.

Description	Fee
Entitlement	Non-refundable Initial Deposit
Administrative Permits	
Site Plan Review, Conditional Use Permit	
Valuation less than or equal to \$10,000	\$343.00
Valuation more than \$10,000	\$1,141.00
Annexation or Reorganization	Actual cost + 10% of Consultant contract Admin.
Appeal to City Council	\$714.00
Appeal to Planning Commission of Staff decision	\$267.00
Conditional Use Permit	
Existing building, CEQA Exempt (valuation under \$250,000)	\$2,319.00
New building, CEQA Exempt	\$9,872.00
New Building, Subject to CEQA	\$15,820.00
Development Agreement	
CEQA Exempt	\$5,233.00
Subject to CEQA	\$11,181.00
Affordable Housing Covenants	\$3,569.00
Environmental Impact Report	Actual Cost + 10% of Consultant Contract Admin.
Sales Stand Permit – Initial Review (Fireworks, Agricultural goods)	\$119.00
Sales Stand Renewal Permit	\$60.00
General Plan Amendment	
CEQA Exempt	\$2,102.00
Subject to CEQA	\$8,266.00
Historical Commercial Finding of Architectural Conformity	
Projects valued at less or equal to \$10,000	\$334.00
Projects valued at more than \$10,000	\$551.00
Home Occupation Permit	\$179.00
Project Implementation (Planning) Deposit	\$2,022.00
Construction Monitoring	
Mitigation Monitoring	
Fee re-evaluation/review	
Reimbursement agreements	



Description	Fee	Fee
Initial Study/Negative Declaration Mitigated Negative Declaration	\$5,947.00	
Maps		
Tentative & final boundary line/lot line adjustment merger	\$1,832.00	
Tentative parcel map CEQA Exempt	\$2,973.00	
Tentative parcel map Subject to CEQA	\$8,921.00	
Tentative subdivision map CEQA Exempt	\$4,758.00	
Tentative subdivision map Subject to CEQA	\$8,084.00	
Tentative parcel/subdivision map extension	\$952.00	
Parcel map revision CEQA Exempt	\$1,487.00	
Parcel map revision Subject to CEQA	TBD based on nature and scope of revision. Initial deposit not to exceed \$7,500.	
Subdivision map revision CEQA Exempt	\$4,163.00	
Subdivision map revision Subject to CEQA	TBD based on nature and scope of revision. Initial deposit not to exceed \$7,500 + \$125 per lot.	
Final Parcel Map	\$4,163.00	
Final Subdivision Map	\$5,947.00	
Certificate of Compliance (map)	\$594.00	
Mills Act Contract, Listing on City of Angels Register of Cultural Resource	\$0.00	
Pre-Application Review		
Without advisory opinion from Planning Commission	\$1,784.00	
With advisory opinion from Planning Commission	\$2,379.00	
Rezone		
CEQA Exempt	\$4,073.00	
Subject to CEQA	\$10,021.00	
Open Space, Public, Historical Commercial	\$1,032.00	
Sign Permit		
Outside Historical District	\$179.00	
Inside Historical District	\$297.00	
Site Plan Review		
Existing Building, Exempt from CEQA (valuation under \$250,000)	\$2,141.00	
New building, Exempt from CEQA	\$10,526.00	
Subject to CEQA	\$16,473.00	
Specific Plan		
CEQA Exempt	\$5,145.00	
Subject to CEQA	\$11,091.00	



Variance		
	CEQA Exempt	\$3,033.00
	Subject to CEQA	\$8,980.00
Zoning Compliance Review		\$202.00
City Planner		\$85.00/Hour
City Planner Technician		\$65.00/Hour

Initial Study/Mitigated Negative Declaration (Excludes Environmental Impact Report cost)

All items that are not CEQA exempt (i.e., subject to CEQA) include the addition of the specified deposit for preparing an initial study/mitigated negative declaration. The deposit excludes costs of preparing technical studies which will be at actual cost (e.g., traffic study, cultural resources survey, air quality study).

Entitlements subject to CEQA require a recording fee for the Notice of Determination including County Admin Fee + Current CDFW Environmental Document Filing Fee <https://www.wildlife.ca.gov/conservation/ceqa/fees> that are not included in the fees paid by applicants and are the responsibility of the applicant unless otherwise specified.

CDFW CEQA Document Filing Fees Effective January 1, 2024 (Estimated)

Type of Environmental Document	Fee 2024
Negative Declaration (ND)	\$2,916.75
Mitigated Negative Declaration (MND)	
Environmental Impact Report (EIR)	\$4,051.25
County Clerk Processing Fee	\$50.00

Deposits and Refunds – Non Building Permits

Initial deposits are non-refundable except as otherwise provided herein.

Invoices for charges for work performed in excess of the initial deposit will be sent to the applicant once deposited funds reach 20% of the initial deposit. Invoices will be based on the attached Rate Sheet which is subject to change.

Refunds on deposits for work performed in excess of the initial deposit will be made to the applicant upon project completion for remaining deposits totaling more than \$200. Deposits of \$200 or less will be retained to cover the costs of project accounting and closing the project file.

Initial deposits are refundable only if authorized by the Department Head, or designee, upon written request filed by the applicant to withdraw the permit application. Deposits will be refunded minus all costs expended as of the date of permit application withdrawal and minus a \$200 processing fee.

Legal Fees - All costs exclude legal fees which may be charged at cost by the City when necessary.

Includes \$50 cost for filing a Notice of Exemption.



Roads and Engineering Fees

Fee Changes Effective 10/01/2024

All Engineering charges will be paid on a time and material basis at actual costs + 5% administration fee unless otherwise specified

Description			Fee
Roads and Engineering Fees and Deposits (Resolution 10-42)			Amount + 5% admin
Encroachment Permit			
Residential			\$337.00
Commercial, Industrial, Subdivisions			\$337.00
Public Utilities (e.g. AT&T, PG&E)			\$2,709.00
Abandonment – Acceptance of Easement			\$1,190.00
Abandonment – Acceptance of Street ROW			\$1,784.00
Street Improvement Waiver			\$2,379.00
Engineering Plan Check and Inspection Fees			
Total Estimated Cost of Improvements	Plan Check Deposit + 5% admin	Amount of Estimate Inspection Cost to be Deposited	
Less than \$10,000	\$433.00	100% of Deposit + 5% admin	
\$10,001 - \$49,999	\$1,517.00	75% of Deposit + 5% admin	
\$50,000 - \$99,999	\$3,034.00	50% of Deposit + 5% admin	
\$100,000 - \$399,999	2% + 5% admin	33% of Deposit + 5% admin	
\$400,000 and \$999,999	1.75% + 5% admin	25% of Deposit + 5% admin	
\$1,000,000 and over	1.15% + 5% admin	25% of Deposit + 5% admin	
<p>Alternative payment schedules may be approved by the City Engineer. Deposits for public utility encroachments shall be replenished when it dips below \$1,000. A 5% admin fee shall be added to all deposits. Deposits for Abandonments or Street Improvement waivers shall be replenished when they dip below 20% of the initial deposit amount unless the City Engineer determines that additional funds will be unnecessary to complete the process. Based on approved project engineer's estimate. Projects that have a positive balance in their Inspection Deposit account of more than \$1,000, after final inspection, are entitled to a refund of the balance.</p>			
Impact Mitigation, In-Lieu and Connection Fees			
Parking In-lieu Fee			\$4,437.00
Fire Impact Mitigation Fee (Resolutions 16-22, 16-23 and 16-24)			
Single-family			\$655.00
Multi-family			\$263.00
Mobile home			\$263.00
Habitat 4 Humanity SFR-Detached/Attached/MFR			\$271.00
Commercial (per acre)			\$2,434.00
Industrial (per acre)			\$2,434.00
Park Impact Mitigation Fee (Resolutions 16-22, 16-23 and 16-24)			
Park Land In-Lieu Fee Subdivision			
Single-Family			\$1,190.00
Multi-family			\$947.00



Mobile home	\$874.00
Habitat 4 Humanity SFR-Detached/Attached/MFR	\$0.00
<i>Park Land Impact Fee No Subdivision</i>	
Single-Family	\$776.00
Multi-Family	\$617.00
Mobile home	\$570.00
Work Force Housing	\$0.00
<i>Park Improvement Impact Fee</i>	
Single-Family	\$698.00
Multi-Family	\$555.00
Mobile home	\$512.00
Habitat 4 Humanity SFR-Detached/Attached/MFR	\$0.00
Police Impact Mitigation Fee (Resolutions 16-22, 16-23 and 16-24)	
Single-Family	\$452.00
Multi-Family	\$539.00
Mobile home	\$475.00
Habitat 4 Humanity SFR-Detached/Attached/MFR	\$452.00
Commercial (per acre)	\$4,346.00
Industrial (per acre)	\$874.00
Park Rental Fees	See Administration Fees
Traffic Impact Mitigation Fee (Resolution 16-25, 2019-17)	
Single-family	\$12,168.00
Multi-family	\$7,831.00
Mobile-home	\$7,108.00
Habitat 4 Humanity SFR-Detached/Attached/MFR	\$0.00
Extremely low single-family/mobile home	\$4,857.00
Very low single-family/mobile home	\$6,072.00
Low single-family/mobile home	\$7,293.00
Extremely low multi-family	\$3,115.00
Very low multi-family	\$3,908.00
Low multi-family	\$4,689.00
Commercial/industrial - Varies - See Resolution 16-25 Impact Fee Study	Cost per Pk Hr VMT = \$2,167.00
Sewer	
Sewer Capital improvement Fee Multi-Family Residential	\$7,411.00
Sewer Capital improvement Fee Single-Family Residential	\$9,574.00



Angel Oaks - Per Stipulated Judgement 21804: 10/30/1996. Sewer (Resolution 6-22, 2019-16): Sewer buy-in Angel Oaks Capital Improvement not subject to inflator	\$460.00
Habitat Sewer Capital Improvement Fee Multi-Family Residential work-force housing: extremely low, low, very low, moderate	\$7,181/unit
Habitat SFR Detached and Attached Sewer Capital Improvement per unit	\$8,975/unit
Sewer Impact Fee – Commercial	Varies – See Resolution 6-22
Water	
Water Meter Capital Improvement Fee	
5/8" meter	\$9,063.00
3/4" meter	\$10,196.00
1" meter	\$11,328.00
1.5" meter	\$13,594.00
2" meter	\$15,861.00
3" meter	\$18,126.00
4" meter	\$22,659.00
5" meter	\$33,987.00
Angel Oaks - Per Stipulated Judgement: Water Capital Improvement Fee. Not subject to inflator	\$2,000.00
Habitat Work-force Housing: Extremely Low, Very low, and Low income housing	\$0.00
Work-Force Housing: Moderate income housing	\$4,532.00
Habitat SFR Detached, SFR Attached, MFR	\$0.00
Long-Range Planning Impact Mitigation Fee (Resolution 2006-35)	
Single-family	\$616.00
Two-family	\$616.00
Multi-family	\$519.00
Accessory dwelling	\$259.00
Mobile home	\$259.00
Commercial Uses	\$0.25/per sq. ft.
School Impact Mitigation Fees	
Residential	\$5.17
Commercial	\$0.84/per sq ft.



Water and Sewer deposits shall be returned upon establishing good credit within 13 months.

Up to 99 units through 2027, unless extended by City Council. Affordable Housing fee reductions for water or sewer are subject to receipt of local, state or federal funding through grants or related outside funding sources. Fee reductions for affordable housing are subject to recording covenants restricting sale/rentals to affordable housing rates.

Fees are collected by the City on behalf of individual school districts. Fees are established and may be changed by local school districts at any time without amendment to the City’s Master Fee Schedule. Fees are included here for information only. Mark Twain Union Elementary School District (District) and Bret Harte Union High School District share developer fees. Residential fees are based on \$5.17 per square foot. The District retains 60% of Level 1 fees collected (\$3.11) and the remainder (\$2.06) is retained by Bret Harte Union High School District. Commercial fees are based on \$0.84 per square foot. The District retains 60% of commercial fees collected (\$0.51) and the remainder (\$0.33) is retained by Bret Harte Union High School District.

Administration Fees

Fee Changes Effective 10/01/2024

Description	Fee
Business License (Resolutions 91-41, 19-15)	
New Business License – General	\$101.00*
New Business License – Contractor	\$114.00*
New Business License – Store Front	\$137.00*
New Business License – Locksmith	\$119.00*
New Business License – Second Hand Dealer/Pawn Broker	\$155.00*
Business License Renewal	\$77.00*
Business License Renewal + Annual Fire Code Inspection	\$155.00*
Veteran-owned business	\$0.00*
SB1186 fee*	\$4.00
Utility Account Processing Fee (Resolution 2005-04)	\$30.00
Returned Check Fee	\$40.00
Late Fee (received after March 1st)	\$30.00
Utica Park Rentals	
Kitchen (basic)	\$250.00/\$250.00 Deposit*
Commercial Kitchen (fully equipped)	\$500.00/\$500.00 Deposit*
Covered area only with seating	\$75.00/\$75.00 Deposit*
	*Deposit returned upon acceptable inspection
Special Event Permit (less than 99 participants)	\$100.00
Special Event Permit (100 or more participants)	\$500.00
Copies – All Departments	
Black & White 8.5 x 11	\$0.50 Per Page
Black & White 11 x 17	\$1.00 Per Page
Color up to 11 x 17	\$1.00 Per Page
Black & White/Color up to 24 x 36	\$2.00 Per Page



City Attorney	\$299.00
Code Compliance Officer II	\$116.00
Code Compliance Officer	\$105.00

Business License: If two or more categories apply, the applicant will pay the higher of the applicable license fees. All business licenses will need to pay the SB1186 fee in addition to the business license fee.

Special Event Permits

Events will be charged actual cost plus a 5% admin fee when city services are required. Applications submitted less than 30 days prior to event/parade may be denied and will incur a fee of \$250 to expedite the permit. A completed Special Event Permit, Certificate of General Liability Insurance must be received to process the permit.

Special Event Permits are required for any activity within City limits. Activities that require Special Event Permits include but are not limited to: Bands or Disk Jockeys; use of PA systems/amplified music; large tents (20' x 20' and larger); outside catering and/or food trucks; events involving the sale of food or goods; races or organized competitions; any event where tickets are sold; weddings.



Fire Fees

Fee Changes Effective 10/01/2024

Description	Fee
Fire Permits	\$84.00
Copy of Fire Report	\$18.00
Fire Inspection	\$155.00
Alarm/sprinkler plan checks (current per hour, fixed fee)	\$258.00
Fire Hydrant Flow Calculation	Actual Cost + 5% Admin Fee
Fire Suppression system plan check and 1 inspection	\$258.00
Additional inspections	Actual cost + 5% Admin Fee
Fire Marshall/Fire Chief	\$75.00/Hour



Police Fees

Fee Changes Effective 10/01/2024

A Conditional use permit may be required for an ABC License – See Planning Fees

Description	Fee
ABC Letter: An administrative conditional use permit may be required for an ABC license	\$12.00
CCW Permit Original (includes \$93 DOJ Fee)	\$215.00
CCW Permit Renewal (includes \$52 DOJ Fee)	\$84.00
CCW Amendment	\$12.00
Citation Clearance (Other Agency)	\$12.00
Clearance Letter	\$12.00
Copy of Lost Citation	\$2.00
Copy of Report	\$15.00
Evidence Audio Recording	\$24.00
Evidence Photographs	\$6.00
Evidence Video Recording	\$24.00
Immigration Letter	\$12.00
Repossession Fee	\$18.00
Vehicle Release (Non-Criminal)	\$12.00
Vehicle Release Impound/Storage	\$186.00
VIN Verification	\$12.00
Police Chief	\$95.00/Hour



Public Works Fees

Fee Changes Effective 10/01/2024

Description	Fee
Backflow inspection	\$52.00
New Meter Installation Fee	
5/8"	\$127.00
3/4"	\$172.00
1"	\$235.00
1.5"	\$625.00
2"	\$864.00
Grease Trap Inspection (includes reinspection)	\$52.00
Sewer Tie-In Inspection	\$34.00
Non-Payment Shut Off/Turn on Fee	\$45.00
Landscape Meter Seasonal Shut Off/Turn On	\$45.00
Late Fee	\$18.00
Door tag Fee	\$12.00
Banner Installation Fee	\$568.00
After Hour Services (minimum one (1) hour)	\$75.00/Hour
Public Works Superintendent	\$85.00/Hour
Public Works	\$50.00/Hour

**CITY OF ANGELS
CITY COUNCIL
RESOLUTION No. 24-79**

ADPOTING A REVISED MASTER FEE SCHEDULE FOR FISCAL YEAR 2024/25

WHEREAS, the City of Angels processes various permits, applications, licenses, approvals, and procedural processes; and

WHEREAS, on August 21, 2012 the City of Angels City Council adopted a Master Fee Schedule Resolution No. 12-13; and

WHEREAS, on June 18, 2019 the City of Angels City Council adopted a Revised Master Fee Schedule Resolution No. 19-16; and

WHEREAS, it was recommended that the Master Fee Schedule be reviewed annually to amend as required when fees are changed or corrections and/or clarifications need to be made to the Schedule; and

WHEREAS, the Master Fee Schedule with several recommended modifications is attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Angels hereby adopts the Master Fee Schedule, Attachment A.

PASSED AND ADOPTED this 19th day of November 2024, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Jennifer Herndon, Mayor

Rose Beristianos, City Clerk



HOME OF THE JUMPING FROG



CITY HALL

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: November 19, 2024
TO: City Council
FROM: Steve Williams, Interim City Administrator
RE: Resolution 24-087 – Awarding a Bid to Pavement Coatings Co in the amount of \$180,509.60 for Crack Sealing, Micro Surfacing, and Speed Tables, and Appropriating \$25,000 from Fund 205 to 205-7010-51076-000.

RECOMMENDATION:

1) Approve Resolution.

BACKGROUND:

On June 18, 2024, the City Council approved the use of Road Maintenance and Rehabilitation Act (RMRA) funding in the amount of \$94,559 and Gas Tax Funds in the amount of \$65,000 to address deferred maintenance on local streets within the City of Angels, specifically on Gardner Way.

The total amount approved was \$159,559 for crack sealing and micro surfacing.

DISCUSSION:

Gardner Way, a residential roadway, is often used as a passthrough for vehicular traffic avoiding arterial roadways during travel to and from Bret Harte High School. The Council directed staff to consider speed tables on Garder Way as a traffic calming measure.

Staff determined that the most effective approach is to address deferred road maintenance and traffic calming measures in this neighborhood as an entire project instead of just completing the crack sealing and micro surfacing on Gardner Way.

The project was expanded to include Gardner Way, Holly Street, Casey Street, Easy Street, Kirby Way, and Easy Circle.

The project will be completed in phases.

The first phase consisted of crack sealing. A majority of the crack sealing has been completed by staff using staff time and City-owned equipment previously purchased.

The second phase will consist of installing speed tables on Gardner Way.

The third phase will consist of chip sealing.

The fourth phase will consist of lane restriping.

Staff issued a Request for Bid (RFB) for the second, third, and fourth phases of the project.

Only one bid was received. Pavement Coatings Co. out of Sacramento, California, submitted a bid in the amount of \$180,509.60. Staff determined Pavement Coatings Co. is a responsible bidder with the necessary equipment and skills to perform the work.

The difference between the bid amount (\$180,509.60) and the amount budgeted (\$159,559) is \$20,950.60.

The Gas Tax Fund (Fund 205) has an available balance of \$231,419.

Staff recommends awarding the bid to Pavement Coatings Co. and appropriating \$25,000 from the available balance of the Gas Tax Fund to Gas Tax Expense Line 205-7010-51076-000.

The difference between the amount appropriated (\$25,000) and the amount necessary to fund the bid (\$20,950.60) is \$4,049.40. This amount will be available as contingency funds in the event of unforeseen or ancillary project-related expenses.

FINANCIAL IMPACT:

- 1) Appropriate \$25,000 from Fund 205 to 205-7010-51076-000.

ATTACHMENTS:

- 1) Request for Bid
- 2) Pavement Coatings Co. Bid



**CITY OF ANGELS
CITY COUNCIL
RESOLUTION No. 24-087**

RESOLUTION AWARDING A BID TO PAVEMENT COATINGS CO. IN THE AMOUNT OF \$180,509.60 FOR CRACK SEALING, MICRO SURFACING, AND SPEED TABLES, AND APPROPRIATING \$25,000 FROM FUND 205 TO 205-7010-51076-000

WHEREAS, on June 18, 2024, the City Council approved the use of Road Maintenance and Rehabilitation Act (RMRA) funding in the amount of \$94,559 and Gas Tax Funds in the amount of \$65,000 to address deferred maintenance on local streets within the City of Angels, specifically on Gardner Way; and

WHEREAS, Gardner Way, a residential roadway, is often used as a passthrough for vehicular traffic avoiding arterial roadways during travel to and from Bret Harte High School. The Council directed staff to consider speed tables on Garder Way as a traffic calming measure; and

WHEREAS, the project was expanded to include Gardner Way, Holly Street, Casey Street, Easy Street, Kirby Way, and Easy Circle; and

WHEREAS, Pavement Coatings Co. out of Sacramento, California, submitted a bid in the amount of \$180,509.60 for speed tables, chip sealing and lane striping and staff determined Pavement Coatings Co. is a responsible bidder with the necessary equipment and skills to perform the work.; and

WHEREAS, The difference between the bid amount (\$180,509.60) and the amount budgeted (\$159,559) is \$20,950.60; and

NOW, THEREFORE, BE IT RESOLVED, that the City of Angels City Council does Award the Bid to Pavement Coatings Co. in the amount of \$180,509.60 for Crack Sealing, Micro Surfacing, and Speed Tables, and Appropriate \$25,000 from Fund 205 to 205-7010-51076-000.

PASSED AND ADOPTED this 19th day of November 2024, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Jennifer Davis-Herndon, Mayor

Rose Beristianos,
City Clerk



CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

City of Angels Request for Bid (RFB)

Project Title: Chip Sealing, Speed Table Installation, and Pavement Marking

Project Number: 24-001

Issue Date:

Bid Due Date: 11/8/2024 by 3:00 PM

I. Introduction

The City of Angels is soliciting sealed bids from qualified contractors for chip sealing, speed table installation, and pavement marking services for designated roadways within the city. This project is designed to improve the surface conditions, control speeding, and enhance the visibility of lanes on key transportation routes.

II. Scope of Work

The work will involve the following:

1. **Chip Sealing:**
 - Prepare and clean road surfaces.
 - Apply a chip seal coat to the designated roadways.
 - Ensure smooth surface treatment with adequate materials according to Caltrans Standard Specifications.
2. **Speed Table Installation:**
 - Install speed tables at designated locations along the roads.
 - Ensure compliance with city specifications for height, length, and material of speed tables. Details are included in Appendix A.
3. **Lane Striping:**

- Remove any existing pavement markings (if necessary).
- Stripe crosswalks, stop bars, arrows, and lane markings as directed.

III. Project Specifications

1. **Location:**

The project covers specific arterial roadways within the City of Angels. Detailed maps of the work areas are included in Appendix A.

2. **Materials:**

- Chip shall be placed consistent with section 37-2 of the Caltrans Standard Specifications.
- Pavement Markings shall be consistent with section 84-2.02F Two-Component Paint as described in the Caltrans Specifications.
- Asphalt materials for speed table installation shall be placed consistent with section 39 of the Caltrans Standard Specifications.

3. **Safety and Traffic Control:**

- Contractor is responsible for all necessary traffic control measures during the duration of the project.
- Adequate signage, cones, and personnel should be in place to ensure public and worker safety.

4. **Project Schedule:**

- Project must be completed within 30 days from the issuance of the Notice to Proceed.
- A project timeline, including proposed milestones and completion dates, must be submitted with the bid.

IV. Bid Submission Requirements

1. **Qualifications:**

- Contractors must have a minimum of 10 years of experience in road construction and maintenance projects of similar scope.
- Provide a list of previous projects completed within the past 5 years, including client references and contact information.



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2. **Bid Pricing:**

- Submit a detailed cost breakdown for all phases of the project, including quantities included, materials, labor, equipment, and any other associated costs.
- Bids must be submitted in a sealed envelope labeled “City of Angels Chip Sealing, Speed Table, and Pavement Marking Project Bid.”

3. **Bonding and Insurance:**

- Contractors must submit proof of bonding and insurance as required by the City of Angels.
- A performance bond equal to 100% of the contract price will be required from the successful bidder.

4. **Submission Deadline:**

- All bids must be received by 3:00 PM on 11/8/2024 at the following location:
City of Angels Finance Department
200 Monte Verda St. Ste B
Attn: Chris O’Flinn Public Works Superintendent
Late submissions will not be accepted.

V. Pre-Bid Meeting

A pre-bid meeting will be held on 11/1/2024 at 9:00 AM in front of 600 Gardner Ln. Attendance is mandatory for all potential bidders.

VI. Evaluation Criteria

Bids will be evaluated based on the following criteria:

1. Cost and overall value to the City.
2. Experience and qualifications of the contractor.
3. Proposed project schedule.
4. Compliance with the bid submission requirements.
5. References and past performance on similar projects.



VII. Contact Information

For questions or further information, please contact:

Chris O'Flinn

City of Angels Public Works Department

Phone: 209-840-3063

Email: chrisoflinn@angelscamp.gov

The City of Angels reserves the right to reject any and all bids, waive any irregularities, and to award the contract in the best interest of the City. All bids must comply with federal, state, and local laws, rules, and regulations.

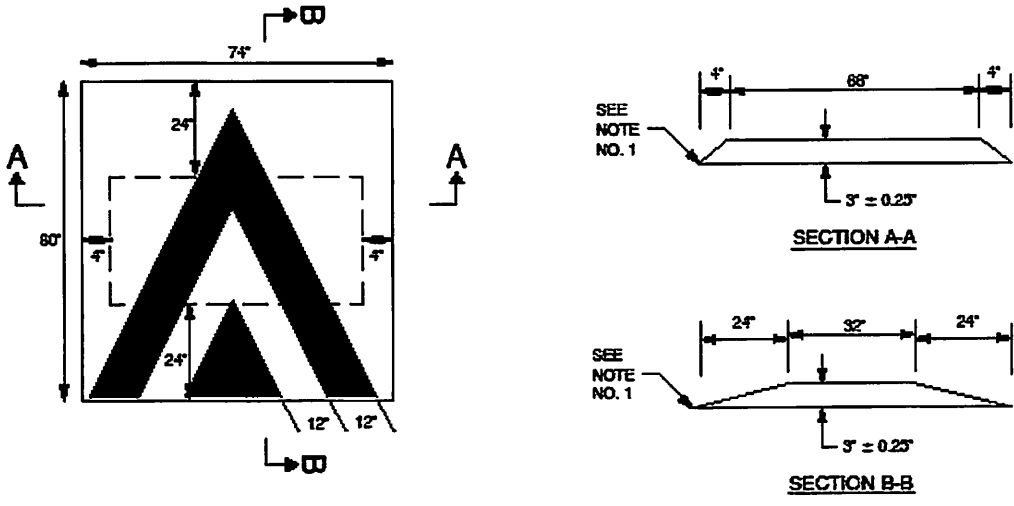
End of Request for Bid



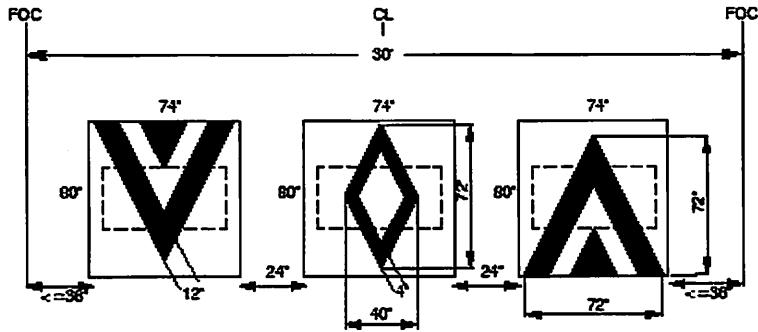
Appendix A



ASPHALT CONCRETE SPEED CUSHION DETAILS



TYPICAL 30' ROAD LAYOUT - CURB TO CURB



NOTES:

1. MAXIMUM STEP OF TRANSITION FROM PAVEMENT TO RAMP IS 0.3".
2. NUMBER OF SPEED CUSHION MODULES VARY BETWEEN 2 AND 3 BASED ON STREET WIDTH.
3. WIDTH BETWEEN SPEED CUSHION MODULES VARY BASED ON STREET WIDTH.
4. DISTANCE BETWEEN FACE OF CURB (FOC), GUTTER WIDTH AND LAST MODULE EDGE SHOULD NOT EXCEED 4"

N.T.S

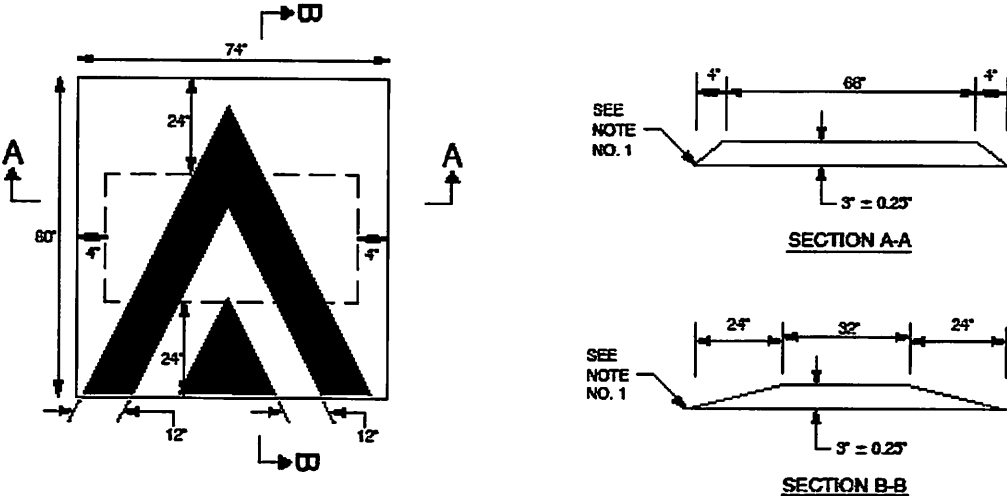
SPEED CUSHION
FIGURE A-96

Oct 06, 2021
P:\04 - Traffic Calming\Speed Hump Policy - 2017_end beyond\Speed Hump Standards\FigA-96-speed_cushion.dwg

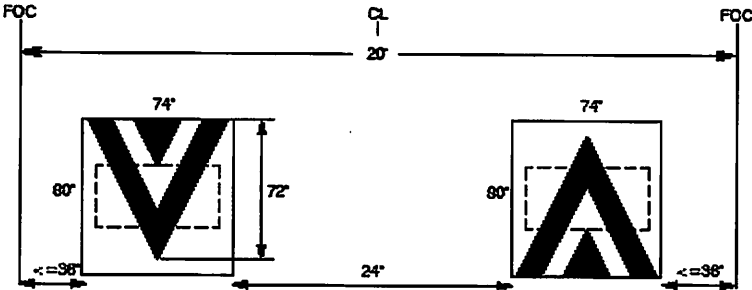


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ASPHALT CONCRETE SPEED CUSHION DETAILS



TYPICAL 20' ROAD LAYOUT - CURB TO CURB



- NOTES:**
1. MAXIMUM STEP OF TRANSITION FROM PAVEMENT TO RAMP IS 0.5%.
 2. NUMBER OF SPEED CUSHION MODULES VARY BETWEEN 2 AND 3 BASED ON STREET WIDTH.
 3. WIDTH BETWEEN SPEED CUSHION MODULES VARY BASED ON STREET WIDTH.
 4. DISTANCE BETWEEN FACE OF CURB (FOC), GUTTER WIDTH AND LAST MODULE EDGE SHOULD NOT EXCEED 4'

N.T.S

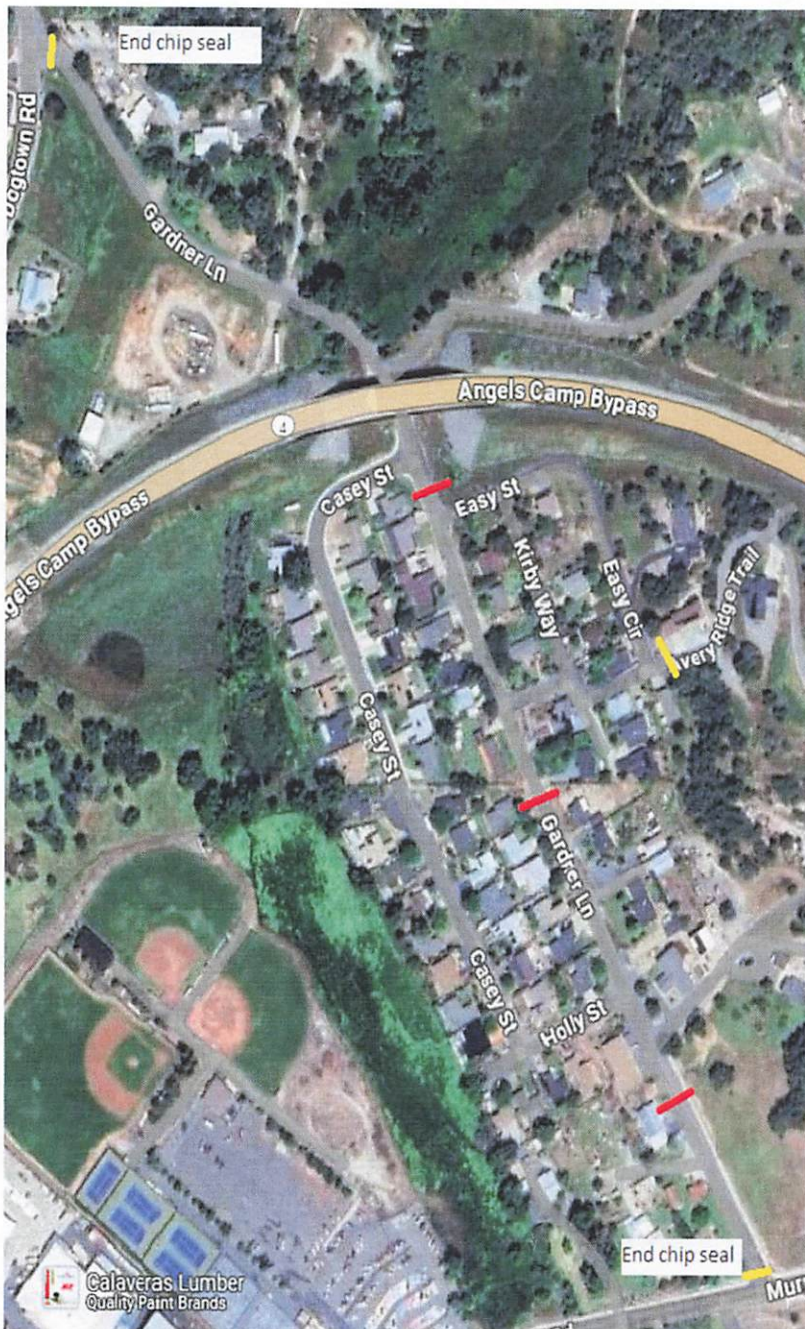
SPEED CUSHION

FIGURE A-90

Oct 12, 2021
PA04 - Traffic Calming\Speed Hump Policy - 2017...and beyond\Speed Hump Standards\14-042-speed_cushion.dwg



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Average road width 21 ft.

— End Chip Sealing

— Speed Tables

Road list:

1. Gardner Ln.
2. Casey St.
3. Easy St
4. Easy Circle
5. Kirby Way
6. Holly St.





Corporate
 10240 San Sevaine Way
 Jurupa Valley, CA. 91752
 O:714-826-3011 F:714-826-3129

Sacramento
 2150 Bell Avenue, Ste 125
 Sacramento, CA. 95838
 O: 916-642-1751

DIR No. 1000003382 | CA License No. 303609-A, C32

Santa Paula
 736 Mission Rock Road
 Santa Paula, CA. 93060
 805-647-0693

San Diego
 P.O. Box: 26636
 San Diego, CA. 92196
 O: 858-268-1151

Section 9, Item G.

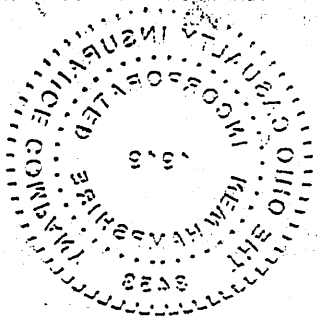
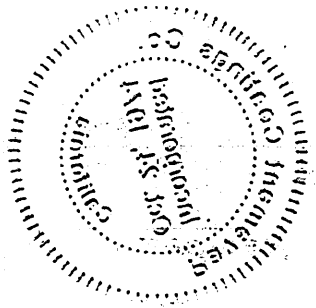
To: City Of Angels	Contact:
Address: PO Box 667, 200 Monte Verde St., Suite B Angels Camp, CA 95222 USA	Phone: (209) 736-2181
	Fax:
Project Name: Chip Sealing, Speed Table Installation, Angels Camp	Bid Number:
Project Location: Various Locations, Angels Camp, CA	Bid Date: 11/8/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
001	Mobilization	1.00	LS	\$21,000.00	\$21,000.00
002	Traffic Control	1.00	LS	\$7,500.00	\$7,500.00
003	Chip Seal (Single 3/8")	138,137.00	SF	\$0.80	\$110,509.60
004	Speed Tables	1.00	LS	\$24,000.00	\$24,000.00
005	Striping Remove And Replace In Kind	1.00	LS	\$17,500.00	\$17,500.00
Total Bid Price:					\$180,509.60

Payment Terms:
 95% Monthly Progress Estimate and Retention Withhold as permitted by Contract and State Law.

Notice "Under the Mechanics Lien Law (California Code of Civil Procedure, Section 1181 et seq.), any contractor, subcontractor, laborer, supplier or other person who helps to improve your property but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer or supplier remains unpaid."

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: PCC</p> <p>Authorized Signature: _____</p> <p>Estimator: Mike Fain (707) 477-4385 mfain@pavementcoatings.com</p>
--	--



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189



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 California)

County of Orange)

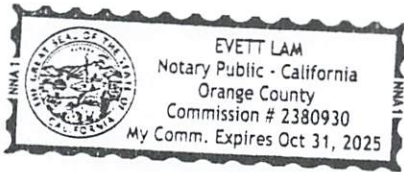
On November 4, 2024 before me, Evett Lam, Notary Public,
Date Here Insert Name and Title of the Officer

personally appeared Brigid Lopez
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) 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 [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- Corporate Officer — Title(s): _____
- Partner — Limited General
- Individual Attorney in Fact
- Trustee Guardian or Conservator
- Other: _____

Signer Is Representing: _____

Signer's Name: _____

- Corporate Officer — Title(s): _____
- Partner — Limited General
- Individual Attorney in Fact
- Trustee Guardian or Conservator
- Other: _____

Signer Is Representing: _____





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Section 9, Item G.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8208193-971991

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Brian A. McGoldrick, Brigid Lopez, Evett Lam, Marisella Rivera

all of the city of Placentia state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 21st day of June, 2022.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: [Signature]
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 21st day of June, 2022 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1128044
Member, Pennsylvania Association of Notaries

By: [Signature]
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

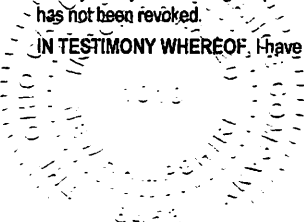
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

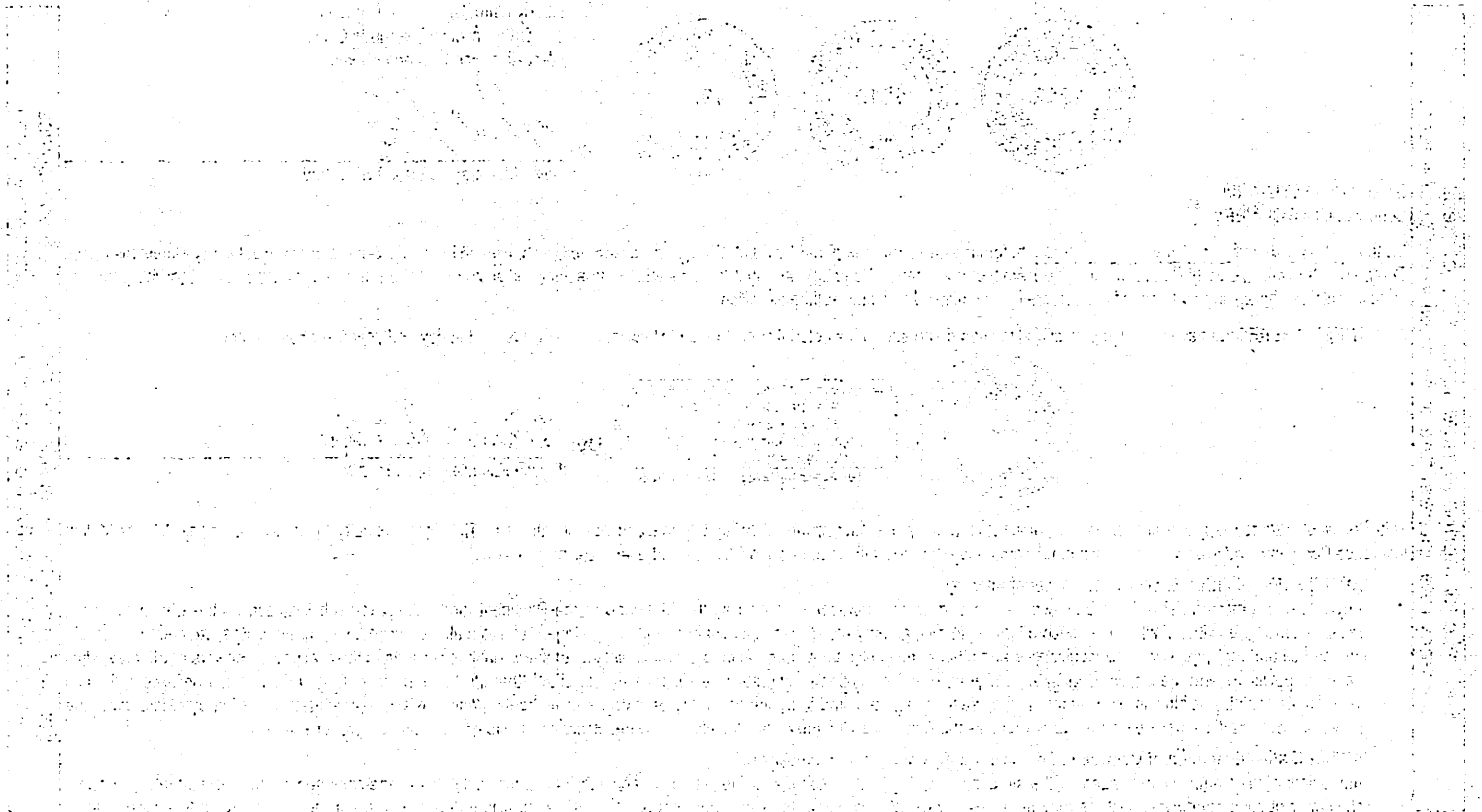
I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 4 day of November, 2024.

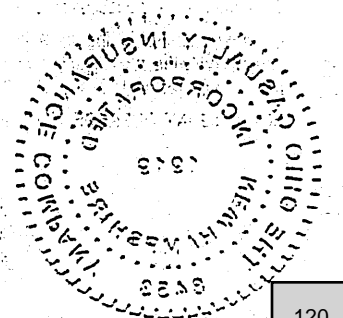


By: [Signature]
Renee C. Llewellyn, Assistant Secretary

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CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

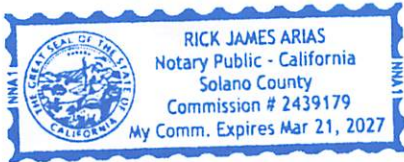
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Sacramento)

On November 8, 2024 before me, Rick James Arias, Notary Public,
Date Here Insert Name and Title of the Officer

personally appeared Tim Schmid
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) 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 [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____
Document Date: _____ Number of Pages: _____
Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

RESOLUTION OF BOARD OF DIRECTORS OF
PAVEMENT COATINGS COMPANY

RESOLVED, That all officers of the Company (being the President, Timothy Schmid; the Vice-Presidents, James Wu, and Guy Tittlemier; Secretary, Tom Mucenski; and the Treasurer, Nathan Beyler) are hereby authorized and empowered to enter into contracts, sign bid documents and otherwise execute agreements in the normal course of business and upon such terms and conditions as may be agreed by the Company and the counterparty(ies).

I, Timothy Schmid, do hereby certify that I am the duly elected and qualified President and keeper of the records and corporate seal of Pavement Coatings Company, a corporation organized and existing under the laws of the State of California, and that the above is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors thereof, convened and held in accordance with the Bylaws of said Corporation on the 14th day of December, 2023, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, I have affixed my name as President and have caused the corporate seal of said Corporation to be hereunto affixed, this 15th day of February 2024.



Tim Schmid (Feb 15, 2024 11:58 PST)
Timothy Schmid, President
Pavement Coatings Co.

California Environmental Protection Agency
Air Resources Board


January 1, 2024

**CERTIFICATE OF REPORTED COMPLIANCE
OFF-ROAD DIESEL VEHICLE REGULATION**

is issued to

PAVEMENT RECYCLING SYSTEMS

This certificate indicates that the fleet listed above has reported on-road diesel vehicles to the California Air Resources Board and has certified they are in compliance with title 13 CCR section 2449. All applicable vehicles owned by the individual, company, or agency must be reported and labeled, as specified in Section 2449, with all possible completeness, else this certificate is null and void. **Certificate expires: 2/28/2025**



Jack Williams
Chief, Enforcement Control Division
California Air Resources Board

Off-road Diesel Fleet Identification

1633

To verify the authenticity of this certificate, enter the number at
http://www.arb.ca.gov/doors/compliance_cert1.htm



CALIFORNIA AIR RESOURCES BOARD

Certificate of Reported Compliance Truck and Bus Regulation

Issued to:

PRS Logistics, Inc.

USDOT-3952412 CA-616574

22 Vehicles Reported

This certificate confirms that the fleet owner has attested under penalty of perjury that the statements and information they provided to the California Air Resources Board (CARB) are true, accurate, and complete regarding all relevant vehicles in the fleet required to show compliance. CARB hereby finds that the fleet listed above has reported compliance with title 13, California Code of Regulations, section 2025 (Truck and Bus Regulation). If CARB subsequently finds that the statements and information that have been provided are not true, accurate, and complete, this certificate shall be effectively revoked and the fleet subject to noncompliance penalties.

This certificate is valid until: December 31, 2024

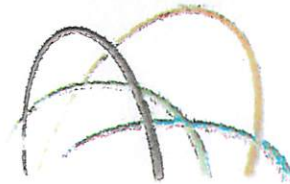
Printed on 2023-12-29

TRUCRS Fleet Identification
190285

Jack Kitowski

Jack Kitowski
Division Chief, Mobile Source Control
Division California Air Resources Board

To verify the authenticity of this certificate, visit
www.arb.ca.gov/m2or.ca/ogrdiesel/tblockup.php



CALIFORNIA AIR RESOURCES BOARD

Certificate of Reported Compliance Truck and Bus Regulation

Issued to:

Pavement Recycling Systems, Inc.

CA-0072139 Other-1035709 USDOT-1038405 IRP-37936

316 Vehicles Reported

This certificate confirms that the fleet owner has attested under penalty of perjury that the statements and information they provided to the California Air Resources Board (CARB) are true, accurate, and complete regarding all relevant vehicles in the fleet required to show compliance. CARB hereby finds that the fleet listed above has reported compliance with title 13, California Code of Regulations, section 2025 (Truck and Bus Regulation). If CARB subsequently finds that the statements and information that have been provided are not true, accurate, and complete, this certificate shall be effectively revoked and the fleet subject to noncompliance penalties.

This certificate is valid until: December 31, 2024

Printed on 2023-12-29

TRUCRS Fleet Identification
18627

Jack Kitowski

Jack Kitowski
Division Chief, Mobile Source Control
Division California Air Resources Board

To verify the authenticity of this certificate, visit
www.arb.ca.gov/msorc/cardiesel/tblockup.php

Experience Statement

2150 Bell Ave Suite 125, Sacramento, CA 95838, Phone(916) 642-1751, Fax: (916) 313-3438
 Contractor's License Number 303809; DIR # 1000003392

Project Name & Location	Owner	Owner Contact	Architect/Engineer Contact	Construction Manager Contact	Description	Scope	Contract Amount	Final Cost	Liquidated Damages	Stop Notices & Merchant Liens	Date Project Started	The Estimations Granted (numbers of days)	Actual Date of Completion	Contract or Subcontractor
2021 Roadway Surface Treatments	County of Placer 11429 F Avenue Auburn, CA 95602	Matt Randall, PE (916) 745-3364 mrandall@placer.ca.gov	N/A	Victoria Harwitz 916-642-1751	Microsurfacing - AR Chip - AR Cape Seal	Microsurfacing - 12 Miles AR Chip Seal - 2 Miles Cape Seal - 8 Miles	\$1,999,171.00	\$2,192,906.00	None	None	5/10/2022	0	7/6/2022	General Contract
City of San Rafael 2021/22 Shurry Seal Project	City of San Rafael 111 Mariposa Street San Rafael, CA 94901	Shawn Graf 947-6627 shawn.graf@cityofsanrafael.com	N/A	Victoria Harwitz 916-642-1752	Microsurfacing - AR Chip - AR Cape Seal	Cape Seal - 200,000 SY Shurry Seal - 200,000 SY	\$1,020,500.00	\$1,011,123.00	None	None	9/29/2022	0	9/9/2022	General Contract
2022 Surface Treatment Project	City of Auburn 1225 Lincoln Way, Room 3 Auburn, CA 95603	Meredi Deane 926-323-4211 ext. 145 mdeane@auburn.ca.gov	N/A	Victoria Harwitz 916-642-1753	Shurry Seal and Striping	Type II Shurry Seal - 684,400 SY Type II Shurry Seal - 420,000 SY	\$447,367.00	\$498,762.00	None	None	9/13/2022	0	11/4/2022	General Contract
2022 Surface Seal Project, Project No. 0149733	City of Lafayette 3875 Howard Road, Box 210 Lafayette, CA 94549	The Clark 925-200-1100 lclark@lafayette.ca.us	N/A	John Roggens 916-642-1751	Concrete - AC Repairs - Crack Seal - Crack Seal - AR Chip - Microsurfacing	Concrete - AC Repairs - Crack Seal - AR Chip - 47,023 SY Microsurfacing - 119,524 SY	\$2,459,851.00	\$2,915,823.00	None	None	5/9/2022	0	10/12/2022	General Contract
Local Street Resurfacing Program FY 2021-22 Shurry Seal Project	City of Stockton 425 N. El Dorado Street Stockton, CA 95202	Richard Hawthorne 926-643-6520 rhwthorne@stockton-ca.gov	N/A	Yusuf Lewis 916-642-1751	Shurry Seal and Striping	Shurry Seal - 276,000 SY	\$699,276.00	\$700,417.00	None	None	10/12/2022	0	11/9/2023	General Contract
Preventive Resurfacing FY 21-22	City of Folsom 1000 Folsom Blvd Folsom, CA 95630	Ryan Chance 916-642-6884 rchance@folsom.com	N/A	John Roggens 916-642-1751	Microsurfacing	Microsurfacing - 2000 Tons	\$1,183,250.00	\$1,183,199.00	None	None	6/29/2022	0	7/9/2022	General Contract
FY-22 Cape Seal & Microsurfacing Project	City of Esler 137 North F Street Esler, CA 95221	Naim Ghalib 926-397-3700 nghalib@esler.com	N/A	Yusuf Lewis 916-642-1751	Cape Seal and Microsurfacing	Cape Seal & Microsurfacing - 44,170 SY	\$309,827.00	\$311,727.00	None	None	9/10/2022	0	7/9/2022	General Contract
2022 Preventive Preservation Project	County of San Mateo 555 County Center, 2nd Floor Redwood City, CA 94063	Zack Azzari 650-558-1605 azzari@trivip.org	N/A	John Roggens 916-642-1751	Rubber Cape-Micro-Shurry- Permanet Repairs-Striping	AR Cape Seal - 3,000 SY Microsurfacing - 10,000 SY Shurry Seal - 211,810 SY	\$2,473,496.44	\$2,359,243.00	None	None	9/29/2022	0	4/20/2023	General Contract
FY 2021-22 Street Repair and Resurfacing	Town of Los Gatos 110 E. Main Street, Los Gatos, CA 95030	Volker Van Town Engineer Town of Los Gatos 41 Main Ave Los Gatos, CA 95030	N/A	Yusuf Lewis 916-642-1751	Shurry Seal and Rubber Cape Seal	Shurry Seal - 24,777 SY Asphalt Rubber Cape Seal - 193,615 SY	\$2,392,824.45	\$2,261,949.00	None	None	7/6/2022	0	9/12/2022	General Contract
On Call Roadway and Tree Maintenance Services	City of Roseville 311 Vermont St. Roseville, California 95678	Jason Khatib 916-774-5434 jkhatib@roseville.ca.us	N/A	John Roggens 916-642-1751	Hot Mix Preplaced Aggregate, Hot Applied Rubber Chip Seal, Microsurfacing	Hot Mix Preplaced Aggregate - 6,000 TN Hot Applied Rubber Chip Seal - 100,000 SY Microsurfacing - 2,800 TN	\$2,265,494.00	\$1,151,183.33	None	None	9/19/2021	0	11/1/2021	General Contract
2021 CSA Resurfacing Project	Yuba County 915 8th St Marysville, CA 95901	Craig Herbert 530-749-5417 craigh@yuba.ca.us	N/A	John Roggens 916-642-1751	Fiber Shurry Seal, Crack Seal	Fiber Shurry Seal - 401,519 SY Crack Seal - 12,716 MI	\$1,009,428.14	\$1,150,576.85	None	None	7/19/2021	0	9/30/2021	General Contract
Crack Sealing Various Streets	City of Stockton 423 N. El Dorado Street Stockton, CA 95202	Thinh Pham 209-597-3005 Thinh_Pham@stockton.ca.gov	N/A	Yusuf Lewis 916-642-1751	Crack Seal	Crack Seal 890,000 SY	\$200,300.00	\$207,265.50	None	None	9/5/2021	0	6/4/2021	General Contract
Annual Street Repair and Resurfacing Shurry Seal Rubber Cape Seal	Town of Los Gatos 110 E. Main Street, Los Gatos, CA 95030	Kevin Bathoge 408-827-3549 kbathoge@losgatos.ca.gov	N/A	Yusuf Lewis 916-642-1751	AR Cape Seal, AR Chip Seal, Shurry Seal, Crack Seal	38,400 SY AR Cape Seal, 1,300 SY AR Chip Seal, 200,000 SY Shurry Seal, Crack Seal	\$1,860,312.45	\$1,860,312.45	None	None	8/22/2020	0	6/16/2020	General Contract
2020 Cape Seal and Microsurfacing Project	County of San Mateo 355 County Center Redwood City, CA 94063	Zack Azzari 650-558-1485 azzari@trivip.org	N/A	John Roggens 916-642-1751	Cape Seal, Crack Seal, Microsurfacing	68,910 SY Cape Seal, Crack Seal, 4,000 SY Microsurfacing	\$1,360,834.40	\$1,360,834.40	None	None	6/30/2020	0	10/6/2020	General Contract
RFP #2 Surface Treatment Cameron Park & Diamond Springs	County of El Dorado 2550 Folsom Court Folsom, California 95687	Brian Mullins 530-409-8044 brian.mullins@cedorado.ca.us	N/A	Yusuf Lewis 916-642-1751	Type II Microsurfacing, Rubber Chip Seal	Type II Microsurfacing, Rubber Chip Seal	\$1,062,776.00	\$1,062,776.00	None	None	7/6/2020	0	7/23/2020	General Contract
Urban Pavement Preservation - Phase C	County of Stanislaus 1010 10th Street, STE 0700 Modesto, CA 95254	Barlow Taylor 206-226-0200 barlowt@stanislaus.com	N/A	John Roggens 916-642-1751	Asphalt Rubber Chip Seal, Shurry Seal, Crack Seal	AR Chip Seal 250,000 SY, Shurry Seal 250,000 SY 50 Tons Crack Treatment	\$2,459,800.00	\$2,572,184.00	None	None	5/5/2020	0	5/16/2020	General Contract
2019 Pavement Crack Seal Project	Fremont, City of 3300 Capital Ave Fremont, CA 94539	Edward Haskyama 916-464-1751 ehaskyama@fremont.gov	N/A	Yusuf Lewis 916-642-1751	Crack Seal	50,000 LBS Crack Seal	\$270,000.00	\$294,101.20	None	None	5/29/2019	0	7/20/2019	General Contract
2018 Pavement Crack Sealing	City of Lodi 221 West Pine Street P.O. Box 3008 Lodi, CA 93241- 1910	Andrew Olympe 209-333-0000 andolymp@loidi.ca.us	N/A	Yusuf Lewis 916-642-1750	Crack Seal	Crack Seal - 676,800 SF	\$36,296.88	\$66,483.86	None	None	4/15/2019	0	9/19/2019	General Contract
High County CHAO Seal at Various Locations	High County 1400 W. Lacey Blvd Harford, CA 93230	Dominic Thorsell 926-733-3288 domthors@highcounty.ca.us	N/A	Yusuf Lewis 916-642-1751	Chip Seal 1/4", 3/8" & 1/2"	Chip Seal 258,351 SY	\$441,820.00	\$441,820.00	None	None	7/30/2019	0	10/15/2019	Contracts
Fremont, Tota Parking lot	Dryco Construction, Inc. 42745 Boswell Road, Fremont, CA 94538	Ryan Seal 916-773-8805 rseal@dryco.com	N/A	Yusuf Lewis 916-642-1751	Chip Seal 3/8" & 5/16"	Chip Seal 397 75 TN Chip Seal 5/16" 75 TN	\$81,180.00	\$83,180.00	None	None	8/14/2019	0	8/21/2019	Contracts
Asphalt Rubber Cape Seal and Shurry Seal Project No. 0072-012194-190072	County of Contra Costa 250 Glacier Drive Martinez, CA 94553	Dennis Horvath 925-723-0071 dhorvath@contra-costa.ca.us	N/A	Yusuf Lewis 916-642-1751	Asphalt Rubber Chip Seal, Shurry Seal, Microsurfacing	AR Binder (AR Chip Seal) 914 TN, Screwwings (AR Seal) 6350 TN, Shurry Seal 2,915 TN, Microsurfacing 108 TN, Microsurfacing (Emulsion) 108 TN	\$3,391,082.00	\$3,540,271.20	None	None	7/9/2019	0	9/27/2019	General Contract
Zimmerli Suburban Double Chip Seal & Microsurfacing, 0031	County of Napa 1185 Third Street Napa, CA 94559	Frank Ludde 707-259-8377 frank.ludde@countyofnapa.org	N/A	John Roggens 916-642-1751	Double Chip Seal, Microsurfacing	25,000 SY Double Chip Seal, 25,000 SY Microsurfacing	\$259,851.00	\$259,851.00	None	None	9/1/2019	0	10/1/2019	General Contract

Section 9, Item G.

BaySide Caps & Slurry Seal Project	County of San Mateo 520 County Center Redwood City, CA 94063	Zack Azarov 650.590.1425 zazarov@comcast.net	N/A	Jill Roggens, 916-642-1751	Caps Seal w/Microsurfing Top Layer, Slurry Seal, Crack Seal	66,270 SF Caps Seal w/Microsurfing Top Layer, 195,340 SF Slurry Seal	\$1,861,023.00	\$1,565,286.43	None	None	0	6/3/2019	8/7/2020	General Contract
2019 Local Streets Rubberized Slurry Seal Project 2019	City of San Jose 201 W. Wilson St. San Jose, CA 95110	Boch Tran 408.794.6827 boch.tran@sanjoseca.gov	N/A	Yusuf Lewis 916-642-1751	TRISS Slurry Seal, REAS Slurry Seal, Crack FB	Approx 850,159 SF TRISS Slurry Seal, 483,397 SF REAS Slurry Seal, 108 TN Crack FB	\$7,060,622.40	\$7,060,622.40	None	None	7	8/6/2019	10/22/2019	General Contract
Pavement Preservation Project (2016,2017,2018) City of Morris Bay	City of Morris Bay 585 Hebron St. Morris Bay, CA 93442	Jared Whelan 805-772-6564 jwhelan@morrisbayca.gov	N/A	Tim Schmidt, 916-642-1751	Type II Slurry Seal, Fiber Micro Asphalt Rubber Chn, FDR, Crack Seal, 3 Strip, Type II Micro	Approx 400,000 SF Year 1 of 6 year annuallly renewed contract	\$4,000,000 1.000000 annuallly for 6 years	TBD	None	None	0	2016-2020	5SF ongoing	General Contract
2019 Slurry Seal Project, Contract 15-31	City of Walnut Creek 1865 N Main St. Walnut Creek, CA 94598	Michael Hawthorne 925-943-0900 mhawthorne@walnutcreek.org	N/A	Dilan Pih, 916-642-1751	Slurry Seal, Crack Seal	110,045 SF Slurry Seal, Crack Seal	\$305,822.00	\$291,077.00	None	None	0	7/1/2019	7/1/2019	General Contract
Pavement Slurry Seal & Crack Filling 7/1/19-18	City of Folsom 80 Helms St. Folsom, CA 95630	Ryan Chencia 916-544-6904 rchencia@folsom.com	N/A	Yusuf Lewis 916-642-1751	Slurry Seal & Crack FB	5,000 TN Slurry Seal Type II, 400 TN Slurry Seal Type I, 75,000 LBS Crack Filling	\$2,172,200.00	\$2,256,700.00	None	None	0	7/29/2019	8/30/2019	General Contract
2018 Street Threshold Project, City of Albany	City of Los Altos 1 North San Antonio Road Los Altos, CA 94022	Victor Chen 650-947-2700 vchen@losaltosca.gov	N/A	Yusuf Lewis 916-642-1751	Microsurfing, Slurry Seal	25,770 SF Microsurfing, 44,000 SF Slurry Seal	\$306,103.00	\$400,477.00	None	None	0	6/1/2019	7/2/2019	General Contract
2019 Microsurfing Project	County of Placer 1123 F Ave. Auburn, CA 95603	Marin Tabor 530-850-7065 ktabor@placer.ca.gov	N/A	Jill Roggens, 916-642-1751	Microsurfing Type II	Microsurfing 3,900 TN	\$1,179,500.00	\$1,206,200.00	None	None	0	7/1/2019	8/10/2019	General Contract
2018-2019 Slurry Seals in City of San Mateo	City of San Mateo 300 West 20th Ave. San Mateo, CA 94403	Mark Ury 650-572-7200 mury@sanmateocalifornia.org	N/A	Yusuf Lewis 916-642-1751	Crack Seal, Slurry Seal 104,655 SF	Crack Seal, Slurry Seal 104,655 SF	\$265,710.00	\$200,630.00	None	None	0	12/1/2018	12/1/2018	General Contract
2018 Chyvide Slurry Seal Project City of Marina	City of Marina 211 Inwood Ave. Marina, CA 95533	Edie De Los Barrios 631-684-1705 edelosbarrios@cityofmarina.org	N/A	Tim Schmidt, 916-642-1751	Type II Slurry Seal	198,703 SF Type II Slurry	\$201,043.00	\$188,116.00	None	None	0	10/31/2018	10/31/2018	General Contract
2018 Street Slurry Seal Program City of Newark	City of Newark 37101 Newark Blvd. Newark, CA 94560	Tung Tran 510-444-4229 ttran@newarkca.gov	N/A	Tim Schmidt, 916-642-1751	Crack Seal, Slurry Seal	Crack Seal 545,565 SF, Slurry Seal 545,565 SF	\$239,038.61	\$235,000.91	None	None	0	9/30/2018	9/30/2018	General Contract
2018 Street Sealing Project	City of San Jose 201 W. Wilson St. San Jose, CA 95110	Debbie Duran 408-794-1886 dduran@sanjoseca.gov	N/A	Tim Schmidt, 916-642-1751	Microsurfing, Crack FB	14,600 TONS Microsurfing 108 TONS of Crack FB	\$10,693,254.00	\$10,693,254.00	None	None	0	7/29/2018	8/20/2019	General Contract
Resurficing 2018 Ino 2015-20 Europa Streets	City of Eureka 331 E Street, Eureka, CA 95501	Scott Blomson 707-439-0420 sblomson@cityofeureka.ca.gov	N/A	Tim Schmidt, 916-642-1751	Slurry Seal	Type II Slurry (64,046 SF) Type III Slurry 142,100 SF	\$786,705.00	\$766,705.00	None	None	0	6/29/2018	6/29/2018	General Contract
2018 Slurry Seal Project	City of Union City 34029 Avenida-Ahwa Road Union City, California 94587	Murray Cheng 610 679-5305	N/A	Tim Schmidt, 916-642-1751	Type II Slurry Seal	Type II Slurry Seal - 123,438 SF	\$330,778.00	\$330,778.00	None	None	0	Summer 2016	Summer 2016	Prime
Lawrence Expressway Pavement Rehabilitation Project	County of Santa Clara 70 West Hedding Street East Palo Alto, 10th Floor San Jose, CA 95110	Peter Cruz 408.873.2423 peter.cruz@scia.sanjour.org	N/A	Tim Schmidt, 916-642-1751	Microsurfing Type II Type III	Microsurfing Type II - 309,500 SF Type III - 237,750 SF	\$984,251.00	\$984,251.00	None	None	0	2015	2015	Sub Contract
2015 Microsurfing Project	City of Calistoga 1233 Washington St. Calistoga, CA 94515	Milla Ken 707-464-2476 mken@calistoga.ca.gov	N/A	Tim Schmidt, 916-642-1751	Type II Microsurfing	Type II Microsurfing 623,123 SF	\$409,550.00	\$409,550.00	None	None	0	2015	2015	Prime
2015 Slurry Seal and Crub Ramp Program	City of El Cerrito 10800 San Pablo Ave. El Cerrito, CA 94530	Gerardo Aida 925 215-4372 GAIDA@cityof-elcerrito.ca.us	N/A	Tim Schmidt, 916-642-1751	Type II Slurry Seal	Type II Slurry Seal - 43,899 SF	\$128,273.00	\$128,273.00	None	None	0	Fall 2015	Fall 2015	Prime
2018 Residential Slurry Seal Program 1-159 2016	City of Torrance 3031 Torrance Blvd, Torrance, CA 90503	Stephanie Connen 310-515-5070	N/A	Tim Schmidt, 916-642-1751	Type I, Type II Slurry Seal	Type I - 691,780 SF Type II - 1,620,893 SF Slurry Seal	\$4,035,088.00	\$4,035,088.00	None	None	0	2015	2015	Prime

**Pavement Coatings Co.
Experience Statement
2150 Bell Ave Suite 125, Sacramento, CA 95838
Phone(916) 642-1751, Fax: (916) 313-3438
Contractor's License Number 303609; DIR #1000003382**

Section 9, Item G.

Six Most Recently Completed Projects within the Last Three Years

Project No. 1	
Project Name	Pavement Resurfacing FY 21-22
Location	Various Locations in Folsom, CA
Owner & Owner Contact	City of Folsom 50 Natoma St. Folsom, CA 95630 Ryan Chance 916-548-9994
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Ryan Chance 916-548-9994
Description of Project, Work Performed	Microsurfacing
Initial Contract Value	\$1,063,250.00
Final Cost of Construction	\$1,153,199.00
Original Completion Date	11/15/2023
Time Extensions	None
Actual Completion Date	11/15/2023
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 2	
Project Name	2021 Roadway Surface Treatments
Location	Various Locations in Placer County, CA
Owner & Owner Contact	County of Placer 11428 F Avenue Auburn, CA 95603 Matt Randall, PE (530)745-3564
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Matt Randall, PE (530)745-3564
Description of Project, Work Performed	Microsurfacing- AR Chip-AR Cape Seal
Initial Contract Value	\$1,989,171.00
Final Cost of Construction	\$2,152,806.00
Original Completion Date	7/8/2022
Time Extensions	None
Actual Completion Date	7/8/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 3	
Project Name	2021/22 Slurry Seal Project
Location	Various Locations in the City of San Rafael, CA
Owner & Owner Contact	City of San Rafael 111 Morphew Street San Rafael, CA 94901 Shawn Graf 415-847-6827
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Shawn Graf 415-847-6827
Description of Project, Work Performed	<ul style="list-style-type: none"> •SWPCP •Slurry Seal •Crack Seal •Marking and Striping
Initial Contract Value	\$2,495,851.00
Final Cost of Construction	\$2,515,623.00
Original Completion Date	10/12/2022
Time Extensions	None
Actual Completion Date	10/12/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 4	
Project Name	2022 Surface Treatment Project
Location	City of Auburn
Owner & Owner Contact	City of Auburn 1225 Lincoln Way, Room 3 Auburn, CA 95603 Mengil Deane 530-823-4211 ext. 145
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Mengil Deane 530-823-4211 ext. 145
Description of Project, Work Performed	<ul style="list-style-type: none"> • Slurry Seal
Initial Contract Value	\$447,987.00
Final Cost of Construction	\$496,720.00
Original Completion Date	11/4/2022
Time Extensions	None
Actual Completion Date	11/4/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 5	
Project Name	2022 Surface Seal Project, Project No. 014-9733
Location	City of Lafayette
Owner & Owner Contact	City of Lafayette 3675 Mount Diablo Blvd. Ste. 210 Lafayette, CA 94549 Tim Clark 925-299-3245/608-712-5949
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Tim Clark 925-299-3245/608-712-5949
Description of Project, Work Performed	Concrete - AC Repairs - Crack Seal - AR Chip - Microsurfacing
Initial Contract Value	\$2,495,851.00
Final Cost of Construction	\$2,515,623.00
Original Completion Date	10/12/2022
Time Extensions	None
Actual Completion Date	10/12/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 6	
Project Name	FY 2021-22 Street Repair and Resurfacing
Location	Town of Los Gatos
Owner & Owner Contact	Town of Los Gatos 110 E. Main Street Los Gatos, CA. 95030 WooJae Kim, (408) 399-5771
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	WooJae Kim, (408) 399-5771
Description of Project, Work Performed	Slurry Seal and Rubber Cape Seal
Initial Contract Value	\$2,282,624.45
Final Cost of Construction	\$2,281,949.00
Original Completion Date	9/12/2022
Time Extensions	None
Actual Completion Date	9/12/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Three Largest Projects Completed within the Last Three Years

Project No. 1	
Project Name	FY 2021-22 Street Repair and Resurfacing
Location	Various Locations in the City of Los Gatos
Owner & Owner Contact	Town of Los Gatos 110 E. Main Street Los Gatos, CA. 95030 WooJae Kim, (408) 399-5771
Architect or Engineer	N/A
Construction Manager (Name & Phone)	WooJae Kim, (408) 399-5771
Description of Project, Work Performed	Slurry Seal and Rubber Cape Seal
Initial Contract Value	\$2,282,624.45
Final Cost of Construction	\$2,281,949.00
Original Completion Date	9/12/2022
Time Extensions	None
Actual Completion Date	9/12/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 2	
Project Name	2021 Roadway Surface Treatments
Location	County of Placer
Owner & Owner Contact	County of Placer 11428 F Avenue Auburn, CA 95603 Matt Randall, PE (530) 745-3564
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Matt Randall, PE (530) 745-3564
Description of Project, Work Performed	Microsurfacing - AR Chip - AR Cape Seal
Initial Contract Value	\$1,989,171.00
Final Cost of Construction	\$2,152,806.00
Original Completion Date	7/8/2022
Time Extensions	None
Actual Completion Date	7/8/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 3	
Project Name	City of San Rafael 2021/22 Slurry Seal Project
Location	City of San Rafael
Owner & Owner Contact	City of San Rafael 111 Morphew Street San Rafael, CA 94901 Shawn Graf 415-847-6827
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Shawn Graf 415-847-6827
Description of Project, Work Performed	Microsurfacing - AR Chip - AR Cape Seal
Initial Contract Value	\$1,029,500.00
Final Cost of Construction	\$1,011,123.00
Original Completion Date	8/3/2022
Time Extensions	None
Actual Completion Date	8/3/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None, Ahead of Schedule
Nature and Resolution of Claims	None

Similar Projects Completed

Project No. 1	
Project Name	2021 Roadway Surface Treatments
Location	Various Locations in Placer County, CA
Owner & Owner Contact	County of Placer 11428 F Avenue Auburn, CA 95603 Matt Randall, PE (530) 745-3564
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Matt Randall, PE (530)745-3564
Description of Project, Work Performed	Microsurfacing - AR Chip - AR Cape Seal
Initial Contract Value	\$1,989,171.00
Final Cost of Construction	\$2,152,806.00
Original Completion Date	7/8/2022
Time Extensions	None
Actual Completion Date	7/8/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 2	
Project Name	2021/22 Slurry Seal Project
Location	Various Locations in the City of San Rafael, CA
Owner & Owner Contact	City of San Rafael 111 Morpew Street San Rafael, CA 94901 Shawn Graf 415-847-6827
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Shawn Graf 415-847-6827
Description of Project, Work Performed	<ul style="list-style-type: none"> • SWPCP • Slurry Seal • Crack Seal • Marking and Striping
Initial Contract Value	\$2,495,851.00
Final Cost of Construction	\$2,515,623.00
Original Completion Date	10/12/2022
Time Extensions	None
Actual Completion Date	10/12/2022
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 3	
Project Name	On Call Roadway and Trail Maintenance Services
Location	Various Locations in the City of Roseville
Owner & Owner Contact	City of Roseville 311 Vernon St. Roseville, California 95678 Noah Siviglia 916.746.1300
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Noah Siviglia 916.746.1300
Description of Project, Work Performed	<ul style="list-style-type: none"> • SWPCP • Hot Mix Paving/AC Repairs • Hot Applied Rubber Chip Seal • Type II Microsurfacing • Marking and Striping
Initial Contract Value	\$5,268,494.00
Final Cost of Construction	\$3,131,185.33
Original Completion Date	11/1/2021
Time Extensions	None
Actual Completion Date	11/1/2021
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 4	
Project Name	Annual Street Repair and Resurfacing, Slurry Seal/Rubber Cape Seal
Location	Town of Los Gatos
Owner & Owner Contact	Town of Los Gatos 110 E. Main Street Los Gatos, CA. 95030 Janice Chin 408.395.3460
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Janice Chin 408.395.3460
Description of Project, Work Performed	<ul style="list-style-type: none"> • SWPCP • Installation of AR Cape Seal • Chip Seal • Slurry Seal • Crack Seal • Marking and Striping
Initial Contract Value	\$ 1,960,512.45
Final Cost of Construction	\$ 1,960,512.45
Original Completion Date	6/16/2020
Time Extensions	None
Actual Completion Date	6/16/2020
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 5	
Project Name	2020 Cape Seal and Microsurfacing Project
Location	County of San Mateo
Owner & Owner Contact	County of San Mateo 555 County Center Redwood City, CA. 94063 Zack Azzari 650.599.1485
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Zack Azzari 650.599.1485
Description of Project, Work Performed	<ul style="list-style-type: none"> • SWPCP • Installation of Cape Seal • Microsurfacing • Slurry Seal • Crack Seal • Marking and Striping
Initial Contract Value	\$1,360,934.40
Final Cost of Construction	\$1,360,934.40
Original Completion Date	10/5/2020
Time Extensions	None
Actual Completion Date	10/5/2020
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 6	
Project Name	RFP #2 Surface Treatment Cameron Park & Diamond Springs
Location	County of El Dorado
Owner & Owner Contact	County of El Dorado Procurement and Contracts 2850 Fairlane Court Placerville, California 95667 Brian Mullens 530.409.8404
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Brian Mullens 530.409.8404
Description of Project, Work Performed	<ul style="list-style-type: none"> • SWPCP • Rubber Chip Seal • Type II Microsurfacing • Marking and Striping
Initial Contract Value	\$1,092,775.00
Final Cost of Construction	\$1,092,775.00
Original Completion Date	7/23/2020
Time Extensions	None
Actual Completion Date	7/23/2020
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 7	
Project Name	2020 Pavement Crack Seal Project
Location	City of Fremont
Owner & Owner Contact	City of Fremont 3300 Capitol Ave. Fremont, CA 94538 Edward Nakayama 510.494.4775
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Edward Nakayama 510.494.4775
Description of Project, Work Performed	Crack Seal
Initial Contract Value	\$289,335.80
Final Cost of Construction	\$289,335.80
Original Completion Date	4/21/2020
Time Extensions	None
Actual Completion Date	4/21/2020
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 8	
Project Name	Urban Pavement Preservation, Phase C
Location	County of Stanislaus
Owner & Owner Contact	County of Stanislaus 1010 10th Street, STE 6700 Modesto, CA. 95354 Barlow Taylor 209.225.0280
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Barlow Taylor 209.225.0280
Description of Project, Work Performed	<ul style="list-style-type: none"> • Asphalt Rubber Chip Seal • Slurry Seal • Crack Seal
Initial Contract Value	\$2,572,164.60
Final Cost of Construction	\$2,572,164.60
Original Completion Date	5/14/2020
Time Extensions	None
Actual Completion Date	5/14/2020
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No.9	
Project Name	2019 Microsurface Project
Location	County of Placer
Owner & Owner Contact	County of Placer 11428 F Ave. Auburn, CA. 95603 Kevin Taber 530-889-7565
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Kevin Taber 530-889-7565
Description of Project, Work Performed	<ul style="list-style-type: none"> • SWPCP • Installation of Type II Microsurfacing • Crack Seal • Marking and Striping
Initial Contract Value	\$1,179,950.00
Final Cost of Construction	\$1,208,200.00
Original Completion Date	7/1/2019
Time Extensions	None
Actual Completion Date	8/4/2019
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

Project No. 10	
Project Name	Pavement Slurry Seal & Crack Filling FY18-19
Location	City of Folsom
Owner & Owner Contact	City of Folsom 50 Natoma St, Folsom, CA 95630 Ryan Chance 916-548-9994 rchance@folsom.com
Architect or Engineer (Name & Phone)	N/A
Construction Manager (Name & Phone)	Ryan Chance 916-548-9994 rchance@folsom.com
Description of Project, Work Performed	<ul style="list-style-type: none"> • 5,000 TN Slurry Seal Type II • 400 TN Slurry Seal Type I • 75,000 LBS Crack Filling • Marking and Striping
Initial Contract Value	\$2,172,250.00
Final Cost of Construction	\$2,295,750.00
Original Completion Date	7/26/2019
Time Extensions	None, Ahead of Schedule
Actual Completion Date	8/30/2019
Number & Amount of Stop Notices/Liens	None
Amount of Liquidated Damages Assessed	None
Nature and Resolution of Claims	None

ID	Task Mode	Task Name	Duration	Start	Finish	Gantt Chart (May 18, '25 to May 25, '25)													
1	Task	2025 Chip Seal Project - Angel Camps	8 days	Wed 5/14/25	Fri 5/23/25	[Summary bar spanning from Wed 5/14/25 to Fri 5/23/25]													
2	Task	COSTRUCTION ACTIVITY	8 days	Wed 5/14/25	Fri 5/23/25	[Summary bar spanning from Wed 5/14/25 to Fri 5/23/25]													
3	Task	Remove Striping & Markings	1 day	Wed 5/14/25	Wed 5/14/25	[Task bar on Wed 5/14/25]													
4	Task	Application of Chip Seal	1 day	Thu 5/15/25	Thu 5/15/25	[Task bar on Thu 5/15/25]													
5	Task	Post Sweep Chip Seal	2 days	Fri 5/16/25	Mon 5/19/25	[Task bar from Fri 5/16/25 to Mon 5/19/25]													
6	Task	Install Speed Tables	1 day	Wed 5/21/25	Wed 5/21/25	[Task bar on Wed 5/21/25]													
7	Task	Install Striping and Markings	1 day	Fri 5/23/25	Fri 5/23/25	[Task bar on Fri 5/23/25]													

Project: CPM Schedule - Novato
Date: Fri 11/8/24

Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Manual Progress	
Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline			
Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Progress			



CITY HALL

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

DATE: November 19, 2024
TO: City Council
FROM: Steve Williams, Interim City Administrator
RE: Motion – Revised Draft City Officials Handbook

RECOMMENDATION:

- 1) Receive and review draft City Officials Handbook.
- 2) Vote on specific portions of the City Officials Handbook requiring Council direction.
- 3) Approve final version of City Official Handbook at the December 3, 2024, regular meeting.

BACKGROUND:

The City of Angels City Officials Handbook was last updated on January 19, 2021.

On April 18, 2024, the Angles City Council held a special meeting to discuss necessary and desirable updates to the City Officials Handbook.

On October 10, 2024, staff received a draft version of the proposed update to the City Officials Handbook.

On October 15, 2024, the draft City Officials Handbook was presented to the City Council with comments due by November 5, 2024.

On November 5, 2024, staff forwarded Council comments to the City Attorney's Office.

DISCUSSION:

The City of Angels City Officials Handbook is designed to assist Councilmembers and other City Officials by documenting accepted practices and clarifying expectations.

The City Officials Handbook should serve as a reference on adopted practices and procedures pertaining to Angels City Council meetings, meetings of Boards, Commissions, or Advisory Groups, provide an overview of City operations, Council powers and responsibilities, expected behavior and decorum from Councilmembers and other elected or appointed officials, and related matters.

The City Officials Handbook supersedes any other handbooks which govern the Council, Boards, Commissions, or Advisory Groups.

Six (6) sections of the draft City Officials Handbook require City Council direction prior to bringing the final version back for consideration during the December 3, 2024, City Council Meeting. Those sections requiring City Council direction are listed below:

1. Chapter 2 Section B1 – Mayor assumes significant role in policy, direction, and priorities.
2. Chapter 3 Section B – Who discusses inappropriate Conduct with Council Members.
3. Chapter 10 Section B1 – Mayor appoints Committee members
4. Chapter 11 Section K – Public Remove Item from Consent
5. Chapter 12 Section F – Council Members Limited to 5 Minutes.
6. Chapter 13 Section D1 – Comment Cards

FINANCIAL IMPACT:

None

ATTACHMENTS:

- 1) Draft City Officials Handbook



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2. Time for Consideration. Matters noticed to be heard by the Council will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible and will continue until the matter has been completed, or until other disposition of the matter has been made. 3226

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3. Continuance of Hearing. Any hearing being held, noticed, or ordered to be held by the Council at any meeting of the Council may, by order, notice, or continuance, be continued or re-continued to any subsequent hearing..... 3226

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4. Communications and Petitions. Written communications and petitions concerning the subject matter of the hearing will be noted and summarized by the Mayor/Presiding Officer. A reading in full shall take place where a majority of the Council votes to have that correspondence read into the record..... 3326

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5. Ex-Parte Contacts. Should a Councilmember and one (1) or more members of the public make contact outside of the hearing process regarding a matter which is, or may be, before the Council for a quasi-judicial hearing, as soon as the Council is informed that the matter will come before it as a quasi-judicial hearing, that Councilmember must disclose the substance of the contact and the names of the parties on the record at the beginning of the Council's quasi-judicial hearing. Visits by Councilmembers to sites or properties that are the subject of such pending hearings, shall also be disclosed at the beginning of the Council's quasi-judicial hearing. 3326

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6. Resolutions. A resolution is generally adopted by the Council to deal with temporary or special matters, such as when the Council makes only a factual determination or certification that certain necessary conditions or requirements set by statute or ordinance have been met. Resolutions can also express opinions of the legislative body or set temporary standards (i.e. amount of permit processing fees that may be changed again by future resolutions). Resolutions are recorded and kept on file with the City Clerk. A resolution is less formal than an ordinance because it does not become part of the municipal code..... 3327

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7. Ordinances. An ordinance is a law that the Council adopts and in most cases is codified into formal law by means of the published municipal code. An ordinance is the most binding and permanent type of Council action and usually may only be repealed or amended by a subsequent ordinance. Ordinances must be publically read aloud at two (2) Council meetings: introduced at one (1) meeting and adopted at the subsequent meeting (most often at the next meeting). Ordinances may not be passed within five (5) days of introduction unless they are urgency ordinances. A public hearing notice must be published at least ten (10) days prior to the first reading of the ordinance. 3327

8. Urgency Ordinances. An urgency ordinance is a special type of ordinance that is only brought once before the Council for a vote. It does not go on the Consent Calendar and usually cannot be codified into the municipal code. 3327

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PART I: ADMINISTRATIVE GUIDELINES

Chapter 1: Council—Introduction and Overview

A. Purpose of Angels Procedures Manual

The City of Angels (the “City”) has prepared this City Officials’ Handbook (the “Handbook”) to assist Councilmembers and other City Officials (collectively, “City Officials”) by documenting accepted practices and clarifying expectations. This Handbook should serve as a reference on adopted practices and procedures pertaining to Angels City Council (“Council”) meetings, meetings of Boards, Commissions, or Advisory Groups, provide an overview of City operations, Council powers and responsibilities, expected behavior and decorum from Councilmembers and other elected or appointed officials, and related matters.

The Handbook supersedes any other handbooks which govern the Council, Boards, Commissions, or Advisory Groups.

B. Overview of Basic Documents

This Handbook is a summary of important aspects of City Officials’ activities. However, it cannot incorporate all materials and information necessary for understanding the business of City Officials. Many other laws, plans and documents exist which bind the City Officials to certain courses of action and practices. A summary of some of the most notable documents which establish City Official direction is provided below.

1. **Angels Municipal Code:** The Angels Municipal Code (“A.M.C.”) contains local laws and regulations adopted by ordinances. ~~Title 2 Administration and Personnel, of the A.M.C. addresses the role and relationship of the Council, Mayor and Vice Mayor. It also describes the organization of Council, Board, Commissions, and Advisory Group meetings, and responsibilities and appointment of certain City staff positions and advisory commissions. In addition to these administrative matters, the~~The A.M.C. contains a variety of laws including, but not limited to, zoning standards, traffic and speed regulations, and local tax standards.
2. **California Government Code:** The state Government Code contains many requirements for the operation of city government and administration of public meetings throughout the state. Many of these requirements, such as open meeting laws, are also replicated within the A.M.C. to ensure there is broad awareness of such requirements. The City is a “general law” city which means it is organized in accordance with provisions of the Government Code and it is bound by the state’s general law.

Also described within the Government Code is the council-City Administrator form of government which is the form of government utilized in the City. This form of government prescribes that the Council’s role is to establish policies and priorities, while the role of the City Administrator is to administer the affairs of the city government.

3. **Annual Budget:** The City’s annual budget provides a description of City services, and the resources used to provide services. The document contains a broad overview of the budget as well as descriptions of programs offered within each division of the organization.
4. **General Plan:** Often referred to as a City’s development constitution, a state mandated general plan addresses adopted future land development plans and policies.
5. **Emergency Operations Plan:** The City maintains an emergency plan entitled “Emergency Operations Plan” dated August 21, 2021 which describes actions to be taken in periods of extreme emergency. The Emergency Operations Plan may be updated from time _to_ time. The Council may be called upon during an emergency to establish policies related to the specific incident.

C. Orientation of New City Officials

It is important that new and incoming City Officials gain an understanding of the full range of services and programs provided by the City. As Councilmembers join the Council or other City Officials join their respective Commission or Board, department heads are instructed to provide invitations for members to tour facilities and meet with key staff. At any time, if there are facilities or programs about which Councilmembers would like more information, arrangements will be made to increase awareness of these operations.

D. Basic Definitions

1. **Chair** is the individual authorized by law, the A.M.C. or City policy to oversee, direct and preside over the public meeting of the City Council, Planning Commission or any other City board or commission.
2. **City Council** is the governing body of the City of Angels, comprised of four (4) Councilmembers and one (1) Mayor.
3. **City Official** is any elected or appointed member of the Angels City Council or Angels Planning Commission, or any other City board or commission established by ordinance or City Council policy.

Chapter 2: Council—General Powers and Responsibilities

A. Council Functions

The Council is the legislative body of the City; its members are the community’s decision makers. Power is centralized in the elected Council collectively, and not in individual members of the Council. The Council approves the budget and determines the public services to be provided and the taxes, fees and assessments to pay for these public services. It focuses on the community’s goals, major projects and such long-term considerations as community growth, general plan and land use, development standards, capital improvements, financing and strategic planning. The Council appoints a professional City Administrator to carry out the administrative responsibilities and supervises the City Administrator’s performance.

B. Mayor and Vice Mayor Functions

1. **Mayor:** The Mayor is to preside at all meetings of the Council and perform such other duties consistent with the office as may be imposed by the Council, by law, or by vote of the people. At Council meetings, the Mayor assists the Council in focusing on the agenda, discussions and deliberations. The Mayor does not possess any power of veto. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the City for ~~all~~ ceremonial purposes.

The Mayor is expected to exercise a leadership role with the other members of the City Council. To the extent that time permits, the Mayor generally works more closely with the City Administrator than other Councilmembers, being mindful that all information is shared equally with other Councilmembers. In this regard, the Mayor, working in conjunction with the City Council and the City Administrator, assumes a significant role in establishing the City’s policy direction and priorities.

The Mayor as well as other Councilmembers, may elect to become an active participant in the various League of California Cities groups and meetings for elected officials.

~~1-~~ The Mayor shall make appointments to City advisory boards with the advice and consent of the City Council. (Angels Camp Municipal Code “AMC”, Section 2.44.010.)

2. **Vice Mayor:** In the absence of the Mayor, the Vice Mayor shall possess and perform the power and duties of the Mayor. In that capacity, the Vice Mayor shall sign ordinances and resolutions adopted in his or her presence. The Vice Mayor shall serve in this capacity at the pleasure of the Council.

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3. ~~Term:~~ The Mayor and Vice Mayor are selected by a majority vote of the Council and appointed on an annual basis for a ~~two-one (21) year term.~~ Selection of the Mayor and Vice Mayor occurs in December or January to coincide with the general municipal election that occurs every two (2) years.

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4. **Conflict of Interest:** In the event the Mayor has a potential conflict of interest on any item, the Vice Mayor will preside over the agenda item at issue.

Commented [NG1]: This is suggested language in the event the Council desires to go back to an annual appointment schedule.

C. Appointment of City Administrator and City Attorney

The Council appoints two (2) positions within the City organization: City Administrator and City Attorney. Both positions serve at the will of the Council.

1. **City Administrator:** Is an employee of the City and has an employment agreement which specifies terms of employment including an annual evaluation by the Council. City Administrator shall be the administrative head of the City government under the direction of the City Council, except as otherwise provided in the A.M.C. He or she shall be responsible for the efficient administration of all the affairs of the City which are under the City Administrator’s control. In addition to ~~their his~~ general powers as

administrative head, and not as a limitation thereon, it shall be the City Administrator’s duty, and the City Administrator shall have the powers listed in the A.M.C.^l

- 2. **City Attorney:** City Attorney services will be provided by contract. The City Attorney attends City all Council Meetings as well as City Committee Meetings~~other meetings at the request of the Council~~ as deemed necessary. The City Attorney is appointed and serves at the pleasure of the Council.

D. Role in Emergency

Chapter 2.12 of the Angeles Municipal Code governs the preparation, planning and protection of persons and property in the City in the event of an emergency or disaster. The City also has an *Emergency Operations Plan* that assists in governing emergency response.

Per AMC Section 2.12.030, the City’s “Emergency Council” ~~(aka Civil Defense and Disaster Council)~~ consists of the following:

- The Mayor, who shall be chair~~person~~~~man~~;
- The City Administrator as Director of Emergency Services, who shall be vice-chair;
- The Assistant Director of Emergency Services, appointed by the ~~M~~Mayor with the advice and consent of the City Council who, under the supervision of the Director, shall develop emergency response and disaster plans of the City, ~~and other duties as assigned by the Director~~including Emergency Operations Plans, and Hazard Mitigation Plans, and organize the emergency management and response program of this city, and other duties as may be assigned by the Director;
- Such deputy directors and chiefs of emergency services as are provided for in the City’s Emergency Operations Plan; and
- Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility as may be appointed by the ~~M~~Mayor with the advice and consent of the City Council.ⁱⁱ

The Emergency Council shall be responsible for the development of the City emergency plan, which shall provide for the effective mobilization of the City’s resources, both public and private, to meet any condition constituting a local emergency, state of emergency or state of war emergency, and shall provide for the organization, powers and duties, services and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.ⁱⁱⁱ The Council shall meet upon call of the Chairman, or in the Chair’s absence, upon the call of the Vice Chairman [AMC 12.12.040(B)].

In the event of a local emergency or state emergency, the office of the Director of Emergency Services shall be created who shall appoint the Assistant Director of Emergency Services.^{iv} The Director of Emergency Services’ power and responsibilities are outlined in the A.M.C. Section 2.12.050, ~~and~~ 2.12.060, and 2.12/065^v

Should the Council be unavailable during an emergency, state or federal law, as applicable, specifies a hierarchy of others who may serve in place of the Council

E. Appointment of Advisory Board and Planning Commissioners

The City currently has ~~two-one (21)~~ one (1) commission, ~~thes~~ Planning Commission, ~~and the Museum Commission~~. In addition, special purpose citizens’ committees and task forces ~~are often~~may be appointed by the Council to address issues of interest within City limits. The following procedures reflect the policy of the Council regarding the appointment of volunteer citizens to the various advisory bodies and commissions of the City.

Term^{vi}: All appointees to any other board, commissions, or committee not described below shall be limited to serving two (2) years. If a board, commission, or committee member is appointed to a partial term that partial

term is not counted towards the maximum terms that can be served as designated below. City staff will advertise of vacant positions as necessary and will post a notice of term expirations at least sixty (60) days prior to the expiration of any term.

1. Planning Commission^{vii}

Qualifications: Must be a resident of the City.
Term: As prescribed in the Angels Municipal Code Section 17.85.030 (3-year terms)
Appointment: Per Angels Municipal Code Section 17.85.030 (appointed by City Council)

~~2. Museum Commission^{viii}~~

~~Qualifications: Must be a Resident of the City with the exception of two (2) Members can non-residents living within Calaveras County
Term: Three (3) years. Terms expire on the last day of June.
Appointment: Made by Mayor with consent of Council.~~

Commented [BE2]: Include all other committees and their : Qualifications, Terms, and Appointments

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Chapter 3: Council Administrative Support

A. Requests for Research or Information

Council member initiated or requested ~~requests~~ information or research should be directed to the City Administrator. Requests for new information or policy direction, if the information search process is too willarduous, will be brought to the full Council for consideration at a regular meeting at the discretion of the City Administrator. Any materials, information, or research provided to a Councilmember in response to such a request, including legal questions or conflict of interest inquiries submitted to the City Attorney, shall also be provided. ~~All written products will be copied~~ to the full Council.

B. Inappropriate Actions

The Council has delegated the City Administrator and the City Attorney jointly, or just the City Attorney, at the discretionary decision of the City ~~the~~ Attorney; the responsibility to discuss, on behalf of the full Council, any perceived or inappropriate action by a Councilmember. The City Administrator or City Attorney will discuss with the Councilmember the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the City Administrator or City Attorney will report the concern to the full Council.

Chapter 4: City Finances

A. Councilmember Compensation

State law and the City municipal code provide for modest compensation to members of the Council.^k Currently, members receive a salary of \$300 per month.

Councilmembers may waive their monthly salaries as provided by state law; however, they may not elect to assign their salary to any person or entity including a charitable organization.^x

B. Expenditure Allowance

The annual City budget may include an expenditure allowance for expenses necessary for members to undertake official City business. Eligible expenses include travel expenses, including meals for Councilmembers, and mileage reimbursement, which are made for City business.^{xi} Donations to organizations are not eligible nor are meals for individuals other than Councilmembers.

C. Expenditure Guidelines

The City Council is subject to the requirements and provisions of the City's Travel Reimbursement Policy. Any expense must be related to City affairs. Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for City funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting.

City budgetary practices and accounting controls apply to expenditures within the Council budget. Councilmembers should plan expenditures, which will allow them to remain within the annual allocation. When exceptional circumstances require that additional amounts be allocated, the request must be made to the City Administrator, and Council action may be necessary. Reimbursement requests should be made through the City Administrator's office with receipts.

Chapter 5: Council Communications

A. Overview

Perhaps the most fundamental role of a Councilmember is communication. Whether through written or oral communications, a Councilmember's ability to effectively govern is directly tied to their ability to communicate effectively with others. Methods of communication come in various forms, whether it is communication with the public to assess community opinions and needs; communication to share the vision and goals of the City with constituents; and communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives. This chapter provides a general framework for communicating as an individual (a Councilmember's personal opinions on policies and directives) versus communicating as part of the legislative body.

Since the City Council performs as a body, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.

~~Perhaps the most fundamental role of a Councilmember is communication; communication with the public to assess community options and needs and communication with staff to provide policy directions and to gain an understanding of various policy alternatives. Because the Council performs as a body (that is acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking "for" the Council. Equally important, when members are expressing personal views and not those of the Council, the public should be so advised.~~

B. Speaking "for the City"

Because the Council performs as a body, it is important that the public understand when an individual Councilmember is speaking as an individual and when they are speaking on behalf of the entire Council. While the Mayor and Vice Mayor have the additional duties of representing the City at official events, individual Councilmembers can expect to be asked to make statements or comments on City-related business. Councilmembers should refrain from using City letterhead, correspondence, or logos when expressing their opinions as an individual to the public. Councilmembers may clarify that they did or did not support a matter so long as they clearly articulate the Council's positions as a whole unambiguously. ~~When Councilmembers are requested to speak to groups or are asked about the Council's position on an issue, the response should reflect the position of the Council as a whole. Of course, a Councilmember may clarify their vote on a matter by stating "While I voted against X, the Council voted in support of it."~~ When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the Council's position rather than that of an individual member.

C. Correspondence from Councilmembers

1. Members of the Council will often be called upon to write letters to citizens, businesses or other public agencies. Typically, the Mayor will be charged with transmitting the City's position on policy matters to outside agencies on behalf of the Council. Individual members of Council will often prepare letters for constituents in response to inquiries or to provide requested information.
2. The following is the policy of the Angels Council relative to official and non-official correspondence by members of the Council.
 - a. Councilmembers shall not write or send letters on City station~~ery~~ without Council approval.
 - b. The Mayor is authorized to send thank you and acknowledgement letters as they directly pertain to the City in its usual course of business. Such correspondence shall not represent or include City endorsements, positions, etc. In addition, the Mayor may sign correspondence drafted by the City Administrator which the City Administrator believes is more appropriately signed by the City's chief

elected official. Such correspondence may include public notices, invitations, information, etc. All correspondence signed by the Mayor shall have a copy forwarded to each Councilmember.

- c. Councilmembers may endorse political candidates, initiatives, legislation or positions using their own stationery. They may identify themselves by City position and title, but in no case shall said endorsements infer that the City or Council supports said position or candidate. Members are encouraged to notify or send copies of said endorsement to the full Council.
- d. The Council policy is that it will not support individual political candidates, but may vote to support or take stands on initiatives, measures (i.e. school bonds) or other legislation as appropriate and permissible under state law. The Mayor shall be authorized to sign letters stating the Council's position.

D. Confidential Issues

Confidential issues, ~~including anything which has been discussed in a closed session which may arise in closed session or in other conversations or communications with the City Administrator or City Attorney~~, shall not be disclosed to any member of the public, including the press ~~without approval of the City Council~~. Confidential issues include but are not limited to anticipated or existing litigation, personnel matters, or other information relevant to City business that is confidential in nature. The release of any confidential information obtained in closed session may be referred by the City Council to the District Attorney's office as a Brown Act violation.

E. Local Ballot Measures

~~At times, initiatives that affect City Council policy may be placed on the ballot. There are restrictions regarding what actions the City may take on ballot measures. Specifically, state statutes prohibit the City from using its personnel, equipment, materials, buildings, or other resources to influence the outcome of elections. What the City can do is distribute informational reports or pamphlets for the purpose of informing the public of the facts of an issue.~~

~~At times ballot measures may be placed on the ballot that affect Council policy. There are restrictions regarding what actions Council or individual members may take on ballot measures under California Law.~~

Political Activities: City Councilmembers, as elected officials, are allowed to participate in political activities, including endorsing candidates and supporting ballot measures.

- City Councilmembers should only publicly support or oppose ballot measures in their personal capacity and cannot use public resources to do so.
- City Councilmembers may campaign for or against local measures and engage in political activities, including attending rallies, making public statements or appearances, and issue personal endorsements.
- City funded communications regarding ballot measures must be informational and neutral. For example, Councilmembers can help explain the fiscal impacts of a ballot measure in a city-sponsored communication but cannot use those communications to advocate for a specific outcome.
- City Councilmembers cannot engage in campaigning or electioneering at public facilities or during official city events. This includes using city hall, council chambers, or any city-owned space for campaign-related activities.
- Campaigning must be conducted separately from official city functions.
- City Councilmembers may contribute their personal or political accounts funds in support or opposition of a ballot measure.
- Government Code Section 8314 prohibits City Councilmembers from using public resources (such as city staff time, equipment, email or funds) for campaign activities or political advocacy. Violations of this provision can result in penalties, including fines and possible legal action.

F. State Legislation, Propositions

The Council is frequently requested to take action on pending state legislation. The Council has adopted ~~the a~~ practice of requiring analysis of bills prior to taking any official position. The analysis is to include a summary of the legislation’s purpose and a listing of those entities both in support ~~of~~ and against the proposed legislation. The Council will only take a position on pending state legislation by a majority vote of the City Council.

G. Proclamations

Proclamations are issued by the City Council as a ceremonial commemoration of an event or issue. Proclamations are not statements of policy. Proclamations are a manner in which the City can make special recognition of an individual, event, or issue (e.g. Recycling Week).

~~Ceremonial proclamations are often requested of the City in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the City can make special recognition of an event (e.g. Recycling Week).~~ As part of his or her ceremonial responsibilities, the Mayor is charged with administration of Proclamations. The City maintains a list of frequent or routine Proclamations that are issued annually. Individual Councilmembers do not issue proclamations, but may request that the Mayor issue a proclamation. The decision to add or not to add a Proclamation shall be made following consultation between the City Administrator and the Mayor when the Council meeting agenda is being prepared. Requests for new Proclamations should be directed to the City Administrator’s Office staff at least four weeks prior to the meeting at which the requestor would like it read. The Mayor may elect to refer the Proclamation request to the Council for consideration and direction.

Commented [NG3]: I am not sure if this revision captures the intent of the Council in asking for revisions to this section.

Chapter 6: City Officials—Conflicts & Liability

A. Conflict of Interest

There are numerous sources of conflicts of interest that may require a Councilmember to disqualify himself or herself from participating in decision-making. The Political Reform Act (PRA) controls financial conflicts of interest of public officials. The PRA is one of the most complicated laws affecting local government. This law is implemented and enforced by the Fair Political Practices Commission (FPPC) which has issued comprehensive implementing regulations. To understand the PRA's impact on a Councilmember's actions, it is suggested that members discuss the law and potential conflicts with the City Attorney or a private attorney.

In general, under the PRA, public officials are prohibited from making, participating in or in any way attempting to use their official position to influence a governmental decision in which they know or have reason to know they have a financial interest (California Government Code § 87100). A "public official" is defined as including every member, officer, employee or consultant of the state or local government agency (California Government Code § 82048).

State laws are in place that attempt to eliminate any action by a City Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The City Clerk's Department will notify you of your filing requirements. Written permission must be obtained before posting elected officials' home addresses or telephone numbers on the Internet.

At any time if a City Official believes that a potential for conflict of interest exists, he or she is encouraged to consult with the City Attorney or private legal counsel for advice. Staff may also request an opinion from the City Attorney regarding a City Official's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties or fines, including criminal prosecution. While not inclusive, a general summary of conflict rules has been prepared and appears below.

There are several laws that govern conflicts of interest for public officials in California – the Political Reform Act, Government Code section 1090, and Government Code section 87105 (<http://leginfo.legislature.ca.gov/faces/codes.xhtml>). In general terms, the Political Reform Act prohibits a public official from having a financial interest in a decision before the official. Section 1090 prohibits a public official from being interested in government contracts; and section 87105 requires a public official who has a conflict of interest to publicly announce the conflict, recuse himself or herself and leave the room until after the discussion and voting on the matter is complete.

B. Applicability

Under the PRA, an official has a financial interest if it is reasonably foreseeable that a decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:

1. Any business entity in which the public official has a direct or indirect investment worth \$2,000 or more (California Government Code § 87103(a); 2 California Code of Regulations § 18700(c)(6)(A)).
2. Any real property in which the public official has a direct or indirect interest worth \$2,000 or more (California Government Code § 87103(b), 2 California Code of Regulations § 18700(c)(6)(B)).

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- 3. Any source of income other than gifts or certain loans aggregating \$500 or more provided to the public official within 12 months prior to the time of the decision (California Government Code § 87103(c); 2 California Code of Regulations § 18700(c)(6)(C)).
- 4. Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management (California Government Code § 87103(d); 2 California Code of Regulations § 18700(c)(6)(D)).
- 5. Any gift totaling \$470 (adjusted biennially by the FPPC) or more provided to, received by or promised within 12 months prior to the decision (2 California Code of Regulations §§ 18703.4, 18704-18961).

C. Analysis

In general, the FPPC suggests that a four-part analysis be followed in applying the conflict-of-interest rules:

- a. Step One: Is it reasonably foreseeable that the governmental decision will have a financial effect on any of the financial interests listed above (2 California Code of Regulations § 18700(d)(1))? If the financial interest is a named party to or the subject of the governmental decision, the financial effect on the public official's interest is reasonably foreseeable. If not a named party or subject of the decision, the financial effect on the interest will be reasonably foreseeable if there is a realistic probability of a financial effect.
- b. Step Two: Will the reasonably foreseeable financial effect be material (2 California Code of Regulations § 18700(d)(2))? Materiality is determined in reference to the specific financial interest involved.
- c. Step Three: Can the public official demonstrate that the material financial effect on the public official's financial interest is indistinguishable from the effect on the public generally (2 California Code of Regulations § 18700(d)(3))? This requires establishing that at least 25% of certain population segments are all affected, and that the effect on the governmental official's interest is not unique compared to the segment.
- d. Step Four: If after applying the three-step analysis and determining that the public official has a conflict of interest, he or she may not make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision.

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B. Political Reform Act

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a disqualifying conflict of interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the City. During that discussion, the official must leave the Council Chambers or where the discussion is taking place.

An official has a financial interest if "it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally" on one or more of the economic interests of the official or a member of the official's immediate family.

As of 2015, economic interests include interests in businesses worth \$2,000 or more, interests in real property, both ownership and leases, worth \$2,000 or more, a source of income in an amount of \$500 or more, and gifts

~~of \$460 or more provided to or received within one (1) year of the decision. These dollar amounts are subject to annual increases. Please check with the City Attorney to verify the current dollar amounts.~~

~~Often the economic interest involved is real property owned or leased by the City Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth two thousand dollars (\$2,000) or more in fair market value.^{xiii} If a Councilmember has a pro rata share interest in real property, in which the Councilmember or immediately family member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.^{xiii}~~

~~Determining whether a Councilmember has a disqualifying conflict of interest is very complicated and fact specific. Please contact the City Attorney if you suspect that you may have a conflict of interest so that a formal four step analysis of the potential conflict can be provided.~~

~~Government Code section 87105 states that a Council or commission member who has a conflict of interest must recuse himself or herself and leave the room, unless the matter is on the Consent Calendar.^{xiv} After it has been determined that a conflict of interest exists under the Political Reform Act, the following steps must take place:~~

- ~~1. **Publicly identify the financial interest.** This must be done in enough detail for the public to understand the economic interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.~~
- ~~2. **Recuse yourself from both the discussion and the vote on the matter.** Recusal applies to all proceedings related to the matter.~~
- ~~3. **Leave the room until the matter has been completed.** The matter is considered complete when there is no further discussion, vote, or any other action.^{xv}~~

~~**Exceptions:** if the matter is on the consent calendar, recusal is not required. Additionally, if the individual with the conflict wants to speak during public comment, he or she may do so as a private citizen. However, this is the only time he or she may be in the room while the matter is being considered.~~

The Fair Political Practices Commission (“FPPC”) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest.

~~**C.D. Government Code Section 1090**~~

~~Government Code section 1090 is similar to the Political Reform Act, but it applies only to City contracts in which a public official has a financial interest. The financial interests covered by section 1090 are different than those in the Political Reform Act. Having an interest in a contract may preclude the City from entering into the contract at all. In addition, the penalties for violating section 1090 are severe. If a City Official believes that he or she may have any financial interest in a contract that will be before the Council, the member should immediately seek advice from the City Attorney or the City Official’s personal attorney.~~

There are a number of other restrictions placed on Council actions which are highlighted in the [League of California Cities Handbook](#). Such restrictions include prohibitions on secrecy and discrimination, as well as assurance that all City funds are spent for public purposes. Violations of these restrictions may result in a ~~personal~~[personal](#) liability for individual City Officials.

E. Disqualification and Disclosure

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When the agenda item is called, a City Councilmember who has a conflict of interest is required to publicly state that a conflict of interest exists, describe the nature of the economic interest giving rise to the conflict, disqualify himself or herself, and leave the room. Ideally, Councilmembers will become familiar enough with the sources of conflicts to determine in advance whether disqualification is necessary. However, if a Councilmember becomes aware of a potential conflict only during the meeting, it is perfectly appropriate for the Councilmember to ask for a break in order to discuss the matter with the City Attorney. If any Councilmember questions a potential conflict of interest related to another Councilmember, a recess may be called at the request of the Councilmember who may have a conflict to allow discussion of the issue with the City Attorney to determine if there is a conflict. If the Councilmember decides a conflict exists, that Councilmember may not participate in any aspect of the decision making, including discussing the matter with City staff. When a conflict of interest arises involving a matter on the consent calendar portion of the agenda, the Councilmember is not required to leave the room, unless that item is pulled from the consent agenda for separate discussion.

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F. Legally Required Participation

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In the event that a decision cannot be made because a majority of the Council is disqualified due to conflicts of interest, the PRA allows the minimum number of Councilmembers necessary to constitute a quorum to return and participate in the decision to the minimum extent required. The Councilmembers permitted to participate must be chosen through a random process (California Government Code § 87101).

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G. Advice on Conflict of Interest

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The City Attorney may provide advice to a Councilmember about the existence of a conflict of interest. However, advice given by the City Attorney does not protect the Councilmember from an enforcement action by the FPPC. A Councilmember may seek a formal written opinion from the FPPC on a particular set of facts. Such an opinion letter would provide protection from an enforcement action arising under the same set of facts.

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D.H. Conflict of Interest Forms

Annual disclosure statements are required of all Councilmembers, designated commissioners, and senior staff. These disclosure statements indicate potential conflicts of interest including sources of income, ownership of property and receipt of loans and gifts. Councilmembers often serve on the governing board of other local agencies as a result of appointment or delegation through the Council. These agencies will also require ~~submittal~~the submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property among other items.

E. Ex Parte Communications

All Councilmembers may have "ex parte" communications—meaning communications outside the meeting forum. However, such communication should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the official or other officials in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself or others. This guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests. The applicable California law, the Brown Act, is discussed in Chapter 10 of this Handbook and provides more detail as to Councilmembers' obligations under California state law.

F. Liability

~~The City is a large institution offering a variety of services and may often find itself subject to legal actions through lawsuits. The City must always approach its responsibilities in a manner which reduces risk to all involved. However, with such a wide variety of high-profile high-profile services (e.g. police, fire) risk cannot be eliminated.~~

~~The City belongs to an agency with other cities in the San Joaquin Valley to manage insurance and risk activities. When claims are filed against the City they are sent to the City's claims examiner to review and make recommendations. Unless there is a clear liability on the part of the City, the claim will normally be recommended for denial. The Claim is placed on the Council agenda for rejection but will only be discussed in closed session if Council desires. Council should be careful discussing details of a claim or lawsuit outside of closed session.~~

~~It is important to note that violations of certain laws and regulations by individual City Officials may result in that official being personally liable for damages which would not be covered by the City's insurance. Examples may include discrimination, harassment, or fraud.~~

G-I. AB 1234 Training

State law requires the City to advise local officials, subject to California's ethics education requirements about their compliance options at least once a year.^{xvi} The City will ensure that all local officials will be provided the AB 1234 Ethics Training.

J. Liability

~~The City is a large institution offering a variety of services and may often find itself subject to legal actions through lawsuits. The City must always approach its responsibilities in a manner which reduces risk to all involved. However, with such a wide variety of high-profile services (e.g. police, fire) risk cannot be eliminated.~~

~~The City belongs to an agency with other cities in the San Joaquin Valley to manage insurance and risk activities. When claims are filed against the City they are sent to the City's claims examiner to review and make recommendations. Unless there is clear liability on the part of the City, the claim will normally be recommended for denial. The Claim is placed on the Council agenda for rejection but will only be discussed in closed session if Council desires. Council should be careful discussing details of a claim or lawsuit outside of closed session.~~

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Chapter 7: City Officials—Interaction with Staff ~~and Officials~~

A. Overview

Council policy is implemented through professional staff. Therefore, it is critical that the relationship between the Council and staff be well understood by all parties so policies and programs may be implemented successfully. The City of Angels has a long tradition of positive relationships between members of the Council and staff. To maintain these effective relationships, it is important that roles are clearly recognized.

B. Council-Manager Form of Government

Angels governs under a Council-City Manager form of government. This structure reflects that it is the Council's role to establish City policy and priorities. The Council appoints a City Administrator to implement this policy and undertake the administration of the organization. The Council is to work through the City Administrator in dealing with City staff. Indeed, the A.M.C. requires Councilmembers to work through the City Administrator.

The City Administrator is appointed by the Council to enforce its laws, to direct the daily operations of City government, to prepare and monitor the municipal budget, and to implement the policies and programs initiated by the Council. The City Administrator is responsible to the Council rather than to individual Councilmembers and directs and coordinates the various departments.

C. Council-Manager Relationship

1. **Employment relationship between the Council and City Administrator:** This relationship honors the fact that the City Administrator is the chief executive officer of the City. The Council should avoid situations that can result in City staff being directed, intentionally or unintentionally, by one or more members of the Council. Regular communication between the Council and City Administrator is important in maintaining open communications. All dealings with the City Administrator, whether in public or private, should respect the authority of the City Administrator in administrative matters. Disagreements should be expressed in policy terms rather than in terms that question satisfaction with or support of the City Administrator.
2. **Evaluation:** The Council is to evaluate the City Administrator on an annual basis and pursuant to the terms of the City Administrator's contract with the City.
3. **Open Communication:** As in any professional relationship, it is important that the City Administrator keeps the Council informed. The City Administrator respects and is sensitive to the political responsibility of the Council and acknowledges that the final responsibility for establishing the policy direction of the City is held by the Council. The City Administrator encourages regular one on one meetings with Councilmembers to provide information on various issues before the Council.
4. **Staff Roles:** The Council recognizes the primary functions of staff as executing Council policy and actions taken by the Council and in keeping the Council informed. Staff is obligated to take guidance and direction only from the Council as a whole through the City Administrator or from the appropriate management supervisors. The Council is discouraged from instructing staff directly but should instead submit any requests to the City Administrator or City Attorney. Further, any comments or concerns from the Council should be communicated to the City Administrator or City Attorney. Staff is directed to reject any attempts by individual members of the Council to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

City staff will make every effort to respond in a timely and professional manner to all requests made by individual Councilmembers for information or assistance, provided that, in the judgment of the City Administrator, the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full Council.

D. City Administrator Code of Ethics

City Administrator is subject to a professional code of ethics from his or her professional association. These standards appear in Appendix A of this Handbook, the ICMA Code of Ethics. It should be noted that this code binds the City Administrator to certain practices which are designed to ensure actions are in support of the City's best interests. Violations of such standards can result in censure by the professional association. This code is posted in the City Administrator's office.

E. Council-City Attorney Relationship

The City Attorney is the legal advisor for the Council, its committees, commissions and boards, the City Manager, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City. The general legal responsibilities of the City Attorney are to:

1. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;
- 2.
3. Represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;
- 4.
5. Prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and
- 6.
7. Keep City Council and staff apprised of court rulings and legislation affecting the legal interests of the City.
- 8.
9. It is important to note that the City Attorney does not represent individual members of the Council, but rather the City Council as a whole. Accordingly, with the exception of ~~conflict of interest~~ **conflict-of-interest** inquiries, in questions involving pending or upcoming matters, or protocol and procedure, the City Attorney's services are engaged and directed through the majority of the Council. Individual Councilmembers may seek advice or assistance from the City Attorney on other matters while exercising their best judgment on the most efficient and appropriate use of his/her resources. The City Attorney's performance is reviewed as provided by the services retention contract.

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- 10.
- ~~1. City Attorney: The City Attorney is the legal advisor for the Council, City Administrator, and department heads.~~
- ~~2. City Attorney Legal Responsibilities. The general legal responsibilities of the City Attorney are to:~~
 - ~~a. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;~~
 - ~~b. Represent the City's interest, as determined by the Council, in litigation, administrative hearings, negotiations and similar proceedings;~~
 - ~~c. Prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and~~
 - ~~d. To keep Council and staff apprised of court rulings and legislation affecting the legal interest of the City~~

~~3. **City Attorney Representation:** It is important to note that the City Attorney does not represent individual Councilmembers, but the Council as a whole.~~

F. City Administrator-City Attorney Relationship

The City Attorney provides legal support and advice to the City Administrator as the chief executive officer of the City, to assist him or her in implementing Council policies and exercising his or her authority. The City Administrator is as the chief executive officer of the City responsible for carrying out and implementing Council policies. The City Attorney also keeps the City Administrator apprised of current relevant court rulings and legislation. ~~It is important to note that the City Attorney represents the Council and the City as a whole, not the City Administrator, Councilmembers, or individual residents of the City.~~ The City Attorney may share confidential information obtained from the City Administrator with the Council if necessary to protect the best interests of the City, and vice versa.

G. Access to Information and Communications Flow

1. **Objectives:** It is the responsibility of staff to ensure Councilmembers have access to information from the City and to insure such information is communicated completely and with candor to those making the request. However, Councilmembers must avoid intrusion into those areas that are the responsibility of the staff. Individual Councilmembers may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the Council as a whole. This is necessary to protect staff from undue influence and pressure from individual Councilmembers, and to allow staff to execute priorities given by management and the Council as a whole without fear of reprisal.
2. **Council Roles:** The full Council retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the performance of City business.

Individual members of the Council should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities without the prior knowledge and approval of the Council as a whole. If a Councilmember wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Council to do so as a matter of Council policy.

Councilmembers also have a responsibility of the flow of information-flow. It is critical that they make extensive use of staff and commission reports and commission minutes. Councilmembers should come to meetings prepared—having read the council agenda packet materials and supporting documents, as well as any additional information or memoranda provided on city projects or evolving issues. Additional information may be requested from staff, if necessary.

3. **Access to Information:** Individual Councilmembers, as well as the Council as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The City Administrator or City Attorney will pass critical information to all Councilmembers. The Council will always be informed by the City Administrator or City Attorney when a critical or unusual event occurs about which the public ~~would be~~ concerned.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, administrative draft EIRs) are under review and not available for release until complete and after review by City management. In addition, there are legal restrictions on the City's ability to release certain personnel information even to members of the Council. Certain aspects of police department affairs (access to restricted or confidential information related to crimes) may not be available to members of the Council. Confidential personnel information also has restrictions on its ability to be

released. Any concerns Councilmembers may have regarding the release of information, or the refusal of staff to release information, should be discussed with the City Attorney for clarification.

~~H. Dissemination of Information~~

~~In cases where a staff response to an individual Councilmember request involves written materials which may be of interest to other Councilmembers, the City Administrator will provide copies of the material to all other Councilmembers. In making this judgment, the City Administrator will consider whether the information is significant, new, otherwise not available to the Council, or of interest to the Council.~~

Commented [NG4]: This information is already contained in chapter 3.

~~H. Staff Relationship with Advisory Bodies~~

Staff support and assistance may be provided to commissions and task forces, but advisory bodies do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and ultimately the City Administrator and Council. The members of the commission or committee are responsible for the functions of the advisory body, and the commission or committee Chair is responsible for committee compliance with the policies outlined in the A.M.C.

Staff support includes preparation of a summary agenda and preparation of reports providing a brief background of the issue, a list of alternatives, recommendations, and appropriate backup materials, if necessary. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. The assigned staff person serves as secretary, taking minutes as needed.

It is important that advisory bodies wishing to communicate recommendations to the Council do so through adopted or approved Council agenda procedures. In addition, when a commission or committee wishes to correspond with an outside agency, correspondence should be reviewed and approved by the Council. Individuals who would like a commission or committee to review a particular issue must also gain approval for such a request from the full Council. Staff members are to assist the advisory body Presiding Officer to ensure appropriate compliance with state and local laws and regulations.

~~H. Restrictions on Political Involvement by Staff~~

~~The City is a local government and is a non-partisan entity. Professional City staff, as reflected within the principles of Council City Administrator form of government, formulates make recommendations in compliance consistent with Council policy and for the good of the community and is should not be influenced by political factors. For this reason, it is very important to understand the restrictions of staff in on any level of political involvement through campaigns, fund raisers, or other means.~~

~~Staff Members:~~

~~1- By working for the City, staff members do not surrender their rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and general employees.~~

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2-1. Management Staff: The City Administrator strongly discourages any involvement in local campaigns even while on personal time. Such involvement erodes the tenet that staff are to provide an equal level of service to all members of the Council.

3-2. General Employees: These employees have no restrictions while off the job; however, no participation in campaigns or other activities may take place while on the job. No City resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaigns or other political activities while in City uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the Council in these matters is requested. A Councilmember asking staff to sign petitions, or similar items can create an awkward situation.

K.J. General Conduct Expectations

Councilmembers are expected to uphold a high standard of civility towards each other and to abide by the City's Ethics and Civility Code. Civility is expected between Councilmembers, the public, and City staff while in Council meetings and when out in public. Rude behavior and profanity will not be tolerated.

While in public, Councilmembers should be aware that they are still viewed as elected representatives of the citizens of the City. As such, Councilmembers' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Council meetings and community meetings.

Social media sites are not to be used as mechanisms for conducting official City business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing and discussing items of legal or fiscal significance that have not been previously released to the public. Officials' social media site(s) should contain links directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct official City business. Officials will not post or release proprietary, confidential, or sensitive information on social media websites.

Councilmembers must conduct themselves in a respectable manner so as to not damage the prestige of his or her elected title. In the performance of their official duties and in public, they should refrain from any form of conduct which may cause any reasonable person unwarranted offense or embarrassment.

Chapter 8: Leaving Office

A. Filling Council Vacancies

A vacancy on the City Council may be filled by appointment or call of a special election in the manner prescribed by law. Alternatively, the City Council may appoint a person to fill a vacancy on the City Council to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term. The special election may be held on the date of the next regularly established municipal election or other regularly established election to be held in the City more than one hundred fourteen (114) days from the call of the special election.^{xvii}

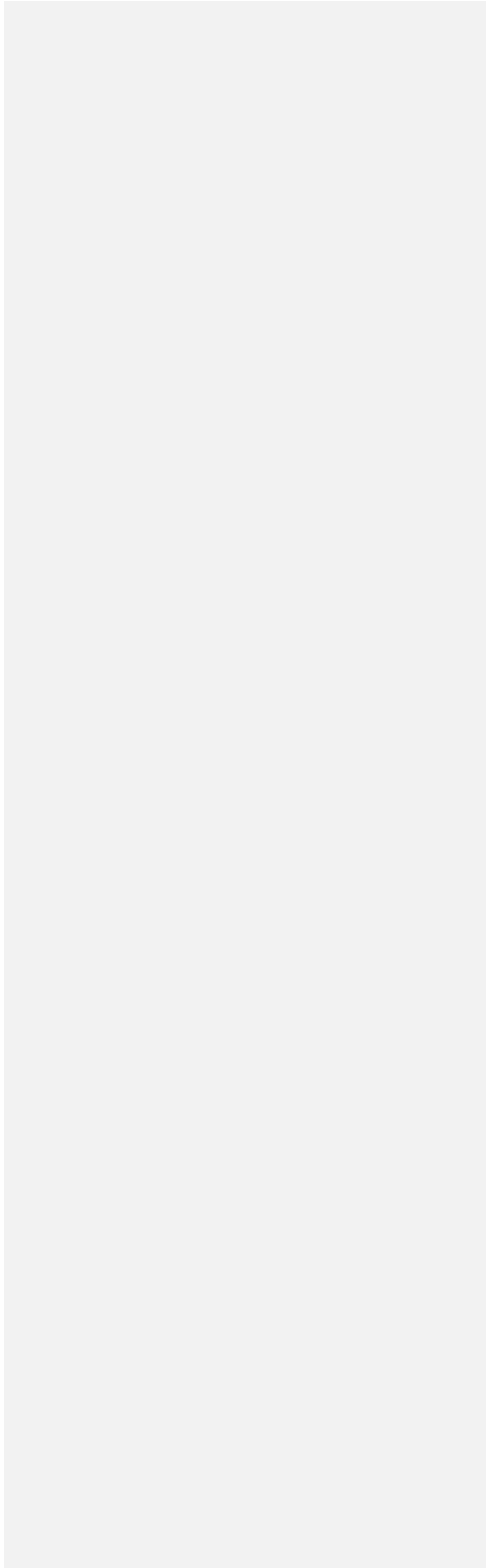
B. Conflicts of Interest While Leaving Office

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of official's departure from office or employment.^{xviii} However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency.

C. Filling Vacancies for Boards, Commissions, or Advisory Groups

A vacancy on any one of the City's Boards, Commissions, or Advisory Groups may be filled by appointment by the Mayor with consent of the Council. Chapter 2, Section E of this Handbook shall be followed when filling vacancies for any Boards, Commissions, or Advisory Boards.

PART II: COUNCIL PROCEDURAL GUIDELINES



Chapter 9: Open Meetings—Brown Act

A. Policy

- 1. **Introduction.** The Council shall comply with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the "Brown Act").
- 2. **Penalties and Applicability.** The intent of the Brown Act is to ensure that deliberation and actions of local public agencies are conducted in open and public at meetings.
 - a. Penalties: The law provides for misdemeanor penalties for members of a body who violate the Brown Act.^{xix} Violations are also subject to civil action.^{xx}
 - b. Applicability: The Brown Act applies to the Council, all commissions, boards, and task forces that advise the Council. Staff cannot promote actions which would violate the Brown Act.

B. Meetings

- 1. **General.** All meetings shall be open and public. A meeting takes place whenever a quorum (three (3) or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Social functions do not fall under the Brown Act unless City business is discussed.
- 2. **Serial Meetings.** These can take place, and are prohibited by the Brown Act, when any member of the Council or City staff contact more than two (2) Councilmembers for the purpose of deliberating or acting upon an item pending before the Council (does not apply to the public or media). Correspondence that merely takes a position on an issue is acceptable.

C. Procedure

The following procedure shall be followed:

- a. Posting the Agenda: Agendas for regular meetings must be posted seventy-two (72) hours in advance of the meeting and must include the following:
 - i. Time and location of the meeting.
 - ii. Description of the agenda items. The description should be reasonably calculated to adequately inform the ~~public, and public and~~ should include the contemplated Council action.
 - iii. Public Comments Section. A section providing an opportunity for members of the public to address the Council. (The public comments portion of the agenda meets this requirement).
 - iv. Agendas in uniform font. Agendas for all Council meetings shall be in ~~a font as deemed by the City clerk~~Arial font. The City shall comply with provisions of the Brown Act and the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) in making the agenda and documents in the agenda packet available in appropriate alternative formats to persons with a disability.
- b. ~~Affidavit of Posting. Immediately after posting the agenda, the City Clerk will prepare and sign an affidavit of posting, declaring the date and place where the agenda was posted. These affidavits will be filed in the City Clerk's office for public reference.~~

Commented [NG5]: Affidavit is advisable but not required by statute.

D. Actions

No action can be taken on any item not appearing on the posted agenda.

E. Ex Parte Communication

All Councilmembers may have “ex parte” communications – meaning communications outside the meeting forum. However, such communication should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the official or other officials in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself or others. As an example, Councilmembers should not communicate with members of the public via text message or other similar methods of electronic communication during Council meetings about City business. This guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests. The applicable California law, the Brown Act, is discussed in Chapter 10 of this Handbook and provides more detail as to Councilmembers’ obligations under California state law.

~~All Councilmembers may have “ex parte” communications – meaning communications outside the meeting forum. However, such communication should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the official, or other officials, in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself or others. This guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests.~~

Councilmembers who have ex parte communications with a party that appears before them at the meeting, should disclose that he or she had ex parte communication with the party. This can be done by stating that the Councilmember had ex parte communication with a party at a time in the meeting when the item is discussed.

Any written ex parte communication received by an official in a matter when all interested parties should have an equal opportunity for a hearing, shall be made a part of the record by the recipient.

Chapter 10: Council Meetings

A. Council Meetings

1. **Regular Meetings.** Consistent with the A.M.C., regular meetings of the Council shall be held the first and third Tuesdays of each month, commencing at 6:00 p.m. in the City Council Chambers, Angels City Fire Department, 1404 Vallecito Road, Angels, California 95222.^{xxi}
 - a. **Other Locations.** The Council may, from time to time, elect to meet at other locations within the City, and upon such election shall give public notice of the change of location in accordance with provisions of the Government Code.^{xxii}
 - b. **Location During Local Emergency.** If, by reason of fire, flood, or other emergency, it shall be unsafe to meet in the City Fire Department, the meetings may be held for the duration of the emergency at such other place as may be designated by the Mayor, or if the Mayor does not so designate, by the Vice Mayor or City Administrator.^{xxiii}
 - c. **Holidays.** When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall automatically be held on the next regular business day at the regular time and place unless canceled by the Council.^{xxiv}
2. **Special Meetings & Emergency Meetings.** Special meetings and emergency meetings of the Council may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.^{xxv}
3. **Adjourned Meetings.** The Council may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.^{xxvi}
4. **Closed Session.** The Council may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by State law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.^{xxvii}
 - a. **Time Limit: Closed Sessions** may begin earlier than 6:00 p.m., as needed, as long as the closed session items are agendaized and the time for their consideration is specified in the agenda.^{xxviii} Closed session must conclude promptly at 6:00 p.m. regardless of whether there is a pending action that must be taken. Closed session may be continued and reconvened after the regular meeting to finish any unfinished agenda items.
5. **Cancellation of Regular Meetings.** Any meeting of the Council may be canceled in advance by a majority of the Council.
6. **Quorum.** A majority of the Council constitutes a quorum for transaction of business. Less than a majority may adjourn from time to time, and compel attendance of absent members in the manner and under the penalties prescribed by ordinance.^{xxix} If all Councilmembers are absent from any regular meeting, the City Clerk shall declare the meeting adjourned to a stated day and hour. The City Clerk shall cause a written notice of the adjournment to be delivered personally to each Councilmember at least three (3) hours before the adjourned meeting.^{xxx}
7. **Chair.** The Mayor shall preside over all Council meetings. The Mayor shall have the authority to preserve order at all Council meetings, to call for the removal of any person or persons from any meeting of the Council for disorderly conduct, to interpret and enforce the procedural guidelines of the

Council, and to determine the order of business under the guidelines of the Council.^{xxxvi}

- a. Absence of Mayor - The Vice Mayor shall act as Mayor in the absence or disability of the Mayor.^{xxxvii}
- b. Mayor & Vice Mayor Absence - When the Mayor and Vice Mayor are absent from any meeting of the Council, the Councilmembers present may choose another member to act as Vice Mayor, and that person shall, during that meeting, have the duties of the Mayor.^{xxxviii}
- c. Presiding Officer – The Presiding Officer for any City appointed or created commissions, committees and boards shall preside over public meetings of such commissions, committees and boards.

8. Attendance by the Public. Except as specifically provided by law for closed sessions,^{xxxix} all meetings of the Council shall be open to the public in accordance with the terms, provisions and exceptions consistent with State law.^{xl}

9. Action Minutes. The City Clerk, or his or her designee, will maintain a written record and attest to the proceedings of the Council in the form of action minutes. Action minutes will include final motions with votes of the Council, and reflect the names of public speakers.^{xli}

10. Recordings of Meetings. ~~Video R~~ recordings of proceedings shall be made and shall be retained for record for the City Council and Planning commission permanently maintained by the City Clerk.^{xlii}

B. Policy Decision Making Process

1. Ad-Hoc and Standing Committees. Committees provide a great deal of assistance to the City Council when formulating public policy. The City has the following standing committees: ~~insert here.~~

- a. CPPA (Calaveras Public Power Agency)
- b. CSEDD (Central Sierra Economic Development District)
- c. COG (Council of Governments)
- d. LAFCO (Local Area Formation Commission)
- e. SWM (Solid Waste Management)
- f. UWPA (Utica Water and Power Authority)
- g. UWPA Budget
- h. ALL Hazards
- i. Infrastructure/Facilities
- j. Finance/Budget/Policy

~~4-~~ In addition, special purpose task forces (ad-hoc committees) are often appointed by the City Council to address specific issues of interest for a limited duration. These ad hoc committees are dissolved upon completion of the intended task. Committees and task forces are purely advisory to the Council and, in some situations, staff. Ad-Hoc Committees are formed on an as-needed basis with a clearly defined purpose and term. Standing Committees and Ad-Hoc Committees will consist of two (2) Councilmembers, in order to avoid Brown Act violations, and are appointed by the Mayor. Typically, committee appointments are made on an annual basis and are made at the first meeting of each calendar year. The Mayor may solicit interest from Councilmembers to serve on committees but final selection of committee participation is at the Mayor’s discretion.

2. Study Session. Study session items are placed on agendas for the purpose of open discussion. During study sessions, Councilmembers may hear reports from staff or others, ask questions, or invite public input.

3. Town Hall or Community Meetings. Such meetings may be held by an individual Councilmember and are not considered official governmental committees or Council meetings. Town Hall or Community

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Meetings do not require formation or appointment by the Mayor or Council. The Councilmember shall disclose this fact at their town hall meeting(s). To avoid possible Brown Act violations, only two (2) Councilmembers may participate in the discussion at a Town Hall or Community Meeting.

Chapter 11: Order of Business

A. General Order

The business of the Council at its meetings will generally be conducted in accordance with the following order of business unless otherwise specified. A closed session may be held at any time during a meeting consistent with applicable law.

B. CLOSED SESSION (IF NECESSARY)

- a. The Council meets from time to time in closed sessions which are duly held meetings or a portion thereof, at which certain actions may be taken and are not open to the public and news media. These are:
 - i. Closed sessions held at such times pursuant to Government Code Section 54957.6 where the Council meets with its designated representatives prior to and during consultation and discussions with representatives of employee organizations.
 - ii. Security or emergencies.
 - iii. Personnel sessions.
 - iv. Closed sessions to consider potential or pending litigation in which the City or an officer or employee is or could be a party.

~~b. Matters discussed in closed sessions are considered confidential:~~

- ~~i. Labor Relations: As a matter of policy, the Council acknowledges that the City and its taxpayers are best served if positions authorized during such sessions are presented as those of the Council as a whole. Members of the Council agree that positions and agreements shall not be divulged.~~
- ~~ii. Personnel Sessions: Matters discussed and reviewed in personnel sessions shall remain confidential in order to protect employees' rights to privacy.~~
- ~~iii. Security — For obvious reasons: Arrangements made to address threats to the City or its property must be kept confidential.~~
- ~~iv. Litigation: Discussion of probable or pending litigation could waive attorney-client privilege to the detriment of the City's position.~~

~~e.b.~~ The Council must adhere to the time limits for closed session in order to begin the regular meeting in a timely manner. If the Council does not conclude the closed session in the required timeframe as set forth in the Agenda, the Council will temporarily continue the closed session meeting until the close of the regular meeting.

C. REGULAR MEETING

C.D. CALL TO ORDER/ROLL CALL

D.E. PLEDGE OF ALLEGIANCE

E.F. ROLL CALL

F.G. CONFLICT OF INTEREST/REPORT OUT OF CLOSED SESSION

G. APPROVAL OF AGENDA.

A motion should be made to approve the agenda for the current meeting. Should a Councilmember wish to remove an item from the consent calendar for separate discussion, any Councilmember may do so during the approval of the agenda or during the approval of the consent calendar.

H. PRESENTATIONS/PROCLAMATIONS/RECOGNITION.

All special presentations, proclamations and recognitions will be calendared and coordinated through the Mayor, City Clerk, or City Administrator.

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H. PRESENTATIONS/PROCLAMATIONS/RECOGNITION.

All special presentations, proclamations and recognitions will be calendared and coordinated through the Mayor, City Clerk, or City Administrator.

I. APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)

H.J. PUBLIC COMMENT (NON-AGENDA/NON-AGENDA ITEMS)

J. ITEMS FROM THE CITY COUNCIL

K. CONSENT CALENDAR.

All matters listed under the Consent Calendar are considered by the Council to be routine and will be acted upon in a single motion. Separate discussions of these items may be requested by a Councilmember or staff member prior to the time the Council considers the motion to adopt. A member of the public may not pull an item from the consent calendar.

Agenda items requested for removal from the consent calendar by Councilmembers or staff will be considered at the beginning of the "Unfinished Business" Section of the agenda. Members of the public cannot may request for the removal of agenda from the consent calendar. A Councilmember may vote "no" on any consent item without comment or discussion. Any substantive Council comments, questions or discussion on an item will require removal of the item from the consent calendar.

L. PUBLIC HEARINGS. The guidelines for conducting public hearings are discussed below at in sub-section B of this Chapter.

M. UNFINISHED BUSINESS

N. NEW BUSINESS

O. OTHER AGENCY BUSINESS

P.O. ITEMS FROM THE CITY TREASURER

Q.P. ITEMS FROM THE CITY ATTORNEY

R.Q. ITEMS FROM THE CITY ADMINISTRATOR

R. COUNCIL REPORT

S. CALENDAR

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~~S.T.~~ **INFORMATIONAL-FUTURE AGENDA ITEMS.** *Upcoming Meetings (30-day calendar)*

~~T.U.~~ **ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)**

B. Action on Agenda Items

In accordance with the Ralph M. Brown Act, the Council may not take action on any item that did not appear on the posted Council agenda seventy-two (72) hours prior to the Council meeting unless an exception is made as permitted by the Government Code.^{xxxviii}

C. Items Placed on Written Agenda

Items of business shall be placed ~~up~~ on the written agenda prior to the deadline announced or observed for the preparation thereof, at the request of the City Administrator or the City Attorney.

Any member of the City Council may place an item on a future agenda by making a formal request to the City Administrator at a meeting of the City Council. The City Administrator will place City Council items on a future City Council agenda when reasonable based on the staff time and research necessary to prepare the item for City Council consideration.

D. Items from the City Council, City Treasurer, City Administrator, or City Attorney

These sections of the agenda provide the opportunity for brief comment on items of interest to the public, which can include City events, City business, City operations, City or projects, and other items of general interest.^{xxxix}

E. Public Hearings:

1. General Procedure. Certain actions of the Council require a public hearing, wherein the community receives an opportunity to provide testimony in front of the Council to adopt a resolution, introduce an ordinance, or approve a document. Zoning ordinances always require a public hearing. Check with the City Attorney if in doubt as to whether a public hearing is required. The Council procedure for the conduct of public hearings is generally as follows:

- a. The Staff Presents its Report. After the Mayor/Presiding Officer announces the item as it appears on the agenda, City staff will give a presentation to the City Council and the public on the staff report prepared for the matter.
- b. Initial Questions to Staff by the Council. Prior to opening ~~up~~ a public hearing on a matter, Councilmembers may ask questions of staff or third-party consultants regarding the staff report and the item.
- c. Mayor/Presiding Officer Opens the Public Hearing:
 - i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.
 - ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument. Members of the public presenting comments, testimony, or argument will follow the following guidelines:
 - 1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the Mayor/Presiding Officer and upon being recognized by the Mayor/Presiding Officer, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being

recognized by the Mayor/Presiding Officer.

2. Council Questions of Speakers. Members of the Council who wish to ask questions of the speakers or each other during the public hearing portion may do so but only after first being recognized by the Mayor/Presiding Officer.
3. Public Oral Presentations. All Council guidelines pertaining to oral presentation by members of the public apply during public hearings. These guidelines are discussed below in Chapter 13: "Addressing the Council."
4. Materials for Public Record. All persons interested in the matter being heard by the Council shall be entitled to submit written evidence or remarks, as well as other graphic evidence.
5. Germane Comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the Mayor/Presiding Officer, but may be appealed to the full Council.
 - i. The applicant or appellant is given an opportunity for rebuttal or closing argument.
 - ii. The public input portion of the public hearing is closed.
- d. Questions and discussion from the Council. Councilmembers should not express their opinions on an item prior to the close of the public hearing, as the Councilmembers should not form or express an opinion until after all testimony has been received. Questions and comments from the Council should not be argumentative, and the Council should not engage in debates with staff, or those members of the public testifying to an opinion, until after all testimony has been received.

Any Councilmember shall have the right to express dissent from, or protest to, any action of the Council and have the reason entered ~~into~~ ~~in~~ the minutes. If the dissenting Councilmember desires such dissent or protest to be entered into the minutes, this should be made clear by language such as "I would like the minutes to show that I am opposed to this action for the following reasons..."

- e. Council decision occurs. Once the Council completes its discussion of the matter, a Councilmember may make a motion to take action on the item. A Councilmember may also make a motion to table, amend, substitute, postpone, or continue the matter, pursuant to these Procedures. If the Council is unsuccessful in carrying a motion on the matter before the adjournment of the meeting, the motion shall be deemed to have failed.
 - f. The Mayor/Presiding Officer will announce the final decision of the Council.
- F. Time for Consideration.** Matters noticed to be heard by the Council will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible and will continue until the matter has been completed, or until other disposition of the matter has been made.
- G. Continuance of Hearing.** Any hearing being held, noticed, or ordered to be held by the Council at any meeting of the Council may, by order, notice, or continuance, be continued or re-continued to any subsequent hearing.

- H. Communications and Petitions.** Written communications and petitions concerning the subject matter of the hearing will be noted and summarized by the Mayor/Presiding Officer. A reading in full shall take place where a majority of the Council votes to have that correspondence read into the record.
- I. Ex-Parte Contacts.** Should a Councilmember and one (1) or more members of the public make contact outside of the hearing process regarding a matter which is, or may be, before the Council for a quasi-judicial hearing, as soon as the Council is informed that the matter will come before it as a quasi-judicial hearing, that Councilmember must disclose the substance of the contact and the names of the parties on the record at the beginning of the Council's quasi-judicial hearing. Visits by Councilmembers to sites or properties that are the subject of such pending hearings, shall also be disclosed at the beginning of the Council's quasi-judicial hearing.
- J. Resolutions.** A resolution is generally adopted by the Council to deal with temporary or special matters, such as when the Council makes only a factual determination or certification that certain necessary conditions or requirements set by statute or ordinance have been met. Resolutions can also express opinions of the legislative body or set temporary standards (i.e. amount of permit processing fees that may be changed again by future resolutions). Resolutions are recorded and kept on file with the City Clerk.^{xi} A resolution is less formal than an ordinance because it does not become part of the municipal code.
- K. Ordinances.** An ordinance is a law that the Council adopts and in most cases is codified into formal law by means of the published municipal code. An ordinance is the most binding and permanent type of Council action and usually may only be repealed or amended by a subsequent ordinance. Ordinances must be ~~publically~~publicly read aloud at two (2) Council meetings: introduced at one (1) meeting and adopted at the subsequent meeting (most often at the next meeting). Ordinances may not be passed within five (5) days of introduction unless they are urgency ordinances.^{xii} A public hearing notice must be published at least ten (10) days prior to the first reading of the ordinance.^{xiii}
- L. Urgency Ordinances.** An urgency ordinance is a special type of ordinance that is only brought once before the Council for a vote.^{xiii} It does not go on the Consent Calendar and usually cannot be codified into the municipal code.
- M. Voting & Publishing Requirements for Resolutions and Ordinances.**
- a. Voting. All resolutions and ordinances require a recorded majority vote of the total membership of the Council.^{xiv} Ordinances shall be signed by the Mayor and attested by the City Clerk.^{xiv}
 - b. Publishing. The rates of taxes to be levied, or the amount of revenue required to be raised by taxation, may be fixed either by ordinance or resolution. Where the tax rate or the amount of revenue required to be raised by taxation is fixed by resolution, such resolution shall be published in the same manner and within the same time as ordinances are required to be published.^{xvi} Within fifteen (15) days after the ordinance passes, the City Clerk shall cause each ordinance to be published at least once, with the names of those City Councilmembers voting for and against the ordinance, in a newspaper of general circulation circulated in the City of Angels.^{xvii} Ordinances shall not be published in a newspaper if the charge exceeds the customary rate charged by the newspaper for publication of private legal notices, but these ordinances shall be posted in the manner and at the time required by the Government Code.^{xviii} Except as provided in Section

36937 of the Government Code, an ordinance shall not take effect or be valid unless it is published or posted pursuant to Government Code Section 36933 and not until thirty (30) days after the final passage of an ordinance. The publication and posting of ordinances may be satisfied by the actions prescribed in Government Code Sections 36933(c)(1) and 36933(c)(2).

- C. Exceptions to Publishing Requirement. An ordinance takes effect immediately if it is an ordinance: (i) relating to an election; (ii) for the immediate preservation of public peace, health or safety, containing a declaration of the facts constituting the urgency, and is passed by a four-fifths vote of the Council; (iii) relating to street improvement proceedings; (iv) relating to taxes for the usual and current expense of the City; or (v) covered by particular provisions of law prescribing the manner of its passage and adoption.^{xix}

Chapter 12: Guidelines of Conduct

A. General Procedures

It is the policy of the Council not to become involved in the protracted discussion over parliamentary procedure. Consistent with any City ordinance, statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing not otherwise provided for herein may be determined by the Presiding Officer~~Mayor~~, subject to appeal to the full Council.

B. Authority of the Mayor/Presiding Officer

Subject to appeal to the full Council, the Mayor/Presiding Officer shall have the authority to prevent the ~~misuses of~~misuse of motions, or the abuse of any privilege, or obstruction of the business of the Council by ruling any such matter out of order. In so ruling, the Mayor/Presiding Officer shall be courteous and fair and should presume that the moving party is acting in good faith.

C. Mayor to Facilitate Council Meetings

The Council delegates the responsibility and expands the role of Mayor/Presiding Officer to include the facilitation of Council meetings. In the role as facilitator, the Mayor/Presiding Officer will assist the Council to focus on their agenda, discussions and deliberations.

D. Council-Deliberation & Order of Speakers

The Mayor/Presiding Officer is delegated the responsibility to oversee the debate and the order of speakers. Speakers will generally be called upon in the order they request to speak as recognized by the Mayor/Presiding Officer.

E. Limit Deliberation to Item at Hand

Councilmembers will limit their comments to the subject matter, item or motion being currently considered by the Council.

F. Length of Council Comments

Council members will govern themselves as to the length of their comments or presentations. The Council delegates to the Chair the responsibility ~~of assisting to assist~~ the Council by signaling if a Councilmember has been speaking for an excessive time period. Comments from Councilmembers are limited to five (5) minutes for each Councilmembers, unless the Council, by concurrence, extend such time. Councilmembers may not yield their speaking time to another Councilmember.

G. Limitations of Debate

Councilmembers will be allowed to speak once before the Mayor/Presiding Officer opens the matter for public comment. Councilmembers may speak a second time after the close of public comment if more time is allowed by the Mayor/Presiding Officer or the majority of the Council. Comments from Councilmembers are limited to five (5) minutes for each Councilmember, unless the Council, by concurrence, extend such time.

H. Obtaining the Floor

Any member of the Council wishing to speak must first obtain the floor by being recognized by the Mayor. The Mayor must recognize any Councilmember who seeks the floor when appropriately entitled to do so.

I. Motions

Motions may be made by any member of the Council, including the Mayor, providing that before a motion is offered by the Mayor, the opportunity for making a motion is offered to the other Councilmembers. Any members of the Council, other than the person offering the motion, may second the motion.

1. **Procedure for Motions:** Before a motion can be considered or debated, it must be seconded. Once

the motion has been properly made and seconded, the Mayor shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Councilmember properly recognized by the Mayor. Once the matter has been fully discussed and the vote is called for, no further discussion will be allowed; however, Councilmembers may be allowed to explain their vote.

- a. Process to Make and Second a Motion. Councilmembers wanting to make or second a motion may do so through a verbal request to the Mayor.

2. Precedence of Motions: When a motion is on the floor, no other motion shall be entertained except the following, which shall have precedence in the following order:

- a. Motion to Adjourn the Meeting (not ~~debatable~~debatable). A motion to adjourn shall be in order at any time, except as follows:
 - i. When repeated after defeat without any intervening business or discussion.
 - ii. When made as an interruption of a Councilmember who is speaking.
 - iii. While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time which the meeting is adjourned

- b. Motion to Fix Hour of Adjournment. Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment. ⁱ

If the subsequent meeting occurs within five (5) days of the original meeting, the Council may consider matters placed on the original meeting agenda without posting a new agenda. If the subsequent meeting occurs more than five (5) days from the original meeting, a new agenda must be prepared and posted. ⁱⁱ

- c. Motion to Table. A motion to table shall be used to temporarily bypass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. The tabled item may be "taken from the table" at any time by a motion made prior to the end of the meeting. If the item is not taken from the table prior to the end of the meeting, it shall be placed on a future agenda as a new matter.
- d. Motion to Amend. A motion to amend can be made after a motion is introduced and seconded. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A motion to amend shall be voted on first, followed by a vote on the original motion, as amended or as originally stated, depending on whether the motion to amend carries.
- e. Motion to Substitute. A motion to substitute can be made after a motion is introduced and seconded. A substitute motion on the same subject shall be acceptable, and voted on before a vote on a motion to amend the main motion amendment.

f. Motion to Continue. Motions to continue to a definite time shall be amendable and debatable as to the propriety of postponement and time set. If desired, the Councilmember who initiates the motion to continue may also move to reopen the hearing to receive further testimony.

3. **Motions Introducing Ordinances.**ⁱⁱⁱ Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Council of the full reading of the text and title of the proposed ordinance unless the motion is otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.

J. Voting Procedures

Any Councilmember present at a meeting when a question comes up for a vote, should vote for or against the measure unless he or she is disqualified from voting and abstains because of such disqualification. All votes shall be roll call votes, except for minute actions. Minute actions may be taken by voice vote. The results reflecting all "ayes" and "noes" and "abstentions" must be clearly set forth for the record. Raised hands can reflect an "aye", "no", or "abstention" vote but the record shall reflect each raised hand vote.

- 1. **Abstention:** An abstention does not count as a vote for or against a matter. If a Councilmember abstains, he or she is counted as present for quorum purposes but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those members present and voting." If a Councilmember abstains from voting on the grounds that he or she has or may have a conflict of interest, that abstention shall be made either at the beginning of the Council consideration of the matter, or as soon as the Councilmember recognizes that he or she may have such a conflict or potential conflict. In addition, the Councilmember shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the Council Chamber during discussion of the item when required to do so by the Political Reform Act.ⁱⁱⁱ
- 2. **Tie Votes:** A tie vote results in a lost motion. In such an instance, any member of the Council may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.
- 3. **Motion for Reconsideration:** Motions for reconsideration of a matter may only be made at the same meeting at which the Council takes action on a matter. Such motion may only be made by a Councilmember who voted with the side that prevailed on the matter in question. With regard to a tie vote resulting in a lost motion, the prevailing side will be deemed to be those Councilmembers who voted in the negative. Any member of the Council may second a motion for reconsideration.

K. Non-Observance of Guidelines

The guidelines are adopted to expedite and facilitate the transaction of the business of the Council in an orderly fashion, and shall be deemed to be procedural only. The Council shall not be required to follow formal organizational procedures such as Robert's Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Council.^{iv}

L. Non-Exclusive Guidelines

These guidelines are not exclusive and do not limit the inherent power and general legal authority of the Council, or of the Mayor/Presiding Officer, to govern the conduct of Council meetings as may be considered

appropriate from time to time or in particular circumstances for purposes of orderly and effective conduct of the affairs of the City.

Chapter 13: Addressing the Council

A. Oral Presentations by Members of the Public

The rules governing oral presentations by members of the public at Council meetings are as follows:

1. The person is requested to come to the podium, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
2. All remarks should be addressed to the Council as a whole, not to individual members thereof.
3. Questions, if any, should be directed to the Mayor/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

B. Public Comment

Public Comment is that period set aside at Council meetings for members of the public to address the Council on items of City business other than scheduled agenda items. The Public Comment portion of the Council meeting is the opportunity for members of the public to address the Council in compliance with the Government Code.

1. **Timing.** Public Comment for each speaker is limited to ~~five~~^{three} (3) minutes, unless the Council, by concurrence, extend such time. Members of the public may not yield any portion of their individual public comment time to other speakers.
2. **City Matters.** Presentations under Public Comment are limited to items within the subject matter jurisdiction of the City.

C. Agenda Item Oral Presentation

Any member of the public wishing to address the Council orally on City business matters appearing on the Council agenda, may do so when that item is taken up by the Council, or as otherwise specified by the Council or the Mayor/Presiding Officer.

1. **Presentations Submitted in Writing.** Persons who anticipate oral presentations exceeding three (3) minutes are encouraged to submit comments in writing, in advance, to the care of the City Clerk, for prior distribution to the Council and other interested parties. Submission of comments in writing is encouraged in lieu of possible lengthy oral presentations which may not be permitted.
2. **Timing.** Comments by the public on City business matters appearing on the agenda may do so once the Mayor/Presiding Officer opens the matter for public comment. Members of the public may speak a second time after the close of public comment only if more time is allowed by the Mayor/Presiding Officer or the majority of the Council.
3. **Assigning Time.** Persons wishing to assign their time for oral presentations to other individuals may do so only with authorization of the Mayor/Presiding Officer or a majority of the Council.
4. **Reading Written Comments.** Persons wishing to read written comments into the record may do so only with authorization of the Mayor/Presiding Officer or a majority of the Council. Additional procedures for written comments is detailed below.

D. Comments in Writing Encouraged

Members of the public may submit, and are encouraged to submit, comments in writing to the Council, care of

the City Clerk, relating to any items of City business, whether on the Council agenda or otherwise. Such comments will be distributed to members of the Council and considered and acted upon, or not acted upon, as the Council, in its judgment, may deem appropriate. All written comments submitted prior to or during the item the comments relate to, will be part of the record on that particular item. Written comments will not be read aloud at the Council meeting.

- 1. **Comment Cards.** Comment cards may be used by members of the public in attendance at the meeting who do not wish to or cannot verbally address the Council during a meeting. A person may indicate his or her brief comments on the card and his or her opposition or support for an item on a comment card. Written comment cards can be submitted to be read at the meeting or submitted prior to the meeting by email by [redacted] to the City Clerk. During the public testimony on the item, the Mayor indicates that the Council has received comment cards from (name of person) in support of the project or issue and comment cards from (name of person) in opposition of the project or issue.
- 2. **Repetitious Comments Prohibited.** Speakers shall not present the same or substantially the same items or arguments to the Council repeatedly or be repetitious in presenting their oral comments. If a matter has been presented orally before the Council, whether the Council has taken action, or determined to take no action, the same or substantially the same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes submission of comments to the Council in writing for such action or non-action as the Council, in its discretion, may deem appropriate.

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E. Speaker Time Limits for An Agenda Item

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Council on the same subject matter, the Mayor/Presiding Officer may request that a spokesperson be chosen by the group, and in case additional matters are to be presented by any other member of the group, that there be a limit on the number of such persons addressing the Council. A specific time limit may also be set for the total presentation. No group shall arrange themselves so as to use individual speakers' times in sequential order to circumvent the time limits.

F. Waiver of Guidelines

Any of the foregoing guidelines may be waived by majority vote of the Councilmembers present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

G. Decorum

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the City's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The Mayor/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The Mayor/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Councilmembers shall perform their duties in accordance with the City's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Council by City staff. They shall work together collaboratively, assisting each other in conducting the affairs of the City. Councilmembers shall fully participate in public meetings, in both the open and closed sessions, while demonstrating respect and courtesy to others. City Officials shall stay focused, stay on topic and act efficiently during public meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

No person shall engage in harassment of another person during a public meeting. Harassment includes but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs;
2. Physical harassment such as assault, impeding or blocking movement, or any other physical interference or threat directed at an individual;
3. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

During public meetings, all present shall:

1. Preserve safety and order;
2. Not block the audience or camera from viewing the proceedings;
3. Not engage in disruptive behavior, including but not limited to: heckling, whistling, yelling, and other similar demonstrations;
4. Not willfully disrupt the peace and order of the meeting;
5. Listen to others respectfully and not interrupt those who are speaking;
6. Refrain from making comments that personally attack an individual in a way that disrupts, disturbs, or otherwise impedes orderly conduct;
7. Avoid the use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct;
8. Not use unlawful physical force. Physical force includes but is not limited to: grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body;
9. Not harass any other person in any way, ~~including, but not limited to, types of harassment described in section 2.07.060 of the A.M.C.~~
10. Avoid obscene gestures or motions that could be viewed as threatening or an effort to intimidate. Unacceptable gestures include, but are not limited to, those of a sexual nature, finger pointing and fist shaking in an overly aggressive or accusatory manner, miming the use of weapons or other violent acts, and other movements that could be seen as threatening; and
11. Avoid raising voices beyond what is necessary to be heard by the audience.

Unruly conduct that disrupts the meeting such as undue noise, hissing, profanity, inappropriate applause, insults or physical disturbance shall not be permitted.

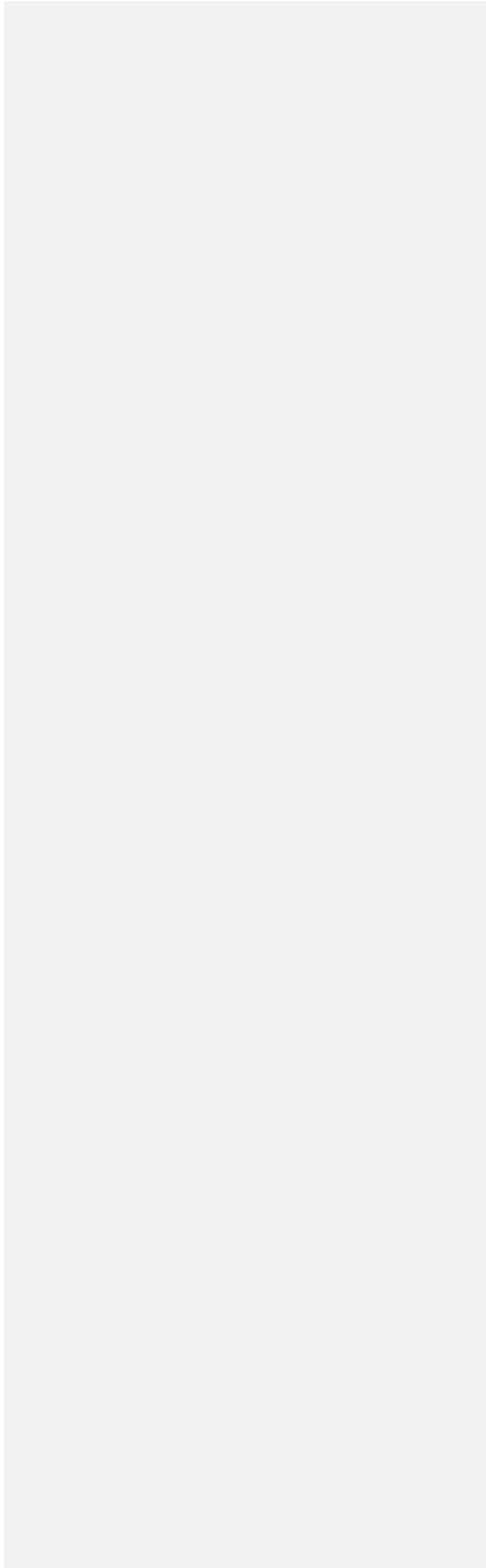
If these rules are violated, the City has the following recourse:

1. The Mayor/Presiding Chair can call a point of order;

2. A Councilmember present at the public meeting may move to require the Mayor/Presiding Chair to enforce the rules and upon majority vote, the Mayor/Presiding Chair shall be required to do so;
3. The Mayor/Presiding Chair may instruct the Chief of Police, or another member of the police department designated by the Chief of Police to enforce the rules;
4. The Chief of Police or other members of the police department designated by the Chief of Police to enforce the rules may order an individual to sit, refrain from addressing the Council, board or commission, or remove the disruptive person from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Council, shall be barred from further audience before the Council at said meeting by the Mayor/Presiding Officer unless permission to continue is granted by a majority of the Council.^{iv}

PART III: COMMISSIONS AND ADVISORY GROUPS



Chapter 14: Application of Rules to City Commissions and Other City Sponsored Publicly Held Meetings

A. Applicability of Rules

- 1. All rules regarding the Conduct of City Officials shall apply to individuals serving as Commissioners or Board members in other appointed positions on City commissions and boards. Currently, ~~the City has two (2) standing commissions: Planning Commission, and the Museum Commission~~ the Planning Commission is the City's only standing commission.
- 2. Members of the public shall abide by the rules governing addressing the Council when addressing a City-created board or commission.
- ~~3.~~ All Public Hearings held by City appointed boards and commissions shall be conducted by the rules contained herein under Chapter 11, Section E: Public Hearings.
- ~~3.4.~~ All internal references to the Mayor/Presiding Officer in this handbook shall apply to commission chairpersons in chairing commission meetings.

B. Planning Commission ~~and Museum Commission~~ Guidelines

1. Meetings

- a. Regular Meetings:
 - i. Planning Commission regular meetings shall be held the second Thursday of each month, commencing at ~~5~~6:00 p.m. in the City Council Chambers.
 - ~~ii. Museum Commission regular meetings shall be held at least every two (2) months as defined by the Commission.~~
- b. Quorum: A majority of the full ~~Planning-Museum~~ Commission shall constitute a quorum, but a lesser number may adjourn from time to time.

A majority of the voting members of the Planning Commission shall constitute a quorum for the purpose of conducting routine business. The affirmative vote of a majority of the voting members shall be required for the approval of any general plan element or amendment thereto, any rezone, variance, use permit, tentative map or other planning commission action (AMC 17.85.050)

- c. Chairman ("Chair"): the Chair for each Commission shall preside over that Commission's meetings. He or she shall be elected by a majority vote of the Commission to serve for a designated term. The Chair shall have authority to preserve order at that Commission's meetings, to call for the removal of any person(s) from any meeting of the Commission for disorderly conduct, to see that all actions of the Commission are properly taken, to sign documents of the Commission, to interpret and enforce the procedural guidelines of the Commission and to determine the order of business under the guidelines of the Commission. AMC Section 17.85.030 further details the duties of the Planning Commission Chair.
 - i. *Absence of Chair*: the Vice Chairman ("Vice Chair") shall act as Chair in the absence or disability of the Chair. The Vice Chair shall be elected by a majority vote of the Commission in which he or she sits.

- ii. *Absence of Chair and Vice Chair:* When the Chair and Vice Chair are absent from any meeting of his or her Commission, the members present may choose another member to act as Chairman pro tem, and that person shall, during the meeting, have the duties of the Chair.
- d. ~~Other rules regarding Museum Commission meetings shall be conducted by the rules contained herein under Chapter 10: Council Meetings.~~ Planning Commission meeting rules are detailed in AMC Sections 17.85.060 and 17.85.070.

C. Order of Business

- a. ~~The Museum Commission shall adhere to the Order of Business procedures contained herein under Chapter 11: Order of Business, except for Section A: "General Order". The Museum Commission's specific General Orders are outlined below.~~ The Planning Commission's Order of Business procedures are detailed in AMC Sections 17.85.060 through 17.85.090.
- b. ~~General Order for Museum Commission~~

- D. **General Order** - The business of the ~~Museum~~ Commission at their meetings will generally be conducted in accordance with the following order of business unless otherwise specified. A closed session may be held at any time during a meeting consistent with applicable law.

- ~~CALL TO ORDER~~
- ~~ROLL CALL~~
- ~~PLEDGE OF ALLEGIANCE~~
- ~~ROLL CALL~~
- ~~CORRESPONDENCE APPROVAL OF THE AGENDA AS POSTED (OR AMENDED)~~
- ~~APPROVAL OF MINUTES~~
- ~~AUDIENCE/PUBLIC COMMENT (NON-AGENDA ITEMS)~~
- ~~PLANNING COMMISSION BUSINESS~~
- ~~COMMITTEE REPORTS~~
- ~~ADJOURNMENT APPROVAL OF AGENDA~~
- ~~CONSENT CALENDAR~~
- All matters listed under the Consent Calendar are considered by the Planning Commission or the Transportation Advisory Commission to be routine and will be acted upon in a single motion. There will not be separate discussions of these items unless a request is made prior to the time the Commission considers the motion to adopt.
- ~~PUBLIC HEARINGS~~
- ~~PUBLIC HEARINGS (PLANNING COMMISSION ONLY)~~
- ~~UNFINISHED BUSINESS~~

Commented [NG7]: This order of business mirrors the agendas as currently reflected online, but varies slightly from the process set out in the municipal code. A recommendation: the agenda should match the language in the municipal code, so one with have to be changed to match the other.

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~~NEW BUSINESS~~

~~ITEMS FROM THE PLANNING COMMISSION OR TRANSPORTATION ADVISORY COMMISSION~~

~~ITEMS FROM THE COMMUNITY DEVELOPMENT DIRECTOR OR CITY ENGINEER~~

~~ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)~~

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The Planning Commission's Order of Business is as prescribed in AMC Section 17.85.099070.

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E. Administrative Rules

- a. Request for Research or Information: Planning Commissioners may request information or research from ~~Planning staff~~ the Community Development Director. ~~Museum~~ Commissioners may request information or research from the ~~Museum~~ Operations Director. Requests for new information or policy direction will be brought to the full Commission for consideration at a regular meeting. All written products will be copied to the full Commission.
- b. Inappropriate Actions: The Commissions delegate to the Chair the responsibility to discuss, on behalf of the full Commission, any perceived or inappropriate action by a Commissioner. The Chair will discuss with the Commissioner the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the City Administrator will report the concern to the full Commission.
- c. Agendas in Uniform Font: Agendas for all Commission meetings shall comply with provisions of the Brown Act and the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) in making the agenda and documents in the agenda packet available in appropriate alternative formats to persons with a disability.
- d. Agenda Materials Delivery: Delivery of the agenda materials to the Planning Commissioners shall be on or before the evening of the Friday preceding the regular meeting. As necessary, supplemental materials may be delivered subsequent to the preceding Friday.
- e. Procedural Guidelines: ~~The guidelines that the Museum Commission adheres to may be amended at any meeting of the City Council by a majority of a quorum of the City Council, provided that notice of said proposed amendments is given to each member in writing prior to said meeting.~~ The procedural guidelines for the Planning Commission may be amended at any meeting of the Planning Commission by a majority of the full membership (AMC 17.85.190)
- ~~f.~~ Distribution: Each member of the Commission, including new members as they are appointed, shall be provided a copy of these Guidelines by the City Clerk ~~or Planning staff, the Community Development Director for the Planning Commission, or by City Staff.~~
- ~~f.~~ Vacancy Caused by Absence: Pursuant to AMC 17.85.060, the secretary of the Planning Commission shall report the absence of any member at three consecutive meetings without an acceptable excuse. This may be grounds for the Planning Commission to recommend the removal of that member from the Commission.
- ~~g-h.~~ If a member of the Museum Commission is absent without cause for more than two successive regular meetings of the Commission, or is absent from more than four regular meetings in a fiscal year, the office becomes vacant automatically. The Commission shall immediately notify the City

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~~Council of the vacancy. An "acceptable excuse" shall constitute the following: A member is not absent without cause if his or her absence is:~~

- i. ~~Absence due to illness, with notice to the Secretary of the Commission; or or,~~
- ii. ~~Absence due to unavoidable circumstances and with notice to and the member gives the Secretary of the Commission notice before the date of the meeting from which he or she will be absent and giving with a written explanation of the reason for the absence.~~

Commented [NG8]: This has been removed as it is internally inconsistent. Subsection (g) sets out the language in the municipal code. If the Council wishes to change the process or procedure it should be done via an ordinance.

~~Per AMC 17.85.060, the secretary of the planning commission shall report the absence of any member at three consecutive meetings without an acceptable excuse. This may be grounds for the planning commission to recommend the removal of that member from the commission.~~

~~h.i.~~ Officers-Election: At its regular meeting in July of each year or soon thereafter as possible, the Commission shall elect a Chair and Vice-Chair.

~~h.j.~~ Adjournment Time: Per AMC 17.85.060, No public hearing will commence after ten p.m., and no item of business will commence after eleven p.m. for the Planning Commission. Scheduled items which cannot be heard because of lack of time will be continued to the earliest possible date.

~~h.k.~~ Attendance: Each member of the Commission who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Commission shall notify the Secretary of the Commission at the earliest possible opportunity and, in any event, prior to 5:00 p.m. on the date of the meeting. The Secretary shall notify the Chair of the Commission in the event that the projected absences will result in a lack of quorum.

~~h.l.~~ Subcommittees: The Commission may from time to time, at the recommendation of staff, the request of the Council, or of its own volition, determine that a subcommittee should be formed to perform some function on behalf of the Commission. Such subcommittee assignments usually involve some degree of research or analysis with a report back to the full Commission for consideration of the subcommittee's recommendation(s). Formation of any such subcommittee will require consideration by the Commission as a regular agenda item wherein the Commission will discuss and define the roles and responsibilities of the subcommittee and by consensus name a Commission representative to any such subcommittee.

~~h.m.~~ Appeals: Pursuant to the A.M.C., Section ~~2.04.070~~ 17.81.010, or as amended, the Commissions act as advisory bodies to the City Council. On those rare occasions where a Commission acts as the decision-making body, said decision may be appealed to the City Council.

~~h.n.~~ Continuance of Advisory Items: The following rules relate to advisory items, that is, items where the Commission offers recommendations to the City Council for final action. For example, Planning Commission rulings on zoning amendments or general plan updates are advisory items which go before the City Council for ultimate determination. The following rules serve to ensure advisory items arrive to the City Council for review within a reasonable time:

- i. The Commission may continue or postpone advisory items for further consideration, but the Commission must reconsider the item at its next regular meeting. Therefore, any continuance of the item without an official ruling shall automatically reappear on the agenda for the Commission's next regular meeting.

- ii. The Commission shall not continue or postpone advisory items for further consideration, without offering final recommendations to the City Council, more than twice (2).
- iii. Where the Commission fails to rule on the advisory item after having continued the item two (2) times, the Commission has forty (40) days from the second continuance to render its official recommendation to the City Council. Failure to render a final ruling on the item at a third consecutive meeting shall constitute an automatic recommendation of the item, as is and without modifications, for adoption by the City Council.

Appendix A

ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential information, or by misuse of public time is dishonest.

Appendix B
Referenced Code Citations

- i A.M.C. §2.09.040.
- ii A.M.C. §2.12.030
- iii A.M.C. §2.12.040.
- iv A.M.C. §.2.12.050
- v A.M.C. §2.12.060
- vi A.M.C. §2.02.010.
- vii A.M.C. §2.03.
- ~~viii A.M.C. §2.05.~~
- ix Government Code § 36516.
- x A.M.C. §2.01.050(E).
- xi A.M.C. §2.01.050(D).
- ~~xii Government Code §82033.~~
- ~~xiii Id.~~
- ~~xiv Government Code §87105.~~
- ~~xv Government Code §87105(a)(1)-(3).~~
- xvi Government Code §53235(f).
- xvii A.M.C. §2.01.040.
- xviii Government Code §87406.3.
- xix Government Code §54959.
- xx Government Code §54960.
- xxi A.M.C. §§ 2.01.030; 2.08.020; Government Code §§ 36805; 54954(a).
- xxii Government Code § 54954(b).
- xxiii Government Code § 54954(e).
- xxiv A.M.C. §2.01.030.
- xxv Government Code §§ 54956; 54956.5. Special meetings and emergency meetings, respectively.
- xxvi Government Code §§ 36805; 36809; 54955; 54956.
- xxvii Government Code § 54954.5.
- xxviii A.M.C. § 2.01.030.
- xxix Government Code § 36810.
- xxx Government Code § 36811.
- xxxi Government Code §§ 36802; 36813; 54957.9.
- xxxii Government Code § 36802.
- xxxiii Id.
- xxxiv Government Code § 54954.5.
- xxxv Government Code § 54953.
- xxxvi Government Code § 36814.
- xxxvii Government Code § 54953.5. The statute only requires maintenance of the audio or visual recording for thirty (30) days where there are other records of the meeting that are retained according to Government Code § 6250 *et seq.*
- xxxviii Government Code §54954.
- xxxix Government Code §54954.2(a).
- xl Government Code § 36936.
- xli Government Code § 36934.
- xlii Government Code § 65090.
- xliiii Government Code § 36934.
- xliiv Government Code § 36936.
- xlv Government Code § 36932.
- xlvi Government Code § 36936.1.
- xlvii Government Code § 36933(c).
- xlviii Government Code § 36933(a).
- xlix Government Code § 36937.
- l Government Code § 54955.
- li Government Code § 54955.2(b)(3).
- lii Government Code § 36934. The requirements for introducing an ordinance or urgency ordinance are provided in this section of the Government Code and establish the information that follows in this paragraph.
- liii Government Code §87100 *et seq.* A Councilmember should leave the room when he or she identifies that he or she has a financial interest in the decision being discussed. Prior to leaving the room, the Councilmember should publically identify the financial interest at stake and recuse himself or herself from that portion of the meeting.

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^{liv} *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.
^{lv} Government Code §§ 36813, 54957.9.

NOVEMBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDA	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	Election 5 day COUNCIL MEETING	6 COG 5:30PM	7	8	9
10	11 Veterans Day HOLIDAY	12 ALL HAZARDS 1PM	13	CSEDD 14 PLANNING 5PM	15	16
17	18 LAFCO	19 COUNCIL MEETING	20 COG/TAC IRWMA	21	22	23
24	25	GRND BREAK 26 MONUMNT SIGNS VALLECITY RD/SR4 UWPA 5:30	27	28 Thanksgiving Day HOLIDAY	29 HOLIDAY	30

DECEMBER 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDA	THURSDAY	FRIDAY	SATURDAY
1	2	3 COUNCIL MEETING	4 COG 5:30PM	5	6	7
8	9	10 ALL HAZARDS 1PM	11	12 ALL HAZ OPEN HOUSE 3-5PM PLANNING 5PM	13	14
15	16	17 COUNCIL MEETING	18 COG/TAC IRWMA	19	20	21
22	23	24 HOLIDAY	25 Christmas HOLIDAY	26	27	28
29	30	31	1	2	3	4